

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

August 8, 2023

6:30pm-9:30pm

Location: 800 Hutchinson Rd, Walnut Creek, CA 94598

MINUTES

CALL TO ORDER – 6:39 PM (Directors Buckner, Desautels, 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.

- o Speakers may have 3 minutes each for a maximum total of thirty minutes public comment. o 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.
- o Speakers may not concede their time to another.

3. APPROVAL OF AGENDA

Dir. Hernandez motioned to approve the 8/8/23 meeting agenda. Dir Ichiroku seconded. Motion passed unanimously (8-0).

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.

5. COMMUNICATIONS

a. Staff Update -

i. Staffing changes in Upper Elementary with one resignation. This week the new Upper Elementary team has worked well together and there is a real team unity coming together. ii. Field Trips are in process of being scheduled. Thus far overnights are scheduled for Chabot, Westminster Woods, and Mt. Diablo.

iii. Staff hiring still In process for:

- 1. New Counselor
- 2. Lunch/ Recess staff for a few hours a day
- 3. Some additional parent volunteers

iv. Bridge Week- 3 days this year- started yesterday. Going really well thus far

b. Facilities Update

- i. Doorbell is now up and running
- ii. Wifi upgrade quote just given by the district approximate cost \$24-25k.

c. Treasurer’s Update

i. 2 sets of financials

1. Full Year result 2022-2023

- a. Revenue- \$3.77M - Expenses \$3.41M: Net Income of \$365
- b. Some grants from 2021-22 were included

- c. \$337k surplus - state legislature - approved a budget that reversed the governor's cuts. Other revenue included some one time funding and multiple year grant revenue

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2. 23-24 forecast as of July 23

- a. forecasting a loss for FY 23-24. Most of the loss is associated with grants where revenue was already recognized in previous years but expenses are paid out in this current year

d. CFEP Update

Retreat on Sunday went really well. Aood alignment with PTLG for upcoming events. Will be hosting auction in the spring and another fundraising event in the fall. Currently has about \$580k in the bank and we will propose the best was to steward that moneys
Annual giving has been altered for upcoming year and CFEP will ask \$1,000 per family -
Bloomerang Software will be utilized.

e. Other Board Communications

- i. Board Retreat - September 10th
- ii. Copier from MDUSD has been returned. Both on site currently- payment is for one copier currently

6. ITEMS FOR CONSIDERATION

- a. The board will consider the matter of the Art, Music, and Instructional Grant Plan.
Discussion - fundings restored by States' budget. Total grant of \$181,603 was recognized in 22-23. Funding can be spent through 25-26. Forecasted decrease of funding expected to be approx \$10k from original grant. Final budget will be voted on during the September Board meeting.
- b. The board will consider the matter of the Staff Benefit Contribution.
Directors Hammons and Buckner stepped out for this discussion
Benefits- health insurance has increased 10%. Proposal to increase the monthly allocation for employees health benefits. This will not affect the budget as funds are already allocated in the reserves. In the future changing benefit options to Cal Choice- they will offer more plans. Dir. Mannion motioned to approve increasing monthly Staff Benefit Contribution. Dir Ichiroku seconded. Motion passed unanimously (6-0). Directors Hammons and Buckner not present for the vote
- c. The board will consider the matter of the Orientation Presentation with CFEP.
Discussed outline and agenda for Orientations on August 14-15. Will be held in the Little Theater. Agenda will include, Board, CFEP, PTLG, Diane Adair Update
- d. The board will consider the matter of the MOU between CFEP and EPMS.
MOU approved by Board and CFEP in 2020. Will be reviewed annually and updated as needed.
- e. The board will consider the matter of the CFEP investing in a Certificate of Deposit. Current Balance of CFEP is \$581,498. Proposal is to put \$200,000 into a 3 month CD at current 4.75APY in Fremont Bank. Looked at other banks in the area but Fremont has the best interest rate. In order to bypass additional charges, CFEP will need to keep \$500 in a checking account in Fremont Bank. CFEP will reevaluate every 3 months to reinvest in 3 month increments through April, 2024.
Dir. Ichiroku motioned that The Board gives authority to CFEP to invest \$200,000 into a CD at Fremont Bank. Those funds will be eligible to reinvest every 3 months through April, 2024. Dir Desautels seconded. Motion passed unanimously (8-0).

7. **ADJOURNMENT** Dir. Hernandez moved to adjourn the meeting at 7:50pm. Dir. Mannion seconded. Motion passed (-0-0)

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NOTICES:

1. The next regular meeting of the Board of Directors will be Tuesday, September 19, 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 August 4, 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