



Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

MEETING MINUTES

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

NON-VOTING MEMBERS

Terri Novacek – Executive Director

ELEMENT STAFF MEMBERS:

Roland Yung, Community Montessori School Director
Tony Drown, Dimensions Collaborative School Director
Kiran Sihota, Director of Human Resources
Earl Otte, Community Montessori Lead Manager
Susan Michaels, Executive Assistant
Traci Lockman, Student Programs Manager

NON-STAFF MEMBERS:

Brianna Schultz
Alex Duran

LOCATIONS

1441 Montiel Road #143
Escondido, CA 92026

1816 Oak Hill Drive
Escondido, CA 92026

3751 Mary Lane
Escondido, CA 92026

12370 Adobe Ridge Road
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, Tweeten

Secretary: Novacek

Recording Secretary: Michaels

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

1.c. Adjourned to Closed Session.

2. CLOSED SESSION

3. PUBLIC SESSION

1:29 p.m.

3.a. Ms. Rohrer called meeting to order and a quorum was established.

3.b. Mr. Tweeten led the Pledge of Allegiance.

3.c. The Agenda was approved.

MSC (Childers/Tweeten) to approve Agenda. Motion passed (4-0)

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

Nays: None

Abstain: None

Approved On: 3.4.20



Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

3.d. Ms. Rohrer stated there was no action taken during closed session.

4. RECOGNITIONS AND PRESENTATIONS

4.a. Recognition: Mr. Drown recognized Traci Lockman, Student Programs Manager, for the exceptional job she is doing in her new role and her willingness and skill for leadership and innovation.

4.b. Presentation: Mr. Yung reported Community Montessori enrollment at 754, the lottery is open and currently there are 300 applicants, and the play structure at the Poway Learning Center will be completed mid-February.

4.c. Presentation: Mr. Drown and Ms. Lockman shared a presentation of recent school events and student highlights. Mr. Drown reported Dimensions Collaborative School enrollment at 476, explained the partnership with the American Heart Association, and announced school-wide Heart Event planned for the end of February.

5. COMMUNICATIONS- Agenda and Non-Agenda Items

No public comment.

6. BOARD REPORT

6.a. No comments from the Board.

7. BOARD REORGANIZATION

7. a. Ms. Childers was sworn in for a new term and Ms. Novacek gave Ms. Childers the Oath of Office.

7. b. Ms. Novacek asked for nominations for Clerk of the Board.

1. Ms. Rohrer nominated Mr. Tweeten to be Clerk of the Board.
2. Ms. Childers seconded the nomination.
3. No further nominations occurred.
4. The vote was unanimous for Mr. Tweeten to be Clerk of the Board.

MSC (Rohrer/Childers) to nominate Mr. Tweeten Clerk of the Board. Motion passed (4-0)

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

7. c. Ms. Novacek asked for nominations for Vice-President of the Board.

1. Mr. Tweeten nominated Ms. Childers to be Vice-President of the Board.
2. Mr. Rohrer seconded the nomination.
3. No further nominations occurred.
4. The vote was unanimous for Ms. Childers to be Vice-President of the Board.

MSC (Tweeten/Rohrer) to nominate Ms. Childers Vice-President of the Board. Motion passed (4-0)

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



Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

7.d. Ms. Novacek asked for nominations for President of the Board.

1. Ms. Raymond nominated Ms. Rohrer to be President of the Board.
2. Mr. Tweeten seconded the nomination.
3. No further nominations occurred.
4. The vote was unanimous for Ms. Rohrer to be President of the Board.

MSC (Childers/Tweeten) to nominate Ms. Rohrer for President of the Board. Motion passed (4-0)

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

8. APPROVAL OF CONSENT ITEMS

8.a. Approval of Minutes of Regular Meeting on December 4, 2019

8.b. Ratification of Check Run for November and December 2019.

MSC (Childers/Tweeten) to approve consent items. Motion passed (4-0)

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

9. DISCUSSION/INFORMATION ITEMS - NO ACTION

9. a. Chief Business Officer Report

1. Mr. Miller presented current financial information for Community Montessori and Dimensions Collaborative School.
2. Mr. Miller reported the roof has been repaired at the Santee Learning Center.
3. Mr. Miller reported staff has continued to work with Vector and Meraki, a mobile device monitoring software by Cisco, is set to launch this month.

9. b. Director of Human Resources Report

1. Ms. Sihota reported the following open positions and new hires: Open Positions: one Community Montessori Instructor, one Community Montessori Learning Assistant, one Dimensions Collaborative School Educational Technology Manager, one Community Montessori Student Support Manager, one Community Montessori Educational Facilitator. New Hires: two Community Montessori Learning Assistants, one Dimensions Collaborative School Learning Assistant, one Community Montessori Educational Facilitator, one Community Montessori Student Support Manager.
2. Ms. Sihota reported one staff member completed the Dyslexia Certificate Program, one completed the ELPAC training, one completed a Neuropsychology of Reading Disorders Workshop, three attended the San Diego Business Summit, and two attended a UCLA workshop on design-based learning.



Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

9. c. Executive Director Report

1. Ms. Novacek reported she attended the Carlsbad Chamber of Commerce breakfast and the San Diego Business Summit, she met with Assembly Member Cristina Garcia to discuss best practices for charter school use of independent contractors, and she plans to attend the North County CEO Forum.
2. Ms. Novacek reported the Public Charter School Grants Program Annual Report was submitted on time and compliance requirements were met, she attended a California Charter School Association workgroup, and Element Education hosted an APlus regional meeting to discuss new charter school laws and public relations.

10. ACTION ITEMS

10. a. Element Education

1. Approval of Revised 2020-21 Key Dates

MSC (Tweeten/Raymond) to approve Revised 2020-2021 Key Dates. Motion passed (4-0)

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

2. Approval of Audit

MSC (Childers/Tweeten) to approve Audit. Motion passed (4-0)

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

3. Approval of Conflict of Interest Policy

MSC (Childers/Raymond) to approve Conflict of Interest Policy. Motion passed (4-0)

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

10. b. Dimensions Collaborative School

1. Approval to Discard Obsolete Robotics Equipment

MSC (Tweeten/Raymond) to approve Discard of Obsolete Robotics Equipment. Motion passed (4-0)

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



Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

11. FUTURE AGENDA ITEMS

12. NEXT MEETING DATE - Regular Board Meeting

Date: March 4, 2020

Location: Escondido Administrative Office

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

13. ADJOURNMENT

2:24 p.m.

P. P. Rohrer

Date: *5-8-2020*

Board President

J. Javacek

Date: *5/1/20*

Board Secretary

Approved On: 3.4.20