



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

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on March 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  
Dr. Linda Ray, Interim Principal  
Ms. Jill Manning, Exec Admin Asst  
Ms. Jill Clark, Teacher  
Ms. Nicole Erol, Teacher  
Mr. Hap Hazelwood, Audit Committee Member

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

Ms. Hill called the meeting to order at 6:07pm and asked for any changes to the agenda.

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

- February 8, 2017 Board Meeting Minutes
- February 2017 Financial Statements

Ms. Winningham provided an update on student enrollment and preschool enrollment. There are currently three vacant spots in the school. These will not be filled through the end of the school year.

Ms. Winningham provided a financial update.

Ms. Winningham provided an update on facilities. The shade structure for the outdoor area has been installed. Pads have been purchased to cover concrete foundations poured for the shade structure.

Dr. Santiago entered the meeting at 6:16pm.

Ms. Winningham provided an update on Human Resources and introduced Dr. Ray as the Interim Principal. One current vacancy and future vacancy have been filled by permanent substitutes for the remainder of the school year. Ms. Nettlow expressed concerns with a major teacher shortage in Polk County. Dr. Ray advised filling new teacher positions and future vacancies should not be a concern for the School. Ms. Winningham reported at least six applications have been received for the Principal position and is waiting to hire new teachers until after a new Principal has been hired.

Dr. Ray provided an update on standardized testing reporting that students showed no signs of stress during recent testing days. Ms. Erol reported on activities in the lower elementary classrooms. Ms. Clark reported on activities in upper elementary classrooms stating students had a positive experience with standardized testing. Dr. Ray observed there is a lot of love shown on campus, but improvements should be made in communication between the School and parents on student academic progress and efforts were being made towards improvement. Dr. Ray and Ms. Winningham expressed their appreciation of the teachers and staff for the support they provided during a period of transition in leadership.



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

Ms. Hill presented updated lottery demographics and enrollment projections for the 2017-2018 school year as of the end of the enrollment period. Ms. Keppler advised the lottery will be conducted during March 2017 with hopes of sending acceptance notifications by the end of March. Ms. Winningham advised students not returning for the next school year are primarily due to relocation.

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 reminded Board members a meeting has been scheduled for March 21, 2017 to plan for the Chamber Networking Showcase to be hosted by the School on April 27, 2017. Ms. Hill clarified the event is intended for members of the Greater Winter Haven Chamber of Commerce.

Ms. Manning advised her Greg Manning and Mr. Stavres are developing a plan to establish St. Augustine grass in the outdoor play area.

Ms. Winningham summarized activities conducted by the Audit Committee. After issuing a Request for Proposals (RFP), the School received three proposals for conducting the Audit by the deadline of January 31, 2017 from Bayliss + Company, BKHM, and Clifton, Larson, Allen (CLA). After reviewing each proposal the Audit Committee recommends accepting the proposal submitted by CLA. Mr. Hazelwood stated the process of evaluating and making a recommendation was very thorough. The Board approved awarding a contract to CLA to conduct the annual audit on a motion by Ms. Keppler and a unanimous vote by Board members in attendance.

Ms. Hill proposed changing the date of regular Board meetings to the third Wednesday of each month. All Board members in attendance consented to the change.

There were no public comments.

Ms. Chilton advised Kiwanis International is offering a contest for a \$25,000 grant through Landscape Structures for playground equipment. Ms. Chilton will work with the Kiwanis Club of Winter Haven Foundation to submit a contest entry.

Ms. Winningham and Ms. Hill led a discussion on Next Steps with regards to Preschool scholarships, application for VPK, and enrollment preferences. Dr. Ray asked for Board members to advise on areas for improvement or concerns Board members may have.

Ms. Hill requested from staff members how Board members can communicate to the public how the School and the student population as a whole are performing. Staff advised they are working with providers of the Transparent Classroom software to aggregate student performance data.

There being no further business to discuss, the meeting was adjourned at 7:11pm.

The next Board of Directors meeting is scheduled for 6:00pm on Wednesday, April 19, 2017.

*Faithfully submitted by Craig Clevenger, Secretary*