

**REGULAR MEETING OF THE  
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**  
EAGLE PEAK MONTESSORI SCHOOL  
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598  
September 16, 2014  
6:40-8:54 PM

**MINUTES**

1. **CALL TO ORDER** – Director Younger called the meeting to order at 6:40 PM. Directors Chandlee, Hallquist, Hammons, Harwood, Lewis, Lisy-Wagner, May, Woelfel, and Younger were present.
2. **MISSION STATEMENT**- Dir. Younger read the mission statement.
3. **PUBLIC COMMENT**  
Parent addressed the board about clarification on the peanut policy. Sibyl Buckner updated the board on Common Core alignment.
4. **APPROVAL OF AGENDA**  
The agenda was approved with a motion from Dir. Hammons. Dir. Lisy-Wagner seconded (9-0-0).
5. **CONSENT AGENDA**  
5.1 Minutes of the August 19, 2014 Board meeting were approved with a motion from Dir. Hammons. Dir. Chandlee seconded (8-0-1).
6. **COMMUNICATIONS**
  - 6.1 Staff Report: Dir. Hammons reported on staff evaluations and walk-throughs, and a parent education night on Cyber Internet safety.
  - 6.2 Facilities Report:
    - Prop 39 Energy Grant Update: The Board reviewed communication between EP Board and the district about Prop 39.
    - Data Installation-Multi-Use room/Portable: Dir. Younger reported on the installation of data (materials, labor, freight) totaling \$4604.99.
  - 6.3 Treasurer’s Report. Dir. Woelfel reported on budget projections.
  - 6.4 CFEP Report. Dir. Harwood reported on the CFEP treasurer’s report, annual giving, and fundraising.
  - 6.5 Other Board Communications
    - Dir. Hammons reported on a letter from CDE-Duties of Chartering Authority.
    - Committee Updates:
      - Compensation Committee: Dir. Woelfel reported on compensation committee updates.
      - Marketing Packet Committee: No updates were discussed.
      - Policy Committee: Dir. Younger reported on the status of updating policies.
    - MOU Updates. Dir. Hammons reported there are no MOU updates.
    - EPMS Board attendance at PTLG meetings. Dir. Younger reported on the need for Board presence at the PTLG meetings.
7. **ITEMS FOR BOARD CONSIDERATION**
  - 7.1 The Board reviewed and considered the matter of CFEP funding a Board/Staff Welcome Back to School social. Dir. Hallquist moved to approve CFEP funds for a Board/Staff Welcome Back to School social not to exceed \$2000. The motion passed with a second from Dir. Lisy-Wagner (9-0-0).
  - 7.2 The Board considered the matter of removing Leslie Heckenlively as parent member of the EPMS Board due to her inability to execute duties required for this position due to health reasons. The Board further resolved that it fully recognizes and appreciates Leslie’s contributions to the EPMS Board and the entire EPMS community. Dir. May moved to remove Leslie Heckenlively and recognize Leslie’s contributions. The motion passed with a second from Dir. Harwood (9-0-0).
  - 7.3 The Board reviewed and considered the matter of CFEP funding staff reimbursements for classroom supplies and materials. Dir. Lewis moved for teachers not reimbursed by MDUSD for materials and supplies to be reimbursed by CFEP, not to go beyond December 1, 2014 and not to exceed \$1000. The motion passed with a second from Dir. Younger (9-0-0).
  - 7.4 The Board reviewed and considered the matter of turning over the operations and profit for the Friday Market to the Adolescent Program to allow them to create their own microbusiness. Dir. Lewis moved to change the name of the Friday Market income category with CFEP from fundraising to Adolescent program and while the money may be comingled, it may not be spent on any other purpose than to operate the Adolescent Program’s microbusinesses and educational experiences. The motion passed with a second from Dir. Hammons (9-0-0).
8. **ADJOURNMENT.** Dir. May moved to adjourn the meeting at 8:54. The motion passed with a second from Dir. Younger (9-0-0).

Approved: 10/21/2014

Rachel Hallquist, Secretary