



**MINUTES OF CYPRESS JUNCTION MONTESSORI, INC.,  
BOARD OF DIRECTORS MEETING  
December 18, 2017**

A meeting of the board of directors of Cypress Junction Montessori, Inc. (the “School”), was held on Monday, December 18, 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  
Ms. Nettlow

Mr. Richards

**Additional attendees:**

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

*Mr. Stavres arrived early at approximately 4:15pm*

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

Ms. Hill called the meeting to order at 4:32pm and accepted additions 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:

- November 27, 2017 Board Meeting Minutes
- November 2017 Financial Statements

The Board moved its regular monthly meeting for January 2018 to January 22, 2018 due to Martin Luther King, Jr Day on a motion by Mr. Stavres and a unanimous vote by Board members in attendance.

The Board authorized payment of the previously approved Executive Director Stipend for pay periods through May 2018 on a motion by Ms. Nettlow and a unanimous vote by Board members in attendance.

Ms. Winningham notified the board a new teacher was hired to fill the vacancy in a Lower Elementary classroom. The new teacher will begin after Winter Break and be enrolled in Montessori training.

Ms. Winningham provided an update on 2017-2018 enrollment. Two of the five student spots open as of the November Board meeting were accepted and students will begin attending the School after Winter Break. Board members discussed preschool enrollment and half-day options available.

Ms. Winningham presented a financial update. Some funds received from the Public Education Partnership of Winter Haven for the 2017 Lip Sync Battle fundraiser will be used to purchase classroom furniture. Mr. Stavres recommended a local CPA to serve on the Audit Committee in the future. 500 letters were printed to solicit donations for a school playground.

Ms. Winningham provided a facilities update. Deep cleaning will occur during the Winter Break. Volunteers will be requested to assist with assembling classroom furniture and other minor projects during Winter Break.



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BOARD OF DIRECTORS MEETING (continued)  
December 18, 2017**

Ms. Keppler presented options for implementing preferences for the School enrollment lottery after March 2018. Board discussion ensued. Ms. Hill will send Board members the Florida Statutes and sections from the School's contract with Polk County Public Schools related to preferences for enrollment.

Mr. Richards withdrew from the meeting at 5:28pm.

The Board discussed the evaluation process and timeline for the Executive Director. Board members requested adding numeric ratings for questions. Evaluation forms will be distributed to School Board members and staff in the following week with a due date in January 2018.

Ms. Hill confirmed all preschool scholarships have been awarded for the 2017-2018 school year.

Mr. Stavres provided an update on individuals contacted as part of the School's community outreach.

Ms. Hill informed the Board of an upcoming fundraiser scheduled on February 13, 2018 around Valentine's Day. A bounce house event has also been proposed for April or May 2018.

Ms. Chilton provided an update on the search for a new School Principal. The job has been posted. Ms. Chilton requested Board members share the job opening in their communities and on social media.

Board member discussed funding for playground equipment.

Ms. Keppler presented updates on 2018-2019 Open Enrollment as well as the Parent Involvement Group.

Board members discussed showing appreciation to School staff.

There were no public comments.

There being no further business to discuss, the meeting was adjourned at 6:15pm.

The next Board of Directors meeting is scheduled for 4:30pm on Monday, January 22, 2018.

*Faithfully submitted by Craig Clevenger, Secretary*