

Oregon Episcopal School
Board Minutes
November 19, 2008
Amended 1/21/09

Present: Urmila Ratnam, Steve Grant, Tim Phillips, Steve Lovett, Kirk Bass, Robert Bryant, Ann Carter, Raymond Cheng, Tina Donovan, Brenda Henderson, Elizabeth Hight, Mark Hochgesang, Estelle Kelley, Mark Kemball, Liz Perkins, Clent Richardson, Alan Shiffer, Leslie Spencer, Ed Taylor, L. D. Wood-Hull, Matthew Hanly, Tige Harris, Jane F. Graybeal, Pat Kelley, Jordan Elliott, Scott Hardister, Anne Marie FitzGerald, David Lowell, Kathy Layendecker, Jon von Behren, Phillip Craig, Tom Wheelock

Guests: Sohee Anderson, Cynthia Doran

WELCOME AND ANNOUNCEMENTS

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

Urmila introduced Sohee Anderson, chair of this year's auction. Sohee announced the auction will be held on April 18 at the Portland Hilton & Executive Towers. The committee had a great meeting today and they are working on what the theme will be. Sohee asked each trustee to bring a bottle of wine for the "wall of wine" to the January Board meeting. Matthew Hanly thanked Sohee and gave her tremendous credit for taking this event on.

Urmila thanked everyone who attended the trustee reception prior to the wonderful all-school performance of *The Music Man* at the World Trade Center.

Since the last meeting, Urmila has been able to attend each of the committee meetings and she thanked the chairs for their commitment and hard work.

Urmila asked that any outstanding conflict of interest forms be returned to Anne Weston. Anne will also be sending out a form to be completed with biographical information so that we can keep our trustee records updated.

Authors Diane Morgan, Nicole Mones, and OES student Kristin Qian will be at the book fair signing books tonight.

APPROVAL OF MINUTES

Leslie Spencer noted a change to the September Board minutes. Under the heading "Advancement," in the first sentence, the word "potential" should be added before the word "leaders." Liz Perkins moved that the minutes of September 19, 2008 be approved with the noted correction, Ed Taylor seconded, and the minutes were approved unanimously.

COLLEGE COUNSELING REPORT

Cynthia Doran reported on college counseling, focusing on trustee questions from the June 2008 Board retreat. She talked about how OES college lists compare with lists from

other schools in the Pacific Northwest. Cynthia compared college lists from five other independent schools and also used the College Admissions Selector from *Barron's Profiles of American Colleges*. Cynthia included the results of the comparison in a written report that was included in the packet of information that each trustee received. Cynthia said that in the last four years colleges have been overwhelmed with applications. It is more difficult to get into than before, and acceptances are much more random.

Tom Wheelock also did some analysis of OES college acceptances and his study is included in the information packet. Tom said that small colleges understand OES and our kids, and the Ivy League schools are looking for extraordinary kids with good numbers and compelling stories.

Cynthia also reported on how colleges perceive OES. Admissions offices that are responsible for evaluating as many as 25,000 applicants can have as many as 32 members on their staffs. Often it is the young officers that meet prospective applicants and their parents when they visit. They may not have heard of OES, but the more senior admissions officers know the school. Every year approximately 90 college admissions officers visit OES. Cynthia also visits colleges herself. Most recently she was invited to visit Rice, University of the South, and Vanderbilt in Texas.

Cynthia said that highly selective colleges are always interested in the advanced placement program and OES administered 173 AP exams last year.

(Please refer to information packet for detailed information)

HEAD OF SCHOOL REPORT

Matthew said the all-school production of *The Music Man* was a great success and the pre-show receptions were wonderful. It was a tremendous unifier of everyone who was involved. Matthew gave thanks to the Hochgesang and Louallier families for their generosity.

Matthew reported that the paddle raise at the auction will be low key. It will be focused on financial aid and there will be two go-throughs. The first will allow donors to raise the paddle for next year's financial aid and the second will be for people who want to make an endowed gift. This will be a good way to educate people about financial aid and the endowment.

The VCL meeting last week was the best VCL meeting Matthew has ever attended. Tom Wheelock gave a presentation on what he does as the academic dean and it led into a great conversation.

