

**First State Montessori Academy**

Monday, January 13, 2014

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. Facility Update
    - i. Sean will provide an overview of the lease terms
    - ii. Gregg will share renovation plans and thoughts so far based on preliminary discussions
  - b. Board Leadership – discussion and vote of Gregg as co-chair
  - c. Head of School discussion

**Founding Board Meeting – Public Session**  
**Time 7:30 p.m.**

**In Attendance: Courtney Fox, Erin Carroll, Heather Townsend, Gregg Moist, Beth Carter, Corey Lamborn, Veena Rao, Sean Boyd, Laura Messinger, Jessie Keith**

**Absent: Mike Leventry, Gina Castelli, Katie McCormick, Hunter Clarke-Fields, Yvonne Nass**

Minutes:

- I. Approval of November Minutes  
The November minutes were unanimously approved.
- II. Committee reports:
  - a. Enrollment Report – Jessie and Corey will give an unofficial totals (applications may still be received if postmarked by 1/8)  
Open enrollment ended on 1/8. Approximately 300 applications were received for 272 positions. All students who applied for grades 2 through 6 will be admitted. A lottery will be held for students in kindergarten and first grade. The lottery is discussed in more detail below.  
Grade 2 has just enough applicants for the 50 spaces available. Available spaces in grades 3 through 6 will be enrolled on a first-come, first-serve basis. We can still accept applications up until the first day of school for open positions in any grade.
  - b. Personnel Committee Report
    - a. Heather will report out about progress/training to date  
The personnel committee is going currently working out a formal marketing and recruitment strategy. We want to ensure that our interview process matches the teachers we are looking for and that we are identifying the best teachers for FSMA. The personnel committee has attended 2 training sessions with Innovative Schools and will be attending the third on 1/23.
    - b. Job Posting updates  
All positions are to be posted online by the end of January. Applications will be due by 3/1. The interview will include a prepared lesson, interview questions, potential child interaction. Teachers will be notified in April.

c. Lottery Procedures

The lottery has been scheduled for 2/1 at 10am at the Brandywine Hundred Library.

The lottery committee is assuring that all lottery procedures are fair and complete; procedures will be posted on the website this week. We want to be sure there are no questions about the results of the lottery. In response to a question about how preferences are handled with the lottery and waiting list, Courtney explained that for both the lottery and waiting list, students will be grouped by highest preference and listed in that order.

d. Upcoming Events and Dates

Lottery – 2/1, 10am at the Brandywine Hundred Library

Fundraising meeting – 1/26, 10am, Barnes and Noble on 202

III. Public Comment

IV. Adjourn meeting