

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

January 16, 2024

6:30pm-9:30pm

Location: 800 Hutchinson Rd, Walnut Creek, CA 94598

MINUTES

CALL TO ORDER – 6:40 PM (Directors Brennan, Buckner, Desautels, Dietrich, Hammons, Hernandez, Ichiroku, Liskin, Lloyd, 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.

- No speakers present

3. APPROVAL OF AGENDA

Dir. Hernandez motioned to approve the 01/16/24 meeting agenda with the following changes: Adding Dir Brennan and deferring Item 6a- “The board will consider the matter of the Review of the MOU’s”. Dir Hammons seconded the motion with the changes. Motion passed unanimously (10-0).

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- Changes needed: Remove Dir Buckner’s name, change deter to defer, change treasurer’s report dates and presenter, CAPP to CAASPP. : November 14, 2023 Regular Meeting Minutes - Dir Herandez motioned to approve the October 17, 2023 Regular Meeting Minutes. Dir Hammons seconded the motion with changes addressed. Motion passed (6-0-4) Dir Buckner, Dietrich, Ichiroku, and Brennan abstained

b. December 12, 2023 - change Dir Brennan’s name from Dir Kotiza to Dir Brennan: December 12, 2023 Regular Meeting Minutes - Dir Herandez motioned to approve the December 12, 2023 Regular Meeting Minutes. Dir Hammons seconded the motion with change addressed. Motion passed (8-0-2). Dir Lloyd and Desautels abstained

5. COMMUNICATIONS . Crab

a. AP Update

- Update from students. Students presented updates from Math, Language Art, Social Studies, Science, CELL (Community Enrichment Leadership and Learning), Physical Education, Art, Project Work, Community Meetings).
- Winter Boutique Fundraiser generated over \$6,000 for the most successful Winter Boutique. ● Field Trip: went to the exploratorium via BART- Highlights included a scavenger hunt. ● What’s coming up:
 - Crab feed is scheduled for February 2nd. Tickets are \$75 and will be sold in front of school later on this week.
 - 3rd Cycle Hike is scheduled.

b. Staff Update

- Holiday evening at Jack's was a great success
- Custodian Tony is retiring due to health concerns. Students and the Board will provide a gift for his retirement. Teacher Ava's husband passed away last week. Board will send something. ●
- MDUSD District Update:
 - Visit on 01/12/24- Carmen Garces and Jennifer Sacks, Assistant Superintendent did a walkthrough. Overall, had positive feedback.
 - District will be getting a new lawyer that we will work with for MOUs that expire this year
 - MOU regarding technology needs to be updated. Our attorney will send a drafted MOU to the district.
- Report Cards will all be sent out the last Friday in January. All assessments and self reflections were completed.
- 2024-2025 Calendar: will not mimic MDUSD exactly. School will still be out before June. Educational days 175
- Lower El-
 - Valentine's Day in February is coming up. Can make handmade cards for every student in the classroom
 - Field Trips have been finalized:
 - Walking field trip to the library
 - 3rd years will go to Shadelands Museum
 - Dean Lesher Percussion Discussion.
 - In February will focus on African American History- this year will focus on African American Music
 - Biology- doing botany and biology
- Upper El
 - Students did a in depth self-reflection for parent conferences
 - A lot of collaboration between all teachers in Upper El
 - Homework Club has been introduced for all Upper El students
 - Field Trip- going to the Contemporary Jewish Museum
 - Chabot field trip- a lot of good feedback from the kids and the docents
 - Student Led Responsibilities
 - Friday Gathering
 - Waste Wizards
 - Carpool
 - Lunch Service
 - Science Experiment Based learning -
- Auction is coming up and getting volunteers and Upper El and Lower El are collaborating on monthly classroom

c. Facilities Update

- IT work has not begun yet

d. Treasurer's Update

- Dir Ichiroku presented "EPMS 23-24 Financial Forecast as of December 31, 2023" noting that the school is expecting a deficit for the current fiscal year after all prior grants have been applied. Employee Retention Credit may address some of the deficit.
- ADA for P1 has increased to 98%
- Governor Newsom released the 2024-25 budget January 10, 2024. Spending for schools is currently not expected to be cut and may not be impacted by the significant State deficit. ●
- Audit letter from Nigro & Nigro has been presented to the Board.

e. CFEP Update

- Participation for the CFEP annual fund has been great. Participation percentage has increased since 2022-23. Donations earmarked for Annual giving has decreased. However, when field trip and supply donations are included, total donations have increased.
- P&L for December-increase of reserve show increase to \$626k- an increase of \$108k since December 31, 2022.

- Yogurtland Dine and Donate is scheduled 1/17/24

Page 3 of 3

- The kebab shop Dine and Donate was > \$900
 - Crab Feed permit for alcohol has been submitted
 - Auction -April 20th at Embassy Suites will use SchoolAuction.net again
- f. Other Board Communications
- i. Form 700 Early Reminder

6. ITEMS FOR CONSIDERATION

a. The board will consider the matter of the State of School Meeting planning. Scheduling a State of the School meeting for the spring. One of the foci will be the need for capital fund and school expansion. b. The board will consider the matter of the Employee Retention Credits (ERC). At December meeting, a motion was approved to provide information to Michael Williams. Per Michael Williams' assessment, suspected ERC reimbursement would be \$486k with 10% contingency fee to his firm. The board gives Michelle Hammons Executive Director authorization to sign the Service Fee Agreement between Eagle Peak Montessori School and CFOMW Tax, LLC, Law Firm for Michael Williams to apply for the Employee Retention Credits (ERC) after clarifications are given regarding how this funding may impact STRS's eligibility. Motion presented by Dir Ichiroku and seconded by Dir Hammons. Motion passed (10-0).

7. ADJOURNMENT

Dir. Hernandez moved to adjourn the meeting at 8:12pm. Dir. Desautels seconded. Motion passed (10-0)

NOTICES:

1. The next regular meeting of the Board of Directors will be Tuesday, February 20, 2024 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 January 12, 2024 at 3:30pm.

I, Rebecca Liskin, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 2-20-2024 EPMS Board meeting.

Rebecca Liskin

Secretary EPMS Board of Directors