

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

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

March 17, 2015

6:36 – 10:40 p.m.

MINUTES

1. **CALL TO ORDER** – Dir. Segrove called the meeting to order at 6:36 PM. Directors Bearns, Chandlee, Hallquist, Hammons, Harwood, Lewis, May, Segrove, Woelfel, and Younger were present. Dir. Brooks arrived at 6:37 PM. Dir. Lisy-Wagner arrived at 6:39 PM.
2. **MISSION STATEMENT**- Dir. Younger read the mission statement.
3. **PUBLIC COMMENT**- The Board took a group picture for the memory book.
4. **APPROVAL OF AGENDA**- Dir. Segrove asked to remove the Financial Memorandum of Understanding and the Committee Work-Board Development from the agenda. Director Harwood moved to approve the agenda with the removed items. The motion passed with a second from Dir. Bearns. (12-0-0)

5. CONSENT AGENDA

5.1 The Board considered the minutes from the February 17, 2015 Regular Board Meeting. Dir. Segrove moved to approve the minutes with changes noted to 7.3, 7.4, 7.7 and item 8. The motion passed with a second from Dir. Hammons. (12-0-0)

5.2 The Board considered the minutes from the February 24, 2015 Special Board Meeting. Dir. May moved to approve the minutes. The motion passed with a second from Dir. Segrove. (10-0-2)

6. COMMUNICATIONS

6.1 Adolescent Program Report: Dir. May read a letter from the Adolescent Program students.

6.2 Staff Report: Dir. Hammons reported on the California Assessment of Student Performance and Progress (CASPP) tests, parent observations, and conferences. Sibyl Buckner reported on the classroom observations.

6.3 Facilities Report: Dir. Hammons reported on updates to the lease negotiation update. Dir. Segrove reported on the need to bring in an architect to draft a mater plan for the school based on program needs.

6.4 Treasurer’s Report: Dir. Woelfel reported on updates to payroll changes. Dir. Woelfel will report back at a later date.

6.5 CFEP Report: Dir. Harwood reported on the CFEP fundraising and Annual Auction.

6.6 Other Board Communications:

- Mini-Retreat- May 2015. The Board will meet on a Saturday in May to review and update planning from the previous year.
- Board Summer Retreat 2015. Dir. Segrove discussed the need for a Board retreat in the summer.
- Northgate CAPS meeting update. Dir. Segrove reported there will be a meeting Special Board Meeting on March 31st at 6:30PM at Eagle Peak Montessori School with a presentation from the Northgate CAPS group.
- State of the school meetings. Dir. Segrove reported on the upcoming State of the School Meetings. The State of the School Meetings will be Tuesday, April 14th 7:00 PM and Saturday, April 18th at 10 AM.
- Board binders update. Dir. Hallquist reported on the new Board Binders.
- PTLG Update. Dir. Hammons reported the Board will meet with PTLG after the State of the School. Dir. Bearns discussed updates to a parent survey. The Board will revisit the parent survey at a later date.
- Form 700. Dir. Segrove reported that each Board member needs to each submit a Form 700 by April 1, 2015.

7. ITEMS FOR BOARD CONSIDERATION

7.1 The Board considered the matter of a marketing and branding strategy. Dir. Bearns presented an updated Eagle Peak Montessori School logo. Dir. Segrove moved to approve the new logo (version 2). The motion passed with a second from Dir. Hallquist. (10-1-1).

7.2 The Board considered the matter of costs associated with website development. No action was taken.

7.3 The Board considered the matter of costs associated with marketing and branding strategy. No action was taken.

7.4 The Board considered the matter of a new core instructional staff salary structure. Dir. Hammons, Dir. Chandlee, and Dir. May excused themselves from discussion and voting. Dir. Woelfel moved to approve the compensation structure as presented. The motion passed with a second from Dir. Bearns. (9-0-3)

7.5 The Board considered the matter of the 2015/2016 school calendar. Dir. Hallquist moved to approve the calendar. The motion passed with a second from Dir. Woelfel. (12-0-0)

7.6 The Board considered the matter of establishing an Alumni Outreach and Scholarship Committee. Dir. Segrove move to establish an Alumni Outreach and scholarship committee with Dir. Younger, Dir. Hallquist, Dir. Lewis and Dir. Lisy-Wagner. The motion passed with a second from Dir. Chandlee. (12-0-0)

7.7 The Board considered the matter of the Audit Engagement letter. Dir. Woelfel moved that EPMS sign the engagement letter for a two-year commitment with Nigro & Nigro. The motion passed with a second from Dir. Lewis. (12-0-0)

7.8 The Board considered the matter of a CFEP Debit Card for the Model UN Field Trip. Dir. Harwood moved for the

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Community Foundation for Eagle Peak (CFEP) to provide a debit card linked to CFEP Chase checking and savings accounts in the name of Michelle Hammons to pay for meals, transit, and minor incidentals as needed for the health and safety of EPMS students during their Montessori Model UN trip to New York in March, 2015 with the revisions noted. The motion passed with a second from Dir. Younger. (12-0-0)

8. ADJOURNMENT. Dir. Segrove moved to adjourn the meeting at 10:40 PM. The motion passed with a second from Dir. Harwood. (12-0-0)

Approved: 4/21/15

Rachel Hallquist, Secretary