

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

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

November 18, 2014
6:10 - 10:03p.m.

MINUTES

1. CALL TO ORDER – Dir. Segrove called the meeting to order at 6:10 PM. Directors Chandlee, Hallquist, Hammons, May, Segrove, Woelfel, and Younger were present. Dir. Harwood arrived at 6:21 PM, Dir. Lewis arrived at 6:30PM.

Public Comment – No public was present.

2. ADJOURN TO CLOSED SESSION. The Board adjourned to close at 6:10 PM with a motion from Dir. Segrove, with the attendees above. The motion passed with a second from Dir. Hammons. (7-0-0)

1. ADJOURN CLOSED SESSION AND RECONVENE IN OPEN SESSION. Dir. Segrove moved to adjourn closed session and reconvene to open session at 6:31 PM. Directors Brooks, Chandlee, Hallquist, Hammons, Harwood, Lewis, May, Segrove, Woelfel and Younger were present. The motion passed with a second from Dir. May. (10-0-0)

REPORT ON CLOSED SESSION. The Board considered the matter of MOUs with the Mt. Diablo Unified School District. No action was taken.

2. MISSION STATEMENT- Dir. Hallquist read the mission statement.

3. PUBLIC COMMENT- No public comment.

4. APPROVAL OF AGENDA

Dir. Hammons moved to approve the agenda with the removal of item 7.1 (The Board will consider the matter of Measure C Technology Funds Plan), removal of item 7.3 (The Board will consider the matter of adopting updated Governance Policies), and moving item 7.8 (The Board will consider the matter of appointing new board members to fill existing vacancies) to item 7.1. The motion passed with a second from Dir. Chandlee. (10-0-0)

5. CONSENT AGENDA

5.1 Dir. Younger moved to approve the minutes of the October 21, 2014 Regular Board meeting. The motion passed with a second from Dir. Segrove. (10-0-0)

5.2 Dir. Segrove moved to approve the minutes of the November 6, 2014 Special Board meeting. The motion passed with a second from Dir. May. (7-0-3)

6. COMMUNICATIONS

6.1 Adolescent Program Report: Students in the Adolescent Program reported on Historical Halloween, a food drive, Thanksgiving celebration, International Day, Westminster Woods, the Science program, trebuchets, and the Physical education program.

6.2 Staff Report: Sibyl Buckner reported on the progress of the alignment of Montessori curriculum and Common Core and a soft copy of this report to all Board members. Teachers are working on revised report cards to better align with Common Core. Ms. Buckner and Dir. Hammons also have a new schedule for classroom observations. Dir. Hammons reported on parent education nights, Amazon Smile, food drive, and textile donations. Dir. May updated the Board on the fundraising for Montessori Model United Nations. The Board requested that Adolescent Program staff meet with parents regarding the Montessori Model UN, confirm scope and cost. This item will be brought back to the full Board in December for review and consideration.

6.3 Facilities Report: Dir. Hammons reported that there are no updates to report on the Site lease negotiations. Dir. Segrove reported on Prop 39 updates and the Prop 39 Facilities Request Letter.

6.4 Treasurer's Report: Dir. Woelfel reported on updates to the class size reduction funds. MDUSD will be transferring these funds into the EPMS account.

6.5 CFEP Report: Dir. Harwood reported on CFEP, annual giving, alumni giving campaign, fundraisers, and grant research and writing.

6.6 Other Board Communications.

Student Enrollment Process. Dir. Hammons reported on the student enrollment process and potential updates to the enrollment procedures. Suggested revisions to the enrollment process will be brought back for review and consideration at a future Board meeting.

Committee Updates:

Compensation Committee update. Dir. Woelfel reported on Compensation Committee updates. Several formulas and salary structures have been reviewed. Director Segrove suggested convening a Board Compensation Workshop to further study this issue.

Marketing Packet Committee update. Dir. Brooks reported on updates to the Marketing Packet.

Policy Committee update. Dir. Younger reported on the updates to the policy updates. Targeting December's Board meeting for approval of Fiscal, Facilities and Governance policies.

7. ITEMS FOR BOARD CONSIDERATION

7.1 The Board considered the matter of appointing new board members to fill existing vacancies. Dir. Segrove moved to accept the application of Mel Bearn as a parent member of the EPMS Board. The motion passed with a second from Dir. May (10-0-0). Dir. Bearn joined the Board immediately.

7.2 The Board considered the matter of CFEP funding refreshments for the PTLG annual events. Dir. Hammons moved to approve CFEP to reimburse PTLG for refreshments during annual events occurring during the academic year not to exceed \$1,000 annually. The motion passed with a second from Dir. May. (10-0-0).

7.3 The Board considered the matter of the recommendation from the Compensation Committee. No action was taken.

7.4 The Board considered the matter of a year-end staff stipend. Staff recused themselves from this item at 9:01. Dir. Lewis moved to authorize a 3% stipend for all staff as a year-end stipend. The motion passed with a second Dir. Segrove. (8-0-0)

Dir. Woelfel and Dir. Brooks left at 9:23, returned at 9:27. Dir. Hammons, Dir. May and Dir. Chandlee returned at 9:23.

7.5 The Board considered the matter of the budget for EPA funding for 2013-14 and 2014-15. Dir. Younger moved to approve the budget for the EPA funding for 2013-2014 and 2014-2015. The motion passed with a second from Dir. Hammons. (11-0-0)

7.6 The Board considered the matter of authorizing CFEP to fund the annual staff holiday celebration. Dir. Segrove moved to approve CFEP to fund the annual staff holiday celebration not to exceed \$800. The motion passed with a second from Dir. Hallquist. (11-0-0)

8. **ADJOURN TO CLOSED SESSION.** Dir. Segrove moved to adjourn to closed session at 9:36 PM. The motion passed with a second from Dir. Hammons.

RECONVENE IN CLOSED SESSION. The Board reconvened in closed session at 9:36 PM. Directors Bearn, Brooks, Chandlee, Hallquist, Hammons, Harwood, Lewis, May, Segrove, Woelfel and Younger were present.

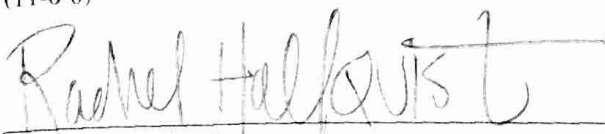
ADJOURNED CLOSED SESSION Dir. Segrove moved to adjourn closed session and reconvene in open session at 10:02 PM. The motion passed with a second from Dir. Lewis. (11-0-0)

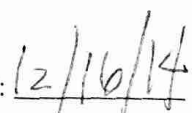
REPORT ON CLOSED SESSION

2.1 The Board considered the matter of Environmental ED Staffing. No action was taken.

2.2 The Board considered the matter of the community group seeking to create a new school district in Walnut Creek. No action was taken.

ADJOURNMENT. Dir. Segrove moved to adjourn the meeting at 10:03 PM. The motion passed with a second from Dir. Bearn. (11-0-0)


Rachel Hallquist, Secretary

Approved: 

12/16/14