

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

December 12, 2023

6:30pm-9:30pm

Location: 800 Hutchinson Rd, Walnut Creek, CA 94598

MINUTES

CALL TO ORDER – 6:34 PM (Directors Brennan, Buckner, Dietrich, Hammons, Hernandez, Ichiroku,, Liskin, Mannion, and Womble)

1. MISSION STATEMENT- *The mission of the charter component of EPMS is to provide students with the opportunity to acquire an education based on an “authentic” and accredited curriculum founded on the educational philosophy of Dr. Maria Montessori. We intend to promote an educational atmosphere that encourages socioeconomic and cultural diversity by providing all students with the opportunity to obtain a quality public education. Our aim is to equip each of our students with the skills, knowledge, and values to participate meaningfully in the pluralistic world of the 21st century.*

2. PUBLIC COMMENT

The public may address the EPMS board regarding any item within the board’s jurisdiction whether or not that item appears on the agenda.

- Speakers may have 3 minutes each for a maximum total of thirty minutes public comment.
- If more than 20 people wish to address the board, per person comment time for all speakers will be reduced to 2 min with a maximum total of one hour public comment.
- Speakers may not concede their time to another.

3. APPROVAL OF AGENDA

Dir. Hammons motioned to approve the 12/12/23 meeting agenda with the following changes: Adding Dir Kotiza and deferring consent agenda to January Meeting. Dir Dietrich seconded. Motion passed unanimously (9-0).

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 14, 2023 - deferred to January Regular Board Meeting

5. COMMUNICATIONS

a. AP Update:

- Students attended meeting to provide curriculum update. Currently focusing on their Winter Boutique during International Day and Crabfeed to occur in January.

b. Staff Update:

- International Day scheduled for December 14th. Theme this year is Celebration of Lights
- Report Cards are scheduled for the end of January
- Lower El: Math and Language Assessments have been completed. Finishing family gifts and card writing
- Upper El: Senior projects are in process for the 6th graders. In Room 202- 4th years are doing timeline of life research.
- 3 teachers have finished the Montessori training and have applied for the AMS credentialing program. All teachers passed.

c. Facilities Update:

- All materials for the internet infrastructure project have been ordered and will be worked on during Winter Break.
- Skunk is habitating on campus and facility team is working to eradicate it from campus.

d. Treasurer’s Update

- Dir Ichiroku presented “EPMS 23-24 Financial Forecast as of November 30, 2023 noting that the school is expecting a deficit for the current fiscal year after all prior grants have been applied.

e. CFEP Update

- Field trip expenses have continued to increase and additional donations are being solicited.
- Read-a-thon profits have exceed \$14k
- Action is planned for Apr 20, 2024 at the Embassy Suites Hotel

f. Other Board Communications

- i. Form 700 Early Reminder: Reminder that all Board Members elected or appointed for the 2023-24 term will need to complete form 700 for both 2023 and 2024.

6. ITEMS FOR CONSIDERATION

a. The board will consider the matter of the Eagle Scout Project Proposal. Presentation from Eagle Scout Jack Pickett. Dir Hammons moved to authorize Jack to create and set up permanent compost bins for the Eagle Peak. Dir Buckner seconded the motion. Motion passed (9-0)

b. The board will consider the matter of the Employee Retention Credit. This program is under the CARES ACT for covid and refunds the tax credit that was paid via payroll for qualified institutions. At the CSDC conference, Board Members met with Lawyer Michael Williams about Eagle Peak applying for this tax credit. His rates are contingent on receiving the funding at a rate of 15% of awarded tax credit. Dir Ichiroku moved to provide Michael Williams the information to process to see if Eagle Peak qualifies for the ERC. Dir Hernandez seconded the motion. Motion passed (9-0)

c. The board will consider the matter of the Staff Holiday Celebration: The Board will consider the matter of the Staff Holiday Celebration. Dir Liskin moved to authorize CFEB to allocate \$3,500 for the Staff Holiday Celebration. Dir Womble seconded the motion. Motion passed (7-0-2). Dir Hammons and Dir Buckner abstained

7. ADJOURNMENT

Dir. Hernandez moved to adjourn the meeting at 7:32pm. Dir. Dietrich seconded. Motion passed (6-0)

NOTICES:

1. The next regular meeting of the Board of Directors will be Tuesday, January 16, 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 8, 2023 at 3:30pm.

I, Rebecca Liskin, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 01-16-2024 EPMS Board meeting.

Rebecca Liskin

Secretary EPMS Board of Directors