



December 19, 2023
Casa di Mir Board meeting
Draft

Board Directors: Munjal Munshi (President), David Fortune (Vice President), Archana Purushotham (Treasurer) Sonya Ahuja, Jane Mulcaster, Ali Malik, Thomas Sroka, Ryan McDougal, Deborah Shing, Christian Whitchurch

Remote: Tyler Bourcier

Staff: Deepti Devanagondi

Guests: None

Absent: Kavitha Parmesh (Secretary—Jane Mulcaster filling in); Megan Shumate

Called to order at 6:05 PM: Munjal Munshi, President

Establishment of Quorum: Jane Mulcaster, standing Secretary

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

Minutes Approval: Jane moved to approve the minutes from [11/29/2023](#), Sonya seconded.

Casa Vignettes:

☞ None recorded

Action items reviewed:

1. Kavitha to update December Calendar Invite to 6pm at Campbell Community Center(K60) + Send out dinner options - DONE
2. Tyler to send out calendar invites re: events where board members should participate- DONE
3. Committee leads to access their one-drive and do any clean ups
4. All board members sign up/attend the ISM Tuition setting seminar/webinar. Jane and Tyler to get this set up. - DONE

HOS update (Tyler Bourcier):

- ☞ Middle School holiday cafe today! Successful.
- ☞ Strategic plan updates review for '24-'29. To be reviewed further at the Board Training on 1/28.
- ☞ Relocation:
 - Communication around Cambrianna community communication outreach.
 - 35 parent surveys received.
 - School doing marketing outreach in the neighborhood, sent out thousands of mailers introducing CDM to the Cambrianna neighborhood, 100 potted plans distributed to

meet the community. 3- 4 open house sign-ups resulted from an uptick in interest from the neighborhood.

- Under One Roof (UOR) campaign and fund launched
- Mercury News did an interview w/ Megan re: the new Cambriana site: [Montessori school moving from Campbell to Cambrian Park](#)
- Staff is preparing imagery of the new site to be shared with families. Still revising.
- ✘ For new directors: Justin from Team Logic IT has provided access to new board directors to the Board drive on OneDrive
- ✘ Open house scheduled for 1/21--please come if you can.

FY23-24 Financials Update (Deepti, Archana):

- ✘ See presentation in the Board drive folder. Summary: Budget projections are on track.

Annual Board Retreat update (Jane):

- ✘ Board retreat scheduled for Saturday, 1/28/24 from 9:00 to 3:30. New directors need to attend the full day; existing directors can join at 11:30 for lunch.
- ✘ We've contracted with consultant Jim McMahon to conduct Board education and enrichment activities
- ✘ We'll cover roles & responsibilities, where to find stuff, logistics, Board Drive training in the a.m.; consultant content in the afternoon

Committee reports

Find the committee reports in the [2024-12](#) folder.

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

Action Items:

1. All directors to set up their Microsoft email accounts
2. New directors to submit their bios and headshots to Megan to post on the Casa website

Meeting adjourned at 7:09 PM: Jane

Next Board meeting: Wednesday, January 31, 2024 @ 6:31 p.m. - Zoom

Respectfully submitted by
Jane Mulcaster, standing in for Kavitha Parmesh
Board Secretary
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