

**REGULAR MEETING OF THE
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**
EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598
September 15, 2015
6:40 – 9:14 p.m.
MINUTES

1. **CALL TO ORDER** – Dir. Younger called the meeting to order at 6:40 PM. Directors Bearns, Buckner, Hallquist, Hammons, Gillis, Lauritsen, May, Woelfel, and Younger were present. Dir. Vlavianos arrived at 6:46 PM.
2. **MISSION STATEMENT**- Dir. May read the mission statement.
3. **PUBLIC COMMENT**- A first year parent was present.
4. **APPROVAL OF AGENDA**
Dir. Bearns moved to approve the agenda with the removal of item 6.1, the adolescent report. The motion passed with a second from Dir. May. (9-0-0)
5. **CONSENT AGENDA**
 - 5.1 The Board considered the minutes from the August 18, 2015 Regular Board Meeting. Dir. Bearns moved to approve the minutes from the August 18, 2015 Regular Board Meeting. The motion passed with a second from Dir. Hallquist. (9-0-0)
 - 5.2 The Board considered the minutes from the August 8, 2015 Board retreat. Dir. Gillis moved to approve the minutes from the August 8, 2015 Board Retreat. The motion passed with a second from Dir. Buckner. (8-0-1)
 - 5.3 The Board considered the minutes from the August 9, 2015 Board retreat. Dir. Bearns moved to approve the minutes from the August 9, 2015 Board retreat. The motion passed with a second from Dir. Gillis. (8-0-1)
6. **COMMUNICATIONS**
 - 6.1 Staff Report- Dir. Hammons reported on the CAASPP test results from 2014-2015 and staff trainings on NWEA, writing curriculum, positive discipline, sensory items in the classroom, and CPR. Additionally, Dir. Hammons reported on an upcoming retreat for Montessori Heads of Schools in January 2016. Dir. May and Dir. Buckner reported on beginning the academic year.
 - 6.3 Facilities Report. Dir. Younger reported on the Facilities Committee.
 - 6.4 Treasurer’s Report. Dir. Woelfel reported on the applicants for the in-house accountant position. Dir. Woelfel reported on the financial statements from MDUSD.
 - 6.5 CFEP Report- Dir. Gillis reported on the \$200 limit for Board dinners, the need to update the disbursement/check request progress, grant opportunities, and auction planning.
 - 6.6 Other Board Communications:
 - Board calendar- No updates on the Board calendar.
 - EPMS Board email addresses- Dir. Younger reported on the new Board email addresses.
 - School lunches- Dir. Younger reported on research into new school lunch options.
 - Marketing Committee -Dir. Bearns updated the Board on the launch of the new website, updating the content of the website, social media and creating a marketing package.
 - Staff retention- Dir. Younger reported on the reconvening the Compensation Committee to discuss additional staff retention options.
7. **ITEMS FOR BOARD CONSIDERATION**
 - 7.1 The Board considered the matter of the Staff Handbook. Dir. Hammons moved to approve the staff handbook. The motion passed with a second from Dir. Bearns. (10-0-0)
 - 7.2 The Board considered the matter of authorizing CFEP to fund the cost of website and logo development. Dir. Bearns moved to authorize CFEP to pay Adelaide Bell for marketing services rendered on behalf of EPMS, not to exceed \$5,000. The motion passed with a second from Dir. Gillis. (10-0-0)
 - 7.3 The Board considered the matter of establishing the Ad Hoc Compensation Committee. Dir. Woelfel moved to establish an Ad Hoc Compensation and Benefits Committee that will dissolve on May 17, 2016. The motion passed with a second from Dir. May. (10-0-0)

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7.4 The Board considered the matter of establishing the Marketing Committee. Dir. Hammons moved to establish a marketing committee with existing Board member Mel Bearns and new members, Jay Vlavianos and Shelly Gillis. The motion passed with a second from Dir. Bearns. (10-0-0)

7.5 The Board considered the matter of authorizing CFEP to fund costs associated with the 2015 mid-year and annual Board retreats. Dir. Younger moved to approve CFEP fund the costs associated with the 2015 mid-year and annual Board retreats, not to exceed \$2500. The motion passed with a second from Dir. Vlavianos. (10-0-0)

7.6 The Board considered the matter of authorizing CFEP to fund costs in the amount of \$_____ associated with board meeting dinners. Dir. Younger moved to authorize CFEP to fund Board meeting dinners that exceeded \$200, as per prior approval. The motion passed with a second from Dir. Hammons. (10-0-0)

8. ADJOURNMENT. Dir. Hallquist moved to adjourn the meeting at 9:14 PM. The motion passed with a second from Dir. Hammons. (10-0-0)

Rachel Hallquist, secretary

Approved 10/20/15