



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING
February 8, 2017**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on February 8, 2017, 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
Ms. Chilton
Ms. Nettlow
Dr. Santiago

Additional attendees:

Ms. Karen Winningham, Executive Director
Ms. Jill Clark, Teacher
Ms. Nicole Erol, Teacher
Dr. Tony De Souza
Ms. Elizabeth Gravitt

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

Ms. Hill called the meeting to order at 6:08pm and asked for any changes to the agenda.

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

- January 11, 2017 Board Meeting Minutes
- January 2017 Financial Statements

Ms. Winningham provided an update on student enrollment and preschool enrollment.

Ms. Winningham provided a financial update.

Ms. Winningham provided an update on facilities. Installation of the walls between lower elementary classrooms have been installed and work has begun on installation of shade structure outside.

Ms. Winningham provided an update on Human Resources including a report on progress of Montessori training for teachers. Current vacancies include Principal, a Lower Elementary Assistant Teacher, and a Lower Elementary Co-Lead Teacher. The Assistant Teacher and Co-lead Teacher position are being filled by long term substitutes (one internal hire, one from Kelley Services). A full-time Executive Administrative Assistant position has been filled and will begin February 13, 2017. Two Classroom Assistants have also been filled to help teachers in classrooms as well as a part time Administrative Assistant to assist the administrative staff with start dates to be determined.

Ms. Winningham is searching for a retired elementary school Principal to temporarily fill the vacancy in the Principal position during the process of searching for a permanent Principal. The Board discussed options for advertising the Principal position.

Ms. Winningham advised she is exploring the option of contracting with After School Programs (ASP) to administer a before and after school care program.

Ms. Winningham advised the School’s student laptops are “too new” and not compatible with Florida DOE testing platform (operating system). McKeel Academy has offered to lend computers for testing.



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING (continued)
February 8, 2017**

Ms. Hill presented current lottery demographics and enrollment projections for the 2017-2018 school year. Board members are partnering with parents and community members to promote student applications in minority communities.

Ms. Winningham advised an RFP has been issued for the annual financial audit, with two proposals received by the deadline of January 31, 2017.

Ms. Hill reported the School will host a Networking Showcase with the Greater Winter Haven Chamber of Commerce on Thursday, April 27, 2017 from 5:30pm-7:00pm.

Ms. Hill presented a calendar of school events through the end of the school year.

Ms. Hill asked Board members to consider moving regular Board meetings later in the month. However, due to availability of members, the Board will continue to hold regular meetings on the second Wednesday of each month.

Ms. Hill presented an amendment to the Executive Director's Employment Agreement. The Board approved the amendment on a motion by Ms. Nettlow and a unanimous vote by Board members in attendance.

Ms. Hill presented a Public Records Request Policy. The Board approved the policy on a motion by Ms. Chilton and a unanimous vote by Board members in attendance.

Ms. Hill presented a Complaint Process Policy. The Board approved the policy on a motion by Ms. Chilton and a unanimous vote by Board members in attendance.

Ms. Nettlow presented a Volunteer Policy. After review and discussion, Board members were asked to provide input to Ms. Winningham. An updated policy will be brought to the Board at the next regular meeting.

Ms. Hill presented an updated Public Comments at Board Meetings Policy. The Board approved the policy on a motion by Ms. Chilton and a unanimous vote by Board members in attendance.

Ms. Hill presented Amendment 2 to the School's Bylaws. The Board approved the amendment on a motion by Ms. Nettlow and a unanimous vote by Board members present.

Ms. Keppler provided an update on the Parent Involvement Committee.

Board members discussed and heard public comments from staff members regarding the School yearbook and authoring blog posts to showcase School activities and achievements.

There were no further public comments.

There being no further business to discuss, the meeting was adjourned at 7:20pm.

The next Board of Directors meeting is scheduled for 6:00pm on Wednesday, March 8, 2017.

Faithfully submitted by Craig Clevenger, Secretary