

**SPECIAL MEETING/WINTER RETREAT OF
THE EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**
EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598
FEBRUARY 29th, 2020
10:12 AM to 2:43 PM
MINUTES

1. **CALL TO ORDER** – Dir. Katechia called the meeting to order at 10:12 AM. Directors Buckner, Hammons, Hernandez, Katechia, Lisy-Wagner, Mahraj, Mannion, Pollard, Smith, and Solis were present.
2. **MISSION STATEMENT**- Dir. Hammons 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. Katechia seconded; motion passed (10-0-0).
 - a. Strike #4 Consent Agenda – 02-18-20 Regular Meeting Minutes
5. **ITEMS FOR BOARD CONSIDERATION**
 - a. **EPMS Board controlled 501c3** –
 - i. Eagle Peak Montessori School is its own 501c3.
 - ii. The account MDUSD allowed EPMS to open that will not be held to the oversight fee can only be used for Capital Campaign funds.
 - iii. EPMS Lawyer Jennifer McQuarrie noted a new 501c3 controlled by EPMS would be a conflict of interest and be considered public funds and subject to MDUSD control.
 - iv. Ideal situation is to use the new EPMS account for the Capital Campaign, and also focus on the MOU with CFEP so the relationship between the two organizations remains strong.
 - v. The Board took no action.
 - b. **CFEP Deliverables** – EPMS requests the following from CFEP:
 - i. Bylaws – executed on time
 - ii. Budgeting and forecasting
 - iii. EPMS Board meetings – CFEP representation required
 - iv. Annual elections
 - v. Annual audit completed on time per the EPMS/CFEP MOU – report certified and signed by auditors.
 - vi. All Star Ticket – By August 1st CFEP provides a reconciliation of the 2019-2020 All Star Ticket program. And provide the plan for All Star Tickets (or other like fundraising plan) for future school years before launch.
 - vii. EPMS/CFEP MOU – Reference “CFEP MOU with Filipe Solis’s edits”
 1. If the MOU is terminated, can CFEP be dissolved de facto, or can the funds immediately transfer to EPMS?
 2. Ensure that “book keeping” is clarified as general accepted accounting principals (GAAP).
 3. Change “will” to “shall” – Shall is a command, and is considered more strong in legal language.

**SPECIAL MEETING/WINTER RETREAT OF
THE EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**
EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598
FEBRUARY 29th, 2020
10:12 AM to 2:43 PM
MINUTES

4. Change “audit report” to “signed audit report.”
 5. By August 1st of every year, CFEP presents EPMS with their strategic plan for fundraising activities for the next school year. The presentation should include accounting practices.
 6. Joint meeting – Bi-annual joint meeting.
 7. Enforceability – Dir. Solis added informal dispute resolution, mediation, available legal options, and dissolution.
- viii. The Board took no action.
- c. **Political Charter Climate Update** – Reference “CSDC Gmail - Post AB 1505 Charter Renewal Criteria_ Time to Take Stock” and “MDUSD Letter 022820 Budget Cuts.”
- i. EPMS renews its charter in 2024 – Is EPMS eligible for the seven-year renewal track? That would be ideal.
 - ii. Local control – State protections are now greatly reduced. This means it is imperative that EPMS has a relationship with MDUSD.
 1. MDUSD meetings – EPMS board should rotate appearing at the meetings and saying hello during public comments.
 - a. Dir. Pollard will create a doodle poll for attending meetings.
 - iii. MDUSD – Suffering from a \$22 million deficit. Reference “MDUSD Budget Presentation.”
 - iv. EPMS Budget – The Board discussed and proposed the following:
 1. AP programs – Must be financed externally to continue
 - a. Dir. Hammons explain they are crucial to the AP program
 - b. Rebrand Model UN to “Pedagogy of Place” so the expense can be reduced if needed in the future.
 2. AP program – Requires three teachers to 50 kids due to the workload of the AP program.
 - a. However, the board must encourage the ratio to be the closest to 1:20 as possible.
 3. EPMS – Potentially take back field trip and supply donations to try to increase donations. Dir. Katechia will discuss this with CFEP Board president, Tina Segrove.
 4. Increase EPMS childcare fees - \$30K additional per year.
 - v. The Board took no action.
- d. **EPMS Messaging**
- i. Dir. Hammons discussed new ways to publically acknowledge donors at EPMS, both for the Capital Campaign and Annual Giving.
 - ii. Moto - Educating Children Through Peace, Passion, and Purpose since 2001.
 - iii. The Board took no action.
- e. **Budget for the Website**
- i. Dir. Smith presented her idea for the website to the Board.

**SPECIAL MEETING/WINTER RETREAT OF
THE EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**
EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598
FEBRUARY 29th, 2020
10:12 AM to 2:43 PM
MINUTES

- ii. The website will help present the structure of the Capital Campaign messaging.
- iii. The new website will be updated to a secure website.
- iv. Dir. Mahraj requests the budget for changing the website and managing it going forward, so there is continuity.
- v. The Board took no action.

f. Board Succession

- i. Board member needs: fiscal (replacing Dir. Mahraj) and facilities.
- ii. Members need to understand protecting and furthering the interest of EPMS as an entity is the first priority of the Board, and members need to support the vision of EPMS.
- iii. EPMS Board Application
 - 1. Apply the changes Dir. Hammons transcribed.
- iv. Dir. Smith will send Dir. Hammons a blurb for the Friday Folder asking for qualified candidates.
- v. Treasurer Role – Must be filled by July 2020. Other roles can remain vacant.
- vi. The Board took no action.

6. **ADJOURNMENT** - Dir. Katechia moved to adjourn the meeting at 2:43 pm; Dir. Mahraj seconded; motion passed (8-0-0).

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.

I, Emily Pollard, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 06-16-20 EPMS Board Meeting.

