

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

October 17, 2023

6:30pm-9:30pm

Location: 800 Hutchinson Rd, Walnut Creek, CA 94598

MINUTES

CALL TO ORDER – Dir. Hernandez called the meeting to order at 6:34 PM. Directors Buckner, Desautels, Dietrich, Hammons, Hernandez, Ichiroku, Lloyd, and Womble were present.

1. **MISSION STATEMENT** – Dir. Hammons read the mission statement.
2. **PUBLIC COMMENT** – Members of the public spoke out against a rise in incidents of antisemitism in the wake of the October 7th attacks in Israel.
3. **APPROVAL OF AGENDA** – Dir. Hernandez moved to approve the agenda; Dir. Womble seconded the motion. Motion passed (9-0-0).
4. **CONSENT AGENDA**
 - a. September 19, 2023 Regular Meeting minutes – Dir. Desautels proposed an amendment to correct the spelling of her last name. Dir. Hernandez moved to approve the 09_19_2023_Regular_Minutes as amended; Dir. Buckner seconded the motion. Motion passed (9-0-0).
5. **COMMUNICATIONS**
 - a. AP Update – There was no AP Update as the students had just returned from the Westminster Woods overnight field trip earlier in the day. The first AP Update of the school year will be at next month’s regular meeting.
 - b. Staff Update
 - i. Dir. Hammons remarked on the open meeting requirements of the Brown Act, which require that the board limit discussion to agenda items. Dir. Hammons reminded attendees that refraining to discuss non-agenda items raised during the public comment period is a matter of compliance with the law, and not a sign of indifference to the issues raised.
 - ii. Dir. Hammons shared updates on Historical Halloween, remarked on the Science Fair, and communicated that representatives of the EPMS school community will attend the Charter School Development Center’s Annual Leadership Update Conference in November.
 - iii. Dir. Buckner shared that Lower Elementary students are hard at work on their Historical Halloween projects and reflected on the students’ progress toward normalizing – making themselves capable of concentrating and working freely and joyfully in the Montessori environment, with self-discipline and peace.

- iv. Dir. Buckner communicated that, although it takes time away from classroom preparation, EPMS teachers have shared that they are enjoying interacting with the children at recess and lunch while the school recruits paid lunch and recess monitors.
 - v. Dir. Lloyd shared observations of the collaborative culture of the Upper Elementary teacher group – working together on curriculum, field trips, and Montessori credentialing.
 - vi. Dir. Hammons shared an update on meetings for prospective parents and field trip training, which were both very well attended.
 - vii. Dir. Hammons shared that she is continuing her efforts to recruit paid classroom assistants and recess and lunch monitors.
- c. Facilities Update – Dir. Hammons shared that the school was able to obtain replacement liability insurance coverage with a new carrier after the school’s long-time carrier informed EPMS that it would not renew the school’s liability insurance policy because of the claim made to defend EPMS against last year’s masking lawsuit. Although there was no lapse in coverage, the cost of liability insurance coverage will increase.
- d. Treasurer’s Update – Dir. Ichiroku presented “EPMS 23-24 Financial Forecast as of 2023-09-30,” noting that the school is forecasting a deficit for the current fiscal year.
- e. CFEP Update
- i. Dir. Desautels presented CFEP financials for the month of September 2023, highlighting field trip expenses.
 - ii. Dir. Desautels shared an update on the Annual Giving participation percentage - 20% of families have donated – an increase in participation over the same period last year.
 - iii. Dir. Desautels shared that the CFEP Certificate of Deposit will mature in November and will be rolled over for another term on maturity.
 - iv. Dir. Desautels shared an update on upcoming CFEP events. 84 tickets have been sold for Eagle Peak-A-Palooza. The auction team is finalizing the venue. CFEP will consider venue proposals over the next few weeks. Sat., April 20th is the preferred date. Read-A-Thon will kick-off at Eagle Peak-A-Palooza and run through Thanksgiving break. The Read-A-Thon will include a week-long book fair event at Barnes & Noble in Downtown Walnut Creek during the week before the Thanksgiving Break (week ending 11/17/23). CFEP to select an online read-a-thon platform to manage donations.
- f. Other Board Communications – No other board communications.

6. ITEMS FOR CONSIDERATION

- a. The board will consider the matter of the First Interim Budget/September Forecast Update – Dir. Ichiroku moved to accept the current forecast presented, as the First Interim Period Budget update numbers for purposes of updating MDUSD budget information. Dir Hammons seconded the motion. Motion passed (9-0-0).
 - b. The board will consider the matter of the Read-a-Thon incentives – No action taken.
7. **ADJOURNMENT** – Dir. Hernandez moved to adjourn the meeting at 7:32pm. Dir. Hammons seconded the motion. Motion passed (9-0-0).

NOTICES:

1. The next regular meeting of the Board of Directors will be Tuesday, November 14, 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.

I, Rebecca Liskin, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 11-14-2023 EPMS Board meeting.

Rebecca Liskin

Secretary EPMS Board of Directors