



Community Montessori & Dimensions Collaborative School

**MINUTES**

**Regular Board Meeting  
Element Education, Inc.  
June 28, 2023  
1:00 P.M. Closed Meeting  
2:00 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  
Emily Snow, Registrar  
Abraham Abdelrehim Technology Manager  
Eva Chaidez, Administrative Specialist-Resources  
Amie Self Administrative Specialist- Business Services  
Pam Morasco, Administrative Specialist- Operations  
Alexis Roggeman, Administrative Specialist -Operations  
Carly Haynes, Education Specialist  
Alison Jundt, Educational Facilitator  
Trish Ruppel, Student Support Manager  
Becky Neumann, North County 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: Childers, Rohrer, Sinclair, Tweeten, C. Williams

Members absent: A. Williams

Secretary: Novacek

Recording Secretary: Michaels

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

1.c. Adjourned to Closed Session

**2. CLOSED SESSION**

Board Adjourned to Closed Session.

**3. PUBLIC SESSION**

**2:00 p.m.**

3.a. Mr. Sinclair called the meeting to order, and a quorum was established.



Community Montessori & Dimensions Collaborative School

3.b. The Pledge of Allegiance was led by Mr. Sinclair during the Public Hearing.

3.c. Approval of Agenda

MSC (Tweeten/Rohrer) to approve Agenda. Motion passed (5-0)

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

3.d. Mr. Sinclair reported the Executive Director's annual evaluation was completed during Closed Session.

#### **4. RECOGNITIONS AND PRESENTATIONS**

4.a Mr. Miller introduced and welcomed new staff members, Amie Self, Administrative Specialist-Business Services, and Christina Marchand, Community Montessori Registrar.

4.b. Mr. Otte reported staff PLPRs were completed, the 8<sup>th</sup> grade graduations went well, and staff and students cleaned and prepared classrooms for summer.

4.c. Mr. Johnson shared an update on the recent WASC visit and reported staff PLPRs were completed, staff pre-ordered their curriculum for the new school year, the graduation ceremony received positive feedback, and staff cleaned and prepared classrooms for summer.

4.c.1. Mr. Johnson recognized the DCS Tinkerbits robotics team for their accomplishments and awards received during the 23-24 school year.

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

5.a. Two written comments were received.

5.b. Ms. Rohrer shared she attended the Oak Hill Learning Center graduation and was very glad she went. Ms. C. Williams shared that she attended the DCS graduation, she enjoyed learning about each graduate and looks forward to hearing about what they do next.

#### **6. APPROVAL OF CONSENT ITEMS**

6.a. Approval of Minutes of Board Meeting on May 24, 2023

6.b. Ratification of Check Run for May 2023

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

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

#### **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 new Ipads were received, and the staff is working on the installation of an internet circuit at the Mission Valley Learning Center.

7. b. Director of Human Resources Report

1. Ms. Sihota provided a written report on recent hires and current openings.



Community Montessori & Dimensions Collaborative School

2. Ms. Sihota provided a written report on employees who engaged in formal professional learning since the last board meeting.

7. c. Executive Director Report

1. Ms. Novacek shared that SB 739 passed all levels which will result in a one-year extension for a renewal and an additional moratorium on approval of new NCB charter schools. In addition, the State Superintendent and Governor are working on revamping the independent study education code.

2. Ms. Novacek reported an area of focus this year was on roles and accountability. Staff received a chart describing each Director's role and responsibilities at the beginning of the year and asked to provide feedback. Next year the roles and responsibilities will be defined for School Directors, Regional Managers, Leads, and ASOs.

**8. ACTION ITEMS**

8.a. Element Education

1. Approval of Petty Cash Replenishment

MSC (Childers/Tweeten) to approve Petty Cash Replenishment. Motion passed (5-0)

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

2. Approval of Wells Fargo Bank Account Additions

MSC (Rohrer/Tweeten) to approve Wells Fargo Bank Account Additions. Motion passed (5-0)

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

3. Approval of Revised Policies:

- i. Advisory Council Responsibilities
- ii. At-Will Employment
- iii. Disabilities and Reasonable Accommodations
- iv. Disciplinary Process
- v. Employee Assistance Program
- vi. Employee Personnel Files
- vii. Employment Process
- viii. Equal Employment Opportunity
- ix. Executive Director Responsibilities
- x. Facility Use
- xi. Governing Board Meetings
- xii. Grievance
- xiii. Leave of Absence
- xiv. Personal Leave
- xv. Personal Time Off
- xvi. Sexual Harassment
- xvii. Sick Leave
- xviii. Staff Meetings
- xix. Termination of Employment
- xx. Volunteers



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Community Montessori & Dimensions Collaborative School  
MSC (Childers/Rohrer) to approve Revised Policies. Motion passed (5-0)

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

4. Approval of Revised Employment Manual

MSC (Williams/Rohrer) to approve revised Employment Manual. Motion passed (5-0)

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

8.b. Community Montessori

1. Approval of Ben Lund Engineering Contract for Improvements at the Santee Learning Center.

MSC (Tweeten/Childers) to approve Ben Lund Engineering Contract. Motion passed (5-0)

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

2. Approval of CDO Glass Proposal for Carlsbad Learning Center

MSC (Rohrer/Williams) to approve CDO Glass Proposal. Motion passed (5-0)

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

3. Approval of FY 23/24 Adopted Budget

MSC (Williams/Tweeten) to approve Revised Policies. Motion passed (5-0)

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

4. Approval of Local Control and Accountability Plan (LCAP)

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

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

8.c. Dimensions Collaborative School

1. Approval of MEG Languages Contract

MSC (Rohrer/Childers) to approve MEG Languages Contract. Motion passed (5-0)

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

2. Approval of Okapi Educational Publishing Order

MSC (Childers/Williams) to approve Okapi Educational Publishing Order. Motion passed (5-0)

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

3. Approval of FY 23/24 Adopted Budget

MSC (Williams/Rohrer) to approve 23/24 Adopted Budget. Motion passed (5-0)

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



Community Montessori & Dimensions Collaborative School

4. Approval of Local Control and Accountability Plan (LCAP)

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

Ayes: Ms. Childers, Ms. Rohrer, Mr. Sinclair, Mr. Tweeten, Ms. C. Williams

9. FUTURE AGENDA ITEMS

- Comprehensive Safety Plan

10. NEXT MEETING DATE - Regular Board Meeting

Date: July 26, 2023
Location: Administrative Offices
1441 Montiel Road #143
Escondido, CA 92026
Time: 1:00 PM Closed Meeting
1:30 PM Public Meeting

11. ADJOURNMENT

3:12 p.m.

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7/26/2023

Date

Board President

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8/8/2023

Date

Board Secretary