

**REGULAR MEETING OF THE
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**
EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598
August 20, 2019
6:38 – 9:14 PM
MINUTES

1. **CALL TO ORDER** – Dir. Katechia called the meeting to order at 6:38 PM. Directors Buckner, Hammons, Katechia, Mahraj, Pollard, and Solis were present. Dir. Hernandez joined at 7:22 PM. Dir. White joined at 6:50 PM.
2. **MISSION STATEMENT**- Dir. Pollard 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 with the below changes noted; Dir. Katechia seconded; motion passed (6-0-0).
5. **CONSENT AGENDA**
 - a. Minutes from 07-30-19 – Not approved due to lack of quorum.
 - i. Change “team” to “workgroup” under 4.2, b.ii, b.iii, and b.iv.
6. **COMMUNICATIONS**
 - a. **Staff Report** – Dirs. Hammons and Buckner reported:
 - i. Garden Instructor – Hiring a replacement.
 - ii. First week half-days – Teachers and students enjoying the schedule.
 - iii. Online enrollment documents – Successful.
 - iv. Orientation – Successful, though hot.
 - v. Mandated breakfast program – About nine students partaking.
 - b. **Expansion Project Report**
 - i. Dir. Hammons reported wanting each workgroup to check in with each other each week to report on and support progress.
 - ii. **Communication Workgroup** – Dir. Hammons reported:
 1. The neighborhood meeting on August 7th at 6:30 pm at EPMS went well. She is working with Nicolo to get answers for the neighbors and make modifications to the plan if needed.
 2. The project is listed on the MDUSD meeting agenda for Monday, 8/26 and the discussion will continue on the 9/9 MDUSD meeting.
 - iii. **Finance Workgroup** –
 1. Erin Jordhal reported on the document “Eagle Peak Expansion Options”
 - a. Option 1 – Complete entire project in 2020 – reported as not viable.
 - b. Option 2 – Complete project in three phases over 2020-2023 – a possible solution.
 - c. Option 3 – Complete project in two phases over 2020-2023, but drop the classroom building count from 7 to 5 – secondary possible solution.

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- d. Peter Gascoyne should create long-term forecasts before determining which option is best for EPMS.
 - 2. Dir. Katechia reported needing a capital campaign manager.
 - iv. **Legal Workgroup** – No report.
 - v. **Construction Workgroup** –
 - 1. Dir. Hammons and Katechia discussed the pros and cons with hiring a project management firm, or an individual project manager.
 - vi. **Luis Velasco’s Report** – Velasco reported on his document “Expansion of Eagle Peak Montessori”. He also recommended working with him as a PM until project and funding approval, as a pre-project PM. He explained the Option 2 or 3 might be the best as DSA only allows 4 buildings in each approval set.
 - c. **Treasurer’s Report** – Dir. Mahraj and Erin Jordhal reported:
 - i. **Budget Update** – Per the “Eagle Peak Montessori 2019-20 Forecast 6/30/19” document.
 - d. **CFEP Report** –
 - i. Dir. Katechia reported CFEP had success with the All Star Package at Orientation night.
 - ii. They have not provided year-end numbers to the EPMS board.
 - iii. Erin Jordhal explained it is very important to get up to date financials from CFEP to support the financial planning of the Expansion Project.
 - iv. Dir. Katechia expressed interest in defining the oversight for CFEP during the capital campaign.
 - e. **Other Board Communications** -
 - i. **Days for extra meetings** – The board will meet August 29th for 6:30 pm.
7. **ITEMS FOR CONSIDERATION**
- a. **Contracted Parties for Expansion Project** – Dir. Hammons discussed requesting CFEP pay for the initial soft costs for the Expansion Project. Dir. Katechia recommended approving each cost and who will pay for it. The board took no action.
 - b. **Peter Gascoyne** – Dir. Hammons moved to approve CFEP funding Peter Gascoyne as a financial analyst contractor for an amount not to exceed \$5,000; Dir. Hernandez seconded; motion passed (7-0-0).
 - c. **Contract with PHD Architects** – The board took no action.
 - d. **MDUSD Board Meeting** – The board took no action.
8. **ADJOURNMENT** - Dir. Katechia moved to adjourn the meeting at 9:14 pm; Dir. Mahraj seconded; motion passed (7-0-0).

NOTICES:

- 1. The next regular meeting of the Board of Directors will be Tuesday, September 17th, 2019 at 6:30 pm.

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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

08-20-19 Meeting Agenda

Minutes from 07-30-19

2019-20 Forecast-July

Eagle Peak Montessori School Overview of Request for Approval of Proposed Site Plan 1

Expansion Assumptions

Expansion Forecast with Options

Expansion of Eagle Peak – August 20, 2019 – per Luis Velasco

I, Emily Pollard, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 09-17-19 EPMS Board Meeting.



09-17-19