



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING
November 9, 2016**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on November 9, 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 6:03pm and asked for any changes to the agenda.

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

- October 12, 2016 Board Meeting Minutes
- October 2016 Financial Statements

Ms. Winningham provided an update on student enrollment.

Ms. Winningham provided a financial update with Statements of Financial Position for October 2016. Ms. Winningham will meet with Alicia Sentner on December 1, 2016 to finalize a proposed amendment to the Operational Budget. Ms. Winningham also proposed scheduling an Audit Committee meeting the same week. On October 11, 2016, an amendment was submitted to request additional funds from the Charter Schools Program support grant.

Ms. Winningham provided an update on facilities and advised a cleaning service has been contracted for janitorial services. Blinds were purchased for windows on the East side of the building and administrative offices.

Ms. Moyer-Caswell provided an update on Human Resources. The permanent substitute through Kelly Services filling vacant teacher position in a lower elementary classroom has been replaced with a permanent substitute through the School’s substitute teacher list. Ms. Moyer-Caswell is meeting with teachers weekly to check for understanding of upcoming lessons and activities while teachers continue professional development.

Ms. Moyer-Caswell provided a Classroom Report on student activities.

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



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Ms. Moyer-Caswell reported on Academic Progress. Students in grades 3-6 are participating in Florida Assessment for Instruction in Reading (FAIR) to monitor student progress. Ms. Moyer-Caswell advised assessment data is being used by teachers to support student learning goals. The Board discussed Transparent Classroom and Ms. Moyer-Caswell advised teachers have a goal to update student progress information available for parents.

Ms. Keppler reported on the Parent Involvement Group which will focus on providing support for the School. The group elected three officers and will form committees.

Ms. Hill provided an update from the Resource Development Committee. The School anticipates receiving approximately \$11,000 from the Celebrity Lip Sync Battle fundraiser.

Ms. Winningham advised Mr. Stavres and Ms. Winningham will serve on the Audit Committee along with Alicia Sentner and Hap Hazelwood.

Ms. Winningham and Ms. Hill reported on their attendance to the Florida Charter School Conference. Ms. Hill presented her takeaways from the conference regarding Board Focus.

Ms. Chilton proposed setting goals related the School's mission. Ms. Hill requested Board Members send suggestions for goals and objectives to her before November 30, 2016 for discussion at the December Board meeting.

Ms. Hill presented a proposed Annual Meeting Calendar.

Ms. Winningham presented dates for compliance tracking including reports due to Charter School Development Corporation (CSDC), Polk County School Board (PCSB), Florida Department of Education (DOE) and the Office of Charter Schools.

Ms. Hill led a discussion on marketing for increasing preschool enrollment.

Ms. Keppler presented a lottery selection schedule for 2017-2018 enrollment with a goal of posting the student enrollment application on Monday, November 14, 2016. The Board discussed procedures for enrollment applications.

The School's Executive Director has created and will maintain a binder containing Minutes and documents from Board meetings and policies set by the Board of Directors.

Resolved that pursuant to Section 6 of that certain Employment Agreement between Karen Winningham and Cypress Junction Montessori, Inc. dated April 6, 2016, the Board of Directors unanimously deems it appropriate and in the best interest of the School to assist Executive Director in the financial responsibilities occasioned by her pregnancy in an amount equal to fifty percent (50%) of her pretax salary up to six (6) weeks on a motion by Dr. Santiago seconded by Ms. Chilton and a unanimous vote by Board members in attendance.

Ms. Chilton presented options for the Board to conduct an Annual Review of the Executive Director and requested Board members advise on their preferences prior to the December Board meeting.

The Board was presented with two versions of a proposed Medical Leave Policy followed by a brief discussion. Ms. Winningham will present a final version for approval at the December Board meeting.

Ms. Moyer-Caswell proposed a half-day preschool program. Ms. Chilton motioned to open enrollment for morning preschool (8:30AM-11:30AM) for the 2016-2017 school year with a tuition fee of \$350 per month. The motion was seconded by Ms. Nettlow. After discussion, Ms. Chilton and Ms. Nettlow withdrew the motion for consideration at a later date.

Ms. Hill summarized action items for Board members to be considered or completed prior to the December Board meeting.



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING (continued)
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There were no public comments.

There being no further business to discuss, the meeting was adjourned at 8:48pm.

The next Board of Directors meeting is scheduled for 6:00pm on Wednesday, December 14, 2016 in the multipurpose room at Cypress Junction Montessori facility.

Faithfully submitted by Craig Clevenger, Secretary