

**Oregon Episcopal School**  
**Board Minutes**  
**September 16, 2009**  
*Amended & Approved 10-24-09*

**Present:** Steve Grant, Leslie Spencer, Tim Phillips, Steve Lovett, Kirk Bass, Robert Bryant, Ann Carter, Raymond Cheng, Kristin Collins, Tina Donovan, Brenda Henderson, Elizabeth Hight, Mark Hochgesang, Estelle Kelley, Liz Perkins, Urmila Ratnam, Clent Richardson, Alan Shiffer, Gary Takahashi, L.D. Wood-Hull, Kathy Layendecker, Jan Massaro, Jordan Elliott, Anne Marie FitzGerald, David Lowell, Jon von Behren, Tom Wheelock, Lynn Mawe, Marianne Johnson

Visitors: Tom Berridge

**WELCOME & INVOCATION**

Steve Grant welcomed all and Father Robert gave the invocation.

**APPROVAL OF MINUTES**

Kirk Bass moved that the minutes of the June 6, 2009 meeting be approved as written, Steve Lovett seconded and the motion was unanimously approved.

**INTERIM HEAD OF SCHOOL REPORT**

Kathy Layendecker reported on her goals for the year:

- Maintain the school's momentum
- Support the Board in attracting the next head of school
- Develop a more seamless K-12 curriculum
- Define roles and responsibilities
- Reconnect the alumnae/i and donors
- Create a good sense of community and communication
- Move the strategic marketing plan forward

Kathy said her most immediate goal was to get the school off to a good start. The administrative team worked hard over the summer to get everything in place, including:

- New parent portal
- Completion of safety and seismic work
- Communication plan that flowed throughout the summer
- An environment to determine what we do well and what can we do better
- H1N1 plan
- A plan to do background checks on all volunteers per the new DHS requirements

Tom Wheelock and the division heads reconfigured the week faculty returned to school, which included technical training and work on developing a cohesive K-12 curriculum. A consultant was hired to be available to people who were still disturbed about last spring's events and only two people met with the consultant. The new structure was well received and Kathy was pleasantly surprised the way the week ended. Faculty described themselves as reconnected, optimistic and open.

In her opening remarks to faculty and staff Kathy clearly defined Tom Wheelock's role. He is responsible for ensuring consistency in PK-12 curriculum, faculty evaluation process, hiring practices, and faculty compensation. Tom has day-to-day involvement with the division heads and also interfaces with support services and technology. It was suggested that Tom's role be defined in the divisional newsletters.

Kathy reported on other matters:

- Opening Day went very well and there was a lot of energy.
- We had a missing faculty member on a trip but he was found the next morning, and a debriefing was done.
- There have been some problems with the new parent portal and the technology department is working closely with the vendor to iron out any issues.
- The OES Fund is at 100% for Lower and Middle school faculty and the administrative team, and Upper School is one person away from 100%.
- We have a new college counselor, Paula Sutton, and Kathy has received emails from parents saying she is great to work with.
- We are putting a PK-12 structure in place for support services to ensure good communication and consistency in the way we support students.
- Two candidates have been interviewed for the interim director of finance position and we are gearing up to hire a director of communications.
- We are in the final stage of hiring a Lower School learning specialist.
- We are looking for a supervisor for extended care for Middle and Lower schools.
- We have hired a new bus mechanic.
- We are fully enrolled with 844 students.
- We have sixty boarding students and have identified areas and guardian families should students need to be quarantined due to the H1N1 flu.

## **VISIONING**

Steve reported that he and Kathy have been working with consultant Ian Symmonds on visioning. There will be formal community listening sessions in early October to solidify what the school is about, what the community as a whole wants it to be, and to identify the key attributes of the next head of school. Listening sessions will be by RSVP and in groups of 15 to 20 people. The information will then be collated and sent back to the community by the end of October or early November. Round two will be in early November and output will be in early December.

The head of school search will begin the first part of 2010. Ian is under contract for this year and the follow-up work that will play next year. The steering committee membership is defined and the kick off meeting is scheduled for the evening of September 28<sup>th</sup>. There will be a lot of work on the communication front to determine how information goes out (micro-sites, podcasts, Facebook, and Twitter).

## **AD HOC COMMUNICATIONS COMMITTEE**

Leslie Spencer distributed the charge of the committee and explained it was established to evaluate the internal communications infrastructure and function with an aim to identify the most beneficial tools and mechanisms for redesign and improvement.

The committee's first line of business was to perform an inventory of all existing internal communications. Source categories were identified and committee members were assigned to take inventory of each category. Ian Symmonds will provide a template for gathering the data which he will then organize for analysis. The work will provide important data and analysis as the school moves from 'push' communication methodology toward stakeholder-based interactive methodology.

There was a question about tying the all-school calendar into this and Kathy said that a new website and all-school calendar is being designed.

### **FINANCE COMMITTEE**

Kirk Bass reported that the committee has not yet met but the first meeting is scheduled for October 8<sup>th</sup>. The 2008-09 budget closed with a contribution to reserves. This favorable news is due to the divisions tightening their belts, and lower costs for postage, printing and utilities. Contingencies had been built into the budget and they were not needed. Kathy Layendecker added that AASK fundraising and transportation brought in additional income. Extraordinary expenses from last May and June has been accrued into that school year.

Kirk reported briefly on the 2009-10 budget and will report on that in more detail at the next meeting.

Going forward the Finance Committee will be looking at areas that include increased financial aid, the upcoming bond payment, lending requirements for faculty changes, and the drive for other sources of revenue.

### **BOARD GOALS**

- Unify the community
- Prop up the brand
- Help and support the interim head of school
- Start activities for hiring a permanent head of school

Steve said we need to review the number of Board committees. The Board also needs to determine what we *want* to do and what we *cannot* do. Tobey Fitch of Tobey Fitch Associates has offered his services to help accomplish this and Steve proposed that we find a half day in October to work through the process. Information will be collected so that we can have a good discussion.

### **GENERAL SESSION**

Fr. Robert thanked those who came to the St. John's Auction, which raised \$44,000. He invited the trustees to a special celebration St. John's is having on September 27<sup>th</sup> at its 10:15 a.m. worship service. The day will be one to honor the special relationship

between the Parish and the School. Phillip Craig will preach, other OES chaplains will be involved, and Kathy Layendecker will be attending. All of the acolytes and others involved in the service will be OES students or people with connections to the school. They will have recognition and a special prayer for all current and former OES students, faculty, staff and trustees. Afterwards there will be a picnic outside the dining hall with activities for the kids and tours of the OES campus for the adults.

Jan Massaro reported that the first VCL meeting went well, there were good questions, and parents are focused on getting their kids settled into school. There was the occasional comment about the background checks, but nothing substantial. Kathy said it was the most substantial VCL meeting she has attended.

Kathy and Marianne Johnson explained the process of the background checks.

Estelle Kelley said she has been thinking about how the Board can mix with faculty and staff on a more casual basis and asked everyone to email her with ideas.

Kristin Collins and Leslie Spencer suggested we have a trustee page on the website which lists trustees with photographs and bios. Alan Shiffer said that the Governance Committee has been working on getting updated bios. L. D. Wood-Hull added that the Board needs to be more visible to parents and that we should think about having an open forum. Jordan Elliott invited the trustees to join US faculty at the Raleigh Hills Pub this Friday.

Meeting adjourned to executive session at 5:25 p.m.

Respectfully submitted,

Anne Weston