



Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

MINUTES

Regular Board Meeting
Element Education, Inc.
June 24, 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
Lyz Boltz, Community Montessori Regional Assistant
Lillyette Wageman, Community Montessori Educational Facilitator
Earl Otte, Community Montessori Regional Manager
Doug Miller, Chief Business Officer
Alexis Roggeman, Community Montessori Regional Assistant
Deanna Wheeler, Dimensions Collaborative School Educational Facilitator
Alison Jundt, Community Montessori Educational Facilitator Traci Lockman,
Dimensions Collaborative School Student Program Manager

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

CLOSED SESSION:

1:00 p.m. -1:30 p.m.

1. OPENING PROVISIONS

1.a. Call to Order and Roll Call

1:34 p.m.

Members present: Childers, Raymond, Rohrer, Schultz, Tweeten

Secretary: Novacek

Recording Secretary: Michaels

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

1.c Approval of Agenda.

MSC (Schultz/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 during Closed Session the Board completed Ms. Novacek's evaluation, the Board agreed Ms. Novacek met or exceeded 2019-2020 goals, and Ms. Novacek's contract will be extended, with same terms, for one year.

2. RECOGNITIONS AND PRESENTATIONS

2.a. Recognition:

i. Community Montessori: Mr. Yung recognized Ms. Boltz as the heart of the Santee Learning Center and for her overall commitment and dedication.

ii. Dimensions Collaborative School: Mr. Drown, recognized Ms. Wheeler for inspiring her colleagues with her enthusiasm and positive attitude and for successfully modeling life-long learning.

2.b. Presentation: Mr. Yung reported enrollment at 748, 8th grade students celebrated their promotion through online and drive through events, staff are proposing projects to beautify the learning centers, and plans that reflect the California Department of Public Health guidance are being developed for the learning centers.

2.c. Presentation: Mr. Drown reported enrollment at 474, the staff developed a versatile schedule designed to facilitate and accommodate a range of possibilities related to school opening guidelines for the new school year which include a combination of virtual, hybrid, and in-person options, and staff is currently planning to implement a four-week Summer Intensive Support Program designed to support students in the area of math and language arts.

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 May 27, 2020

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

MSC (Tweeten/Schultz) 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 presented current financial information for Community Montessori and Dimensions Collaborative School.

2. Mr. Miller reported staff and consultants are working on acquiring building permits for the Oak Hill Learning Center portable units.

3. Mr. Miller reported all technology projects with Vector have been completed.



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5. b. Director of Human Resources Report

1. Ms. Sihota reported no new hires and the following opening positions: one Regional Assistant for Dimensions Collaborative School, one Academic Counselor for Dimensions Collaborative School, and Learning Assistants for all Community Montessori locations.
2. Ms. Sihota reported the School Psychologists attended the Neuropsychology of Written Language Disorders and all staff members completed MS Teams training.

5. c. Executive Director Report

1. Ms. Novacek reported the state has released guidelines for the new school year and staff will work on preparing facilities to meet the new guidelines.
2. Ms. Novacek reported she had the opportunity to serve on a Learning Counsel panel during which she collaborated with administrators across the country to address current issues and the Dimensions Collaborative School marketing team hosts weekly informational meetings for prospective parents.
3. Ms. Novacek scheduled the Element Education Board retreat for July 29, 2020.
4. Ms. Novacek reported AB 2990 is currently on hold until further notice.

6. ACTION ITEMS

6.a. Element Education

1. Approval of Revised Policies
 - a. Email and Internet/Communication Systems
 - b. Employment Process
 - c. Leave of Absence
 - d. Personal Time Off (PTO)

MSC (Schultz/Childers) to approve the Revised Policies. Motion passed (5-0)

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

2. Approval of New Policies
 - a. Cell Phone Use
 - b. Independent Educational Evaluations
 - c. Lactation Accommodation

MSC (Tweeten/Childers) to approve the New Policies with the omission of agenda item 6.2.a Cell Phone Use. Motion passed (5-0)

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

3. Approval of Technology Manager Job Description

MSC (Childers/Raymond) to approve the Technology Manager Job Description. Motion passed (5-0)

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

6. b. Community Montessori

1. Approval of 20-21 Adopted Budget

MSC (Tweeten/Childers) to approve the 20-21 Adopted Budget. Motion passed (5-0)

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

2. Approval of Non-Public Agency (NPA) Master Contracts



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MSC (Childers/Schultz) to approve the Non-Public Agency (NPA) Master Contracts. Motion passed (5-0)

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

3. Approval of COVID 19 Operations Written Report

MSC (Raymond/Schultz) to approve the COVID 19 Operations Written Report. Motion passed (5-0)

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

6.c. Dimensions Collaborative School

1. Approval of 20-21 Adopted Budget

MSC (Tweeten/Childers) to approve the 20-21 Adopted Budget. Motion passed (5-0)

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

2. Approval of Non-Public Agency (NPA) Master Contracts

MSC (Schultz/Childers) to approve the Non-Public Agency (NAP) Master Contracts. Motion passed (5-0)

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

3. Approval of Summer Intensive Support Program

MSC (Childers/Schultz) to approve the Summer Intensive Program. Motion passed (5-0)

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

4. Approval of Recommended Core Curriculum

MSC (Schultz/Raymond) to approve the Recommended Core Curriculum. Motion passed (5-0)

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

7. FUTURE AGENDA ITEMS

8. NEXT MEETING DATE - Regular Board Meeting

Date: July 29, 2020

Location: Virtual

Time: 1:30 PM

9. ADJOURNMENT

2:40 p.m.

DocuSigned by:

Barbara Rohrer

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8/4/2020

Date: _____

Board President

[Signature]

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8/4/2020

Date: _____

Board Secretary