



Community Montessori & Dimensions Collaborative School

**MINUTES**

**Regular Board Meeting  
Element Education, Inc.  
October 2, 2023  
2:00 P.M. Closed Session  
2:30 P.M. Public Meeting**

**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 2:00 p.m.
- Members present: Childers, Rohrer, Sinclair, Tweeten, A. Williams
- Members absent: 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**

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

MSC (Williams/Rohrer) to approve the agenda. Motion passed (5-0)

**Ayes:** Ms. Childers, 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.



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#### 4. RECOGNITIONS AND PRESENTATIONS

4.a Mr. Otte recognized Marissa Castenada, Regional Manager, and Alison Jundt, Educational Facilitator, for their dedication and assisting new staff members to assimilate to the school and the Montessori way of teaching.

Ms. Novacek introduced new staff member Victoria Ades, Evaluation and Accountability Manager, to the Board and recognized Victoria for bringing new ideas and energy to the team.

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

4.c. Mr. Johnson presented a report on updates and activities within DCS

4.d. Ms. Sestina presented Special Education and English Learner data with the Board.

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

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

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

#### 6. APPROVAL OF CONSENT ITEMS

6.a. Approval of Minutes for Public Hearing and Regular Board Meeting on August 23, 2023.

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

MSC (A. Williams/Rohrer) to approve Consent Items. Motion passed (5-0)

**Ayes:** Ms. Childers, 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 evaluating the Fortinet system and exploring other options to manage technology devices.

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

1. Mr. Yung reported the Williams Act visit was completed and all the learning centers are in good standing with a rating of 94 out of 100, provided an update on the administrative office remodel, and remodel plans for Mission Valley.

2. Mr. Yung reported staff is working on building more space for resource management in North County.



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7. d. Executive Director Report

- 1. Ms. Novacek shared a copy of the SDCOE Williams visit summary, reported the County has approved the Community Montessori 23-24 LCAP, and the new Charter Schools Steering Committee that will meet with the County Superintendent quarterly had a preliminary meeting.
- 2. Ms. Novacek reported that Element hosted the most recent CCSA regional meeting where upcoming legislation was discussed and shared her experience at a recent chamber of commerce event.

8. The Board discussed the possibility of moving the Board meeting dates to Friday to accommodate staff, the Board members, and the greater learning community.

9. ACTION ITEMS

9.a. Element Education

1. Approval of By-law Amendment: Annual Meeting

MSC (Sinclair/Tweeten) to approve the By-law Amendment Annual Meeting. Motion passed (5-0)

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

**Abstain:** None

2. Approval of Board Member Terms During Transition to Amended Bylaw

MSC (Childers/Tweeten) to approve the Board Member Terms During Transition to Amend Bylaw. Motion passed (5-0)

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

**Abstain:** None

3. Approval of Revised Element Governing Board Meeting Dates

MSC (Rohrer/Sinclair) to approve the Revised Element Governing Board Meeting Dates. Motion passed (5-0)

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

**Abstain:** None

9.b. Community Montessori

1. Approval of FY 22-23 Unaudited Actuals

MSC (Childers/Williams) to approve the FY 22-23 Unaudited Actuals. Motion passed (5-0)

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

**Abstain:** None

9.c. Dimensions Collaborative School



Community Montessori & Dimensions Collaborative School  
1. Approval of FY 22-23 Unaudited Actuals

MSC (Rohrer/Childers) to approve the FY 22-23 Unaudited Actuals. Motion passed (5-0)

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

**Abstain:** None

2. Approval of 23-24 Local Control and Accountability Plan (LCAP)

MSC (Rohrer/Tweeten) to approve the Local Control and Accountability Plan. Motion passed (5-0)

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

**Abstain:** None

3. Approval of Gates for Broadway Learning Center

MSC (A. Williams/Rohrer) to approve Gates for the Broadway Learning Center is contingent on fire department written approval and investigation to determine if permits are required by the City of Escondido. Motion passed (4-0)

**Ayes:** Ms. Childers, Ms. Rohrer, Mr. Tweeten, Ms. A. Williams      **Nays:** Sinclair

**Abstain:** None

**10. FUTURE AGENDA ITEMS**

- Advisory Council Report

**11. NEXT MEETING DATE - Regular Board Meeting**

Date: October 27, 2023  
 Location: Administrative Offices  
 1441 Montiel Road #143  
 Escondido, CA 92026  
 Time: 11:30 a.m. Closed Meeting  
 12:00 p.m. Public Meeting



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**12. ADJOURNMENT**

**3:40 p.m.**

DocuSigned by:  
*Jared Sinclair*  
80CA65E49CAD4C4...

Date \_\_\_\_\_

**Board President**

DocuSigned by:  
*[Signature]*  
810238B3AGD5424...

Date \_\_\_\_\_

**Board Secretary**

DRAFT