

First State Montessori Academy

Monday, March 3, 2013

Location: Brandywine Hundred Library

Founding Board Meeting – Executive Session

Time: 6:30 p.m.

Agenda:

- I. Call to Order/ Approval of Agenda
- II. Topics to be discussed:
 - a. Board member approval
 - b. OnPoint Partners Q & A – with Gary, Cheryl and Rob (from OPP)
 - c. Location and Funding updates
 - d. Implementation plan/Logo Design

Founding Board Meeting – Public Session

Time 8:00 p.m.

Agenda:

- I. Approval of Minutes
- II. Committee reports:
 - a. Fundraising Committee (Mike)
 - b. Marketing Committee (Yvonne)
 - c. Communications/Website (Jessie)
- III. Public Comment
- IV. Adjourn meeting

First State Montessori Academy Board Meeting

March 11, 2013

Meeting Location: Brandywine Hundred Public Library

Public notice for this meeting was given on the FSMA website and through Facebook

Board Members Present: Laura Messinger, Courtney Fox, Yvonne Nass, Katie McCormick, Sean Boyd, Veena Rao, Mike Leventry, Jessie Keith

Call to Order: Courtney presided over the monthly meeting and called the executive session to order at 6:35 p.m. and adjourned at 7:55 p.m. The public session was called to order at 8:00 p.m.

Approval of Minutes – The minutes for February were approved unanimously.

Approval of Agenda – The agenda for tonight's meeting was approved unanimously.

Committee reports:

Fundraising Committee

Mike shared the work that the Fundraising Committee has been working on. They have begun to look at a short term fundraising event as well as a larger event in the future. Many ideas of where to host an event, how to publicize, and what to share are a part of the conversation. Another piece that this group has worked on is the possibility of partnering with the United Way. The team is also having a meeting with a local fundraising expert who will provide guidance on how to move forward. The team wants to be strategic in how they move forward.

Other members of the board offered ideas and it is suggested that they reach out to Mike and the Fundraising Committee to share more about their specific ideas.

Marketing Committee

Yvonne shared that the marketing committee is excited about attending events to inform the public about FSMA and to encourage enrollment. One of our committee members agreed to be the contact for all of us to send information on events including date, contact info and cost. We set a 10 day dead line for this info. Discussion about what was needed at the event led to the following: table, table banner, and a "tool kit" which would include a visual for the parents to see, a hands on Montessori work for the children to enjoy, an example of how the work is built on and what kind of paper work is done, brochure and a take away, perhaps a magnet.

Communications/Website

Jessie has revamped the website and wants feedback from the board about the new site. She met with a graphic designer and discussed coming up with a general messaging plan. The next steps will be to make some design decisions.

Action Items:

Courtney brought forth a recommendation to review her nomination to appoint Gina Castelli to the Board. Courtney provided background information ahead of and during the meeting. Courtney stated that Mrs. Castelli's background in public education, common core standards and Responsive Classroom would benefit the Board in the areas of curriculum and school structure. She is an active member of the Fundraising Committee and has been very involved in the curriculum development

Yvonne made a motion to approve the appointment of Gina Castelli to the Board of Directors of FSMA pending her acceptance and background check. Jessie seconded the motion. Motion was approved unanimously.

With no further business, Courtney made a motion to adjourn the meeting. Yvonne seconded the motion and it carried unanimously. The meeting adjourned at 8:25pm.

Respectfully submitted by Courtney Fox, Chair, FSMA.

Signature of Treasurer: _____

Signature of Chair: _____