



MCN Executive Board Meeting
Date: June 5, 2024; Time: 6:00 pm
Location: MATES MPR

| ATTENDANCE | | |
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| Present: President: Margie Moreno, Robert Wain-Ku Programs: Lori Allen Fundraising: Arezou Zaidi, Nancy Melgar Communications: Caitlin Shrum PR/Social Media: Ashlee Michaelson Financial Secretary: Shannon Savage-Howie Secretary: Katie Wade Parliamentarian: Janey Choplin Volunteer Coordinator: Melanie Herrera, Veronica Shuler Assistant Director: Kristen Walker MATES Board Member: Kerri Graver Alumni Advisor: Nadia Hefni Foster | | Absent: Programs: Jennifer Steinert Communications: Devaki Winick Treasurer: Kenton Sowell Auditor: Bing Xu Liu Secretary: Lucia Bartlett Technical Advisor: Jamie Stein Executive Director: Brenda Olshever Teacher Representative: Denise Bain |
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| Agenda Item | Discussion/Recommendations | Status |
| I. OFFICIAL OPENING OF THE MEETING | | |
| A. Call to order B. Establishment of Quorum C. Mission Statement | <ul style="list-style-type: none">At 6:06 PM by Margie MorenoYesRead aloud by Robert Wain-Ku | |
| II. APPROVAL OF THE MINUTES | | |
| A. Action Item: Vote to approve minutes from May 8, 2024 MCN Executive Board Meeting B. Action Item: Vote to approve minutes from May 16, 2024 MCN Special Executive Board Meeting | <ul style="list-style-type: none">No DiscussionNo Discussion | <p>Motion Carried & Approved</p> <p>Motion Carried & Approved</p> |
| III. FINANCIAL | | |
| A. Action Item: Vote to approve May 2024 payments totalling \$25,050 | <ul style="list-style-type: none">No Discussion | Motion Carried & Approved |



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- B. **Action Item:** Vote to approve May 2024 deposits totalling \$45,966
- C. **Action Item:** Vote to release funds
 - i. Monthly cash gift to school \$300 (June 2024)

- No Discussion
- No Discussion

Motion Carried & Approved
Motion Carried & Approved

IV. REPORT OF OFFICERS

A. President

- a. **Action Item:** Motion to increase classroom funds to \$15,000
- b. **Action Item:** Vote to approve release classroom funds of \$15,000
- c. Swear in of 2024-2025 MCN Executive Board

- Discussion:
 - Classroom funds are being increased from \$25 to \$35 per student
 - This amount was reflected in the end of year cash gift to the school
- No Discussion
- Discussion:
 - Introductions of all MCN Members
 - All new MCN Members officially sworn in
- Presentation of small gifts to all MCN Members as a token of appreciation
- Presentation of Thank you gift to Margie Moreno for her years of service
- Plan to move the July MCN Meeting to the third Wednesday of the month instead of the second. Plan to meet July 17, 2024 at Robert's home.

Motion Carried & Approved
Motion Carried & Approved

B. Executive/Assistant Director

- Thank you to all members of this team for all your hard work this



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- year. Very excited to work with the new incoming team.
- The MCN Cash donation to MATES was accepted at the last Board Meeting. The funds will be well spent. Looking forward to a great next year.

C. MATES Board Member

- Thank you for all your hard work this year. Great job raising the bar for excellence this year.
- The end of year budget was wrapped up.
- LCAP plan approved for 2024/2025 school year.
- Swore in new community Board Members and new elected Board Members.

D. Staff

- No Discussion

E. Treasurer

- No Discussion

F. Communications

MCN Survey Results:

- Only 59 surveys completed, not a great response level.
- All results are posted on Slack
- Great suggestions for Parent Empowerment Night. There was a lot of interest in zoom and taped options because parents often can't attend with scheduling conflicts.
- Great suggestions for Art at Lunch. We should set up an email specifically for Art at Lunch so people can email suggestions for art projects. We also need a co-chair to help next year.
- Maybe add signage to things that MCN has funded so parents can more easily see what funds are being used for.
- Several comments were received regarding funds going towards buses for field trips rather than



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| | <p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <p>having individual parents drive this next school year.</p> <p>The Direct Donation hearts will be taken down. A parent square notification will be sent out if families want to take them home.</p> | |
| G. Auditor | <ul style="list-style-type: none">Yearbook Fundraiser through Tree Ring (which is an optional selection for parents at check out on the Tree Ring website) raised \$884.83. \$396.41 was used for staff yearbooks and \$483.37 went to MCATES. | |
| H. Parliamentarian | <ul style="list-style-type: none">No discussion | |
| I. Programs a. Action Item: Vote to approve increase of budget for Staff Appreciation week to \$3,855 from \$3,500 | <ul style="list-style-type: none">Discussion:<ul style="list-style-type: none">A cart went around to distribute goodies to staff and with a budget of \$150. However, \$285.71 was requested to be refunded (no donation) and therefore the budget needs to be increased to cover the additional funds.Culmination is this Friday, June 7, 2024. | Motion Carried & Approved |
| J. Fundraising | <ul style="list-style-type: none">Most items have been picked up from the auction, we will send reminder emails for the remaining few items.There are still some outstanding payments for people who purchased tickets to class parties, we will send reminder emails to collect those payments.Discussion of MCN survey feedback regarding the benefit dinner. Spanish Hills Country Club is currently being held for May 9, 2025. | |



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| | <p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <ul style="list-style-type: none">Spring fundraising numbers have not been finalized yet. | |
| K. Volunteer Coordinator | <ul style="list-style-type: none">There was a recognition event at Tarantula Hill last night for Room Parents. 10 room parents showed up and the event was a lot of fun. Should plan for 2 events next year. It is a great community building opportunity.Discussion of the possibility of implementing a grandparent volunteer program next year. Maybe we could sponsor the Live Scans for grandparents to participate. | |
| L. PR/Social Media | <ul style="list-style-type: none">Plan for a Flashback Friday this week for the Benefit Dinner Video. | |
| M. Technical Advisor | <ul style="list-style-type: none">Need new 2024/2025 sloganNo changes to classroom teachers listNeed event dates and chairs to be updatedInfo needed for Art at Lunch shirtsSponsorship PacketBack to School Bash PacketDirect Donation Packet | |
| N. Alumni Advisor | <ul style="list-style-type: none">Senior Walk is tomorrow, June 6, 2024 at 2:30PM. This is our second time doing the walk and we plan for 30-40 students to attend.We will start collecting data for graduating students. | |
| V. NEW BUSINESS | | |
| | <ul style="list-style-type: none">New check request system being implemented for next yearSave the date for Kinder Roundup August 8, 2024. 4 sessions will need volunteers. Sign-ups will be created. | |
| VI. ONGOING BUSINESS | | |



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- No Discussion

VII. ADJOURNMENT

Meeting Adjourned

- 7:12 pm

Minutes Compiled by

- Katie Wade