



Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

MEETING MINUTES

Regular Board Meeting
Element Education, Inc.
May 27, 2020
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
Tanya Lake, Dimensions Collaborative Educational Instructor
Lillyette Wageman, Community Montessori Educational Facilitator
Earl Otte, Community Montessori Regional Manager
Lois Ingber, Behavioral Counselor
Doug Miller, Chief Business Officer
Alexis Roggeman, Community Montessori Learning Assistant
Marissa Castaneda, Community Montessori Regional 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:

1:01 – 1:31 p.m.

1. OPENING PROVISIONS

1.a. Call to Order and Roll Call

1:41 p.m.

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

Secretary: Novacek

Recording Secretary: Michaels

1.b. Ms. Rohrer passed on Pledge of Allegiance for this meeting due to lack of flag.

1.c Approval of Agenda.

MSC (Tweeten/Childers) to approve the Agenda. Motion passed (5-0)

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

1.d Ms. Rohrer stated there was no action taken during closed session.



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2. RECOGNITIONS AND PRESENTATIONS

2.a. Recognition:

- i. Mr. Drown recognized Tanya Lake, Dimensions Collaborative School Instructor, for her dedication to the math and VEX Robotics programs, supporting her colleagues during the transition to virtual classes, and the tremendous overall value she adds to the team.
- ii. Mr. Yung recognized Lillyette Wageman, Community Montessori Educational Facilitator for her commitment to professional development and the extraordinary support and commitment she shows her students.

2.b. Presentation: Mr. Yung reported enrollment at 748 and staff is working on a plan for next year.

2.c. Presentation: Mr. Drown reported enrollment at 492, staff is developing a plan to address long-term virtual support for students, and the graduation digital presentations will be posted on the website.

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 April 29, 2020

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

MSC (Tweeten/Schultz) to approve the Minutes of Regular Meeting on April 29, 2020 and the Check Run for April 2020. 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 a John Deere tractor was purchased to maintain the field at the Oak Hill Learning Center and review of lease extensions and renewals for the Mission Valley Learning Center is in progress.
3. Mr. Miller reported the installation of the mobile device management software is the only outstanding project with Vector.

5. b. Director of Human Resources Report

1. Ms. Sihota reported the following new hires: two Special Education Resource Specialists and two Community Montessori Educational Facilitators.
2. Ms. Sihota reported two administrative staff members attended an accounts payable workshop and Lois Ingber, Behavioral Counselor attended the NASAP Conference-Alderian Psychology.



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5. c. Executive Director Report

1. Ms. Novacek reported a second Employee Well Being Survey was sent out to check in with staff, company-wide meetings have been adjusted to once per week, and staff members are evaluating different options for next year.

6. ACTION ITEMS

6.a. Element Education

1. Approval of CARES Act Loan Certification
MSC (Childers/Raymond) to approve CARES Act Loan Certification. 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 Education Protection Account Resolution
MSC (Tweeten/Childers) to the Education Protection Account Resolution.
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 Education Protection Account Resolution
MSC (Raymond/Schultz) to approve the Education Protection Account Resolution.
Motion passed (5-0)

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

2. Approval of LCAP COVID-19 Report
MSC (Schultz/Raymond) to approve the LCAP COVID-19 Report.
Motion passed (5-0)

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

3. Approval of Lease Amendment – 4646 Mission Gorge Place
MSC (Tweeten/Childers) to approve the Lease Amendment for 4646 Mission Gorge Place.
Motion passed (5-0)

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

4. Approval of Lease Amendment – 4636 Mission Gorge Place
MSC (Tweeten/Childers) to approve the Lease Amendment for 4636 Mission Gorge Place.
Motion passed (5-0)

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

7. FUTURE AGENDA ITEMS

School Budgets, Updated Policies, LCAP COVID-19 Report for Community Montessori

8. NEXT MEETING DATE - Regular Board Meeting

Date: June 24, 2020

Location: Virtual

Time: 1:30 PM



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9. ADJOURNMENT

2:35 p.m.

MSC (Raymond/Tweeten) to adjourn meeting.

Motion passed (5-0)

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

DocuSigned by:

Barbara Rohrer

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Date: 8/4/2020

Board President

DocuSigned by:

[Signature]

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Date: 8/4/2020

Board Secretary

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