



# Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

## MEETING MINUTES

**Regular Board Meeting  
Element Education, Inc.  
August 26, 2020  
1:00 P.M. Closed Meeting  
1:30 P.M. Public Meeting**

## NON-VOTING MEMBERS

**Terri Novacek – Executive Director**

## ELEMENT STAFF MEMBERS:

**Roland Yung, Community Montessori School Director  
Brandi Rodrigues, Director of Special of Education  
Tony Drown, Dimensions Collaborative School Director  
Paul Johnson, Director of Accountability  
Kiran Sihota, Director of Human Resources  
Susan Michaels, Executive Assistant  
Doug Miller, Chief Business Officer  
Elisa Hilliard Dimensions Collaborative School Onboarding Specialist  
Catherine Drown, Dimensions Collaborative School Educational Facilitator  
Lois Ingber Behavioral Counselor  
Jessica MacDonald Dimensions Collaborative School Parent  
Jonelle Perunovich Dimensions Collaborative School Parent  
Ashley Schelcher Dimensions Collaborative School Parent**

## 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

**1:30 p.m.**

Members present: Childers, Raymond, Rohrer, Schultz, Tweeten

Secretary: Novacek

Recording Secretary: Michaels

1.b. Ms. Michaels led the Pledge of Allegiance.

1.c Approval of Agenda.

MSC (Tweeten/Raymond) to approve the Agenda. Motion passed (5-0)

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

1.d. There were no public comments about the closed session.



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## 2. RECOGNITIONS AND PRESENTATIONS

2.a. Presentation: Mr. Johnson reported a 97% graduation rate for 2019-2020 and significant improvement in ELA and Math scores.

2.b. Presentation: Mr. Yung reported staff will continue to stockpile personal protective equipment (PPE) in anticipation of the reopening of learning centers, a parent Learning Center Reopening advisory group was formed, outdoor sinks are being added to the learning centers, reopening plans have been updated, and staff have designed Microsoft Teams for online and hybrid programs

2.c. Presentation: Ms. Hilliard described the onboarding process and reported she has onboarded approximately 200 new students. Mr. Drown reported the Summer Support Program ended, enrollment is at 561 with over 100 students on the waiting list, class offerings schedule is completed, staff is using Jumbula software to facilitate class enrollment, and there is a digital workflow in place, using Teams and Sharepoint to facilitate a Staff Portal, Parent Portal communications, and related virtual activities.

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

3.a. No public comments.

3.b. Ms. Novacek and Ms. Rohrer recently attended the Association of California School Administrators – Retired (ACSAR) to present information about charters. Board Member Briana Schultz gave her verbal intention to resign from the Board due to her family’s plan to move out of state.

## 4. APPROVAL OF CONSENT ITEMS

4.a. Approval of Minutes of Regular Meeting on July 29, 2020

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

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

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

## 5. DISCUSSION/INFORMATION ITEMS - NO ACTION

5. a. Chief Business Officer Report

1. Mr. Miller presented current financial information for Community Montessori and Dimensions Collaborative School.
2. Mr. Miller reported personal protective equipment is being distributed and the Oak Hill modular units are being anchored.
3. Mr. Miller reported Dimensions Collaborative School hired an Educational Technology Manager and Chromebooks are being distributed.
4. Ms. Novacek shared the SDCOE 2020-2021 Budget Adoption Reports for both schools with the Board.



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## 5. b. Director of Human Resources Report

1. Ms. Sihota reported the following new hires: 2 Resource Specialists, 1 Student Support Assistant, 2 CM Educational Facilitators, 1 CM Instructor, 5 (re-hire) CM Learning Assistants, 1 DCS Counselor, 1 DCS Education Technology Manager, and 1 (re-hire) DCS Administrative Assistant-Operations. Ms. Sihota reported the following open positions: 6 CM Learning Assistants, 3 Student Support Assistants, 2 DCS Regional Assistants, 1 CM Administrative Assistant-Operations, 1 DCS Administrative Assistant-Operations
2. Ms. Sihota reported the school received training on the following technology: Clever, MS Teams, Sharepoint and Docusign.

