

APPROVED



## Element Education

# Minutes

## Governing Board Meeting

---

### Date and Time

Friday December 5, 2025 at 12:00 PM

### Location

Element Education  
1441 Montiel #145  
Escondido, CA  
92026

---

Location:

**1441 Montiel Road #145**  
**Escondido, CA 92026**

---

### Directors Present

A. Schaner, B. Rohrer, C. Nunley, S. Subramanya (remote), T. Breckenridge

### Directors Absent

*None*

### Guests Present

S. Michaels, T. Novacek

---

## I. Opening Items

### A. Call the Meeting to Order

C. Nunley called a meeting of the board of directors of Element Education to order on Friday Dec 5, 2025 at 12:03 PM.

### B. Record Attendance

### C. Pledge of Allegiance

Mr. Nunley lead the Pledge of Allegiance.

### D. Approval of Agenda

A. Schaner made a motion to Approve the Agenda.

T. Breckenridge seconded the motion.

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

#### Roll Call

A. Schaner Aye

B. Rohrer Aye

S. Subramanya Aye

T. Breckenridge Aye

C. Nunley Aye

## II. Recognitions and Presentations

### A. Staff Recognition

Ms. Sihota introduced Samantha Krumenacker, Administrative Assistant for Operations and Human Resources, to the Board.

### B. School Presentation-Community Montessori

Mr. Otte presented updates and activities within CM.

### C. Advisory Council Report-Community Montessori

Community Montessori students, Nicolas Lozano and Emma Meziere, shared Advisory Council report with the Board.

### D. School Presentation-Dimensions Collaborative School

Mr. Johnson presented updates and activities within DCS.

### E. Advisory Council Report-Dimensions Collaborative School

Danielle Stubbs shared the DCS Advisory Council report with the Board.

## F. Student Performance Report

Ms. Tori Ades shared the Student Performance Report with the Board.

## III. Communications- Agenda and Non-Agenda Items

### A. Public

No comments from the public.

### B. Members of the Board

No comments from the Governing Board.

## IV. Approval of Consent Items

### A. Approval of September 26, 2025, Minutes

B. Rohrer made a motion to approve Consent Items A-E.

T. Breckenridge seconded the motion.

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

#### Roll Call

C. Nunley Aye

B. Rohrer Aye

T. Breckenridge Aye

S. Subramanya Aye

A. Schaner Aye

### B. Approval of September Check Run

B. Rohrer made a motion to approve Consent Items A-E.

T. Breckenridge seconded the motion.

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

#### Roll Call

A. Schaner Aye

S. Subramanya Aye

T. Breckenridge Aye

B. Rohrer Aye

C. Nunley Aye

### C. Approval of October Check Run

B. Rohrer made a motion to approve Consent Items A-E.

T. Breckenridge seconded the motion.

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

**Roll Call**

B. Rohrer Aye  
S. Subramanya Aye  
A. Schaner Aye  
C. Nunley Aye  
T. Breckenridge Aye

**D. Ratification of Marketing Services Contract with Revvia**

B. Rohrer made a motion to approve Consent Items A-E.  
T. Breckenridge seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

T. Breckenridge Aye  
B. Rohrer Aye  
A. Schaner Aye  
C. Nunley Aye  
S. Subramanya Aye

**E. Ratification of Contract with Board on Track**

B. Rohrer made a motion to approve Consent Items A-E.  
T. Breckenridge seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

A. Schaner Aye  
B. Rohrer Aye  
S. Subramanya Aye  
C. Nunley Aye  
T. Breckenridge Aye

**V. 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.

**VI. 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.

**VII. 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.

**VIII. Information Item-Executive Director Report**

**A. Authorizer Relations**

Ms. Novacek shared that SDCOE Board Member Dr. Erin Evans visited the Santee Learning Center School, where she received a tour and had a very positive experience.

**B. Public Relations**

Ms. Novacek shared that Assemblymember Dr. Darshana Patel visited the Broadway Learning Center to present DCS with a check from the Barona Education Grant. Additionally, Ms. Novacek attended a Carlsbad Chamber of Commerce event on AI and participated in a CSUSM Business Department event, where she worked with students on mock interviews.

**C. Conference Reports**

Ms. Novacek reported that she attended the Charter School Development Center conference, where she participated in workshops on AI and succession planning, as well as a conference with the Aurora Institute focused on competency-based learning supported by AI.

**IX. BOARD ELECTIONS**

**A. Approval of Board Membership**

S. Subramanya made a motion to approve Ms. Leila Cavazos, DCS Parent Representative, as a member of the Board.

A. Schaner seconded the motion.

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

**Roll Call**

A. Schaner      Aye

**Roll Call**

B. Rohrer Aye  
T. Breckenridge Aye  
C. Nunley Aye  
S. Subramanya Aye

**X. Action Items-Element Education**

**A. Approval of Audit Report**

A. Schaner made a motion to approve the Audit Report.  
S. Subramanya seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

S. Subramanya Aye  
C. Nunley Aye  
A. Schaner Aye  
B. Rohrer Aye  
T. Breckenridge Aye

**B. Approval of Amended Conflict of Interest Resolution**

T. Breckenridge made a motion to approve the Amended Conflict of Interest Resolution.  
A. Schaner seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

S. Subramanya Aye  
C. Nunley Aye  
T. Breckenridge Aye  
A. Schaner Aye  
B. Rohrer Aye

**C. Approval of Contract with the Stepping Stones Group**

T. Breckenridge made a motion to approve the Contract with the Stepping Stones Group.  
A. Schaner seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

B. Rohrer Aye  
S. Subramanya Aye  
C. Nunley Aye  
T. Breckenridge Aye  
A. Schaner Aye

**D. Approval of Contract with Verbal Behavior Associates (VBA)**

A. Schaner made a motion to approve the Contract with Verbal Behaviour Associates (VBA).

B. Rohrer seconded the motion.

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

**Roll Call**

A. Schaner Aye

B. Rohrer Aye

C. Nunley Aye

S. Subramanya Aye

T. Breckenridge Aye

**E. Approval of Lease with MRC Smart Technology Solutions**

S. Subramanya made a motion to approve the Lease with MRC Smart Technology Solutions.

B. Rohrer seconded the motion.

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

**Roll Call**

T. Breckenridge Aye

C. Nunley Aye

S. Subramanya Aye

B. Rohrer Aye

A. Schaner Aye

**XI. Action Items-Community Montessori**

**A. Approval of Replacement of two HVAC systems (Poway)**

A. Schaner made a motion to approve the Replacement of two HVAC systems (Poway).

T. Breckenridge seconded the motion.

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

**Roll Call**

B. Rohrer Aye

T. Breckenridge Aye

S. Subramanya Aye

A. Schaner Aye

C. Nunley Aye

**XII. Determination of Date for January Board Training and Strategic Planning**

**A. Determination of Date for January Board Training and Strategic Planning**

Ms. Novacek will coordinate with the Board to establish a date for the January Board Training and Strategic Planning meeting.

**XIII. 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 1:38 PM.

Respectfully Submitted,

C. Nunley

Receiving no opposition, President Nunley adjourned the meeting.

---

### **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](http://www.myelement.org). or at a 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 [eei@myelement.org](mailto:eei@myelement.org)

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 the Govt. Code Sec. 54954.2