

APPROVED



The Cottonwood School

Minutes

Special Board Meeting

Date and Time

Wednesday January 27, 2021 at 6:00 PM

Zoom Link: <https://zoom.us/j/98527202649>

Meeting ID: 985 2720 2649

Join by Phone: (669) 900-6833

Directors Present

Adina Caskey (remote), Christine Cordero (remote), Deb Hibbard (remote), Dr. Norman Lorenz (remote), Teresa Lyday Selby (remote)

Directors Absent

None

Directors who arrived after the meeting opened

Teresa Lyday Selby

Guests Present

Ann Buxton (remote), Cindy Garcia (remote), Darlington Ahaiwe (remote), Kathy Fagundo (remote), Kristie Nicosia (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Dr. Norman Lorenz called a meeting of the board of directors of The Cottonwood School to order on Wednesday Jan 27, 2021 at 6:02 PM.

C. Approval of the Agenda

Adina Caskey made a motion to approve the agenda.
Dr. Norman Lorenz seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Adina Caskey Aye
Dr. Norman Lorenz Aye
Christine Cordero Aye
Deb Hibbard Aye
Teresa Lyday Selby Absent

D. Public Comments

No public comments.

E. Executive Director Report

Cindy Garcia presented the Executive Director's Report:

1. Strategic Plan Reviewed
 - Foster community connections
 - Signed lease on Sandstone property
 - Focus on relationships within the community
2. Review of July 2020 Board retreat action items
 - Keep consistency as much as possible.
 - Work with the other 4 schools to make sure programs that families like are able to continue.

II. Finance

A. Fiscal Year 20-21 Projections Based on the Board's Strategic Planning

Darlington Ahaiwe presented the Fiscal Year 20-21 Projections Based on the Board's Strategic Planning.

1. No change in projected revenue
2. Still positive fund balance
3. Increases from staffing, salaries, benefits (mostly support staff) – 2% increases

III. Operations

A. The 21-22 Cottonwood Organization Chart

Deb Hibbard made a motion to approve the 21-22 Cottonwood Organization Chart.

Dr. Norman Lorenz seconded the motion.

1. Many positions have started to be filled.
 - Regional administrators will guide teachers, under the overview of the Director of Instruction and Assessment.
 - Some directors may want to move things around; any changes will be brought to the Board.
 - Overstaffed and then can decrease if needed.
 - Hire Director of Special Education and Business Manager by April.
 - Incoming directors can help decide what is needed for their departments.

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

Roll Call

Christine Cordero Aye
Adina Caskey Aye
Teresa Lyday Selby Absent
Deb Hibbard Aye
Dr. Norman Lorenz Aye

B. Compensation Policy

Deb Hibbard made a motion to approve the Compensation Policy.
Christine Cordero seconded the motion.

1. Proposed leadership salary schedule reviewed
 - Discussion re: incentives listed
 - CBO will not be filled for a while (starting at \$160K)
 - Looking at hiring Director of Special Education because it is an important position (starting at \$160K)
 - Instructional administrators and assistant directors starting at \$112K
 - Special Education program specialists starting at \$90K
 - Program coordinator starting at \$78K
2. Discussion re: incentives listed
 - Cindy Garcia and her team will review to make sure it fits TCS.
 - The Board will only be voting on the salary Changes and updates based on the new org chart.

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

Roll Call

Adina Caskey Aye
Deb Hibbard Aye
Christine Cordero Aye
Teresa Lyday Selby Absent
Dr. Norman Lorenz Aye

C. Public Random Drawing / Lottery Policy

Dr. Norman Lorenz made a motion to approve the Public Random Drawing / Lottery Policy.

Deb Hibbard seconded the motion.

1. Revisions allow the students to stay with their teachers if they move and they will be deemed existing students.
 - We want it to be easy for the families.
 - We want to keep students and teachers together.
 - Adina Caskey asked about the one year Montessori experience and whether or not this would be for home school students as well. Dr. Lorenz shared it is for both site-based and home school students – the entire charter population.
 - Adina Caskey also asked about the founding members' children being at step 3 of lottery groupings. It will stay in the charter and can be reconsidered at charter renewal.

