



Element Education

Governing Board Meeting

Published on July 21, 2026 at 10:41 AM PDT

Date and Time

Friday July 24, 2026 at 11:30 AM PDT

Location

1441 Montiel Road #145
Escondido, CA 92026

The Governing Board ("Board") will assemble in person at 1441 Montiel Road, Ste 145, 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.

Members of the public who wish to comment during the Board meeting may complete the [Public Comment Speaker Card](#). In general, individual speakers are permitted three minutes to address the Board on each agenda or non-agenda item. The Board will limit the total time for public input on each item to 15 minutes per side (approve/deny) of the topic. In exceptional circumstances, the Board President may, with Board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker. Any such adjustment shall be made equitably to allow for a diversity of viewpoints. The President may also stipulate that speakers not repeat arguments already made by other speakers to allow for broader range of input.

[Digital Sign- In Sheet](#)

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

1441 Montiel Road #145
Escondido, CA 92026

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.

Agenda

Purpose Presenter

I. Opening Items

- A. Call the Meeting to Order
- B. Record Attendance
- C. Public Comment on Closed Session Item

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

- D. Recess to Closed Session

II. Closed Session

- A. Review of Comprehensive Safety Plan
Pursuant to Government Code §54957(a):

III. Public Session

- A. Call to Order and Establishment of Quorum

	Purpose	Presenter
--	---------	-----------

B.	Pledge of Allegiance	
-----------	----------------------	--

C.	Approval of Agenda	Vote	Terri Novacek
-----------	--------------------	------	---------------

D.	Disclosure of Board Actions Taken in Closed Session, pursuant to Government Code §54957.1.		
-----------	---	--	--

IV. Recognitions and Presentations

A.	Staff Recognition:		Terri Novacek
-----------	--------------------	--	---------------

- Tamara Campbell, School Director-Dimensions Collaborative School

V. Communications- Agenda and Non-Agneda 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.

A.	Public	FYI
-----------	--------	-----

B.	Members of the Board	FYI
-----------	----------------------	-----

VI. Approval of Consent Items

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 on the Consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

A.	Approval of the Regular Board Meeting Minutes on June 26, 2026.	Approve Minutes	Terri Novacek
-----------	---	-----------------	---------------

B.	Approval of Check Run for June 2026.	Vote	Terri Novacek
-----------	--------------------------------------	------	---------------

VII. Information Item-Chief Business Officer Report

A.	Financial Position of Schools	FYI	Doug Miller
-----------	-------------------------------	-----	-------------

B.	Technology Report	FYI	Doug Miller
-----------	-------------------	-----	-------------

	Purpose	Presenter
--	---------	-----------

VIII. Information Item-Director of Human Resources Report

- | | | |
|---|-----|--------------|
| A. Employment Activity | FYI | Kiran Sihota |
| B. Professional Learning Activity (external) | FYI | Kiran Sihota |

IX. Information Item-Chief Operations Officer Report

- | | | |
|-------------------------------|-----|-------------|
| A. Facilities Update | FYI | Roland Yung |
| B. Resource Management | FYI | Roland Yung |

X. Executive Director Report

- | | | |
|--------------------------------|-----|---------------|
| A. Authorizer Relations | FYI | Terri Novacek |
|--------------------------------|-----|---------------|

XI. Board Governance

- | | | |
|---|--|--|
| A. Consideration of the Annual Governing Board Reorganization, Including Election of Board Officers. | | |
|---|--|--|

XII. Action Item(s) for Element Education

- | | | |
|---|------|---------------|
| A. Consideration of Revised Policies: Independent Study and Paid Time Off. | Vote | Terri Novacek |
| B. Consideration of Executive Director Goals for Fall 2026. | Vote | Terri Novacek |
| C. Consideration of Lenovo Staff Laptop Purchase. | Vote | Terri Novacek |

XIII. Future Agenda Items

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)

XIV. Next Meeting

August 28, 2026
 Administrative Offices
 1441 Montiel Road #145
 Escondido, CA 92026

Purpose Presenter

11:30 AM Closed Meeting

12:00 PM Public Meeting

XV. Closing Items

A. Adjourn Meeting

Brown Act Compliance

This agenda was posted in accordance with the requirements of the Ralph M. Brown Act and California Government Code Section 54954.2.

Disability Access

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in this meeting, please contact Element Education, Inc. at least 48 hours before the meeting so that reasonable arrangements can be made to ensure accessibility. Contact Susan Michaels at 760-703-9997 or smichaels@myelement.org if you should need any special accommodations.

Agenda Materials

Copies of the agenda and supporting materials are available for public review at the Administrative Office located at 1441 Montiel Road, Suite 143, Escondido, CA 92026, and may also be available on the organization's website. Contact Susan Michaels at smichaels@myelement.org.

Coversheet

Approval of the Regular Board Meeting Minutes on June 26, 2026.

Section: VI. Approval of Consent Items
Item: A. Approval of the Regular Board Meeting Minutes on June 26, 2026.
Purpose: Approve Minutes
Submitted by: Terri Novacek
Related Material: Minutes for Governing Board Meeting on June 26, 2026

BACKGROUND:

In accordance with the Brown Act, minutes are recorded at every Board meeting. The minutes are typed and presented to the Board at the following meeting for review and approval.

RECOMMENDATION:

Approve the June 26, 2026, Board Meeting Minutes.

DRAFT



Element Education

Minutes

Governing Board Meeting

Date and Time

Friday June 26, 2026 at 11:30 AM

Location

1441 Montiel Road
#145
Escondido, CA 92026

Location:

1441 Montiel Road #145
Escondido, CA 92026

Directors Present

A. Hopps, B. Rohrer, L. Cavazos, S. Subramanya, T. Breckenridge

Directors Absent

C. Nunley

Guests Present

S. Michaels, T. Novacek

I. Opening Items

A.

Call the Meeting to Order

B. Rohrer called a meeting of the board of directors of Element Education to order on Friday Jun 26, 2026 at 11:33 AM.

B. Record Attendance

C. Oath of Office-Adam Hopps

Ms. Novacek administered the Oath of Office to newly appointed Board Member Adam Hopps.

D. Public Comment on Closed Session Item

There were no public comments on the closed session item.

E. Recess to Closed Session

The Board recessed to Closed Session at 11:36 a.m.

II. Closed Session

A. Existing Litigation (§ 54956.9(d)(1))

The Governing Board convened in closed session to discuss existing litigation pursuant to Government Code section 54956.9(d)(1).

III. Public Session

A. Call to Order and Establishment of Quorum

The Regular Meeting was called to order at 12:03 p.m., and a quorum was established.

B. Pledge of Allegiance

Ms. Breckenridge led the Pledge of Allegiance.

C. Approval of Agenda

S. Subramanya made a motion to approve the agenda.

T. Breckenridge seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

B. Rohrer	Aye
S. Subramanya	Aye
T. Breckenridge	Aye
L. Cavazos	Aye
A. Hopps	Aye
C. Nunley	Absent

D. Disclosure of Board Actions Taken in Closed Session, pursuant to Government Code §54957.1.

Ms. Rohrer reported the Board took action to approve a Settle Agreement with conditions.

IV. Recognitions and Presentations

A. School Presentation-Community Montessori

Mr. Otte presented updates and activities within CM.

B. School Presentation-Dimensions Collaborative School

Mr. Johnson presented updates and activities within DCS.

C. California Department Office of Education (CDE) Local Indicators Report

Ms. Ades presented the California Department of Education (CDE) Local Indicators Report for Community Montessori and Dimensions Collaborative School.

V. Communications- Agenda and Non-Agneda Items

A. Public

There were no public comments.

B. Members of the Board

There were no comments from the Governing Board.

VI. Approval of Consent Items

A. Approval of the Regular Board Meeting Minutes on May 22, 2026.

T. Breckenridge made a motion to approve the minutes from Governing Board Meeting on 05-22-26.

S. Subramanya seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

S. Subramanya	Aye
A. Hopps	Aye
B. Rohrer	Aye
T. Breckenridge	Aye
L. Cavazos	Aye
C. Nunley	Absent

B.

