



Community Montessori & Dimensions Collaborative School

MINUTES

**Regular Board Meeting
Element Education, Inc.
March 30, 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 (CM) School Director
- Susan Michaels, Executive Assistant
- Traci Lockman, Dimensions Collaborative School
- Tanya Lake, Dimensions Collaborative School
- Lois Ingber, Element Education
- Elisa Hilliard, Dimensions Collaborative School

LOCATION

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20. The Governing Board (“Board”) and employees of Element Education meet via the MS Teams platform.

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, Williams
 - Members absent: Tweeten, Sinclair
 - 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

3. PUBLIC SESSION

3.a. Ms. Rohrer called the meeting to order, and a quorum was established.

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

3.c. The agenda was approved with the following addendum: Add Action Item 9.c.2. Consideration of A-G Completion Improvement Grant Plan

3.d. Ms. Rohrer reported there was no action taken during closed session.

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

Ayes: Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Williams

Nays: None **Abstain:** None

4. RECOGNITIONS AND PRESENTATIONS

4.a. Recognitions: Mr. Drown recognized Ms. Tanya Lake, Educational Technology Specialist/Educational Facilitator, for her exceptional work and contributions to the team.

4.b. Mr. Otte shared a list of fundraisers and events and reported the learning centers will host a spring event for returning and new families, middle school students enjoyed the Catalina field trip, and a meeting was held for the new 22-23 families.

4.c. Mr. Drown shared a list of upcoming field trips and events, an update on the 22-23 plan for supporting learning center and homeschool models, a virtual Town Hall and follow up coffee klatches are scheduled to discuss plans for the 22-23 school year, graduation planning is underway, new CTE programs are being developed, and the high school WASC Teams are preparing for the WASC spring 2023 visit.

5. COMMUNICATIONS - Agenda and Non-Agenda Items

5.a. Mr. Greg McGrath submitted a written comment regarding the compensation plan which was read aloud to the Board by Recording Secretary, Susan Michaels.

5.b. There were no comments from the Board.

6. APPROVAL OF CONSENT ITEMS

6.a. Approval of Minutes of Special Board Meeting on March 2, 2022

6.b. Approval of Minutes of Regular Meeting on March 2, 2022

6.c. Ratification of Check Runs for February 2022.

MSC (Raymond/Williams) to approve Consent Items. Motion passed (4-0)

Ayes: Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Williams

Nays: None **Abstain:** None



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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. Ms. Novacek reported the San Diego County Office of Education completed its review of the First Interim Reports and both schools will meet all their financial obligations for the current and two subsequent fiscal years based on the financial reports at this time.
2. Mr. Miller reported the server equipment will be upgraded to include disaster recovery in the case of an emergency.

7. b. Director of Human Resources Report

1. Ms. Sihota reported the following open positions: Educational Facilitator, Learning Assistant, 2 Regional Manager positions for Dimensions Collaborative School, 1 School Director position for Dimensions Collaborative School. Ms. Sihota reported the following new hires for Community Montessori: 1 new Learning Assistant, 1 Educational Facilitator
2. Ms. Sihota reported the Registrar attended a workshop at the California Charter Schools Association (CCSA) 2022 Conference.

7. c. Executive Director Report

1. Ms. Novacek reported the San Diego County Office of Education site visits went well.
2. Ms. Novacek reported staff will be working on developing community and business Partnerships, and the Spring Into Wellness 2022 Event has been scheduled for Friday, May 6th.

8. DISCUSSION ITEMS

1. Ms. Novacek reported she continues to work on the Strategic Plan and a final draft will be ready for review in April.
2. Ms. Novacek reported a committee continues to work on a compensation plan that will likely be presented for adoption during the 22-23 school year and to into effect for 23-24.
3. Ms. Novacek shared a copy of the 22-23 Calendar and reported staff is considering a trimester system.
4. Ms. Novacek shared a draft of 23-24 Key dates with the board.

9. ACTION ITEMS

9.a. Element Education

1. Approval of Audit Contract

MSC (Childers/Williams) to approve Audit Contract. Motion passed (4-0)

Ayes: Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Williams

Nays: None **Abstain:** None



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2. Approval of Virtual Meetings per AB 361

MSC (Williams/Childers) to continue meeting virtually for the next 30 days, considering that the state of emergency continues to directly impact the ability of the members to meet safely in person. Motion passed (4-0)

Ayes: Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Williams

Nays: None **Abstain:** None

3. Approval of Revised Board Meeting Policy

MSC (Raymond/Childers) to approve Revised Board Meeting policy. Motion passed (4-0)

Ayes: Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Williams

Nays: None **Abstain:** None

4. Approval of Executive Director Request for Vacation Buy-out

MSC (Childers/Williams) to approve Executive Director Request for Vacation Buy-out.

Motion passed (4-0)

Ayes: Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Williams

Nays: None **Abstain:** None

9.b. Community Montessori

1. Approval of Second Interim Budget.

MSC (Rohrer/Childers) to approve Second Interim Budget. Motion passed (4-0)

Ayes: Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Williams

Nays: None **Abstain:** None

9.c. Dimensions Collaborative School

1. Approval of Second Interim Budget.

MSC (Williams/Raymond) to approve Second Interim Budget. Motion passed (4-0)

Ayes: Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Williams

Nays: None **Abstain:** None

2. Approval of A-G Completion Improvement Grant Plan

MSC (Rohrer/Childers) to approve A-G Completion Improvement Grant Plan. Motion passed (4-0)

Ayes: Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Williams

Nays: None **Abstain:** None



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10. FUTURE AGENDA ITEMS

- Special Education Report
- Mission Valley Lease Agreement

11. NEXT MEETING DATE - Regular Board Meeting

Date: April 27, 2022
Location: Virtual
Time: 1:00 PM Closed Meeting
1:30 PM Public Meeting

12. ADJOURNMENT

DocuSigned by:
Barbara Rolner
05B6C40724E74BA... Date: 4/27/2022

Board President
DocuSigned by:
[Signature]
819238B3ACD5424... Date: 4/29/2022

Board Secretary