

**REGULAR MEETING OF THE  
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**  
EAGLE PEAK MONTESSORI SCHOOL  
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598  
July 30, 2019  
6:40 – 9:14 PM  
**MINUTES**

1. **CALL TO ORDER** – Dir. Katechia called the meeting to order at 6:40 PM. Directors Hammons, Katechia, Lisy-Wagner, Mahraj, Pollard, Solis, and Smith were present.
2. **MISSION STATEMENT**- Dir. Pollard read the Mission Statement.
3. **PUBLIC COMMENT** – There was no comment from the public.
4. **APPROVAL OF AGENDA** – Dir. Lisy-Wagner moved to approve the agenda with the changes noted; Dir. Smith seconded; motion passed (7-0-0).
  - a. Change 5.2 to June 22, 2019 Board Minutes
  - b. Change “Committee” to “Workgroup” under 6.2
5. **CONSENT AGENDA**
  - a. Minutes from 06-18-19 – Dir. Hammons moved to approve the minutes with the changes noted; Dir. Katechia seconded; motion passed (6-0-1). Dir. Solis abstained.
    - i. 6.a.ii – Change “CSDS” to “CSDC”
    - ii. 6.a.iv – Change “the Fall” to “July”
  - b. Minutes from 06-22-19 - Dir. Hammons moved to approve the minutes with the changes noted; Dir. Katechia seconded; motion passed (6-0-1). Dir. Solis abstained.
    - i. Change “9:41 PM” to “3:20 PM” in the header.
    - ii. 5.e – Change to “Dir. Lisy-Wagner will send it to the board president”
    - iii. 5.f.iii – Change “Ketichia” to “Katechia”
6. **COMMUNICATIONS**
  - a. **Staff Report** – Dir. Hammons reported:
    - i. Staff has been hired for the 2019-20 school year.
    - ii. Bridge begins August 5<sup>th</sup>.
    - iii. MDUSD did not sign the documents required for our charter renewal. Dir. Hammons resolved the issue. However, EPMS needs to build relationships at MDUSD in order to stay connected.
    - iv. MDUSD – On June 24<sup>th</sup> the board passed a moratorium on charter schools. This document could affect our expansion project approval.
  - b. **Expansion Project Report**
    - i. Dir. Hammons spoke to the recommended district attorney who confirmed we do not need to publicly bid, however, we do need to pay prevailing wage. Dir. Hammons explained we need a project manager as soon as possible. Dirs. Katechia and Mahraj explained the need to reaffirm the MOU with CFEP as we engage with them in support of the expansion.
    - ii. **Communication Workgroup** – Dir. Lisy-Wagner reported that a neighborhood meeting is planned at EPMS for August 7<sup>th</sup> at 6:30 pm.

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- iii. **Finance Workgroup** – Spoke with Joyce Montgomery, CFO of Summit Public Schools, who recommended lenders, explained EPMS needs to lease from CFEP so as to remain eligible for SP740 money (so CFEP needs to engage as leaser/buyer), and emphasized the importance of EPMS’s elevator pitch.
- iv. **Construction Workgroup** – Dir. Hammons reported that Todd Chef from the Fire District explained we will most likely not need an additional fire hydrant, but the inspector will confirm this during the final site plan phase.
- c. **Treasurer’s Report** – Dir. Mahraj reported:
  - i. **Budget Update** – June 30<sup>th</sup> numbers are not yet final, so no update.
- d. **CFEP Report** – Dir. Katechia reported CFEP is working to expand their team in order to prevent volunteer burnout and encourage growth.
- e. **Other Board Communications**
  - i. **Days for extra meetings** – Dir. Katechia asked the board to send Dir. Pollard their availability for additional meetings related to the expansion project.

**7. ITEMS FOR CONSIDERATION**

- a. **Orientation Meetings** – Dir. Hammons asked board members to let her know if they can volunteer one or both of the evenings.
- b. **Elevator Pitch** – Dir. Hammons explained that she needs an elevator pitch for the lender meetings. The board brainstormed the following in support of EPMS:
  - i. **Themes** – Community involvement, progressive educational options/opportunities, only public Montessori in CCC, explain the history of Montessori, education for peace, power in the hands of the children, volunteerism, promote intellectual curiosity to solve problems, independence, cooperation, respect, experiential (Model UN), graduate success stories, etc.
  - ii. **Metrics** – Success factors, low student ratio, waitlist, population and growth of population, directionality of growth, parent involvement, % of parents that donate, clear audits, etc.
  - iii. **Financial** – EPMS is a proven success and a good investment, student population, LCFE information, revenue streams, 5-year forecast, % of cost metrics, etc.
- c. **Project Manager position and funding** – Dir. Mahraj moved to approve EPMS beginning a search for a project manager in support of the expansion project to be funded by EPMS; Dir. Katechia seconded; motion passed (7-0-0).
- d. **Organization Chart** – Dir. Hammons moved to approve the “Eagle Peak Organizational Chart for Communication”; Dir. Katechia seconded; motion passed (7-0-0).
- e. **Staff and Parent Handbook** – Dir. Pollard moved to approve the “Eagle Peak Staff and Parent Handbook 2019-20” with the changes recommended by EPMS contract

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lawyer Jennifer McQuarrie; Dir. Mahraj seconded; motion passed (6-0-1). Dir. Solis abstained.

- f. Complaint Procedure** - Dir. Pollard moved to approve the “Eagle Peak Montessori School – Grievance Policy – General Complaints” with the board’s and Dir. Solis’s changes noted and contingent on Jennifer McQuarrie’s approval; Dir. Lisy-Wagner seconded; motion passed (7-0-0).

8. **ADJOURNMENT** - Dir. Lisy-Wagner moved to adjourn the meeting at 9:14 pm; Dir. Katechia seconded; motion passed (7-0-0).

**NOTICES:**

1. The next regular meeting of the Board of Directors will be Tuesday, August 20<sup>th</sup>, 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**

07-30-29 Meeting Agenda

06-18-19 Minutes

06-22-19 Minutes

Eagle Peak Organizational Chart for Communication

Eagle Peak Staff and Parent Handbook 2019-2020

Eagle Peak Montessori School – Grievance Policy – General Complaints