

**REGULAR MEETING OF THE  
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**  
EAGLE PEAK MONTESSORI SCHOOL  
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598  
October 15, 2019  
6:32 PM to 10:06 PM  
**MINUTES**

1. **CALL TO ORDER** – Dir. Pollard called the meeting to order at 6:32 PM. Directors Hammons, Hernandez, Katechia, Mahraj, Pollard, Vlavianos, and Smith were present. Dir. Lisy-Wagner joined at 6:45 PM. Dir. Solis joined at 6:59 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. Pollard moved to approve the agenda with the below changes noted; Dir. Katechia seconded; motion passed (9-0-0).
  - a. Strike 6.1 Adolescent Report
5. **COMMUNICATIONS** – Ted Blackburn of CCS reported on the Feasibility Study for the Capital Campaign. Reference “CCS Fundraising - Eagle Peak Montessori School – Proposal for Professional Services – September 26, 2019”:
  - a. **CCS has worked with public schools** – More common out of Chicago and SoCal office, but Blackburn believes it is transferable to the Bay Area.
  - b. **Expanding community reach** – Most philanthropy comes from internal sources, but they do reach out to external sources in the community to gauge interest.
  - c. **Feasibility Study** – EPMS will work with Blackburn and a member of the CCS’s team for 6-8 weeks on-site at EPMS to navigate the process.
  - d. **Campaign** – CCS builds campaign team at EPMS, designs campaign strategy, and staffs and trains the leadership group. Anticipate utilizing CCS’s fulltime campaign management for 4-6 months, or longer.
  - e. **Contract** – CCS will send a sample contract.
  - f. **Statement of Purpose** – Describe how EPMS is a unique school and describe the project vision. Most compelling rationale is inspirational, rather than highlighting the deficiencies. CCS will help with this in the first few weeks.
  - g. **Campaign Management Costs** – CCS does not take percentage of what is raised. EPMS will create a campaign budget with CCS. CCS recommends expecting to spend 6-12% for the campaign (includes all costs). Generally, fulltime CCS fees are around \$100K per quarter, or \$3-5K per month for consultation needs.
  - h. **Larger goal** – After a feasibility study, 9 out of 10 CCS clients meet or exceed the recommended CCS goals. CCS recommends reaching for the larger goal, to capture high donation donors.
6. **CONSENT AGENDA**
  - a. **07-30-19 – Regular meeting** – Dir. Hammons moved to approve the minutes; Dir. Katechia seconded; motion passed (8-0-0). Dir. Hernandez and Vlavianos abstained.
  - b. **09-17-19 – Regular meeting** – Dir. Katechia moved to approve the minutes with the below changes noted; Dir. Vlavianos seconded; motion passed (9-0-0).

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- i. Add Dir. Smith to the Call to Order
- ii. e.v – Change CDSO to CSDC
- iii. e.vi – Change CDSC to CSDC
- c. **09-18-19 – Special meeting** – Dir. Hammons moved to approve the minutes; Dir. Hernandez seconded; motion passed (8-0-0). Dirs. Lisy-Wagner and Solis abstained.
- d. **10-01-19 – Special meeting** – Dir. Hammons moved to approve the minutes with the below changes noted; Dir. Vlavianos seconded; motion passed (6-0-0). Dirs. Hernandez, Lisy-Wagner, and Solis abstained.
  - i. Remove non directors from the Call to Order

**7. COMMUNICATIONS**

- a. **Staff Report** – Dir. Hammons, Buckner, and White reported:
  - i. **Charter School Complaint Notice and Form**
    - 1. Reference “[charter-schools] Subject: Charter School Complaint Notice and Form – From: [charters@cde.ca.gov](mailto:charters@cde.ca.gov)”
    - 2. Must be posted on the website, and be offered to parents when inquiring about enrollment, before the lottery, and before disenrollment of a pupil.
    - 3. Dir. Hammons working to ensure these requirements are met.
  - ii. **CAASPP annual report** –
    - 1. Reference “School Name/Grade” grid that displays the assigned district schools for EPMS students.
    - 2. Reference “CAASPP 3<sup>rd</sup> through 8<sup>th</sup> grade comparisons”
      - a. 8<sup>th</sup> grade math – concerning scores, but 40% of CA students are not meeting standards.
  - iii. **Student Exit Interview report** – Dir. Hammons sent them out from the EPMS Board email and received no response.
- b. **Expansion Project Report**
  - i. **Update by Luis Velasco** – Construction Workgroup - update by Luis Velasco, reference “Comprehensive Update – To: Board of Directors of Eagle Peak – Regarding: Classroom addition project – Dated: October 9, 2019” for complete report.
    - 1. Reference “DSA preliminary meeting minutes by PHD Architects” – This letter provides the names and contact information for DSA for EPMS’s project.
    - 2. Reference “Enviroplex Cost Analysis” and “Global Modular Cost Analysis” – Velasco and Dir. Hammons will look at the two bids by line item to ensure all parts are included in the bid. However, timing is tight, and manufacturer approval should occur at the November 21<sup>st</sup> EPMS Board meeting.
      - a. Global Modular has been more accommodating to EPMS requests.

