

AGENDA

**Regular Board Meeting
Element Education, Inc.
June 28, 2023
1:00 P.M. Closed Meeting
2:00 P.M. Public Meeting**

BOARD MEMBERS

**Jared Sinclair – President (2023)
Barbara Rohrer - Vice President (2024)
Tim Tweeten – Board Clerk (2024)
Rosella Childers (2023)
Aisha Williams (2024)
Cecilia Williams (2023)**

NON-VOTING MEMBERS

Terri Novacek – Executive Director

LOCATION

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20. The Governing Board (“Board”) will assemble in person at 1441 Montiel Road, Ste 143, Escondido, CA 92026. Employees of Element Education who will be presenting and anyone wishing to speak during public comment may do so in person or via the MS Teams platform by clicking on the link provided below. You may also call 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**

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.

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. Executive Director Performance Evaluation
- 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. Staff Recognition: Amie Self, Administrative Specialist-Business Services
- 4.b. School Presentation: Community Montessori (CM), Earl Otte, School Director
- 4.c. School Presentation: Dimensions Collaborative School Paul Johnson, School Director
 - 4.c.1. Student Recognition: Tinkerbits Robotics Team

5. COMMUNICATIONS - Agenda and Non-Agenda Items

To participate in the "Public Comment" portion of our meeting, you may 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:

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 of 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 May 24, 2023

6.b. Ratification of Check Run for May 2023

7. INFORMATION ITEMS - NO ACTION

7. a. Chief Business Officer Report

1. Financial Position of Schools
2. Technology Report

7. b. Director of Human Resources Report

1. Employment Activity
2. Professional Learning Activity (external)

7. c. Executive Director Report

1. Legislative Update – SB 739
2. Organizational Culture - Leadership Function and Accountability

8. ACTION ITEMS

8.a. Element Education

1. Consideration of Petty Cash Replenishment
2. Consideration of Wells Fargo Bank Account Additions
3. Consideration of Revised Policies:
 - i. Advisory Council Responsibilities
 - ii. At-Will Employment
 - iii. Disabilities and Reasonable Accommodations
 - iv. Disciplinary Process
 - v. Employee Assistance Program
 - vi. Employee Personnel Files
 - vii. Employment Process
 - viii. Equal Employment Opportunity
 - ix. Executive Director Responsibilities
 - x. Facility Use
 - xi. Governing Board Meetings
 - xii. Grievance
 - xiii. Leave of Absence
 - xiv. Personal Leave

Community Montessori & Dimensions Collaborative School

- xv. Personal Time Off
- xvi. Sexual Harassment
- xvii. Sick Leave
- xviii. Staff Meetings
- xix. Termination of Employment
- xx. Volunteers

4. Consideration of Revised Employment Manual

8.b. Community Montessori

- 1. Consideration of Ben Lund Engineering Contract
- 2. Consideration of CDO Glass Proposal for Carlsbad Learning Center
- 3. Consideration FY 23/24 Adopted Budget
- 4. Consideration of Local Control and Accountability Plan (LCAP)

8.c. Dimensions Collaborative School

- 1. Consideration of MEG Languages Contract
- 2. Consideration of Okapi Educational Publishing Order
- 3. Consideration of FY 23/24 Adopted Budget
- 4. Consideration of Local Control and Accountability Plan (LCAP)

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: July 26, 2023

Location: Administrative Offices
1441 Montiel Road #143
Escondido, CA 92026

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

11. ADJOURNMENT

DISABILITY INFORMATION:

In accordance with the Americans with Disabilities Act, if accommodations are required, please call the Board Secretary 48 hours (about 2 days) 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 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. 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: 6.23.23

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 (about 3 days) prior to the meeting, in accordance with Govt. Code Sec. 54954.2