

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

May 21, 2024

6:30pm-9:30pm

Location: 800 Hutchinson Rd, Walnut Creek, CA 94598

**MINUTES**

**CALL TO ORDER – 6:37 PM** (Directors Brennan, Buckner, L. Desautels, Dietrich, Hammons, Hernandez, Ichiroku, Liskin, Lloyd, Mannion, and Womble). Dir Buckner left the meeting at 7:34

**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. Hernandez motioned to approve the 5-21-24 meeting agenda with the addendum to meet a board applicant under Other Board Communications. Dir Mannion seconded. Motion passed unanimously (11-0).

**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. April 16, 2024: Dir Hernandez motioned to approve. Dir Womble seconded the motion. Motion passed (8-0-3) Dir Mannion, Dir Dietrich and Dir Buckner abstained

**5. COMMUNICATIONS**

a. AP Update

1. Reviewed end of the school year testings and events
2. Auction Projects went well with proceeds of over \$4500
3. Getting ready for graduation with getting their gowns and preparing for high schools
4. Graduation is scheduled for June 4th at EPMS at 5:30pm.

b. Staff Update

1. Principal’s Report:
  - a. MOUs submitted to the district. In discussion to finalize the documents
    - i. Special Education MOU
    - ii. Facilities MOU
    - iii. Fiscal MOU
  - b. Dir Hammons met with the MDUSD Superintendent
  - c. Reducing Lower Elementary to 3 classrooms for next year. Will not reduce ADA but will be an increase of student enrollment. Will not reduce the staff
  - d. Meetings with new parents have been scheduled for incoming 1st year students
  - e. LCAP will be ready this month
  - f. Parent Surveys - very positive response rate. Will be presented to the Board at future

meeting

2. Lower Elementary-
  - a. 3rd years will be finished with CAASPP testing tomorrow
  - b. A lot of letters being written by all the students to their mentors, peers, and volunteers
  - c. Excited about Field Day on 5/31. Considering a wacky day dress day/ crazy hair day.
  - d. Considering Fancy Day the last day of school
  - e. Cultural Fair Projects are finishing up
3. Upper Elementary
  - a. 6th grade projects went well
  - b. Trading Post coming up on Tuesday- a lot of products and posters
  - c. 6th years went to Westminster
  - d. Growth Assessment testings: CAASPP test has been completed, Renaissance testing is being completed
  - e. 3rd years are visiting Upper Elementary classrooms
  - f. Field Day was initiated by the students

c. Facilities Update

1. Classrooms placements will get moved when classes are consolidated
2. Room 501 will become a MU Room - Art and Computer Room
3. In talks with former music teachers for part time role

d. Treasurer's Update

1. 2022-2023 Federal Return for Exempt for Income Tax was filed.
2. Charter School Development Center webinar on 2024-2025 revisions to state budget states that budget will not withhold funding. Proposal to permanently reduce the prop 98 funding. Increasing COLA slightly
3. Forecast - will clarify CFEP ask for financial support later in the meeting. In addition there have been \$13k fundraiser with direct donations to the school. Without that ask 2023-24 school year net income is \$74,513, and with monies recognized and received in previous years the shortfall is approximately \$102k.

e. CFEP Update

1. Auction raised over \$40k. Total Net Revenue about \$30k.
2. Expenses have increased due to field trips. Income has kept pace.
3. Total Balance is approximately \$700k
4. Read-a-thon was a real success

f. Other Board Communications

1. Interviewing Madeline Carson as prospective Board Member for 2024-2025 school year

## 6. ITEMS FOR CONSIDERATION

a. The board will consider the matter of Executive Director Pay Scale. Requirement of nonprofits to provide Salary Survey for executive positions. Dir Hammons stepped out and Dir Buckner left early. Analysis and research for comparable roles was conducted by business manager and a Compensation Committee was created to create this schedule. Compared salaries to other Charter Schools in Bay Areas and salaries for MDUSD employees. Eagle Peak is unique due to its Montessori requirements in addition to State credentialing requirements. Schedule reviewed by our lawyers. This is a change from the current contract in that it is a 12 month contract with an addition of 9 more paid days. Discussion related to emphasis on Montessori foundation for an EPMS Executive Director.

