

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

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

February 19, 2013  
7:03 – 9:20 p.m.

**MINUTES**

**1. CALL TO ORDER**

The meeting was called to order by Director Segrove at 7:03 pm with Directors Buckner, Chandlee, Chow, Hammons, Mahood, Makdessi, McCann, and Segrove, present; Director Woelfel arrived at 7:08 pm.

**2. MISSION STATEMENT**

The mission statement was presented by Director Makdessi.

**3. PUBLIC COMMENT**

With no public present, no public comment was heard.

**4. APPROVAL OF AGENDA**

Director Hammons moved to approve the agenda with the removal of item 5.2; with a second from Director Segrove the motion passed. (9-0-0)

**5. CONSENT AGENDA**

5.1 The minutes of December 18, 2013 meeting were approved with a motion by Director Makdessi and a second by Director Hammons. (9-0-0)

5.2 The minutes of January 15, 2013 meeting were approved with a motion by Director Hammons and a second by Director Chandlee. (6-0-3)

**6. COMMUNICATIONS**

6.1 Director Hammons reported on successful school elections, complimented teacher appreciation week, and reported on preparations for STAR testing. Director Hammons also reported that Sybil Buckner and she would be attending a Montessori conference in Orlando Florida.

6.2 Directors Segrove reported there would be an upcoming meeting with the district on Friday February 22, 2013.

6.3 Director Woelfel reported on the budget meeting with the District.

6.4 Director Buckner reported on the Annual Giving campaign through January 31. Director Buckner further reported the raffle and its need for a coordinator and discussed creation of a facebook page for the school.

6.5 Further board discussions included returning to a monthly schedule for regular meetings with special meetings for strategic planning being brought forward as needed. The parent survey and parent meetings were discussed in the context of the expansion, with focus placed on 4<sup>th</sup> and 5<sup>th</sup> year student families to ensure those families are being informed and served. A promotional video and other promotional strategies for the school were discussed, with suggestions from Director Brooks. Plans for conducting a site security survey were discussed. Also, the idea of starting the school calendar after Labor Day was discussed.

**7. ITEMS FOR BOARD CONSIDERATION**

7.1 Director Segrove presented an estimate from PHD Architects for designing and applying for DSA approval for installing a new portable building. No motions were voted upon.

7.2 Director Hammons motioned that the board amend the EPMS bylaws to change the founder position on the EPMS board of directors to a founder/alumni parent position, effective immediately. The motion was seconded by Director Mahood and passed. (10-0-0)

7.3 Director Hammons motioned that the board approve the 2013/2014 budget that will be submitted to the District on March 1, 2013. With a second by Director Brooks, the motion passed. (10-0-0)

**8. ADJOURNMENT**

Upon motion made by Director Segrove and seconded by Director Makdessi, the meeting was adjourned at 9:20 PM. (10-0-0)

  
Sean McCann, Secretary

Approved: 3-19-13