## 5. c. Executive Director Report

1. Ms. Novacek reported there will be a public hearing for the DCS petition to renew on Wednesday, September 9, 2020, included is a material revision to add a learning center in South Bay, and the SDCOE will deliver its decision at the November board meeting.
2. Ms. Novacek reported she continues to share updates with parents regarding the status of SB98.
3. Ms. Novacek reported PPE's have been ordered and distributed, September 28<sup>th</sup> is the target date for the reopening of learning centers, and the learning center reopening plans continue to be updated as information changes.
4. Ms. Novacek reported the staff returned on August 24<sup>th</sup>, staff did an incredible job preparing for the All Staff Kick-Off and the start of the new year, and the week of activities and training brought a lot of positive energy as well as some apprehension due to changes caused by COVID19.

## 6. ACTION ITEMS

### 6.a. Element Education

#### 1. Approval of Organizational Chart

MSC (Childers/Tweeten) to approve Organizational Chart. Motion passed (5-0)

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

#### 2. Approval of CPR, AED, and First Aid Certification Resolution

MSC (Tweeten/Childers) to approve CPR, AED, and First Aid Certification Resolution. Motion passed (5-0) **Ayes:** Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Schultz, Mr. Tweeten **Nays:** None **Abstain:** None

#### 3. Approval of Purchase of Chromebooks

MSC (Raymond/Schultz) to approve purchase of Chromebooks. Motion passed (5-0)

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

#### 4. Approval of Xerox Copier Lease

MSC (Tweeten/Childers) to approve Xerox Copier Lease. Motion passed (5-0)

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



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## 5. Approval of Revised Salary Scales

MSC (Childers/Schultz) to approve Revised Salaries. Motion passed (5-0)

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

## 6. b. Community Montessori

### 1. Approval of Special Education- NPA Contract with StaffRehab

MSC (Childers/Raymond) to approve Special Education-NPA Contract with StaffRehab. Motion passed (5-0) **Ayes:** Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Schultz, Mr. Tweeten **Nays:** None **Abstain:** None

### 2. Approval of Learning Center Reopening Plan

MSC (Rohrer/Childers) to approve Learning Center Reopening Plan. Motion passed (5-0)

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

## 6.c. Dimensions Collaborative School

### 1. Approval of eSports Course Description

MSC (Tweeten/Raymond) to approve eSports Course Description. Motion passed (5-0)

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

### 2. Approval of Global Foundations A/B Course Description

MSC (Rohrer Schultz) to approve Global Foundations A/B Course Description. Motion passed (5-0)

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

### 3. Approval of High School Success Course Revision

MSC (Tweeten/Schultz) to approve High School Success Course Revision. Motion passed (5-0)

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

### 4. Approval of Special Education- NPA Contract with StaffRehab

MSC (Childers/Schultz) to approve Special Education- NPA Contract with StaffRehab. Motion passed (5-0) **Ayes:** Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Schultz, Mr. Tweeten **Nays:** None **Abstain:** None

### 5. Approval of Learning Center Reopening Plan

MSC (Childers/Raymond) to approve Learning Center Reopening Plan. Motion passed (5-0)

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

## 7. PUBLIC HEARING: Learning Continuity and Attendance Plan Community Montessori

Board President Rohrer opened the public hearing at 2:31 p.m. Mr. Johnson, Director of Accountability, provided background. There was no public comment. Board President Rohrer closed the public hearing at 2:36 p.m.



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## 8. PUBLIC HEARING: Learning Continuity and Attendance Plan Dimensions Collaborative School

Board President Rohrer opened the public hearing at 2:37 p.m. Mr. Johnson, Director of Accountability, provided background. There was no public comment. Board President Rohrer closed the public hearing at 2:45 p.m.

## 9. FUTURE AGENDA ITEMS: LCAP Action and Lease Extensions for the Mary Lane and Broadway Learning Centers.

## 10. NEXT MEETING DATE - Regular Board Meeting

Date: September 23, 2020

Location: Virtual

Time: 1:30 PM

## 11. ADJOURNMENT

2:49 p.m.

DocuSigned by:

*Barbara Rohrer*

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Date: 10/13/2020

**Board President**

DocuSigned by:

*David*

819238B3ACD5424...

Date: 10/16/2020

**Board Secretary**