

Volunteer Common Link Meeting  
October 14, 2009  
Drinkward Center Conference Room

Attending: Kathy Layendecker, Anne Marie FitzGerald, Scott Hardister, Jordan Elliott, Tom Wheelock, Phillip Craig, David Lowell, Lynn Mawe, Susan Phillips, Diane Polsker, Jan Massaro, Megan Bingham, Janet Duffie, Kim Jensen, Melanie Clark, Kim Bissell, Alicia Morissette, Eileen Pilkenton, Willemijn Ilcisin, Courteney du Browa, Pat Trunzo, Nancy Keates, Kristin Bradley, Debbie Rischitelli, Allison Dominic, Taizoon Doctor, Jon von Behren, Chris Riser, John Nakamura, Elizabeth Highet, Michele Ackerman

Phillip Craig – opening prayer

**Jeanine Rood – OES Christmas Wreath and Holiday Greens Sale**

Please encourage parents to start buying! Samples are in the upper, middle and lower school. Deadline is 10/23. Our numbers are currently down, if we remind parents to get the orders in it would be greatly appreciated.

**Jordan Elliot**

ERB and PSAT testing is going on right now. There are broad goals that we have set: personal, divisional and all school. There are specific initiatives that tie to the goals and support the upper school.

The people that help me accomplish these goals:

Assistant Head, Deri Bash, Grade Deans, Dept. Chairs and program leaders

My Goals:

- To collaborate with students and teachers
- Solicit and listen to students – apply their feedback and be a positive, active and available presence

Divisional goals:

- Process of continual renewal
- Appreciate and value what we do well
- Renew our program in light of an evolving world

OES goals:

- 21<sup>st</sup> century skills
  - Inquiry based technology
  - Critical thinking

Specific Initiatives:

Build Community

- Working with faculty, come up with new ways to grow the upper school.
- Started a blog for upper school faculty to help share ideas and what's going on.
- State of the Upper School Address, open forums, on-line discussion board
- 10<sup>th</sup> Grade PAL – 32 parents at meeting (that's a lot)

Cross-divisional curricular conversations

## Technology

Time-Back – slap on the wrist for kids (discipline)

6-8 Tuesday mornings or Saturday mornings – we are re-evaluating it because of sleep deprivation studies

Professional development – We are working on cross-divisional teams

Topics: sustainability, intercultural communication, discipline specific, neurodevelopment and technology

## **Kathy Layendecker**

What are we focused on this year as administrators? We are going to have many people talk with you today. We may find that we need more time for some topics, either at future VCL or PAL meeting or in other forums. This will be an overview – broad brush – they will each fill in the details. Maintain momentum of the school and build a foundation for the future.

## Maintaining momentum

We have lots of exciting work that has been going on the last few years. School program, we want a more seamless curriculum through the grades. Smoother transitions between divisions and grades. Tom Wheelock will speak more to this. Both ends of the spectrum need support (we are looking at all points of the spectrum). Technology pieces we are continuing to grow.

Faculty Evaluation and Professional Development – We have a committee that is looking at this. Want to give our faculty more regular and meaningful feedback. We are asking them how they want to grow.

Admissions – We want to stay fully enrolled. Need full classrooms to maintain what we currently do and want to do. Trying to prepare kids of the 21<sup>st</sup> century. We have a wide breadth of students. We want to maintain a nurturing culture, staying true to who we are. Re-affirming that as we bring a new leader in.

Marketing - Out of the work done with a group last year (parents, students, alums, faculty), a consultant (Ian Symmonds – also a MS parent) gave us feed back that we need to increase our outreach. We do a great job once someone knows about us. Our goal now is that we need to reach out to people who don't know who we are and what we do.

Technology – The parent portal is up and we are working hard on getting it and keeping it running smoothly. We look forward to achieving it's full potential.

Safety - Last few years we have put a lot of resources into deferred maintenance. We are spending \$650k and should be closer to \$900k (not capital projects). Projects have included: new electronic door locks in the lower school, an all school paging system, etc. We want to continue to keep moving this forward. H1N1 updates and new regulations with the DHS for background checks are in motion. We need to keep them moving forward.

Financial Stability – We are pushing hard to bring in non-tuition revenue. Asking, how do we bring in the money without raising tuition? Cost vs. compromising the programs. Focus spending on the parts of the budget that directly effect students. The Annual

Report will be sent out electronically this year instead of printing, it will save approximately \$20,000. Trying to ferret out places we can save money.

#### Building a Foundation for the Future

Please encourage people to come to forums in November – we want to hear from as many people as possible. Sitting down with faculty/parents/alums, coming together to see if the vision is agreed upon. It may not match up when we are talking together – we need to have discussions about this. Affirm what OES is today and identify what we want it to be in the future.

