

**SPECIAL MEETING OF THE
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS
EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598
August 29th, 2019
6:37 – 8:21 PM
MINUTES**

1. **CALL TO ORDER** – Dir. Katechia called the meeting to order at 6:37 PM. Directors Hammons, Hernandez, Katechia, Pollard, Solis, and White were present.
2. **MISSION STATEMENT**- Dir. White 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 change noted; Dir. Katechia seconded; motion passed (6-0-0).
 - a. Change 9:00 AM to 6:30 PM under 1.
5. **ITEMS FOR CONSIDERATION**
 - a. **MDSUD meeting** – Dir. Hammons reported that Melanie Koslow, MDUSD Assistant Director of Maintenance & Operations, confirmed the EPMS Expansion Project is on the agenda for the 9/9/19 MDUSD board meeting, and that she anticipates the board will approve it.
 - b. **Luis Velasco** – Presented his “Important Time Frame Details 8/29/19” document. Important points to note:
 - i. There will be significant expenses before funding is secured for the project via a capital campaign (\$20-30K).
 - ii. The to-do list that needs to be completed prior to the 9/17/19 EPMS board meeting.
 - iii. DSA submission should be done by December 31st, 2019 to avoid being subjected to the new, 2020 building codes.
 - iv. Dir. Hammons reported that MDUSD does have to assist in a portion of the last install and inspection, and that it could take 2-3 months.
 - c. **9/17/19 EPMS Meeting** – The board should be prepared to:
 - i. **Present all available financing options** – Erin Jordhal, Dirs. Mahraj, Katechia, and Pollard are working on different avenues.
 - ii. **Present Engineer agreement** – Velasco will work on this with Nicolo Caldera from PHD Architects.
 - iii. **Present architect agreement** – Dir. Hammons requested this from Nicolo Caldera.
 - iv. **Present project management agreement** – Dir. Pollard will contact Theresa Buckner, Dir. Katechia and Velasco will meet with a construction firm(s).
 - v. **Present construction management agreement as it pertains to MDUSD** – Dir. Hammons to work on with Nicolo Caldera on this.
 - vi. **Attorney to present the details of the MDUSD approval** – Dirs. Solis, Hammons, Katechia, and Pollard will work on this. CFEP board member Needham Windham will connect with a lawyer willing to do pro-bono work.
 - vii. **Soil study and phase 1** – Dir. Hernandez will discuss this with the district.

**SPECIAL MEETING OF THE
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**
EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598
August 29th, 2019
6:37 – 8:21 PM
MINUTES

d. Funding –

- i. Peter Gascoyne – Reported that 100% of the six-million-dollar EPMS Expansion Project needs to be fundraised in order for the school to stay fiscally viable for the long-term.
- ii. Needham Windham from CFEP reported:
 1. He has experienced laying out a project's timeline in terms of expense incurred, so he can assist with that part of the project. Dir. Katechia requested Windham work with Velasco.
 2. CFEP is determined to run a successful capital campaign for the EPMS Expansion Project.
 3. CFEP must look beyond the parent group for donors.
 4. CFEP is interviewing capital campaign managers – However, they need the amount (Dir. Katechia confirmed it is six-million dollars), the timeline for the project, how the withdrawals are anticipated to occur, etc.
- iii. The board agreed that a Saturday meeting with the EPMS board and CFEP would be a good idea to further the discussion on the capital campaign.
 1. Dir. Hammons will send out a survey with possible dates and times.

6. **ADJOURNMENT** - Dir. Katechia moved to adjourn the meeting at 8:21 pm; Dir. Hammons seconded; motion passed (6-0-0).

NOTICES:

1. The next regular meeting of the Board of Directors will be Tuesday, September 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

08-29-19 Meeting Agenda
Important Time Frame Details 8/29/19
MDUSD Agenda Item EPMS Expansion Project

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.

**SPECIAL MEETING OF THE
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS
EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598
August 29th, 2019
6:37 – 8:21 PM
MINUTES**

A handwritten signature in black ink on a light gray rectangular background. The signature is cursive and reads "Emily Pollard".

09-17-19