Approval of Check Run for May 2026.

T. Breckenridge made a motion to approve the Check Run for May 2026.

S. Subramanya seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

A. Hopps	Aye
L. Cavazos	Aye
S. Subramanya	Aye
C. Nunley	Absent
B. Rohrer	Aye
T. Breckenridge	Aye

VII. Information Item-Chief Business Officer Report

A. Financial Position of Schools

Mr. Miller presented current financial information for Community Montessori and Dimensions Collaborative School.

B. Technology Report

Mr. Miller reported on recent technology projects and updates.

VIII. Information Item-Director of Human Resources Report

A. Employment Activity

Ms. Sihota reviewed her written report on recent hires and current openings.

B. Professional Learning Activity (external)

Ms. Sihota reviewed her written report on employees who engaged in formal professional learning since the last board meeting.

IX. Information Item-Chief Operations Officer Report

A. Facilities Update

Mr. Yung reported on the status of recent facility improvements.

B. Resource Management

Mr. Yung shared a report on resource management projects and improvements.

X. Executive Director Report

A. Authorizer Relations

Ms. Novacek shared the San Diego County Office of Education's fiscal review letters for the 2025–26 Second Interim Reports for Community Montessori and Dimensions Collaborative School. She reported that SDCOE determined both schools are projected to meet their financial obligations for the current fiscal year and the following two fiscal years.

XI. Action Item(s) for Element Education

A. Approval of Amendment of Articles of Incorporation.

L. Cavazos made a motion to approve the Amendment of Articles of Incorporation.

T. Breckenridge seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

B. Rohrer	Aye
C. Nunley	Absent
T. Breckenridge	Aye
S. Subramanya	Aye
L. Cavazos	Aye
A. Hopps	Aye

B. Approval of Resolution Authorizing Preparation and Submission of Charter Renewal Petitions for Community Montessori and Dimensions Collaborative School.

A. Hopps made a motion to approve the Resolution Authorizing Preparation and Submission of Charter Renewal Petitions for Community Montessori and Dimensions Collaborative School.

S. Subramanya seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

B. Rohrer	Aye
S. Subramanya	Aye
T. Breckenridge	Aye
C. Nunley	Absent
L. Cavazos	Aye
A. Hopps	Aye

C. Approval of the 26-27 Employment Manual.

T. Breckenridge made a motion to approve the 26-27 Employment Manual.

L. Cavazos seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

T. Breckenridge	Aye
L. Cavazos	Aye

Roll Call

C. Nunley	Absent
B. Rohrer	Aye
S. Subramanya	Aye
A. Hopps	Aye

XII. Action Items for Community Montessori

A. Approval of Proposition 28 Annual Report.

S. Subramanya made a motion to approve the Proposition 28 Annual Report.

A. Hopps seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

S. Subramanya	Aye
B. Rohrer	Aye
T. Breckenridge	Aye
A. Hopps	Aye
C. Nunley	Absent
L. Cavazos	Aye

B. Approval of FY25-26 EPA Resolution.

B. Rohrer made a motion to approve the FY25-26 EPA Resolution.

T. Breckenridge seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

L. Cavazos	Aye
A. Hopps	Aye
B. Rohrer	Aye
C. Nunley	Absent
S. Subramanya	Aye
T. Breckenridge	Aye

C. Approval of the 26-27 Local Control and Accountability Plan (LCAP).

S. Subramanya made a motion to approve the 26-27 Local Control and Accountability Plan (LCAP).

L. Cavazos seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

C. Nunley	Absent
B. Rohrer	Aye
S. Subramanya	Aye
T. Breckenridge	Aye
L. Cavazos	Aye

Roll Call

A. Hopps Aye

D. Approval of FY26-27 Adopted Budget.

T. Breckenridge made a motion to approve the FY 26-27 Adopted Budget.

S. Subramanya seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

C. Nunley Absent

T. Breckenridge Aye

B. Rohrer Aye

S. Subramanya Aye

L. Cavazos Aye

A. Hopps Aye

XIII. Action Items for Dimensions Collaborative School

A. Approval of Proposition 28 Annual Report.

A. Hopps made a motion to approve Items XIII A-D.

S. Subramanya seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

A. Hopps Aye

S. Subramanya Aye

L. Cavazos Aye

T. Breckenridge Aye

C. Nunley Absent

B. Rohrer Aye

B. Approval of FY25-26 EPA Resolution.

A. Hopps made a motion to approve Items XIII A-D.

S. Subramanya seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

C. Nunley Absent

B. Rohrer Aye

T. Breckenridge Aye

L. Cavazos Aye

S. Subramanya Aye

A. Hopps Aye

C. Approval of the 26-27 Local Control and Accountability Plan (LCAP).

A. Hopps made a motion to approve Items XIII A-D.
S. Subramanya seconded the motion.
approve Items XIII A-D.
The board **VOTED** to approve the motion.

Roll Call

L. Cavazos	Aye
T. Breckenridge	Aye
S. Subramanya	Aye
B. Rohrer	Aye
A. Hopps	Aye
C. Nunley	Absent

D. Approval of FY26-27 Adopted Budget.

A. Hopps made a motion to approve Items XIII A-D.
S. Subramanya seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

L. Cavazos	Aye
B. Rohrer	Aye
A. Hopps	Aye
S. Subramanya	Aye
C. Nunley	Absent
T. Breckenridge	Aye

XIV. Future Agenda Items

A. Suggested Agenda Items for 7.24.26 Board Meeting.

- Security
- Lighting
- Whiteboards

XV. Next Meeting:

A. Next Meeting

July 24, 2026
12 p.m.
1441 Montiel Road #145
Escondido, CA

XVI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:43 PM.

Respectfully Submitted,
B. Rohrer

Coversheet

Approval of Check Run for June 2026.

Section: VI. Approval of Consent Items
Item: B. Approval of Check Run for June 2026.
Purpose: Vote
Submitted by: Terri Novacek
Related Material: June 2026 Check Run.pdf

BACKGROUND:

The Chief Business Officer provides a report on the status of the organization's finances monthly. Enclosed is the June 2026 check run for Board review.

RECOMMENDATION:

Approve the June 2026 check run.

ESP-CA
EdTec Network : Element Education, Inc.
AP Bill Payments
June 1, 2026 - June 30, 2026
A listing of bill payments

