

**REGULAR MEETING OF THE  
EAGLE PEAK MONTESSORI SCHOOL (EPMS) BOARD OF DIRECTORS**  
December 20, 2022  
6:32pm-8:01pm  
MINUTES

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

**CALL TO ORDER – 6:32 PM** Directors Buckner, Desautels, Hammons, Hernandez, Ichiroku, Lisy Wagner (joined 6:46), Mannion, Smith, White, and Womble were present.

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

**2. PUBLIC COMMENT** - A parent and CFEP volunteer addressed the board expressing her appreciation for International Day and asked the board to consider the beautification project. A second parent also expressed their appreciation for International Day and posed questions to the board regarding Oct minutes posting and presented a request for the return of field trips.

**3. APPROVAL OF AGENDA** Dir Hernandez moved to approve the agenda; Dir. Mannion seconded; motion passed (9-0-0).

**4. CONSENT AGENDA**

Items listed under the consent agenda are considered routine and will be approved/adopted by a single motion. It is expected that board members have reviewed these agenda items prior to meeting. There will be no separate discussion of these items; however, any item may be removed from the consent agenda upon the request of any member of the board and acted upon separately.

a. November 15, 2022 Regular Meeting Minutes - Dir Hernandez moved to approve the November 15, 2022 Regular Meeting Minutes; Dir. Hammons seconded; motion passed (8-0-1). Dir. Womble abstained.

**5. COMMUNICATIONS**

a. Staff Update - Dir Hammons reported on the success of upper el science fair and International Day. Lower El teachers have commented on the leadership demonstrated by the AP students. Dir Hammons expressed her thanks for the staff gathering. Dir Hammons reported that the Universal Lunch program has rolled out. Dir Hammons noted that because EPMS does not have a kitchen on site, unlike other district schools, we require a head count from parents as to who will require lunch so the appropriate number of lunches can be provided by the district to EPMS. Dir Hammons reported that the district has included us in a new copier contract. The staff are currently working through some challenges around scanning functionality due to EPMS being a separate entity to the district and not sharing the same g suite..

Dir Buckner reported that family groups are back for mixed groups of students from 1st-8th grade. Dir Buckner also noted the kindness and positivity the AP students bring towards the hot lunch and family group experience. The Timeline of Life mural project continues and staff are exploring where this can be displayed. Report cards and assessment are also in progress. Dir White reported that for Upper El the science fair was a success. 6th grade students are working on standards, the remaining students are working on their individualized work cycle. Dir White reinforced the success of the International Fair and the ongoing work on report cards and assessments also occurring for Upper El.

b. Treasurer's Update - Dir. Ichiroku presented the "EPMS 22-23 Financial Forecast-November" document. Dir Ichiroku reported that the Art, Music and Instructional grant money shifts about \$83K of spending from other sources and adds to our planned expenses an additional approximate \$44K. Dir Ichiroku presented the Audit Letter document "Audit Letter 2021-2022" for board review.

c. CFEP Update - Dir Desautels provided an update on the action progress and presented the monthly financial statements "Profit and Loss July to Nov 2022" and "Profit and Loss Nov 2022". CFEP has approximately \$500K in the bank which is behind relative to prior year. Dir Desautels reported that for Annual Giving we are now at 17% of EPMS families contributing to Annual Giving.

d. Other Board Communications - none reported.

**6. ITEMS FOR CONSIDERATION**

a. The board will consider the matter of the School Entry Beautification Project. - Dir Desautels reported discussion arising at CFEP meetings about possible beautification of the planting areas near the school entry way. Dir Desautel presented the general concept of seeking to beautify the school entrance plantings and sought advice from the board on responsibilities and approval process. The board suggested that any donations towards the project be limited to in kind donations (e.g. plants). Dir Hammons will connect the project lead from CFEP with a district facilities contact to help define project scope and define what does and does not require a district approval process.

b. The board will consider the matter of the Art, Music, and Instructional Grant - Dir Ichiroku motioned to approve the

spending usage plan for the Art, Music and Instructional Grant usage as presented at the Nov 15, 2022 meeting with discretion to adjust exact spending between approved usage categories. Dir Mannion seconded. Motion passed (9-0-0.)

c. The board will consider the matter of EPA expenditures. - Dir Ichiroku motioned that 100% of the EPA funding for the 2022-2023 school year be used to fund certificated teachers salaries and related payroll taxes and benefits. Dir. Lisy-Wagner seconded. Motion passed (6-0-3) Dir. White, Buckner and Hammons abstained.

d. The board will consider the matter of the entry camera and buzzer. Dir Hammons reported on plans to install a camera and buzzer at the front desk that allows the school front door to remain locked and for the front desk to control entry via an integrated electronic camera/buzzer/lock system and presented the proposal from Alphone. Dir. Hammons motioned to accept the bid from Alphone as presented, not to exceed a budget of \$12,00 for the installation of the camera and buzz-in system. Dir Womble seconded. Motion passed (10-0-0).

e. The board will consider the matter of the update from the Covid Committee. - Dir Hammons noted that Contra Costa County has returned back to medium COVID status level and reported on the discussion of the Covid Committee including the recommendation that any future indoor mask optional policy be paired with a symptom free campus attendance policy. Dir. Mannion reported on her first hand experience at a mask optional/symptom free policy campus, including a large negative budget impact due to elevated absences and subsequent reduction in ADA, in addition to the personal cost to families, students and staff, due to the resulting absences. Dir Hammons noted that each percentage point reduction in ADA (calculated attendance rate used in the school funding formula), results in a \$10,000-30,000 reduction in school funding. Dir Hammons reported that EPMS typical pre-pandemic attendance rate of 98% dropped to 94% for the 2021-2022 year despite no evidence of student-student on campus COVID transmission. The board discussed the need to update the clarity of language in the EPMS mask policy rubric.

f. The board will consider the matter of the location of the January board meetings. Dir. Ichiroku moved to hold the Jan 17, 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. Buckner seconded. Motion passed (10-0-0).

7. **ADJOURNMENT** Dir. Hernandez moved to adjourn the meeting at 8:01 pm. Dir. Mannion seconded. Motion passed (10-0-0).

#### NOTICES:

1. The next regular meeting of the Board of Directors will be Tuesday, January 17, 2023 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 December 16, 2022 at 6:00pm.

I, Rachel Smith, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 1-17-23 EPMS Board Meeting.



Rachel Smith  
Secretary EPMS Board of Directors