

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

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

FEBRUARY 20, 2018

6:34 – 9:08 p.m.

**MINUTES**

- 1. CALL TO ORDER – 6:34 PM** Dir Segrove called the meeting to order at 6:34p. Dir Hallquist called roll. Directors Buckner, Hallquist, Hammons, Katechia, Mahraj, Pollard, Segrove, White. Directors Bearns and Vlavianos arrived at 6:37p. Director Lisy-Wagner arrived at 6:40p.
- 2. MISSION STATEMENT-** Dir Pollard read the mission statement.
- 3. PUBLIC COMMENT**  
Public was present but didn't address the board.
- 4. APPROVAL OF AGENDA**  
Dir Katechia moved to approve the agenda dated February 20, 2018. The motion passed with a second from Dir Hammons.
- 5. CONSENT AGENDA**
  - 5.1 Minutes from the December 19, 2017 Regular Board Meeting.  
Dir Hammons moved to approve the agenda dated December 19, 2017. The motion passed with a second from Dir Pollard. (10-0-1)
  - 5.2 Minutes from the January 16, 2018 Regular Board Meeting.  
Dir Bearns moved to approve the agenda dated January 16, 2018. The motion passed with a second from Dir Vlavianos. (10-0-1)
  - 5.3 Minutes from the February 3, 2018 Retreat and Board Meeting.  
Dir Segrove moved to approve the minutes dated February 3, 2018. The motion passed with a second from Dir Lisy-Wagner. (10-0-1)
- 6. COMMUNICATIONS**
  - 6.1 Adolescent Report  
The AP students provided updates of their classroom studies and projects. (ie: conflict resolution, math, science fair projects, social studies/working on not plagiarizing, tai chi/hard form and soft, soccer and running, the crab feed-profits were \$6,311.00, Oakland Museum of Arts/Black History Month, Gallery of Art, community, Lego project and Sean Covey). The AP will no longer be volunteering at the Contra Costa Food Bank. AP will continue volunteering at Rogers Ranch.
  - 6.2 Staff Report  
Dir Hammons reported UE gave "appreciations" to staff. Appreciations are notes from the UE expressing what they appreciate in the staff.  
Dir Hammons and Dir Buckner attended CAASP training.  
Prospective parents meeting are ending March 27, 2018 for the 18-19 school year.  
Westminster Woods Mtg Feb 27 & 28  
Yosemite trip departs Sunday and returns Thursday (June 3-7)  
Trading Post is scheduled for the 1<sup>st</sup> week in May.  
UE/AP Science Fair was March 1.  
Next year there will be a LE science fair.  
CCC (Community Connection Committee) will work on integrating into PTLG and CFEP, Fall Fest and International Day.
  - 6.3 Facilities Report  
Dir Segrove advised the electricians have continued working on the new classroom.

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- A - Progress with district negotiations  
Working on facilities negotiations with MDUSD.
- B - Shade structure project update  
EPMS should consider purchasing their own window coverings & cabinets. (Costco does custom blinds)  
Dir Pollard is obtaining quotes for the shade structure.
- 6.4 Treasurer's Report  
Dir Mahraj reviewed the budget  
Draft budgets for AY 2018-2019
- 6.5 CFEP Report  
Dir Vlavianos reported on auction planning, ticket sales and CFEP profit. As of Feb 20, 2018, 103 tickets had been sold.  
Dir Hammons is requesting the last 5 years of auction profit and loss.
- 6.6 Other Board Communications
  - A-Discussion of policy review for charter renewal  
Policies need to be in 1 binder.  
Dir Hammons and Dir Hallquist to review 2 policies a year as opposed to all at year 5.
  - B-Discussion of needs for planning for faculty/staff compensation and emergency plan  
E-mail Dir Hammons if you are interested.
  - C-Board auction item  
The board discussed the auction item.
  - D-State of the School address  
Present information to parents in formal manner.  
March 8 @ 6:30p  
State of the School-budget updates, expansions, your fundraising dollars at work.
  - E-Form 700  
Due April 1- Print and return to office by March 29.
  - ~~F-Discussion of letter about investigating alternate providers for Special Education needs~~

**7. ITEMS FOR BOARD CONSIDERATION**

- 7.1 The Board will considered the matter of creation of a fourth Lower Elementary class for AY 2018 – 2019. Dir Hammons moved to approve the creation of a 4<sup>th</sup> Lower Elementary class for AY 2018-2018. The motion passed with a second by Dir Lisy-Wagner. (11-0-0)
- 7.2 The Board will consider the matter of approval of a draft budget for AY 2018 – 2019.  
Dir Mahraj moved to approve the approval of draft scenario #6 (Add 1 teacher and Spanish). The motion passed with a second by Dir Bearns. (11-0-0)
- 7.3 The Board will consider the matter of a Fundraising Letter.  
The letter will be mailed to all EPMS families. No action needed.
- 7.4 The Board will consider the matter of contracting with Peter Gascoyne for forecasting modeling.  
Dir Lisy-Wagner moved that the EPMS Board authorize CFEP to enter into a financial consulting Agreement with Peter Gascoyne not to exceed \$5,000.00. The motion passed with a second from Dir Mahraj. (11-0-0)
- 7.5 The Board will consider the matter of approval of the calendar for AY 2018 – 2019.  
Dir Bearns moved to approve the calendar for AY 2018-2019. The motion passed with a second by Dir Buckner. (11-0-0)

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**8. ADJOURNMENT**

Dir Lisy-Wagner moved to adjourn the meeting at 9:08p. The motion passed with a second  
From Dir Segrove. (11-0-0)

Approved 3/20/18

Rachel Hallquist, secretary