



Community Montessori & Dimensions Collaborative School

**MEETING MINUTES**

**Regular Board Meeting  
Element Education, Inc.  
October 27, 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  
Brandi Rodrigues Special Education Director  
Earl Otte, Community Montessori (CM) 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  
Catherine Khajavi, Special Education Compliance Manager  
Katie Hillier Educational Facilitator Dimensions Collaborative School**

**GUESTS:**

**Hannah Lacson Parent, Dimensions Collaborative School  
Devin Thomas Parent, Dimensions Collaborative School  
Mitchel Jones  
Cecilia Williams**

**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: Raymond, Rohrer, Tweeten

Members absent: Childers, Duran

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.**



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### 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 addendum:

Add Item 8.b.1., Consideration of HTK Services Agreement

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

MSC (Tweeten/Raymond) to approve agenda. Motion passed (3-0)

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

### 4. RECOGNITIONS AND PRESENTATIONS

4.a. Staff Highlights:

Mr. Otte recognized Kim Anh Anderson, Community Montessori (CM) Educational Facilitator for her recent article that was published in the fall edition of *Montessori Life*.

Mr. Drown recognized Katie Hillier, Dimensions Collaborative School (DCS) Educational Facilitator, for her consistency and high level of quality work.

4.b. School Presentations: Mr. Otte reported Lois Ingber is working with staff to receive their Positive Discipline certification, staff and students participated in the Great Shakeout emergency drill, picture day is scheduled at all learning centers, and the Poway Learning Center is hosting an onsite book fair with Barefoot Books.

4.b.1 Mr. Otte reported the Parent Advisory Council met and discussed current COVID-19 protocols, the budget, the Local Control and Accountability Plan (LCAP), and program updates.

4.c. School Presentations: Mr. Drown reported staff attended the Edge Executive Functioning Coaching Training & Professional Development, high school content specialists are working on updating course descriptions, staff and students participated in the Great Shakeout emergency drill, and picture days are scheduled at the learning centers.

4.c.1 Ms. Lacson reported the Parent Advisory Council met to discuss COVID-19 protocols, the Local Control and Accountability Plan (LCAP), and program updates.

4.d Presentation: Ms. Rodrigues reported on 21-22 Special Education Demographics for Dimensions Collaborative School and Community Montessori.

4. e. Presentation: Mr. Johnson shared Student Performance data for Dimensions Collaborative School and Community Montessori with the Board.

4. f. Presentation: Mr. Johnson reported the 21-22 English Learner statistics for Dimensions Collaborative School and Community Montessori.



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

5.a. Prospective board members Mr. Mitchel Jones, Ms. Cecilia Williams, and Ms. Devin Thomas introduced themselves to the Board.

5.b. Ms. Raymond applauded the Community Montessori team for their excellent response and efficiency when addressing a recent positive COVID-19 case at one of the learning centers.

## 6. APPROVAL OF CONSENT ITEMS

6.a. Approval of Minutes of Regular Board Meeting on September 29, 2021

6.b. Ratification of Check Run for September 2021

MSC (Tweeten/Raymond) to approve Consent Items. Motion passed (3-0)

**Ayes:** 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 the purchase student Chromebooks has been completed.

8. b. Chief Operating Officer Report

1. Mr. Yung reported a room for special education services was added at the Mission Valley Learning Center, the air conditioning unit was repaired at the Mission Valley Learning Center, staff is working on receiving quotes to replace signage at the Poway Learning Center, new tables were added at the Carlsbad Learning Center, and engineers at HTK are working on plans to retrofit the Oak Hill Learning Center's outdoor classroom to meet code requirements.
2. Mr. Yung reported staff is hosting biweekly activities at the park with the Dragon Wagon and exploring upgrades for the Online Purchasing System (OPS).

9. c. Director of Human Resources Report

1. Ms. Sihota reported the following open positions: Classified Instructor-Dimensions Collaborative School Waldorf program. Ms. Sihota reported the following new hires: Student Support Assistant-Special Education.
2. Ms. Sihota reported the following professional development activity: the Dimensions Collaborative School Educational Technology Specialist attended the Digital Citizenship In Action conference.
3. Ms. Sihota reported this year staff may participate with Marsh and McClennan (MMA) in a monthly wellness challenge and a chance to win various prizes with MMA and Element Education. This month's winners are Greg Hawkins, Becky Neumann, and Carly Haynes.



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7. d. Executive Director Report

1. Ms. Novacek reported the virtual instruction team met and discussed hardware and accessibility, staff is using Flipgrid to share and celebrate “marigold moments” (positive interactions with colleagues), the school guides and employment guide are in the final review process and they will be used for reference and staff training, staff is researching a new platform to manage Professional Learning Plan and Reflections (PLPR), and the San Diego County Office of Education reviewed the Local Control and Accountability Plans for Community Montessori and Dimensions Collaborative School and reported all legal requirements were met.
  
2. Ms. Novacek reported Element Education, along with twenty schools worldwide in the 21-22 school year, has again been selected to pilot the Positive Discipline Lab School project.

**8. ACTION ITEMS**

8.a. Element Education

1. Approval of New Checking & Savings Account – US Bank  
MSC (Tweeten/Raymond) to approve New Checking and Savings Account-US Bank.

Motion passed (3-0)

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

2. Approval of Vision and Hearing Services Agreement  
MSC (Tweeten/Raymond) to approve Vision and Hearing Services Agreement.

Motion passed (3-0)

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

3. Approval of Special Education Learning Loss Recovery Plan  
MSC (Tweeten/Raymond) to approve Special Education Learning Loss Recovery Plan.

Motion passed (3-0)

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

8.b. Community Montessori

1. Approval of HTK Services Agreement  
MSC (Tweeten/Raymond) to approve HTK Services Agreement. Motion passed (3-0)

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



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**9. FUTURE AGENDA ITEMS**

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

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

**11. ADJOURNMENT**

**2:45 p.m.**

DocuSigned by:  
*Barbara Rohrer*  
05B6C40724E74BA... Date: 12/1/2021

**Board President**

DocuSigned by:  
*[Signature]*  
819238B3ACD5424... Date: 12/2/2021

**Board Secretary**