

**REGULAR MEETING OF THE  
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**  
EAGLE PEAK MONTESSORI SCHOOL  
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598  
September 17, 2019  
6:37 PM to 9:48 PM  
**MINUTES**

1. **CALL TO ORDER** – Dir. Katechia called the meeting to order at 6:37 PM. Directors Buckner, Hammons, Katechia, Mahraj, Mannion, Smith, Solis, and White were present. Dir. Hernandez joined at 7:22 PM. Dir. Pollard joined at 6:43 PM, Dir. Lisy-Wagner joined at 6:45 PM, and Dirs. Solis and Vlavianos joined at 6:48 PM.
2. **MISSION STATEMENT**- Dir. Hammons read the Mission Statement.
3. **PUBLIC COMMENT** – Megan Daoudi spoke about dogs on the EPMS campus.
4. **APPROVAL OF AGENDA** – Dir. White moved to approve the agenda with the below changes noted; Dir. Mahraj seconded; motion passed (8-0-0).
  - a. Strike 6.1 Adolescent Report
  - b. Strike 6.3 Expansion Report - Guest Presentation by Peter Gascoyne
5. **CONSENT AGENDA**
  - a. Minutes from 08-20-19 – Dir. Hammons moved to approve the agenda; Dir. Katechia seconded; motion passed (6-0-2). Dirs. Smith and Mannion abstained.
  - b. Minutes from 08-29-19 - Dir. Hammons moved to approve the agenda; Dir. White seconded; motion passed (6-0-4). Dirs. Lisy-Wagner, Smith, Buckner, and Mannion abstained.
6. **COMMUNICATIONS**
  - a. **Staff Report** – Dir. Hammons, Buckner, and White reported:
    - i. Dir. Hammons trip, and the coverage at EPMS, was successful.
    - ii. Upper Elementary – Science Fair and other events are underway.
    - iii. CCC and PTLG Meeting – LGBTQ awareness meeting was successful.
    - iv. Fall Fest – Planning is underway.
  - b. **Expansion Project Report**
    - i. **Update by Luis Velasco** – Document “EPMS Board of Directors Comprehensive Update – Dated: September 12, 2019”.
      1. **MDUSD approved the project.** Melanie is the contact now. Phase 1 was done, though it is outdated. MDUSD may pay for additional soil studies at the EPMS property.
      2. **Timeline** – Velasco advised it will change as new information is gathered.
      3. **DSA Meeting on 9/16/19** – Successful. It was concluded that only one bathroom is required (resulting in \$150K savings).
      4. **High Severity Fire Zone** – Due to this zoning, the Fire Department requires venting caps (resulting in an additional \$2-5K per building).
      5. **October 1<sup>st</sup>** – EPMS should choose the building manufacturer in order to make target deadlines.

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6. **Name Change** – The “Expansion Project” should not be referred to as the “Classroom Addition Project”.
7. **Buy A Brick** – An idea for smaller donors to financially support the project.
- ii. **Communication Workgroup** – Dir. Hernandez reported:
  1. **MDUSD Board meeting** – Spoke to Melanie from the Facilities Department, and created a good connection. Luis Velasco is communicating with her directly now.
  2. **Friday Folder** – Broached the project with the parent body.
- iii. **Finance Workgroup** – Dirs. Mahraj and Pollard reported:
  1. **Joyce Montgomery list of lenders** – No return emails or calls, indicating little interest.
  2. **Leasource** – Enviroplex recommended Tom Cadle. Cadle engaged HSE & Co. Reference the document “HSE & Co Presentation” and “Sample Timeline – Schedule of Events”:
    - a. Reference “Placement Agreement - Eagle Peak Montessori Charter School” (the G-17 letter).
    - b. To begin the process, they require a signed G-17 letter – Barb Winkler can come to a board meeting to present details.
    - c. 13 week timeline after the G-17 letter is executed.
    - d. Fees – All in, 2-3% of the facility.
- iv. **Legal Workgroup** – No report.
- v. **Construction Workgroup** – No report.
- c. **Treasurer’s Report** – Dir. Mahraj reported:
  - i. **Budget Update** – Per the “Eagle Peak Montessori 2019-20 Forecast 6/30/19” document.
    1. **Expenses Higher** – Due to geotech survey and Renaissance costs.
- d. **CFEP Report** – Dir Vlavianos reported:
  - i. Reference “CFEP Profit and Loss Comparison - June 30-August 31, 2019” and CFEP Balance Sheet - As of August 31, 2019.
  - ii. **CFEP Meeting** – 12-15 new parents interested in joining and participating.
  - iii. **Marketing Director position** – Recently filled by Megan Galla. She will be responsible for CFEP’s overall brand and unified message.
  - iv. **Donations Director** – Still open. Position responsibilities include: Managing donors, auction committee, community donations, etc. Position is posted on website.
  - v. **CFO** – Still open. Leadership level position. Position responsibilities include: Strategy, vision, investments, structure decisions. Position is posted on website.
  - vi. **P/L** – All Star campaign tracking successfully.
  - vii. **Capital Campaign** – Dir. Vlavianos reported contacting CCS Fundraising and also has a contact at the CA Masonic Fund.

