



**MCN Executive Board Meeting**  
**Date: January 14, 2026; Time: 6:30 pm**  
**Location: MATES Staff Lounge**

ATTENDANCE		
<p><b>Present:</b>            President: Caitlin Shrum, Veronica Shuler            Evening Programs: Nancy Melgar            Daytime Programs: Rebecka Wolowitsch-Hill            Communications: Thuan-Hau Trinh            PR/Social Media: Ashley Ramstead            Financial Secretary: Mo Karimnia            Volunteer Coordinator: Tamara Summers            Alumni Advisor: Nadia Hefni Foster            Parliamentarian: Arezou Zaidi            Executive Director: Kristen Walker            Assistant Director: Reneé Dake            MATES Board Member: Stacey Foster</p>	<p><b>Absent:</b>            Evening Programs: Rachel Adams            Daytime Programs: Lauren T. Zurian            Fundraising: Jessica Ng, Lyndsay Rosen            Secretary: Courtney Grosslight, Parul Seghal            Communications: Lori Allen            PR/Social Media: Carrie Dockery            Treasurer: Danya Baldrige            Programs Advisor: Jennifer Steinert            Parliamentarian: Alisa Bertram, Arezou Zaidi            Teacher Representative: Denise Bain            Alumni Advisor: Kerri Graver            Auditor: Justin Flam            Volunteer Coordinator: Lindsey Flam            Technical Advisor: Janey Choplin</p>	
Agenda Item	Discussion/ Recommendations	Status
<b>I. OFFICIAL OPENING OF THE MEETING</b>		
A. Call to order B. Establishment of Quorum C. Mission Statement	<ul style="list-style-type: none"> <li>● At 6:39 PM by Caitlin Shrum</li> <li>● Yes</li> <li>● Read aloud by Dr. Kristen Walker</li> </ul>	
<b>II. APPROVAL OF THE MINUTES</b>		
A. n/a		
<b>III. FINANCIAL</b>		



<p>A. <b>Action Item:</b> Vote to approve deposits totaling \$53,896.12 for month ending December 31, 2025</p> <p>B. <b>Action Item: Action Item:</b> Vote to approve expenses totaling \$625.68 and ending cash was \$119,462.61.</p> <p>C. <b>Action Item:</b> Vote to release funds for the monthly cash gift of \$300 to the school for the month of January 2026.</p>	<ul style="list-style-type: none"><li>● Nancy, Arezou; no discussion</li><li>● Tamara, Rebecka; no discussion</li><li>● Nancy, Thuan-Hau; no discussion</li></ul>	
<b>IV. REPORT OF OFFICERS</b>		



<p><b>A. President</b></p> <p>a. Awnings for MATES/Release the funds/send receipts to MCN</p> <p>b. <b>Action Item:</b> Vote to approve \$55,921.00 for awnings</p> <p>c. Reminder: 2026/2027 MCN Plug: get names of those interested in MCN to Arezou and Alisa</p>	<ul style="list-style-type: none"><li>● Replace current + add in front of kindergarten area</li><li>● Nancy, Arezou; discussion re: replacing 5, and adding 4 new. Dr. Walker confirms it will be the replacement of the fabric (actual motor, etc. is fine) and the new ones will be contraption + fabric. It'll be updated to use Sunbrella fabric, which was not available when first installed. The current have lasted 7-8 years. Teachers have been asking for for many years, and this is a top facilities need. Seven years ago, for 5 installed + fabric, it was near \$30K. Courtney Grosslight to confirm the total cost is replacing fabric on existing \$12,054, and adding four new units is remainder. It is considered removable, so it's not a change to facility which means DSA, Facilities does not need to provide approval; not technically considered a construction project. The cost includes a 5-year warranty on motor and 10-year for fabric. Previous fabric was not premium, so warranty had lapsed. Motion Carries.</li></ul>	
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<p><b>B. Executive/Assistant Director</b></p>	<ul style="list-style-type: none"> <li>• Designation from State - High Performing Charter School. Based on that category, you are eligible for different options as it relates to Charter Renewal. Because dashboard data puts us in high category, we are in the high performer category. This allows us a presumptive renewal with VCOE, and we are eligible for a 7-year renewal. If you are in low-performing, it is a presumptive denial. As high-performing, renewal would have to find a problem.</li> <li>• Dr. Walker to confirm with authorizer details, and will share with MCN + parents for attendance and support. Additionally, will provide audit details.</li> <li>• Open Enrollment has started; encourage friends + families + younger families to enroll before Friday 2/20.</li> <li>• Encourage MCN to participate in school tours.</li> <li>• Social to photograph school tours to support; next opportunity is Thursday 2/20. If that date doesn't work, there are options weekly until 2/20.</li> <li>• Appreciation for Professional Development Funds - Walker + Take attending Leadership Weekend.</li> <li>• For MLK long weekend, 11 staff members are going to Get Your Teach On conference. Whenever staff goes to a conference, attendees share with those that didn't attend. Many thanks to MCN - donations cover cost of travel (airfare, hotel, per diem, conference registration).</li> <li>• Intent to Return is included in Wednesday email, as well as Climate Survey. Helpful information for the MATES Board to be able to make decision - what works, what doesn't, etc. Informs Local Control Accountability Plan (LCAP).</li> <li>• Preparing for Winter Art Gallery</li> <li>• Talent Show is in full force this week and next. Teacher Talent Show will be debuted tomorrow.</li> <li>• Entire staff did CPR training; nice opportunity for staff development (custodian, teachers, etc.)</li> <li>• Middle School Visit on Monday 2/26, immediately after drop off. Colina + Los Cerritos principals + counselors immediately after drop off</li> <li>• Tech Committee Meeting on 1/14 - wishlist ask of four (4) classroom sets of computers; could be \$10K/classroom, totaling \$40K.</li> <li>• 52,000 of previously donated funds; January \$6300 spent on</li> </ul>	
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<b>C. MATES Board Member</b>	<ul style="list-style-type: none"><li>● Absent</li></ul>	
<b>D. Staff</b>	<ul style="list-style-type: none"><li>● Absent</li></ul>	
<b>E. Treasurer</b>	<ul style="list-style-type: none"><li>● Absent</li></ul>	
<b>F. Financial Secretary</b>	<ul style="list-style-type: none"><li>● NO UPDATE</li></ul>	
<b>G. Communications</b>	<ul style="list-style-type: none"><li>● NO UPDATE</li></ul>	
<b>H. Auditor</b>	<ul style="list-style-type: none"><li>● Absent; Plan to share in February</li></ul>	
<b>I. Parliamentarian</b> a. Update: Nominating Committee and 2026/2027 MCN board interest/form	<ul style="list-style-type: none"><li>● Finalizing Nominating Committee; aiming to meet by the end of the month.</li><li>● Significant interest from Kindergarten</li><li>● Challenge is finding spots for people who have the energy</li><li>● Language at Lunch - kids are very involved with additional interest from kids. Finding a happy medium between volunteering + real life.</li><li>● Dr. Walker to support with all calls, support on social</li><li>● Arezou will reach out to those who are absent</li></ul>	



