

First State Montessori Academy

Monday, May 13, 2013

Location: Brandywine Hundred Library

Board Meeting – Executive Session

Time: 6:30 p.m.

Agenda:

- I. Call to Order/ Approval of Agenda
- II. Topics to be discussed:
 - a. Add to binders:
 - Katie – bylaws
 - Courtney – approval: general conditions, implementation plan
 - Jessie - bios for board members
 - b. On Point Partners – update
 - c. 501(c)3 status – update
 - d. Federal Grant - update
 - e. CEB Building?
 - f. Location updates / Financing
 - g. Fundraising updates
 - Foundations
 - Grants
 - h. Implementation plan
 - Review April and May

Founding Board Meeting – Public Session Minutes

In attendance: Courtney Fox, Sean Boyd, Katie McCormick, Yvonne Nass, Jessie Keith, Laura Messinger, Corey Lamborn and Gina Castelli

Absent: Mike Leventry and Veena Rao

The meeting began at 8:00 p.m.

- I. Approval of Minutes – Sean made a motion to approve the minutes and it was supported unanimously.
- II. Committee reports:
 - a. Fundraising Committee
 - Gina and Jessie shared the details for the event at the BBC on June 5th. Fundraising at the event will include a 50/50 raffle as well as silent auction items. The event is being advertised on Facebook and on flyers throughout the community.
 - Donation letters have been printed and are ready to be mailed. Board members personalized letters to people from their contact list. Non-profit envelopes have been ordered and will be included as well as the brochure about the school and flyer for the BBC event
 - Grant updates – FSMA has received good news about a grant from the Longwood Foundation and has begun meeting with other local foundations to pursue funding to help with start-up costs. FSMA has also reached out regarding the Federal Grant and the dates have not yet been released for the 2013 cycle.
 - b. Marketing Committee
 - FSMA Enrollment and Recruitment Plan was shared. It includes details about upcoming events that FSMA intends to be present at. In June, we will have a table at Separation Day and Rockwood Ice Cream Festival. Board members will sign up to cover shifts and members of the development committee will also help. Plans and needs for the events were shared with the Board.
 - Information about enrollment packets was also shared. Courtney and Jessie will begin working on this. Samples from other schools have been collected and will be used as guidance.
- III. The meeting adjourned at 8:30