



Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

MEETING MINUTES

Regular Board Meeting
Element Education, Inc.
December 4, 2019
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
Paul Johnson, Director of Accountability
Susan Michaels, Executive Assistant

NON-STAFF MEMBERS

Nora Cabaong

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

Members absent: Jatón

Secretary: Novacek

Recording Secretary: Michaels

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

1.c. Adjourned to Closed Session.

2. CLOSED SESSION 1:01 p.m.

3. OPEN SESSION 1:30 p.m.

3.a. Ms. Childers led the Pledge of Allegiance



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3.b. 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

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

4. RECOGNITIONS AND PRESENTATIONS

4.a. Recognition: Mr. Drown recognized Joseph Porter, Educational Facilitator for his perseverance and efforts in launching the STEP UP (Student Transition Education Plan Undergraduate Program) at Palomar College.

Mr. Yung recognized Mr. Josh Delozier, Educational Facilitator for his dedication to professional growth and his leadership in spearheading the ST Math Initiative.

4.b. Presentation: Mr. Yung reported Community Montessori parent volunteers were recognized at the North County Philanthropy Council Volunteer Awards Luncheon on November 15th, enrollment is 755, and attendance is on track with the budget.

4.c. Presentation: Mr. Drown shared a list of upcoming events and reported staff presented at The Learning Council conference in Dallas in November. The enrollment is at 476.

1. Mr. Porter provided a comprehensive overview of the STEP UP program and answered questions of the Board.

4.d. Ms. Ingber provided a comprehensive overview of Positive Discipline and answered questions of the Board.

5. PUBLIC COMMENT - Agenda and Non-Agenda Items

No public comment.

6. BOARD REPORT

6.a. Ms. Childers reported she attended the North County Philanthropy Council Volunteer Awards Luncheon.

7. APPROVAL OF CONSENT ITEMS

7.a. Approval of Minutes of Regular Meeting on October 30, 2019

7.b. Ratification of Check Run for October 2019

7.c. Ratification of Vendor Instructor Contracts

MSC (Raymond/Tweeten) to approve Consent Items. Motion passed (4-0)

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



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8. DISCUSSION/INFORMATION ITEMS - NO ACTION

8. a. Chief Business Officer Report

1. Mr. Miller presented current financial information for Community Montessori and Dimensions Collaborative School.
2. Mr. Miller reported carpet was installed at the Administrative Offices and carpet will be installed at Oak Hill Learning Center in December.
3. Mr. Miller reported Vector USA is starting to move files to the Cloud and work files will be backed up on servers.

8. b. Director of Human Resources Report

1. Ms. Sihota reported two Community Montessori Learning Assistants were hired.
2. Ms. Sihota reported four employees attended a CUE (Computer-Using Educators) Conference, four employees attended a California Consortium for Independent Study (CCIS) Conference, three employees attended a California Educational Technology Professionals Association (CETPA) Conference, and three employees attended the Learning Council National Conference.

8. c. Executive Director Report

1. Ms. Novacek shared with the Board what she learned from attending The Learning Council National Conference. The staff is organizing a community E-Waste Drive.
2. Ms. Novacek thanked Element Board Member and County Board Members Shea and Munoz for joining staff at the North County Philanthropy Council Volunteer Awards Luncheon. The San Diego County Office of Education completed its review of the Budget Adoption Reports and the results were shared with the Board.

9. BOARD ELECTIONS

9.a. Nominations were opened for two open Board Member positions by Ms. Rohrer. Ms. Novacek reported Mr. Jatton has resigned. Ms. Rohrer reported Ms. Rosella Childers was the only candidate and she was unanimously nominated by the Nominating Committee.

1. Ms. Rohrer nominated Ms. Childers for Board Member.
2. Mr. Tweeten seconded the nomination.
3. The vote was unanimous, and Ms. Childers became a Member of the Board.

10. ACTION ITEMS

10. a. Element Education

1. Approval to Move Forward with Conflict of Interest Policy Revision Process

MSC (Raymond/Childers) 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. Community Montessori

1. Approval of Revised Regional Assistant Job Description

MSC (Tweeten/Raymond) to approve Revised Regional Assistant Job Description. Motion passed (4-0)

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



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10. c. Dimensions Collaborative School

1. Approval of Enrollhand Services Agreement

MSC (Childers/Tweeten) to approve Enrollhand Services Agreement. Motion passed (4-0)

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

11. FUTURE AGENDA ITEMS

Recognition: Joel Jatón

Audit Report

Board Member Installation and Reorganization

12. NEXT MEETING DATE -

Special Meeting

Date: January 29, 2020

Location: Escondido Administrative Office

Time: 12:30 PM

Regular Board Meeting

Date: January 29, 2020

Location: Escondido Administrative Office

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

13. ADJOURNMENT: 3:02 p.m.



Date: 3-4-2020
Board President



Date: 2/12/20
Board Secretary