

**REGULAR MEETING OF THE
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**

October 19, 2021

6:32 – 7:37pm

MINUTES

1. **CALL TO ORDER** – Dir. Katechia called the meeting to order at 6:32 pm. Directors Buckner, Desautels, Hammons (left the meeting 7:18 pm and rejoined at 7:27 pm), Hernandez (joined 6:34 pm), Ichiroku, Katechia, Liskin, Lisy-Wagner (joined 7:03 pm), Mannion, Solis and Smith.
2. **MISSION STATEMENT** - Dir. Mannion read the Mission Statement.
3. **PUBLIC COMMENT** – M. Daoudi spoke to the board in support of hiring Diane Labazio for social media branding and marketing.
4. **APPROVAL OF AGENDA** - Dir. Hammons moved to approve the agenda; Dir. Buckner seconded; motion passed (10-0-0).
5. **CONSENT AGENDA** - Dir. Katechia moved to approve the Regular Meeting minutes from September 21, 2021; Dir. Mannion seconded; motion passed (9-0-1). Dir. Liskin abstained.
6. **COMMUNICATIONS**
 - a. Staff Report - Dir. Hammons reported out including mention that we are looking for a new milk supplier due to our school being smaller than the minimum order of 400 units from Crystal Creamery. Dir. Hammons reported we are fully staffed for Teaching Assistants paid through grant money, and have hired two part time teachers to enable teachers to return to doing 30 min prep and 30 min lunch. Dir. Buckner provided an update on progress of family Partnership Meetings. No action taken.
 - b. Expansion Project - Dir. Katechia reported out. No action taken.
 - c. Treasurer’s Report - Reported out as item A. in Items for Consideration “The board will consider the matter of the First Interim Budget Update”.
 - d. CFEP Report - Dir. Desautels reported out on the CFEP Balance Sheet and Profit and Loss ending 9-30-21 documents. Dir. Desautels reported online sales of current EPMS logo gear have launched and CFEP has now received logo masks ready to start selling.
 - e. Other Board Communications - none reported.
7. **ITEMS FOR CONSIDERATION**
 - a. The board will consider the matter of the First Interim Budget Update. - Dir. Katechia moved to accept the interim fiscal budget update. Dir. Ichiroku seconded. Motion passed (10-0-0).
 - b. The board will consider the matter of the Fiscal Policy. - Dir. Hammons moved to accept the Fiscal Policy with amendments to the Purchasing Procedures as presented. Dir. Liskin seconded. Motion passed (11-0-0).
 - c. The board will consider the matter of partnering with Cal State East Bay for Student Teachers. - Dir. Hammons moved to approve the Student Teaching Experience Agreement, Dir. Buckner seconded. Motion passed (11-0-0).
 - d. The board will consider the matter of partnering with Diane Labazio for social media management. Dir. Desautel and Hammons reported on the proposal of partnering with Creative Solution Consulting for Social Media Branding and Marketing. CFEP and EPMS would implement separate contracts with Creative Solution Consulting with similar terms of approximately \$350 per month. Dir. Katechia moved to approve CFEP to move forward with using Diane Labazio and Creative Solution Consulting for Social Media Branding and Marketing. Dir. Lisy-Wagner seconded. Motion passed (11-0-0). Dir. Hammons motioned for

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EPMS to move forward with Diane Labazio and Creative Solution Consulting for Social Media Branding and Marketing and for CFEP to pay for the resulting invoices. Dir. Ichiroku seconded. Motion passed (11-0-0).

- e. The board will consider the matter of the location for the November 16th meeting. Dir. Mannion motioned that the EPMS board host the Nov 16th meeting virtually after considering, 1) state of emergency and 2) the continued recommendation of state/local officials to recommend social distancing which impacts the ability of board members and the public to meet safely. Dri. Hammons seconded. Motion passed (11-0-0).

8. ADJOURNMENT Dir. Katechia moved to adjourn the meeting at 7:37pm. Dir. Buckner seconded. Motion passed (11-0-0).

NOTICES:

- 1. The next regular meeting of the Board of Directors will be Tuesday, November 16, 2021 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, Executive 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, Rachel Smith, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 11-16-21 EPMS Board Meeting.



Rachel Smith
Secretary EPMS Board of Directors