

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

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

August 18, 2015
6:36 p.m. – 8:49 p.m.

MINUTES

1. **CALL TO ORDER** – Dir. Segrove called the meeting to order at 6:36 PM. Directors Buckner, Hallquist, Hammons, Gillis, Lauritsen, Lewis, Lisy-Wagner, May, Segrove, Woelfel, and Younger were present. Dir. Vlavianos arrived at 6:50 p.m.
2. **MISSION STATEMENT**- Dir. Younger read the mission statement.
3. **PUBLIC COMMENT**- No public present.
4. **APPROVAL OF AGENDA**
Dir. Younger moved to approve the agenda with the removal of the Board calendar draft. The motion passed with a second from Dir. Buckner. (11-0-0)
5. **CONSENT AGENDA**
 - 5.1 The Board considered the minutes from the July 21, 2015 Regular Board Meeting. Dir. May moved to approve the minutes. The motion passed with a second from Dir. Hammons. (11-0-0)
 - 5.2 The Board tabled the minutes from the August 8, 2015 Board retreat until the September Regular Board meeting.
 - 5.3 The Board tabled the minutes from the August 9, 2015 Board retreat until the September Regular Board meeting.

The Board took a short recess at 6:42 PM. Board reconvened at 6:50 PM.

6. COMMUNICATIONS

6.1 Staff Report. Dir. Hammons reported on Bridge week, the upcoming teacher work week, and the Montessori Model United Nations after school program.

6.2 Facilities Report. Dir. Segrove reported on updates to the Facilities committee.

6.3 Treasurer's Report. Dir. Woelfel reported on the job description for an in-house accountant.

6.4 CFEP Report. Dir. Gillis reported on the communication plan for CFEP, open positions in CFEP, updates to CFEP forms, and updates to the credit card policy.

6.5 Other Board Communications:

-Marketing committee- Dir. Hammons reported on functions of the Facebook page.

-Policy updates-

- Fiscal Policies - Credit Card Policy. Dir. Segrove reported on the need to update the credit card policy.

- Attorney feedback – Staff Handbook. Dir. Hammons reported on updates to policies in the Staff Handbook.

- Student Handbook- Dir. Hammons reported on the updated Student Handbook.

-Orientation- Dir. Segrove and Dir. Hammons reported on the schedule for Orientation for the Elementary program (August 31st) and Adolescent program (September 1st).

7. ITEMS FOR BOARD CONSIDERATION

7.1 The Board considered the matter of rescheduling the November regular Board meeting. Dir. Segrove moved to reschedule November Regular Board meeting to Wednesday, November 18, 2015. The motion passed with a second from Dir. Younger. (12-0-0)

7.2 The Board considered the matter of the CFEP fundraising event calendar. Dir. Gillis moved to approve the CFEP fundraising event calendar as presented, with the possible addition of a Barnes and Noble event. The motion passed with a second from Dir. Segrove. (12-0-0)

8. **ADJOURNMENT**. Dir. May moved to adjourn at 8:49 p.m. The motion passed with a second from Dir. Hammons. (12-0-0)

Rachel Hallquist, secretary
Approved 9/15/15