



August 30, 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, Monica Lalanne, Megan Shumate, Joy Yap

Guests: none

Absent: none

Called to order at 6:35 PM: Kavitha Parmesh, Board Secretary

Establishment of Quorum: Kavitha Parmesh, Board Secretary

Agenda Approval: Jane moved to approve the agenda.

Minutes Approval: Ann moved to approve the minutes from 05/31/2023, Archana seconded.

Casa Vignettes:

- Monica- Spoke about seeing new families joining Casa after moving into Ann's role. Great feedback from 7th graders that moved in from outside school. Great seeing everyone on campus
- Deepti- New respect for teachers. So many new names to learn, especially primary kids. It's been nice to see all the happy faces coming into school
- Munjal- Leading up to school, we had two weeks (brother's wedding + disneyland) then COVID. First day back for Aiden and Laina- they were so happy and thrilled to be back
- David- Twins started kindergarten this year and started PE with Coach J. Son is super excited and asks every morning if he has PE today. Instead of fighting about wearing shoes and socks he is excited to wear his Nikes everyday hoping he has PE.

Action items reviewed:

1. Tyler to provide the Strategic Plan and Annual report for new families. - Needs to pivot in a different direction; Tyler to elaborate
2. Jane to accept changes to the Roles & Responsibilities document and store it in the Board Policies folder. DONE
3. Ann to provide PDF of strategic plan brochure to Megan for posting on the website; consult with Tyler & staff re: printing requirements. -Needs to pivot in a different direction

HOS update (Tyler Bourcier):

- Last board meeting we talked about the lease. Now signed and communicated to our families
- Tyler provides updates monthly and consistently gives board information re: relocation, Moving estimates/costs, community engagement.
- We know what we need, what we need to provide, we know our values and what we need to do to move forward. Current SP no longer fits where we are growing.
- Look at how we grow into the new space and what opportunities we can take advantage of.
- With our identified move, we need to figure out how we have stable ground to move forward.

Finance Committee update (Deepti/Archana):

- MS, and primary are full. Lower Elementary is not full but capped based on the students and teaching teams.
- Budget Approval- Summer Program decisions need to be made- not included in the budget.
- Interest income on conservative side.
- Investment committee to be restarted to re-invest half of what is in the cash balance into the move/relocation.
- Archana moves to approve. Unanimously approved.

Board Dev Committee update (Jane/Archana/Tyler):

- Quarterly or 3x a year board updates- “5 ways to get plugged in” on increasing board visibility and what we do. High level strategic initiatives
- Increasing board visibility and piggybacking with advancement committee to get enthusiastic parents to do more
- Jane to send out conflict of interest letters
- Tyler has created a private portal for board documents for privacy and protection- to be completed in the next couple of months

Site Committee/Relocation update (Munja, Tyler):

- Site committee charter is changing since we have a site and lease (limited scope)
- Breakout site committee into an operational committee that would sit with staff and provide updates to an oversight committee (on the board).
- Cambrianna Update- We’ve been going there and meeting with inspectors and contractors. We’ve let the tenants know formally re: termination, extensions

Standing committee reports:

Find the committee reports in the 2023-08 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. 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 "Under one Roof-" **reassigned 1/2024**
7. Tyler to send out a list of events for board members to sign up for September- **Done**

Meeting adjourned at 8:30 PM: Kavitha

Next Board meeting: Wednesday, 09/27/23 6:30 p.m. - Zoom

Respectfully submitted by

Kavitha Parmesh

Board Secretary

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