



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,  
BOARD OF DIRECTORS MEETING  
June 21, 2017**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on Wednesday, June 21, 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. T. Michael Stavres, Treasurer  
Ms. Chilton  
Ms. Nettlow  
Dr. Santiago

**Additional attendees:**

Ms. Karen Winningham, Executive Director  
Ms. Jill Manning, Executive Admin. Assistant  
Mr. Brandon Richard

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

Ms. Hill called the meeting to order at 5:58pm.

Ms. Winningham presented a proposed budget for the 2017-2018 fiscal year.

Dr. Santiago entered the meeting at 6:09pm.

The Board approved the 2017-2018 Budget on a motion by Mr. Stavres and a unanimous vote by Board members in attendance.

The Board approved changing the time for regular monthly board meetings to 4:30pm on a motion by Mr. Stavres and a unanimous vote by Board members in attendance.

Mr. Stavres exited the meeting at 6:30pm.

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

- May 17, 2017 Board Meeting Minutes
- April 2017 Financial Statements

Ms. Winningham provided the following updates

- Enrollment for the 2017-2018 school year
- CSP grant requests and disbursements
- Staffing Plan for the School
- Montessori training for teachers

Ms. Winningham will email Board members a list of maintenance and improvement project needs for the School.

Ms. Hill and Ms. Winningham will meet to discuss the pre-school scholarship options.

Results from the student standardized tests were previously emailed to Board members.



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,  
BOARD OF DIRECTORS MEETING (continued)  
June 21, 2017**

The Board approved a Board of Directors application for Brandon Richard on a motion by Ms. Nettlow and a unanimous vote by Board members in attendance.

Ms. Wunningham presented an amended Accounting Policies & Procedures. The Board approved the Accounting Policies & Procedures on a motion by Ms. Chilton and a unanimous vote by Board members in attendance.

Ms. Wunningham reviewed upcoming action items for the School.

Mr. Clevenger notified the Board he will not be in attendance for the July 2017 regular Board meeting.

There were no public comments.

There being no further business to discuss, the meeting was adjourned at 7:17pm.

The next Board of Directors meeting is scheduled for 4:30pm on Wednesday, July 21, 2017.

*Faithfully submitted by Craig Clevenger, Secretary*