

Element Education, Inc.

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

Minutes of Regular Board Meeting

Element Education, Inc.

August 28, 2019

1441 Montiel Road #143

Escondido, CA 92026

1:00 P.M. Closed Session

1:30 P.M. Public Meeting

Board Members Absent

Rosella Childers (2019)

Element Staff Members

Roland Yung, Community Montessori School Director

Tony Drown, Dimension Collaborative School Director

Kiran Sihota, Director of Human Resources

Paul Johnson, Director of Accountability

Dianne Duncan, Educational Technology Manager

Abraham Abdelrehim, Technology Assistant

Susan Michaels, Executive Assistant

Non-Staff Members

Christine Lange, Vector Resources Inc.

William Higgins, Vector Resources Inc.

1. OPENING PROVISIONS

- 1.a. Call to order and roll call taken at 1:00 p.m. Board member Childers not present.

Members present: Jatón, Rohrer, Tweeten, Raymond

Secretary: Novacek

Recording secretary: Michaels

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

- 1.c. Adjourn to Closed Session

2. CLOSED SESSION 1:02 p.m.

3. OPEN SESSION 1:47 p.m.

- 3.a. Board Member Raymond led the Pledge of Allegiance.

- 3.b. Approval of Agenda with the following amendments:

1. Add Minutes from August 6, 2019 Special Meeting as 7.a.2.
2. Add School Leadership Project as 8.d.2.

MSC (Rohrer/Tweeten) to approve agenda with amendments. Motion passed by unanimous vote (4-0)

- 3.c. Mr. Jatón reported the Executive Director Evaluation was approved for the 2019-2020 school year.

4. RECOGNITION AND PRESENTATIONS

- 4.a. Recognition: Technology Assistant Abraham Abdelrehim
Ms. Novacek and Mr. Miller recognized Technology Assistant Abraham Abdelrehim for his hard work.
- 4.b. Presentation: Community Montessori
Mr. Yung reported Community Montessori is on budget with enrollment, there is a waiting list of 200 students, and professional development week went well.
- 4.c. Presentation: Dimensions Collaborative School
Mr. Drown reported current enrollment of 470 is below budget, there has been a good response to the weekly informational meetings, and the welcome back orientations are scheduled for the week of September 4th.

5. PUBLIC COMMENT - Agenda and Non-Agenda Items

No public comment.

6. BOARD REPORT

- 6.a. No comments from the Board.

7. APPROVAL OF CONSENT ITEMS

MSC (Jaton/Rohrer) to approve Consent items 7.a., 7.b., and 7.c. Motion passed by unanimous vote (4-0)

- 7.a. Approval of Meeting Minutes
 - 1. Regular Meeting on July 23, 2019
 - 2. Special Meeting on August 6, 2019
- 7.b. Approval: Check Run for July 2019
- 7.c. Approval: 2019-2020 Comprehensive Safety Plan

8. DISCUSSION/INFORMATION ITEMS - NO ACTION

- 8. a. Chief Business Office Financial Position of Schools Report
 - 1. Mr. Miller presented current financial information for Element Education and reported July is the last month that Element Education financials will be reported.
 - 2. Mr. Miller presented current financial information for Community Montessori.
 - 3. Mr. Miller presented current financial information for Dimensions Collaborative School.
- 8. b. Mr. Miller reported staff is working on meeting City of Chula Vista fire and safety requirements for the South Bay learning center site and PODS have been ordered to store the excess furniture that will be used at the site.
- 8. c. Ms. Sihota, Director of Human Resources, reported the following new hires: two Resource Specialists, three Learning Assistants, three Learning Assistants/Specialized Academic Instruction Aides, one Community Montessori Educational Facilitator, and one Dimensions Collaborative School Educational Facilitator. Ms. Sihota reported one staff member attended a Positive Discipline in the Classroom workshop.

8. d. Executive Director's Update

1. Ms. Novacek reported legislative bills AB 1505 and AB 1507 have been returned to the original wording but negotiations continue.
2. Ms. Novacek reported leadership staff will be registering to participate in the San Diego County Office of Education School Leadership Design Team Project.
8. e. Mr. Miller shared the Technology Report provided in packet. Ms. Lange and Mr. Higgins, from Vector Resources, Inc., were present to address technology questions from the Board.

9. ACTION ITEMS

9. a. Element Education

1. Approval of Revised Fiscal Operations Policy
MSC (Jaton/Rohrer) to approve Revised Fiscal Operations Policy. Motion passed by unanimous vote (4-0)
 2. Approval of Mobile Device Management Contract
MSC (Jaton/Tweeten) to approve Mobile Device Management. Motion passed by unanimous vote (4-0)
 3. Approval of Azure backup and File Server Migration Contract
MSC (Tweeten/Rohrer) to approve Azure backup and File Server Migration. Motion passed by unanimous vote (4-0)
 4. Approval of Firewall & Switch Installation Contract
MSC (Jaton/Raymond) to approve Firewall & Switch Installation. Motion passed by unanimous vote (4-0)
 5. Approval of Administration of Medication at School Policy
MSC (Rohrer/Tweeten) to approve Administration of Medication at School Policy. Motion passed by unanimous vote (4-0)
 6. Approval of Board Meeting Policy
MSC (Jaton/Tweeten) to approve Board Meeting Policy. Motion passed by unanimous vote (4-0)
 7. Approval of Volunteer Policy
MSC (Raymond/Rohrer) to approve Volunteer Policy. Motion passed by unanimous vote (4-0)
 8. Approval of Revised Attendance Policy
MSC (Jaton/Tweeten) to approve Revised Attendance Policy. Motion passed by unanimous vote (4-0)
 9. Approval of Revised Business Expense Reimbursements Policy
MSC (Rohrer/Tweeten) to approve Revised Business Expense Reimbursements Policy. Motion passed by unanimous vote (4-0)
9. b. Dimensions Collaborative School
1. Approval of Melissa Swenson Contract for Independent Consulting
MSC (Jaton/Rohrer) to approve Melissa Swenson Contract. Motion passed by unanimous vote (4-0)

9. c. Community Montessori

1. Approval of Oak Hill Carpet Replacement Proposal
MSC (Jaton/Raymond) to approve Oak Hill Carpet Replacement. Motion passed by unanimous vote (4-0)

10. 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)

11. NEXT MEETING DATE - Regular Board Meeting

Date: September 25, 2019

Location: Escondido Administrative Office

Time: 1:00 PM Closed Session; 1:30 PM Public Meeting

12. ADJOURNMENT 2:52 p.m.



Board President

Date: 10-30-19



Board Secretary

Date: 10/30/19