



# Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

---

## MINUTES

**Regular Board Meeting  
Element Education, Inc.  
January 27, 2021  
1:00 P.M. Closed Meeting  
1:30 P.M. Public Meeting**

## NON-VOTING MEMBERS

**Terri Novacek – Executive Director**

## ELEMENT STAFF MEMBERS:

**Roland Yung, Community Montessori (CM) School Director  
Brandi Rodrigues, Director of Special of Education  
Tony Drown, Dimensions Collaborative (DCS) School Director  
Paul Johnson, Director of Accountability  
Kiran Sihota, Director of Human Resources  
Susan Michaels, Executive Assistant  
Doug Miller, Chief Business Officer  
Tammy Becker, CM Administrative Specialist  
Lois Ingber, Behavioral Counselor  
Greg Hawkins, DCS Academic Counselor  
Marissa Castaneda CM Regional Manager  
Ryan Sousa DCS Administrative Specialist  
Debbie Sebastiao CM Educational Facilitator  
Carlos Arteaga DCS Humanities Specialist**

---

## 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, Tweeten, Rohrer, Duran

Secretary: Novacek

Recording Secretary: Michaels

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

1.c. Adjourned to Closed Session 1:05 p.m.

## 2. CLOSED SESSION



# Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

---

### 3. PUBLIC SESSION

1:35 p.m.

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. Approval of Agenda.

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

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

3.d. Ms. Childers reported there was no action taken during closed session. (Note: Ms. Rohrer did not attend closed session).

### 4. RECOGNITIONS AND PRESENTATIONS

4.a. Staff Recognition:

Mr. Drown recognized Mr. Carlos Arteaga, Dimensions Collaborative School (DCS) Humanities Specialist and Educational Facilitator, for his dedication and for being instrumental in developing the DCS virtual community and school-wide activities.

Mr. Drown recognized Ryan Sousa, Administrative Specialist Dimensions Collaborative School, for his initiative and the outstanding work he has done at the Mission Valley Learning Center.

Mr. Yung and Ms. Castaneda, recognized Debbie Sebastiao, Community Montessori Educational Facilitator, for the value and enrichment she offers to the upper elementary team and her dedication to students.

4.b. Presentation: Mr. Yung reported Oak Hill staff added donated plants and a compost tumbler to the learning center yard, additional reading books were bought for classrooms with virtual book fair funds, staff is currently implementing a second cycle of iReady diagnostic assessment, and students and staff are working on the upcoming Invention Convention.

4.c. Presentation: Mr. Drown reported the Computer Admin Store donated two Spike Prime robots to the robotics program, staff is currently updating the Course Catalog coversheets, staff is planning a virtual school-wide expo to showcase student work, and currently implementing the second cycle of iReady diagnostic assessment.

4. d Student Recognition:

Mr. Drown recognized Matthew Ekaireb, 7<sup>th</sup> Grade Dimensions Collaborative School, for his passion for technology and mathematics, and for recently winning first place for a video he produced.

Mr. Drown recognized Isabel Brown, 12<sup>th</sup> Grade Dimensions Collaborative School, for her passion for design and for recently receiving a scholarship to the Parsons School of Design.

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

5.a. No public comment.

5.b. No comments from the Board.



# Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

---

## 6. APPROVAL OF CONSENT ITEMS

6.a. Approval of Minutes of Regular Board Meeting December 2, 2020

6.b. Ratification of Check Run for November and December 2020.

MSC (Tweeten/Raymond) to approve the Consent Items 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 presented current financial information for Community Montessori and Dimensions Collaborative School.
2. Mr. Miller reported staff is working on the lease renewal for the Montiel offices and the portable buildings at the Oak Hill Learning Center are going through the final inspections.
3. Mr. Miller reported the last order of Chromebooks are ready for student testing.

7. b. Director of Human Resources Report

1. Ms. Sihota reported the following new hires: 2 Community Montessori Learning Assistants and 2 part-time Dimensions Collaborative School Regional Assistants.
2. Ms. Sihota reported the following professional development activities: Dimensions Collaborative School Academic Counselor attended the HSA Webinar Series and Online Publisher Courses and the CA State Seal of Biliteracy Webinar, and a Dimensions Collaborative School Instructor received his Received Preliminary MS Credential.

7. c. Executive Director Report

1. Ms. Novacek reported staff is preparing for the upcoming capacity meeting with the San Diego County Office of Education (SDCOE) to discuss the Community Montessori charter renewal, the Public Hearing for Community Montessori charter renewal is February 10, 2021, and the SDCOE will take action on March 10, 2021.
2. Ms. Novacek reported staff is working on developing the *Element is Everything* podcast and additional parent workshops are scheduled for the spring semester.
3. Ms. Novacek reported staff have reviewed the new staff issued COVID-19 guidelines and only a few changes are needed as current protocols and practices exceed prior expectations.

## 8. BOARD ELECTIONS

8.a. Ms. Novacek asked for nominations for Clerk of the Board.

1. Ms. Rohrer nominated Mr. Tweeten to be Clerk of the Board.
2. Mr. Duran seconded the nomination.
3. No further nominations occurred.
4. The vote was unanimous for Mr. Tweeten to be Clerk of the Board.

MSC (Rohrer/Duran) to approve Mr. Tweeten to be Clerk of the Board passed (5-0).

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



# Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

---

8. b. Ms. Novacek asked for nominations for Vice President of the Board.

1. Mr. Tweeten nominated Ms. Childers to be Vice President of the Board.
2. Ms. Raymond seconded the nomination.
3. No further nominations occurred.
4. The vote was unanimous for Ms. Childers to be Vice President of the Board.

MSC (Tweeten/Raymond) to approve Ms. Childers to be Vice President of the Board passed (5-0).

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

8. c. Ms. Novacek asked for nominations for President of the Board.

1. Ms. Raymond nominated Ms. Rohrer to be President of the Board.
2. Ms. Childers seconded the nomination.
3. No further nominations occurred.
4. The vote was unanimous for Ms. Rohrer to be President of the Board.

MSC (Raymond/Childers) to approve Ms. Rohrer to be President of the Board passed (5-0).

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

## 9. ACTION ITEMS

9.a. Element Education

1. Approval of Audit Report

MSC (Tweeten/Childers) to approve the Audit Report passed (5-0).

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

2. Approval of Mission Gorge Lease Addendum #2

MSC (Tweeten/Raymond) to approve the Mission Gorge Lease passed (5-0).

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

9.b. Dimensions Collaborative School

1. Approval of New Course Description: E-Sports

MSC (Tweeten/Raymond) to approve the New Course E-Sports Course Description passed (5-0).

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

2. Approval of Contract with Leader Prep

MSC (Childers/Duran) to approve the Leader Prep Contract passed (5-0).

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



# Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

## 10. FUTURE AGENDA ITEMS

- **Trans Request**
- **SPED Report**
- **Parent Advisory Council Report**

## 11. NEXT MEETING DATE - Regular Board Meeting

Date: February 24, 2021

Location: Virtual

Time: 1:30 PM

## 12. ADJOURNMENT

2:38 p.m.

DocuSigned by:

*Barbara Rohrer*

05B6C40724E74BA

Date: 3/8/2021

**Board President**

DocuSigned by:

*[Signature]*

819238B3ACD5424...

Date: 3/8/2021

**Board Secretary**