

**Information Packet for
Prospective Board Members**

**Administrative Offices
1441 Montiel Road #143
Escondido, CA 92026**



Table of Contents

VISION AND MISSION.....	2
SCHOOLS and PROGRAMS	3
CURRENT BOARD MEMBERS.....	4
GOVERNING BOARD ROLES	5
GOVERNING BOARD DUTIES AND RESPONSIBILITIES	7
ELEMENT EDUCATION COMMITTEES	8
HOW TO APPLY	9
NOMINATING COMMITTEE AND GOVERNING BOARD ELECTIONS	10
GOVERNING BOARD 2023-2024 MEETINGS and TRAINING SCHEDULE	11
SCHOOL ADMINISTRATION	13
ADVISORY COUNCIL	14
CONFLICT OF INTEREST POLICY.....	15
GOVERNANCE OATH	16

VISION AND MISSION

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.

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.

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.

Learners are empowered to engage in deeper and meaningful learning by collaborating with mentors to create and follow a learning plan and design a network which integrates specific standards with their unique learning needs and interests. They work with others both within and outside their grade level and have access to facilitators and mentors with a wide variety of interests and backgrounds. Mastery is demonstrated by making progress toward expertise in areas related to their educational goals and serves as the primary goal for the work.

Learning is driven by intrinsic desire and purpose. Autonomy is given through choice and self-directed learning activities. Learning has purpose by engaging in meaningful discussions, activities, and work products which contribute to something larger than themselves in their educational journey. Everyone is a learner in a learning ecosystem in which each operates from a place of accountability and interdependence.

Elements of our personalized learning model include: multi-age learning communities which include specialized mentors, student-driven learning plans with clear and meaningful targets for mastery as well as honest and transparent depth of commitment and reflection. The personalized learning plan is supported by appropriate environments, Socratic discussions, community engagement, portfolio of meaningful work, time for mastery, and social-emotional competencies as a priority. Progress is measured by, and adjustments to the plan are made based on, the results of a wide range of data.

Our target audience is families with children ages five (5) through eighteen (18) who wish to utilize and monitor a wide range of resources for an enriching, personalized, and self-directed learning environment. Parents understand their role as the primary guide and provide support and modeling for becoming self-directed and reflective.

SCHOOLS and PROGRAMS

Community Montessori, (formerly *Community Montessori Charter School* closed 2018 and reopened as county-wide benefit under the name of *Community Montessori*) is a TK-8, Independent Study, public charter school serving families who desire a Montessori environment. Learning centers provide up to four-day per week instruction for those in which a classroom environment is a good fit. School Days: 175 days per year. Summer programs offered in some regions.

Dimensions Collaborative, 2018 (Formerly, *Dehesa Charter School* since 2001 is a TK-12, independent study, public charter school serving families who desire a high level of involvement in the learning environment. Based on the homeschool model of seeing the community, and the world as a classroom, natural curiosity and self-determined education come alive through a variety of learning experiences ranging from project-based activities, home-study, field trips to global educational travel.

Our learning Centers, are open four days a week providing dynamic resources and facilitating vibrant learning experiences and opportunities to serve, enrich, and support the home-based independent study model.

While our centers are open four days a week, they're intended to be learning community hubs designed to be flexible and versatile to support and enrich student learning experiences, not replace the home-based model of working in partnership with students and parents, around a personalized learning plan to prepare students to thrive in the 21st Century!

The centers offer science labs, makers spaces, specialized instruction, achievement support, small group learning, robotics, visual and performing arts, leadership development, etc., and a sense of connection and community.

School Days: 175 days per year. Summer enrichment classes are offered in some regions.

CURRENT BOARD MEMBERS

Name	Term Dates	Category	Area of Specialty
Jared Sinclair	December 2023	President	Organizational Leadership
Barbara Rohrer	December 2024	Vice-President	Education Administration and Special Education
Tim Tweeten	December 2024	Clerk	Commercial Real Estate
Rosella Childers	December 2023	Community Representative	English-Language Arts and Bilingual Education
Aisha Williams	December 2024	CM Parent Representative	Law
Cecilia Williams	December 2023	Community Representative	Finance
Terri Novacek	NA	Executive Director/ Board Secretary	

GOVERNING BOARD ROLES

Board President

- Serves as the Chief Volunteer of the organization
- Is a partner with the Executive Director in achieving the organization's mission
- Provides leadership to the Governing Board, who sets policy and to whom the Executive Director is accountable.
- Chairs meetings of the Board after developing the agenda with the Executive Director -Encourages Board's role in strategic planning
- Appoints the chairpersons of committees, as needed, in consultation with other Board members.
- Discusses issues confronting the organization with the Executive Director - Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Reviews with the Executive Director any issues of concern to the Board
- Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Board members
- Performs other responsibilities assigned by the Board

Vice-President

- Serves as successor to the Chair position.
- Is a voting member of the Board
- Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
- Reports to the Board's Chair
- Works closely with the Chair and other staff
- Participates closely with the Chair to develop and implement officer transition plans -Performs other responsibilities as assigned by the Board

Board Clerk

- Is a voting member of the Board
- Certifies and maintains actions taken by the Board when required
- Maintains such other records or reports as required by law
- Signs the minutes of the Board Meeting, following approval
- Signs documents as directed by the Board on behalf of the organization, and all other items which require the signature of the clerk
- Serve as presiding officer in the absence of the President and the Vice-president -Perform any other duties assigned by the Board

Board Secretary

The Executive Director, or designee, shall serve as the Board Secretary.

