



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING
October 12, 2016**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on October 12, 2016, beginning at 6:00pm in the multipurpose room at Cypress Junction Montessori 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. Hill, President
Ms. Keppler, Vice President
Mr. Clevenger, Secretary
Mr. Stavres, Treasurer
Ms. Chilton
Ms. Nettlow
Dr. Santiago

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 6:10pm and asked for any changes to the agenda.

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

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Ms. Winningham provided an update on charter enrollment with an estimate of Full Time Equivalent (FTE) funding based on current enrollment, followed by an update on preschool enrollment. Board members discussed ideas for increasing preschool enrollment and budget impacts. Ms. Hill suggested researching scholarships provided by Step Up for Students.

Ms. Winningham provided a financial update with Statements of Financial Position for July 2016, August 2016, and September 2016.

Ms. Winningham provided an update on facilities and advised a cleaning service would be contracted for janitorial services. Blinds will be purchased for windows on the East side of the building and quotes will be solicited to install a dividing wall between the lower elementary classrooms. Mr. Stavres reported Scott Eilers will paint a variation of the Cypress Junction Montessori school logo on two sides of the facility as signage. Mr. Stavres suggested Board members research products from Imagination Playground for a play area. Dr. Santiago asked parents be notified of facilities updates related to playground and shade structure.



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING (continued)
October 12, 2016**

Ms. Moyer-Caswell provided an update on Human Resources. A vacant teacher position in a lower elementary classroom has been filled with a permanent substitute through Kelly Services. Ms. Moyer-Caswell and Ms. Winningham advised they were communicating with parents of students in the class. Administration is developing a substitute teacher list in response to difficulties with acquiring substitute teachers through Kelly Services. A part-time employee has been hired for after-school care. Ms. Moyer-Caswell and Dr. Santiago reported a partnership is being developed between the School and Polk State College (PSC) to provide field experiences for PSC students at the School.

Ms. Moyer-Caswell provided a Classroom Report. A lower elementary classroom successfully incubated chicken eggs and hatched chicks as part of a student's Four-H project. The upper elementary classrooms have implemented a weekly "Restaurant" project where students serve each other and develop soft skills.

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

Ms. Keppler reported on the Parent Involvement Group which held its first meeting on Thursday, September 29, 2016 and will continue to meet monthly. Board members discussed and advised on organizational structuring of the parent group. The next meeting will be Thursday, October 20, 2016 in the multipurpose room.

The Board accepted the Financial Reports for July 2016, August 2016, and September 2016 on a motion by Mr. Stavres seconded by Dr. Santiago and a unanimous vote by Board members present.

Ms. Winningham provided an update on Polk County School District deadlines for reporting. The Board began discussions on the Executive Director Evaluation.

Ms. Winningham advised the first meeting for the Audit Committee will be scheduled by next week.

Mr. Stavres asked the status of school make-up days due to school days cancelled for Hurricane Matthew. Ms. Winningham advised Polk County Public Schools' has not yet made a decision on make-up school days at this time.

Ms. Chilton advised of the opportunity to apply for grants through the Thompson Foundation.

There were no public comments.

There being no further business to discuss, the meeting was adjourned at 8:21pm.

The next Board of Directors meeting is scheduled for 6:00pm on Wednesday, November 9, 2016 in the multipurpose room at Cypress Junction Montessori facility.

Faithfully submitted by Craig Clevenger, Secretary