



Community Montessori & Dimensions Collaborative School

**AGENDA**

**Regular Board Meeting  
Element Education, Inc.  
July 26, 2023  
1:00 P.M. Closed Meeting  
2:00 P.M. Public Meeting**

**ELEMENT STAFF:**

Roland Yung, Chief Operations Officer  
Niki Sestina, Director of Student Services  
Kiran Sihota, Director of HR  
Doug Miller, Chief Business Officer  
Susan Michaels, Executive Assistant  
Emily Snow, Registrar  
Abraham Abdelrehim Technology Manager  
Amie Self, Administrative Specialist- Business Services  
Pam Morasco, Administrative Specialist- Operations  
Christina Marchand, Registrar  
Tanya Lake, DCS Educational Facilitator/Technology Manager

**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, Sinclair, Tweeten, A. Williams, C. Williams

Members absent: Rohrer.

Secretary: Novacek

Recording Secretary: Michaels

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

1.c. Adjourned to Closed Session

**2. CLOSED SESSION**

**1:02 p.m.**

Board Adjourned to Closed Session.

**3. PUBLIC SESSION**

3.a. Mr. Sinclair called the meeting to order, and a quorum was established. **2:02 p.m.**

3.b. The Pledge of Allegiance was led by Mr. Tweeten.



---

Community Montessori & Dimensions Collaborative School

3.c. Approval of Agenda

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

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

**Abstain:** None

3.d. Mr. Sinclair reported the following actions were taking during closed session:

3.d.1 Approval of Executive Director Salary

MSC (Sinclair/Childers) to approve Executive Director Salary Motion passed (5-0)

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

**Abstain:** None

3.d.2. Approval of Executive Director Vacation Buy Back Request

MSC (Sinclair/C. Williams) to approve Executive Director Vacation Buy Back Request.

Motion passed (5-0)

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

**Abstain:** None

3.d.3. MSC (Childers/Sinclair) to approve confidential sections of the Comprehensive Safety Plan.

Motion passed (4-0)

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

**Abstain:** A. Williams

#### 4. RECOGNITIONS AND PRESENTATIONS

4.a Mr. Yung recognized Marvin Soares, Maintenance Custodian, as a new employee who has already brought much value to the organization with his skills, hard work, and demeanor.

4.b. Ms. Sestina shared third quarter iReady Assessment Data with the Board.

#### 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 of Public Hearing and Regular Board Meeting on June 28, 2023



Community Montessori & Dimensions Collaborative School

6.b. Ratification of Check Run for June 2023

MSC (Tweeten/Childers) to approve Consent Items. (4-0)

**Ayes:** Ms. Childers, 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 reported staff are working on closing the books and no major changes are anticipated from the 2<sup>nd</sup> Interim Budgets.
2. Mr. Miller reported that the internet is being upgraded at several sites, staff are preparing iPads for student distribution, cameras were purchased for DCS, and a new multi-factor authentication system was implemented to meet insurance requirements.

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. Executive Director Report

1. Ms. Novacek shared information about an upcoming golf charity event on August 4, 2023, that will be raising funds for autistic students.

**8. ACTION ITEMS**

8.a. Element Education

1. Approval of the Comprehensive Safety Plan

MSC (Childers/C. Williams) to approve Comprehensive Safety Plan.

Motion passed (5-0) **Ayes:** Ms. Childers, Mr. Sinclair, Mr. Tweeten, Ms. A. Williams, Ms. C. Williams **Nays:** None

**Abstain:** None

2. Approval of Revised Policies:

- a. Fiscal and Operational
- b. Independent Contractors

MSC (Tweeten/C. Williams) to approve Revised Policies. Motion passed (5-0)

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

**Abstain:** None

3. Approval of Contract with Specialized Therapy Services

MSC (A. Williams/Childers) to approve Contract with Specialized Therapy Services.



Community Montessori & Dimensions Collaborative School

Motion passed (5-0) Ayes: Ms. Childers, Mr. Sinclair, Mr. Tweeten, Ms. A. Williams, Ms. C. Williams **Nays:** None **Abstain:** None

4. Approval of Contract with Bridge the Gap SPED, LLC

MSC (Tweeten/Sinclair) to approve Contract with Bridge the Gap SPED, LLC.

Motion passed (5-0) Ayes: Ms. Childers, Mr. Sinclair, Mr. Tweeten, Ms. A. Williams, Ms. C. Williams **Nays:** None **Abstain:** None

5. Approval of Executive Director 23-24 Performance Goals

MSC (A. Williams/C. Williams) to approve Executive Director 23-24 Performance Goals.

Motion passed (5-0) Ayes: Ms. Childers, Mr. Sinclair, Mr. Tweeten, Ms. A. Williams, Ms. C. Williams **Nays:** None **Abstain:** None

9. FUTURE AGENDA ITEMS

- CAASP Data

10. NEXT MEETING DATE - Regular Board Meeting

Date: August 23, 2023
Location: Administrative Offices
1441 Montiel Road #143
Escondido, CA 92026
Time: 1:00 PM Closed Meeting
1:30 PM Public Meeting

11. ADJOURNMENT

2:35 p.m.

DocuSigned by: [Signature]
80CA65E49CAD4C4...

8/23/2023

Date

Board President

DocuSigned by: [Signature]
819238B3ACD5424...

8/24/2023

Date

Board Secretary