



Community Montessori & Dimensions Collaborative School

MEETING MINUTES

**Regular Board Meeting
Element Education, Inc.
September 29, 2021
1:00 P.M. Closed Meeting
1:30 P.M. Public Meeting**

ELEMENT STAFF MEMBERS:

**Roland Yung, Chief Operations Officer
Tony Drown, Dimensions Collaborative (DCS) School Director
Earl Otte, Community Montessori School Director
Paul Johnson, Director of Accountability
Kiran Sihota, Director of Human Resources
Doug Miller, Chief Business Officer
Susan Michaels, Executive Assistant
Lois Inger, Behavioral Counselor
Alexis Roggeman, Administrative Specialist Operations**

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, Duran, Raymond, Rohrer, Tweeten

Secretary: Novacek

Recording Secretary: Michaels

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

1.c. Adjourned to Closed Session **1:03 p.m.**

2. CLOSED SESSION

1:30 p.m.

3. PUBLIC SESSION

3.a. Ms. Rohrer called the meeting to order, and a quorum was established.

3.b. Ms. Rohrer led the Pledge of Allegiance.

3.c. The agenda was approved with the following change: Remove item 2.b.1., this was an Agenda item left over by mistake from last month.

3.d. Ms. Rohrer reported there was no action taken during closed session.

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

Ayes: Ms. Childers, Mr. Duran, Ms. Raymond, Ms. Rohrer, Mr. Tweeten **Nays:** None **Abstain:** None



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4. RECOGNITIONS AND PRESENTATIONS

4.a. Staff Highlight: Mr. Otte recognized Community Montessori Learning Assistants Kim Solorio, Karla Ochoa, Karina Ochoa, and Michelle Watkins for doing an exceptional job in setting up a new Phonetics Reading Program.

4.b. School Presentations: Mr. Otte reported staff is working on honing their observation skills, staff continues to rollout out the Phonetics Reading program, and the Mary Lane Learning Center is hosting a virtual book fair on October 4, 2021.

4.c. School Presentations: Mr. Drown reported learning center classes are up and running, several field trips are scheduled for the fall semester, and staff participated in Edge Foundation Executive Functioning training.

5. COMMUNICATIONS - Agenda and Non-Agenda Items

5.a. No public comment.

5.b. No comments from the Board.

6. APPROVAL OF CONSENT ITEMS

6.a. Approval of Minutes of Regular Board Meeting on August 25, 2021

6.b. Ratification of Check Run for August 2021.

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

Ayes: Ms. Childers, Mr. Duran, Ms. Raymond, Ms. Rohrer, Mr. Tweeten **Nays:** None **Abstain:** None

7. DISCUSSION/INFORMATION ITEMS - NO ACTION

7. a. Chief Business Officer Report

1. Mr. Miller reported financials are not available this month due to a problem with Paycom, and the Payroll Protection Program loan was forgiven.
2. Mr. Miller reported the new Paycom system was implemented in August, internet speed was upgraded at all locations, and new equipment was ordered to fix the internet issue at the Mission Valley Learning Center.

7. b. Chief Operating Officer Report

1. Mr. Yung reported wood chips were replaced at several of the learning centers and signage is currently being updated at the learning centers.
2. Mr. Yung reported there were no new resource management activities to share.

7. c. Director of Human Resources Report

1. Ms. Sihota reported the following open positions: 1 Administrative Specialist – Operations for Dimensions Collaborative School. Ms. Sihota reported the following new hires: 5 Learning Assistants for Community Montessori.
2. Ms. Sihota reported the following professional development activity: 1 Dimensions Collaborative School Educational Facilitator attended Introduction to Deeper Learning workshop and 1 Academic Counselor attended the College Board Counselor Workshop.

7. d. Executive Director Report



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1. Ms. Novacek reported Dimensions Collaborative School staff is creating a Virtual Instruction training module.
2. Ms. Novacek highlighted the SDCOE Budget Adoption Reports provided in the board packet, and reported the county conducted their annual website audit. A few things needed to be updated and both schools are now in compliance.

8. ACTION ITEMS

8.a. Community Montessori

1. Approval of FY 20-21 Unaudited Actuals

MSC (Childers/Duran) to approve FY 20-21 Unaudited Actuals. Motion passed (5-0)

Ayes: Ms. Childers, Mr. Duran, Ms. Raymond, Ms. Rohrer, Mr. Tweeten **Nays:** None **Abstain:** None

2. Approval of Revised LCAP

MSC (Tweeten/Raymond) to approve Revised LCAP. Motion passed (5-0)

Ayes: Ms. Childers, Mr. Duran, Ms. Raymond, Ms. Rohrer, Mr. Tweeten **Nays:** None **Abstain:** None

3. Approval of iReady Diagnostics Renewal Quote

MSC (Duran/Tweeten) to approve iReady Diagnostic Renewal Quote. Motion passed (5-0)

Ayes: Ms. Childers, Mr. Duran, Ms. Raymond, Ms. Rohrer, Mr. Tweeten **Nays:** None **Abstain:** None

b. Dimensions Collaborative School

1. Approval of FY 20-21 Unaudited Actuals

MSC (Raymond/Childers) to approve Unaudited Actuals. Motion passed (5-0)

Ayes: Ms. Childers, Mr. Duran, Ms. Raymond, Ms. Rohrer, Mr. Tweeten **Nays:** None **Abstain:** None

2. Approval of Revised LCAP

MSC (Childers/Raymond) to approve Revised LCAP. Motion passed (5-0)

Ayes: Ms. Childers, Mr. Duran, Ms. Raymond, Ms. Rohrer, Mr. Tweeten **Nays:** None **Abstain:** None

3. Approval of iReady Diagnostics Renewal Quote

MSC (Tweeten/Duran) to approve iReady Diagnostics Renewal Quote. Motion passed (5-0)

Ayes: Ms. Childers, Mr. Duran, Ms. Raymond, Ms. Rohrer, Mr. Tweeten **Nays:** None **Abstain:** None

9. FUTURE AGENDA ITEMS

- Lease Extension for Santee Learning Center
- August Financials

10. NEXT MEETING DATE - Regular Board Meeting



Community Montessori & Dimensions Collaborative School

Date: October 27, 2021
Location: Virtual
Time: 1:00 PM Closed Meeting
1:30 PM Public Meeting

11. ADJOURNMENT

2:09 p.m.

DocuSigned by:
Barbara Rohrer
05B6C40724E74BA...

10/28/2021

Date: _____

Board President

DocuSigned by:
[Signature]
819238B3ACD5424...

11/2/2021

Date: _____

Board Secretary