

**AGENDA**

**Regular Board Meeting**  
**Element Education, Inc.**  
**July 28, 2021**  
**1:00 P.M. Closed Meeting**  
**1:30 P.M. Public Meeting**

**BOARD MEMBERS**

**Barbara Rohrer – President (2022)**  
**Rosella Childers Vice President (2021)**  
**Tim Tweeten – Board Clerk (2022)**  
**Rebecca Raymond (2022)**  
**Alex Duran (2021)**

**NON-VOTING MEMBERS**

**Terri Novacek – Executive Director**

**LOCATION**

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This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20. The Governing Board (“Board”) and employees of Element Education meet via the MS Teams platform. Members of the public who wish to access this Board meeting may do so by clicking on the link provided below. You may also call in using the MS Teams phone number provided below.

Members of the public who wish to comment during the Board meeting may complete the [Public Comment Speaker Card](#). Members of the public calling in will be given the opportunity to address the Board during the meeting. Individual comments will be limited to three (3) minutes.

[Digital Sign- In Sheet](#)

**Join the Meeting: [Use this Link to log on.](#)**

**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**

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**PURPOSE**

The purpose of Element Education, Inc. (EEI) is to develop and operate charter schools which create avenues for “new instruction, new management, and new governance in public schools.” The organization operates from a place of Servant Leadership in supporting the elements of personalized learning.

**VISION**

The vision of EEI is to create model programs for deep and meaningful learning and attract and develop innovative and effective educators who instill the mindset and skills for developing agency in, and ownership of, life-long learning.

**MISSION**

The mission of its schools and programs is to promote a culture of mastery, autonomy, and purpose for all stakeholders through personalized learning plans developed with insight and experience of learning styles, appropriate resources, and learning networks for success in work, life, and citizenship.

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Community Montessori & Dimensions Collaborative School

## **1. OPENING PROVISIONS**

- 1.a. Call to Order and Roll Call
- 1.b. Public Comment on closed session items

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

- 1.c. Adjourn 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
  - 2.b.1 Consideration 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. PUBLIC SESSION**

- 3.a. Call to Order and Establishment of Quorum
- 3.b. Pledge of Allegiance
- 3.c. Approval of Agenda
- 3.d. Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.

## **4. RECOGNITIONS AND PRESENTATIONS**

- 4.a. Presentation: Eva Arguilez, Resource Center Relocation Project and Tracy Goettsch, Curriculum Research Project.
- 4.b. School Presentations: Community Montessori (CM), Roland Yung, School Director
- 4.c. School Presentations: Dimensions Collaborative School (DCS), Tony Drown, School Director

## **5. COMMUNICATIONS - Agenda and Non-Agenda Items**

Due to the COVID-19 pandemic and consistent with current state and federal pandemic guidance, the Governor has determined that a meeting format allowing for open in-person attendance is not practical or prudent. To participate in the "Public Comment" portion of our meeting, please use the [Speaker Card](#). As you are writing your comment, please keep in mind that the three-minute time limit still applies to all comments, even if they are being read by someone else.

- 5.a. Public
- 5.b. Members of the Board

## **6. APPROVAL OF CONSENT ITEMS**

### Quick Summary / Abstract:

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Items listed in this section are considered routine and are acted on by the Board in one motion. It is understood that the Executive Director recommends approval on all Consent Items. Each item of the Consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

6.a. Approval of Minutes of Regular Board Meeting on June 30, 2021

6.b. Ratification of Check Run for June 2021

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

7. a. Chief Business Officer Report

1. Financial Position of Schools
2. Facility Management
3. Technology Update

7. b. Director of Human Resources Report

1. Employment Activity
2. Professional Learning Activity

7. c. Executive Director Report

1. Legislative Update
2. Professional Learning Plan Update
3. Parent Handbooks

## **8. ACTION ITEMS**

8.a. Element Education

1. Consideration of Revised Job Description - Executive Director
2. Consideration of Job Description – Chief Operations Officer
3. Consideration of Job Description – Administrative Specialist – Resources
4. Consideration of Comprehensive Safety Plan
5. Consideration of 2021-2022 Employment Manual
6. Consideration of Revised Policies
  - a. Independent Contractors
  - b. Leave of Absence
  - c. Staff Meetings
  - d. Student Behavior
  - e. Suicide Prevention, Intervention, and Postvention
  - f. Uniform Complaint Procedure
7. Consideration of Revised Administrative Salary Scale
8. Consideration of Revised Certificated Salary Scale

Community Montessori & Dimensions Collaborative School

b. Community Montessori

1. Consideration of Retrofit for Outdoor Classroom
2. Consideration of Chromebook Purchase
3. Consideration of Staff Laptop Purchase

c. Dimensions Collaborative

1. Consideration of Job Description – Curriculum Resource Manager
2. Consideration of Chromebook Purchase
3. Consideration of Broadway Lease Addendum
4. Consideration of Staff Laptop Purchase

**9. 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)

**10. NEXT MEETING DATE - Regular Board Meeting**

Date: August 25, 2021  
Location: Virtual  
Time: 1:00 PM Closed Meeting  
1:30 PM Public Meeting

**11. ADJOURNMENT**

**DISABILITY INFORMATION:**

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In accordance with the Americans with Disabilities Act, if accommodations are required, please call the Board Secretary 48 hours in advance at (760) 703-9997 and every effort will be made to accommodate your request. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at 1441 Montiel Road #143 Escondido, CA 92026; at our website at [www.myelement.org](http://www.myelement.org). or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Susan Michaels at (760) 703-9997.

**Published: 7.23.21**

I, Susan Michaels, Board Secretary Designee of Element Education, Inc., hereby certify that I posted a copy of the foregoing agenda in the lobby of the Administrative Office at 1441 Montiel Road, Ste. 143, Escondido, CA 92026 at least 72 hours prior to the meeting, in accordance with Govt. Code Sec. 54954.2

Date: \_\_\_\_\_