- Is a non-voting member of the Board
- Maintains records of the Board and ensures effective management of organization's records
- Manages minutes of board meetings
- Ensures minutes are distributed to members in a timely manner
- Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings

GOVERNING BOARD DUTIES AND RESPONSIBILITIES

Duties:

1. Provide continuity for the organization by representing the organization's point of view through interpretation of its services and advocacy for them.
2. Select and appoint an Executive Director to whom responsibility for the administration of the organization is delegated, including:
 - review and evaluate his/her performance regularly on the basis of a specific job description, including executive relations with the board, leadership in the organization, program planning and implementation, and management of the organization and its personnel.
 - to offer administrative guidance and determine whether to retain or dismiss the Executive Director
3. Govern the organization by broad policies and objectives, formulated and agreed upon by the Executive Director and employees, including assigning priorities and ensuring the organization's capacity to carry out programs by continually reviewing its work.
4. Acquire sufficient resources for the organization's operations and to finance the products and services adequately.
5. Account to the public for the products and services of the organization and expenditures of its funds, including:
 - to provide for fiscal accountability, approve the budget, and formulate policies related to contracts from public or private resources

Responsibilities:

1. Determine the organization's mission and purpose
2. Select the Executive Director
3. Support the Executive Director and review his/her performance
4. Ensure effective organizational planning
5. Ensure adequate resources
6. Manage resource effectively
7. Determine and monitor the organization's programs and services
8. Enhance the organization's public image
9. Serve as a court of appeal
10. Assess effectiveness of own performance regularly

Monthly stipend: \$120 for attendance at a minimum of one meeting per month

Term of Office: Two years

ELEMENT EDUCATION COMMITTEES

Board Members are invited to serve on any of the following Element Education Committees.

Committee	Function
Compensation	Review and update compensation practices as needed
Curriculum Review - CM	Review and adopt resources for equitable access across school
Curriculum Review - DCS	Review and adopt resources for equitable access across school
Nominating (Board)	Interview and select candidates to serve on governing board
Facilities	Review and update safety plan and other practices as needed
Element U – Training, Support, and Development	Assist with development and implementation of org's professional learning and leadership development plan, including adoption of LMS
DCS LMS	Research, adopt, and train staff on learning management system for student records
CM LMS	Monitor use and ensure all staff are properly trained and using the system
Marketing	Review enrollment trends; design and implement plan for marketing (mostly pertains to DCS)
Audit	Review audit
LCAP	Help set goals and plan actions for the next 3 year LCAP Cycle 2024-2026
Equity	Review and update school wide equity practices
Nominating Committee	Interview and select candidates to serve on governing board

HOW TO APPLY

Board elections are held each November. Prospective candidates must apply by October 1st to be guaranteed consideration.

If you are interested in becoming a Governing Board Member, please see the next steps below.

1. We invite you to attend and observe a Board Meeting.
2. Please complete the candidate registration on [VolunteerMatch.org](https://www.volunteermatch.org).
3. Please complete and return the [Member Application and Questionnaire](#) to Susan Michaels at smichaels@myelement.org

For questions, please contact Susan Michaels at [\(760\) 703-9997](tel:7607039997).

Thank you!

NOMINATING COMMITTEE AND GOVERNING BOARD ELECTIONS

Elections:

In the event of a vacancy, and annually as member terms conclude, the Executive Director shall convene the Nominating Committee to recruit and interview candidates. The Nominating Committee that designates individuals to serve on the Board shall consist of five (5) individuals. The Nominating Committee shall consist of three parents representing more than one school operated by the corporation. The total parent population of the corporation will be provided with the opportunity to elect parent representatives for the nominating committee. The remaining two individuals shall consist of one (1) individual selected by the Executive Director and one (1) individual selected by the existing Board. The Committee shall present a slate of candidates at the annual meeting of the Board for a vote by the Governing Board. Candidates designated to fill vacancies shall be presented at the next regular meeting following the Nominating Committee meeting selection.

The Nominating Committee shall convene three months prior to the annual meeting and in the event of a vacancy to select a committee leader who will facilitate the nominating procedure.

