



Community Montessori & Dimensions Collaborative School

MINUTES

**Regular Board Meeting
Element Education, Inc.
October 26, 2022
1:00 P.M. Closed Meeting
1:30 P.M. Public Meeting**

Element Staff:

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
Janeal Fore, Registrar
Emily Snow Registrar
Gabrielle Lucido EF CM

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, Sinclair, Tweeten, Williams

Members Absent: Childers

Secretary: Novacek

Recording Secretary: Michaels

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

1.c. Adjourned to Closed Session **1:01 p.m.**

2. CLOSED SESSION

3. PUBLIC SESSION

3.a. Ms. Rohrer called the meeting to order, and a quorum was established. **1:30 p.m.**

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

3.c. The agenda was approved.



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

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

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

4. RECOGNITIONS AND PRESENTATIONS

4.a. Mr. Otte recognized Ms. Gabrielle Lucido, Lead Teacher/Educational Facilitator, for her leadership role in supporting and building the middle school program for CM.

4.b. Mr. Otte shared a list of upcoming activities and reported parent conferences were held October 12th-14th and middle school students participated an overnight camping trip at Dixon Lake.

4.b.1 Ms. Roggeman reported the Parent Advisory Council met on October 14, 2022, to discuss the following: Parent Advisory Council goals, school financials, enrollment, parent survey results, vacancies, and DEI training, and special projects and events.

4.c. Mr. Johnson shared a list of upcoming events and reported staff continue to roll out the Defined Learning program and organize fundraising activities for the Robotics program,

4.c.1 Ms. Stubbs reported the Parent Advisory Council met on October 14, 2022, to discuss the following: Parent Advisory Council goals, school financials, enrollment, parent survey results, vacancies, WASC visit, and special projects and events.

4.d Ms. Sestina shared Student Services presentation with the Members of the Board.

4.d.1. Ms. Sestina reported 22-23 Special Education data.

4.d.2. Ms. Sestina reported 22-23 English Learner data.

4.d.3. Ms. Sestina reported 22-23 Student Performance data.

5. COMMUNICATIONS - Agenda and Non-Agenda Items

5.a. There were no public comments.

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

6. APPROVAL OF CONSENT ITEMS

6.a. Approval of Minutes of Regular Board Meeting on October 5, 2022.

6.b. Ratification of Check Runs for September 2022.

MSC (Sinclair/Williams) to approve consent items. Motion passed (5-0)

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

7. INFORMATION ITEMS - NO ACTION

7. a. Chief Business Officer Report

1. Mr. Miller presented the unaudited actuals financial report from the San Diego County Office of Education and the current financial information for Community Montessori and



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Dimensions Collaborative School.

2. Mr. Miller shared the staff will be disposing of obsolete technology equipment.

7. b. Director of Human Resources Report

1. Ms. Sihota reported the following open positions: Learning Assistants, Administrative Specialist-Operations, Regional Assistant, Speech Language Pathologist, Instructional and Student Support Assistants, and Maintenance Custodian. Ms. Sihota reported the following new hires: School Psychologist on Special Assignment, Instructional Aide and Student Support Assistant, and Learning Assistant.
2. Ms. Sihota reported professional learning activity: the Behavior Counselor attended the Collaborative for Academic and Social Emotional Learning-Annual Summit and the Positive Discipline Think Tank.

7. b. Chief of Operations Officer

1. Mr. Yung shared the Facilities Inspection Tool final report and reported staff is working on receiving construction bids to complete the Oak Hill Learning Center outdoor classroom.

7. d. Executive Director Report

1. Ms. Novacek reported Training Module 2 is finished and staff is now working on developing a module for parents.
2. Ms. Novacek reported on information gleaned from The Learning Counsel discussion and an APlus pre-conference event.
3. Ms. Novacek reported the 22-23 nominating committee has convened, there are two new parent candidates and two returning candidates, and interviews will be held virtually.

8. DISCUSSION ITEMS:

8.a. Ms. Novacek reviewed the Conflict-of-Interest Policy with the Governing Board.

9. ACTION ITEMS

9. a. Element Education

1. Approval of Assessment Manager Job Description

MSC (Raymond/Sinclair) to approve Assessment Manager Job Description. Motion passed (5-0)

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

2. Approval of Virtual Meeting for November 30, 2022, Board Meeting

MSC (Rohrer/Sinclair) to approve the November 30, 2022, meeting be in hybrid format. Motion passed (5-0)

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

3. Approval of Revised Administration of Medication at School Policy

MSC (Tweeten/Raymond) to approve revised Administration of Medication at School Policy. Motion passed (5-0)

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



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4. Approval of Loan Agreement between Dehesa Charter School and Community Montessori Charter School

MSC (Williams/Tweeten) to approve Loan Agreement between Dehesa Charter School and Community Montessori. Motion passed (5-0)

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

9.b. Community Montessori

1. Approval of Technology Disposal List

MSC (Sinclair/Raymond) to approve Technology Disposal List. Motion passed (5-0)

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

9.c. Dimensions Collaborative School

1. Approval of Technology Disposal List

MSC (Sinclair/Raymond) to approve Technology Disposal List. Motion passed (5-0)

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

10. **FUTURE AGENDA ITEMS:** Construction bids for Oak Hill Outdoor Classroom and Transfer Asset of Loan

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

- Date: November 30, 2022
- Location: Hybrid (Governing Board Members In-person, Public Virtual)
- Time: 1:00 PM Closed Meeting
1:30 PM Public Meeting

12. **ADJOURNMENT**

2:55 p.m.

DocuSigned by:
Barbara Rohrer
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12/5/2022

Date _____

Board President

DocuSigned by:
[Signature]
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12/7/2022

Date _____

Board Secretary