

**REGULAR MEETING OF THE
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**
EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598
FEBRUARY 18th, 2020
6:33 PM to 9:35 PM
MINUTES

1. **CALL TO ORDER** – Dir. Pollard called the meeting to order at 6:33 PM. Directors Buckner, Hammons, Hernandez, Katechia, Mahraj, Mannion, Pollard, Segrove, Smith, and White were present. Dir. Lisy-Wagner joined at 7:59 PM.
2. **MISSION STATEMENT**- Dir. Pollard read the Mission Statement.
3. **PUBLIC COMMENT** – There were no comments from the public.
4. **APPROVAL OF AGENDA** – Dir. Pollard moved to approve the agenda with the below changes noted; Dir. Mannion seconded; motion passed (10-0-0).
 - a. Strike 6.1 Adolescent Report
5. **CONSENT AGENDA**
 - a. **12-17-19 Regular Meeting** – Dir. Hammons moved to approve the 12-17-19 Regular Meeting minutes with the changes noted below; Dir. Hernandez seconded; motion passed (8-0-2). Dirs. Segrove and Mannion abstained.
 - i. Correct “Peal” to “Peak” in a.i under Communications.
 - ii. Strike Jason Schwartz from a.ii under Communications.
 - iii. Add Mahraj to the Call To Order.
 - b. **01-21-20 Regular Meeting** – Dir. Katechia moved to approve the 01-21-20 Regular Meeting minutes with the change noted below; Dir. Smith seconded; motion passed (8-0-2). Dirs. Segrove and Mahraj abstained.
 - i. Correct “Seagrove” to “Segrove” under 3.a Public Comment.
 - c. **02-05-20 Special Meeting** – Dir. Hammons moved to approve the 02-05-20 Special Meeting minutes; Dir. Katechia seconded; motion passed (6-0-4). Dirs. Buckner, Mannion, Segrove and Mahraj abstained.
6. **COMMUNICATIONS**
 - a. **Staff Report** – Dirs. Hammons reported:
 - i. **Garden Teacher** – Dir. Hammons hired a teacher.
 - ii. **AP Pedagogy of Place** – Students leave tomorrow, 2/19.
 - iii. **2020-2021 teacher search** – In process.
 - iv. **Lower Elementary** – Working on: Field trips and parent education.
 - v. **Upper Elementary** – Working on: Field trips, puberty education, portfolios for parent teacher conferences, and trading post lessons.
 - vi. **Auction** – Teachers working on classroom auction projects.
 - vii. **Special Education** – MDUSD Teachers Union will not allow resource and speech teachers to work at EPMS. However, EPMS pays MDUSD for special education services. MDUSD provided a another special education liaison, but it has not been consistent. It was recommended that Jennifer McQuarrie send a letter to MDUSD.

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b. Expansion Project Report

- i. **Communication Committee** – Campbell and Company’s Shoshana Grammer explained that her work for another Bay Area Montessori school would present a conflict of interest, so a meeting with another campaign manager is being set up. Dir. Hammons is also researching other campaign agencies.
 - ii. **Finance Committee** – MDUSD is receptive to EPMS opening a separate account for the Capital Campaign that will not be subject to the oversight fee. Dir. Segrove discussed the Prop 13 ballot measure that has a provision for charter schools and modernization projects. EPMS could apply for the funds.
 - iii. **Legal Committee** – No report.
 - iv. **Construction Workgroup**
 1. Comprehensive update from Luis Velasco.
 - a. Velasco presented his document “EPMS Board Comprehensive update Classroom Addition project February 18, 2020.”
 - i. Note time frames and deadlines.
- c. **Treasurer’s Report** – Dir. Mahraj and Erin Jordal reported:
 - i. “EPMS 2019-20 Forecast – 1/31/20 YTD Actual”
 1. Revenue – On target, however, Jordal increased childcare and decreased CFEP support to keep with YTD actuals.
 2. Supply Budget – EPMS funded the 2nd semester supply budget with funds from the materials budget because CFEP did not raise enough funds to cover supplies.
- d. **CFEP Report** – Dir. Segrove reported:
 - i. **MOU** – It is time to review the EPMS-CFEP MOU.
 - ii. **Audit** – CFEP approved last year’s audit engagement letter from Nigro & Nigro.
 - iii. **Auction donation** – CFEP and EPMS need to donate items.
 - iv. **Update** – Dir. Segrove is the interim president until June 2020. CFEP is working on policies, procedures, an action plan, etc.
- e. **Other Board Communications**
 - i. Form 700 – Required from all EPMS board members.
 - ii. State of School Meeting – Timing and topics were discussed.
 - iii. MDUSD Budget – Challenging times are ahead for MDUSD. Reference MDUSD Superintendent Dr. Robert Martinez’s email “Budget Solutions Message from Superintendent.”

7. ITEMS FOR BOARD CONSIDERATION

- a. **Salary Schedule 2020-2021** – For EPMS full time teaching staff. Reference “Eagle Peak Montessori School – Teacher Salary Scales 2020-21 Proposed Salary Scale.” If this scale was applied to the 2019-2020 EPMS school year, EPMS would face an approximate \$77,000 increase in salaries and \$14,000 increase in CAL STRS

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contributions. However, this scale is the minimal adjustment EPMS can make in order to be legally compliant with new minimum wage laws and without compressing the pay scale.

- i. Dir. Lisy-Wagner moved to approve the “Eagle Peak Montessori School – Teacher Salary Scales 2020-21 Proposed Salary Scale”; Smith seconded; motion passed (8-0-3). Dirs. Hammons, Buckner, and White abstained.
 - b. **2021 Academic Calendar** – Reference “Eagle Peak Montessori School 2020-2021 A.”
 - i. Dir. Katechia moved to approve the “Eagle Peak Montessori School 2020-2021 A” school calendar; Dir. Mannion seconded; motion passed (11-0-0).
 - c. **MOU with CFEP** – The board took no action.
8. **ADJOURNMENT** - Dir. Katechia moved to adjourn the meeting at 9:35 pm; Dir. White seconded; motion passed (11-0-0).

NOTICES:

1. The next regular meeting of the Board of Directors will be Tuesday, March 17th, 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) 02-18-20 Agenda
- 2) EPMS Board Comprehensive update Classroom Addition project February 18, 2020
- 3) EPMS 2019-20 Forecast – 1/31/20 YTD Actual
- 4) Dr. Robert Martinez’s email “Budget Solutions Message from Superintendent”
- 5) Eagle Peak Montessori School – Teacher Salary Scales 2020-21 Proposed Salary Scale
- 6) Eagle Peak Montessori School 2020-2021 A
- 7) CFEP MOU with Filipe Solis’s edits

I, Emily Pollard, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 03-25-20 EPMS Board Meeting.

