



**MCN Executive Board Meeting**  
**Date: April 15, 2026; Time: 6:30 pm**  
**Location: MATES MPR**

ATTENDANCE		
<p><b>Present:</b>            President: Caitlin Shrum, Veronica Shuler            Evening Programs: Nancy Melgar            Daytime Programs: Rebecka Wolowitsch-Hill            Fundraising: Lyndsay Rosen, Jessica Ng            Communications: Thuan-Hay Trinh, Lori Allen            Treasurer: Danya Baldrige            Secretary: Courtney Grosslight, Parul Sehgal            Volunteer Coordinator: Lindsey Flam, Tamara Summers            Technical Advisor: Janey Choplin            Executive Director: Kristen Walker            Assistant Director: Reneé Dake            MATES Board Member: Stacey Foster            Parliamentarian: Alisa Beltram</p>	<p><b>Absent:</b>            Evening Programs: Rachel Adams            Daytime Programs: Lauren T. Zurian            Programs Advisor: Jennifer Steinert            Parliamentarian: Arezou Zaidi            Teacher Representative: Denise Bain            Alumni Advisor: Nadia Hefni Foster, Kerri Graver            Financial Secretary: Mo Karimnia            Auditor: Justin Flam</p>	
Agenda Item	Discussion/Recommendations	Status
<b>I. OFFICIAL OPENING OF THE MEETING</b>		
A. Call to order	<ul style="list-style-type: none"> <li>At 6:36 PM by Caitlin Shrum</li> </ul>	
B. Establishment of Quorum	<ul style="list-style-type: none"> <li>Yes</li> </ul>	
C. Mission Statement	<ul style="list-style-type: none"> <li>Read aloud by Dr. Walker</li> </ul>	
<b>II. APPROVAL OF THE MINUTES</b>		
A. Action Item: Vote to approve minutes from the March 11, 2026, MCN Executive Board Meeting	<ul style="list-style-type: none"> <li>No Discussion</li> </ul>	Motion Carried & Approved
B. Action Item: Vote to approve minutes from the March 17, 2026, Special MCN Executive Board Meeting		
<b>III. FINANCIAL</b>		
A. <b>Action Item:</b> Vote to approve March 2026 expenses totaling \$3,813.41	<ul style="list-style-type: none"> <li>No Discussion</li> </ul>	All Motions Carried & Approved
B. <b>Action Item:</b> Vote to approve March 2026 deposits totaling \$5,031.52		



<p>C. <b>Action Item:</b> Vote to release funds for monthly cash gift of \$300 to the school for the month of March 2026.</p>		
<p><b>IV. REPORT OF OFFICERS</b></p>		
<p><b>A. President</b></p> <p>a. Happy Birthday!</p> <p>b. Mr. Fiss' Retirement</p> <p>c. Upcoming General Membership Meetings</p> <p style="padding-left: 40px;">i. GMM3 – 5/1/2026</p> <p style="padding-left: 40px;">ii. GMM4 – 5/28/2026 (Open House)</p> <p>d. End of year gathering celebration at Stonehaus after the June 3rd Meeting</p>	<ul style="list-style-type: none"> <li>● Wished a Happy Birthday to Rebecka, Lauren and Lindsey.</li> <li>● Discussed Mr. Fiss' upcoming retirement, including potential ways to celebrate.</li> <li>● The Board was reminded of the upcoming GMM meeting dates. It was noted that the 2026-2027 MCN Executive Board slate will be ratified during GMM3 on May 1. Caitlin Iso noted that an end-of-year video will be shared during GMM4 which is also when Open House takes place.</li> <li>● Caitlin noted that the June 3<sup>rd</sup> meeting will be held with incoming and outgoing MCN Executive Board members, who will all be invited to an optional gathering at Stonehaus after the meeting concludes.</li> </ul>	
<p><b>B. Executive/Assistant Director</b></p> <p>a. School Updates</p>	<ul style="list-style-type: none"> <li>● The Executive and Assistant Directors complimented STEAM night, and Women in History. Appreciated the inclusivity at the events.</li> <li>● Dr. Walker encouraged participation at the upcoming Parent Empowerment Night where several child specialists will be speaking as a panel. Noted that a pre-meeting was held with the panel and the</li> </ul>	