Date	Check Number	Company Name	Memo	Paid
6/3/2026	112199	Rodden-Frank, Laura	Final Check	\$2,376.39
6/3/2026	112200	Hawthorne, Katherine	5/16/26-5/31/26	\$334.54
6/3/2026	112201	Panganiban, Sarah	Final Check	\$1,193.66
6/3/2026	112202	Hawthorne, Katherine	Final Check	\$4,306.91
6/3/2026	112203	Rodden-Frank, Laura	Final Check part 2	\$4,745.47
6/3/2026	112204	Koch, Hibah	Final Check	\$2,449.84
6/3/2026	112205	Rodriguez, Karina	Final Check	\$3,295.24
6/3/2026	112206	Nelson, Megan	Final Check	\$3,287.74
6/3/2026	112207	Martinez, Yazmine	Final Check	\$2,895.32
6/3/2026	112208	Savaiinaea, Talaeseese	Final Check	\$3,123.20
6/4/2026	112209	Sanchez, Natalie	Final Check	\$387.78
6/4/2026	112210	Verdugo, Samantha	Final Check	\$403.94
6/4/2026	112211	Anderson, Jennifer	Final Check	\$515.61
6/4/2026	112212	Rojas, Isabel	Final Check	\$1,015.28
6/4/2026	112213	Mindzora, Mia	Final Check	\$534.58
6/4/2026	112214	Friebe, Roetta	Final Check	\$818.03
6/4/2026	112215	Lamoureux, Haley	Final Check	\$371.69
6/4/2026	112216	Hopman, Maureen	Final Check	\$767.74
6/4/2026	112217	Sanchez, Natalie	Final Check - 6/4/26	\$500.77
6/4/2026	112218	Verdugo, Samantha	Final Check - 6/4/26	\$517.74
6/5/2026	112219	AED Professionals	115016	\$5,934.49
6/5/2026	112220	Aelott Air Conditioning	200864130	\$23,946.00
6/5/2026	112221	All About Learning Press, Inc.	945185	\$1,963.80
6/5/2026	112222	Allen, Andrew	512653546	\$1,200.00
6/5/2026	112223	Allen, Melissa	512653545	\$1,840.00
6/5/2026	112224	Amazon Capital Services	A1EJCAJXOWH87N	\$13,156.38
6/5/2026	112225	AssetWorks, LLC	IDC4611	\$3,843.27
6/5/2026	112226	Beyond Vision Center Optometry	05/29/26	\$180.00
6/5/2026	112227	Brant, Jaimee	512653548	\$1,656.40
6/5/2026	112228	Bright Thinker	SINV17471	\$6,700.00
6/5/2026	112229	Bueno, Susan	April & May 2026	\$440.00
6/5/2026	112230	Cavazos, Leila (P)	May 2026 - Leiloni & Mateo	\$425.00
6/5/2026	112231	Conn Education Inc	SI33994	\$26.98
6/5/2026	112232	Colleen Mickey	512655405	\$260.00
6/5/2026	112233	Corodata Records Management, Inc.	016540	\$236.91
6/5/2026	112234	EdTec Inc.	CINV-00015356	\$1,759.62
6/5/2026	112235	EMH Sports USA, Inc.	2355-5491-05	\$810.00
6/5/2026	112236	Exploration Education	06366	\$334.21
6/5/2026	112237	Farcas, Emilia	May 2026	\$31.20
6/5/2026	112238	FordPro	INV36014744	\$721.26
6/5/2026	112239	Garcia, J. Amanda	May 2026	\$105.92
6/5/2026	112240	Gemstone Gymnastics	512655188	\$1,469.25
6/5/2026	112241	Goral Music LLC	512655189	\$225.00
6/5/2026	112242	GoTo Communications Inc.	IN7105401081	\$928.34
6/5/2026	112243	Hooked on Phonics	11161	\$1,644.88
6/5/2026	112244	JJJ Enterprises	DEHES	\$120.00
6/5/2026	112245	Joplin, Angela (P)	January - May 2026	\$532.00
6/5/2026	112246	Khachatryan, Gohar (P)	April 2026	\$195.00
6/5/2026	112247	Korte, Kimberly	May 2026	\$362.00
6/5/2026	112248	Krause- Whyte, Sara	512655193	\$2,120.00
6/5/2026	112249	Lawlipop Electric Inc	26164	\$403.29
6/5/2026	112250	LearnersByNature	512655190	\$3,745.00
6/5/2026	112251	Learning Ally	165177	\$3,518.90
6/5/2026	112252	Lieras Piano Studio	512653551	\$390.00
6/5/2026	112253	Manuel Landscaping	5/29/2025	\$650.00
6/5/2026	112254	Marsi Carr's Music	512655191	\$160.00
6/5/2026	112255	Menchaca, Jesse D	26-0602	\$1,680.00
6/5/2026	112256	Mendiola, April	May 2026	\$433.50
6/5/2026	112257	NCS Pearson, Inc.	Customer 1257324	\$300.00
6/5/2026	112258	Novacek, Katie	5/28/2026 - Reimbursement	\$281.68
6/5/2026	112259	Nunley, Chris	May 2026	\$120.00
6/5/2026	112260	Olivewood Gardens	31826	\$1,800.00
6/5/2026	112261	Open Door Spanish	512653547	\$25.00
6/5/2026	112262	Otte, Samantha	1583	\$3,087.00
6/5/2026	112263	ParentSquare Inc.	2024-29041	\$4,003.00
6/5/2026	112264	Personalized Learning San Diego LLC	512655192	\$1,440.00
6/5/2026	112265	Push Play PE	14009	\$13,000.00
6/5/2026	112266	Que Tal Spanish	52126	\$1,260.00
6/5/2026	112267	Riches, Kendra	January - May 2026	\$336.96
6/5/2026	112268	San Diego Natural History Museum	13628182	\$573.00
6/5/2026	112269	Schaner, Amy	May 2026	\$120.00
6/5/2026	112270	Soto, Berenice	January-March 2026	\$159.60
6/5/2026	112271	Soto, Karina	May 2026	\$230.00
6/5/2026	112272	Specialized Therapy Services	ELMT01- 0426	\$1,635.25
6/5/2026	112273	Subramanya, Suhas	May 2026	\$120.00
6/5/2026	112274	Swiftkick Martial Arts Inc	512655194	\$956.00
6/5/2026	112275	Teofilo, Jason	April - May 2026	\$469.52
6/5/2026	112276	Terry Breckenridge	May 2026	\$120.00
6/5/2026	112277	Top Notch Catering, LLC	CM062601	\$17,444.92

ESP-CA
EdTec Network : Element Education, Inc.
AP Bill Payments
June 1, 2026 - June 30, 2026
A listing of bill payments