Development – The Master Plan we've had for some time. We will not kick off a large capital campaign at this time, but we want to get people excited about future plans.

Communications -

Internal and external – we need to work on this

We are looking for a new communications director –and have had many applicants and will soon be conducting preliminary interviews. Would like it filled w/in a few months.

Roles and Responsibilities – Clearly defining people's roles and what their responsibilities are.

QUESTION: Pat Trunzo – How do you encourage parents to come to the forum meetings? There was an email sent out last week with a link. There are constituent specific sessions during the day, and mixed groups in the evenings. Evening groups have parents, faculty, staff, US students and alums together. Jan will re-send the links to you so you can encourage more people to attend.

Kathy Layendecker: Steve Grant and I are holding an open forum this Thursday night in the dining hall (10/15). We need a lot of participation in the visioning process.

QUESTION: Is there a set of topics that you would like people to think about prior to the meeting? Jan –Ian Symmonds doesn't want participants to have the questions prior to the meetings so their answers aren't staged.

#### **Jon Von Behren**

Safety things going on this year – H1N1 planning, background checks, immunization clinic in November. 184 people have already said they would come for it. Good community service and outreach. The doses will be appropriate for the age – we haven't confirmed nasal or shot. Jon will be finding out more and the county should have details by the end of the day today. Outside of OES can also come to get immunized – 6mo-24 years are priority group, pregnant women, at risk adults with underlying issues. We will have permission slips – end of next week we will roll out details and process. May need some volunteer help.

Background check process is going along. Approx. 300 people have gone through it. We are making a few changes on the processing. QUESTION: How are we enforcing whether parents have been checked? We are enforcing this requirement in all of the division offices. There is a master spreadsheet that shows parents that are approved to volunteer and all of the division offices have access to this document and use it. The spreadsheet and completed information is kept current as parents are processed. Middle

School parent drivers were processed in time for the (10/20) Service Learning day. The drivers have been screened or they can't drive.

We completed a seismic analysis and have the final report. We are now working on what the priorities are. The second phase will be to do further analysis on the priority areas. The church and gym are the top two areas we will start with, and then work forward.

Security – Locks on entries done this summer

Grounds – we are evaluating how we structure our work and on-going process reviewing the projects, deferred maintenance, etc.

Sustainability – looking at ways to involve students more, conferences to help organize our thinking and approach to moving forward.

### **David Lowell**

Admissions – Admission season is just beginning this week. We go on our first visits to other schools this week. Next week tour season starts (here). Visioning process plea: one of his big hopes – compelling vision of where OES is going. What do the prospective parents see as our future?

Goal – fully enrolling our school. Trying to dig into what are those core experiences at OES that make it a unique experience. Last year was harder to predict what would happen (administration issues). We are offering more financial aid to current families.

Financial Aid – school has made a commitment to continue and help the student body that is here on campus already.

The great gift we give our kids is preparing them in a global village – OES does this.

Diversifying in Portland and out and beyond – overseas as well.

8<sup>th</sup> grade retention – helping our Middle School families know what the Upper School is all about. Student to student initiatives, outbound campaigns – taking the students out into the world. Direct mail campaigns, reaching out to organizations and other schools to let more people know who we are.

Another piece is us. A vast majority of people become interested in OES because of someone they know who is here. Please let us know if there is some way we can help.

QUESTION: Kim Jensen – Are we updating things that might already be out there like Wikipedia? David: - We don't have a huge realm that we don't have our eyes on yet, but it needs to be done. Social media environment – need someone to oversee - monitoring and researching. Kathy – We are very understaffed in this area, that's why we are hiring a communications person.

### **Lynn Mawe – Development Office**

Goals –to continue to grow our Fund, Endowment, etc.

Making sure our data is sound, reach out more to alums...

Our alums come from different experiences, St Helens Hall, Bishop Dagwell Hall, and OES. Three audiences – we need to go to them with the appropriate efforts depending on their experience.

Building alumni relationships and parents of alums as well. Working on bringing them closer and increasing their philanthropic support. We do a great job teaching the kids about philanthropy, we need to let them know that they could include their school (OES) in their future giving.

Annual giving, capital giving, endowment giving – we are under in this department. We need to know who we are talking to and how to get out in the community.

### **Phillip Craig**

Serves as Head Chaplain, Director of Support Services and Convener of the All School Service Learning Committee.

