

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

EAGLE PEAK MONTESSORI SCHOOL
800 HUTCHINSON ROAD, WALNUT CREEK, CA 94598

September 19th, 2023

6:30 pm – 9:30 pm

MINUTES

- 1. CALL TO ORDER** – Dir. Hernandez called the meeting to order at 6:39 pm. Directors Buckner, Desautels, Dietrich, Hammons, Hernandez, Ichiroku, Womble were present.
- 2. MISSION STATEMENT**- Dir. Hammons read the Mission Statement.
- 3. PUBLIC COMMENT** – There were no public comments.
- 4. APPROVAL OF AGENDA** – Dir. Hernandez moved to approve the agenda; Dir. Buckner seconded; motion passed (7-0-0).
- 5. CONSENT AGENDA**
 - a. June 13, 2023 Regular Meeting Minutes – Dir. Hammons moved to approve the 06_13_2023 Regular Minutes; Dir. Womble seconded; motion passed (7-0-0).
 - b. July 24, 2023 Regular Meeting Minutes – Dir. Hammons moved to approve the 7_24_23 Regular Meeting Minutes; Dir. Ichiroku seconded; motion passed (6-0-1) Dir. Buckner abstained.
 - c. August 8, 2023 Regular Meeting Minutes – Dir. Ichiroku requested a change to the 8_8_23 Regular Meeting Minutes to clarify the Treasurer’s Update. Dir. Hammons moved to table approval of the 8_8_23 Regular Meeting Minutes to the October 17, 2023 meeting; Dir. Womble seconded; motion passed (6-0-1); Dir. Dietrich abstained.
- 6. COMMUNICATIONS**
 - a. AP Update – No update given.
 - b. Staff Update
 - i. Dir. Hammons reflected on the school’s progress toward the goal of increasing the diversity of the school community. Dir. Hammons noted that the EPMS student body, staff, and school volunteer leadership are all more racially diverse than when she began her tenure as EPMS Executive Director. Currently, the school serves a population which is 35.19% White (non-Hispanic); 21.25% Hispanic/Latino; 24.0% Multiple Ethnicities; 11.15% Asian; 3.48% Filipino(Non-Hispanic); 1.39% Black(Non-Hispanic); .35% American Indian/Alaskan Native; 3.1% Unknown
 - ii. Dir. Hammons informed the board that the school’s longtime Directors’ & Officers’ Liability insurance carrier has notified EPMS that it will not renew the school’s D&O policy when the current policy expires. It was noted that a general hardening of the D&O insurance market for charter schools and the claim against the school’s D&O

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- policy to defend EPMS against last year’s masking lawsuit may have contributed to the carrier’s decision not to renew. It was noted that the school’s cost of D&O Liability insurance coverage is likely to increase when the school obtains replacement D&O Liability coverage.
- iii. Dir. Hammons gave an update on the Upper Elementary “digs” – simulated excavation activities undertaken by students as part of the UE science curriculum.
 - iv. Dir. Buckner gave an update on recent and upcoming Lower Elementary field trips, Historical Halloween preparation, and completion of Renaissance testing.
 - v. Dir. Hammons gave an update on the school’s childcare partnership with Diane Adair.
 - vi. Dir. Hammons gave an update on staffing, noting that she has hired a new school counselor and lunch / recess monitor, and has added a new substitute teacher to the school’s substitute teacher pool.
 - vii. Dir. Hammons gave an update on renewing the school’s Memorandums of Understanding with MDUSD.
 - viii. Dir. Hammons gave an update on plans to work with parent volunteers Ashley, and Cedric, to formalize EPMS’ visual branding guidelines and harmonize the visual branding guidelines they have updated for CFEP.
- c. Facilities Update – No update given.
- d. Treasurer’s Update – Dir. Ichiroku presented the “EPMS 23-24 Forecast as of 2023-08-31” document. Dir. Ichiroku noted that the school is currently forecasting a deficit for school year ‘23-‘24.
- e. CFEP Update
- i. Dir. Desautel shared CFEP’s Balance Sheet and Profit & Loss Statement as of August 31, 2023.
 - ii. Dir. Desautel gave an update on the Annual Giving Campaign and Supplies Donations.
 - iii. Dir. Desautel noted that the community fund is anticipating higher expenditures related to field trips.
 - iv. Dir. Desautel gave an update on CFEP’s Certificate of Deposit. Dir. Desautel gave an update on the upcoming Dine and Donate fundraising event at Gott’s Roadside in Walnut Creek.
 - v. Dir. Desautel gave an update on the work of parent volunteers to formalize CFEP’s visual branding guidelines and to help implement them for CFEP’s print and digital media.
- f. Other Board Communications – No Other Board Communications discussed.

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7. ITEMS FOR BOARD CONSIDERATION

- a. The board will consider the matter of the Art, Music, and Instructional Grant Plan – Dir. Hammons moved to approve the Arts, Music, and Instructional Materials Grant Plan; Dir. Desautel seconded; motion passed (7-0-0).

- b. The board will consider the matter of the Educators Effectiveness Grant Plan – Dir. Hammons moved to approve the Educators Effectiveness Grant Plan as updated to reflect actual grant expenditures through school year '22-'23 and planned expenditures for school years '23-'24 through '25-'26; Dir. Womble seconded; motion passed (7-0-0).

8. ADJOURNMENT – Dir. Hernandez moved to adjourn the meeting at 7:35 pm; Dir. Buckner seconded; motion passed (7-0-0).

NOTICES:

1. The next regular meeting of the Board of Directors will be Tuesday, October 17, 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
September 15, 2023 at 3:30pm.

I, Rebecca Liskin, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 10-17-2023 EPMS Board meeting.

Rebecca Liskin

Secretary EPMS Board of Directors