

**REGULAR MEETING OF THE  
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**  
November 15, 2022  
6:30pm - 7:10 pm  
MINUTES

Join Zoom Meeting <https://us02web.zoom.us/j/89650734326>

**CALL TO ORDER – 6:30 PM** Directors Buckner (joined 6:42 pm), Desautels (joined 6:35 pm), Hammons, Hernandez, Ichiroku, Mannion, Smith and White were present.

**1. MISSION STATEMENT-** Dir Smith read the Mission Statement.

**2. PUBLIC COMMENT** - One member of the public addressed the board requesting an update on the masking policy.

**3. APPROVAL OF AGENDA** Dir Hernandez moved to approve the agenda; Dir. Mannion seconded; motion passed (6-0-0).

**4. CONSENT AGENDA**

a. October 18, 2022 Regular Meeting Minutes - Dir Hernandez moved to approve the October 18, 2022 Regular Meeting Minutes; Dir. Hammons seconded; motion passed (6-0-0). Dir. White abstained.

**5. COMMUNICATIONS**

a. Staff Update - Dir. Hammons reported that parent observations and conferences are complete, with a positive response to parents being able to observe classrooms in person. Prospective parents are now also back on campus. We are expecting to start the formal lunch program Dec 1st with support from the district. 7th and 8th graders are working on their food handling certificate to assist with the program. Dir. Hammons is also in contact with the Rainbow organization in Concord to discuss potential for another education event, this time potentially including students as well as parents. Dir. Hammons noted that soon the entire staff will have completed the Embracing Equity program. Expecting to include the leadership team and potentially interested parents in a Jan session. Dir. White informed the board the Science Fair will be open to parents on campus. Dir White noted that International day and Holiday Boutique are also coming up and that all students are also currently reflecting on gratitude. The school is appreciating having reading groups again led by parent volunteers. Dir. Buckner reported that each Tues the lower El team is now meeting together for community building and sharing. The Lower El children are working on a group mural project about the timeline of life. The staff have also been utilizing their embracing equity program learning to speak to the story of Thanksgiving. Looking towards and planning for student assessments in Dec.

b. Treasurer's Update - Dir. Ichiroku presented the "EPMS 22-23 Financial Forecast-October" document.

c. CFEP Update - Dir. Desautels reported that CFEP is now up to 56K donations for Annual Giving and 12% family participation. There will be a bigger push for corporate matching and Giving Tuesday after Thanksgiving and an end of year push to help raise the donation participation rate. Switching to Boomerang reporting has unexpectedly delayed presentation of the financial reporting, but financial reports are expected to be available again next meeting.

d. Other Board Communications - Dir. Hernandez and Hammons spoke to the recent attendance of Board Members at the highly informative CSDC charter school conference.

**6. ITEMS FOR CONSIDERATION**

a. The board will consider the matter of the Art, Music, and Instructional Materials Grant. - Erin Jordahl presented the proposed plan for the Art, Music, and Instructional Materials Grant.

b. The board will consider the matter of the 2021-2022 Fiscal Year Audit. - Dir. Ichiroku presented the draft audit document "Eagle Peak Montessori Audit Report 2022 DRAFT". There were no significant findings in this report for the 2021-2022 year. Dir Ichiroku moved to approve the draft Eagle Peak audit report for 2021-2022 year. Dir. Buckner seconded. Motion passed (8-0-0).

c. The board will consider the matter of Charter School updated requirements. No action was taken. This item was addressed in Other Board Communications.

d. The board will consider the matter of the staff holiday celebration. - Dir. Smith moved to instruct CFEP to allocate budget for the 2022 Staff Celebration not to exceed \$3000; Dir. Buckner seconded; motion passed (5-0-3), Dir. White, Hammons, and Buckner abstained.

e. The board will consider the matter of the December Board Meeting Location. Dir. Ichiroku moved to hold the Dec 20, 2022 EPMS board Meeting in Virtual Format after considering, 1) the ongoing 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. Dir. Mannion seconded. Motion passed (8-0-0).

7. **ADJOURNMENT** Dir. Hammons moved to adjourn the meeting at 7:10 pm. Dir. Mannion seconded. Motion passed (8-0-0).

**NOTICES:**

1. The next regular meeting of the Board of Directors will be Tuesday, December 20, 2022 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.

Certification of Posting

I, Michelle Hammons, Member of the EPMS Board of Directors, hereby certify that this agenda was posted by November 10, 2022 at 6:00pm.

I, Rachel Smith, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 12-20-22 EPMS Board Meeting.



Rachel Smith  
Secretary EPMS Board of Directors