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

Roll Call

Teresa Lyday Selby Absent
Deb Hibbard Aye
Christine Cordero Aye
Dr. Norman Lorenz Aye
Adina Caskey Aye

D. Disposal of Surplus, Obsolete, or Unneeded Books, Equipment and Supplies Policy

Adina Caskey made a motion to approve the Disposal of Surplus, Obsolete, or Unneeded Books, Equipment and Supplies Policy.
Dr. Norman Lorenz seconded the motion.

1. There was a need to decide what to do with the books and how to dispose of them and where the money goes if sold.
 - Other schools are doing the same.
 - Dr. Lorenz discussed the need to consider sharing the materials what were from Inspire Charter Schools.
 - Adina Caskey asked if the materials could be sold. Cindy Garcia said she would need to look into whether the items were purchased with public funds.
 - Adina Caskey asked if they move to another charter would they take the materials with them. Cindy Garcia said there would need to be a value identified and there is a need to look into this further. Ideally, families would return materials.

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

Roll Call

Christine Cordero Aye
Teresa Lyday Selby Absent
Deb Hibbard Aye
Adina Caskey Aye
Dr. Norman Lorenz Aye

E. COVID-19 Prevention Program

Dr. Norman Lorenz made a motion to approve the COVID-19 Prevention Program.
Deb Hibbard seconded the motion.

1. Tailored to both programs

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

Roll Call

Teresa Lyday Selby Absent
Christine Cordero Aye
Adina Caskey Aye
Deb Hibbard Aye
Dr. Norman Lorenz Aye
Teresa Lyday Selby arrived.

F. Covid 19 School Guidance Checklist

Dr. Norman Lorenz made a motion to approve the Covid 19 School Guidance Checklist.
Adina Caskey seconded the motion.

1. For site-based programs.
2. Must be posted on the website.
3. Policy written before also needs to be added to website.

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

Roll Call

Dr. Norman Lorenz Aye
Teresa Lyday Selby Aye

Roll Call

Christine Cordero Aye
Deb Hibbard Aye
Adina Caskey Aye

IV. Academic Excellence

A. Policy and Procedure for Opting Out of State Testing

Deb Hibbard made a motion to approve the Policy and Procedure for Opting Out of State Testing with amending the policy with changes to the opt out steps.

Dr. Norman Lorenz seconded the motion.

1. Discussion re: wording of procedure
2. Adina Caskey expressed concern about parents' rights to opt out and feeling pressured to take test.
3. It was suggested to amend #3 procedure to include "opt-out request, confer with HST, and then schedule..."
4. Because of time constraints, we will agree to adopt with amendments above. Cindy Garcia will work it out.
5. Adina expressed reservations about adopting the policy before seeing the amendments. Christine votes Aye but requests revisions be brought to the board on 2/16/21.

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

Roll Call

Dr. Norman Lorenz Aye
Teresa Lyday Selby Aye
Christine Cordero Aye
Adina Caskey No
Deb Hibbard Aye

V. Closing Items

A. Board of Directors Comments & Requests

Adina requests a point of discussion about adding a Cottonwood Home Study parent to the board.

B. Announcement of Next Regular Scheduled Board Meeting

Next meeting is February 16, 2021

- Closed Session: 6:00 p.m.
- Open Session: 7:00 p.m.

C. Adjourn Meeting

Adina Caskey made a motion to adjourn the meeting at 7:32.

Dr. Norman Lorenz seconded the motion.

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

Roll Call

Teresa Lyday Selby Aye
Christine Cordero Aye
Adina Caskey Aye
Dr. Norman Lorenz Aye
Deb Hibbard Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:32 PM.

Respectfully Submitted,
Dr. Norman Lorenz

Prepared by:
Kathy Fagundo

Noted by:

Board Secretary

Public comment rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Members of the public are permitted to comment on both non-agenda item matters and agenda item matters when public comment is called. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

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