



# Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

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## AGENDA

Regular Board Meeting  
Element Education, Inc.  
July 29, 2020  
1:00 P.M. Closed Meeting  
1:30 P.M. Public Meeting

## BOARD MEMBERS

Barbara Rohrer – President (2020)  
Rosella Childers Vice President (2021)  
Tim Tweeten – Board Clerk (2020)  
Rebecca Raymond (2020)  
Briana Schultz (2021)

## NON-VOTING MEMBERS

Terri Novacek – Executive Director

## LOCATION

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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

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 GotoMeeting platform. Members of the public who wish to access this Board meeting may do so by clicking on the link provided below. You may also call in using the GotoMeeting phone number provided below.

Members of the public who wish to comment during the Board meeting may use the chat tool on the GotoMeeting platform. Members of the public calling in will be given the opportunity to address the Board during the meeting. Individual comments will be limited to three (3) minutes.

Public: EEI Governing Board Meeting July 29, 2020  
Wed, Jul 29, 2020 1:30 PM - 4:00 PM (PDT)

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/363314997>

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## **PURPOSE**

The purpose of Element Education, Inc. (EEI) is to develop and operate charter schools which create avenues for "new instruction, new management, and new governance in public schools." The organization operates from a place of Servant Leadership in supporting the elements of personalized learning.

## **VISION**

The vision of EEI is to create model programs for deep and meaningful learning and attract and develop innovative and effective educators who instill the mindset and skills for developing agency in, and ownership of, life-long learning.

## **MISSION**

The mission of its schools and programs is to promote a culture of mastery, autonomy, and purpose for all stakeholders through personalized learning plans developed with insight and experience of learning styles, appropriate resources, and learning networks for success in work, life, and citizenship.

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## **1. OPENING PROVISIONS**

- 1.a. Call to Order and Establishment of Quorum
- 1.b. Pledge of Allegiance
- 1.c. Approval of Agenda
- 1.d. Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.

## **2. RECOGNITIONS AND PRESENTATIONS**

- 2.a. Recognition:  
Eva Arguilez, Resource Assistant  
Pam Morasco, Administrative Assistant
- 2.b. Presentation: Community Montessori (CM), Roland Yung, School Director
- 2.c. Presentation: Dimensions Collaborative School (DCS), Tony Drown, School Director

## **3. COMMUNICATIONS - Agenda and Non-Agenda Items**

Individual speakers shall be allowed three (3) minutes to address the Board on each agenda or non-agenda item (public comments at Special Board meetings are limited to agenda items only). The Board shall limit to 21 minutes the total time for public input on each item. A person who wishes to address the Board must complete a Speaker Card and indicate the topic of the agenda item on which he/she wishes to speak. The Speaker Card shall be submitted to the Secretary of the Board or designee prior to the commencement of the meeting. Speaker Cards related to items specified on the meeting agenda will also be accepted during the meeting if submitted prior to the Board's consideration of the item.

- 3.a. Public
- 3.b. Members of the Board



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## 4. APPROVAL OF CONSENT ITEMS

### Quick Summary / Abstract:

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Items listed in this section are considered routine and are acted on by the Board in one motion. It is understood that the Executive Director recommends approval on all Consent Items. Each item of the Consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

4.a. Approval of Minutes of Regular Meeting on June 24, 2020

4.b. Ratification of Check Run for June 2020.

## 5. DISCUSSION/INFORMATION ITEMS - NO ACTION

5. a. Chief Business Officer Report

1. Facility Management
2. Technology Update

5. b. Director of Human Resources Report

1. Employment Activity
2. Professional Learning Activity

5. c. Executive Director Report

1. Authorizer Relations
2. Charter School Advocacy
3. COVID Update

## 6. ACTION ITEMS

6.a. Element Education

1. Consideration of Employment Manual
2. Consideration of Comprehensive Safety Plan
3. Consideration of Distracted Driving Policy

6. b. Community Montessori

1. Consideration of Parent and Educational Facilitator Handbook
2. Consideration of Educational Facilitator Supplemental Handbook

6.c. Dimensions Collaborative School

1. Consideration of Parent and Educational Facilitator Handbook
2. Consideration of Educational Facilitator Supplemental Handbook
3. Consideration of eSports Program and Course Description
4. Consideration of Bright Thinker Online Curriculum
5. Consideration of Grade Slam Online Tutoring Service
6. Consideration of Community Liaison and Professional Learning Development (CL/PLD)  
Manager Job Description



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- 7. Consideration of Onboarding Manager Job Description
- 8. Consideration of Science, Technology, Engineering and Math (STEM) Manager Job Description
- 9. Consideration of Student Success Manager Job Description
- 10. Consideration of Educational Facilitator (EF) Specialist Addendum Job Description

## 7. FUTURE AGENDA ITEMS

### Quick Summary/Abstract:

Items for next Agenda (Future Agenda items are not considered on the agenda and Board Members will not be able to discuss per the Brown Act)

## 8. NEXT MEETING DATE - Regular Board Meeting

Date: August 26, 2020  
 Location: Virtual  
 Time: 1:30 PM

## 9. ADJOURNMENT

### DISABILITY INFORMATION:

In accordance with the Americans with Disabilities Act, if accommodations are required, please call the Board Secretary 48 hours in advance at (760) 703-9997 and every effort will be made to accommodate your request. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at 1441 Montiel Road #143 Escondido, CA 92026; at our website at [www.myelement.org](http://www.myelement.org). or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Susan Michaels at (760) 703-9997.

Published: 7.23.20

I, Susan Michaels, Board Secretary Designee of Element Education, Inc., hereby certify that I posted a copy of the foregoing agenda in the lobby of the Administrative Office at 1441 Montiel Road, Ste. 143, Escondido, CA 92026 at least 72 hours prior to the meeting, in accordance with Govt. Code Sec. 54954.2

Susan Michaels

Date: 7.23.20