



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,  
BOARD OF DIRECTORS MEETING  
June 8, 2016**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “Company”), was held at the office of CNP on June 8, 2016, beginning at 5:30pm.

**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

**The following members attended:**

Ms. Hill, President  
Ms. Keppler, Vice President  
Mr. Clevenger, Secretary  
Mr. Stavres, Treasurer

**Additional attendees:**

Ms. Karen Winningham, Executive Director  
Ms. Casey Moyer-Caswell, Principal

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

Ms. Hill called the meeting to order at 5:36pm and asked for any changes to the agenda.

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

- May 11, 2016 Board Meeting Minutes
- May 24, 2016 Board Meeting Minutes
- May 24, 2016 Policy Committee Meeting Minutes
- June 1, 2016 Policy Committee Meeting Minutes

Ms. Winningham provided a financial update including balances for bank accounts and line of credit with a summary of recent and expected financial transactions.

Ms. Winningham provided an update on the status of the CSP Grant.

Ms. Winningham provided an update on enrollment and registration followed by a discussion on bussing for students, student pick-up and drop-off, Preschool scholarship grant from GiveWell Community Foundation.



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,  
BOARD OF DIRECTORS MEETING (continued)  
June 8, 2016**

Ms. Hill requested Ms. Winningham provide policies for the Student Handbook for approval at the July Board meeting.

Ms. Winningham provided an update on Teacher Hiring. Five teachers and two assistant teachers have verbally accepted offers of employment. Two teacher positions remain vacant. Ms. Winningham advised an onboarding meeting will be scheduled for the last week of June and teachers will attend Montessori certification training July 7-22, 2016 in Sarasota, FL.

Ms. Winningham provided an update on construction of the facility reporting a leak in the roof of the existing building requiring repairs to the existing roof and new drywall.

Mr. Stavres requested access to the facility for volunteers to paint interior walls the evening of Friday, June 10, 2016. Ms. Winningham reported Lowe's Home Improvement Store will deliver paint and supplies at 9:00am Friday, June 10, 2016. Volunteers will assist with interior painting Saturday, June 11, 2016.

Ms. Winningham presented the Pre-Opening Site Visit Checklist reporting the status for each item.

Mr. Stavres updated the Board on the search to fill a vacancy on the Board of Directors.

Ms. Winningham requested suggestions for individuals to serve on the Audit Committee followed by a brief discussion on requirements for filing tax returns.

Ms. Hill reported a Resource Development Committee had been formed and will begin meeting in June.

Ms. Keppler provided an update from the Policy Committee.

Ms. Hill reported a Press Release had been sent announcing hiring of Executive Director and Principal as well as corporate partnerships.

Ms. Hill led a discussion on actions to be completed by Board members. Ms. Winningham advised a timeline and responsibility flowchart would be updated for the next Board meeting.

Ms. Hill led a discussion of action points to prepare for the June Board meeting.

There were no public comments at the end of business.

There being no further business to discuss, the meeting was adjourned at 7:22pm.

The next Board of Directors meeting is scheduled for 12:00pm on Tuesday, June 21, 2016 at the Winter Haven Library.

*Faithfully submitted by Craig Clevenger, Secretary*