

**REGULAR MEETING OF THE
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**
EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598
July 21st, 2020
6:35 pm - 8:57 pm
MINUTES

1. **CALL TO ORDER** – Dir. Pollard called the meeting to order at 6:35 pm. Directors Buckner, Hammons, Hernandez, Katechia, Mannion, Pollard, Segrove, Smith, Solis, and White were present.
2. **MISSION STATEMENT**- Dir. Hammons read the Mission Statement.
3. **PUBLIC COMMENT** – There was no comment from the public.
4. **APPROVAL OF AGENDA** – Dir. Hammons moved to approve the agenda; Dir. Buckner seconded; motion passed (8-0-0).
5. **CONSENT AGENDA**
 - a. **03-14-20 Special Minutes** - Dir. Mannion moved to approve the minutes; Dir. Segrove seconded; motion passed (9-0-1). Dir. White abstained.
 - b. **06-16-20 Regular Minutes** - Dir. Hammons moved to approve the minutes with the below changes noted; Dir. Katechia seconded; motion passed (9-0-1). Dir. Segrove abstained.
 - i. Add Hernandez to the list of directors.
 - c. **06-27-20 Special Minutes** - Dir. Katechia moved to approve the minutes; Dir. Hernandez seconded; motion passed (8-0-2). Dir. Segrove and White abstained.
 - d. **06-27-20 Summer Retreat Minutes** - Dir. Katechia moved to approve the minutes; Dir. Segrove seconded; motion passed (9-0-1). Dir. White abstained.
 - e. **07-01-20 Annual Meeting Minutes** - Dir. Hammons moved to approve the minutes with the below changes noted; Dir. Katechia seconded; motion passed (8-0-2). Dir. Segrove and Smith abstained.
 - i. Change Hernandez to Katechia under 5.a.iv
 - f. **07-16-20 Special Minutes** - Dir. Katechia moved to approve the minutes; Dir. Mannion seconded; motion passed (7-0-3). Dir. Hernandez, Smith, and White abstained.
6. **COMMUNICATIONS** –
 - a. **Staff Report** - Dir. Hammons reported:
 - i. **State issues guidelines for opening** – EPMS should remain closed per those guidelines.
 - ii. **Masks** – Must be worn by 3rd grade and above, as well as all adults. Children under 3rd grade should wear masks as best as they can.
 - iii. **Teachers** – Concerned about having to start on the 10th of August, working as a team to create robust online curriculum.
 - b. **Expansion Project** – On hold.
 - c. **Treasurer’s Report** –

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- i. Budget Update-Cash flow projections** - Erin Jordal presented the document “2019-20 Forecast – June”.
 - 1. EPMS is in a better cash position than recently forecasted.
 - 2. Cash report for technology reflects the Chrome Books expense.
 - 3. LCFF based on the 2019-2020 school year, so EPMS will not receive the funds for the increase in student population for the 2020-2021 school year. The result is the LCFF forecast is reduced by approximately \$191K. In addition, 40% LCFF deferred to next school year.
 - 4. Potentially, CFEP needs to fund EPMS starting in February.
 - 5. The EPMS PPP Loan prevented a negative account balance.
 - d. CFEP Report**
 - i. Monthly Financials** – Dir. Segrove presented “CFEP Balance Sheet Report July 1 2020” and “CFEP Profit and Loss Comparison Report June 2020”.
 - ii. Website Update** – CFEP is moving forward with the EPMS website designer.
 - iii. Report out from CFEP retreat/annual meeting** – Dir. Hammons and Dir. Katechia presented the 2020-2021 financial forecast to CFEP, so CFEP is aware of EPMS’s cash position. Concerns for 2020-2021 fundraising: Parents out of work/furloughed, distance-learning resulting in lack of connection to EPMS, loss of usual community fundraisers, etc.
 - iv. Officers** – Dir. Segrove as president, Dan Desautels as vice president, Taylor Choi as treasurer, and Debbie Yoshii as secretary.
 - v. Recruitment** – CFEP working on expanding their community.
 - e. Other Board Communication** –
- 7. ITEMS FOR BOARD CONSIDERATION**
- a. Website Update** – Diane Labazio presented her proposal for the EPMS website. The process is anticipated to take 45 days.
 - i.** Dir. Katechia moved to accept the “Website Proposal for EPMS” contract from Diane Labazio and Creative Solution Consulting for a total amount of \$2,249; Dir. Mannion seconded; motion passed (10-0-0).
 - b. Updated plan for instruction for the 2020-2021 school year** –
 - i.** Dir. Katechia moved to approve the “Path Back to the Peak” version two which includes a change to the school calendar with a start date of August 24th; Dir. Hernandez seconded; motion passed (10-0-0).
 - c. Changing the payroll date** –
 - i.** Dir. Lisy-Wagner moved to change the first payroll date for teachers and staff on contract from August 31st to August 15th and the last pay check will be on May 31st which will reflect 10 months of pay; Dir. Pollard seconded; motion passed (10-0-0).
 - d. Cancelling field trips for the 2020-2021 school year** –
 - i.** Dir. Hammons moved to cancel all field trips for the 2020-2021 school year; Dir. Katechia seconded; motion passed (10-0-0).

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- e. **Contract with Lizette Dolan for diversity and anti-racist training** – The board took no action.
8. **ADJOURNMENT** - Dir. Katechia moved to adjourn the meeting at 8:57 pm; Dir. Lisy-Wagner seconded; motion passed (10-0-0).

NOTICES:

1. The next regular meeting of the Board of Directors will be Tuesday, August 18th, 2020 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 09-15-20 EPMS Board Meeting.