<p><b>J. Evening Programs</b></p> <ul style="list-style-type: none"><li>a. Update: Winter art gallery</li><li>b. Update: talent show</li><li>c. Update: STEAM night</li><li>d. Thank you</li></ul>	<ul style="list-style-type: none"><li>● <b>Talent Show</b> - TTK1 - volunteers set for the morning, but need additional support for evenings. Cute photobooth with performers; Candy Bar station with adult managing; mocktails available as well.</li><li>● Concerns re: cleaning up the mess as a result of food + drink being made available. Admin PASSES on mocktails + candies.</li><li>● Winter Art Gallery - Lori handles it all. Ashley Ramstead is done for 2 years, but can step back in. Rebecka - help from Shannon (TK). Conejo Valley Art Museum is attending.</li><li>● STEAM Night (Rachel Adams) - some help from Jojo Bennink. Vendors available - forms, videos, etc. Burger vendor? Taco truck for STEAM Night? Pre-COVID - options to also grab dinner?</li></ul>	
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<p><b>K. Daytime Programs</b></p> <p>a. Update: WIH and Kindness Quest student assembly</p>	<ul style="list-style-type: none"><li>● Women in History - in full swing, with 3 volunteers; 6 kids have signed up. Added permission slip + choice form, PowerPoint being sent to parents. Opportunity to add to the entire school.</li><li>● Have to start on Wed 1/21</li><li>● Option to only include 3 women, not all 5.</li><li>● Sparks really spoke highly about it; she's going to work out the lunch, PE competitions.</li><li>● Kindness Quest - laser show kids assembly. 2/18 at 9 and 10:30 - blackout in MPR.</li><li>● Earth Day - fence for the chickens. Matt Bertram is supposed to build.</li><li>● Run Club - TK had big turnout. Need support from Mr. Fiss carrying tables.</li></ul>	
<p><b>L. Fundraising</b></p> <p>a.</p>	<ul style="list-style-type: none"><li>● Absent</li></ul>	
<p><b>M. Volunteer Coordinator</b></p>	<ul style="list-style-type: none"><li>● NO UPDATE</li></ul>	
<p><b>N. PR/Social Media</b></p>	<ul style="list-style-type: none"><li>● Planning for Yearbook reminders NOW - TK/K and 5th grade</li><li>● Julianne Roll - Open Enrollment support</li></ul>	
<p><b>O. Technical Advisor</b></p>	<ul style="list-style-type: none"><li>● Absent</li></ul>	



<p><b>P. Alumni Advisor</b></p> <p>a. Update: Senior Walk/ HEART scholarship promotion</p> <p>b. Update: alumni volunteer needs for upcoming programs.</p> <p>c. Thank you!</p>	<ul style="list-style-type: none"> <li>● HEART Scholarship publicity is in motion; social media support through schools and Senior Walk (6/4).</li> <li>● Additional support on MATES FB page; college counselors, etc.</li> <li>● Support from middle + high school for Talent Show.</li> <li>● Volunteer asks are set for the remainder of the year.</li> <li>● Senior Walk - confirm route; incorporate 5th graders, additional pom poms, excitement.</li> </ul>	
<b>V. NEW BUSINESS</b>		
<p><b>Q. Earth Day</b></p>	<p>E-Waste drive; company will give certain amount/ pound.</p>	
<b>VI. ONGOING BUSINESS</b>		
<b>VII. ADJOURNMENT</b>		
<p>Meeting Adjourned</p>	<ul style="list-style-type: none"> <li>● at 7:36PM</li> </ul>	
<p>Minutes Compiled by</p>	<ul style="list-style-type: none"> <li>● Veronica Shuler</li> </ul>	