



Community Montessori & Dimensions Collaborative School

MINUTES

**Regular Board Meeting
Element Education, Inc.
March 2, 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
Lisa Leonard, Community Montessori
Brandon Jones, Dimensions Collaborative School

COMMUNITY MEMBERS:

Emilia and Claudiu Farcas, Dimensions Collaborative School Parents

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, Sinclair, Tweeten, Williams

Secretary: Novacek

Recording Secretary: Michaels

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

1.c. Adjourned to Closed Session



Community Montessori & Dimensions Collaborative School

2. CLOSED SESSION

3. PUBLIC SESSION

- 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 (Childers/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. Recognitions:

Ms. Novacek recognized Ms. Kiran Sihota, Director of Human Resources, for her hard work and perseverance while managing the challenges associated with COVID-19.

Mr. Otte recognized Ms. Lisa Leonard, Community Montessori Educational Facilitator, for her exceptional work and for going above and beyond for her students and their parents.

Mr. Jones, Educational Facilitator, recognized Dimensions Collaborative School parents, Claudiu and Emilia Farcas, for their outstanding volunteer work with the Tinkerbits and Coderz robotics teams.

4.b. Mr. Otte reported the Oak Hill Learning Center planted a vineyard with a donation received from a Community Montessori family, as of February 18, 2022 the Mary Lane Learning Center passed 50% of the fundraising goal for American Heart Association Kids Challenge, the Carlsbad Learning Center recently completed a See's Candy fundraiser to support field trips and they completed the Great Kindness Challenge, part of which was collecting coins for underprivileged children in Peru.

4.b.1 Mr. Otte reported the Community Montessori Advisory Council met on February 4, 2022, the Council discussed the roles of the various parent groups, staff appreciation week, and the need for a schoolwide newsletter.



Community Montessori & Dimensions Collaborative School

4.c. Mr. Drown reported the high school team continues to work on updating course descriptions, staff continues to prepare for the WASC (Western States Association School & Colleges) accreditation visit next year, the Academic Counselor continues vetting Career Technical Education (CTE) courses, resources, and related A-G approved learning management system to facilitate introductory coursework that aligns with related community college pathways, staff are collaborating to develop a plan for the development of a 4 day/week learning center option to serve and meet the needs our emerging family and student demographic, the American Heart Association Kids Challenge will end March 4th and students will meet 100% of the \$500 fundraising goal, staff will celebrate Read Across America with a virtual reading of Green Eggs and Ham on March 9th, the Countywide Spelling Bee will be held virtually March 17th with Ashley Hilliard representing Dimensions, and staff will host an iFly virtual event for Mission Valley Learning Center 6th to 12th grade students.

4.c.1. Mr. Greg Hartman reported the Dimensions Collaborative School Advisory Council met on February 4, 2022, the Council discussed the COVID-19 guidelines, ParentSquare communications, maker space classroom options, and the availability of 3D printers.

5. COMMUNICATIONS - Agenda and Non-Agenda Items

5.a. No public comments.

5.b. Ms. Novacek recognized Board member Cecilia Williams for her participation with the Charter School Development Center (CSDC) Affinity Group.

6. APPROVAL OF CONSENT ITEMS

6.a. Approval of Minutes of Regular Board Meeting on January 26, 2022

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

MSC (Tweeten/Raymond) 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 a physical audit of technology equipment is scheduled for this semester.



Community Montessori & Dimensions Collaborative School

3. Mr. Miller reported he researched Instructional Assistant and Learning Assistant salaries from surrounding public schools and concluded the Element Education salary scale for Learning Assistants and Instructional Assistants is competitive.

7. b. Chief Operating Officer Report

1. Mr. Yung reported the Oak Hill Learning Center gazebo is now in the building phase, children that turn 5 between Sept 2, 2022, and February 2, 2023, are eligible for Transitional Kindergarten, and staff is looking at two potential properties in Carlsbad to accommodate Transitional Kindergarten students.
2. Mr. Yung reported all Element schools will comply with latest statewide guidelines for masks and move to “highly recommended” after March 11th.

7. c. Director of Human Resources Report

1. Ms. Sihota reported the following open positions: Educational Facilitator (Math, Social Studies, Elementary) for Dimensions Collaborative School and Educational Facilitator (primary and lower elementary) for Community Montessori. Ms. Sihota reported the following new hires: one Learning Assistant for Community Montessori and one Long-term Substitute Instructor for Community Montessori.
2. Ms. Sihota reported the following professional development activity: The Behavior Counselor and English Learner Development Manager attended Equity Facilitator Training and the Academic Counselor attended the Elements of a High Quality CTE Program workshop.

7. d. Executive Director Report

1. Ms. Novacek reported there have been problems with Abre (recently adopted learning management system) and staff will soon decide if we should continue with the project.
2. Ms. Novacek reported she researched ten San Diego agencies comprised of city councils, school districts, and the San Diego County Office of Education. She learned they post only approved and final minutes and only 60% of agencies had minutes posted for a meeting held within prior two months.

8. DISCUSSION ITEMS:

1. Ms. Novacek shared a draft of the 2022-2023 Element Education Calendar with the Board and suggested renaming Presidents Week to Heroes' Week.
2. Ms. Novacek shared a draft of the 2022-2023 Key Dates with the Board.

9. ACTION ITEMS

9.a. Element Education

1. Approval of Audit Report

MSC (Childers/Tweeten) to approve Audit Report. Motion passed (6-0)

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

Nays: None **Abstain:** None



Community Montessori & Dimensions Collaborative School
2. Approval of Amended Conflict of Interest Resolution and Policy

MSC (Raymond/Williams) to approve Conflict of Interest Resolution and Policy. Motion passed (6-0)

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

Nays: None **Abstain:** None

10. FUTURE AGENDA ITEMS

- Strategic Plan Presentation
- 2022-23 Salary Schedule – Discussion
- Calendar and Key Dates
- Policies regarding recording meetings and managing written public comments

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

MSC (Sinclair/Childers) to adjourn meeting at 2:36 p.m. Motion passed (6-0)

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

Nays: None **Abstain:** None

DocuSigned by:

 05B6C40724E74BA Date: 3/30/2022

Board President

DocuSigned by:

 819238B3ACD5424... Date: 3/31/2022

Board Secretary