Dir Liskin motioned that the Board approve the Eagle Peak Montessori School 2024-2025 Executive Director/ Principal Proposed Salary Scale. Dir Ichiroku seconded. Motion passed (8-0-1). Dir Lloyd abstained. Dir Hammons and Dir Buckner were not present.

b. The board will consider the matter of Correction to the May 16, 2023 Board Minutes. Minutes were updated to include the of approval of the ELOP plan. Language to state: "Dir Mannion motioned to approve the Expanded Learning Opportunities Program. Dir Lisy-Wagner seconded. Motion approved unanimously

(8-0)". Dir Hernandez moves to correct the May 16th 2023 Board Meetings to reflect the approval of the ELOP plan. Dir Womble seconded the motion. Motion approved (6-0-4) Dirs Dietrich, Brennan, Lloyd, L. Desautels abstained.

c. The board will consider the matter of Community Foundation contribution to Eagle Peak Montessori School. Forecast for 2023-2024 Shortfall is expected to be approximately \$123,000 before accounting for grants. Dir Liskin motioned that the Board ask the CFEP for \$50k. Dir Hernandez seconded. Motion passed (10-0).

d. The board will consider the matter of End of year Staff Celebration. Dir Liskin moved to authorize CFEP to allocate \$3,500 for the End of the Year Staff Celebration. Dir Desautels seconded the motion. Motion passed (8-0-2). Dir Hammons and Dir Lloyd abstained.

e. The board will consider the matter of Prop 28-Art & Music; Music in Schools – Prop 28 is funding from the voters but comes through in monthly increments. There are a lot of requirements for this money, including an annual report and that monies be used specifically to additional Arts and Music programs. For 2023-24 the funds were used to increase art instruction personnel, and increase art education to all students- an addition of 52 students. Director Mannion moved to approve the Prop 28 annual report. Dir Dietrich seconded the motion. Motion passed (10-0)

## **7. ADJOURN TO CLOSED SESSION**

Meeting Adjourned at 9:00pm. Dir Hernandez moved to approve closing the open session. Dir Hammons seconded motion. Motion passed (10-0). Directors Hammons and Lloyd left the meeting.

## **7. CLOSED SESSION AGENDA**

Director Hernandez motions to open the closed session. Dir Dietrich seconded the motion. (Directors Brennan, Desautels, Dietrich, Hernandez, Ichiroku, Liskin, Mannion, and Womble)

Closed session begins at 9:00

Dir. Hernandez motioned to approve the 5-21-24 closed session meeting agenda. Dir Dietrich seconded. Motion passed unanimously (8-0).

**7.1** The board will consider the matter of Executive Director 24-25 Contract (closed session)

Director Henandez moves to accept the Employment Agreement for the Executive Director for 2024-2025. Dir Womble seconded the motion. Motion passed unanimously (8-0).

## **8. ADJOURN CLOSED SESSION closed at 9:14**

Closed Meeting Adjourned at 9:14pm. Dir Hernandez moved to adjourn the closed session. Dir Mannion seconded the motion. Motion passed (8-0).

## **9. RECONVENE TO OPEN SESSION**

Dir Hernandez moved to reopen the open session. Dir Womble seconded the motion. Motion passed (8-0). Dirs Lloyd and Hammons did not return after closed session.

## **10. REPORT OUT OF CLOSED SESSION**

Report for closed session was Reported

## **11. ADJOURN**

Dir. Liskin moved to adjourn the meeting at 9:17pm. Dir. Desautels seconded. Motion passed (8-0)

## **NOTICES:**

1. The next regular meeting of the Board of Directors will be Tuesday, June 18, 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 May 17, 2024 at 6:30pm.

I, Rebecca Liskin, Secretary of the EPMS Board of Directors, hereby certify that these Minutes were approved at the 7-18-2024 EPMS Board meeting.

*Rebecca Liskin*

Secretary EPMS Board of Directors