Date	Check Number	Company Name	Memo	Paid
6/5/2026	112278	Townsley, Margaret	May 2026	\$100.00
6/5/2026	112279	Transparent Classroom	130108	\$1,433.42
6/5/2026	112280	Twitchell, Laura	512655187	\$2,570.00
6/5/2026	112281	US Music Lessons	512655195	\$510.00
6/5/2026	112282	Villa Musica	73570-710	\$877.50
6/5/2026	112283	Waseca	B3885	\$195.00
6/5/2026	112284	Waste Management of El Cajon - San Diego	Account 131-0192896-1584-1	\$329.10
6/5/2026	112285	Ze Roberto Futbol Academy	512655196	\$858.00
6/9/2026	112286	County of San Diego - Recorder/County Clerk	B26-0729: CEQA Exemption	\$50.00
6/9/2026	112287	County of San Diego - Recorder/County Clerk	B26-0729: CEQA Exemption	\$50.00
6/12/2026	112288	Aelott Air Conditioning	200302821	\$628.00
6/12/2026	112289	Alan A Brown Jr	9141	\$425.00
6/12/2026	112290	Alison's Montessori	Customer ID 13324	\$1,256.98
6/12/2026	112291	Amazon Capital Services	A1EJCAJXOWH87N	\$921.34
6/12/2026	112292	Arizona State University	EA-2026-491	\$1,000.00
6/12/2026	112293	Art With Larisse	512657025	\$224.00
6/12/2026	112294	AT&T - 9391084658	000025340546	\$32.56
6/12/2026	112295	Belardino, Debora	512657028	\$240.00
6/12/2026	112296	Beyond Vision Center Optometry	04/10/26	\$960.00
6/12/2026	112297	Brennan, Julie	512657030	\$755.00
6/12/2026	112298	Bridge The Gap Sped, LLC	500	\$1,362.90
6/12/2026	112299	Brooks, Toni	512657026	\$500.00
6/12/2026	112300	C2 Consulting Collective	1255	\$1,100.00
6/12/2026	112301	Cintas Corporation #055	05/31/2026	\$4,100.42
6/12/2026	112302	City of San Diego Police Dept	B2023010310	\$26.46
6/12/2026	112303	Escondido Disposal Inc.	05/31/26 - 53-ED 177875	\$323.39
6/12/2026	112304	GovConnection Inc	77651864	\$9,808.36
6/12/2026	112305	Hamrah, David	November 2025-January 2026	\$260.00
6/12/2026	112306	Happy Minds Tutoring	512657027	\$300.00
6/12/2026	112307	Hofman Planning & Engineering	2311	\$2,595.00
6/12/2026	112308	Infinity Communications and Consulting, Inc,	20219	\$3,000.00
6/12/2026	112309	Institute for Effective Education	PoDep30	\$11,542.86
6/12/2026	112310	Isolved Benefit Services	I154238092	\$95.10
6/12/2026	112311	Knight Security & Fire Systems	243621	\$577.00
6/12/2026	112312	Legacy Swim Academy	512657029	\$1,155.00
6/12/2026	112313	Lopez, Jessica (P)	April & May 2026	\$70.00
6/12/2026	112314	Montessori Services	SI266005097	\$150.37
6/12/2026	112315	Office Depot, Inc.	470597196001	\$100.27
6/12/2026	112316	Phonics Read-Alouds	11161	\$1,644.88
6/12/2026	112317	San Diego Gas & Electric - MV (103B)	2100-0085-7674-8	\$169.60
6/12/2026	112318	San Diego Gas & Electric - MV (PI 101)	2100-0085-9450-1	\$212.25
6/12/2026	112319	San Diego Gas & Electric - Suite 145	0003-6390-8776-6	\$603.69
6/12/2026	112320	San Diego Gas & Electric- MV (PI 103C)	0030-4805-3026-3	\$352.67
6/12/2026	112321	San Diego Gas & Electric- MV (PI B)	0031-8696-4020-2	\$511.63
6/12/2026	112322	San Diego Gas & Electric- Poway	4768 764 856 5	\$1,788.26
6/12/2026	112323	Schools First Plan Admin LLC	06/05/2026 403B	\$24,636.68
6/12/2026	112324	Specialized Therapy Services	ELMT02- 0426	\$897.85
6/12/2026	112325	Yummi Tummi ICE Cream	9	\$715.00
6/18/2026	112326	Activities For Learning, Inc.	394752	\$29.00
6/18/2026	112327	Amazon Capital Services	A1EJCAJXOWH87N	\$869.87
6/18/2026	112328	City of Carlsbad- Accounts Receivable	AR218660	\$725.00
6/18/2026	112329	City of Poway	34205500-01	\$1,564.86
6/18/2026	112330	Cox Communications San Diego - Ste 143	001 3410 110240101	\$403.20
6/18/2026	112331	First Congregational Church of Escondido	May 2026 Utilities	\$2,962.92
6/18/2026	112332	First Student	FA26-00005685	\$3,250.50
6/18/2026	112333	GovConnection Inc	77689841	\$674.00
6/18/2026	112334	Jostens	40074946	\$21.75
6/18/2026	112335	MetLife - Group Benefits	KM05985459 0001	\$10,775.30
6/18/2026	112336	Padre Dam M.W.D	Acct. 053494-23307550	\$802.92
6/18/2026	112337	Piedmont Global Language Solutions	PSIN-00681	\$184.00
6/18/2026	112338	Reliance Standard Life Insurance Company - Vision	06/01/26-06/30/26	\$1,001.56
6/18/2026	112339	San Diego County Office of Education	099-053936	\$77.00
6/18/2026	112340	San Diego Gas & Electric - Mary Lane	0024-0907-3947-1	\$1,178.19
6/18/2026	112341	San Diego Gas & Electric - Oak Hill	0068-6309-2224-6	\$2,521.58
6/18/2026	112342	School Food Solutions L3C	7720	\$6,300.00
6/18/2026	112343	Schools First Plan Admin LLC	06/18/2026 403B	\$23,930.32
6/18/2026	112344	Sheffield Educational Services	512657773	\$1,460.00
6/18/2026	112345	Softchoice Corporation	97183228	\$141.23
6/18/2026	112346	Stuart's Glass & Screen Co.	82812	\$240.00
6/18/2026	112347	Super Teacher Worksheets	8022	\$24.95
6/18/2026	112348	Verbal Behavior Associates	52-0526-01	\$8,434.72
6/18/2026	112349	Xerox - Business Solutions	IN5253905 - 9/24/25-12/12/25 pt 2	\$864.28
6/26/2026	112350	Phillips, Andrea	Final Check	\$272.74
6/26/2026	112351	Amazon Capital Services	A1EJCAJXOWH87N	\$886.83
6/26/2026	112352	Ascension Lutheran Church	July 2026	\$7,425.00
6/26/2026	112353	AT&T - 9391084563	9391084563; Santee	\$32.14
6/26/2026	112354	AT&T - 9391084564	9391084564; Poway	\$32.14
6/26/2026	112355	AT&T - 9391084565	9391084565; Mary Lane	\$39.57
6/26/2026	112356	AT&T - 9391084566	9391084566; Poway	\$32.14

ESP-CA
EdTec Network : Element Education, Inc.
AP Bill Payments
June 1, 2026 - June 30, 2026
A listing of bill payments

Date	Check Number	Company Name	Memo	Paid
6/26/2026	112357	BBD Properties, LLC	July 2026	\$36,805.44
6/26/2026	112358	Beyond Vision Center Optometry	06/11/26	\$475.00
6/26/2026	112359	BG Consolidated	July 2026 - #143	\$21,070.78
6/26/2026	112360	Caster Family Enterprises, Inc.	July 2026	\$9,526.46
6/26/2026	112361	Caster Family Trust	Statement 06/22/26 - SDGE #4125	\$17,768.55
6/26/2026	112362	City Of Carlsbad- Utility	05012465-00	\$420.69
6/26/2026	112363	City of Escondido - Utility Billing	04/23/26-05/19/26 - Oak Hill	\$1,045.15
6/26/2026	112364	Country Montessori School of Poway	102837	\$650.00
6/26/2026	112365	Cox Communications - Midway	001 3410 074203702	\$661.70
6/26/2026	112366	CubeSmart- Escondido	5003064655	\$519.00
6/26/2026	112367	EDCO Waste & Recycling Service	06/30/26 - 25-5A 043413	\$285.65
6/26/2026	112368	EM Benefits	07/01/26-07/31/26	\$168.00
6/26/2026	112369	Escondido Disposal Inc.	06/30/26 - 53-ED 184837	\$345.17
6/26/2026	112370	Gradisnean, Inc.	July 2026	\$15,181.05
6/26/2026	112371	Home Depot Credit Services	5/13/26-06/14/26	\$2,055.68
6/26/2026	112372	Inspire School Of Ballet, LLC	512658148	\$742.00
6/26/2026	112373	Kaiser Foundation Health Plan	07/01/26-07/31/26	\$89,424.97
6/26/2026	112374	Lloyd Pest Control	9292669	\$110.00
6/26/2026	112375	Office Depot, Inc.	472019870001	\$667.87
6/26/2026	112376	Pacifica Innovative Contracting Services dba Molinar Construction	26-011-001	\$41,612.17
6/26/2026	112377	Procopio, Cory, Hargreaves & Savitch LLP	976428	\$11,632.50
6/26/2026	112378	Reliance Standard Life Insurance Company	07/01/26-07/31/26	\$3,072.03
6/26/2026	112379	Revvia Marketing	1070	\$3,500.00
6/26/2026	112380	Rockin' L&D Equine Education Services	512658149	\$180.00
6/26/2026	112381	San Diego Gas & Electric - Santee	3565 358 888 1	\$1,263.06
6/26/2026	112382	San Diego Gas & Electric- Carlsbad	8461 085 798 9	\$1,184.30
6/26/2026	112383	San Diego Gas & Electric- Poway	4768 764 856 5	\$752.45
6/26/2026	112384	Shred-it	8014567164	\$144.87
6/26/2026	112385	Smith, Wilborne F.	463093	\$240.00
6/26/2026	112386	Specialized Therapy Services	ELMT01- 0526	\$4,481.44
6/26/2026	112387	Sunshine Studio LLC	512658150	\$864.00
6/26/2026	112388	U.S. Bank	61526	\$310.85
6/26/2026	112389	Xerox Corporation - D.O.	42223869	\$1,985.21
6/26/2026	112390	California Secretary of State	Article of Incorporation Amendment	\$30.00
				\$593,821.29

Coversheet

Consideration of Revised Policies: Independent Study and Paid Time Off.

Section: XII. Action Item(s) for Element Education
Item: A. Consideration of Revised Policies: Independent Study and Paid Time Off.
Purpose: Vote
Submitted by: Terri Novacek
Related Material: Policy.Independent Study Clean.pdf
Policy.Independent Study.pdf
Personal Time Off BP Clean.pdf
Personal Time Off BP.pdf

BACKGROUND:

Element policies require revisions or addition of new policies in accordance with legal changes and/or procedural changes within the organization.

