

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

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

March 21, 2017
6:32 – 8:10 p.m.

MINUTES

1. **CALL TO ORDER** – Dir. Segrove called the meeting to order at 6:32 PM. Directors Bearns, Buckner, Hallquist, Hammons, Katechia, Kagan-Real, Segrove, and Woelfel were present. Dir. Vlavianos arrived at 6:55 PM.
2. **MISSION STATEMENT**- Dir. Hammons read the mission statement.
3. **PUBLIC COMMENT**- Public was present and did not address the Board.
4. **APPROVAL OF AGENDA**- Dir. Segrove moved to approve the agenda with the removal of item 7.1. The motion passed with a second from Dir. Buckner. (8-0-0)

5. CONSENT AGENDA

5.1 The Board considered the minutes from the February 21, 2017 Regular Board Meeting. Dir. Hammons moved to approve the minutes with the revisions from Dir. Segrove (changing item 10.4 “facilities MOU” to facilities issues” and item 10.2 “reviewed” to “heard”). The motion passed with a second from Dir. Bearns. (8-0-0)

5.2 The Board considered the minutes from the March 15, 2017 Special Board Meeting. Dir. Segrove moved to approve with one revision to the end time. The motion passed with a second from Dir. Woelfel. (6-0-2)

6. COMMUNICATIONS

6.1 Adolescent Report: Students from the Adolescent Program presented on the Food Bank, volunteering at Rodgers Ranch, auction project, planning for 8th grade graduation, and Montessori Model UN in NYC. The Board took a short dinner break at 6:57 PM and reconvened at 7:06 PM.

6.2 Staff Report: Dir. Hammons reported on the American Montessori Conference where Dir. Buckner and Dir. Hammons presented, Cultural Fair, state accountability report, state testing, parent observations, parent conferences. Dir. Buckner shared the conference was enjoyed by the teachers.

6.3 Facilities Report: Dir. Segrove reported there were no updates for the Board.

6.4 Treasurer’s Report: Dir. Woelfel reported on the summary of financials.

6.5 CFEP Report: Dir. Vlavianos reported on new grants the grant writer is applying for, auction updates, and possibly updating the expense and reimbursement process.

6.6 Other Board Communications

Northgate CAPS- Dir. Segrove updated the Board on the Northgate CAPS group.

7. ITEMS FOR BOARD CONSIDERATION

7.2 The Board considered the matter of the audit engagement letter. Dir. Hammons moved to approve the letter. The motion passed with a second from Dir. Woelfel. (10-0-0)

7.3 The Board considered the matter of a 403B program. Dir. Segrove moved to approve moving forward with establishing a 403b plan with CalStrs Pension 2 for all employees with no employer match at this time. The motion passed with a second from Dir. Lisy-Wagner. (7-0-3)

7.4 The Board considered the matter of a proposal from Iris Web to support the EPMS website. Dir. Vlavianos moved EPMS Board approve the engagement of Iris Web to modifications and improvements to the existing EPMS website for an amount not to exceed \$4000. The motion passed with a second from Dir. Hammons. (10-0-0)

7.5 The Board considered the matter of the ongoing use of the CFEP debit card. Dir. Vlavianos moved the EPMS board approve the direction of the CFEP board to create a separate Chase account to be controlled by the CFEP President and VP for the purpose for separating expenses from capital and providing a 1 year term debit card for the school administrator. The motion passed with a second from Dir. Bearns (10-0-0)

8. **ADJOURNMENT**- Dir. Segrove moved to adjourn at 8:10 PM. The motion passed with a second from Dir. Bearns. (10-0-0)

Rachel Hallquist, secretary. Approved 4/18/17