



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING
June 29, 2016**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “Company”), was held at the Winter Haven Public Library on June 29, 2016, beginning at 12:00pm.

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
Ms. Cynthia Chilton

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 12:02pm.

Ms. Winningham advised the CSP grant is in final review at the Florida Department of Education Grant Management offices. Board members and staff discussed planned purchases from grant funding.

Ms. Winningham advised there were no changes to enrollment since last Board meeting. 113 K-6 students and 11 pre-K students have enrolled for the 2016-2017 school year. 17 applications remain outstanding for K-6 and 5 applications remain outstanding for pre-K; Applications are due Friday July 1. There are 8 spots available for sixth grade and 20 spots available for pre-K. Board members are encouraged to advertise open spots for students in sixth grade and pre-K.

Ms. Winningham led a discussion on status of staff hiring.

After discussion, the Board authorized staff to procure data wiring services on a motion by Mr. Stavres seconded by Ms. Chilton and a unanimous vote by Board members in attendance.

The Board approved the Procurement Policy for the Company’s purchase of products and services on a motion by Mr. Stavres seconded by Ms. Keppler and a unanimous vote by Board members in attendance.



The Board approved the Segregation of Financial Duties Policy designating the Executive Director and the Principal as check signors on a motion by Mr. Stavres seconded by Ms. Keppler and a unanimous vote by Board members in attendance.

Ms. Wunningham advised the Parent Handbook would be available for approval at the next Board meeting.

Ms. Wunningham provided an update on food services.

Ms. Wunningham led a discussion on follow-up items.

There were no public comments at the end of business.

There being no further business to discuss, the meeting was adjourned at 1:08pm.

The next Board of Directors meeting will be held 5:30pm on Wednesday, July 6, 2016 at the office of CNP in Winter Haven, FL.

Faithfully submitted by Craig Clevenger, Secretary