

**REGULAR MEETING OF THE
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**
EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598
JANUARY 21, 2020
6:02 PM to 9:06 PM
MINUTES

1. **CALL TO ORDER** – Dir. Pollard called the meeting to order at 6:02 PM. Directors Buckner, Hammons, Hernandez, Katechia, Lisy-Wagner, Mannion, Pollard and Smith were present. Dir. White joined at 6:10 PM. Dir. Mahraj joined at 6:14 PM.
2. **MISSION STATEMENT**- Dir. Pollard read the Mission Statement.
3. **PUBLIC COMMENT**
 - a. **Tina Seagrove** –Dir. Hammons read a letter from Tina Seagrove to the board. Seagrove expressed her support for EPMS managing the Capital Campaign.
 - b. **Dan Desautels**– Dan Desautels expressed concerns about the transition of the Capital Campaign from CFEP to EPMS.
4. **APPROVAL OF AGENDA** – Dir. Hammons moved to approve the agenda with the below changes noted; Dir. Hernandez seconded; motion passed (8-0-0).
 - a. Strike 6 Consent Agenda.
 - b. Change 7.1 and 7.2 under #5 to 5.1 and 5.2.
5. **ITEMS FOR BOARD CONSIDERATION**
 - a. **Capital Campaign** –
 - i. Call with EPMS lawyer Jennifer McQuarrie –
 1. McQuarrie recommended EPMS run the Capital Campaign to ensure transparency and best practices.
 2. McQuarrie explained there is no statement of exclusivity in the MOU between EPMS and CFEP with regards to fundraising.
 3. McQuarrie explained that EPMS controlling the campaign means the money raised will be public funds.
 4. McQuarrie explained the board can rescind CFEP’s authority to run a capital campaign because it was authorized by a board motion.
 - ii. Dir. Hammons read an email from Dir. Vlavianos expressing support for CFEP maintaining control of the Capital Campaign.
 - iii. Dirs. Lisy-Wagner, Katechia, Smith, Mannion, Mahraj, and Hernandez expressed support for EPMS taking back the Capital Campaign in order to follow best practices as recommended by EPMS lawyer Jennifer McQuarrie.
 - iv. Dir. Pollard moved to deauthorize CFEP from running the Capital Campaign that EPMS had previously delegated to it at the October 1, 2019 board meeting and return the authority and control back to the EPMS Board; White seconded; motion passed (10-0-0).
 - b. **CFEP funding 8th grade 2020 graduation** – May 29th, 2020 at Heather Farms. Dir. Buckner moved to approve CFEP funding up to \$5,000 for the 8th grade graduation; Dir. Lisy-Wagner seconded; motion passed (10-0-0).

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6. COMMUNICATIONS

a. Staff Report – Dirs. Hammons reported:

- i. Crab Feed – January 24th, 2020.
- ii. Overnight field trips – An increasing amount of parents are hesitant, especially about the trip to San Francisco. Dir. Hammons explained EPMS aims to develop citizens who are aware and careful, but not afraid.
- iii. Garden teacher – Interviews are scheduled for a new teacher.

b. Expansion Project Report

i. Construction Workgroup

1. Comprehensive update from Luis Velasco

- a. Velasco presented his document “EPMS Board Comprehensive update Classroom Addition project January 21, 2020.”

i. Action Items for the EPMS Board

- 1. Draft a joint venture agreement with the MDUSD.**

ii. Finance Workgroup

1. Capital campaign

- a. Dir. Pollard will schedule the Campbell & Company and CCS meetings for the same night. The EPMS board and CFEP will be invited.

- b. Dir. Hammons presented Jennifer McQuarrie’s recommendations on the accounting for the capital campaign funds.

- i. New district account - Specifically for the capital campaign (potentially without oversight fees). This is the ideal situation.
- ii. Fiscal Sponsor Agreement with CFEP – Formal agreement with joint signers (CFEP and EPMS board). However, this would subject CFEP to the EPMS audit, so it is less ideal.
- iii. EPMS board creates a 501C3 –This would be subject to the EPMS audit. This is seen as a last resort.

- c. Special EPMS board meeting – Will be called before the next regular board meeting in order to vote on a capital campaign firm.

- iii. Legal Workgroup** – Dir. Solis will review the agreements as they are presented.

- iv. Communication Workgroup** – Dir. Katechia recommended hiring a firm to run EPMS’s website as it will be heavily utilized during the Capital Campaign.

c. Treasurer’s Report – Dir. Mahraj and Erin Jordal reported:

- i. “EPMS 2019-20 Forecast-December”

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1. Revenue – On target except for lottery funds, which have yet to be received.
 2. Expenses – Reduced garden teacher, geotech survey and capital outlay expenses.
 3. CFEP support – Decreased forecasted amount from last month to give a more realistic outlook for the end of the year (now \$800/student, was \$850/student).
 4. Supply Budget – Teachers are requesting their classroom supply budgets for the rest of the year. CFEP needs to provide a projection of funding for supply donations.
- d. **CFEP Report** – No report.
- i. The board requests the 2019 CFEP Audit.
- e. **Other Board Communications**
- i. Form 700 – Required from all EPMS board members.
7. **ADJOURNMENT** - Dir. Pollard moved to adjourn the meeting at 9:06 pm; Dir. Mannion seconded; motion passed (10-0-0).

NOTICES:

1. The next regular meeting of the Board of Directors will be Tuesday, February 18th, 2019 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.

Document List

- 1) 01-21-20 Agenda
- 2) EPMS Board Comprehensive update Classroom Addition project January 21, 2020
- 3) EPMS 2019-20 Forecast-December
- 4) Letter from Dir. Vlavianos

I, Emily Pollard, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 02-18-20 EPMS Board Meeting.



02-18-20

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