Independent Study Policy: The Independent Study Policy was originally adopted on 10/08/2001 and last revised on 4/24/2026. The policy Includes language that specified resources made available to pupil shall be maintained on file in the written agreement for each independent study student.

Paid Time Off (PTO): The Paid Time Off Policy was originally adopted on 10/24/2001 as Personal Time Off and last revised on 5/24/2024. The following changes were made: added new hire accrual and legal compliance language, modified the part-time administrative accrual rate, and changed the title from Personal Time Off to Paid Time Off.

RECOMMENDATION:

Approve the revised policies.

Independent Study

Subject: Independent Study

Date of Origination: 10/08/2001

Last Revision Date: 07/24/26

Scope:

All Element Schools.

Policy:

Element Education will operate TK-12 Independent Study Schools in accordance with Education Code Section 51747. Academic content shall align to appropriate grade level standards substantially equivalent to in-person instruction. High school students shall have access to all courses offered by the school for graduation and approved by the University of California or the California State University as creditable under the A-G admission criteria.

Procedure:

1. Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of one or more certificated employee(s).
2. For all grade levels, the maximum length of time that may elapse between the time an independent study assignment is made and the date by which the student must complete the assigned work is twenty (20) school days in accordance with learning periods outlined on the master calendar. When special or extenuating circumstances justify a longer period, the School Director or designee, may extend the maximum length of an assignment to thirty (30) school days.
3. Students are expected to demonstrate satisfactory academic progress on a weekly basis with the Educational Facilitator. Failure to do so will result in an evaluation to determine whether it is in the best interest of the pupil to remain in independent study or return to the regular school program. A written record of the finding of any evaluation made pursuant to this subdivision shall be maintained in the pupil's permanent record and treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school .

Satisfactory academic progress shall be based on the following indicators, as applicable:

- Pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil level measure of pupil achievement and pupil engagement set forth in EC 52060(d)(4) – (5).
- Completion of assignments, assessments, or other indicators that evidence the pupil is progressing toward completion of the course of study as determined by the teacher of record .
- Learning required concepts, as determined by the supervising teacher.

4. A current written agreement for each independent study student shall be maintained on file including, but not limited to, the following:

- a. The manner, time, frequency, and place for submitting assignments and for reporting progress, and for communicating with a pupil's parent or guardian regarding academic progress.
- b. The objectives and methods of study for the work, and the methods utilized to evaluate that work.
 - i. The specific resources, including materials and personnel that will be made available as well as access to connectivity and devices adequate to participate in the academic program and complete assigned work.
 - ii. The dates of all required parent/guardian, student, and Educational Facilitator meetings/conferences.
- c. The specified resources, including materials and personnel that will be made available to the pupil. Resources shall provide access for all pupils to connectivity and devices adequate to participate in the academic program and completion of assigned work.
- d. A statement of the policies adopted regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory academic progress, and the number of missed assignments allowed prior to an evaluation of whether the student should be allowed to continue in independent study. The level of satisfactory academic progress and missed assignments shall conform to the requirements specified in this policy.
- e. The duration of the independent study agreement, including the beginning and ending dates for participation in independent study under the agreement. The independent study agreement shall be valid for one semester.

- f. A statement of the subjects (K-8) or courses and course credits (high school) to be earned upon completion.
- g. A statement that independent study is an optional educational alternative in which no student may be required to participate.
- h. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas such as English Learners, individuals with exceptional needs as needed to be consistent with the pupil's individualized education program (IEP) or plan pursuant to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Sec 794), pupils in foster care, pupils experiencing homelessness, and pupils requiring mental health supports.
- i. Each written agreement shall be signed, prior to the commencement of independent study, by the student, the student's parent, legal guardian, or caregiver, if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for aiding the student.

For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code. Upon the request of the parent or guardian, before signing a written agreement, the School shall conduct a phone, virtual, or in-person pupil-parent-educator conference or other school meeting during which the pupil, parent, or guardian, and if requested by the pupil or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in independent study, before making the decision about enrollment or disenrollment in the various options for learning.

- i. Signed written agreements, supplemental agreements, assignment records, work samples, and attendance records may be maintained as an electronic file.

5. Educational opportunities offered include, but are not limited to:

- Special assignments extending the content of regular courses and instruction
- Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum

- Individualized alternative education designed to teach the knowledge and skills of the core curriculum
- Continuing and special study during travel
- Volunteer community service activities that support and strengthen pupil achievement

6. Opportunities for synchronous instruction and live interaction shall be offered at a minimum:

- Transitional Kindergarten (TK)–3: Daily synchronous instruction
- Grades 4–8: Daily live interaction and weekly synchronous instruction
- Grades 9–12: Weekly synchronous instruction

- Live Interaction: In-person, virtual, or telephonic interaction between the student and school employee, which may include peers, with the purpose of maintaining learning engagement and monitoring progress and appropriateness of learning plan.

- Synchronous Instruction:

Small group or one-to one direct instruction provided by teacher of record and delivered virtually or telephonically and involving live two-way communication.

7. The tiered reengagement procedure shall be prompted for:

- Pupils not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of the school's approved instructional calendar,
- Pupils found not participating in synchronous instruction offering pursuant to Education Code section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school learning period as applicable by grades span, and/or

- Pupils who are in violation of the written agreement pursuant to subdivision (g) stated above shall prompt the Tiered Reengagement process.

The procedure shall include, but is not limited to, all of the following:

- Verification of current contact information for each enrolled pupil
- Notification to parents or guardians of lack of participation within one school day of the recording of a non-attendance day.
- A plan for outreach from the school to determine pupil needs, including connections with health and social services as necessary.
- A clear standard for requiring a pupil-parent-educator conference to review a pupil's written agreement and reconsider the independent study program's impact on the pupil's achievement.

8. Procedures will be in place for pupils whose families wish to return to in-person instruction from independent study may do so in five instructional days or less.

9. The following information will be posted on school websites:

- Parent right to request a pupil-parent-educator conference before enrollment
- Pupil's rights for enrolling, disenrolling, and reenrolling in independent study
- Synchronous/Asynchronous instruction available in independent study
- EF and/or Student Support Team will create a plan to support in-person instruction and student engagement within five instructional days

Independent Study**Subject:** Independent Study**Date of Origination:** 10/08/2001**Last Revision Date:** ~~04/24/2026~~ 07/24/26**Scope:**

All Element Schools.

Policy:

Element Education will operate **IK-12** Independent Study Schools in accordance with Education Code Section 51747. Academic content shall align to appropriate grade level standards substantially equivalent to in-person instruction. High school students shall have access to all courses offered by the school for graduation and approved by the University of California or the California State University as creditable under the A-G admission criteria.

Procedure:

1. Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of one or more certificated employee(s).
2. For all grade levels, the maximum length of time that may elapse between the time an independent study assignment is made and the date by which the student must complete the assigned work is twenty (20) school days in accordance with learning periods outlined on the master calendar. When special or extenuating circumstances justify a longer period, the School Director or designee, may extend the maximum length of an assignment to thirty (30) school days.
3. Students are expected to demonstrate satisfactory academic progress on a weekly basis with the Educational Facilitator. Failure to do so will result in an evaluation to determine whether it is in the best interest of the pupil to remain in independent study or return to the regular school program. A written record of the finding of any evaluation made pursuant to this subdivision shall be maintained in the pupil's permanent record and treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school .

Satisfactory academic progress shall be based on the following indicators, as applicable:

- Pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil level measure of pupil achievement and pupil engagement set forth in EC 52060(d)(4) – (5).
- Completion of assignments, assessments, or other indicators that evidence the pupil is progressing toward completion of the course of study as determined by the teacher of record .
- Learning required concepts, as determined by the supervising teacher.