<p><b>b.</b> Monthly breakdown of items purchased with MCN funds</p>	<p>event is expected to be very meaningful.</p> <ul style="list-style-type: none"><li>• Dr. Walker also highlighted the upcoming Benefits Dinner.</li><li>• Dr. Walker shared that the school has a programmatic audit on April 27th at VCOE. This is essentially a presentation of who we are to the VCOE, and is conducted annually for authorization. Dr. Walker encouraged Board support in the audience.</li><li>• Dr. Walker shared that a MATES Board Candidate meet and greet will be held at the upcoming MATES Board of Directors meeting. The intent is to help the MATES community make informed voting decisions.</li><li>• Dr. Walker mentioned that a quote for a set of class laptops was received at 70 laptops for \$40,138. While the MATES Board would approve the transaction, MCN will have the opportunity to fund and determine whether past funds or new funds should be utilized for payment.</li><li>• Dr. Walker noted that Conejo Cottontails has been contacted to create a memorial for Luna Crawford. The art piece is expected to be \$7,500 and additional installation costs are anticipated. The total cost is not finalized, but this project is also something MCN may choose to fund.</li><li>• Dr. Walker then provided a breakdown of the items purchased with MCN funds in March and April, including new gaga pit supplies, new furniture, a chess piece replacement, multiple staff members' attendance at an educational technology conference, and other technological needs.</li></ul>	
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	Over \$82,000 in donated funds have been used year to date.	
<b>C. Alumni Advisor</b>	<ul style="list-style-type: none"> <li>No discussion</li> </ul>	
<b>D. MATES Board Member</b>	<ul style="list-style-type: none"> <li>Encouraged participation at the upcoming MATES Board Meeting to meet with candidates.</li> </ul>	
<b>E. Staff</b>	<ul style="list-style-type: none"> <li>No Discussion</li> </ul>	
<b>F. Treasurer</b>	<ul style="list-style-type: none"> <li>No Discussion</li> </ul>	
<b>G. Financial Secretary</b>	<ul style="list-style-type: none"> <li>No Discussion</li> </ul>	
<b>H. Communications</b>	<ul style="list-style-type: none"> <li>MCN survey will be distributed next month – encouraged participation and completion of survey</li> <li>Noted that \$424.63 remaining funds will be used to pay for staff yearbooks.</li> <li>Reminded everyone that the deadline to upload photos for yearbook is 4/24/26.</li> </ul>	
<b>I. Auditor</b>	<ul style="list-style-type: none"> <li>No Discussion</li> </ul>	
<b>J. Parliamentarian</b> <b>a. Action Item:</b> Vote to approve the MCN Executive Board Slate for 2026-2027	<ul style="list-style-type: none"> <li>The agenda was amended to include the approval of 2026-2027 MCN Executive Board slate. It was noted that Rich Habib’s last name needed to be updated on the slate (from Habibi to Habib). All positions were filled.</li> </ul>	Motion Carried & Approved
<b>K. Night Programs</b> <b>a.</b> International Night Updates  <b>b.</b> STEAM Night Recap	<ul style="list-style-type: none"> <li>Over 23-25 country booths are expected at the International Night on Friday, May 15. Each country will have a stamp and each child will be given a passport to visit the various countries and obtain their stamps.</li> <li>Updates on STEAM night were also provided. It was indicated that over</li> </ul>	



	<p>162 students attended the event. A number of projects were submitted at the last minutes. Attendees enjoyed the burgers that were catered and the vendor is expected to be back at International Night.</p> <ul style="list-style-type: none"> <li>• Nancy was appreciated for cleaning out the Cloffice.</li> </ul>	
<p><b>L. Day Programs</b></p> <p><b>a.</b> Review budget for Staff Appreciation Week</p> <p><b>b. Action Item:</b> Vote to approve \$300 budget increase for Staff Appreciation Week</p>	<ul style="list-style-type: none"> <li>• Rebecka highlighted the need for all vendors to obtain insurance for upcoming Staff Appreciation week. While everything planned is currently \$50 under budget, a buffer is needed to ensure everything can be executed as planned. The theme for Staff Appreciation Week is “MATES makes learning magical.”</li> <li>• A recap on Women in History was done. The event was well-done and the chair for the event will be serving on the MCN Board next year.</li> <li>• Rebecka shared that the panel for the upcoming Parent Empowerment Night is not charging MCN and is also permitting recording of the event. Participation at the event was encouraged.</li> </ul>	<p>Motion Carried &amp; Approved</p>
<p><b>M. Fundraising</b></p>	<ul style="list-style-type: none"> <li>• Lindsey R. and Jessica provided an update on the upcoming MATES Benefits Dinner. Over 182 tickets have been sold thus far, and the event is anticipated to be well-received. Encouraged Board to assist with set-up on the day of.</li> <li>• Discussed end-of-year grade parties to raise additional funds for the school. Sought hosts for a TK, K, and Third grade party.</li> </ul>	
<p><b>N. Volunteer Coordinator</b></p>	<ul style="list-style-type: none"> <li>• No discussion</li> </ul>	



<b>O. PR/Social Media</b>	<ul style="list-style-type: none"><li>No Discussion</li></ul>	
<b>P. Technical Advisor</b>	<ul style="list-style-type: none"><li>No Discussion</li></ul>	
<b>V. NEW BUSINESS</b>		
<ul style="list-style-type: none"><li>Veronica mentioned that a TK/First Grade Mom has been emailing about a school garden program offered by an organization outside of Ventura County.</li></ul>	<ul style="list-style-type: none"><li>Dr. Walker confirmed that the suggested organization does not work with schools in Ventura County.</li></ul>	
<b>VI. ONGOING BUSINESS</b>		
<b>VII. ADJOURNMENT</b>		
<b>Meeting Adjourned</b>	<ul style="list-style-type: none"><li>at 7:23 pm</li></ul>	
<b>Minutes Compiled by</b>	<ul style="list-style-type: none"><li>Parul Sehgal</li></ul>	