



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,  
BOARD OF DIRECTORS MEETING  
July 6, 2016**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “Company”), was held at the office of CNP on July 6, 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  
Ms. Cynthia Chilton  
Ms. Audrey Nettlow

**Additional attendees:**

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

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

Ms. Hill called the meeting to order at 5:31pm and asked for any changes to the agenda.

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

- June 8, 2016 Board Meeting Minutes
- June 21, 2016 Board Meeting Minutes
- June 29, 2016 Board Meeting Minutes

Ms. Winningham provided a financial update including recent and upcoming expenses. Ms. Winningham advised Polk Schools will send FEFP disbursement on July 13, 2016. School administration and Polk Schools received confirmation of CSP grant approval. Ms. Winningham led a discussion on expenditures funded by CSP grant.

Ms. Winningham provided an update on enrollment and registration. Board members requested demographics data be reported separately for pre-K enrollment and K-6 enrollment.



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,  
BOARD OF DIRECTORS MEETING (continued)  
July 6, 2016**

Ms. Moyer-Caswell provided an update on Human Resources. Teachers reported to Montessori training Wednesday, July 6, 2016. Teacher assistants will participate in a 10-week foundational course online. Ms. Moyer-Caswell will provide the board with additional information on the foundational course.

Ms. Winningham provided an update on facilities. Lowe's Home Improvement will install fencing around school building on July 16-17, 2016 as an in-kind contribution. Estimates were received from City of Winter Haven for impact fees. Ms. Spangler advised impact fees are responsibility of property owner.

Ms. Winningham reported applications were still pending for the vacancy on the Board of Directors.

Ms. Hill provided an update from the Resource Committee. The Company will be a co-beneficiary for a Celebrity Lip Synch Battle fundraising event to be held October 13, 2016 at Theatre Winter Haven. Mr. Stavres requested a quote for alcohol liability insurance. Mr. Clevenger will be listed as representative on application for an alcohol permit.

Ms. Keppler led a discussion on the Parent Handbook.

Ms. Winningham advised a newsletter would be sent out with spotlights on new staff members.

Ms. Winningham reported school administration would host office hours open to the public every Thursday 4:00-6:00pm in the multipurpose room at the Winter Haven Public Library.

Ms. Hill led a discussion on the student application for pre-K scholarships funded through GiveWell Community Foundation.

Ms. Keppler will develop platforms for signing up for school programs such as before/after care and lunch orders.

There were no public comments at the end of business.

There being no further business to discuss, the meeting was adjourned at 7:14pm.

The next Board of Directors meeting is scheduled for 12:30pm on Wednesday, July 20, 2016 at the City of Winter Haven Chain of Lakes Complex.

*Faithfully submitted by Craig Clevenger, Secretary*