



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,  
BOARD OF DIRECTORS MEETING  
September 20, 2017**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on Wednesday, September 20, 2017, beginning at 4:30pm.

**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. Keppler, Vice President  
Mr. Clevenger, Secretary  
Mr. T. Michael Stavres, Treasurer  
Ms. Chilton  
Ms. Nettlow

**Additional attendees:**

Ms. Karen Winningham, Executive Director  
Ms. Jill Manning, Executive Admin. Assistant  
Ms. Jill Clark, Teacher & Montessori-level Chair  
Ms. Jillian Spangler, Esq.  
Mr. Hap Hazelwood, Audit Committee Member

*The meeting was presided by Ms. Keppler in the absence of Ms. Hill.*

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

Ms. Keppler called the meeting to order at 4:30pm.

Ms. Winningham requested moving discussion on the Audit to the beginning of the agenda. Mr. Stavres advised moving all Board Action items earlier on the agenda after the Consent Agenda.

Ms. Keppler requested an “Updates” section be added to the “Next Steps”

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:

- August 16, 2017 Board Meeting Minutes
- August 2017 Financial Statements

Ms. Winningham responded to questions from Board members regarding details on expense line items in budget.

Ms. Winningham presented a draft of the Independent Auditors’ Report from CliftonLarsonAllen, LLP. Mr. Hazelwood advised the outcome of the audit was desirable with only one recommendation.

The Board accepted the Auditors’ Report in its draft form on a motion by Mr. Stavres and a unanimous vote by Board members in attendance.

Mr. Hazelwood exited the meeting at 4:45pm.

The Board changed its regular meeting time to the third Monday of each month at 4:30pm on a motion by Ms. Chilton and a unanimous vote by Board members in attendance.

Ms. Spangler presented and led a discussion on governing under The Florida Sunshine Law to ensure the School and its representatives continue to be compliant. Ms. Spangler also provided Board members with an Advisory Legal Opinion from the Florida Attorney General on Charter School subject to open government laws dated March 23, 2001 and a news article from April 2017 regarding a Montessori charter school in Sarasota, FL.



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BOARD OF DIRECTORS MEETING (continued)  
September 20, 2017**

Ms. Clark exited the meeting at 5:25pm.

Ms. Spangler exited the meeting at 5:32pm.

Ms. Wunningham provided an update on enrollment for the 2017-2018 school year. Only three charter spots remain open for the School.

Ms. Wunningham reported one teacher accepted a position outside of the School and the position will be advertised immediately.

Ms. Wunningham presented a financial update and advised there were no changes to grant purchases or reimbursements.

Ms. Wunningham advised minor damages occurred to facilities during Hurricane Irma, but no property of the School was damaged or loss. School staff is seeking a new janitorial service.

There was no update on academics or classroom activities.

The Board discussed action items to be completed by individual Board members.

Mr. Stavres requested staff provide ideal days and times for campus tours with community leaders.

Mr. Clevenger expressed concern with consecutive absences by Mr. Richards and requested Ms. Wunningham review policies and procedures for Board membership.

There were no public comments.

There being no further business to discuss, the meeting was adjourned at 6:05pm.

The next Board of Directors meeting is scheduled for 4:30pm on Monday, October 16, 2017.

*Faithfully submitted by Craig Clevenger, Secretary*