



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,  
BOARD OF DIRECTORS MEETING  
January 22, 2018**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on Monday, January 22, 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 Richard  
Dr. Martha Santiago

**The following members attended:**

Ms. Hill, President  
Ms. Keppler, Vice President  
Mr. Clevenger, Secretary  
Mr. T. Michael Stavres, Treasurer  
Ms. Chilton  
Mr. Richard  
Dr. Santiago

**Additional attendees:**

Ms. Karen Winningham, Executive Director  
Ms. Jillian Spangler, Esquire  
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 4:30pm and accepted additions 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 18, 2017 Board Meeting Minutes as corrected
- December 2017 Financial Statements

The Board moved its regular monthly meeting for February 2018 to February 26, 2018 due to Presidents Day on a motion by Ms. Chilton and a unanimous vote by Board members in attendance.

Ms. Hill led a discussion on preferences in lottery admissions for the School, considering the following:

- Children of full-time staff and Board of Directors for the School
- Students who have attended the VPK program at the School
- Siblings of students currently enrolled at the School
- Siblings of students selected within the same lottery process
- Students who have completed a full year at a Montessori school within the prior two school years

Ms. Hill and Ms. Spangler will create a final draft of a policy for student admissions lottery preferences to present for approval at a special meeting of the Board of Directors 5:15pm on Monday, January 29, 2018. The meeting was called on a motion by Mr. Stavres and a unanimous vote by Board members in attendance. Ms. Hill will notice the event and update calendar invites to Directors.

Ms. Winningham led a discussion on relations with local Montessori charter schools.

Ms. Spangler exited from the meeting at 6:00pm.

Ms. Hill led a review of the results for the Executive Director’s Annual Review. The Board approved an annual contract for the Executive Director on a motion by Ms. Chilton and a unanimous vote by Board members in attendance.



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,  
BOARD OF DIRECTORS MEETING (continued)  
January 22, 2018**

The Board approved Mr. Stavres continue as a member of the Board of Directors for an additional two-year term on a motion by Dr. Santiago and a unanimous vote by Board members in attendance.

The Board approved Ms. Chilton continue as a member of the Board of Directors for an additional two-year term on a motion by Mr. Stavres and a unanimous vote by Board members in attendance.

Ms. Winningham shared a message from Ms. Nettlow expressing Ms. Nettlow's desire to complete her term on the School's Board of Directors and continue serving as a volunteer in an advisory role. Board members discussed prospective nominees.

Mr. Stavres exited the meeting at 6:10pm.

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

Ms. Winningham led a review of I-Ready diagnostic assessment reports by grade and class. Discussion ensued.

Ms. Winningham advised a candidate has accepted an offer as Principal for the School. An official announcement of the appointment will be made at a later date.

Ms. Winningham presented an update on enrollment for the 2017-2018 academic year.

Ms. Winningham presented an update on Open Enrollment for the 2018-2019 academic year.

Ms. Winningham presented a financial update.

Dr. Santiago exited the meeting at 6:30pm

The Board discussed terms for the Board of Directors. Mr. Clevenger requested clarification on dates of service for terms of Directors. Ms. Hill will request advice from Ms. Spangler.

Ms. Hill led a discussion on potential fundraising activities.

Ms. Keppler advised the Parent Involvement Group will meet the following week.

Ms. Chilton advised grant funding may be available from a private foundation. Board members discussed requested funds for preschool tuition scholarships.

There were no public comments.

There being no further business to discuss, the meeting was adjourned at 6:47pm.

The next Board of Directors meetings are scheduled for 5:15pm on Monday, January 29, 2018 and 4:30pm on Monday, February 26, 2018.

*Faithfully submitted by Craig Clevenger, Secretary*