

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

February 21, 2023

6:33 pm-7:43 pm

**MINUTES**

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

**CALL TO ORDER – 6:33 PM** Directors Buckner, Hammons, Hernandez, Ichiroku, Liskin, Smith, White, and Womble were present.

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

**2. PUBLIC COMMENT -** Public present did not wish to address the board.

**3. APPROVAL OF AGENDA** Dir Hammons moved to approve the agenda; Dir. Liskin seconded; motion passed (8-0-0).

**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. January 17, 2023 Regular Meeting Minutes - Dir Hernandez moved to approve the 1\_17\_2023 Regular Meeting Minutes; Dir. Ichiroku seconded; motion passed (8-0-0).

b. January 22, 2023 Special Meeting Minutes - Dir Hernandez moved to approve the 1\_22\_2023 Special Meeting Minutes; Dir. Buckner seconded; motion passed (8-0-0).

**5. COMMUNICATIONS**

a. Staff Update - Dir. Hammons reported Gulf Coast teacher training was on campus Thu-Sun. Teachers will finish in summer and internship at end of yr. We will not be having second cohort. Lunches are going well. The Valentine appreciations were gratefully received and shared. Dir. Buckner reported that lower el is working on a variety of auction projects. They had an excellent recent presentation on recycling and waste management organized by Amy Nelson using an external presenter. Dir. White reported that in upper el puberty ed is starting next week. Students also working on their portfolios for conferences and Trading Post project is beginning. Trading Post will be held Thu May 26th both through day and evening. Trout in the classroom is also running in 201 and 401. CA fish and wildlife. Senior project presentations are coming up in 2 months.

b. Treasurer's Update - Dir. Ichiroku reported that revenue and expenses are on track where we expected and the district reporting as listed in the forecast has been updated with correct salary and benefits information. Dir. Ichiroku shared the Nigro and Nigro required communication regarding auditing.

c. CFEP Update - Dir. Smith reported on behalf of Dir. DeSautels that auction ticket sales have started and are going strong. Auction date is April 22. Annual giving has passed 20% participation and \$78,000 for annual giving donations pledged. We have a dine and donate on March 8 at Gott's Roadside. This is an all day dine and donate and does not require a flyer; we get a cut of the entire sales for the day. This is the first time we have done this one and CFEP is really excited to see the results.

d. Other Board Communications

Form 700 - Dir. Hammons reminded the board that completed form 700 are due soon.

**6. ITEMS FOR CONSIDERATION**

a. The board will consider the matter of the Communication Organizational Chart. - Dir. Hammons presented the current communication chart to help explain communication channels within and to the school.

b. The board will consider the matter of the State of the School Meeting. Dir. Hammons reported we have asked to reserve the little theater at Northgate for March 28th. Meeting focus will include a budget update to help explain how CFEP fundraising is a crucial part of the school budget and educate our community on how the budget actually works at EPMS.

c. The board will consider the matter of the Comprehensive School Safety Plan. - Dir. Hammons presented the comprehensive safety plan document. We have personalized the template provided by the group Document Tracking with District approved language. Dir. Smith motioned to approve the Comprehensive School Safety Plan for the 2022-2023 school year. Dir. White seconded. Motion passed (8-0-0).

d. The board will consider the matter of the Budget for the 23-24 school year. Dir. Hammons motioned to table the discussion of the budget until after item e. Dir. Hernandez seconded. Motion passed (8-0-0). Erin Jordahl presented the draft budget document. Of note, the increased expense budgeted for legal fees and liability insurance. The budget proposes budgeted legal fee expenses of \$15,000. This 2022-2023 year the actual expense is \$30,000 YTD. In prior years, for eg 21/22 it was \$6,000. Liability Insurance budgeted expenses have also increased to account for the increase in liability insurance costs due to the claim resulting from litigation against the school. Dir. Ichiroku moved to approve the 2023-2024 budget workbook. Dir Hammons seconded. Motion passed (8-0-0).

e. The board will consider the matter of the staff pay increases for the 23-24 academic year. Dir. Hammons, Buckner, and White left the meeting to a private breakout room. Erin Jordahl shared the draft 2023-2024 salary scale document. - Dir. Ichiroku motioned to approve the 2023-2024 salary schedule for teachers as presented. Dir. Womble seconded. Motion passed (5-0-3). Dir. Hammons, White and Bucker abstained.

-Dir. Ichiroku motioned to approve the same COLA and step increase for non-teaching staff as presented in the 2023-2024 salary schedule for teachers. Dir. Womble seconded. Motion passed (5-0-3). Dir. Hammons, White and Bucker abstained. After the vote, Dir. Hammons, White and Bucker returned to the meeting.

f. The board will consider the matter of the Mask Protocol for Adults. Dir. Hammons motioned to table this discussion until the March 21 regular meeting. Dir. Hernandez seconded. Motion passed (8-0-0).

**7. ADJOURNMENT** Dir. Hernandez motioned to adjourn the meeting at 7:43, Dir. Hammons seconded. Motion passed (8-0-0).

#### NOTICES:

1. The next regular meeting of the Board of Directors will be Tuesday, March 21, 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 17, 2023 at 6:00pm.

I, Rachel Smith, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 3-21-23 EPMS Board Meeting.



Rachel Smith  
Secretary EPMS Board of Directors