4. A current written agreement for each independent study student shall be maintained on file including, but not limited to, the following:

- a. The manner, time, frequency, and place for submitting assignments and for reporting progress, and for communicating with a pupil's parent or guardian regarding academic progress.
- b. The objectives and methods of study for the work, and the methods utilized to evaluate that work.
 - i. The specific resources, including materials and personnel that will be made available as well as access to connectivity and devices adequate to participate in the academic program and complete assigned work.
 - ii. The dates of all required parent/guardian, student, and Educational Facilitator meetings/conferences.

c. The specified resources, including materials and personnel that will be made available to the pupil. Resources shall provide access for all pupils to connectivity and devices adequate to participate in the academic program and completion of assigned work.

d. A statement of the policies adopted regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory academic progress, and the number of missed assignments allowed prior to an evaluation of whether the student should be allowed to continue in independent study. The level of satisfactory academic progress and missed assignments shall conform to the requirements specified in this policy.

d.e. The duration of the independent study agreement, including the beginning and ending dates for participation in independent study under the agreement. The independent study agreement shall be valid for one semester.

e.f. A statement of the subjects (K-8) or courses and course credits (high school) to be earned upon completion.

f.g. A statement that independent study is an optional educational alternative in which no student may be required to participate.

g.h. _____ A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas such as English Learners, individuals with exceptional needs as needed to be consistent with the pupil's individualized education program (IEP) or plan pursuant to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Sec 794), pupils in foster care, pupils experiencing homelessness, and pupils requiring mental health supports.

h.i. Each written agreement shall be signed, prior to the commencement of independent study, by the student, the student's parent, legal guardian, or caregiver, if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for aiding the student.

For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code. Upon the request of the parent or guardian, before signing a written agreement, the School shall conduct a phone, virtual, or in-person pupil-parent-educator conference or other school meeting during which the pupil, parent, or guardian, and if requested by the pupil or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in independent study, before making the decision about enrollment or disenrollment in the various options for learning.

- i. Signed written agreements, supplemental agreements, assignment records, work samples, and attendance records may be maintained as an electronic file.

5. Educational opportunities offered include, but are not limited to:

- Special assignments extending the content of regular courses and instruction
- Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum

- Individualized alternative education designed to teach the knowledge and skills of the core curriculum
- Continuing and special study during travel
- Volunteer community service activities that support and strengthen pupil achievement

6. Opportunities for synchronous instruction and live interaction shall be offered at a minimum:

- Transitional Kindergarten (TK)–3: Daily synchronous instruction
- Grades 4–8: Daily live interaction and weekly synchronous instruction
- Grades 9–12: Weekly synchronous instruction
- Live Interaction: In-person, virtual, or telephonic interaction between the student and school employee, which may include peers, with the purpose of maintaining learning engagement and monitoring progress and appropriateness of learning plan.
- Synchronous Instruction:

Small group or one-to one direct instruction provided by teacher of record and delivered virtually or telephonically and involving live two-way communication.

7. The tiered reengagement procedure shall be prompted for:

- Pupils not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of the school's approved instructional calendar,
- Pupils found not participating in synchronous instruction offering pursuant to Education Code section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school learning period as applicable by grades span, and/or

- Pupils who are in violation of the written agreement pursuant to subdivision (g) stated above shall prompt the Tiered Reengagement process.

The procedure shall include, but is not limited to, all of the following:

- Verification of current contact information for each enrolled pupil
- Notification to parents or guardians of lack of participation within one school day of the recording of a non-attendance day.
- A plan for outreach from the school to determine pupil needs, including connections with health and social services as necessary.
- A clear standard for requiring a pupil-parent-educator conference to review a pupil's written agreement and reconsider the independent study program's impact on the pupil's achievement.

8. Procedures will be in place for pupils whose families wish to return to in-person instruction from independent study may do so in five instructional days or less.

9. The following information will be posted on school websites:

- Parent right to request a pupil-parent-educator conference before enrollment
- Pupil's rights for enrolling, disenrolling, and reenrolling in independent study
- Synchronous/Asynchronous instruction available in independent study
- EF and/or Student Support Team will create a plan to support in-person instruction and student engagement within five instructional days

BP: Personnel – Leaves, Accommodations, Other Support

Paid Time-Off (PTO)

Purpose: To provide eligible employees with Paid Time Off (PTO) while ensuring full compliance with California paid sick leave law and applicable federal and state wage and hour laws.

This policy is intended to meet or exceed all requirements for paid sick leave under California law.

Scope:

Element Education (“Element”) employees.

Definitions:

Paid Time Off (PTO): Earned, paid leave that employees may use approved purposes

Accrual Rate: The formula used to determine the amount of PTO an employee earns during a specific period of work

Cap Rate: The maximum number of PTO hours an employee may accrue and maintain. Once the cap is reached, additional accrual pauses until the employee uses leave and the balance falls below the cap.

Carry Over Rate: The maximum number of unused PTO hours an employee can transfer from the current school year into the next school year, subject to the accrual cap and applicable law.

Policy:

PTO provides paid leave that employees may use for paid time off from work.

The accrual rate, cap, and carry over amount of Paid Time Off (PTO) available to an employee will be based on position, full-time/part-time status, and/or years of service in compliance with federal and state laws and regulations.

PTO accrues beginning on the employee’s first day of employment. Employees may begin using accrued PTO immediately, as permitted by law.

PTO accrual shall be capped at a level compliant with law. When the cap is reached, accrual pauses until the balance drops below the cap.

PTO is paid at the employee’s regular rate of pay. PTO hours accrued and used shall be reflected on wage statements. PTO hours do not count as hours worked for overtime purposes.

All accrued and unused PTO shall be paid out upon separation from employment at the hourly rate existing on the separation date.

Element's PTO policy aligns with California's paid sick leave law. Employees may use PTO for qualifying sick leave without being required to exhaust other leave first.

Rates: Accrual, Cap, and Carryover

- Administrative Employees

- Part-Time 12-month Administrative Employees and 12-month As-Needed employees shall receive up to one (1) hour of accrued PTO for every thirty (30) hours worked, based on the fiscal year, accrued on a per pay period basis, and subject to the following:
 - Employees shall only be entitled to carry over a maximum of seventy-two (72) hours of PTO into each succeeding year.
 - Employees shall not accrue more than seventy-two (72) hours of PTO.
- Full-Time 12-month Administrative employees shall receive up to eighty (80) hours of accrued PTO annually, based on the fiscal year, accrued on a per pay period basis, and subject to the following:
 - Employees shall only be entitled to carry over a maximum of one hundred forty-four (144) hours of PTO into each succeeding year.
 - Employees shall not accrue more than one hundred forty-four (144) hours of PTO.
 - Employees may buy out up to fifty-six (56) hours of PTO per fiscal year.

- Directors

- Full-Time 11-month Directors shall receive up to eighty (80) hours of accrued PTO annually, based on the fiscal year, accrued on a per pay period basis, and subject to the following:
 - Employees shall only be entitled to carry over a maximum of ninety-one (91) hours of PTO into each succeeding year.
 - Employees shall not accrue more than ninety-one (91) hours of PTO.
- Full-Time 12-month Directors shall receive up to one hundred seventy-six (176) hours of accrued PTO annually, based on the fiscal year, accrued on a per pay period basis, and subject to the following:
 - Employees shall only be entitled to carry over a maximum of two hundred (200) hours into each succeeding year.

- Employees shall not accrue more than two hundred (200) hours of PTO.
- Employees may buy-out up to eighty (80) hours of PTO per fiscal year.

- Executive Director

The Executive Director shall be entitled to the number of days of personal time off as determined by the employment contract.

