



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

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on Monday, October 16, 2017, beginning at 4:33pm.

**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 Richard

**The following members attended:**

Ms. Hill, President  
Ms. Keppler, Vice President  
Mr. Clevenger, Secretary  
Mr. T. Michael Stavres, Treasurer  
Ms. Chilton  
Mr. Richard

Dr. Santiago

**Additional attendees:**

Ms. Karen Winningham, Executive Director

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

Ms. Keppler called the meeting to order at 4:33pm.

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

- September 20, 2017 Board Meeting Minutes
- September 2017 Financial Statements

The Board changed its regular meeting date for the next month due to Thanksgiving holidays on a motion by Mr. Stavres and a unanimous vote by Board members in attendance. The Board will meet 4:30pm Monday, November 27 at the School.

Mr. Clevenger & Dr. Santiago entered the meeting at 4:37. *Mr. Stavres took Minutes in Mr. Clevenger’s absence.*

Ms. Winningham provided updates on Enrollment and reported some staff changes as part of an update on Human Resources.

Ms. Winningham provided a financial update. The Board briefly discussed the recent Celebrity Lip Sync Battle fundraiser with the Public Education Partnership of Winter Haven. Ms. Winningham advised the school is eligible for reimbursements through IDEA funds.

Ms. Winningham reported a new janitorial service has been hired to clean the School facilities.

Ms. Winningham provided an update on Academics and Classrooms, reporting on the recent “Bring A Parent to School Day” event.

The school was notified it will receive more than \$13,000 from the Florida School Recognition Bonus. Ms. Winningham advised staff will be asked for input on how to use the funds once the School has received them.

Mr. Stavres left the meeting at 4:58pm.



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

Ms. Hill led a discussion on support activities by Board members including, new Board members, Coverage for Executive Director absences, Marketing preschool scholarships, Fundraising, Principal Search, Playground, 2018-2019 Open Enrollment, Leadership and Overview of Montessori, Parent Involvement Committee.

Ms. Keppler advised 2018-2019 Open Enrollment for the School will be November 1, 2017 – January 31, 2018.

There were no public comments.

There being no further business to discuss, the meeting was adjourned at 5:15pm.

The next Board of Directors meeting is scheduled for 4:30pm on Monday, November 27, 2017.

*Faithfully submitted by Craig Clevenger, Secretary*