



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,
BOARD OF DIRECTORS MEETING
November 27, 2017**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on Monday, November 27, 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
Mr. Brandon Richards
Dr. Martha Santiago

The following members attended:

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

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

Ms. Hill called the meeting to order at 4:40pm.

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

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

Ms. Winningham presented options for appropriating funds received by the School for the 2016-2017 Florida School Recognition Award. Ms. Winningham advised a super majority of School staff elected to allocate 100% of the funds for salary bonus payments to staff members employed at the School during both the 2016-2017 and 2017-2018 school years. Staff recommended distribution by a sliding scale based on individual salaries. In appreciation for their commitment and service, and recognizing the critical role of educators in the School’s and students’ success, the Board authorized \$13,595 be paid to School staff as recommended, on a motion by Mr. Stavres and unanimous vote by Board members in attendance.

Ms. Winningham provided an update on Human Resources. Two interviews are scheduled for one lower elementary co-lead teacher position. Charlie Stavres returned as part-time staff. All teachers enrolled in Montessori training programs have completed Field Consultant visits.

Ms. Winningham provided an update on Enrollment. Three student spots are currently open, one each in fourth, fifth, and sixth grades. Selections have been made from the lottery pool and notifications have been sent. Four preschool spots are currently open.

Ms. Winningham requested Board members recommend companies for the School’s janitorial services.

Ms. Hill reported fliers posted to advertise preschool enrollment and that preschool scholarships had been offered and were waiting for acceptance.



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BOARD OF DIRECTORS MEETING (continued)
November 27, 2017**

Mr. Stavres reported leading a campus tour with Mr. George Tinsley and received positive feedback from Mr. Tinsley who stated he was impressed with the diversity, unity, and interpersonal skills displayed by the School and its students. Mr. Stavres advised tours were scheduled for three more influential individuals from the local community.

Board members discussed hosting information tables at local community events to promote enrollment.

The Board and staff discussed the needs and options for funding a playground with \$50,000.00 in grant funding available to purchase equipment. Staff estimates \$50,000.00 for expenses related to installation and construction not eligible to be funded by grant monies. Ms. Hill will write a solicitation letter for School supporters to use in requesting contributions from the general public.

Ms. Keppler presented a report on the demographics for 2018-2019 Open Enrollment applicants. The Board discussed strategies to increase diversity in preschool.

Ms. Keppler and Ms. Hill gave an update on the Parent Involvement Committee.

There were no public comments.

There being no further business to discuss, the meeting was adjourned at 5:30pm.

The next Board of Directors meeting is scheduled for 4:30pm on Monday, December 18, 2017.

Faithfully submitted by Craig Clevenger, Secretary