

**MCN Executive Board Meeting**  
**Date: December 10, 2025; Time: 6:00 pm**  
**Location: MATES MPR**

ATTENDANCE		
<p><b>Present:</b>            President: Veronica Shuler, Caitlin Shrum            Evening Programs: Nancy Melgar            Daytime Programs: Rebecka Wolowitsch-Hill, Lauren T. Zurian            Communications: Lori Allen            PR/Social Media: Ashley Ramstead            Treasurer: Danya Baldrige            Secretary: Parul Sehgal            Auditor: Justin Flam            Volunteer Coordinator: Lindsey Flam            Alumni Advisor: Nadia Hefni Foster            Executive Director: Kristen Walker            Assistant Director: Reneé Dake            Teacher Representative: Denise Bain            MATES Board Member: Stacey Foster</p>	<p><b>Absent:</b>            Evening Programs: Rachel Adams            Fundraising: Lyndsay Rosen and Jessica Ng            Programs Advisor: Jennifer Steinert            PR/Social Media: Carrie Dockery            Communications: Thuan-Hua Trinh            Secretary: Courtney Grosslight            Alumni Advisor: Kerri Graver            Technical Advisor: Janey Choplin            Parliamentarian: Arezou Zaidi            Financial Secretary: Mo Karimnia            Volunteer Coordinator: Tamara Summers</p>	
Agenda Item	Discussion/Recommendations	Status
I. OFFICIAL OPENING OF THE MEETING		
A. Call to order	6:01 by Caitlin	
B. Establishment of Quorum	Yes	
C. Mission Statement	Read by Dr. Walker	
II. APPROVAL OF THE MINUTES		
A. <b>Action Item:</b> Vote to approve minutes from the November 12, 2025 MCN Executive Board Meeting	No discussion	Motion Carried & Approved
III. FINANCIAL		
A. <b>Action Item:</b> Vote to approve November expenditures totaling \$9,891.78	No discussion	All Motions Carried & Approved
B. <b>Action Item:</b> Vote to approve November deposits totaling \$5,256.56		

<p>C. <b>Action Item:</b> Vote to release funds for monthly cash gift of \$300 to the school for the month of December 2025</p>		
<p>IV. REPORT OF OFFICERS</p>		
<p>A. <b>President</b></p>	<p>Thanked all Board members for their service.</p>	
<p>B. <b>Executive/Assistant Director</b></p>	<p>Thanked everyone. Apex was very successful. First time indoors due to inclement weather. Typical run still preferable. Big screen made it a lot more fun. Kids enjoyed. Staff gave positive feedback as well. Would like to have the same staffers back next year.</p> <p>Great “Calm Mama” event. Big hit having it outside and having free food. Great feedback, and fantastic information shared. Would like to have the presenter back in the future. Encouraged checking out her website.</p> <p>Food Drive was great. 386 pounds of food were donated.</p> <p>Tours coming up. Thanked Veronica for doing the last two. A number of Board members have volunteered to cover future tours. Encouraged to share about MCN during the tour; will have a slide. Would also like to walk everyone around campus. With Open Enrollment coming, would like to have flyers distributed. Want to show have a robust outreach plan; want a diverse pool of applicants so want to reach various parts of the community. Asked each member to take one flyer and post it at one place in the community to help with outreach. Nadia asked if members can share the locations</p>	

	<p>posted to avoid duplicates. Ashley asked for a digital copy. Ms. Dake encouraged posting in more diverse areas. Ashley also suggested posting it on Next Door Neighbor. Other suggestions included posting it on Conejo Valley Moms Group on Facebook.</p> <p>Doing a new lottery platform – moving away from physical to a digital lottery. Starting in January, a button to click to link to “Lottrease”. Get consistent updates and inform status of admission and/or waitlist number. Will save so much time. Will still be calling accepted numbers. Well reviewed company, accurate, in use by a number of charter schools.</p> <p>Donated funds – spent almost \$2K for a second grade field trip bus, additional funds on social emotional resources for kindness, some supplies for the drill team, TK class room supplies, PE supplies, etc. in the month of December. Have a physical copy of the donation use record.</p> <p>Spoke to TAP, MCN Presidents, and Directors to get shade awnings around Kindergarten classrooms. Also spoke to distributor to replace one of the existing awnings that was chewed by a squirrel. To replace and add the Kinder awning, it would cost around \$55K for awnings plus additional cost to move wirings. Encouraged MCN to see if would like to fund. Projected life? Unsure, but will find out. Old awnings have lasted over 7 years. MATES BOD is encouraging MCN to not have a lot of money in the bank and to use it for the school’s benefit. Caitlin</p>	
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	suggested replacing Kinder playground equipment. Will gather more information from the BOD and revisit.	
<b>C. MATES Board Member (if any)</b>	Meeting on Monday. Been working on policy. Thanked everyone and encouraged everyone to take time with the family during the holidays.	
<b>D. Staff (if any)</b>	Thanked everyone. Teachers appreciate all the donations from MCN. Teachers will get the breakdown in January.	
<b>E. Treasurer</b>	None	
<b>F. Finance Secretary (if any)</b>	Not present	
<b>G. Communications</b>	Lori Allen – Winter gallery approved. Have not heard about STEAM night yet and that is a lot of work. Binder was passed on and was very thorough. Nancy will look for the binder, which should be available digitally as well. Still have access to old drive; Rebecca will share access with Nancy.	
<b>H. Auditor</b>	None.	
<b>I. Parliamentarian (if any)</b>	Not present.  Caitlin made a plug regarding nominating committee members. Help find qualifying individuals to be on the Board.	
<b>J. Night Programs</b> a. Talent Show Update	Working with Mr. LaGuardia on Talent Show. He does a lot of it. Lori indicated that popcorn can be served at the event, but asked members to be mindful of all the clean up needed. Lori encouraged having adult volunteers only for the event.	