Matthew reported that we are continuing our search for a director of development. Two finalists were interviewed in the last two weeks and each candidate had different support from the Board group and the leadership group. Neither candidate was just right. We will take more time to find the right person.

The director of college counseling search is going very well. Carney Sandoe is leading the search and we have incredibly talented candidates who really want to live in Portland. We are hoping to bring three candidates to OES between Thanksgiving and Christmas.

Matthew said the parent survey has gone out but we don't know how many have answered yet.

We will be holding town hall meetings for parents, one on governance and one on finance. The meetings will be held in the morning because we have had a history of poor attendance in the evening. Materials will be made available on the web.

Kindergarten inquiries are very strong and 9th grade inquiries are ahead of schedule. There will be challenging admissions time in the future. Ian Symmonds is a marketing consultant who will be helping us with strategic marketing. A committee of approximately 16 people will be formed and Mark Hochgesang and Mark Kemball will be participating from the Board.

Due to recent events we are proceeding slowly and having meetings with people who we believe will be great future donors for the capital campaign. We are using this as an opportunity to educate people and be well positioned for when the economy recovers.

The 2008-09 budget is in very good shape. Due to the current economic climate Matthew is deferring his trip to Asia but Jordan Elliott will still be going. The holiday party will be done in-house this year.

The faculty and staff have been really terrific about recent communications. It was suggested to faculty at an all-school meeting that raises may not be as good as in the past. There will be changes in benefit plan - employees will pay 5% of insurance premium. We are cutting back the benefit coverage for part-time and the school will contribute in part for people with families (the school will pay 18% for dependent coverage).

We are moving forward with the 2001 plan to look at tying compensation to performance and professional development. A committee is being formed that Tom Wheelock will chair and they will make a recommendation to Matthew.

ENDOWMENT REPORT

Tige Harris reported on the endowment and how it has been affected by the recent economic downturn (refer to report for detailed information).

FINANCE COMMITTEE REPORT

Steve Grant gave an update on the budget and reported that we are on target for income and expenses. PPRRSM is forecasted to spend the full amount budgeted by year end. For the most part we are done and under budget or spot-on for all capital projects.

A sub-committee has been chartered to look into options and make recommendations on cash investment options. This committee will be chaired by Kirk Bass with help and support from Alan Shiffer and Kathy Layendecker.

Steve and Kathy Layendecker are working on a finance presentation for the OES community to provide a better understanding of revenue and spending, the budgeting process, and benchmarking process. The presentation will not touch on projected tuition increases for the 2009-10 school year. A town hall meeting is scheduled for December 16 in the morning.

ADVANCEMENT COMMITTEE REPORT

Leslie Spencer distributed the Annual Fund dashboard report and the Annual Giving report to date (refer to report for detailed information). The dashboard report reflects comparative year-to-date numbers. We are behind where we were at the same time last year but the kickoff was one month later than last year and the timing of leadership asks have been deliberately delayed. Leslie has every confidence that we will meet the goal in the budget. Ann Carter added that during the phone-a-thon people were surprisingly kind and receptive to the calls.

Leslie reported the AASK fundraising letters went out shortly after the Annual Fund letters. Matthew, Susie Gundle and Kathy Layendecker will work together to determine how the timing of Annual Fund and AASK fundraising can work better going forward.

Leslie thanked Tim Phillips for his hard work on the cultivation of leadership giving for the capital campaign.

RELIGIOUS & SPIRITUAL LIFE COMMITTEE REPORT

Ann Carter reported that the Rev. Phillip Craig and OES colleagues recently attended the National Association of Episcopal Schools (NAES) conference in Florida. Phillip gave a brief report on the conference. The keynote address was given by the presiding Bishop and Primate of the Episcopal Church and there were over sixty workshops. Two workshops proposed by OES were accepted and Myra Clark, Corbet Clark, Liz Harlan Ferlo, and Phillip presented. Matthew gave a presentation at a session for new heads of Episcopal schools. Dan Heischman, director of NAES, and The Rev. Roger Ferlo, president, have both visited OES.

Meeting adjourned to executive session with Matthew Hanly at 6:05 p.m.

Respectfully submitted,
Anne Weston