

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

June 18, 2024  
6:30pm-9:30pm

Location: 800 Hutchinson Rd, Walnut Creek, CA 94598

**MINUTES**

**CALL TO ORDER – 6:35 PM** (Director, Desautels, Dietrich, Hammons, Hernandez (arrival at 6:43), 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 21<sup>st</sup> 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**

1. Dir. Hammons motioned to approve the 6-18-24 meeting agenda with the addendum to delete item 5-f-iii Special Board Meeting. Dir Mannion seconded. Motion passed unanimously (7-0).

**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. May 21, 2024: Dir Hammons motioned to approve minutes with changes noted below.. Dir Mannion seconded the motion. Motion passed (7-0-1) Dir Hernandez abstained.

1. Misspelled names of directors: Dir Womble, Dir Dietrich, and Dir Desautels will now be referred as Dir L. Desautels
2. Corrected “CFEB” in Item 6d to CFEP
3. Change in language for closed session under Item 7
4. In Item 6A lower case “F” in foundation
5. In Item 6e- correction was made to “voted on annual report” not the funding of Prop 28

**5. COMMUNICATIONS**

a. AP Update

1. Reviewed student surveys from 7-8th graders

b. Staff Update

1. Upper Elementary
  - 1.1. Trading Post
  - 1.2. 6th grade trip to Westminster Woods
  - 1.3. A lot of positive things happened in the last few weeks of school
2. Whole Campus
  - 2.1. All teachers did day of professional development at the end of the school year regarding anti-bias work. Asset based model. Will do follow up professional development August 8th
  - 2.2. Music is coming back in the fall
  - 2.3. Classes are moving rooms- will finalize August

- 2.4. End of the Year dinner was very successful.
- 2.5. Senior Grad Day - seniors returned in caps and gowns to start a new tradition
- 2.6. 8th grade graduation in Northgate's Gym- will move graduation in the future to indoor location
- 2.7. Reserved rooms for Crab Feed and looking at Auction locations for 24-25 school year.
- 2.8. Field Trips are being reserved for next year

c. Facilities Update

- 1. Moving Portable Storage Unit to the grass to extend the basketball court
- 2. Painting and carpeting in room 501
- 3. Organization Got Rats is helping with the skunk concern

d. Treasurer's Update: Forecast through the end of May. YTD revenue / expenses are what is expected in May. Forecasting a small profit due to releasing the reserves of expenses not incurred and CFEP donation.

e. CFEP Update: Donation transferred to EPMS. Planning a CFEP retreat at the end of July. Had additional expenses / reimbursement requests for larger events that came in late and the balance sheet has been adjusted accordingly. Discussion regarding setting deadlines and clearer budgets for reimbursements.

f. Other Board Communications

i. Board Retreat

- 1. Board Retreat to be scheduled for Sunday, July 8, 2024- 9:30am. CFEP board will be asked to join for a portion of the retreat. One item to add to the agenda to look at specific relationship between the AP program and CFEP. Discussion of generating budgets for program events.

ii. CSDC Conference

- 1. The following Directors have confirmed attendance: Dir Hernandez, Hammons, Womble, Brennan.

## 6. ITEMS FOR CONSIDERATION

a. The board will consider the matter of the Special Education MOU between EPMS and MDUSD.

- 1. Dir Hammons motioned to approve Special Education MOU between EPMS and MDUSD with changes noted below. Dir L. Desautels seconded the motion. Motion passed (8-0).
  - a. Change in language on Page 8 Board Secretary and not Secretary to the Board. Will confirm the correct signatures needed.

b. The board will consider the matter of the Facilities MOU between EPMS and MDUSD.

- 1. Dir Hammons motioned to approve Facilities MOU between EPMS and MDUSD with changes noted below. Dir Hernandez seconded the motion. Motion passed (8-0).
  - a. Changes needed: under Recitals paragraph 4 - dates to be updated to 2024-2027

Break taken at 7:56pm and meeting resumed at 8:23pm

c. The board will consider the matter of the Fiscal MOU between EPMS and MDUSD.

