

**REGULAR MEETING OF THE
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS
EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598
NOVEMBER 21, 2019
6:46 PM to 9:44 PM
MINUTES**

1. **CALL TO ORDER** – Dir. Katechia called the meeting to order at 6:40 PM. Directors Buckner, Hammons, Hernandez, Katechia, Lisy-Wagner (7:11 pm), Smith, Vlavianos, White and Solis (6:46 pm) were present.
2. **MISSION STATEMENT**- Dir. Buckner read the Mission Statement.
3. **PUBLIC COMMENT** – There was no comment from the public.
4. **APPROVAL OF AGENDA** – Dir. Katechia moved to approve the agenda with the below changes noted; Dir. White seconded; motion passed (7-0-0).
 - a. Adolescent report removed from agenda
 - b. Moved Expansion Report to communications agenda item 6.a.1.
 - c. Combined agenda item CFEP report with agenda item Finance Group Discussion of Capital Campaign management firms
5. **CONSENT AGENDA**
 - a. **10-15-19 Minutes** - Dir. Hammons moved to approve the agenda with the below changes noted; Dir. Hernandez seconded; motion passed (7-0-1). Dirs. White abstained.
 - i. Remove Dir. White from Communications a. Staff Report
 - b. **10-30-19 Minutes** – Tabled to Dec 17th
6. **COMMUNICATIONS** –
 - a. **Expansion Project Report**
 - i. Construction Workgroup -Comprehensive update from Luis Velasco. Document “Comprehensive update dated November 15th, 2019 EPMS Classroom Additions project”
 1. Expect by Dec 17th updated Globular Modular bid and In-plant inspector proposal
 2. Updated timeframe for DSA approval process will be circulated in next document update from Luis.
 3. Legal review of Enviroplex Master Agreement (exhibit E) suggested prior to Dec 17th board meeting.
 4. Dir. Hammons noted only DSA and vendor contracts are still pending approval. Impact to current year budget with target 5% vendor fee discussed.
 5. Impact to vendor cost of ceramic bathroom tiles vs. RFP and classroom skylights discussed. Dir. Hammons shared desirability of additional lighting sources in event of future power failures.
 - ii. Legal Workgroup – nothing to report

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- iii. Communication Workgroup
 - 1. Meeting on Sun Nov 24th to discuss website messaging
 - 2. Steering Committee specifics discussed in CFEP agenda item
- b. **Other Board Communications**
 - i. Plamen Petrov presented EPMS logos and branding. Jesse Hernandez design option also presented.
- c. **Staff Report**
 - i. Dir. Hammons reported on the coalition of independent charter schools conference.
 - ii. Dir. Buckner reported the Thanksgiving feast was a very positive experience.
- d. **Treasurer's Report** – Erin Jordal reported on current YTD forecast.
- e. **CFEP Report**
 - i. Capital campaign
 - 1. Dir. Vlavianos reported on Capital Campaign management firm proposals. Discussed weighting for six-criteria rating scale CFEP is developing to help objectively determine which is the best choice for EPMS. Dec 9th is deadline for each firm to respond to the six-criteria questions.
 - 2. Dir. Vlavianos will circulate to the board the sample contract and study from CCS
 - 3. Discussed need for steering committee. Dir. Hammons suggested group size of 5 people is ideal, Dir. Hammons plus two representatives each from CFEP and EPMS Board. Target steering committee nominations by 9th Dec.
 - ii. P&L circulated
 - iii. Marketing updates – developing new “Giving Tuesdays” fundraising concept. Next Dine and Donate Sun Dec 8th at Barnes and Noble Walnut Creek. Looking at bid from a different auditing firm to maintain costs. Approved opening new bank account for capital campaign. Approved committee to work with Megan on marketing. CFEP will develop policies on conflict of interest and whistle blowers. Will begin data dive on All Star results to date.

7. ITEMS FOR BOARD CONSIDERATION

- a. Nigro Nigro, PC auditor Management Representation Letter –
 - i. Dir. Lisy-Wagner moved to approve PC auditor Management Representation Letter; Dir. Buckner seconded; motion passed (9-0-0).
- b. Nigro Nigro, PC Proposal for Audit Services for EPMS for the Fiscal Year Ending June 30th, 2020 (with options for 2020-21 and 2021-22)
 - i. Dir. Hammons moved to engage with the proposal following the removal of mention of Federal and State tax filings on page 10; Dir. Lisy-Wagner seconded; motion passed (9-0-0).

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- c. Eagle Peak Montessori Suspension and Expulsion Policy and Procedures –
 - i. Dir. Hammons moved to approve the Eagle Peak Montessori Suspension and Expulsion Policy and Procedures; Dir. Katechia seconded; motion passed (9-0-0).
 - d. EPMS logo and branding –
 - i. Dir. Hammons moved to table the motion to Dec 17
 - e. 2019 EPMS staff holiday celebration –
 - i. Dir. Lisy-Wagner moved to approve budget not to exceed \$3000; Dir. Hernandez seconded; motion passed (6-0-0).
 - f. Winter Board Retreat –
 - i. Dir. Katechia moved to distribute Google poll to determine ideal date in Feb.
8. **ADJOURNMENT** - Dir. Hammons moved to adjourn the meeting at 9:44 pm; Dir. Lisy-Wagner seconded; motion passed (9-0-0).

NOTICES:

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

I, Emily Pollard, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 12-17-19 EPMS Board Meeting.



12-17-19