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- b. A special board meeting may be needed to expedite the process.
- 3. Revised “EPMS New Classroom Additions Project - Preliminary Construction Payment Schedule Timeline updated October 8, 2019” – Provides the board with a timeline of project costs.
- 4. EPMS can pause the project after Phase 1 on May 31<sup>st</sup>, 2019 with a total cost expenditure of \$383,709.
- ii. **Finance Workgroup** – Dirs. Hammons and Vlavianos invited the board to the Sanford Institute of Philanthropy 2019 Philanthropy Summit: Philanthropy at a Crossroads, a seminar for non-profits on October 29<sup>th</sup>.
- iii. **Legal Workgroup** – Dir. Hammons sent Jennifer McQuarrie the contracts.
- iv. **Communication Workgroup** – No report.
- c. **Treasurer’s Report** – Dir. Mahraj and Erin Jordhal reported:
  - i. **Budget Update** – Per the “Eagle Peak Montessori 2019-20 Forecast 09/30/19 YTD Actual” document.
    - 1. LCFF and EPA amounts were adjusted by the state.
    - 2. Childcare income will most likely increase.
    - 3. Facility expense increase – new Mobile Modular contract is \$200 more.
    - 4. Removed Lease Payments on Expansion account to reflect new project timeline.
    - 5. Capital Outlay – Budgeted \$380K to get EPMS through Phase 1.
  - ii. **Cash Balance** – Dir. Mahraj reported wanting to keep \$600K for 2019.
- d. **CFEP Report** – Dir. Vlavianos reported:
  - i. **Financial Reporting** - Reference “CFEP Profit and Loss Comparison – July - September 2019”.
    - 1. Annual Giving - \$78K, majority subscription donors, so additional \$80K in subscriptions anticipated through the year.
    - 2. Some money in the account has not been coded correctly such as Supply Donations, Friday Market, and EPMS Apparel. Dir. Vlavianos reported this will be corrected.
  - ii. **2018-2019 CFEP Audit** – Required by EPMS auditors – Dir. Vlavianos reported CFEP has engaged the auditors for CFEP’s end of year audit for 2018-2019.
  - iii. **CFEP and EPMS MOU** – Required by EPMS auditors – Dir. Pollard to investigate.
  - iv. **Capital Campaign** –
    - 1. CFEP will need to hire a campaign manager (it is likely too large a task for a volunteer).
    - 2. CFEP is building a governance model for best practices.
    - 3. Campaign messaging should wait for prepared delivery.

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- v. **Annual Giving Fund** – CFEP wants to shift from thinking about raising enough to satisfy the school’s annual need to growing a fund account that will provide long term financial stability.
  - e. **Other Board Communications** – No report.
8. **ITEMS FOR CONSIDERATION**
- a. **Agreement for Teacher Induction Program (TIP) reimbursements** - Dir. Lisy-Wagner moved to adopt the policy “Teacher Induction Program Cost Reimbursement Agreement” with the changes as noted on the document by Dir. Pollard; Dir. Vlavianos seconded; motion passed (9-0-0).
  - b. **Special Meeting with CFEP and EPMS for a CCS presentation** – The Board took no action.
  - c. **Oaths of Office** – The board executed Oaths of Office.
9. **ADJOURNMENT** - Dir. Katechia moved to adjourn the meeting at 10:06 PM; Dir. Smith seconded; motion passed (9-0-0).

NOTICES:

1. The next regular meeting of the Board of Directors will be Thursday, November 21<sup>st</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.

I, Emily Pollard, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 11-21-19 EPMS Board Meeting.



11-21-19

**Document List**

- 10-15-19 Agenda
- 07-30-19 Regular Meeting Minutes
- 09-17-19 Regular Meeting Minutes
- 09-18-19 Special Meeting Minutes
- 10-01-19 Special Meeting Minutes

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- [charter-schools] Subject: Charter School Complaint Notice and Form – From: [charters@cde.ca.gov](mailto:charters@cde.ca.gov)
- School Name/Grade grid displaying EPMS student district assigned schools
- CAASPP 3<sup>rd</sup> through 8<sup>th</sup> grade comparisons
- Comprehensive Update – To: Board of Directors of Eagle Peak – Regarding: Classroom addition project – Dated: October 9, 2019
- DSA preliminary meeting minutes by PHD Architects
- Enviroplex Cost Analysis
- Global Modular Cost Analysis
- EPMS New Classroom Additions Project - Preliminary Construction Payment Schedule Timeline updated October 8, 2019
- Eagle Peak Montessori 2019-20 Forecast 09/30/19 YTD Actual
- CFEP Profit and Loss Comparison – July - September 2019
- Teacher Induction Program Cost Reimbursement Agreement
- Oath of Office to Eagle Peak Montessori Board of Directors