



Community Montessori & Dimensions Collaborative School

**NON-VOTING MEMBERS IN ATTENDANCE:
Terri Novacek – Executive Director**

MINUTES

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

**ELEMENT STAFF IN ATTENDANCE:
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
Earl Otte, Community Montessori School Director
Susan Michaels, Executive Assistant
Trish Ruppel Dimensions Collaborative School
Traci Lockman Dimensions Collaborative School
Alexis Roggeman Community Montessori
Tammy Becker Community Montessori
Laural Cooper Community Montessori
Lorry Comiskey Community Montessori
Kate Armenta Community Montessori**

**GUESTS:
Carey Fox Community Montessori Parent**

LOCATION

This meeting was by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

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



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3. PUBLIC SESSION

1:31 p.m.

- 3.a. Ms. Rohrer called the meeting to order, and a quorum was established.
- 3.b. Ms. Childers led the Pledge of Allegiance.
- 3.c. The agenda was approved.
- 3.d. Ms. Rohrer reported there was no action taken during closed session.

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

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

Nays: None **Abstain:** None

4. RECOGNITIONS AND PRESENTATIONS

- 4.a. Staff Highlights: Mr. Johnson recognized Ms. Ruppel, Student Support Manager, for her 20 years of service, dedication, and hard work. Mr. Otte recognized the Community Montessori Administrative Specialists-Operations (ASOs), Alexis Roggeman, Tammy Becker, Lorry Comiskey, Loral Cooper, and Kate Armenta for their perseverance and exceptional work while managing the challenges associated with COVID-19.
- 4.b. Mr. Otte updated the Board on: CA Phonetics program implementation, upcoming activities, 330 lottery applications for next school year, data driven marketing efforts, challenges of COVID-19, cyber-safety efforts, Middle School Directing Change project, and the Kids Heart Challenge.
- 4.c. Mr. Drown updated the board on: Learning Center design project, upcoming activities, dissolution of the Waldorf program, high school course descriptions updates, preparation for the WASC visit.
- 4.d. Mr. Johnson shared the Annual Update to the 2021-22 Local Control and Accountability Plan with the Board.
- 4.e. Mr. Johnson shared a Diversity, Equity, and Inclusion (DEI) update with the Board.

5. COMMUNICATIONS - Agenda and Non-Agenda Items

- 5.a. One request for live comment and five written comments from the following were submitted: 1) Jonathan Sharp 2) Linda Sharp 3) Carey Fox, 4) Josh Fox, and 5) Mandy Pundik requesting the Board move the meeting time to evenings to accommodate parent and staff schedules. Request for live comment did not occur as requester did not show as a participant nor respond when called upon.
- 5.b. Ms. Novacek reported the Dimensions Collaborative School parent representative board position remains open and prospective applicants should visit the Element website for more information.



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6. APPROVAL OF CONSENT ITEMS

- 6.a. Approval of Minutes of Regular Board Meeting on December 1, 2021
- 6.b. Approval of Minutes of Special Board Meeting on December 1, 2021
- 6.c. Ratification of Check Runs for November and December 2021.

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

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

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 a new circuit was installed at the Mission Valley Learning Center and the Technology Department will be recycling obsolete technology equipment.
- 7. b. Chief Operating Officer Report
 - 1. Mr. Yung reported staff continues to work with a team of consultants to bring the outdoor classroom at the Oak Hill Learning Center up to code and additional space was opened at the Montiel Learning Center to accommodate the Dimensions High School STEP UP program.
 - 2. Mr. Yung reported over the past three weeks staff have administered 800 COVID-19 tests and staff continues to support students on home study with appropriate curriculum and extra phone and virtual reach outs from staff.
- 7. c. Director of Human Resources Report
 - 1. Ms. Sihota reported the following open positions: two Learning Assistants for Community Montessori, one Educational Facilitator for Community Montessori, one long-term substitute for Community Montessori.
 - 2. Ms. Sihota reported the following professional development activity:
One Resource Specialist completed The Write Turn webinar and the Academic Counselor completed PSAT/SAT Suite of Assessments training.
- 7. d. Executive Director Report
 - 1. Ms. Novacek reported staff is evaluating several online training platforms to support employee orientation training. Two courses are on track to be rolled out in May.
 - 2. Ms. Novacek reported it was a pleasure hosting Melanie Baier for the Carlsbad Learning Center site visit and the visit went well; she has had communication with the Charter Division Director regarding planning for material revisions and use of vendor contractors.



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3. Ms. Novacek reported written comments were submitted to the Board requesting board meetings move to an evening time to better accommodate parent and staff schedules.
4. Ms. Novacek reported parents have requested that Minutes be posted in a more timely manner: the Minutes are posted after Board approval which occurs at the following meeting.

8. BOARD ELECTIONS

8.a. Ms. Novacek asked for nominations for Clerk of the Board.

1. Ms. Rohrer nominated Mr. Tweeten to be Clerk of the Board.
2. Ms. Childers seconded the nomination.
3. No further nominations occurred.
4. The vote was unanimous for Mr. Tweeten to be Clerk of the Board.

MSC (Rohrer/Childers) to approve Mr. Tweeten to be Clerk of the Board passed (6-0).

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

Nays: None **Abstain:** None

8. b. Ms. Novacek asked for nominations for Vice President of the Board.

1. Mr. Tweeten nominated Ms. Childers to be Vice President of the Board.
2. Ms. Rohrer seconded the nomination.
3. No further nominations occurred.
4. The vote was unanimous for Ms. Childers to be Vice President of the Board.

MSC (Tweeten/Rohrer) to approve Ms. Childers to be Vice President of the Board passed (6-0).

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

Nays: None **Abstain:** None

8. c. Ms. Novacek asked for nominations for President of the Board.

1. Ms. Raymond nominated Ms. Rohrer to be President of the Board.
2. Mr. Tweeten seconded the nomination.
3. No further nominations occurred.
4. The vote was unanimous for Ms. Rohrer to be President of the Board.

MSC (Raymond/Tweeten) to approve Ms. Rohrer to be President of the Board passed (6-0).

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

Nays: None **Abstain:** None



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9. ACTION ITEMS

9.a. Element Education

1. Approval of Technology Disposal

MSC (Childers/Sinclair) to approve Technology Disposal. Motion passed (6-0)

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

Nays: None **Abstain:** None

2. Approval of Attendance Policy

MSC (Raymond/Childers) to approve Attendance Policy. Motion passed (6-0)

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

Nays: None **Abstain:** None

b. Community Montessori

1. Approval of 20-21 School Accountability Report Card (SARC)

MSC (Raymond/Tweeten) to approve Accountability Report Card (SARC). Motion passed (6-0)

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

Nays: None **Abstain:** None

2. Approval of First Interim Budget

MSC (Childers/Williams) to approve First Interim Budget. Motion passed (6-0)

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

Nays: None **Abstain:** None

c. Dimensions Collaborative School

1. Approval of 20-21 of School Accountability Report Card (SARC)

MSC (Williams/Childers) to approve Accountability Report Card (SARC). Motion passed (6-0)

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

Nays: None **Abstain:** None

2. Approval of First Interim Budget

MSC (Tweeten/Raymond) to approve First Interim Budget. 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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10. FUTURE AGENDA ITEMS

- 22-23 Calendar Discussion
- Salary Schedule Discussion
- 20-21 Audit

11. NEXT MEETING DATE - Regular Board Meeting

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

12. ADJOURNMENT

2:57 p.m.

DocuSigned by:
Barbara Rolner
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3/4/2022

Date: _____

Board President

DocuSigned by:
[Signature]
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3/16/2022

Date: _____

Board Secretary