



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,  
BOARD OF DIRECTORS MEETING  
August 16, 2017**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on Wednesday, August 16, 2017, beginning at 4:35pm.

**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  
Mr. Brandon Richards

**The following members attended:**

Ms. Hill, President  
Ms. Keppler, Vice President  
Mr. Clevenger, Secretary  
Mr. T. Michael Stavres, Treasurer  
Ms. Chilton  
Ms. Nettlow  
Dr. Martha Santiago

**Additional attendees:**

Ms. Karen Winningham, Executive Director  
Ms. Jill Manning, Executive Admin. Assistant  
Ms. Jill Clark, Teacher & Montessori-level Chair  
Ms. Nicole Erol, Teacher & Montessori-level Chair

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

Ms. Hill called the meeting to order at 4:35pm.

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

- July 19, 2017 Board Meeting Minutes
- July 2017 Financial Statements

Ms. Winningham provided an update on enrollment for the 2017-2018 school year.

Ms. Winningham announced she will assume the role of both Executive Director and Principal. Two teachers have been promoted to Montessori-level Chair positions. One teacher has completed the Montessori teacher training.

Ms. Winningham presented a financial update including the operating budget, CSP Grant, and line of credit. School staff are currently working with CLA on the School’s annual audit.

Ms. Winningham expressed a need for filing cabinets for storage and chairs for the teacher work room as part of the facilities update.

The board discussed the possibility adding additional members for the Board of Directors.

Mr. Clevenger will schedule Board members to provide staff support during pre-arranged absences of the Executive Director and Principal.

Board members discussed strategies for marketing preschool enrollment. A letter will be sent to local businesses requesting sponsorships for additional preschool scholarships.



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,  
BOARD OF DIRECTORS MEETING (continued)  
August 16, 2017**

Ms. Hill led a discussion on community outreach. Mr. Stavres, requesting assistance from Mr. Richards, will coordinate engagements with local community leaders and influencers. Mr. Stavres requested staff advise the best times to schedule tours of the School. Ms. Hill requested Board members collect dates of community events at which the School can host an informational booth or table, discussion ensued.

Ms. Hill provided an update on the upcoming Celebrity Lip Sync Battle fundraiser hosted by the Public Education Partnership of Winter Haven at Theatre Winter Haven on October 11, 2017. The School is registered as a sponsored organization for the Charity Challenge world record event scheduled for October 21, 2017 at Chain of Lakes Stadium. Parents are volunteering to schedule spirit night fundraisers at local restaurants.

Ms. Chilton and Dr. Santiago confirmed the search for a full time Principal has been suspended. Board members discussed when to reopen the position and begin advertising the vacancy.

Ms. Hill presented an update on playground plans. Ms. Hill and Ms. Manning have requested estimates from playground equipment vendors to present at the next Board meeting in September.

Ms. Keppler provided an update on Open Enrollment for the 2018-2019 school year.

Mr. Stavres emphasized the importance of Board members to comply with the Florida Sunshine Law and be mindful of limitations when working in committees and providing support to staff.

Mr. Stavres notified the Board and staff of construction scheduled for local roadways in the upcoming year.

The Board discussed plans for the Solar Eclipse on Monday, August 21, 2017. Ms. Winningham affirmed plans and procedures are in place to protect students while also providing those with parent consent to enjoy viewing this rare phenomenon.

Ms. Hill presented two Board Action items including a Stipend for the Executive Director and 2017-2018 Budget Amendment to accommodate additional instructional staff and combine roles of Executive Director and Principal for the 2017-2018 school year. Mr. Stavres moved approval of the 2017-2018 Budget Amendment as presented and authorization of a monthly stipend of \$2,650 for the months of August, September, October, November, and December 2017, with consideration for the months of January through May 2018 to be considered by the Board no later than December 2017. The motion passed unanimously.

There were no public comments.

There being no further business to discuss, the meeting was adjourned at 6:10pm.

The next Board of Directors meeting is scheduled for 4:30pm on Wednesday, September 20, 2017.

*Faithfully submitted by Craig Clevenger, Secretary*