



Community Montessori & Dimensions Collaborative School

MINUTES

**Regular Board Meeting
Element Education, Inc.
August 25, 2021
1:00 P.M. Closed Meeting
1:30 P.M. Public Meeting**

ELEMENT STAFF MEMBERS:

**Roland Yung, Community Montessori (CM) School Director
Tony Drown, Dimensions Collaborative (DCS) School Director
Paul Johnson, Director of Accountability
Kiran Sihota, Director of Human Resources
Doug Miller, Chief Business Officer
Susan Michaels, Executive Assistant
Kristi Kilcollins, Educational Facilitator
Lois Inger, Behavioral Counselor
Alexis Roggeman, Administrative Specialist 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, Duran, Raymond, Rohrer, Tweeten
 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

1:31 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 change: Remove Agenda Item 8.b.2.
- 3.d. Ms. Rohrer reported there was no action taken during closed session.

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

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



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4. RECOGNITIONS AND PRESENTATIONS

4.a. Staff Recognition: Mr. Drown introduced Ms. Kristi Kilcollins, new Educational Facilitator for the Waldorf-inspired program, to the Board.

4.b. School Presentations: Mr. Otte reported staff are preparing their classrooms for the new school year and will be implementing CA Phonetics Reading Program, a Montessori Reading Program for TK-3rd grade

4.c. School Presentations: Mr. Drown reported a new math program is in the works, staff continues to prepare learning centers for new school year, support new families, and host Informational Meetings.

5. COMMUNICATIONS - Agenda and Non-Agenda Items

5.a. No public comment.

5.b. No comments from the Board.

6. APPROVAL OF CONSENT ITEMS

6.a. Approval of Minutes of Regular Board Meeting on July 28, 2021

6.b. Ratification of Check Run for July 2021

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

Ayes: Ms. Childers, Mr. Duran, 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 620 of the 1,350 devices requested have been ordered and 30 Lenovo laptops were purchased for staff.

8. b. Chief Operations Officer Report

1. Mr. Yung reported small construction projects continue and staff continues to work on obtaining permits for the Oak Hill Learning Center outdoor classroom.
2. Mr. Yung reported the Resource Center move to Mission Valley is complete, obsolete items were removed from the library collection, and orders are now being processed.

9. b. Director of Human Resources Report

1. Ms. Sihota reported the following open positions: 1 Learning Assistant for Dimensions Collaborative School, 1 Learning Assistant for Community Montessori, 1 English Language Development Manager, 1 Speech and Language Pathologist, 1 Student Support Assistant, and 1 Resource Specialist Assistant. Ms. Sihota reported the following new hires: 1 Student Support Assistant for Special Education, 5 Learning Assistants for Community Montessori, and 1 Instructor for Community Montessori Mary Lane Learning Center.
2. Ms. Sihota reported one Community Montessori staff member attended Early Childhood Montessori training and the monthly Wellness Challenges begins in September.



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7. c. Executive Director Report

1. Ms. Novacek reported staff have finished updating guides and new training modules.
2. Ms. Novacek provided Board with an update on the LCAP meeting with the county office, use of vendors, and mask mandate.

8. ACTION ITEMS

8.a. Element Education

1. Approval of Revised Policies

- a. Assessment
- b. Fiscal and Operational
- c. Personal Time Off
- d. Independent Study
- e. Sick Leave
- f. Work Assignments and Records

MSC (Childers/Tweeten) to approve revised policies. Motion passed (5-0)

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

2. Approval of Job Description – Lead Administrative Specialist-Operations

MSC (Tweeten/Raymond) to approve Lead Administrative Specialist -Operations job description. Motion passed (5-0)

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

b. Dimensions Collaborative School

1. Approval of Instructional Material Disposal List

MSC (Rohrer/Duran) to approve instructional material disposal list. Motion passed (5-0)

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

~~2. Approval of Course Description: Integrated Mathematics 1 A/B: Agenda Item
Removed~~

3. Approval of Job Description – Elementary Manager

MSC (Childers/Duran) to approve Elementary Manager job description. Motion passed (5-0)

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

4. Approval of Job Description – Middle School Manager

MSC (Rohrer/Tweeten) to approve Middle School Manager job description.

Motion passed (5-0)

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



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5. Approval of Job Description – High School Manager

MSC (Tweeten/Duran) to approve High School Manager job description. Motion passed (5-0)

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

9. FUTURE AGENDA ITEMS

- Unaudited Actuals
- Cal Card:

10. NEXT MEETING DATE - Regular Board Meeting

Date: September 29, 2021
 Location: Virtual
 Time: 1:00 PM Closed Meeting
 1:30 PM Public Meeting

11. ADJOURNMENT

2:25 p.m.

DocuSigned by:
Barbara Rohrer
 05B6C40724E74BA... Date: 10/28/2021

Board President

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

Board Secretary