

**REGULAR MEETING OF THE  
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS  
EAGLE PEAK MONTESSORI SCHOOL  
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598  
August 15, 2017  
6:00 – 10:00 p.m.  
MINUTES**

1. **CALL TO ORDER** – Dir. Segrove called the meeting to order at 6:04 PM. Directors Buckner, Hallquist, Hammons, Katechia, Mahraj, Pollard, Segrove, Vlavianos, and White were present. Dir. Bearns arrived at 6:06 PM. Dir. Lisy-Wagner arrived at 6:30 PM/
2. **CLOSED SESSION AGENDA**  
2.1 Personnel Issue
3. **Adjourn Closed Session**  
The Board adjourned to closed session at 6:35 PM.
4. **Return to Open Session**  
Dir. Segrove moved to adjourn closed session at 6:35PM. The motion passed with a second from Dir. Buckner. (11-0-0)
5. **Reconvene in open session.**  
Dir. Lisy-Wagner called the meeting to order at 6:45PM. Dir. Segrove reported out the Board discussed a personnel issue.
6. **MISSION STATEMENT-** Dir. Pollard read the EPMS Mission Statement.
7. **PUBLIC COMMENT**  
Two members of the public:  
Stephanie-“wanted to see what Jay does.”  
Naz-She is new to the area and heard about EPMS and wanted to see what we were all about.
8. **APPROVAL OF AGENDA**  
Dir. Bearns moved to approve the agenda. The motion passed with a second from Dir. Hammons. (11-0-0)
9. **CONSENT AGENDA**  
5.1 The Board considered the minutes from the July 18, 2017 Regular Board Meeting.  
Dir. Segrove moved to approve the minutes from the July 18, 2017 Regular Board Meeting. The motion passed with a second from Dir. Lisy-Wagner. (10-0-1)

The board took a short 10 minute break for photocopies and dinner.

**10. COMMUNICATIONS**

10.1 Adolescent Report

Dir. Hammons reported Kimberly and Annie will be core AP teachers, Shazia will continue with science, Ran Wang has been hired to partner with Denise.

10.2 Staff Report

Dir Hammons reported:

Environmental Education Program- Amy Chionis has been moved from substitute to Garden Specialist.

The Garden program will be a 4 day per week program. AP students will possibly help out with the Garden Program.

Judi Bauerlein will be onsite on Monday, August 21 to share Montessori Philosophy with the staff.  
Racial bias training at Diablo Peace & Justice, Sunday, August 27 from 5:30p-8p.

WE NEED TO TALK, UNPACKING RACISM IN OUR SCHOOLS  
Mt Diablo Unitarian Universalist Church  
Bortin Hall

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55 Eckley Ln

Walnut Creek

<http://ourpeacecenter.org/>

CMP (California Montessori Project) invited Michelle to participate in presenting her travel photos and journal of her adventure through Italy searching through the history of Dr Maria Montessori.

BBC special on Dr Maria Montessori <https://www.youtube.com/watch?v=ue44Jz-if5w>

Cyber Bullying conversations

Michelle will consult the attorney regarding updating the school dress code. (ie: Khaki's and white polo shirts as in Charlottesville). What you wear is how you are perceived.

#### 10.3 Facilities Report

Dir. Segrove reported:

Portable Update-Design work is underway. The proposal has been received. The building will be larger than 601. There will be a special meeting to discuss wall placement in the new building and the specific functions of the building. (ie: Specialists/Teachers/Accountant).

Future Site Expansion Update-MDUSD to discuss (hopefully at September mtg) allowing EPMS to utilize the back portion of the property.

We will be looking for help with project management. Experience is a must.

#### 10.4 Treasurer's Report

Dir. Mahraj discussed the treasurer's report.

#### 10.5 CFEP Report

Dir. Vlavianos reported:

Bookkeeping and financial reporting-Handling of money/checks/cc by EPMS for CFEP will stop. CFEP will obtain a Drop Safe and parents will be instructed to leave CFEP funds in the Drop Safe.

CFEP will obtain their own PO Box. CFEP will be using a Parent Portal that will allow parents to make payments, check balances and various inquiries.

CFEP will be utilizing Bill.com for their AP (Accounts Payable). Bill.com imports financials from Quickbooks. Bill.com has the capability to cut checks, obtain electronic approvals and mail the checks to the appropriate person.

There will be new check request forms.

Once the AP module is in place, they will start with the AR (Accounts Receivable) module.

Currently all (CFEP) credit card payments are going through the CFEP Website, via Paypal.

CFEP will be at Orientation with their credit card machine if parents would like to donate to the Annual Giving fund.

MOU-Reviewed MOU, made changes. Tina will edit the document and we can distribute. This is a working document.

#### 10.6 Other Board Communications

Northgate Caps- Dir. Segrove reported there is an upcoming Contra Costa County Northgate CAPS meeting on August 29<sup>th</sup> at 4PM. Dir. Bearn's updated the Board on NCAPS letters and a website.

Current Board Committee Assignments- The Board discussed standing committees and determined there was no current need for standing committees.

### **11. ITEMS FOR BOARD CONSIDERATION**

11.1 The Board considered the matter of revised Annual Budget. Dir. Lisy-Wagner moved to approve the revised annual budget. The motion passed with a second from Dir. Bearn's. (11-0-0)

Dir. Hammons, Dir. Buckner, and Director White left at 8:45 PM and returned after item 11.2.

11.2 The Board considered the matter of health care contributions. Dir. Mahraj moved to increase the health care contributions to \$850. The motion passed with a second from Dir. Vlavianos. (8-0-3)

11.3 The Board considered the matter of constituting a Compensation Committee. The Board determined this will remain an ad-hoc committee. No action was taken.

11.4 The Board considered the matter of revisions to the staff handbook. Dir. Lisy-Wagner moved to approve the staff handbook. The motion passed with a second from Dir. Vlavianos. (11-0-0)

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11.5 The Board considered the matter of retention and promotion policy. Dir. Bearns moved to approve the retention and promotion policy. The motion passed with a second from Dir. Katechia. (11-0-0)

11.6 The Board considered the matter of costs for Northgate UNCAPPED webpage. Dir. Bearns moved for CFEP to pay for Jay Chulani for an electronic platform for the Northgate UNCAPPED webpage not to exceed \$500. The motion passed with a second from Dir. Vlavianos. (11-0-0)

11.7 The Board considered the matter of storage container rental. Dir. Segrove moved CFEP to cover 9 months of a storage container rental, not to exceed \$1000.

**12. ADJOURNMENT.** Dir. Lisy-Wagner moved to adjourn at 9:25PM. The motion passed with a second from Dir. Vlavianos. (11-0-0)