



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,  
BOARD OF DIRECTORS MEETING  
April 16, 2018**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on Monday, April 16, 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

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 4:35pm and accepted one addition to the agenda.

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

- Approve January 29, 2018 Special Board Meeting Minutes
- Approve February 26, 2018 Board Meeting Minutes
- Approve March 19, 2018 Board Meeting Minutes
- Accept February 2018 Financial Statements
- Accept March 2018 Financial Statements

The Board approved Shawn Kinsey as a member of the School’s Board of Directors on a motion by Mr. Stavres and a unanimous vote by Board members in attendance. Ms. Hill advised Mr. Kinsey’s term will continue through June 30, 2020.

Ms. Winningham presented an update on the Staffing Plan and Enrollment for the 2018-2019 school year.

Ms. Winningham advised the Board on the status of CSP grant funding and expenditures.

Ms. Winningham presented a facilities update. The Board discussed plans for playground equipment. Ms. Winningham advised the School’s cleaning services may be assigned to a newly created staff position. Discussion followed with potential duties and responsibilities to sustain a full-time position. Ms. Winningham advised the Board of plans regarding the new Safe Schools legislation. Discussion ensued.

Ms. Winningham advised students are currently participating in state-mandated testing and reported the success of the Upper Elementary Science Showcase.

Board members discussed parent engagement, opportunities for parents and guardians to support the school community and best methods for communicating with parents and guardians. The School will host a family garage sale fundraiser on campus Saturday, April 28, 2018.



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BOARD OF DIRECTORS MEETING (continued)  
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Ms. Hill led a discussion on ideas for fundraising. Ms. Nettlow provided an update on the Lip Sync Battle fundraiser scheduled for October 10, 2018.

Board members were provided with drafts of letters to promote preschool scholarships through an Early Education Scholarship Fund. Ms. Hill presented and discussion ensued.

Ms. Chilton presented an update on grant funding from a private foundation.

Ms. Keppler presented an update on the Parent Involvement Committee as well as Leadership and Overview of Montessori.

There were no public comments.

There being no further business to discuss, the meeting was adjourned at 5:55pm.

The next Board of Directors meeting is scheduled for 4:30pm on Monday, May 21, 2018.

*Faithfully submitted by Craig Clevenger, Secretary*