



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING
December 14, 2016**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on December 14, 2016, beginning at 6:00pm.

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

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 6:05pm and asked for any changes to the agenda.

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

- November 9, 2016 Board Meeting Minutes
- November 2016 Financial Statements

Ms. Winningham provided an update on student enrollment.

Ms. Winningham provided a financial update reporting she will resubmit the proposed amendment to the Charter Support Program (CSP) grant due to changes in the CSP procedures.

Ms. Winningham provided an update on facilities. Ms. Winningham received estimates from three companies to install a wall to separate the lower elementary classrooms. Lowe’s has provided supplies for a shade structure and chain link fence for the potential outdoor space, but Mrs. Winningham advised the School may have to pay for installation. The Board discussed potential improvements and maintenance. Several Board members offered to assist with various improvements and repairs during the winter break.

Ms. Nettlow joined the meeting at 6:29pm.

Ms. Moyer-Caswell provided an update on Human Resources including a report on progress of Montessori training for teachers. Ms. Chilton requested future reports include expected completion dates. Ms. Hill requested future reports be displayed by teacher instead of grade level, but not to identify names of individuals. Ms. Winningham reported a staff position will be formed and advertised to provide adequate staff support during the Executive Director’s maternity leave.

Ms. Moyer-Caswell provided an Academic Progress Report including results for student FAIR testing and a report on Essential Elements of Montessori Practice.



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING (continued)
December 14, 2016**

Ms. Moyer-Caswell provided a Montessori Classroom Report. Students will have a field trip to see the Nut Cracker performance by the Florida Dance Theatre on Thursday, December 15, 2016. Several Board members shared their observations from visiting campus Monday, December 12, 2016.

Ms. Keppler reported on the Parent Involvement Group. Ms. Moyer-Caswell advised teachers have reached out to parent volunteers for assistance with success.

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

Ms. Hill provided an update from the Resource Development Committee. The School received \$12,643.43 from the Public Education Partnership of Winter Haven from the Celebrity Lip Sync Battle fundraiser held October 13, 2016, including reimbursements for expenses paid by the School. Ms. Chilton reported the school has been awarded a \$40,000 grant from Homer and Annette Thompson for music education and general curriculum.

Mr. Stavres provided an update from the Audit Committee. Mr. Clevenger requested all Committee Chairs maintain records including meeting Minutes for committee meetings and activities.

Ms. Hill led a discussion on compliance tracking.

Ms. Winningham provided an update on admissions lottery for 2017-2018 enrollment. During discussion, the Board expressed a desire for more diversity in demographics of student applicants.

Ms. Winningham provided an update on policy development including needs for policies regarding public records requests, school volunteers, and grievances process.

Ms. Hill provided an annual Board meeting calendar and matrix of Board and staff responsibilities.

Ms. Chilton advised the Board on the process for the Executive Director's evaluation.

Ms. Hill led a discussion on a half-day preschool program.

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.

The Board approved open enrollment for half-day preschool for the 2016-2017 school year on a motion by Ms. Chilton and a unanimous vote by Board members in attendance.

The Board approved the Accounting Policies and Procedures Policy as presented, authorizing to account for any scrivener errors on a motion by Mr. Stavres and a unanimous vote by Board members in attendance.

Ms. Hill led a discussion on goals for the School in the areas of financial management, staffing, academic achievement, Montessori environment, parent involvement and diversity of students. Goals developed by the Board will be shared with staff for collaboration in creating objectives and action steps.

Public Comments were heard from Ms. Jill Clark, a teacher at the School.

Ms. Hill reviewed action items for Board members to be completed by the next regular Board meeting.

There being no further business to discuss, the meeting was adjourned at 8:14pm.

The next Board of Directors meeting is scheduled for 6:00pm on Wednesday, January 11, 2017.

Faithfully submitted by Craig Clevenger, Secretary