



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING
January 11, 2017**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on January 11, 2017, beginning at 6:00pm.

The members of the Board of Directors are:

Ms. Katrina Hill, President
Ms. Tasha Keppler, Vice President
Mr. Craig Clevenger, Secretary
Mr. T. Michael Stavres, Treasurer
Ms. Cynthia Chilton
Ms. Audrey Nettlow
Dr. Martha Santiago

The following members attended:

Ms. Hill, President
Ms. Keppler, Vice President
Mr. Clevenger, Secretary
Mr. Stavres, Treasurer
Ms. Chilton
Ms. Nettlow
Dr. Santiago

Additional attendees:

Ms. Karen Winningham, Executive Director
Ms. Casey Moyer-Caswell, Principal
Ms. Jill Clark, Teacher
Ms. Nicole Erol, Teacher

During the meeting, the Board discussed the following matters and took the following action:

Ms. Hill called the meeting to order at 6:00pm and asked for any changes to the agenda.

The Board approved the following items from the Consent Agenda on a motion by Mr. Stavres and a unanimous vote by Board members in attendance:

- December 14, 2016 Board Meeting Minutes
- December 2016 Financial Statements

Ms. Winningham provided an update on student enrollment and preschool enrollment. Ms. Winningham will correct formulas in percentages for demographics of registered students and applicants. The Board expressed a strong desire to achieve diversity among students.

Ms. Winningham provided a financial update advising the budget should adjusted to reflect increases in FTE funding.

Ms. Winningham provided an update on facilities. Installation of the walls between lower elementary classrooms will be installed January 21, 2017. Ms. Winningham is seeking additional quotes for installation of shade structure.

Ms. Moyer-Caswell provided an update on Human Resources including a report on progress of Montessori training for teachers.

Ms. Moyer-Caswell provided an Academic Progress Report including results for student math and reading scores. Ms. Moyer-Caswell outlined a plan to support teachers.

Ms. Moyer-Caswell provided a Montessori Classroom Report including essential elements of the Montessori learning environment listing areas of excellence as well as areas for improvement and steps to improve.



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BOARD OF DIRECTORS MEETING (continued)
January 11, 2017**

Ms. Chilton provided a brief update on playground proposals and is seeking additional suppliers.

Ms. Winningham reported the School is in compliance.

Ms. Hill provided an update on the admissions lottery for 2017-2018 enrollment. Ms. Nettlow advised a list of influential individuals from minority communities to approach in an effort to achieve an application pool with diversity in demographics.

The Board discussed methods for community outreach and issues to address in educating the public.

Ms. Hill presented a proposed policy for public comments at Board Meetings. The policy was accepted by the Board on a motion by Mr. Stavres and a unanimous vote by Board members in attendance.

Ms. Winningham presented a proposed policy for non-FMLA medical leave of absence provided by the School's human resources contractor. The Board approved the policy on a motion by Ms. Nettlow and a unanimous vote by Board members in attendance.

Ms. Hill advised further policies are being developed and asked proposals are provided to Board with sufficient time for Board members to review prior to the next Board meeting.

Ms. Chilton reported the results of the Executive Director's annual evaluation.

Ms. Hill reported on her annual evaluation meeting with the Executive Director and led a discussion on considerations for renewing the Executive Director's employment contract.

Ms. Hill lead a discussion on goals for the School in the areas of financial management, staffing, academic achievement, Montessori environment, parent involvement and diversity of students. The Board accepting the goals on a motion by Mr. Stavres and a unanimous vote by Board members present.

There were no public comments.

Ms. Hill reviewed action items for Board members to be completed by the next regular Board meeting.

There being no further business to discuss, the meeting was adjourned at 7:46pm.

The next Board of Directors meeting is scheduled for 6:00pm on Wednesday, February 8, 2017.

Faithfully submitted by Craig Clevenger, Secretary