

**REGULAR MEETING OF THE
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**

EAGLE PEAK MONTESSORI SCHOOL, EDUCATION BUILDING
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598

July 17, 2012
6:00 – 10:00

MINUTES

1. **CALL TO ORDER** A quorum being present, the meeting was called to order at 6:10 p.m. Directors Brooks, Chandlee, Hammons, Haymes, Heckenlively, Paknejad, Segrove, and Woelfel were present. Director Lewis joined the meeting in session at 6:15.
 - a. Public Comment Closed Session – No public comment.
 - b. Meeting adjourned to closed session. Director Hammons recused herself from the meeting.
 - c. Head of School Contract Renewal – upon a motion made by Director Segrove and seconded by Director Lewis the Board approved contract renewal and salary for Head of School. (8-0-1)
 - d. Upon a motion by Director Woelfel and seconded by Director Chandlee the closed session was adjourned. (9-0-0)

At 7:00 the Open Session of the Board meeting was called to order.

2. MISSION STATEMENT

3. PUBLIC COMMENT

No public comment.

4. APPROVAL OF AGENDA

Upon motion made by Director Hammons and seconded by Director Segrove, the agenda was approved as presented (9-0-0).

5. CONSENT AGENDA

5.1 Upon motion made by Director Hammons and seconded by Director Woelfel the Minutes of the June 19, 2012 Regular Meeting were approved. (9-0-0).

5.2 Upon motion made by Director Woelfel and seconded by Director Brooks, the Minutes of the July 3, 2012 Special Meeting were approved. (8-0-1)

6. ORDER OF BUSINESS

6.1 – The Board elected Director Segrove as President of the Board.

6.2 – The Board elected Director Makdessi as Vice President of the Board.

6.3 – The Board elected Director Woelfel as Treasurer of the Board.

6.4 – The Board elected Director McCann as Secretary of the Board.

6.5 – Upon a motion by Director Hammons and seconded by Director Segrove the Board approved holding the regular monthly Board meetings on the 3rd Tuesday of each month. (9-0-0)

7. COMMUNICATIONS

7.1 **Staff Report:** Director Hammons reported that Sara Kagen is under contract. Sara will be co-teaching with Jennifer. Meetings with staff start next week.

7.2 **Development Report:** No update.

7.3 **Facilities Report:** Director Segrove will arrange to meet with mobile modular representatives and commercial realtor during August.

7.4 **Treasurer's Report:** Board reviewed report presented by Director Woelfel. Discussed having CFEP breakout lunch, field trips, and e-script items.

7.5 **CFEP Report:** Discussed outstanding tax issue with old Foundation. Discussed establishing \$1,000 per child for annual giving contribution.

7.6 **Other Board Communications:** Director Segrove to provide board members with Brown Act and Board structure/organizational chart. Orientation will be conducted over two evenings, August 27 & 28.

8. ITEMS FOR BOARD CONSIDERATION

8.1 The Board will consider the matter of the Annual Giving Campaign Letter. Board reviewed various payment options. Director Brooks to follow up with Director Buckner regarding donation form and automatic payment options. Directors Brooks and Lewis will work with Director Buckner on annual giving letter. No action taken.

8.2 The Board will consider the matter of the supply fee. Upon a motion by Director Hammons and seconded by Director Chandlee the Board approved setting the supply fee at \$75 per student for the 2012/2013 school year. (9-0-0)

8.3 The Board will consider the matter of staff training/development opportunities. Director Hammons shared information regarding positive discipline training. Proposed cost for entire training that included multiple staff sessions and parent education night is \$4,000. Discussed having CFEP fund as part of strategic planning budget. Director Lewis offered to help

negotiate fee to a more favorable rate. Motion made by Director Woelfel and seconded by Director Segrove to authorize CFEP to pay up to \$4,000 for positive discipline training. (9-0-0)

8.4 The Board will consider the matter of CSDC Fall Conference attendance. This year conference will be held in Irving, CA, Nov 8 & 9. Motion made by Director Woelfel and seconded by Director Brooks to authorize CFEP to cover the conference cost including registration, travel, and meals for three board members to attend the CSDC Fall Conference. (9-0-0)

9. ADJOURNMENT

Upon motion made by Director Hammons and seconded by Director Woelfel, the meeting was adjourned at 9:28p.m. (9-0-0).


Sean McCann, Secretary

Approved: 8-21-12