



# Element Education

Empowering Students to Discover Their Element

## Regular Board Meeting Minutes

Element Education, Inc.  
July 23, 2019  
1441 Montiel Road #143  
Escondido, CA 92026  
6:15 P.M. Closed Session  
6:45 P.M. Public Meeting

### Board Members

Joel Jatón - President (2019)  
Barbara Rohrer – Vice President (2020)  
Tim Tweeten – Board Clerk (2020)  
Rosella Childers (2019)  
Rebecca Raymond (2020)

### Non-Voting Members

Terri Novacek, Executive Director

### Element Staff Members

Roland Yung, Community Montessori School Director  
Tony Drown, Dimension Collaborative School Director  
Kiran Sihota, Director of Human Resources  
Susan Michaels, Executive Assistant

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## 1. OPENING PROVISIONS

- 1.a. Call to order and roll call taken at 6:15 p.m.
- 1.b. No public comments about the closed session.
- 1.c. Adjournment to Closed Session.

## 2. CLOSED SESSION

- 2.a. Pupil Personnel matters pursuant to Government Code Sections 35146, 72122, and 48918
- 2.b. Personnel Matters pursuant to Government Code Section 54957
  1. Appointment, Employment, Evaluation of Performance, Discipline, Leaves, or Dismissal of Public Employee
  2. Evaluation of Performance of Executive Director
  3. Review of Executive Director Contract
- 2.c. Potential Litigation pursuant to Government Code 54956.9 (b) (1)
- 2.d. Real Property Pursuant to Government Code 54956.8 (b) (1)

## 3. OPEN SESSION

- 3.a. Board member Tweeten led the Pledge of Allegiance.
- 3.b. The Agenda was approved with the following amendment:

Approved on:

Item Number 8.b., Director of Human Resources June Report is not month specific.

MSC (Childers/Tweeten) to approve agenda which passed by unanimous vote (5-0).

3.c. Mr. Jatton stated there was no action taken during closed session.

#### **4. RECOGNITIONS AND PRESENTATIONS**

4.a. Ms. Novacek recognized Mr. Tony Drown, Dimensions Collaborative School Director, for completing requirements for his administrative credential.

4.b. Mr. Yung, Community Montessori School Director, reported June enrollment at 691 and described plans for the Poway Learning Center remodel which is expected to be completed in time for the start of school.

4.c. Mr. Drown, Dimensions Collaborative School Director, reported June enrollment at 475 and described plans for Mission Valley Learning Center remodel which is expected to be completed in time for the start of school.

#### **5. PUBLIC COMMENT - Agenda and Non-Agenda Items**

No public comment.

#### **6. BOARD REPORT**

6.a. Board member Rohrer shared she sent the Dimensions Collaborative School graduation program dedicated to Mr. Shawn Priest on to his family.

#### **7. APPROVAL OF CONSENT ITEMS**

MSC (Jatton/Childers) to approve Consent items 7.a. and 7.b. which passed by unanimous vote (5-0).

7.a. Approval: Minutes of Regular Meeting on June 25, 2019

7.b. Approval: Check Run for June 2019

#### **8. DISCUSSION/INFORMATION ITEMS - NO ACTION**

8. a. Mr. Yung, Community Montessori School Director, reported on the Poway Learning Center remodel to move walls so classrooms are of equal size. The remodel will be completed in time for the start of school. Mr. Drown reported on the Mission Valley Learning Center remodel to move walls so classrooms are of equal size and will be completed in time for the start of classes.

8. b. Ms. Sihota, Director of Human Resources, reported there were two internal hires for the open Regional Manager positions, one Educational Technology Manager was hired, and three staff members attended the Positive Discipline Conference in Seattle last month.

8. c. Terri Novacek, Executive Director, updated Board on status of State Legislative bills AB 1505 and AB 1507.

8. d. Ms. Novacek, Executive Director, reported all systems have been transferred to a Cloud Hosting Service.

8. e. Ms. Novacek, Executive Director, reported the 2019-2022 Strategic Plan is completed.

## 9. ACTION ITEMS

### 9. a. Element Education

#### 1. Approval of Carpet Proposal

MSC (Raymond/Tweeten) to approve new carpet and installation at the Element Education administrative offices which passed by unanimous vote (5-0).

#### 2. Approval of 2019-2020 Employment Manual

MSC (Childers/Jaton) to approve 2019-2020 Employment Manual which passed by unanimous vote (5-0).

#### 3. Approval of 2019 – 2022 Strategic Plan

MSC (Jaton/Rohrer) to approve 2019-2022 Element Education Strategic Plan which passed by unanimous vote (5-0).

#### 4. Approval of 2019-2020 Governing Board Meeting Schedule

MSC (Childers/Raymond) to approve 2019-2020 Element Education Governing Board Meeting Schedule which passed by unanimous vote (5-0).

#### 5. Approval of Curriculum Adoption Policy

MSC (Tweeten/Rohrer) to approve 2019-2022 Element Education Curriculum Adoption Policy which passed by unanimous vote (5-0).

#### 6. Approval of Revised Salary Schedule

MSC (Jaton/Rohrer) to approve Revised Salary Schedule which passed by unanimous vote (5-0).

### 9. b. Dimensions Collaborative School

#### 1. Approval of Course Description: Social Media Marketing and Business Communication A/B

MSC (Rohrer/Childers) to approve Dimensions Collaborative School, Social Media Marketing and Business Communications A/B course description which passed by unanimous vote (5-0).

#### 2. Approval of Edgenuity Quote

MSC (Jaton/Rohrer) to approve Edgenuity Quote. Edgenuity is an online platform which provides digital tools, curriculum, and research-backed instructional strategies that can be customized to meet the unique needs of the student. Mr. Drown answered questions of the Board. No action was taken.

#### 3. Approval of Mission Valley Tenant Improvements

MSC (Childers/Tweeten) to approve Mission Valley Learning Center Tenant Improvements which passed by unanimous vote (5-0).

#### 4. Approval of Student Information System (Aeries) Upgrade

MSC (Jaton/Rohrer) to approve Student Information System (Aeries) Upgrade for Dimensions Collaborative School and Community Montessori, action item 9.c.2. which passed by unanimous vote (5-0).

9. c. Community Montessori

1. Approval of Oak Hill Fence Repair Proposal

MSC (Childers/Jaton) to approve fence repair proposal for Community Montessori Oak Hill Learning Center which passed by unanimous vote (5-0).

2. Approval of Student Information System (Aeries) Upgrade

Action taken with item 9.b.4

10. FUTURE AGENDA ITEMS

Ms. Novacek suggested looking into revising the Edgenuity Quote and updating Form 700 Conflict of Interest Code.

11. NEXT MEETING DATE - Regular Board Meeting

Date: August 28, 2019


Location: Escondido Administrative Office

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

12. ADJOURNMENT 8:15 p.m.

  
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Board President

9-25-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Secretary

9/25/19  
\_\_\_\_\_  
Date