



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,  
BOARD OF DIRECTORS MEETING  
September 7, 2016**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “Company”), was held on September 7, 2016, beginning at 6:00pm in the multipurpose room of 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  
Dr. Martha Santiago

**The following members attended:**

Ms. Keppler, Vice President  
Mr. Clevenger, Secretary  
Mr. Stavres, Treasurer  
Ms. Cynthia Chilton  
Ms. Audrey Nettlow  
Dr. Martha Santiago

**Additional attendees:**

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

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

Ms. Keppler called the meeting to order at 6:03pm 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:

- August 3, 2016 Board Meeting Minutes

Ms. Winningham provided an update on student enrollment. Only two seats are available, one in 4<sup>th</sup> grade and one in 6<sup>th</sup> grade. A lottery was run on Tuesday, September 6 and notifications will be sent on Thursday, September 8.

Ms. Moyer-Caswell advised on how gifted students are being served by contractor Sandra Hart and services for special needs students through Our Children’s Academy.

Ms. Winningham provided a detailed report on financial statements and updates to the annual budget with assistance from Ms. Sentner. The Board approved changes to the annual budget as proposed by Ms. Winningham on a motion by Mr. Stavres seconded by Ms. Nettlow and a unanimous vote by Board members in attendance.

Ms. Winningham led a discussion on facilities. The lower elementary classrooms need separation. Mr. Stavres will approach a local resident to provide signage and suggested students provide input for play structures. Ms. Winningham provided a wish list of items for the facility.

Ms. Moyer-Caswell provided an update on staffing. She advised a new staff member was hired for afterschool care and one lower elementary teacher submitted a letter of resignation. Administration has begun interviewing and hope to hire a lower elementary teacher in the following week.

Ms. Moyer-Caswell advised Polk County Public Schools (PCSB) has revoked the Company’s access to the PCSB Approved Volunteer list.

Ms. Moyer-Caswell provided a Montessori classroom update listing examples of activities conducted by students. Mr. Stavres encouraged Board members to visit students and staff during school hours.



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,  
BOARD OF DIRECTORS MEETING (continued)  
September 7, 2016**

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

Ms. Chilton advised the Company applied for \$15,000 in grants from GiveWell Community Foundation to provide scholarships for preschool students during the 2017-2018 school year.

Ms. Chilton provided an update on plans for the annual evaluation of the Executive Director and advised the process should be completed by February 1, 2017.

Ms. Winningham advised moving regular Board meetings to a week later in the month to accommodate Polk County Public Schools District Reporting deadlines.

Ms. Winningham confirmed the Audit Committee members and advised the committee will begin meeting.

Ms. Winningham provided an update on a Parent Involvement Group.

Ms. Winningham confirmed she, as Executive Director, and Katrina Hill, as a Board member, will attend the Florida Charter School Conference November 2-4, 2016.

There were no public comments at the end of business.

There being no further business to discuss, the meeting was adjourned at 8:30pm.

The next Board of Directors meeting is tentatively scheduled for 6:00pm on Wednesday, October 5, 2016 in the multipurpose room at Cypress Junction Montessori facility, but may be rescheduled for Wednesday, October 12, 2016.

*Faithfully submitted by Craig Clevenger, Secretary*