



# Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

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## MINUTES

**Regular Board Meeting  
Element Education, Inc.  
September 23, 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 Manager  
Lois Ingber, Behavioral Counselor**

## 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**

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## 1. OPENING PROVISIONS

1.a. Call to Order and Roll Call

**1:33 p.m.**

Members present: Childers, Duran Raymond, Rohrer, Tweeten

Secretary: Novacek

Recording Secretary: Michaels

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

1.c. Approval of Agenda.

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

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

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

## 2. RECOGNITIONS AND PRESENTATIONS

2.a. Staff Recognition: Mr. Drown recognized Ms. Hilliard for her accomplishments in her new role as Onboarding Manager, and her 17 years of dedication and hard work.

2.b. Presentation: Mr. Yung reported staff has conducted online parent meetings with all students, staff are receiving training on reopening procedures, outdoor space is being expanded for learning, the distance-based learning model has been updated, and Chromebook distribution has occurred.



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2.c. Presentation: Mr. Drown reported enrollment at 525, virtual classes began on September 21, 2020, in-person classes begin on September 28, 2020, on September 9, 2020 staff presented at the San Diego County Office of Education public hearings for charter renewal and a material revision to add a learning center in South Bay, staff continues to train on MS Teams, and staff is currently exploring virtual opportunities for special events and field trips.

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

3.a. No public comment.

3.b. Ms. Rohrer welcomed Mr. Alex Duran to the Board.

Ms. Novacek announced Ms. Rohrer as Element's Volunteer of the year to be recognized at the North County Philanthropy Council's Volunteer Celebration event.

### 4. APPROVAL OF CONSENT ITEMS

4.a. Approval of Minutes of Regular Meeting on August 26, 2020

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

MSC (Childers/Raymond) to approve the Consent Items. Motion passed (5-0)

**Ayes:** Ms. Childers, Mr. Duran, Ms. Raymond, Ms. Rohrer, 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 Oak Hill modular units are installed and the building permit application is delayed due to backlog at the City of Escondido.
3. Mr. Miller reported transition away from Vector is underway, 140 Chromebooks are on order, and 60 Chromebooks are presented as an action item today.

5. b. Director of Human Resources Report

1. Ms. Sihota reported the following open positions: Learning Assistant, Student Support Assistant and Regional Assistant. Ms. Sihota reported the following new hires: five Community Montessori Learning Assistants, two Pending Community Montessori Learning Assistants, one Community Montessori Administrative Specialist-Operations, one Dimensions Collaborative School Administrative Specialist-Operations, and one Dimensions Collaborative School Regional Assistant.
2. Ms. Sihota reported staff continues to receive training for COVID-19 learning center reopening procedures.

5. c. Executive Director Report

1. SDCOE hosted a capacity meeting attended by Ms. Novacek, Mr. Drown, and Mr. Johnson. Data has been requested to address CVUSD and SUHSD concerns.



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2. Ms. Novacek reported that she and Mr. Drown presented at The Learning Counsel's regional conference and shared Personalized Learning 2.0: The ins and outs of setting up and monitoring student-centered learning plans and forming personal learning networks to facilitate a higher level of learning and agency.

3. Ms. Novacek reported staff are implementing COVID-19 protocols at learning centers in preparation for opening on September 28, 2020.

## 6. ACTION ITEMS

### 6.a. Element Education

#### 1. Approval of Staff Laptop Purchase

MSC (Tweeten/Raymond) to approve Staff Laptop Purchase. Motion passed (5-0)

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

#### 2. Approval of Resolution to Adopt Conflict of Interest Code and Appendix

MSC (Childers/Duran) to approve Resolution to Adopt Conflict of Interest Code and Appendix. Motion passed (5-0)

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

#### 3. Approval of Chromebook Purchase

MSC (Rohrer/Raymond) to approve Chromebook Purchase. Motion passed (5-0)

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

#### 4. Approval of Mary Lane Lease Renewal

MSC (Rohrer/Duran) to approve the Mary Lane Lease Renewal. Motion passed (5-0)

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

#### 5. Approval of Broadway Lease Renewal

MSC (Rohrer/Raymond) to approve Broadway Lease Renewal. Motion passed (5-0)

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

#### 6. Approval of Shade Structure for Poway Learning Center

MSC (Rohrer/Childers) to approve Shade Structure for Poway Learning Center. Motion passed (5-0)

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

### 6. b. Community Montessori

#### 1. Approval of FY19-20 Unaudited Actuals

MSC (Tweeten/Rohrer) to approve the FY 19-20 Unaudited Actuals. Motion passed (4-0)

**Ayes:** Ms. Childers, Ms. Raymond, Ms. Rohrer, Mr. Tweeten **Nays:** None **Abstain:** Mr. Duran. Due to technical difficulties Mr. Duran was not available to vote.

#### 2. Approval of Learning Continuity and Attendance Plan

MSC (Rohrer/Childers) to approve the Learning Continuity and Attendance Plan. Motion passed (4-0)



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**Ayes:** Ms. Childers, Ms. Raymond, Ms. Rohrer, Mr. Tweeten **Nays:** None **Abstain:** Mr. Duran.  
Due to technical difficulties Mr. Duran was not available to vote.

3. Approval of iReady Diagnostic Quote

MSC (Childers/Raymond) to approve the iReady Diagnostic Quote. Motion passed (5-0)

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

6.c. Dimensions Collaborative School

1. Approval of FY19-20 Unaudited Actuals

MSC (Rohrer/Childers) to approve the FY 19-20 Unaudited Actuals. Motion passed (5-0)

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

2. Approval of Learning Continuity and Attendance Plan

MSC (Tweeten/Childers) to approve the Learning Continuity and Attendance Plan. Motion passed (5-0)

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

3. Approval of iReady Diagnostic Quote

MSC (Childers/Raymond) to approve the iReady Diagnostic Quote. Motion passed (5-0)

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

## 7. FUTURE AGENDA ITEMS

- Advisory Council Report
- Special Education Report
- Student Performance and Demographics Report
- English Language Learner Report

## 8. NEXT MEETING DATE - Regular Board Meeting

Date: October 28, 2020

Location: Virtual

Time: 1:30 PM

## 9. ADJOURNMENT

2:24 p.m.

DocuSigned by:

*Barbara Rohrer*

06B6G40724E74BA...

Date: 11/9/2020

Board President

DocuSigned by:

*Daniel*

819238B3ACD5424...

Date: 11/6/2020

Board Secretary