

**REGULAR MEETING OF THE
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**
EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598
September 19, 2017
6:30 – 10:00 p.m.
MINUTES

- CALL TO ORDER** – Dir. Lisy-Wagner called the meeting to order at 6:32p
1. Directors Bearns, Buckner, Hallquist, Hammons, Katechia, Lisy-Wagner, Mahraj, Pollard, Segrove, Vlavianos, White were present.
 - a. **Announcement** – In closed session the Board will consider items listed on the closed session agenda that follows.
 - b. **Public Comment** – The public may address the Board concerning items that are scheduled for discussion during closed session only. These presentations are limited to three minutes each, or a total of thirty minutes for all speakers.
 2. **CLOSED SESSION AGENDA**
 - 2.1 Personnel Issue
 - 2.2 Potential Litigation
 3. **Adjourn Closed Session**

Dir. Lisy-Wagner moved to adjourn the closed session. The motion passed with a second from Dir. Bearns. (12-0-0)
 4. **Return to Open Session**
 - 4.1 During closed session the Board discussed a personnel issue.
 - 4.2 During the closed session the Board discussed a potential litigation issue.
 5. **Reconvene in open session.**

Reconvened at 7:25p.
 6. **MISSION STATEMENT**

Dir. Segrove read the Mission Statement.
 7. **PUBLIC COMMENT**

The public may address the EPMS board regarding any item within the board’s jurisdiction whether or not that item appears on the agenda.
There was no public present.
 8. **APPROVAL OF AGENDA**

Items listed under the consent agenda are considered routine and will be approved/adopted by a single motion. It is expected that board members have reviewed these agenda items prior to meeting. There will be no separate discussion of these items; however, any item may be removed from the consent agenda upon the request of any member of the board and acted upon separately.
Dir. Hammons moved to approve the agenda. The motion passed with a second from Dir. Pollard. (12-0-0)
 9. **CONSENT AGENDA**
 - 5.1 Minutes from the August 15, 2017 Regular Board Meeting.
Dir. Hammons moved to approve the minutes. The motion passed with a second from Dir. Lisy-Wagner. (12-0-0)
 - 5.2 Minutes from the August 22, 2017 Special Board Meeting.
Dir. Segrove moved to approve the minutes. The motion passed with a second from Dir. Bearns. (10-0-2)
 10. **COMMUNICATIONS**
 - 10.1 Adolescent Report
Parent Ed topic will be “How to carry the Montessori philosophy from school to the home.”
October 26 we will have a speaker from Carondelet.
2nd Thursday of every month will be the Community Connection meeting in room 201 @ 6:00p

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10.2 Staff Report

Historical Halloween is scheduled for October 31.

There are monthly garden work “parties”.

First ever Historical Halloween costume swap will be held at Fall Fest.

Annual Chili Cook-Off

10.3 Facilities Report

The drawings for the new building are complete, ready for approval and then we will start accepting bids.

There is a possibility special Board meeting will be needed for approval of building contractor. Shea

Ponglorpisisita offered to help review the plans.

10.4 Treasurer’s Report

Dir. Mahraj discussed the financials.

10.5 CFEP Report

Annual Giving is up from last year.

Auction update-Boundary Oak contract has been approved.

The online payment process is working well.

Donor Confidentiality

There is a new email being created for CFEP. The old email will gradually be phased out.

10.6 Other Board Communications

Marketing Discussion

Dir. Bearns has suggested more letters be written and sent to State Board regarding “NO” to Northgate CAPS.

There was discussion regarding creating videos explaining “Who we are”, featuring our students. Also, starting with 1st years and following/documenting their personal and academic growth through their 8th year.

Payment Reminders

11. ITEMS FOR BOARD CONSIDERATION

11.1 The Board will consider the matter of DSA payment for the new modular classroom.

The Board of Directors approved the CFEP to fund the DSA check for the new portable building in the amount of \$1,150.00.

Dir. Hammons moved to approve. The motion passed with a second from Dir. Segrove. (12-0-0)

11.2 The Board will consider the matter of contract takeover for Mobile Modular contract #534764

The rent for room 501 has doubled. The lease has been at MDUSD. EPMS never had a copy of the contract.

No action was taken at this time.

11.3 The Board will consider the matter of a new credit card processing service

EPMS will be changing credit card processors. We will be ending our partnership with Merchant Services and starting a new partnership with Chase Bank. The processing fee will change from 6.65% to 2.75%.

Dir. Bearns moved to approve. The motion passed with a second from Dir. Hird-White. (12-0-0)

11.4 The Board will consider the matter of the MOU with CFEP

CFEP would like to alter the verbiage in the MOU (Memorandum of Understanding).

Dir. Segrove proposed new language. There was no agreement.

No action was taken at this time.

11.5 The Board will consider the matter of the entering into a contract for inspector of Record services associated with the portable building installation

The Board approved entering into an agreement for IOR services with Alisha R Jensen, not to exceed \$2,000.00.

Dir. Hammons moved to approve. The motion passed with a second from Dir. Segrove. (12-0-0)

12. ADJOURNMENT

Adjournment at 9:57p

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NOTICES:

1. The next regular meeting of the Board of Directors will be October 17, 2017 at 6:30 pm.
2. Eagle Peak Montessori School (EPMS) is nonsectarian in its programs, admission policies, employment practices, and all other operations. The school does not discriminate against any person on the basis of ethnicity, national origin, gender, or disability. Michelle Hammons, Administrative Director, has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in EPMS's open and public meetings. Please notify Michelle Hammons (925-946-0994) 72 hours or more prior to the disability accommodations being needed in order to participate in the meeting.

Certification of Posting

I, Rachel Hallquist, Secretary of the EPMS Board of Directors, hereby certify that this agenda was posted at EPMS, Walnut Creek, CA, by September 15, 2017 by 3:00 pm.