



September 27, 2023
Casa di Mir Board meeting
Draft

Board directors: Munjal Munshi (President), David Fortune (Vice President), Kavitha Parmesh (Secretary), Sonya Ahuja, Jane Mulcaster, Archana Purushotham (Treasurer)

Staff: Tyler Bourcier, Deepti Devanagondi

Guests: none

Absent: none

Called to order at 6:36 PM: Kavitha Parmesh, Board Secretary

Establishment of Quorum: Kavitha Parmesh, Board Secretary

Agenda Approval: Jane moved to approve the [agenda](#); Munjal seconded.

Minutes Approval: Jane moved to approve the minutes from [08/30/2023](#), Archana seconded.

Casa Vignettes:

- Jane- In HOS update, there is a nice picture of when middle school students were exploring dt Campbell. It was really nice to see kids move up through the years to middle school
- Tyler- overheard a conversation where kids were discussing ethnicity, background and nationality. Really nice to be around that dialogue.

Action items reviewed:

1. Tyler to update volunteer opportunities with board sign up- **Done**
2. Munjal to draft newsletter- "welcome to year" newsletter- **Done**
3. Jane to send out Conflict of Interest to all board members to sign off on **Done**
4. All board members set up their one-drive account. **WIP**
5. Kavitha to send Megan Last Board minutes to upload -**Done**
6. Tyler to piggyback on Megan's November 1 update on one school.
7. Tyler to send out a list of events for board members to sign up for September- **Done**

HOS update (Tyler Bourcier):

- Great start to the year with guest speakers- great reception and turnout and with teachers moving into more leadership positions, great to see the accountability

- On relocation- Moving committee and scope initiated. Estimates of many T1 quotes sourced out (multiple quotes per project to have a comparison). Plan is to show range of estimates in October Board Meeting
- Communication to be sent out shortly as a marketing campaign to get everyone excited about updates. Middle schoolers are starting to work on projects and seeding out ways to get community help. Someone from the community helped develop a 3D Rendering of the school to start building out plans.
- Focusing on sub-lease actions with California Sports Academy. Negotiations are still in process and hope to wrap up in the coming weeks.
- With regards to strategy- through staff, they have been looking at things that have been done, what still needs to be done, targeted events and streamlined sign-ups. Identified messaging documents that are centralized and put into place training. Lastly, content creation to engage and retain students for enrollment.
- Long term strategy- 2024 to 2029. Increased need and focus on special needs professional development.
- Board help- general contractor contact. Under the roof campaign bumped to January. Calendar year (FY24-25) may start x2 weeks later based on needs re: moving. This may be too much of a stretch. Consider 1 week instead.

Finance Committee update (Deepti/Archana):

- Another expense is the open item that needs to be run through Linda to verify proper treatment. Could take weeks/months to get finalized (P&L)
- Bank Balance is high- should think about restarting the investment committee since we can utilize money.
- Kavitha to join finance committee; David to join finance or investment (need to follow up)
- Munjal to chair investment committee; Sonya to join investment committee
- Bonus discussion- based on net overage (post depreciation) and averages. Bonus pool lower than previous year mainly due to previous year having PPE Loan Forgiveness etc. Consider a special bonus post move.
- Archana approves the bonus amount, Kavitha seconded. Unanimous approval from board
- FY21-FY22 Filing discussion. No substantial changes to wording with few edits to names and phrasing. Board vote- Archana approves; Jane seconds. Unanimous approval from the board.

Board Meeting Updates (Kavitha):

- Next Quarter Meetings- 10/25, 11/29, 12/19, 1/31, 2/28, 3/27, 4/24, 5/29, 6/12 . 12/19 meeting in person with BYOD doordash. 6/12 in person meeting with dinner after. 1/17 tuition setting meeting.

Board Development Committee (Archana/Jane/ Tyler):

- Meetings set up with potential candidates

- Exception to allow more than 2 potential candidates join the next board meeting
- Have candidates prepped and submit LOI prior to the October meeting.
- Special meeting and/or special meeting to approve candidates.
- One Drive- migrate files to OneDrive in time for the October meeting.
- Munjal to act as an liaison to board dev
- Sonya to join the board dev
- Invite Program leads to present and meet the board

Committee Goals(Jane/ Tyler):

- Recruit to capacity with a 3 year commitment while developing our pipeline.

Annual Board Retreat (Jane):

- To be held in January after new board members get onboarded.
- Tyler to ask Eric to lead workshop.

Office Hours (Sonya):

- Part of 360 feedback was that Sonya would have office hours for faculty.
- Messaging sent out to faculty re: office hours by David or Munjal

Standing committee reports:

Find the committee reports in the [2023-09](#) folder.

- Advancement Committee (Kavitha)
- Board Development Committee (Jane)
- Head of School Committee (David)
- Investment Committee (Archana) - On Hold
- Finance Committee (Archana)
- Site Committee (Munjal)

Action Items:

1. Jane to remove access for google drive to old directors **Done (10/25/23)**
2. All board members set up their one-drive account. **Done**
3. Kavitha to collaborate with Jane and Tyler re: December in person meeting.
4. Kavitha to send out calendar invites for the rest of the year + publish calendar. **Done**
5. Archana to share investment committee charter with board.
6. Kavitha to send Deepti minutes regarding approval of FY21-22 Filing **Done**
7. Archana/Jane/Sonya to meet/chat to talk about potential candidates and potential screening questions and provide updates for the next meeting.

8. Tyler to migrate files from google drive to OneDrive prior to October meeting.
9. David to coordinate schedules for HOS committee meetings.
10. Tyler to send out and coordinate program lead meet and greets/presentations on a quarterly basis.
11. Jane to review the Board Skills spreadsheet and circulate for input. **Done**

Meeting adjourned at 8:17 PM: Kavitha

Next Board meeting: Wednesday, 10/25/23 6:30 p.m. - Zoom

Respectfully submitted by

Kavitha Parmesh

Board Secretary

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