Support Services at OES and our Service Learning Program are two areas where our mission statement is clearly tangibly seen in the lives of our students. Our mission implies care and concern for the whole of the child – academically, physically, spiritually, and emotionally. Support Services is an expression of that care and concern. Each division is organized in similar fashion, with the active presence of a Counselor, Chaplain, Academic Specialist and the school nurse - all of whom are regularly engaged both with the leadership of that division – as well as the faculty and staff – to ensure that we are paying attention to the needs of each child, and also their families.

Support Services groups meet on a regular basis, both divisionally and by discipline. For example, the Lower, Middle and Upper School Chaplains meet weekly to discuss continuity of Pastoral Care from PK through the 12<sup>th</sup> grade. At the same time, the Upper School Chaplain, Upper School Counselor, Upper School Academic Specialist and the School Nurse meet regularly to discuss specific issues and children in the Upper School.

The new Lower School Learning Specialist, Ashleigh Bowman, begins her work her next Monday morning.

Support Services is not designed solely as a safety net, ready to catch children when and where they may fall. More importantly, Support Services proactively works to prevent the fall from ever taking place. It's all about the relationships we strive to establish with the children, and the sense of safety we hope to create here in this school community.

Our mission statement also speaks to the power for good we hope to instill in each of our students. We try very hard to strengthen the connections between service and learning – hoping to give the students context for their endeavors. We ask the question WHAT? (details of the service project), SO WHAT? (why did our work matter), and NOW WHAT? (how are we changed by the experience).

The All School Service Learning Committee is comprised of the divisional service learning coordinators (US - Robin Schaffler, MS - Nancy Tesky and LS – Chris O'Toole), the Chaplains, Myra Clark (AASK), Chris Myers (Mid-Winter Madness), the Rev. Julie Jensen (Parish of St. John liaison), and various parents and students (based on the upcoming events). Charter of this committee is to keep an eye on the big picture, and to see connections between divisions for service learning. All of this culminates in our annual all school (student, faculty, staff, parents, alum, etc) service learning event, the Mount Hood Climb Service Day.

### **Service Learning at OES**

LS Trick or Treat for Unicef, Giving Chapel  
Service Learning days coming up in MS

US Service Requirements: 40 hours on-campus, 40 off-campus and 40 more for a total of 120 hours throughout their 4 years.

All School – Mt. Hood service day

QUESTION: Regarding new LS Learning Specialist, Ashleigh Bowman Can we have further specifications of who/what she does and how she can be of use to parents/kids?  
Anne Marie FitzGerald - At first we want her to be in the classrooms meeting with kids, teacher teams, teachers and getting to know the kids before working directly with students. She will be working directly with students but initially we want her to get to know the population. In the near future she will be in classrooms working with small groups of kids, but not right away working individually one on one. The path to the learning specialist will be: teacher, Chris O'Toole/Anne Marie FitzGerald, then the specialist

### **Tom Wheelock**

Kathy mentioned several things on my target list this year. Curriculum – we need to build better connections. Once a month – teachers are talking about curriculum, with 6-12 grade meeting separately. We are learning a lot, there have been some very good conversations. These will lead to discussions between divisions in things like how the Humanities in Middle School fits with Upper School. Lots of small conversations in MS as well, classroom visiting etc. We are also doing it with 8/9 grade teachers.

Professional Growth – for teachers

Trying to develop a model that suits OES

What it means to be an OES teacher

Working on the evaluation piece now

Technology – getting it to be more proactive. Getting teachers to use it in the classroom

Develop the vision for technology

Same with Athletics and Arts

Facilities need to be updated – what will the program look like when we upgrade? Make sure that we know what we need prior.

QUESTION: Allison Dominic – Smartboards – do we use them?

A smart board is an active computer screen that teacher can use by touch and manipulate.

Scott Hardister - It doesn't come with curriculum – companies will start to package these with curriculum, but not yet. And we would only be able to use parts of the curriculum.

Anne Marie FitzGerald – we have a similar board in LS, useful but we only use bits and pieces. Lou Paff and Debra use them – Chris Thompson is using it in her Kindergarten classroom. Hoping to inspire the need for more – useful tool.

It's a presentation tool not as a curriculum tool – Tom Wheelock

Melanie Clark – her school (a PPS school) uses the Smartboards if anyone would like to come and see it being used please let her know.

### **Scott Hardister**

6<sup>th</sup> grade – changed the fall trip to 3day/2night building community retreat. We used the Rosalind Wiseman *Ownning Up* curriculum. Tom handle came as well. Three sessions, split by gender to cover cliques, roles, etc. Building trust games – very successful. We

will continue to integrate the Owning Up curriculum in 7<sup>th</sup> and 8<sup>th</sup> grade this year. 6<sup>th</sup> will continue with this over the 3 years.

