

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

June 13, 2023

6:35 pm-9:31 pm

Location: 800 Hutchinson Rd, Walnut Creek, CA 94598

MINUTES

CALL TO ORDER – 6:35 PM Directors Buckner, Desautels, Hammons, Hernandez, Ichiroku, Liskin, Lisy Wagner, Mannion, Smith, White and Womble were present.

1. MISSION STATEMENT- Dir Lisy-Wagner read the mission statement.

2. PUBLIC COMMENT - Parent Yahud addressed the board about when field trips will return and whether all masking policies will be removed this coming school year.

3. APPROVAL OF AGENDA Dir. Hernandez motioned to approve the 6/13/23 meeting agenda. Dir Hammons seconded. Motion passed (9-0-2). Dir. White and Buckner abstained.

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. April 18, 2023 Regular Meeting Minutes - Dir. Hernandez motioned to approve the April 18, 2023 Regular Meeting Minutes. Dir Lisy-Wagner seconded. Motion passed (11-0-0)

5. COMMUNICATIONS

a. Staff Update - Dir. Hammons reported that staff are working on their personal staff feedback reflections. There will be changes coming to the UE teaching team with Ms Ellen's retirement. All new parent meetings have been conducted. Dir. Hammons has met with the district IT group regarding the incorrect service contract billing to EPMS for a replacement photocopier. This issue has been resolved by restoring the EPMS original copier so that the original service contract can be honored. The board discussed the implications of a possible technology specific MOU with the district and how MOU review may be impacted by the extended renewal date of 2026 that may be further extended under a proposed new bill another 1 year. It was noted that EPMS gives back ~15-16% of our revenue back to the district every year. Dir. Hammons noted that walking field trips are planned for return this coming school year. Planning is underway for the coming year for off-site field trips. The board discussed the challenges and opportunities for future field trips. Dir. White and Dir. Buckner reported that the Trading Post for UE and LE Cultural fair opening to parents was a great success for both students and families.

b. Facilities Update

i. Entrance Security - Dir Hammons reported that the contract is signed and deposit paid for camera and bell, buzzer security system for school front door.

c. Treasurer's Update - Dir. Ichiroku presented the "EPMS 22-23 May Forecast" document and reported that the issue related to incorrect district repayments from the 20-21 school year is now resolved and the \$133,000 upwards revenue correction proposed by EPMS has been approved by the district. d. CFEP Update - Dir. Desautels. CFEP revenue through May is \$124,000 compared to \$103,000 prior year. As presented in the treasurer's update, CFEP will not need to be transferring funds to EPMS in June 2023. Dir. Desautels provided an update on the organization of the CFEP board effective Jul 2023. e. Other Board Communications

Board Applicant Interview - the board interviewed Jason Dietrich for a parent board position.

Board Retreat - Dir. Hammons reminded the board to reply regarding the google poll for dates for the upcoming Board Retreat.

Review of Bylaws - Dir. Hammons reported that the bylaws state that there is no required

meeting of the board in July and circulated a copy of the Bylaws as part of the Board Packet in preparation for discussion at the upcoming board retreat.

Recognition - Dir. Hernandez recognized Dir. Hammons on behalf of the board for her 20 years of service. Dir. Hernandez recognized Dir. Buckner on behalf of the board for her dedication to the school for over 20 years. Dir. Ichiroku reported that there will be another recognition for staff member Ava for her 20 years of service at a different meeting.

Dir. Hernandez recognized departing board member Dir. Lisy-Wagner for her nine years of service to the board. Dir. Hernandez recognized departing board members Dir. Desautels and Dir. Smith for their service to the EPMS board.

6. ITEMS FOR CONSIDERATION

a. The board will consider the matter of the Executive Director's contract. - Dir. Hammons left the meeting at 7:48 pm. The board then discussed the matter of the executive Directors contract. Erin Jordahl reminded the board that the percentage increase on rate has been previously approved in the February meeting and budget. Dir. Hernandez motioned to approve the Executive Director's contract, Dir. Liskin seconded. Motion passed (10-0-0). After the vote, Dir. Hammons returned to the meeting at 7:57 pm.

b. The board will consider the matter of Internet Infrastructure cost. - Dir. Hammons reported quotes from the district range from \$12,000-17,000 to upgrade internet infrastructure. Dir. Hammons reported aging infrastructure is a significant problem and noted EPMS lost 3 days of testing due to internet challenges this school year. Dir. Mannion motioned to approve a technology bid to address Internet Infrastructure upgrades up to and not exceeding \$20,000. Dir Liskin seconded. Motion passed (11-0-0).

c. The board will consider the matter of the Local Control and Accountability Plan. - Dir. Hammons reported out on the LCAP

"2023_Local_Control_and_Accountability_Plan_Eagle_Peak_Montessori_Charter_School_20230613" document. Dir. Mannion motioned to approve the LCAP document as presented. Dir. Bucker seconded. Motion passed (11-0-0).

d. The board will consider the matter of the 2023-2024 Budget. - Erin Jordahl presented the budget document "Revised 23-24 Budget Workbook (June)". Dir. Ichiroku motioned to approve the revised 2023-2024 Budget. Dir. Liskin seconded. Motion passed (11-0-0).

e. The board will consider the matter of the Local Indicator Status. - Dir. Hammons reported out on the document

"2023_LCAP_Local_Performance_Indicator_Self-Reflection_Eagle_Peak_Montessori_Charter_School_20230609".

f. The board will consider the matter of the 2023-2024 wellness protocol. - Dir. Hammons presented the document "Draft Wellness Protocol" and the board discussed. Dir. Hernandez motioned to approve the Wellness Protocol with the discussed changes. Dir. Lisy-Wagner seconded. Motion passed (11-0-0).

g. The board will consider the matter of the Board Election of New Members. - Dir. Hammons motioned to elect Jason Dietrich to the EPMS board of directors, Dir. Ichiroku seconded. Motion passed (11-0-0).

h. The board will consider the matter of the Board Officer Elections.

- Dir. Hernandez moved to elect Dir. Womble as Board Vice President. Dir. Womble accepted the nomination. Dir. Lisy-Wagner seconded the motion, motion passed (11-0-0).

- Dir. Hammons motioned to elect Dir. Hernandez as EPMS Board President. Dir. Hernandez accepted the nomination. Dir. Mannion seconded, motion passed (11-0-0)

- Dir Hernandez moved to elect Dir. Liskin as board Secretary. Dir. Liskin accepted the nomination. Dir. Lisy-Wagner seconded the motion, motion passed (11-0-0).

- Dir Hernandez motioned to elect Dir. Ichiroku to board Treasurer. Dir. Ichiroku accepted the nomination. Dir. Liskin seconded, motion passed (11-0-0).

i. The board will consider the matter of the July meeting. - The board determined the a meeting will be held on Tues 18th July. Board retreat will be moved to the fall.

7. ADJOURNMENT - Dir. Hernandez motioned to adjourn the meeting at 9:31 pm, Dir. Lisy-Wagner seconded. Motion passed (11-0-0).

NOTICES:

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1. The next regular meeting of the Board of Directors will be Tuesday, July 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 June 9, 2023 at 6:00pm.

I, Rebecca Liskin, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 9-19-2023 EPMS Board meeting.

Rebecca Liskin

Secretary EPMS Board of Directors