- 10-month School Employees

- Part-Time 10-month Certificated/Classified employees and 10-month As-Needed employees shall receive up to one (1) hour of PTO for every thirty (30) hours worked, accrued on a per pay period basis, and subject to the following:
 - Employees shall only be entitled to carry over a maximum of eighty (80) hours of PTO into each succeeding year.
 - Employees shall not accrue more than eighty hours of PTO.
- Full-Time Certificated/Classified employees shall accrue PTO based on their hire date:
 - New Hires
 - Shall receive up to forty (40) hours of PTO annually, based on the fiscal year, and subject to the following:
 - Twenty-four (24) hours of PTO shall be provided at time of hire
 - Up to a maximum of sixteen (16) hours of PTO shall be accrued annually, based on the fiscal year, accrued on a per pay period basis
 - Employee shall only be entitled to carry over a maximum of forty (40) hours of PTO into the succeeding year
 - Employees shall not accrue more than forty (40) hours of PTO
 - One (1) to five (5) years
 - Shall receive up to forty (40) hours of accrued PTO annually, based on the fiscal year, accrued on a per pay period basis, and subject to the following:
 - Employees shall only be entitled to carry over a maximum of eighty (80) hours of PTO into each succeeding year.
 - Employees shall not accrue more than eighty (80) hours of PTO.

- Six (6) to nine (9) years
 - Shall receive up to forty-eight (48) hours of accrued PTO annually, based on the fiscal year, accrued on a per pay period basis, and subject to the following:
 - Employees shall only be entitled to carry over a maximum of eighty-eight (88) hours of PTO into each succeeding year.
 - Employees shall not accrue more than eighty-eight (88) hours of PTO.
- Ten (10) years or over
 - Shall receive up to fifty-six (56) hours of accrued PTO, based on the fiscal year, accrued on a per pay period basis, and subject to the following:
 - Employees shall only be entitled to carry over a maximum of ninety-six (96) hours of PTO into each succeeding year.
 - Employees shall not accrue more than ninety-six (96) hours of PTO.

Element strictly prohibits retaliation against any employee for exercising rights under this policy.

Adopted: 10/24/2001

Revised: 07/24/2026

BP: Personnel – Leaves, Accommodations, Other Support

~~Personnel~~ Paid Time-Off (PTO)

Purpose: To provide eligible employees with Paid Time Off (PTO) while ensuring full compliance with California paid sick leave law and applicable federal and state wage and hour laws.

This policy is intended to meet or exceed all requirements for paid sick leave under California law.

Scope:

All Element Education (“Element”) applicable employees of Element Education (“Element”)

Definitions:

Paid Time Off (PTO): Earned, paid leave that employees may use approved purposes

Accrual Rate: The formula used to determine the amount of PTO an employee earns during a specific period of work

Cap Rate: The maximum number of PTO hours an employee may accrue and maintain. Once the cap is reached, additional accrual pauses until the employee uses leave and the balance falls below the cap.

Carry Over Rate: The maximum number of unused PTO hours an employee can transfer from the current school year into the next school year, subject to the accrual cap and applicable law.

Policy:

PTO provides paid leave that employees may use for paid time off from work.

The accrual rate, cap, and carry over amount of Paid Time Off (PTO) available to an employee will be based on position, full-time/part-time status, and/or years of service in compliance with federal and state laws and regulations.

PTO accrues beginning on the employee’s first day of employment. Employees may begin using accrued PTO immediately, as permitted by law.

PTO accrual shall be capped at a level compliant with law. When the cap is reached, accrual pauses until the balance drops below the cap.

PTO is paid at the employee's regular rate of pay. PTO hours accrued and used shall be reflected on wage statements. PTO hours do not count as hours worked for overtime purposes.

All accrued and unused PTO shall be paid out upon separation from employment in the event of termination of employment, accumulated but unused PTO shall be deemed a termination benefit to the employee at the hourly rate existing at on the termination separation date.

Element's PTO policy aligns with California's paid sick leave law. Employees may use PTO for qualifying sick leave without being required to exhaust other leave first.

Rates: Accrual, Cap, and Carryover

1. Administrative Employees

a. Part-Time 12-month Administrative Employees and 12-month As-Needed employees shall receive up to ~~forty (40)~~one (1) hours of accrued PTO for every thirty (30) hours worked, annually; based on the fiscal year, accrued on a per pay period basis, and subject to the following:

- a. Employees shall only be entitled to carry over a maximum of seventy-two (72) hours of PTO into each succeeding year.
- b. Employees shall not accrue more than seventy-two (72) hours of PTO.

b. Full-Time 12-month Administrative employees shall receive up to eighty (80) hours of accrued PTO annually, based on the fiscal year, accrued on a per pay period basis, and subject to the following:

- a. Employees shall only be entitled to carry over a maximum of one hundred forty-four (144) hours of PTO into each succeeding year.
- b. Employees shall not accrue more than one hundred forty-four (144) hours of PTO.
- c. Employees may buy out up to fifty-six (56) hours of PTO per fiscal year.

2. Directors

- a. Full-Time 11-month Directors shall receive up to eighty (80) hours of accrued PTO annually, based on the fiscal year, accrued on a per pay period basis, and subject to the following:
 - a. Employees shall only be entitled to carry over a maximum of ninety-one (91) hours of PTO into each succeeding year.
 - b. Employees shall not accrue more than ninety-one (91) hours of PTO.
- b. Full-Time 12-month Directors shall receive up to one hundred seventy-six (176) hours of accrued PTO annually, based on the fiscal year, accrued on a per pay period basis, and subject to the following:
 - a. Employees shall only be entitled to carry over a maximum of two hundred (200) hours into each succeeding year.
 - b. Employees shall not accrue more than two hundred (200) hours of PTO.
 - c. Employees may buy-out up to eighty (80) hours of PTO per fiscal year.

3. Executive Director

The Executive Director shall be entitled to the number of days of personal time off as determined by the employment contract.

4. 10-month School Employees

- a. Part-Time 10-month Certificated/Classified employees and 10-month As-Needed employees shall receive up to one (1) hour of PTO for every thirty (30) hours worked, accrued on a per pay period basis, and subject to the following:
 - a. Employees shall only be entitled to carry over a maximum of eighty (80) hours of PTO into each succeeding year.
 - b. Employees shall not accrue more than eighty hours of PTO.
- b. Full-Time Certificated/Classified employees shall accrue PTO based on their hire date:

a. New Hires

i. Shall receive up to forty (40) hours of PTO annually, based on the fiscal year, and subject to the following:

Formatted

1. Twenty-four (24) hours of PTO shall be provided at time of hire

Formatted

2. Up to a maximum of sixteen (16) hours of PTO shall be accrued annually, based on the fiscal year, accrued on a per pay period basis

3. Employee shall only be entitled to carry over a maximum of forty (40) hours of PTO into the succeeding year

4. Employees shall not accrue more than forty (40) hours of PTO

a.b. New hire One (1) to five (5) years

i. Shall receive up to forty (40) hours of accrued PTO annually, based on the fiscal year, accrued on a per pay period basis, and subject to the following:

1. Employees shall only be entitled to carry over a maximum of eighty (80) hours of PTO into each succeeding year.

~~2.~~ Employees shall not accrue more than eighty (80) hours of PTO.

b. Six (6) to nine (9) years

i. Shall receive up to forty-eight (48) hours of accrued PTO annually, based on the fiscal year, accrued on a per pay period basis, and subject to the following:

1. Employees shall only be entitled to carry over a maximum of eighty-eight (88) hours of PTO into each succeeding year.

2. Employees shall not accrue more than eighty-eight (88) hours of PTO.

c. Ten (10) years or over

i. Shall receive up to fifty-six (56) hours of accrued PTO, based on the fiscal year, accrued on a per pay period basis, and subject to the following:

1. Employees shall only be entitled to carry over a maximum of ninety-six (96) hours of PTO into each succeeding year.
2. Employees shall not accrue more than ninety-six (96) hours of PTO.

Element strictly prohibits retaliation against any employee for exercising rights under this policy.

Adopted: 10/24/2001

Revised: 05/24/2024

Coversheet

Consideration of Executive Director Goals for Fall 2026.

Section: XII. Action Item(s) for Element Education
Item: B. Consideration of Executive Director Goals for Fall 2026.
Purpose: Vote
Submitted by: Terri Novacek
Related Material: Executive Director Goals Fall 2026.pdf

BACKGROUND:

The Governing Board is responsible for monitoring the performance of the Executive Director.

The proposed goals are based on staff survey feedback, discussions, and interviews and the Governing Board performance review.

RECOMMENDATION:

Approve Executive Director goals.

