



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING
July 20, 2016**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “Company”), was held at the office of CNP on July 20, 2016, beginning at 12:30pm.

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

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

Ms. Hill called the meeting to order at 12:29pm and asked for any changes to the agenda.

Ms. Winningham provided a financial update and led a discussion on recent and upcoming transactions.

Ms. Winningham provided an update on student enrollment. Ms. Winningham advised more preschool students need to be enrolled. School Administrators will meet with Florida Department of Children & Families (DCF) on Thursday, August 21 regarding regulations for preschool enrollment. Applications for before/after school care should be posted on Thursday, August 21.

Ms. Winningham provided an update on Human Resources and led a discussion on staffing before/after school care.

Ms. Winningham provided an update on facilities. During discussion, Mr. Stavres advised on placement of playground structures. Ms. Winningham advised Radon testing will begin Friday, August 22.

Ms. Hill reported an application was received for the vacancy on the Board of Directors.

Ms. Hill provided an update on the Lip Sync Battle fundraising event scheduled for October 13, 2016.

Ms. Hill provided an update on the Preschool Scholarships provided through GiveWell Foundation. Scholarships will be awarded based on financial need with priority given to students who have been accepted for Kindergarten enrollment. Fourteen applications have already been received. Board members can access selection process, application, and marketing plan for scholarships through the Company’s Google Documents.

Mr. Clevenger advised a request for American flags was submitted to Woodmen of America.

There were no public comments at the end of business.

There being no further business to discuss, the meeting was adjourned at 1:38pm.

The next Board of Directors meeting is scheduled for 5:30pm on Wednesday, August 3, 2016 in the multipurpose room at Cypress Junction Montessori facility.

Faithfully submitted by Craig Clevenger, Secretary