



Community Montessori & Dimensions Collaborative School

**MINUTES**

**Regular Board Meeting  
Element Education, Inc.  
December 8, 2023  
11:30 A.M. Closed Meeting  
12:00 P.M. Public Meeting**

**BOARD MEMBERS**

**Jared Sinclair – President (2023)  
Barbara Rohrer - Vice President (2024)  
Tim Tweeten – Board Clerk (2024)  
Rosella Childers (2023)  
Aisha Williams (2024)  
Cecilia Williams (2023)**

**NON-VOTING MEMBERS**

**Terri Novacek – Executive Director**

**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 11:30 p.m.

Members present: Rohrer, Sinclair, T. Tweeten, A. Williams

Members absent: R. Childers, C. Williams

Secretary: Novacek

Recording Secretary: Michaels

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

1.c. Adjourned to Closed Session

**2. CLOSED SESSION**

**3. PUBLIC SESSION**

**11:33 a.m.**

3.a. Call to Order and Establishment of Quorum

3.b. Ms. A. Williams led the Pledge of Allegiance.

3.c. Approval of Agenda

3.d. Mr. Sinclair reported there was no action taken during the closed session.

MSC (Tweeten/A. Williams) to approve the agenda. Motion passed (4-0)

**Ayes:** Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. A. Williams **Nays:** None **Abstain:** None



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#### 4. RECOGNITIONS AND PRESENTATIONS

4.a Mr. Otte recognized CM student Vincent Chase for his outstanding work on the video game coding project.

4.b. Mr. Otte recognized CM EF Michelle Cooper for her willingness to share her time and expertise and outstanding leadership during the Regional Manager's leave of absence.

4.c. Mr. Otte presented his report on updates and activities within CM.

4.d. Mr. Johnson presented his report on updates and activities within DCS.

4.d.1. Mr. Hawkins shared a Student Internship presentation with the Board.

4.e. Ms. Ades shared CAASPP presentation with the Board.

Ms. C. Williams joined the meeting at 1218 p.m.

Ms. Childers joined the meeting at 12:23 p.m.

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

5.a. There were no public comments.

5.b. There were no comments from the Board.

#### 6. APPROVAL OF CONSENT ITEMS

6.a. Approval of Minutes for Special Meeting: Closed Session on October 27, 2023

6.b. Approval of Regular Board Meeting on October 27, 2023.

6.c. Ratification of Check Run for October 2023.

MSC (Tweeten/Childers) to approve the consent items. Motion passed (5-0)

**Ayes:** Ms. Childers, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. C. Williams **Nays:** None

**Abstain:** A. Williams

#### 7. INFORMATION ITEMS - NO ACTION

7. a. Chief Business Officer Report

1. Mr. Miller presented the current financial information for Community Montessori and Dimensions Collaborative School.

2. Mr. Miller reported the internet at the Santee Learning Center was upgraded and the staff is still in the process of updating the Mary Lane Learning Center internet.

7. b. Director of Human Resources Report

1. Ms. Sihota provided a written report on recent hires and current openings.

2. Ms. Sihota provided a written report on employees who engaged in formal professional learning since the last board meeting.

7. c. Chief of Operations Officer Report



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1. Mr. Yung reported staff is working on developing custodial standards, the new hallway at the Mission Valley Learning Center is complete, staff is working on improving outdoor lighting, and staff is working on implementing the new state mandated lunch program.

2. Mr. Yung reported the turnaround time for resource orders has improved by two days.

7. d. Executive Director Report

1. Ms. Novacek reported the Board President and staff attended the North County Philanthropic Council Volunteer Recognition event, she attended the Charter School Development Center conference, DCS Educational Facilitator, Mat Werner is going to invite assembly member Chris Ward to the DCS field trip at Chicano Park in January, and Element Education received a new member plaque at the North San Diego Business Chamber November networking event.

2. Ms. Novacek reported she met with an international group to discuss how to bring self-determined learning to the K-12 community, the Element U committee will be meeting again to discuss staff development, and staff is working on reviewing schedules to determine where we could fit in more time for collaboration.

**8. BOARD ELECTIONS:**

8.a. Nominations were open for Board Member positions by Mr. Sinclair.

Ms. Rohrer shared the Nominating Committee met and Ms. Childers, Mr. Sinclair, and Ms. C. Williams were unanimously nominated by the Committee.

MSC (Rohrer/A. Williams) to approve the Board nominations: Ms. Childers, Mr. Sinclair, and Ms. C. Williams. Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. A. Williams, Ms. C. Williams **Nays:** None  
**Abstain:** None

**9. ACTION ITEMS**

9.a. Element Education

1. Approval of Learning and Arts Support Assistant Job Description

MSC (Childers/C. Williams) to approve the Learning and Arts Support Assistant Job Description. Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. A. Williams, Ms. C. Williams **Nays:** None  
**Abstain:** None

2. Approval of FY 22/23 Audit Report

MSC (Rohrer/Sinclair) to approve the FY 22/23 Audit Report. Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. A. Williams, Ms. C. Williams **Nays:** None  
**Abstain:** None



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3. Approval of Food Service Administrator

MSC (Sinclair/Childers) to approve a Food Service Vendor contract up to \$60,000. Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. A. Williams, Ms. C. Williams **Nays:** None **Abstain:** None

9.b. Community Montessori

1. Approval of FY 23/24 First Interim Budget

MSC (Tweeten/C. Williams) to approve the FY 23/24 First Interim Budget. Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. A. Williams, Ms. C. Williams **Nays:** None **Abstain:** None

9.c. Dimensions Collaborative School

1. Approval of FY 23/24 First Interim Budget

MSC (Childers/Tweeten) to approve the FY 23/24 First Interim Budget. Motion passed (6-0)

**Ayes:** Ms. Childers, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. A. Williams, Ms. C. Williams **Nays:** None **Abstain:** None

10. FUTURE AGENDA ITEMS

- Board Elections

11. NEXT MEETING DATE - Regular Board Meeting

Date: January 26, 2024  
Location: Administrative Offices  
1441 Montiel Road #143  
Escondido, CA 92026  
Time: 11: 30 AM Closed Meeting  
12:00 PM Public Meeting

12. ADJOURNMENT

1:44 p.m.

DocuSigned by:   
80CA65E49CAD4C4... Date 1/29/2024

Board President

DocuSigned by:   
849238B3AGD5424... Date 2/5/2024

Board Secretary