

Oregon Episcopal School
Board Minutes
January 21, 2009
Amended 4/16/09

Present: Urmila Ratnam, Steve Grant, Tim Phillips, Steve Lovett, Kirk Bass, Robert Bryant, Ann Carter, Raymond Cheng, Kristin Collins, Tina Donovan, Brenda Henderson, Elizabeth Highet, Mark Hochgesang, Jeff Johnson, Estelle Kelley, Mark Kemball, Liz Perkins, Clent Richardson, Leslie Spencer, Gary Takahashi, Ed Taylor, L. D. Wood-Hull, Matthew Hanly, Jane F. Graybeal, Dan Drinkward, Pat Kelley, Jordan Elliott, Scott Hardister, Anne Marie FitzGerald, David Lowell, Kathy Layendecker, Jon von Behren, Phillip Craig, Tom Wheelock
Guests: Sohee Anderson, Susie Gundle

WELCOME AND ANNOUNCEMENTS

Urmila welcomed all and The Rev. Robert Bryant gave the invocation.

Urmila congratulated Matthew on his being invited to join Country Day School Headmasters Association. Heads of School are invited to join in recognition of what they have accomplished in their career.

Urmila congratulated Kathy Layendecker on her appointment to the board of NBOA, a premier organization for business officers.

Urmila reminded everyone that Trustee/Former Trustee Day is Thursday, February 19, beginning with coffee in the lobby of the Upper School at 8:15 a.m.

Urmila has taken the February 21 Saturday board meeting off the calendar since it is not needed this year.

Urmila asked trustees to return outstanding conflict of interest forms and trustee profile forms to Anne Weston.

Urmila distributed the forms for commencement caps and gowns and asked that they be returned to Anne Weston.

APPROVAL OF MINUTES

Kristin Collins said that her name should be removed from the list of attendees at the November 19 meeting because she was not present. Ed Taylor moved that the minutes of the November 19, 2008 meeting be approved with the noted change, Elizabeth Highet seconded, and the motion was approved unanimously.

HEAD OF SCHOOL REPORT

Matthew said that he is looking forward to the Country Day School Headmasters annual meeting which is being held at Bowdoin College, his alma mater.

Matthew commended Urmila, Kathy, and Steve for their extraordinary work on the Governance and Finance town halls.

We have three students that left OES after the eighth grade (two from Jesuit, one from Lincoln) who are coming back to the Upper School next week. Matthew said this is a real affirmation of what we're doing.

Judy Shepard is coming on April 16 to talk about the *Laramie Project* during the Upper School X-period. It will be a very moving presentation at quite a discounted rate. There will be a town hall meeting on February 17 with Jack O'Brien, Phillip Craig, the director, and several students talking about the play and answering questions.

Pat Bassett, president of NAIS will be at OES on April 2 from 4:00 – 8:30 p.m. to work with trustees from independent schools in Oregon and Vancouver, WA. Matthew said it will be a very informative program and encouraged trustees to attend.

Wendy Mogul, author of *Blessings of a Skinned Knee*, will be speaking at Portland Jewish Academy on May 7. OES will be offering tickets at discounted price.

Paula Sutton has accepted the position of director of college counseling and Matthew will be sending out a communication to the community soon. It was a very thorough and open search with parents and students very involved in the process. Matthew thanked Tom Wheelock and Jordan Elliott for their effort. Paula will bring great strength to the team.

Marketing consultant Ian Symmonds spoke at the Advancement Committee meeting about strategic marketing and talked about how marketing is an exchange of value. It is about product, price, place, promotion and positioning. He will be working with David Lowell and the Strategic Marketing Committee.

Matthew gave enormous praise to his administrative team but said they need to work on balance in their lives. They are very committed to this institution and he is deeply appreciative.

Matthew gave an update on the director of development search. Carlos Peña met with three candidates from the Pacific Northwest. Matthew and Kathy Layendecker will do preliminary screening next week and then possibly bring the candidates in to meet with the extended group.

Michael Loy '09 was named a semi-finalist in the Intel Science Talent Search. It was wonderful to see such respect and warmth from his peers during the announcement at Gathering. Michael will learn if he is a finalist on January 30th.

Matthew reported on early college acceptance and said it is a fine beginning for the class of 2009.

Next year we are going to offer a full day option in Pre-K. There will be a five day and three day option and we will work with families to find the best option for them.

Jordan Elliott, Scott Hardister, Phillip Craig, Tom Wheelock and Kathy Layendecker will each take on some teaching duties next year.

Matthew's pending projects include finishing the employee handbook, which he shared with HAC last week, finalizing the budget, and writing the tuition letter.

