



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING
May 17, 2017**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on Wednesday, May 17, 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
Mr. T. Michael Stavres, Treasurer
Ms. Chilton
Ms. Nettlow

Ms. Santiago

Additional attendees:

Ms. Karen Winningham, Executive Director
Dr. Linda Ray, Interim Principal

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

Ms. Hill called the meeting to order at 6:08pm. There were no changes to the agenda.

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

- 2017 04 19 Board Meeting Minutes
- April 2017 Financial Statements

Mr. Stavres asked about the new Principal’s start date and providing relocation assistance where needed. Ms. Winningham advised the new Principal will start July 1, 2017 and she will offer assistance. As of call to order for today’s meeting, a signed contract has been received from the candidate.

Ms. Winningham reported there were no updates to the current year’s enrollment. One spot in each grade level (if vacancy exists) has been reserved for children of new teacher hires.

Ms. Winningham advised enrollment applications will be sent to current preschool students. Ms. Nettlow asked about fees for preschool services. Ms. Winningham presented enrollment options. Board members discussed processes for collecting enrollment applications. Ms. Winningham expressed concerns with posting fees for the following school year until confirmation of VPK program and that enrollment has a significant impact on Human Resources.

Mr. Stavres requested information on enrollment demographics for the current school year. Ms. Hill replied she would provide the information to Mr. Stavres.

Ms. Winningham reported there was no update on financials aside from monthly reports.

Ms. Winningham reported four new teachers will need to be hired for the 2017-2018 school year and advised a candidate for the middle school teacher position will be given an offer within the next day. Ms. Winningham expressed concerns with finding qualified teachers for lower-elementary classes from the pool of applicants. Dr. Santiago suggested posting job opportunities at local higher-education institutions.



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Ms. Keppler asked how teachers were progressing with Montessori training.

Dr. Ray advised the students results for Florida Standards Assessments should be available within two weeks of the end of the school year.

Ms. Winningham advised the proposed bell schedule for next school year would have school starting at 8:15am and ending at 3:00pm.

Mr. Stavres asked about status of grant funding. Ms. Winningham reported the School was not a priority for the grant provider, but she expects to have funds available soon to purchase supplies. Mr. Stavres offered assistance and affirmed the Board's confidence in Ms. Winningham.

Staff reported the custodial company had been terminated. Dr. Ray advised several parent volunteers have been solicited for help and a campus cleaning day was planned for Saturday, June 3 after the last day of school. Ms. Winningham confirmed floors will be cleaned and waxed during summer break.

Ms. Winningham provided an update on the School's line of credit.

Ms. Chilton asked if classrooms are adequately supplied with equipment and materials. Ms. Winningham advised all desired acquisitions have been included in the grant funding requests.

Ms. Keppler asked if the School would need volunteers to assist with organizing and planning year-end and summer tasks. Ms. Winningham confirmed volunteers would be helpful and utilized. Ms. Hill asked for a to-do list of projects for Board members to complete as available. Ms. Winningham advised a list had been started in her office.

Ms. Hill reported the annual Lip Sync Battle fundraiser is scheduled for Wednesday, October 11, 2017.

Ms. Hill recommended Brandon Richard as a potential member of the School's Board of Directors and has been provided with an application.

Dr. Ray proposed the School participate in a Drive for Excellence fundraiser with local car dealerships.

Dr. Ray reported local business volunteers, including Polk County School Board member Sara Beth Reynolds, facilitated Junior Achievement activities with lower elementary classes.

Staff confirmed Bridging Ceremonies for advancing students will be held on Wednesday, May 31, 2017 at the School. Mr. Stavres advised he will represent Polk State College in presenting a college scholarship to one 5th grade student at the School.

Dr. Ray expressed her pleasure in serving as Interim Principal. Board members and Ms. Winningham expressed their appreciation for Dr. Ray's commitment and service to the School and our students.

There were no public comments.

There being no further business to discuss, the meeting was adjourned at 7:17pm.

The next Board of Directors meeting is scheduled for 6:00pm on Wednesday, June 21, 2017.

Faithfully submitted by Craig Clevenger, Secretary