



Community Montessori & Dimensions Collaborative School

**MINUTES**

**Regular Board Meeting  
Element Education, Inc.  
December 1, 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  
Paul Johnson, Director of Accountability  
Kiran Sihota, Director of Human Resources  
Doug Miller, Chief Business Officer  
Susan Michaels, Executive Assistant  
Kim Anh Anderson, Educational Facilitator Community Montessori  
Traci Lockman, Educational Facilitator Dimensions Collaborative  
School**

**GUESTS:**

**Jared Sinclair  
Cecilia Williams  
Melanie Baier San Diego County Office of Education**

**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, Raymond, Rohrer, Tweeten

Members absent: Duran

Secretary: Novacek

Recording Secretary: Michaels

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

1.c. Adjourned to Closed Session



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## 2. CLOSED SESSION

- 2.a. Pupil Personnel matters pursuant to Government Code Sections 35146, 72122, and 48918
- 2.b. Personnel Matters pursuant to Government Code Section 54957
- 2.c. Potential Litigation pursuant to Government Code 54956.9 (b) (1)
- 2.d. Real Property Pursuant to Government Code 54956.8 (b) (1)

## 3. PUBLIC SESSION

1:30 p.m.

- 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 9.a.2., Consideration of PARSEC Education Service Agreement
- 3.d. Ms. Rohrer reported there was no action taken during closed session.

MSC (Childers/Raymond) to approve agenda with addendum. Motion passed (4-0)

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

## 4. RECOGNITIONS AND PRESENTATIONS

- 4.a. Mr. Yung recognized Kim Anh Anderson, Community Montessori Educational Facilitator, for being selected to co-present at the AMS Conference in Tennessee in March.
- 4.b. Mr. Yung reported over 150 people attended the Poway Learning Center Fall Festival, each class at the Oak Hill Learning Center has adopted a person in need through Interfaith, staff is working on marketing and refining the enrollment process, and the Mary Lane Learning Center has launched Operation Gratitude (students write a letter of gratitude to a 1<sup>st</sup> responder).
- 4.c. Mr. Drown reported the high school team continues to update course descriptions and related curriculum resources, the Edge coaching team is planning to launch Edge coaching for students, and staff is currently planning the February Kids Heart Challenge Kick Off with the American Heart Association.

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

- 5.a. Ms. Michaels read a public comment requesting governing board meetings be moved to a more convenient time for parents.
- 5.b. Ms. Rohrer reported the following:
  - the nominating committee convened and followed procedures outlined in the Element Education charter document
  - the nominating committee interviewed three strong new candidates and given opportunity to interview the returning Board member
  - one candidate declined the opportunity to serve on the board after completing the interview process



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- three of the four candidates will be nominated for board member

## 6. APPROVAL OF CONSENT ITEMS

6.a. Approval of Minutes of Regular Board Meeting on October 27, 2021

6.b. Ratification of Check Runs for October 2021

MSC (Childers/Raymond) to approve consent items. Motion passed (4-0)

**Ayes:** Ms. Childers, 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 Chromebook order is in and staff is currently creating a list of obsolete disposable technology.

7. b. Chief Operating Officer Report

1. Mr. Yung reported the black top at learning centers is being resealed where needed, staff is researching alternative surfaces for the grassy area at the Carlsbad learning center, and staff continues to work on receiving permit approval for the Oak Hill Learning Center outdoor classroom.
2. Mr. Yung reported staff continues to add to the number of online curriculum options for students and would like to increase the number of direct deliveries to student's homes.

7. c. Director of Human Resources Report

1. Ms. Sihota reported the following open positions: two learning assistants for Community Montessori. Ms. Sihota reported the following new hires: one classified instructor for Dimensions Collaborative School and one Learning Assistant for Community Montessori.
2. Ms. Sihota reported the Educational Technology Specialist completed a workshop in Mathematical Modeling with Functions for High School, the Technology Manager completed the AZ-900 Microsoft Azure Course, and the Academic Counselor attended a Career Pathways Conference.

7. d. Executive Director Report

1. Ms. Novacek reported the Abre pilot is up and running.
2. Ms. Novacek reported the organization is seeking community partners to engage students in real-world conversation and experience.

## 8. BOARD ELECTIONS

8.a. Nominations were open for three Board Member positions by Ms. Rohrer. Ms. Michaels reported the nominating committee met and Ms. Childers, Ms. Williams, and Mr. Sinclair were unanimously nominated by the nominating committee.

MSC (Raymond/Rohrer) to nominate Ms. Childers, Ms. Williams, and Mr. Sinclair for Board Member. Motion passed (4-0)



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

8.b. Ms. Novacek gave Ms. Childers, Ms. Williams, and Mr. Sinclair the oath of office.

## 9. ACTION ITEMS

### 9.a. Element Education

#### 1. Approval of Contract with Bridge the Gap SPED LLC

MSC (Childers/Tweeten) to approve Contract with Bridge the Gap SPED LLC. Motion passed (4-0)

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

#### 2. Approval of Parsec Education Service Agreement

MSC (Raymond/Childers) to approve Parsec Service Agreement. Motion passed (4-0)

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

### b. Community Montessori

#### 1. Approval of architect proposal from Tecscape Design

MSC (Tweeten/Childers) to architect proposal from Tecscape Design. Motion passed (4-0)

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

#### 2. Approval of Lease Renewal with Realty Income

MSC (Childers/Raymond) to approve Lease Renewal with Realty Income. Motion passed (3-1)

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

#### 3. Approval of Educator Effectiveness Funds (EEF) Plan

MSC (Childers/Raymond) to approve Educator Effectiveness Funds (EEF) Plan. Motion passed (4-0)

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

### c. Dimensions Collaborative School

#### 1. Approval of Educator Effectiveness Funds (EEF) Plan

MSC (Raymond/Tweeten) to approve Educator Effectiveness Funds (EEF) Plan. Motion passed (4-0)

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

## 10. FUTURE AGENDA ITEMS

- Consideration to move meeting times back to evenings.
- Consideration to post *draft* minutes following each meeting, and then later replace them with the approved minutes.
- Consideration of Technology Disposal



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

Date: January 26, 2022  
Location: Virtual  
Time: 1:00 PM Closed Meeting  
1:30 PM Public Meeting

**12. ADJOURNMENT**

**2:37 p.m.**

DocuSigned by:  
*Barbara Rolner*  
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1/30/2022

Date: \_\_\_\_\_

**Board President**

DocuSigned by:  
*[Signature]*  
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1/31/2022

Date: \_\_\_\_\_

**Board Secretary**