



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING
August 3, 2016**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “Company”), was held on August 3, 2016, beginning at 5:30pm in the upper elementary classroom; the first board meeting to be held at the school facility.

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. Audrey Nettlow

Additional attendees:

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

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

Ms. Hill called the meeting to order at 5:37pm 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. Nettlow and a unanimous vote by Board members in attendance:

- July 6, 2016 Board Meeting Minutes
- July 20, 2016 Board Meeting Minutes

Ms. Winningham provided a brief financial update advising all credits from the line of credit and advance from Polk County Public Schools have been disbursed and expended.

Ms. Winningham provided an update on student enrollment. Pending outstanding registration packets, enrollment is completely full except for four spots remaining for sixth grade. Ms. Moyer-Caswell briefly explained some of her expectations for assimilating students with Montessori methods in an effort to improve student retention.

Ms. Moyer-Caswell advised on staffing before and after school care and upcoming interviews for an additional Teacher Assistant position in the primary classrooms.

Ms. Winningham provided an update on the Department of Children and Families inspections and anticipates approval prior to first day of operations. The health inspection is scheduled for Tuesday, August 9, 2016.

Ms. Winningham provided an update on facilities. All inspections to date have been passed. Ms. Winningham expressed concerns with local businesses using the parking spots along the North side of the facility. Mr. Stavres advised on quotes received for playground equipment.

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

Ms. Hill provided an update on plans for the Ribbon Cutting and Open House event scheduled for Wednesday, August 10, 2016.

Ms. Hill provided an update on the Preschool Scholarships provided through GiveWell Foundation. 25 applications were submitted. The final deadline is Friday, August 5, 2016.



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING (continued)
August 3, 2016**

Ms. Hill advised including specific language in email signatures for Board members and Staff and will email the suggested language to all Board members.

The Board approved Dr. Martha Santiago as a member of the Board of Directors on a motion by Mr. Stavres seconded by Ms. Nettlow and a unanimous vote by Board members in attendance.

In public comments, Zulema Felix expressed her appreciation as a parent to Board members and staff. Ms. Hill confirmed for Ms. Felix staff biographies are available on the Company website. Ms. Felix provided suggestions for organizing the Ribbon Cutting and Open House event.

There being no further business to discuss, the meeting was adjourned at 7:01pm.

The next Board of Directors meeting is scheduled for 5:30pm on Wednesday, September 7, 2016 in the multipurpose room at Cypress Junction Montessori facility.

Faithfully submitted by Craig Clevenger, Secretary