



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING
April 19, 2017**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on April 19, 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
Ms. Chilton

Additional attendees:

Ms. Karen Winningham, Executive Director
Dr. Linda Ray, Interim Principal
Ms. Jill Manning, Exec Admin Asst
Ms. Jill Clark, Teacher

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

Ms. Hill called the meeting to order at 6:04pm. There were no changes to the agenda.

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

- March 8, 2017 Board Meeting Minutes
- March 2017 Financial Statements

Ms. Winningham reported there were no updates to the current year’s enrollment.

Ms. Winningham provided a financial update. Board members asked if there was any significance to recent push for the memorial brick fundraiser. Staff stated there are needs for purchasing supplies. Board members requested a wish list with prices from staff to share with potential donors for item-specific contributions.

Ms. Winningham reported there were no updates on facilities. Board members asked about the condition of the school facilities. Ms. Winningham advised there are no major issues with facilities, but several minor issues will be addressed before the beginning of the next school year.

Ms. Winningham advised an offer has been made to a candidate for Principal. Board members received prior notice by email with a resume and reference letters attached. Three full-time teacher positions are currently open for the 2017-2018 school year. Once a contract has been signed by the new Principal, the Executive Director will share teacher applications for input on new hires.

Dr. Ray provided an update on standardized testing reporting that students were very calm and that Ms. Clark “holds the school together like super glue.” Ms. Clark expressed that students are very prepared for testing and comfortable, giving credit to Ms. Gravitt for preparing students in English Language Arts.

Ms. Winnigham provided an update on the lottery for new students. Several acceptance letters have been sent to parents. One seat per grade level has been kept open until after vacant teacher positions have been filled.

Ms. Manning provided an update on plans for the Chamber of Commerce Networking Showcase to be hosted by the School on April 27, 2017. Students will create crafts for centerpieces and decorations.



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING (continued)
February 8, 2017**

Ms. Hill presented the School calendar for the remainder of the current school year.

The Board approved the Volunteer Policy on a motion by Ms. Chilton and unanimous vote by Board members in attendance.

The Board approved the amended Budget on a motion by Ms. Keppler and a unanimous vote by Board members in attendance.

There were no public comments.

There being no further business to discuss, the meeting was adjourned at 7:00pm.

The next Board of Directors meeting is scheduled for 6:00pm on Wednesday, May 17, 2017.

Faithfully submitted by Craig Clevenger, Secretary