Executive Director Goals

Fall 2026

Category: Organizational Sustainability

Element U Extension Program

Parent Goal: By June 2027, Element Education will be nationally recognized as a model for self-determined learning, evidenced by at least three national features (i.e. conferences, publications, partnerships) and measurable learner outcomes showing that 90% of students demonstrate ownership of their learning through personalized learning objectives and/or completion of authentic projects, resulting in increased confidence, adaptability, and readiness to pursue post-graduation goals and contribute to their communities.

Objective: Consistent practice of the Element framework across the schools.

Strategies:

Every resource, training, partnership, and presentation reinforces framework.

Identify, train, and put into action internal trainers and coaches in Positive Discipline, Power Traits, Personal Accountability, and Play to ensure consistent and quality implementation of the core principles.

Category: Student Learning

Parent Education

Parent Goal: All staff will set, monitor, and assess a professional objective which increases parent and student engagement as measurable by pre and post surveys.

Objective: Launch Parent Education Program (PEP) portal to include a variety of resources such as:

- Scribe How Demonstrations
- Live and recorded webinars
- Parent Action Liaison (PAL) Program

Strategies:

Identify parents to review resources

Schedule and promote webinars during parent meeting week

Establish library of demonstrations for parent access

Category: Leadership Support and Development

Leadership Transition

Parent Goal: By June 2027, Element Education will be nationally recognized as a model for self-determined learning, evidenced by at least three national features (e.g. conferences, publications, or partnerships) and measurable learner outcomes showing that 90% of student demonstrate ownership of their learning through personalized pathways, meaningful choice, and completion of authentic projects, resulting in increased confidence, adaptability, and readiness to pursue post-graduation goals and contribute to their communities.

Objective: By December 18, prepare and fully onboard the new School Director and Executive Director through structured coaching, knowledge transfer, stakeholder relationship development, and succession planning, ensuring organizational stability, leadership effectiveness, and readiness for the next phase of growth

Strategies:

Standing weekly meetings

Connect Directors with critical connections

Put standard operating procedures in writing

Transfer responsibilities as appropriate

Coversheet

Consideration of Lenovo Staff Laptop Purchase.

Section: XII. Action Item(s) for Element Education
Item: C. Consideration of Lenovo Staff Laptop Purchase.
Purpose: Vote
Submitted by: Doug Miller
Related Material: Your Lenovo Quote.pdf

BACKGROUND:

Every year Element Education refreshes approximately 33% of the staff laptops.

In FY26/27, staff recommends purchasing five Lenovo P16S laptops. While our long-term technology replacement plan remains in place, current laptop pricing has been significantly impacted by increased demand for AI-capable hardware. As a result, management is recommending a limited purchase at this time rather than replacing additional devices at current market prices.

Lenovo has largely discontinued its 15-inch ThinkPad line, requiring a transition to the 16-inch P16S platform. Because some staff expressed concerns that the 16-inch laptops were larger and heavier than preferred, a staff survey was conducted to determine device preferences. Although approximately 40% of respondents indicated a preference for a smaller, lighter 14-inch model, staff ultimately selected more Lenovo P16S laptops than P14S laptops during the ordering process. As a result, Element only needs one Lenovo P14S laptops to meet anticipated needs and only needs to purchase five additional Lenovo P16S laptops at this time.

Staff will reevaluate laptop pricing later in the fiscal year and, if market prices have moderated, may return to the Board with a recommendation to purchase additional devices to continue implementing the technology replacement plan.

Financial Impact: \$25,000.00

RECOMMENDATION:

Approve the purchase of 5 Lenovo P16S' and 1 Lenovo P14S'

From: [Lenovo](#)
To: [Doug Miller](#)
Subject: Your Lenovo Quote
Date: Tuesday, July 21, 2026 10:20:14 AM

CAUTION: External Sender. Please do not click on links or open attachments from senders you do not trust.



Your Lenovo quote is ready for review.

Quote Number: K870873131
Quote Creation Date: 07/21/2026
Quote Expiration Date: 07/28/2026
Lenovo ID: DMILLER@MYELEMENT.ORG
Representative Name: Jeffrey Baptiste
Representative Phone Number: (984) 389-4510
Representative Email: jbaptiste@lenovo.com

Element,

We wanted to remind you that your Lenovo quote has been successfully create and is ready for purchase.

If you would like to convert your quote into an order, or if you have any questions please contact your sales representative, Jeffrey, at [\(984\) 389-4510](tel:9843894510) or via email at jbaptiste@lenovo.com

Order Now

Your requested quote:

ITEM	LIST PRICE	SALE PRICE	QTY	TOTAL PRICE
 ThinkPad P16s i Gen 5 Intel (16") Mobile Workstation 21XE0042US	\$4,839.00	\$3,474.55 28%OFF	5	\$ 17,372.75
☐ Processor: Intel® Core™ Ultra 7 366H vPro® Processor (E-cores up to 3.60 GHz P-cores up to 4.80 GHz) ☐ Operating System: Windows 11 Pro 64 ☐ Graphic Card: NVIDIA RTX PRO™ 1000 Blackwell Laptop GPU 8GB GDDR7 ☐ Memory: 64 GB LPDDR5X-7467MT/s (CAMM2) ☐ Storage: 1 TB SSD M.2 2280 PCIe Gen5 Performance TLC Opal ☐ Display: 16" WUXGA (1920 x 1200), IPS, Anti-Glare, Non-Touch, 45%NTSC, 400 nits, 60Hz ☐ Camera: 5MP RGB+IR with Microphone and Privacy Shutter, Computer Vision, Video High Dynamic Range ☐ Battery: 4 Cell Rechargeable Li-ion 90 Wh ☐ AC Adapter / Power Supply: 100W ☐ Fingerprint Reader: Fingerprint Reader ☐ Keyboard: Backlit, Black with Number Pad - English (US) ☐ WIFI: Intel® Wi-Fi 7 BE211 2x2 BE vPro® & Bluetooth® 5.4 ☐ Warranty: 1 Year Courier or Carry-in				

Color: Black

Operating System Language: US:United States English,UK:United Kingdom English

Items Included

?

3Y Premier Support for AIPC
upgrade from 1Y Courier/Carry-in

5WS1U94179

\$ 216.24

\$ 172.52₅
20% OFF

\$ 862.60

Sub total:\$ 25,276.20

Quote saved amount:- \$ 7,040.85

Shipping:FREE

Total:\$ 18,235.35

Still shopping? You might be interested in:

?

Microsoft Office

Shop Now

?

Accessories

Shop Now

?

Our Latest Deals

Shop Now

Have questions? We're here to help:

?

View our FAQ

?

Contact Us

?

?

?

?

?

?

[My Account](#) | [Subscribe](#) | [Manage Preferences](#) | [Contact Us](#)

Unless there is an agreement in place between you and Lenovo applicable to your order, the terms applicable to this order are found [here in the Lenovo Sales Agreement](#)

If Lenovo makes an error in pricing information, Lenovo may cancel your order, even if Lenovo has confirmed the receipt of your order or charged your credit or debit card. If Lenovo has charged your credit or debit card, Lenovo will promptly issue a credit to your credit or debit card account in the amount of the charge.

Trademarks: Lenovo, ThinkPad, ThinkCentre, ThinkStation and the Lenovo logo are trademarks of Lenovo. Microsoft, Windows, Windows NT, and the Windows logo are trademarks of Microsoft Corporation. Ultrabook, Celeron, Celeron Inside, Centrino, Centrino Inside, Core Inside, Intel, Intel Logo, Intel Atom, Intel Atom Inside, Intel Core, Intel Inside, Intel Inside Logo, Intel Viiv, Intel vPro, Itanium, Itanium Inside, Pentium, Pentium Inside, Viiv Inside, vPro Inside, Xeon, and Xeon Inside are trademarks of Intel Corporation in the U.S. and other countries. All other trademarks are the property of their respective owners.

© 2026 Lenovo. All rights reserved. | [Privacy Policy](#)

Powered by BoardOnTrack

45 of 45