7<sup>th</sup> grade – St. Helens group – are doing a sediment study  
Measuring the rate of the sediment moving – affecting the Cowlitz River – ongoing real data collecting process. Very hands-on.

8<sup>th</sup> grade – last year they spent 2 days talking about leadership roles.  
From the survey we need to provide more leadership opportunities. They started some committees – there is a lot of momentum. Environment committee, Buddy committee, there's a list of all the different committees. Fun community spirit that they are taking seriously and having fun with.

Warm Fuzzy – a committee in which Coach Sullivan is the head. You can anonymously vote for someone, give their name and the deed and they will receive a lollypop during gathering.

MS QUESTION: John Nakamura  
Japanese language class – how are we accommodating the kids who are in it? Tom Wheelock and Scott Hardister are setting up meetings to talk about what we will be doing.

### **Anne Marie Fitzgerald**

3 goals she has:

“CCC”

Communication

Collaboration

Connection

Communication –all of the Lower School teachers and Anne Marie have iwebsites – being able to archive the newsletters, photos, look back of what's been going on. She is also doing this to better understand what the teachers go through.

Parent partnership coffees – cross grade topics: citizenship values, discipline, counselors, chapel programs, discussion groups to discuss transitions, etc... Want to tap into parents' collective wisdom.

Collaboration – Who do I work with?

Chris O'Toole

Tom Wheelock

Grade level reps & Alicia (PAL)

Faculty

Some of the most exciting work we, as a faculty, are doing this fall has been revisiting and reaffirming the LS philosophy.

Connection

- With students and teachers through classroom visits and sitting in grade level teams to offer support and guidance.
- Team planning (teachers and AM)
- Connecting with Department chairs in math and science to ensure pre-k through 12 curriculum articulation
- Connecting 5/6 grade teachers to ensure a smooth transition
- Connecting with teachers across grade levels to monitor students' progress in math and continually improve the math program
- Working with Tom & Chris and the teachers to examine and articulate our philosophy, goals and practice of literacy.

**Alicia Morrissette – LS PAL**

1<sup>st</sup> PAL meeting was very successful. 65 people attended  
Tom is our featured speaker next month. LS parents want to know what's going on all over the school.

**FORUM - Grade reps**

Nancy Keates –sent out an email to all 4<sup>th</sup> grade parents about the meetings with Kathy. Other reps may want to send something out as well.

**Jan Massaro** Will be working on setting something up that would be on the Parent Portal with links to minutes, calendar dates, important information. Give me feedback if you think of anything you think would be useful to be included.

**Elizabeth Hight – OES FUND**

20% participation  
\$120,000 raised to date  
Educating people to understand the gap – encourage people to meet the gap if they can. Participation makes us more eligible for grants, even if it's only a small amount.

**Diane Polscer/Kim Bissell - FOESL**

Book Fair is the main fundraiser for OES libraries and book talks, author visits.  
Estelle Berger (upper school student) –Her “Echoes” program is a being supported as part of the book fair. The program is to support the love of reading outside the OES community. In addition to books that can be purchased for OES classrooms, parents may purchase books for Vose Elementary School and the Transitional School

11/17, 18, 19 Book Fair dates

Please sign up to help. Our relationship with Powell's is greater than ever and selections are many. We will try to bring in a couple of authors during the fair - Diane Morgan (trying to bring back) great cook book author, we are going to have FUN! FOESL – money is for books, authors, and talks for students.

October 20<sup>th</sup>, 3 and 5 graders – Andrea Warren is coming  
Pioneer Girl (non-fiction)

Talking to kids about real issues in a kid perspective.

Eric Kimmel coming – story telling at its best!

May be working with groups in US too.

Pre-order form and pre authorization forms – please fill these out and turn in.  
If you know you need a book – send in the pre-order form – holiday shopping!  
They won't do used pre-order –you can order books that aren't out yet.

QUESTION: Can we get a list of when all the classes will be visiting the Fair? Kim Bissell will be sending these out to reps.

**Susan Phillips – CDL**

Tomorrow is our kick-off meeting and we will be planning what's going to happen throughout the year. There are lots of opportunities.

First Book:

Books and Breakfast Meeting Featuring *STUBBORN TWIG* and Author Lauren Kessler:  
Thursday, Oct 22, 8:00-9:30am, OES Dining Hall

Author built incredible relationship with a family to find out details of what happened. You read it and realize how much we really didn't know about what happened. It would be very important to share this with our kids.

Next Book:

Counting Coup 11/12 – Author coming.

Can buy books through the book fair – can pre order now.

Books are also available at the Gallery to buy!