

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

B. Rohrer Aye

A. Schaner 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-Agneda 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

B. Rohrer Aye

C. Nunley Aye

T. Breckenridge Aye

A. Schaner Aye

S. Subramanya 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

C. Nunley Aye

B. Rohrer Aye

A. Schaner Aye

T. Breckenridge Aye

S. Subramanya 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

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

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

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

C. Nunley Aye

Roll Call

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

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

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

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

A. Schaner Aye

C. Nunley Aye

B. Rohrer Aye

S. Subramanya 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

T. Breckenridge Aye

A. Schaner Aye

S. Subramanya Aye

B. Rohrer 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. 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

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