



**MCN Executive Board Meeting**  
**Date: April 9, 2025; Time: 6:30 pm**  
**Location: MATES MPR**

<b>ATTENDANCE</b>		
<b>Present:</b>		<b>Absent:</b>
<p>President: Caitlin Shrum, Lainie Donnell Programs: Jennifer Steinert, Lori Allen Fundraising: Nancy Melgar, Jessica Ng Communications: Veronica Shuler, Devaki Winick PR/Social Media: Ashley Ramstead, Jennifer Howard Financial Secretary: Shannon Savage-Howie Secretary: Katie Wade, Lucia Bartlett Parliamentarian: Melanie Herrera Volunteer Coordinator: Lyndsay Rosen Executive Director: Kristen Walker Assistant Director: Renée Dake Alumni Advisor: Nadia Hefni Foster</p>		<p>Treasurer: Kenton Sowell Auditor: Justin Flam Parliamentarian: Arezou Zaidi Volunteer Coordinator: Tamara Summers Technical Advisor: Janey Choplin Teacher Representative: Denise Bain MATES Board Member: Stacey Foster</p>
<b>Agenda Item</b>		
<b>I. OFFICIAL OPENING OF THE MEETING</b>		<b>Discussion/Recommendations</b>
<p>A. Call to order B. Establishment of Quorum C. Mission Statement</p>		<ul style="list-style-type: none"><li>At 6:34PM by Caitlin Shrum</li><li>Yes</li><li>Read aloud by Lainie Donnell</li></ul>
<b>II. APPROVAL OF THE MINUTES</b>		
<p>A. <b>Action Item:</b> Vote to approve minutes from March 12, 2025 MCN Executive Board Meeting</p>		<ul style="list-style-type: none"><li>No Discussion</li></ul> <p>Motion Carried &amp; Approved</p>
<b>III. FINANCIAL</b>		
<p>A. <b>Action Item:</b> Vote to approve March 2025 payments totalling \$2,834 B. <b>Action Item:</b> Vote to approve March 2025 deposits totalling \$3,102 C. <b>Action Item:</b> Vote to release funds for monthly cash gift of \$300 to the school for the month of April 2025.</p>		<ul style="list-style-type: none"><li>No Discussion</li><li>No Discussion</li><li>No Discussion</li></ul> <p>Motion Carried &amp; Approved</p> <p>Motion Carried &amp; Approved</p> <p>Motion Carried &amp; Approved</p>

**IV.  
REPORT OF OFFICERS****A. President****a. Heart of an Eagle Scholarship**

- This idea for a scholarship came from another local school that already has a scholarship program. The scholarship will be from the current MCN to a MATES alum graduating from High School. We want to offer 3 - \$500 scholarships with the first scholarship being awarded in the 2025/2026 school year. This is another way to engage alumni. No GPA tied to the scholarship. There will need to be a committee to filter through applications and all details will need to be added to the bylaws. Information about the scholarship will be distributed to High Schools via student centers. Ongoing discussion continues about details surrounding the logistics of the scholarship.
- Additional bylaws need to be added. This will need to be voted on before we vote in the new MCN Executive Board.

**B. Executive/Assistant Director****a. School Updates**

- The Executive and Assistant Directors were at the California Charter School Association meeting in Sacramento last meeting. Thank you to MCN funds for sending us to the conference. There is some threatening legislation proposed that could impact our school - we are looking for ways to support CCSA and combat anti-charter legislation.



## MATES Community Network (MCN)

	<ul style="list-style-type: none"><li>• NED 2000 La Granada Dr. Thousand Oaks, CA 91362</li><li>Assembly was one of the best we have seen. The students were so engaged and the teachers received a lot of follow up materials to use in the classrooms. We are looking for another school to pay it forward with the next NED assembly.</li><li>• Family dance was fantastic. The pizza was delicious and the robot was so fun. We received so much good feedback.</li><li>• We have a programmatic audit on April 28th at 6pm at VCOE. This is essentially a presentation of who we are to the VCOE. We would love to have support in the audience if anyone is available to come.</li><li>• We are currently working on cleaning up the dress code at MATES. We are using a new vendor for uniforms. We are also working on attendance.</li><li>• Thank you for the March Teacher Gift Donation. Money used went towards the following:<ul style="list-style-type: none"><li>○ PE &amp; Sportsmanship Award: \$70.77</li><li>○ Friday Focus (Money): \$29.22</li><li>○ Friday Focus (Tech): \$21.42</li><li>○ Staff Development: \$755.53</li><li>○ Staff Development: \$416.69</li><li>○ NED Books: \$282.40</li><li>○ Classroom Tech Supplies: \$35.26</li><li>○ <b>Total: \$1,611.29</b></li></ul></li></ul>	
<b>C. MATES Board Member</b>	<ul style="list-style-type: none"><li>• [As reported by the Alumni Advisor]</li><li>• We attended the Charter School Conference with key takeaways: increasing leadership opportunities for students at MATES, increasing</li></ul>	



