



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING
February 26, 2018**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on Monday, February 26, 2018, beginning at 4:30pm.

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
Mr. Brandon Richards
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
Mr. Richards
Dr. Santiago

Additional attendees:

Ms. Karen Winningham, Executive Director

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

Ms. Hill called the meeting to order at 4:37pm with no additions 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:

- January 22, 2018 Board Meeting Minutes as corrected
- January 2018 Financial Statements

Ms. Hill led a review of the School Bylaws

Mr. Stavres moved the regular scheduled Board meeting in June School’s be designated as the School’s Annual Meeting. The motion was approved by a unanimous vote by the Board of Directors.

Ms. Winningham presented a New Hire Montessori Training Policy as an option to ensure new hires fulfill a long-term commitment of employment at the School if the School pays for Montessori teacher training for the new hire. Discussion ensued. The Board approved the policy as presented on a motion by Ms. Chilton and a unanimous vote by the Board of Directors.

Mr. Richards notified the Board of his limited availability to serve as a Director and expressed his desire to continue serving the School in an advisory capacity.

Ms. Winningham presented the School’s Staffing Plan and an update on the 2017-2018 enrollment. Discussion ensued.

Ms. Hill presented an update on the 2018-2019 student enrollment lottery.

As part of the Financial Update, Ms. Winningham reported the School was approved for a bank loan to fund installation of playground equipment and presented a 2018-2019 Budget Proposal. Ms. Winningham advised a request to approve the 2018-2019 Budget may be presented as early as the next regularly scheduled Board meeting in March 2018.



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING (continued)
February 26, 2018**

Ms. Winningham provided Board members with results from FAIR progress monitoring assessments grades 3-7.

Ms. Winningham led a discussion on Preschool enrollment.

Ms. Hill led a brief discussion on prospective new members for the Board of Directors.

Mr. Stavres recommended holding events, such as Grandparents' Day, be held per grade level at different times to alleviate crowding inside the facility as well as car parking in the vicinity of campus.

There were no public comments.

There being no further business to discuss, the meeting was adjourned at 6:06pm.

The next Board of Directors meetings are scheduled for 4:30pm on Monday, March 19, 2018.

Faithfully submitted by Craig Clevenger, Secretary