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**e. Other Board Communications -**

- i. **Board Meeting Paperwork** – Dir. Pollard will send documents to the board the Friday prior to the meeting.
- ii. **Google Drive** – Dir. Pollard to send the docs via Google Drive.
- iii. **Trello** – Project management application used for the Additional Classroom Project.
- iv. **CSDC Email Updates** – Please read for latest political news.
- v. **CSDC Meeting** - Dec 2<sup>nd</sup> and 3<sup>rd</sup> in Anaheim, CA.
- vi. **EPMS and River Montessori** – Dir. Mannion proposed working together to find advocacy avenues for public Montessori.

**7. ITEMS FOR CONSIDERATION**

- a. **Animals on Campus** – Dir. Mannion moved to adopt the policy “Animals on Campus” with changes noted; Dir. Hernandez seconded; motion passed (12-0-0). Dir. Hammons will determine where the defining boundaries are on the EPMS property.
  - i. Add “under reasonable control” after “remain inside the vehicle” in section III, sentence three.
- b. **Medicare Benefits** - Dir. Hammons moved to adopt the change to benefits related to Medicare as described on the document “Benefit Change Related to Medicare”; Dir. Buckner seconded; motion passed (12-0-0).
  - i. 2nd sentence – change to “by EPMS in an amount equal to the employee paid portion of their Medicare plan not to exceed the board approved annual budgeted amount.”
  - ii. Last sentence - change to “over the board approved annual budgeted amount.”
- c. **Contract with PHD Architects** – Dir. Mahraj expressed concern over the contract because it can only be cancelled, not paused. Dir. Solis expressed concern over paying 80% over the first two items. Suggested edits reflected 5% on timeline approval, 35% DSA approval, and the rest as listed, and adding the language about pausing the contract. The board took no action.
- d. **Agreement for Project Management** – The board took no action.
- e. **G-17 Letter** – Dir. Vlavianos expressed concern over exclusivity clause, the conflict of interest, and that it is governed by the state of Illinois. In addition to the above concerns, Dir. Solis expressed concern over “best efforts”, the term “assisting” (particularly in the finding of the bonds), indemnification that is not dual, advancement of payment in the case of indemnification, “alleged untruths”, and the survival clause. Dir. Hammons will work with Jennifer McQuarrie. The board took no action.
- f. **Special Meeting September 18, 2019 at 6:30PM** – The board will talk to financial analyst Peter Gascoyne.
- g. **Special Meeting October 3, 2019 at 6:30 PM** - The board will discuss contracts.

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8. **ADJOURNMENT** - Dir. Lisy-Wagner moved to adjourn the meeting at 9:48 pm; Dir. Buckner seconded; motion passed (12-0-0).

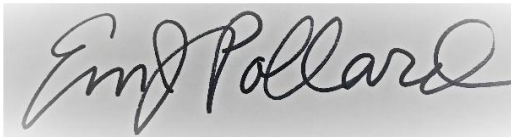
**NOTICES:**

1. The next regular meeting of the Board of Directors will be Tuesday, October 15th, 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**

09-17-19 Meeting Agenda  
Minutes from 08-20-19  
Minutes from 08-29-19  
EPMS Board of Directors Comprehensive Update – Dated: September 12, 2019  
HSE & Co Presentation  
Placement Agreement - Eagle Peak Montessori Charter School  
Eagle Peak Montessori 2019-20 Forecast 6/30/19  
CFEP Profit and Loss Comparison - June 30-August 31, 2019  
CFEP Balance Sheet - As of August 31, 2019  
Benefit Change Related to Medicare  
Sample Timeline – Schedule of Events  
Animals on Campus

I, Emily Pollard, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 10-15-19 EPMS Board Meeting.



10-15-19