

**REGULAR MEETING OF THE
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS
EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598
DECEMBER 17, 2019
6:39 PM to 8:45 PM
MINUTES**

1. **CALL TO ORDER** – Dir. Pollard called the meeting to order at 6:39 PM. Directors Buckner, Hammons, Hernandez, Katechia, Mahraj Pollard and Smith, were present. Dir. Vlavianos joined at 6:51 PM. Dir. Lisy-Wagner 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. Buckner seconded; motion passed (8-0-0).
 - a. Strike 6.1 Adolescent Report
5. **CONSENT AGENDA**
 - a. **10-30-19 Minutes** - Dir. Pollard moved to approve the minutes with the below changes noted; Dir. Katechia seconded; motion passed (6-0-3). Dirs. Vlavianos, Mahraj, Smith, Solis and Buckner abstained.
 - i. Change the top adjournment time to match the body.
 - b. **11-21-19 Minutes** - Dir. Hernandez moved to approve the minutes; Dir. Katechia seconded; motion passed (6-0-2). Dirs. Pollard and Mahraj abstained.
 - c. **11-21-19 Special Minutes** - Dir. Katechia moved to approve the minutes; Dir. Pollard seconded; motion passed (6-0-2). Dirs. Pollard and Mahraj abstained.
6. **COMMUNICATIONS**
 - a. **Staff Report** – Dirs. Hammons, Buckner, and White reported:
 - i. **Annual Report** – Dir. Hammons presented the “Eagle Peak Montessori School Annual Report 2018-2019.”
 - ii. **MDUSD Superintendent** – Dir. Hammons met with Dr. Robert Martinez. He came from Fairfield, a district without charter schools. They discussed Special Education concerns and the EPMS expansion project.
 - iii. **EPMS Video** – A film professional is going to come to International Day to get footage for the video.
 - b. **Expansion Project Report**
 - i. Construction Workgroup
 1. Comprehensive update from Luis Velasco
 - a. Velasco presented his document “EPMS Board Meeting 12-17-2019 Comprehensive update Classroom Addition Project” and the packet “Building Break Down Summary 12.13.2019.”
 - ii. Finance Workgroup
 1. Peter Gascoyne’s updated forecast – Dir. Hammons and Erin Jordal discussed different scenarios for the expansion project.

**REGULAR MEETING OF THE
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**
EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598
DECEMBER 17, 2019
6:39 PM to 8:45 PM
MINUTES

2. Discuss Capital Campaign management firms – Dirs. Katechia and Hammons recommended a meeting in the first week of January to discuss Capital Campaign firms. Dir. Pollard will engage Campbell & Company to inquire about an in-person interview.
 - a. Documents presented include: “Campbell and Company Sample CPS Report” and “Campbell and Company Eagle Peak Montessori Counsel Overview.”
- iii. Legal Workgroup
 1. Dir. Solis asked if he could get a Master Agreement from Enviroplex and Global Modular in a Word document.
- iv. Communication Workgroup
 1. Steering Committee specifics – Dir. Katechia reported asking Dir. Pollard and Dir. Hernandez to be on the Capital Campaign Committee.
- c. **Treasurer’s Report** – Dir. Mahraj and Erin Jordal reported:
 - i. “EPMS 2019-20 Forecast”
 1. Revenue side is as expected.
 2. Expense is generally on target; there are no major concerns.
 - ii. Audit Letter – Assets and depreciation not recognized by MDUSD, but Nigro & Nigro accountancy did make journal entries of this nature.
- d. **CFEP Report** – Dir. Vlavianos reported:
 - i. “CFEP Balance Sheet a/o 11/30/19”
 - ii. “CFEP P/L Comparison – July-Nov 2019”
 - iii. Supply Donation – Targeted supply donation campaign to increase funding.
 - iv. CFEP Meeting 12/16/10 – Discussed a whistleblower policy and document and data policy. CFEP created a scoring rubric for the Capital Campaign firms to determine which would be the best option.
- e. **Other Board Communications**
 - i. Delta Dental – Erin Jordal presented the letter “Delta Dental Re: Compensation Disclosure Statement.”

7. ITEMS FOR BOARD CONSIDERATION

- a. The Board will consider the matter of the 2019-2020 Education Protection Account (EPA) funds.
 - i. Dir. Hammons moved to use the 2019-2020 EPA funds for instructional purposes, including salaries, related payroll taxes, and benefits for certificated staff; Dir. Lisy-Wagner seconded; motion passed (11-0-0).
- b. The Board will consider the capacity of the Capital Campaign Steering Committee.
 - i. The board took no action.
- c. The Board will consider the matter of the new EPMS logo.
 - i. Dir. Buckner moved to approve the original EPMS logo as presented by Dir. Hammons; Dir. White seconded; motion passed (11-0-0).

**REGULAR MEETING OF THE
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**
EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598
DECEMBER 17, 2019
6:39 PM to 8:45 PM
MINUTES

- d. The Board will consider the matter of a Winter Board Retreat on Saturday, February 29th, 2020 from 10am to 4pm.
- i. Dir. Pollard moved to schedule the Winter Board Retreat on Saturday, February 29th, 2020 from 10am to 4pm; Dir. Buckner seconded; motion passed (11-0-0).
8. **ADJOURNMENT** - Dir. Hammons moved to adjourn the meeting at 8:45 pm; Dir. Hernandez seconded; motion passed (11-0-0).

NOTICES:

1. The next regular meeting of the Board of Directors will be Tuesday, January 21st, 2020 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

- 1) 12-17-19 Agenda
- 2) 10-30-19 Meeting Minutes
- 3) 11-21-19 Meeting Minutes
- 4) 11-21-19 Special Meeting Minutes
- 5) Eagle Peak Montessori School Annual Report 2018-2019
- 6) EPMS Board Meeting 12-17-2019 Comprehensive update Classroom Addition Project
- 7) Building Break Down Summary 12.13.2019
- 8) Delta Dental Re: Compensation Disclosure Statement
- 9) CFEP Balance Sheet a/o 11/30/19
- 10) EPMS Original Logo

I, Emily Pollard, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 02-18-20 EPMS Board Meeting.



02-18-20