After the Board receives the parent survey results, the administrative team will be digesting the information and making decisions about areas of improvement.

CURRICULAR UPDATE

Tom Wheelock reported on his initial observations of OES and the curriculum. He is working on several initiatives which will result in a coherent PK-12 curriculum that brings our mission to life, captures the culture and incorporates persistent analysis and improvement:

- PreK-12 meetings with maps and a set of questions.
- Department chairs will be appointed in all disciplines and four or five will be named this year. The appointment of chairs is very important to the development of curriculum.
- The committee on evaluation, professional growth and development, and compensation will be revising the evaluation process that builds partnership between teachers and academic leaders and that captures the culture at OES:
 - How to incorporate professional growth and development into evaluation.
 - Reflecting teacher's role in the school and growth in compensation.
 - Will reinforce the theme of continued self-scrutiny by the school and individuals.

The committee has met twice and will meet again every two weeks for the rest of the year. The conversations have been terrific.

- Phillip Craig and the division heads have been looking at student support and what is needed in the way of staff to support kids and families, including academic support.
- Within a year departments and divisions will be asked to probe what we want an OES education to look like at points – fifth grade, eighth grade, graduation, how we characterize OES learners, how we are preparing our kids to be thinkers and leaders/activists/citizens in their lives.
 - Anne Marie has initiated meetings of LS teachers to discuss subjects across grades.
 - We are looking at how we articulate our math program from LS to US.
 - Scott and Jordan are looking at new schedules to create the best environment in which to learn.
 - Transition meetings of fifth grade to sixth grade and eighth grade to ninth grade.

ENROLLMENT UPDATE

David Lowell reported we currently have 844 students. Three former students are returning in the middle of the year and that is a wonderful tribute to what is possible here. There are two former students who have applied to return next year and one possible dorm student coming in the middle of the year.

David said the admissions office is always most concerned with inquiries for PK, Kindergarten, sixth grade, and ninth grade.

Applications are a bit sobering but Kindergarten is remaining strong. David walked through the numbers in each grade level. Eighth grade has the highest attrition rate and lowest yield. We will be sending out acceptances March 10, and they need to be back by the March 30. April is the month of plugging in holes here and there and that's when we go to the wait pool if needed.

On February 26 we begin a strategic marketing effort working with consultant Ian Symmonds and we hope to have a plan by April. Trustees Urmila Ratnam, Mark Hochgesang and Mark Kemball are on the committee.

ADVANCEMENT COMMITTEE

Leslie Spencer distributed the dashboard and Annual Fund reports. Gifts are coming in a little slower than last year. They will focus on alumnae/i giving between January and June, including grandparents and parents of alumnae/i.

Leslie said that Ann Carter and team have a done fantastic job with the parent fund, canvassing all of the parents who have not made a gift of pledge. There will be a strong push to wrap this up by Feb 15 so they are done by the auction. Ann said there is a proposal on the table for an incentive for gifts received by February 15, and they are working on the details.

Trustee giving is at 100 percent and Leslie said if any trustee would like to increase their gift it would be wonderful.

AUCTION

Auction chair Sohee Anderson presented the opportunities for underwriting appeal. She asked that the forms be returned to Liz Perkins by the end of the meeting.

ALUMNAE/I UPDATE

Susie Gundle gave a report on the alumnae/i relations program. The purpose of the program is to reach out and cultivate relationships with alumnae/i. One way they reach alumnae/i is through on and off campus events. Gary Crossman does great work on outreach and geographical visits for the program. The Alumnae/i Council created a place for a senior student this year and Pat Kelley added that it is important to talk to seniors about what the Alumnae/i Council means before they leave OES. We are fortunate to have Pat Kelley '55 involved because she knows so much about the history of St. Helen's Hall and OES.

Dan Drinkward reported that the Alumnae/i Council has five very committed council members and they would like to add two to four more members over the next year. The council participated in the alumnae/i service event at Mt. Hood Climb Service Day last May and this year they are focusing on service in the community. Next year they want to focus on improving alumnae/i networking. Thirty-one classes have one or more agents and they are working on securing more. Dan said they need to get a viable group of class agents from 1960 to present. Clent Richardson said that email addresses for alums would be great for relationship marketing.

Dan said Alumnae/i Council has intentionally avoided asking for gifts because they do not want to be used as a fundraising unit. They do, however, want to develop a strategy for *participating* in fundraising.

Estelle Kelley noted that the BDH alumni have 40 and 45 year anniversaries coming up that should be recognized.

Meeting adjourned to Executive Session with Matthew Hanly at 5:15 p.m.

Respectfully submitted,
Anne Weston