

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

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on July 19, 2017, beginning at 4:30 pm.

The members of the Board of Directors are:

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

The following members attended:

Mrs. Hill, President
Mrs. Keppler, Vice President
Mr. Stavres, Treasurer
Ms. Chilton (via phone until arrival at 4:45 pm)
Mrs. Nettlow
Mr. Richard

Additional attendees:

Mrs. Karen Winningham, Executive Director

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

Mrs. Hill called the meeting to order at 4:30 pm and asked for any changes to the agenda. The agenda was amended to reflect a correction in the title of the Board Action item (2017-2018 Budget Amendment was changed to 2016-2017 Budget Amendment) and a change to the Accounting Policy was added for Board Action.

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

- June 21, 2017 Board Meeting Minutes
- June 2017 Financial Statements

Mrs. Winningham provided an update on student enrollment for the 2017/2018 school year. Mr. Stavres inquired about the attrition rate and cause, if known. Mrs. Winningham agreed to provide additional information at the August Board Meeting.

Mrs. Winningham provided a Financial Update including information pertaining to the CSP Grant, Thompson Grant (assigned funds for music education), the Give Well Grant (scholarships), and the Line of Credit.

Mrs. Winningham provided a Facility Update and noted specific projects/tasks needing to be addressed prior to August 10. Items to be addressed include installation of the flag pole, cleaning under the boardwalk, pressure washing of sidewalks, mounting of televisions, window cleaning, furniture assembly and inventorying of supplies.

Mrs. Winningham provided an update on personnel matters. The vacancy in the Principal position was discussed and it was noted that Mrs. Hill and Ms. Chilton were conducting initial screenings of potential candidates. Mrs. Winningham also discussed the potential for “lead” faculty in each area to help address issues that may otherwise have been referred to the Principal.

Mrs. Hill provided an update on the Preschool Scholarship program. No Board action was required.

The Board discussed the current enrollment and available spaces within the Preschool program. The Board discussed possible marketing strategies for the program as well as opportunities for scholarships (aside from those presently offered through the school). Mrs. Hill agreed to look into a Facebook marketing push for the ensuing weekend.

Mrs. Hill noted there was still one vacant seat on the CJM Board and requested Board Members consider bringing forward at the August 16, 2017 Meeting names of individuals that would compliment the current board strengths.

Mrs. Keppler commented on training for Board Members and agreed to provide additional information at the August 16, 2017 Meeting.

Mrs. Winningham presented the FY 2016-2017 Final Budget Amendment for the Board's consideration; discussion ensued. Mr. Stavres made a motion to approve the Amendment as presented. The motion passed by unanimous vote.

Mrs. Winningham presented a proposed change to the current Accounting Policy specific to the use of "assigned" and "unassigned" funds; discussion ensued. Mr. Stavres made a motion to approve the change to the Accounting Policy as presented. The motion passed by unanimous vote.

Mrs. Hill and Mrs. Winningham provided information pertaining to the first day of school, student orientation and the timeline for needing certain tasks to be completed.

The date of the next meeting was corrected to reflect August 16, 2017 (versus August 18 as noted on the agenda).

There were no public comments.

There being no further business to discuss, the meeting was adjourned at 5:52 pm..

The next Board of Directors meeting is scheduled for 4:30 pm, Wednesday, August 16, 2017.

Respectfully submitted by T. Michael Stavres, Treasurer