

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

March 21, 2023

6:34 pm - 7:12 pm

Location: 800 Hutchinson Rd, Walnut Creek, CA 94598

**MINUTES**

**CALL TO ORDER – 6:34 PM** Directors Buckner, Desautels (6:37 pm), Hammons, Hernandez, Ichiroku, Liskin, Mannion, Smith, White (6:36) and Womble were present.

**1. MISSION STATEMENT-** Dir Hammons read the mission statement.

**2. PUBLIC COMMENT**

Parent T. Yahud addressed the board to request information on whether the school would conduct field trips soon.

**3. APPROVAL OF AGENDA** Dir. Hammons motioned to approve the 3/21/23 meeting agenda. Dir Hernandez seconded. Motion passed (10-0-0).

**4. CONSENT AGENDA**

- a. February 21, 2023 Regular Meeting Minutes - Dir. Hammons motioned to approve the February 21, 2023 Regular Meeting Minute. Dir Buckner seconded. Motion passed (10-0-0).
- b. February 28, 2023 Special Closed Meeting Minutes Dir. Mannion motioned to approve the February 28, 2023 Special Closed Meeting Minutes. Dir Womble seconded. Motion passed (10-0-0).
- c. February 28, 2023 Special Meeting Minutes Dir. Mannion motioned to approve the February 28, 2023 Special Meeting Minutes. Dir Desautels seconded. Motion passed (9-0-1). Dir. Liskin abstained.

**5. COMMUNICATIONS**

- a. Staff Update - Dir. Hammons reported that the last prospective parent night has been held. Trading Post meetings have been happening between the students and Ms. Hammons. Dir. Hammons commented on upcoming staff development conducted by Gulf Coast Montessori. Dirs. Hammons and Hernandez commented on the changing state of charter school climate including the increasing difficulties in retaining and renewing school charters and reinforced the importance of positive relationships with the Mount Diablo Unified school district to support EPMS's continued existence.
- b. Treasurer's Update - Dir. Ichiroku reported that YTD expenses are in line with expectations.
- c. CFEP Update - Dir. Desautels reported CFEP balance is starting to catch up on prior year value. The auction committee continues to sell tickets for the April 22<sup>nd</sup> outdoor auction event. Insurance has been acquired; donations and other logistics are on track. Dir. Womble expressed appreciation for the "item of the week" highlights for larger ticket auction items.
- d. Other Board Communications. Form 700 - Dir. Hammons reminded the board that form 700 is due April 1.

**6. ITEMS FOR CONSIDERATION**

- a. The board will consider the matter of the CFEP Certificate(s) of Deposit. - Dir. Desautels reported that with the bank balance currently held in a savings account, there is an opportunity for CFEP to invest in a certificate of deposit and gain some returns. Dir. Hammons reminded the board about the likelihood for the state payment deferrals and that unlike district schools, charter's like EPMS cannot access their reserves unless our budget is in the red, and in addition, charter's are less able to secure loans should an emergency need arise - hence EPMS needs to retain substantial liquidity. The board advised a review by the CFEP and EPMS financial teams to be completed before proposing a specific number that may be considered an appropriate amount for investment while managing risk.
- b. The board will consider the matter of the June Meeting Date. - Dir. Hammons motioned to move the Jun 20<sup>th</sup> meeting to June 13<sup>th</sup>. Dir. Hernandez seconded, motion passed ( 10- 0-0).
- c. The board will consider the matter of the Mask Protocol for Adults. - Dir. Hernandez motioned to approve the Mask Policy Protocol for Adults. Dir. Ichiroku seconded, motion passed. (10-0-0).
- d. The board will consider the matter of the Update on State of School Meeting. - Dir. Hammons provided an update on the state of the school meeting presentation. Childcare will be offered. Start will be 6:30pm and will be held at Northgate Little Theatre.

e. The board will consider the matter of the Partnering with Diane Adair summer camp with Diane Adair Childcare Program. - Dir. Hammons reported that the district can't partner with us for ELOP (mandated extended learning opportunities) however EPMS students will be able to register at Diane Adair summer camps. All unduplicated students will be offered this summer option and EPMS will cover half the students costs based on the order of application. Summer program will run for the four weeks of June.

**7. ADJOURNMENT** Dir. Hernandez motioned to adjourn the meeting at 7:12 pm. Dir Liskin seconded. Motion passed (10-0-0).

NOTICES:

1. The next regular meeting of the Board of Directors will be Tuesday, April 18, 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 February 18, 2023 at 11:00am.

I, Rachel Smith, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 4-18-23 EPMS Board Meeting.



Rachel Smith  
Secretary EPMS Board of Directors