



# Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

## MEETING MINUTES

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

## BOARD MEMBERS

Barbara Rohrer – President (2020)  
Rosella Childers Vice President (2021)  
Tim Tweeten – Board Clerk (2020)  
Rebecca Raymond (2020)  
Briana Schultz (2021)

## 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  
Lyz Boltz, Community Montessori Regional Assistant  
Doug Miller, Chief Business Officer  
Alexis Roggeman, Community Montessori Regional Assistant  
Eva Arguilez, Resource Center Assistant  
Pam Morasco, Administrative Services Specialist SPED  
Katherine Herrera, Administrative Services Specialist

## 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

1:31 p.m.

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



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1.d. Ms. Rohrer reported the Board voted 5-0 to ratify a confidential settlement agreement regarding the anticipated litigation in closed session.

## 2. RECOGNITIONS AND PRESENTATIONS

### 2.a. Recognition:

Ms. Novacek recognized Ms. Arguilez for her work ethic, dedication, and ability to take initiative when needed.

Ms. Novacek and Ms. Rodrigues recognized Pam Morasco for her patience, kindness, and overall positive attitude.

2.b. Presentation: Mr. Yung reported staff is reviewing parent survey results, working on an online communication and submission platform, and developing procedures and protocols for learning center re-opening.

2.c. Presentation: Mr. Drown reported enrollment at 575 with over 100 students on a waiting list, there are approximately 20 students enrolled in a summer support program, and staff is working on curriculum development for fall courses.

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

3.a. No public comment.

3.b. No comments from the Board.

## 4. APPROVAL OF CONSENT ITEMS

4.a. Approval of Minutes of Regular Meeting on June 24, 2020

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

MSC (Tweeten/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 reported staff is working on obtaining a building permit for the portable buildings at the Oak Hill Learning Center.
2. Mr. Miller reported he is closing out the Vector USA contract, moving MS Office licensing to a new vendor and staff is in the process of ordering new equipment for the 2020-21 school year.

### 5. b. Director of Human Resources Report

1. Ms. Sihota reported no new hires, no new open positions and the 2020-2021 Employee Policies Handbook is completed.
2. Ms. Sihota reported no new professional development activity.



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## 5. c. Executive Director Report

1. Ms. Novacek reported the San Diego County Office of Education increased oversight efforts and Element staff is using the new SDCOE file sharing system that was implemented this past spring.
2. Ms. Novacek and Ms. Rohrer will be presenting at the Association of California School Administrators in August.
3. Ms. Novacek reported day camp guidelines have been released and staff is waiting for updates regarding SPED services and other on-site work.

## 6. ACTION ITEMS

### 6.a. Element Education

1. Approval of Employment Manual

MSC (Schultz/Childers) to approve Employment Manual, Comprehensive Safety Plan (6.a.2.) and Distracted Driving Policy (6.a.3.). Motion passed (5-0)

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

2. Approval of Comprehensive Safety Plan

Action taken with item 6.a.1.

3. Approval of Distracted Driving Policy

Action taken with item 6.a.1.

### 6. b. Community Montessori

1. Approval of Parent and Educational Facilitator Handbook

MSC (Childers/Raymond) to approve Parent and Educational Facilitator Handbook and Educational Facilitator Supplemental Handbook (6.b.2.). Motion passed (5-0)

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

2. Approval of Educational Facilitator Supplemental Handbook

Action taken with item 6.b.1.

### 6.c. Dimensions Collaborative School

1. Approval of Parent and Educational Facilitator Handbook

MSC (Schultz/Tweeten) to approve Parent and Educational Facilitator Handbook and Educational Facilitator Supplemental Handbook (6.c.2.). Motion passed (5-0)

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

2. Approval of Educational Facilitator Supplemental Handbook

Action taken with item 6.c.1.

3. Approval of eSports Program and Course Description

MSC (Raymond/Childers) to approve E-Sports Equipment. Motion passed (5-0) with following amendment: action to approve equipment to launch program only and course description will be presented to the Board at the August meeting.

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



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#### 4. Approval of Bright Thinker Online Curriculum

MSC (Childers/Schultz) to approve Bright Thinker Online Curriculum and Grade Slam Tutoring Service (6.c.5.). Motion passed (5-0)

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

#### 5. Approval of Grade Slam Online Tutoring Service

Action taken with item 6.c.4.

#### 6. Approval of Community Liaison and Professional Learning Development (CL/PLD)

##### Manager Job Description

MSC (Rohrer/Schultz) to approve Community Liaison and Professional Learning Development (CL/PLD) Manager Job Description, Onboarding Manager Job Description (6.c.7), and Science, Technology, Engineering and Math (STEM) Manager Job Description (6.c.8). Motion passed (5-0)

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

#### 7. Approval of Onboarding Manager Job Description

Action taken with item 6.c.6.

#### 8. Approval of Science, Technology, Engineering and Math (STEM) Manager Job Description

Action taken with item 6.c.6.

#### 9. Approval of Student Success Manager Job Description

MSC (Tweeten/Schultz) to approve Success Manager Job Description. Motion passed (5-0)

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

#### 10. Approval of Educational Facilitator (EF) Specialist Addendum Job Description

MSC (Rohrer/Schultz) to approve Educational Facilitator (EF) Specialist Addendum Job Description. Motion passed (5-0)

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

### 7. FUTURE AGENDA ITEMS

- Organizational chart
- Learning Loss Mitigation Funding
- E-Sports Course Description



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## 8. NEXT MEETING DATE - Regular Board Meeting

Date: August 26, 2020

Location: Virtual

Time: 1:30 PM

## 9. ADJOURNMENT

2:16 p.m.

DocuSigned by:

*Barbara Rolver*

06B6C40724E74BA...

Date: 9/14/2020

**Board President**

DocuSigned by:

*D. Patel*

819238B3ACD5424...

Date: 9/11/2020

**Board Secretary**