



Community Montessori & Dimensions Collaborative School

**MINUTES**

**Regular Board Meeting  
Element Education, Inc.  
July 27, 2022  
1:00 P.M. Closed Meeting  
1:30 P.M. Public Meeting**

**Element Staff:**

Roland Yung, Chief Operations Officer  
Paul Johnson, School Director DCS  
Niki Sestina, Director of Student Services  
Jenny Parsons, Development Manager, DCS  
Kiran Sihota, Director of Human Resources  
Doug Miller, Chief Business Officer  
Earl Otte, School Director, CM  
Susan Michaels, Executive Assistant  
Janeal Fore, Element Education  
Emily Snow, Element Education

**LOCATION**

1441 Montiel Road #143  
Escondido, CA 92026

1816 Oak Hill Drive  
Escondido, CA 92026

3751 Mary Lane  
Escondido, CA 92026

12370 Adobe Ridge Rd  
Poway, CA 92064

4646 Mission Gorge Place  
San Diego, CA 92120

1800 North Broadway  
Escondido, CA 92026

9580 Carlton Hills  
Santee, CA 92071

6797 Embarcadero Lane  
Carlsbad, CA 92011

**1. OPENING PROVISIONS**

1.a. Call to Order and Roll Call

**1:00 p.m.**

Members present: Childers, Raymond, Rohrer, Sinclair, Tweeten, Williams

Secretary: Novacek

Recording Secretary: Michaels

1.b. No public comments related to closed session.

1.c. Adjourned to Closed Session

**2. CLOSED SESSION**



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**3. PUBLIC SESSION**

**1:33 p.m.**

- 3.a. Ms. Rohrer called the meeting to order, and a quorum was established.
- 3.b. Mr. Sinclair led the Pledge of Allegiance.
- 3.c. The agenda was approved.
- 3.d. Ms. Rohrer reported there was no action taken during closed session.

MSC (Raymond/Tweeten) to approve agenda with following addendum: Add Action Item 8.a.5. Consideration of Sam Aslanian Contract. Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Raymond, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. Williams

**Nays:** None **Abstain:** None

**4. RECOGNITIONS AND PRESENTATIONS**

- 4.a. Ms. Novacek introduced the following new staff members to the Board: Niki Sestina, Director of Student Services and Jenny Parsons, Development Manager for Dimensions Collaborative School.
- 4.b. Mr. Otte reported staff is finalizing the reading tracking program for grades TK-1, each classroom will receive one iPad so staff can better record student work using Transparent Classroom, staff is working with a Montessori organization to set up a series of training courses for all Learning Assistants, and staff is developing a rubric on classroom observations for use by visitors and staff.
- 4.c. Mr. Johnson reported the Broadway Learning Center received new a AVER screen, the Broadway and Mission Valley Learning Centers will receive new iPads to support student academic engagement and work documentation, more training will be done on Defined Learning, staff is working on preparing a recruitment and retention calendar, and curriculum tis being ordered to support the hybrid program.

**5. COMMUNICATIONS - Agenda and Non-Agenda Items**

- 5.a. There were no public comments.
- 5.b. Ms. Rohrer expressed appreciation for the Board planning workshop and opportunity for collaboration and open communication.

**6. APPROVAL OF CONSENT ITEMS**

- 6.a. Approval of Minutes of Regular Board Meeting on June 29, 2022



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6.b. Ratification of Check Runs for June 2022.

MSC (Childers/Sinclair) to approve Consent Items. Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Raymond, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. Williams

**Nays:** None **Abstain:** None

**7. INFORMATION ITEMS - NO ACTION**

7. a. Chief Business Officer Report

1. Mr. Miller presented current financial information for Community Montessori and Dimensions Collaborative School.
2. Mr. Miller reported staff continues to process technology orders in preparation for the new year.

7. b. Director of Human Resources Report

1. Ms. Sihota reported the following new hires: 2 Educational Facilitators (Middle School) Community Montessori. Ms. Sihota reported the following open positions: 1 Administrative Specialist-Operation (CM), 1 Speech Pathologist (SPED), 2 Educational Facilitators (DCS), 1 Education Specialist (SPED), Student Support Assistants (DCS and CM), and 1 Regional Assistant (DCS).
2. Ms. Sihota reported the Special Education Program Manager attended the Special Education Leadership Academy in Sacramento.

7. c. Executive Director Report

1. Ms. Novacek shared the SDCOE DCS Site Visit Report with the Board, and reported staff is working on revising the Independent Study policy and asbestos management plan.

**8. ACTION ITEMS**

8. a. Element Education

1. Approval of Revised 22-23 Master Calendar

MSC (Raymond/Sinclair) to approve 22-23 Master Calendar. Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Raymond, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. Williams

**Nays:** None **Abstain:** None

2. Approval of Updated Comprehensive Safety Plan

MSC (Williams/Tweeten) to approve Updated Comprehensive Safety Plan. Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Raymond, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. Williams

**Nays:** None **Abstain:** None



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3. Approval of Updated Employment Manual

MSC (Tweeten/Williams) to approve Updated Employment Manual. Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Raymond, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. Williams

**Nays:** None **Abstain:** None

4. Approval of Virtual Hybrid Venue for August 24, 2022, Meeting

MSC (Childers/Raymond) to approve Virtual Hybrid Venue for August 24<sup>th</sup> 2022 Meeting. Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Raymond, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. Williams

**Nays:** None **Abstain:** None

5. Approval of Contract with Sam Aslanian Architect.

MSC (Tweeten/Sinclair) to approve Sam Aslanian Contract. Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Raymond, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. Williams

**Nays:** None **Abstain:** None

8.b. Community Montessori

1. Approval of Lenovo P15 Purchase

MSC (Williams/Childers) to approve Lenovo P15 Purchase. Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Raymond, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. Williams

**Nays:** None **Abstain:** None

2. Approval of Apple IPAD Purchase

MSC (Sinclair/Raymond) to approve Apple IPAD Purchase. Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Raymond, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. Williams

**Nays:** None **Abstain:** None

8.c. Dimensions Collaborative School

1. Approval of Lenovo P15 Purchase

MSC (Sinclair/Williams) to approve Lenovo P15 Purchase. Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Raymond, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. Williams



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**Nays: None Abstain: None**

2. Approval of Apple IPAD Purchase

MSC (Sinclair/Childers) to approve IPAD Purchase Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Raymond, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. Williams

**Nays: None Abstain: None**

9. FUTURE AGENDA ITEMS

- Independent Study Policy
- Attendance Policy
- UPK Attendance
- SPED

10. NEXT MEETING DATE - Regular Board Meeting

Date: August 24, 2022  
 Location: Hybrid (Board In-person and Public Virtual)  
 Time: 1:00 PM Closed Meeting  
 1:30 PM Public Meeting

11. ADJOURNMENT

2:20 p.m.

DocuSigned by:  
  
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9/15/2022

Date

Board President

DocuSigned by:  
  
 819238B3ACD5424...

9/15/2022

Date

Board Secretary