

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

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

April 19, 2016

6:30 – 8:08 p.m.

MINUTES

1. **CALL TO ORDER** – Dir. Segrove called the meeting to order at 6:30 PM. Directors Buckner, Hallquist, Hammons, Lauritsen, May, Segrove, Vlavianos, and Younger. Dir. Woelfel arrived at 6:32 PM. Dir. Gillis arrived at 6:37 PM. Dir. Bearn arrived at 7:18 PM.

2. **MISSION STATEMENT**- Dir. Segrove read the mission statement.

3. **PUBLIC COMMENT**- Public was present and did not address the Board.

4. **APPROVAL OF AGENDA**- Dir. Hallquist moved to approve the agenda. The motion passed with a second from Dir. Younger. (9-0-0)

5. **CONSENT AGENDA**

5.1 The Board considered the minutes from the March 15, 2016 Regular Board Meeting. Dir. Segrove moved to approve the minutes with the noted revisions (clarification of the voting in item 5.2, clarification about the parent survey in “Other Communications”). The motion passed with a second from Dir. Hammons. (10-0-0)

6. **COMMUNICATIONS**

6.1 Adolescent Report: Students from the Adolescent Program reported on student conferences, science curriculum, Writer’s Workshop, History curriculum, CASSP testing, auction projects, 8th graders transition to high school, and the talent show.

6.2 Staff Report: Dir. Hammons reported on CASSP and NWEA testing in May, staff conference evaluations, overnight trips, lottery, and technology and facilities needs for CASSP testing. Dir. Buckner reported on a lower elementary field trip to the Chabot Space Center, third year transition to upper elementary, third year parent education night (led by third year students), and lower elementary science fair.

6.3 Facilities Report:

Installation of New Classroom and Long Term Site Agreement/MOU. Dir. Segrove reported on a meeting with MDUSD attorneys about the installation of a new classroom and negotiation of a long term site agreement/MOU. An MDUSD attorney will draft an MOU to be reviewed by the MDUSD and EPMS Boards.

6.4 Treasurer’s Report: Dir. Woelfel reported on cash flow, child care funds, bank charges, e-script, and annual forecasting. Dir. Woelfel reported on quotes from new payroll processing services.

6.5 CFEP Report. Dir. Gillis reported on PEAK Foundation fundraising, credit card service rates, and planning for CFEP leadership. Dir. Younger reported on the annual auction.

6.6 Other Board Communications

Compensation Committee Update: Dir. Segrove reported that the Compensation Committee met with a potential new benefits provider. The Compensation Committee will report to the Board at a later date.

Marketing Committee Update: Dir. Bearn reported on the updates to marketing toolkit for donor communications.

Long Term Forecast Modeling: Dir. Segrove reported Peter Gascoyne will be presenting long term forecast information to the Board on Sunday, April 24th, 2016.

Parent Exit Survey – Student Retention: Dir. Hammons reported on a parent exit survey.

Parent Survey- Dir. Segrove reported on the distribution of the Parent Survey. The goal is to review these results at the May Board meeting.

7. **ITEMS FOR BOARD CONSIDERATION**

7.1 The Board considered the matter of 8th Grade Graduation. Dir. Segrove moved the Board approve a budget not to exceed \$5000 for the 8th grade graduation funded by CFEP. The motion passed with a second from Dir. Hammons. (11-0-0)

8. **ADJOURNMENT**- Dir. May moved to adjourn at 8:08 PM. The motion passed with a second from Dir. Hallquist. (11-0-0)

Rachel Hallquist, secretary. Approved 5/17/16.