GOVERNING BOARD 2023-2024 MEETINGS and TRAINING SCHEDULE

Meetings Location

Administrative Office
1441 Montiel Road Suite 143
Escondido, CA, 92026

11:30 a.m. Closed Session

12:00 p.m. Public Session

Board Meeting Dates for the 2023-2024 School Year

July 26, 2023

August 23, 2023

August 23, 2023, Public Hearing at 1:15 p.m.

September 27, 2023

October 27, 2023

December 1, 2023

January 26, 2024

March 1, 2024

April 5, 2024

April 26, 2024

May 24, 2024

June 28, 2024

Links are posted with the agenda on the Element website. www.myelement.org

Typically, key reports and actions occur in accordance with the table which follows.

Date of Meeting	Key Reports/Action
July 26	Student Performance Report (iReady); Executive Director Goals
August 23	Course Descriptions; Educator Effectiveness Funds Report
September 27	Unaudited Actuals; SPED Report; EL Report
October 27	Student Performance Report (CAASPP); Advisory Council Report
December 1	Annual Meeting (elections); Course Descriptions; Audit
January 26	Board reorganization/Officer elections; Board Training; SARC Reports
March 1	Draft calendar and Key dates presented; Course Descriptions
April 5	SPED report; EL Report; Final Calendar and Key Dates Approval, Advisory Council Report
April 26	EF and Parent Handbook Revisions (discussion); Compensation Report
May 25	Draft budget; Advisory Council Report; LCAP Public Hearing and Dashboard Local Indicators; Exec Dir Performance and contract review.
June 28	Final Budget; LCAP Approval; Safety Plan; Employment Manual; Student Performance Report

Board training is conducted a minimum of twice annually with one workshop dedicated to open meeting laws.

SCHOOL ADMINISTRATION

The Board employs the Executive Director to have specifically delegated authority in the daily operations of the organization.

The Executive Director will focus on planning, developing innovative programs, staff development, and examining issues of educational leadership and of progress toward meeting the school's stated standards and goals.

The School Director oversees the daily operations of the Charter School, conducts quarterly Advisory Council meetings, monthly staff meetings, and monthly Leadership meetings. The School Director meets with the Executive Director a minimum of one time per week and makes presentations on school status and achievement to the Board monthly.

The School Director and Leadership (with input from the Advisory Council) work collaboratively with the Chief Business Officer on the annual budget and expenditures. The School Director has autonomy for hiring and termination of personnel, but the Executive Director is the only employee authorized to grant final approval of such decisions.

ADVISORY COUNCIL

The Advisory Council is designed to represent the primary stakeholders in the Charter School, including parents, students, and staff. The Advisory Council is responsible for making non-binding collaborative recommendations to the School Director with regards to:

- Budget priorities
- Educational program/ instructional strategies
- Charter renewal recommendations
- Academic and instructional policies
- School Calendar
- Annual LCAP update
- Other matters as determined by School Director

The Advisory Council consists of seven (7) to nine (9) members; all of which are voting members. Membership consists of up to five parents, each representing a different region and elected by stakeholders. Other members shall be two (2) students and two (2) Educational Facilitators, representing two different regions and elected by school staff. The School Director serves as the chairperson of the committee and provides reports directly to the Board.

The Advisory Council meets a minimum of two times per school year.

CONFLICT OF INTEREST POLICY

The Element Education Governing Board has adopted and maintains a Conflict-of-Interest Code that complies with the Political Reform Act and Corporations Code conflict of interest rules, and which shall be updated with any charter school-specific conflict of interest laws or regulations. The Conflict-of-Interest Code includes the Form 700 filing requirements for Board members and designated employees in accordance with law. The Conflict of Interest policy has been provided to SDCOE and is on file with the San Diego County Board of Supervisors.

The Board shall comply with the Political Reform Act of 1974 and other conflict of interest laws applicable to charter schools. No more than 49% of the voting members serving on the Board may be interested people. An "interested person" is: (1) any person currently being compensated by Element Education for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor or otherwise, excluding any reasonable compensation paid to a Board member as Board member; or (2) any sister, brother, ancestor, descendant, spouse, sister-in-law, brother-in-law, daughter-in-law, son-in-law, mother-in-law or father-in-law of any such person. Voting privilege is lost on this issue as an interested person.

Element Education shall provide the County with a copy of its Statement of Facts, to be filed with the Secretary of State, to notify the County of changes in the membership of the governing body of the corporation.

Please use this link to review the [EEI Conflict of Interest Policy](#).

GOVERNANCE OATH

For the Office of Governing Board

I, _____, do solemnly affirm that I will support and defend the By-laws of Element Education, Inc. and the chartering documents of its charter schools; and that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. Furthermore, I will ensure confidentiality and privacy with regard to history, records, and discussions about students and employees of the organization.

Signature: _____

Date: _____

Term Expiration: _____