



Community Montessori & Dimensions Collaborative School

MEETING MINUTES

**Regular Board Meeting
Element Education, Inc.
August 24, 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
Jenny Parsons, Development Manager, DCS
Kiran Sihota, Director of Human Resources
Doug Miller, Chief Business Officer
Earl Otte, School Director, CM
Susan Michaels, Executive Assistant
Pam Morasco, Administrative Assistant-Operations

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

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

3.c. The agenda was approved with the following addendum: Add Action Item 8.a.8 Consideration of San Diego Fence Proposal.

MSC (Childers/Williams) to approve agenda with following addendum: Add Action Item 8.a.8. Consideration of San Diego Fence Proposal. Motion passed (6-0)

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

Nays: None **Abstain:** None



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3.d. The Board reconvened in open session to announce the action for item 2.a.

Upon motion by Member Tweeten, seconded Board Member Sinclair, in the matter of OAH Case # 2022060700, the Board voted to approve \$40,000 in compensatory damages.

4. RECOGNITIONS AND PRESENTATIONS

4.a. Ms. Novacek recognized Pam Morasco, Administrative Assistant-Operations, for her outstanding work and willingness to always help where needed. Ms. Novacek recognized Ms. Michaels, Executive Assistant, for her work on the 2022 All Staff Kick Off.

4.b. Mr. Otte reported staff developed a booklet to track the Reading Program progress, Learning Assistants will attend Montessori training, carpets and floors have been cleaned for the new school year, and each learning center will have a Science Cart.

4.c. Mr. Johnson reported the cleanup and space redesign at the Mission Valley Learning Center went well, the resource center was moved to the new Mission Valley Learning Center building, new staff members will be assigned a mentor, and staff is in the process of assigning rosters for the new year.

5. COMMUNICATIONS - Agenda and Non-Agenda Items

5.a. There were no public comments.

5.b. Ms. Rohrer shared her observations of the Element All Staff Kick-Off.

6. APPROVAL OF CONSENT ITEMS

6.a. Approval of Minutes of Regular Board Meeting on July 27, 2022

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

MSC (Raymond/Tweeten) to approve Consent Items. Motion passed (6-0)

Ayes: Ms. Childers, 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 current financial information for Community Montessori and Dimensions Collaborative School.

2. Mr. Miller reported staff prepared 70 iPads to be distributed to students and classrooms and 30 laptops for staff.



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7. b. Director of Human Resources Report

1. Ms. Sihota reported the following open positions: one Administrative Specialist-Operations, one Learning Assistant, one Regional Assistant, one Speech Pathologist, one Instructional Assistant, one Student Support Assistant, one Education Specialist, and one Educational Facilitator. Ms. Sihota reported the following new hires: one Education Specialist, two Learning Assistants, one Educational Facilitator (DCS).
2. Ms. Sihota reported staff attended the 2022 All Staff Kick Off.

7. c. Executive Director Report

1. Ms. Novacek reported the Initial Parent Meeting module is completed and Leaderprep is working with the directors.
2. Ms. Novacek reported Board Members will be participating on Element committees.
3. Ms. Novacek reported asbestos management will be completed next month and the Independent Study Policy has been revised.

8. ACTION ITEMS

8. a. Element Education

1. Approval of Articulate Proposal

MSC (Sinclair/Childers) to approve Articulate Proposal. Motion passed (6-0)

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

Nays: None **Abstain:** None

2. Approval of Revised Curriculum Adoption Policy

MSC (Tweeten/Raymond) to approve Revised Curriculum Adoption Policy. Motion passed (6-0)

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

Nays: None **Abstain:** None

3. Approval of Revised Independent Study Policy

MSC (Childers/Williams) to approve Revised Independent Study Policy. Motion passed (6-0)

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

Nays: None **Abstain:** None

4. Approval of Revised Attendance Policy

MSC (Rohrer/Sinclair) to approve Revised Attendance Policy. Motion passed (6-0)

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

Nays: None **Abstain:** None



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5. Approval of Executive Director Performance Goals

MSC (Childers/Tweeten) to approve Executive Director Performance Goals. Motion passed (6-0)

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

Nays: None **Abstain:** None

6. Approval of Occupational Therapist Job Description

MSC (Raymond/Williams) to approve Occupational Therapist Job Description. Motion passed (6-0)

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

Nays: None **Abstain:** None

7. Approval of Virtual Venue for September 28, 2022, Meeting

MSC (Sinclair/Raymond) to approve Hybrid Meeting for September 28, 2022, Meeting.

Motion passed (6-0)

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

Nays: None **Abstain:** None

8. Approval of San Diego Fencing Proposal

MSC (Childers/Tweeten) to approve San Diego Fencing Proposal for Santee Learning Center. Motion passed (6-0)

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

Nays: None **Abstain:** None

8.b. Community Montessori

1. Approval of Spirit Wear Purchase

MSC (Raymond/Childers) to approve Spirit Wear Purchase. Motion passed (6-0)

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

Nays: None **Abstain:** None

2. Approval of Contract with Specialized Therapy Services

MSC (Williams/Sinclair) to approve Contract with Specialized Therapy Services. Motion passed (6-0)

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

Nays: None **Abstain:** None



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3. Approval of Contract with Bridge the Gap SPED, LLC.

MSC (Raymond/Tweeten) to approve Contract with Bridge the Gap SPED, LLC. Motion passed (6-0)

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

Nays: None **Abstain:** None

4. Approval of Revised Learning Assistant Job Description

MSC (Childers/Williams) to approve Revised Learning Assistant Job Description. Motion passed (6-0)

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

Nays: None **Abstain:** None

5. Approval of iReady Diagnostics Renewal

MSC (Williams/Raymond) to approve iReady Diagnostic Renewal. Motion passed (6-0)

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

Nays: None **Abstain:** None

8.c. Dimensions Collaborative School

1. Approval of Spirit Wear Purchase

MSC (Sinclair/Childers) to approve Spirit Wear Purchase. Motion passed (6-0)

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

Nays: None **Abstain:** None

2. Approval of Contract with Specialized Therapy Services

MSC (Raymond/Williams) to approve Contract with Specialized Therapy Services. Motion passed (6-0)

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

Nays: None **Abstain:** None

3. Approval of Contract with Bridge the Gap SPED, LLC.

MSC (Raymond/Williams) to Contract with Bridge the Gap SPED, LLC. Motion passed (6-0)

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

Nays: None **Abstain:** None



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4. Approval of Revised Learning Assistant Job Description

MSC (Sinclair/Raymond) to approve Revised Learning Assistant Job Description. Motion passed (6-0)

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

Nays: None **Abstain:** None

5. Approval of iReady Diagnostics Renewal

MSC (Raymond/Williams) to approve iReady Diagnostic Renewal. Motion passed (6-0)

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

Nays: None **Abstain:** None

9. FUTURE AGENDA ITEMS

- 23-24 Key Dates
- Unaudited Actuals

10. NEXT MEETING DATE - Regular Board Meeting

Date: September 28, 2022
 Location: Hybrid (Board In person, Public Virtual)
 Time: 1:00 PM Closed Meeting
 1:30 PM Public Meeting

11. ADJOURNMENT

2:50 p.m.

DocuSigned by:

 05B6C40724E74BA... Date 10/17/2022

President

DocuSigned by:

 819238B3ACD5424... Date 10/17/2022

Secretary