



Community Montessori & Dimensions Collaborative School

MINUTES

**Regular Board Meeting
Element Education, Inc.
August 23, 2023
1:00 P.M. Closed Meeting
1:30 P.M. Public Meeting**

BOARD MEMBERS

Roland Yung, Chief Operations Officer
Paul Johnson, School Director DCS
Niki Sestina, Director of Student Services
Kiran Sihota, Director of HR
Doug Miller, Chief Business Officer
Earl Otte, School Director, CM
Susan Michaels, Executive Assistant
Emily Snow, Registrar-DCS
Abraham Abdelrehim Technology Manager
Eva Chaidez, Administrative Specialist-Resources
Amie Self Administrative Specialist- Business Services
Pam Morasco, Administrative Specialist- Operations
Christina Marchand, Registrar- CM
Brandi Rodrigues- Student Support 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: Rohrer, Sinclair, 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 1:02 p.m.

3. PUBLIC SESSION 1:30 p.m.

- 3.a. Mr. Sinclair called the meeting to order, and a quorum was present.
- 3.b. Ms. Rohrer led the Pledge of Allegiance earlier during the Public Hearing.
- 3.c. Approval of Agenda



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

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

Abstain: None

3.d. Mr. Sinclair reported there was no action taken during the Closed Session.

4. RECOGNITIONS AND PRESENTATIONS

4.a Mr. Yung recognized Emily Snow, DCS Registrar, for stepping in while the Community Montessori registrar position was vacant and completing records review for both schools as well as training the new registrar.

5. COMMUNICATIONS - Agenda and Non-Agenda Items

5.a. There were no comments from the public.

5.b. Ms. Rohrer shared that she attended the Element Education Kick off and it was a very fruitful day.

6. APPROVAL OF CONSENT ITEMS

6.a. Approval of Minutes for Regular Board Meeting on July 26, 2023.

6.b. Ratification of Check Run for July 2023.

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

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

Abstain: None

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 staff are still in the process of purchasing equipment for the new year and preparing another technology discard list.

7. b. Director of Human Resources Report

1. Ms. Sihota provided a written report on recent hires and current openings.
2. Ms. Sihota shared there was no professional learning activity to report this month.

7. c. Chief of Operations Officer Report

1. Mr. Yung reported the construction at the Carlsbad Learning Center is completed, the construction at the Broadway learning center is underway, new water filters were installed at the learning centers, and all the learning centers were cleaned over the summer.
2. Mr. Yung reported the Resource Center at the Mission Valley Learning Center underwent a final reorganization and summer cleaning.



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7. d. Executive Director Report

1. Ms. Novacek shared the SDCOE 23-24 Budget Adoption Reports with the Board and reported both schools are in good standing, the SDCOE provided copies of their Salaries Report which will be shared with the Element Budget and Compensation Committee, the SDCOE provided Element with an amendment to the MOU that addresses the one-year extension on charter school renewal, and she will be serving on the CCSA Superintendent Steering Committee.

2. Ms. Novacek shared staff hosted a two-day leadership retreat and the feedback was positive, Mr. Johnson has prepared the letter for the WASC appeal, and presented three options for addressing the gap in term limits with the annual meeting being moved by six months.

8. ACTION ITEMS

8.a. Element Education

1. Approval of Revised Policies

- a. Administration of Medication at School
- b. Admissions and Enrollment
- c. Attendance and Work Assignments and Records
- d. Transitional Kindergarten

MSC (Rohrer/Tweeten) to approve the Revised Policies. Motion passed (4-0)

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

Abstain: None

8.b. Community Montessori

1. Approval of iReady Renewal Quote

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

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

Abstain: None

2. Approval of Local Control Accountability Plan (LCAP)

MSC (Rohrer/A. Williams) to approve the LCAP. Motion passed (4-0)

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

Abstain: None



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8.c. Dimensions Collaborative School

1. Approval of iReady Renewal Quote

MSC (A. Williams/Rohrer) to approve the iReady Renewal Quote. Motion passed (4-0)

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

Abstain: None

2. Approval of IXL Renewal Quote

MSC (Rohrer/A. Williams) to approve the IXL Renewal Quote. Motion passed (4-0)

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

Abstain: None

3. Approval of Tech Curriculum list

MSC (A. Williams/Rohrer) to approve the Tech Curriculum List. Motion passed (4-0)

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

Abstain: None

9. FUTURE AGENDA ITEMS

- **EL Report**
- **SPED Report**

10. NEXT MEETING DATE - Regular Board Meeting

Date: September 27, 2023
Location: Administrative Offices
1441 Montiel Road #143
Escondido, CA 92026
Time: 1:00 PM Closed Meeting
1:30 PM Public Meeting

11. ADJOURNMENT

2:12 p.m.



Community Montessori & Dimensions Collaborative School

DocuSigned by: *Jared Sinclair* 10/3/2023
80CA65E49CAD4C4 _____ Date _____

Board President

DocuSigned by: *[Signature]* 10/4/2023
819238B3ACD5424... _____ Date _____

Board Secretary

Final