	<p>Chairs have been appointed for International Night, although event is in May.</p> <p>Lori – encouraged finding co-chair for Winter Art Gallery.</p>	
<p><b>K. Daytime Programs</b></p> <ul style="list-style-type: none"> <li>a) 4/17 at 8:30 am for Panel of Professionals – update calendar</li> <li>b) Recap of Calm Mama Coaching Event</li> <li>c) Women in History – Chair?</li> </ul>	<p>Lauren:</p> <ul style="list-style-type: none"> <li>a) Need to update to 8:30 am instead of 6 pm for the next Parent Empowerment Night</li> <li>b) Calm Mama Coaching was a great event. 45 attendees. Considering a different catering option for next time. Appreciated, Ken, owner of Honey &amp; Herb for serving free waffles and offering the venue. Will bring presenter back. Felt full yet intimate with the space. In the future, would also like to Zoom it or record if presenter is willing.</li> <li>c) Started Women in History. Need a chair. Would like to have 5<sup>th</sup> Grade parents. Dr. Walker suggested advertising the need for all chairs/co-chairs (Marketplace, Winter Gallery, STEAM, and Women in History). Ms. Dake suggested approaching younger grade level parents too to have them involved over the years. STEAM Night will be on March 12, 2026. Can plan Women in History for a few weeks after – around March 25, 2026.</li> </ul>	
<p><b>L. Fundraising</b></p>	<p>No Update.</p>	



<p><b>M. Volunteer Coordinator</b></p>	<p>If you have anything that needs to be put in the next room parent email, please send.</p>	
<p><b>N. PR/Social Media</b></p>	<p>APEX recap coming up. Will thank the sponsors and disclose the amounts raised. Would like to get an MCN photo of everyone and do some trending reels of the staff during holidays.</p> <p>Will also share Ms. Diane’s upcoming retirement – December 19, 2025. The program is going to be managed by a private management company now. She has been with the school for 11 years. She is excited to retire and garden. Suggested idea to have her return and do Friday Focus for gardening perhaps.</p> <p>Veronica suggested creation of a little library in Ms. Diane’s honor. Suggested having a plaque and bringing her back to disclose.</p> <p>Nancy indicated that Language at Lunch seems to be losing popularity. Asked if can get a boost through social media advertising. In the morning, a sign is put up. Ashley requested a text from Nancy as a reminder to post a few days in advance of the event.</p>	
<p><b>O. Technical Advisor</b></p>	<p>Not Present</p>	
<p><b>P. Alumni Advisor</b></p>	<p>Senior Walk in June. HEART scholarship will be a part of it, will start getting more info out. Charter Association gave a shout out to MATES. Need to formalize career night, etc. Excited that the Association is reaching out to know what we are doing.</p>	
<p><b>V. NEW BUSINESS</b></p>		
<p>Mr. Fiss’ Retirement</p>	<p>Mr. Fiss will be retiring soon. MCN wants to show appreciation. Dr.</p>	



	Walker shared that Ms. Fiss has a vision for the garden to be for both of them. Suggestion to create a bench with butterflies in the garden for kids to use. Would be called the "Fiss Garden". Could try to get a customized bench. Will also look to raise money. Encouraged additional thoughts to be shared at future meetings.	
VI. ONGOING BUSINESS		
Gates	Run club - gates were not open until 7:50 am in the front. Requested having them opened a bit earlier. A Run club chair is still needed.	
VII. ADJOURNMENT		
Meeting Adjourned	At 6:54 pm	
Minutes Compiled by	<ul style="list-style-type: none"> <li>Parul Sehgal</li> </ul>	