- 1. Notable changes in the 2024-2025 MOU include:
  - a. Section 4- oversight fee lesser of "actual costs" or 1% of EPMS revenue and up to 3% if EPMS obtains "substantially rent free" facilities
  - b. Section 4.2.13- Admin fee is set at 2.5%
  - c. Section 4.5 - Use and Access to Electronic Equipment and Data Systems
  - d. Section 4.6- Teacher Induction Support fee of \$2,250 per participating teacher
  - e. Section 6.10.1 Risk Management - statement of increasing insurance, including additional insurance of Automobile Insurance
- 2. Dir Hammons motioned to approve Fiscal MOU between EPMS and MDUSD. Dir Womble seconded the motion. Motion passed (8-0).

d. The board will consider the matter of the 2023-2024 Local Indicators

1. Reviewed Local Performance Indicator Self Reflection. These are accumulated by site surveys and state resources. Dir Mannion motions to accept The Local Performance Indicator Self Reflection for 2024-2025. Dir Liskin seconded the motion. Motion approves (8-0)

e. The board will consider the matter of the 2024-2025 Local Control and Accountability Plan.

1. Reviewed LCFF Budget for Parents
2. Annual Update Highlights -
  - a. 100% of teachers participated in profession development by June 2024
  - b. Math rates increased and reading numbers remained solid
  - c. Parent Satisfaction and Involvement- close to 50% participation of parents
  - d. > 60% of parents participated in volunteer hours
3. Reviewed LCAP

Dir Mannion motions to approve the reviewed 2024-2025 Local Control and Accountability Plan. Dir Dietrich seconded the motion. Motion approves (8-0)

f. The board will consider the matter of the 2024-2025 Revised Budget.

1. Revised Budget. Biggest change shows reduced class - which is a reduction of expected revenue and expenses.
2. Revenue is conservative based on an estimated number of students returning.
3. Instruction salaries decreased due to reduction of number of classes
4. Supplement Monies - will be used for new reading instructor and Prop 28 Art teacher.
5. Operation loss is expected to be \$29k. When considering grants from prior years, estimated net income loss after Restricting Funding is \$92k.

Dir Mannion motions to approve the revised 2024-2025 Budget. Dir Ichiroku seconded the motion. Motion approves (8-0)

g. The board will consider the matter of the Workplace Violence Prevention Plan.

Executive Director has attended 2 training sessions on the new workplace violence prevention plan requirements. This report will also be part of the Illness and Injury Plan.

Dir Dietrich motions to approve the Workplace Violence Prevention Plan. Dir L. Desautels seconded the motion. Motion approves (8-0)

h. The board will consider the matter of Board Elections.

Dir Ichiroku will be stepping down from the Board.

1. Dir Hernandez has nominated Dir Katie Brennan to the role of Treasure of the EPMS Board. Dir Hammons seconded the motion. Motion approved (8-0)
2. Dir Hernandez has nominated Dir Jennifer Womble to the role of Vice President of the EPMS Board. Dir Hammons seconded the motion. Motion approved (7-0-1). Dir Womble abstained.
3. Dir Hammons has nominated Dir Berenice Hernandez to the role of President of the EPMS Board. Dir Womble seconded the motion. (7-0-1). Dir Hernandez abstained.
4. Dir Hernandez has nominated Dir Rebecca Liskin to the role of Secretary of the EPMS Board. Dir Mannion seconded the motion. Motion approved (7-0-1). Dir Liskin abstained.
5. Dir L. Desautels nominates that we elect Madeline Carson as a Community Member to the Eagle Peak Board of Directors for 2025-2028 term. Dir. Womble seconded the motion. Motion approved (8-0)

## 7. ADJOURN

Dir. Hernandez moved to adjourn the meeting at 9:09pm. Dir. Womble seconded. Motion passed (8-0)

## NOTICES:

1. The next regular meeting of the Board of Directors will be Tuesday, August 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 June 14, 2024 at 6:30pm.

I, Rebecca Liskin, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 9-21-2024 EPMS Board meeting.

*Rebecca Liskin*

Secretary EPMS Board of Directors