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	<p>volunteerism, starting a long-term project to revamp the website and volunteer orientation process to make it more engaging.</p> <ul style="list-style-type: none"><li>• The next PAC meeting at the end of the month, we will explore revamping the volunteer orientation at MCN.</li></ul>	
<b>D. Staff</b>	<ul style="list-style-type: none"><li>• NO Discussion</li></ul>	
<b>E. Treasurer</b>	<ul style="list-style-type: none"><li>• No Discussion</li></ul>	
<b>F. Financial Secretary</b>	<ul style="list-style-type: none"><li>• No Discussion</li></ul>	
<b>G. Auditor</b>  <ul style="list-style-type: none"><li>a. <b>Action Item:</b> Vote to amend September 2024 deposits to \$28,564.75 from \$35,763.03 as previously approved during the 10/9/2024 Executive Board Meeting</li></ul>	<ul style="list-style-type: none"><li>• No Discussion</li></ul>	Motion Carried & Approved
<b>H. Communications</b>  <ul style="list-style-type: none"><li>a. Communications would like to buy a 4x6 bulletin board for MCN Communications</li><li>b. <b>Action Item:</b> Vote to approve purchase of 4x6 bulletin board for use of MCN communications totalling \$124.20</li></ul>	<ul style="list-style-type: none"><li>• Mr. Fiss has an extra bulletin board that MCN will be able to use. No need to proceed with the action item.</li><li>• The Climate Survey will be sent home with a QR code for parents to access.</li></ul>	
<b>I. Parliamentarian</b>  <ul style="list-style-type: none"><li>a. All MCN Executive Board positions for 2025-2026 have been filled</li><li>b. <b>Action Item:</b> Vote to approve all new members for the 2025-2026 school year.</li></ul>	<ul style="list-style-type: none"><li>• The flier has been posted with all the positions filled for the 2025-2026 MCN Executive Board.</li><li>• We will need to hold a special meeting to approve the changes to the bylaws before we can vote to approve the new board.</li></ul>	

**J. Programs****a. Recap Women in History**

- The event was a huge success. The students did a great job. We were able to utilize Mr. Laguardia's costumes and the new background screen was amazing to help bring the stories to life. The parent volunteers were all great.

**b. Recap Family Dance**

- We had 180 kids check in. People loved having vendors there for pizza and donuts, this could be a fundraising sponsorship opportunity in the future.

**c. Discuss Staff Appreciation**

- Staff Appreciation week will be the week after we return from Spring Break. The theme is "MATES is the best part of our story"
- MCN will do 3 catered lunches and a coffee cart.
- We will try to facilitate a way to have letters written to every staff member (campus supervisors, cafeteria staff, etc.)
- We are trying something new- Wishlist items from teachers. There will be baskets provided for these wishlist items.

- Earth Day is during Spring Break, we will be asking for Blue Jean donations 4/14-4/18. In exchange for a denim donation you will get an earth day pin. We will have an all-call go out and the video about blue jean recycling will be shown in the classrooms.
- Shoutout to the Social Media Team for making all the best reels of all of our events!

**K. Fundraising**

## a. Auction Update

## i. Seeking help for auction items

- We are getting some really cool items for the silent auction. Slack has the updated list of donations. We still need more, please ask around if you know of any person or business that can donate.
- Teacher time is a raffle experience this year instead of an outbidding process.

  

- Restaurant night is the same night as the All District Chorus Festival. The pizza restaurant is close to the Civic Arts Plaza.

## b. Restaurant Night 4/29/25 Winners Pizza

- 20% back to MATES

**L. Volunteer Coordinator**

## a. MATES Mentors 2025-2026

- Should we offer the mentor program to the incoming TK parents? All TK students in the upcoming year are siblings of MATES students. After discussion, the mentor program should be offered to incoming TK families.

**M. PR/Social Media**

- a. Discuss how MCN follows others
- b. Discuss addition of new students to follow our pages
- c. Discuss outgoing students following our pages

- The new enrollment packet includes a QR code to join MATES social media. With the starting of the scholarship, we should continue to follow alum and engage with members of the community.

**N. Technical Advisor**

- No Discussion

**O. Alumni Advisor**

- The Senior Walk is still moving forward and has been pushed out to all the local high schools
- We will continue with the SignUp Genius for all the alumni events. It gets promoted with each new event and has worked great. It has provided more than enough volunteers at each event and allows people to plan ahead.



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### V. NEW BUSINESS

2000 La Granada Dr. Thousand Oaks, CA 91362

### VI. ONGOING BUSINESS

### VII. ADJOURNMENT

**Meeting Adjourned**

- at 7:46pm

**Minutes Compiled by**

- Katie Wade