



# The Cottonwood School

## Special Board Meeting

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### Date and Time

Wednesday January 27, 2021 at 6:00 PM PST

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

Meeting ID: 985 2720 2649

Join by Phone: (669) 900-6833

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
A. Record Attendance			1 m
B. Call the Meeting to Order			1 m
C. Approval of the Agenda	Vote		1 m
D. Public Comments			2 m
E. Executive Director Report		Cindy Garcia	10 m
<b>II. Finance</b>			<b>6:15 PM</b>
A. Fiscal Year 20-21 Projections Based on the Board's Strategic Planning	Discuss	Darlington Ahaiwe	10 m
<b>III. Operations</b>			<b>6:25 PM</b>
A. The 21-22 Cottonwood Organization Chart	Vote	Cindy Garcia	5 m
B. Compensation Policy	Vote	Cindy Garcia	5 m
C. Public Random Drawing / Lottery Policy	Vote	Cindy Garcia	5 m
D. Disposal of Surplus, Obsolete, or Unneeded Books, Equipment and Supplies Policy	Vote	Ann Buxton	5 m

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>E. COVID-19 Prevention Program</b>	Vote	Ann Buxton	5 m
<b>F. Covid 19 School Guidance Checklist</b>	Vote	Ann Buxton	5 m

**IV. Academic Excellence****6:55 PM**

<b>A. Policy and Procedure for Opting Out of State Testing</b>	Vote	Cindy Garcia & Kristie Nicosia	5 m
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**V. Closing Items****7:00 PM**

<b>A. Board of Directors Comments &amp; Requests</b>	Discuss		2 m
<b>B. Announcement of Next Regular Scheduled Board Meeting</b>	FYI		1 m
February 16, 2021			

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

<b>C. Adjourn Meeting</b>	Vote
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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.

Note: The Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at (562) 584-0427 at least 48 hours before the scheduled board meeting so every reasonable effort can be made to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

# Cover Sheet

## Executive Director Report

<b>Section:</b>	I. Opening Items
<b>Item:</b>	E. Executive Director Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Executive Directors report Special Board Meeting 1_27_21.pdf

# Review of the Board Assumptions from The Cottonwood Board July 30th Retreat

**Why would families choose Cottonwood?** For the homeschool or High School Montessori option. The main reason parents choose Cottonwood is their bond with their teachers. We recognize some parents may not have realized they were in Cottonwood. We hope they are happy here and that parents know that most importantly, we support parent choice to provide a quality education to their children and to maintain relationships with their wonderful teachers.

**What is the role of the Board?** School board members are entrusted with governing the public charter school to ensure students learn while ensuring transparency, public accountability, and fiscal responsibility. Authority is granted to the board as a whole.

## Reviewing priorities

**Priority 2: To ensure all service needs to start the school year are fulfilled.**

- ☐ **Action plan (1): to identify which outsourced services Cottonwood continues to require and/or not require.**
- ☐ **Action plan (2): As needed, engage in the contracts for the 2020-21 if not completed already.**
- ☐ **Action plan (3): As needed and where possible terminate unneeded services.**

**Priority 3: Ensure fiscal transparency and public accountability.**





- **Action plan (1): Ensuring that the Executive Director has the responsibility and the authority to oversee the implementation of the shared MOU to ensure fiscal accountability to Cottonwood including the hiring of independent fiscal consultants to assist.**
- **Action plan (2): Seek detailed information from Provenance (Think Suite) and the other parties to the shared MOU to ensure that Cottonwood's knowledge of its own financial information is complete and accurate.**
- **Action plan (3): Fully cooperate with the FCMAT audit.**

**Congratulations to The Cottonwood School staff and Board for your focus to ensure these priorities are met!**

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## **Re-Organization**

**As we continue our planning and re-organization, our decisions are based on:**

- Our Commitment to allow parent choice
- Serving and supporting the whole child
- Supporting the whole parent
- Protecting the relationship between the teachers and families
- Continuing to foster community connections and bringing back the resource center!
- Consistency as much as possible as we more localize our operations



**Currently we are working closely with the other 4 schools to ensure student relationships and programs they love are continued.**

**Our goal is to continue to share:**

- High School Virtual Academy program
- Junior High School Virtual Academy
- English Learner Program



## Cover Sheet

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

<b>Section:</b>	II. Finance
<b>Item:</b>	A. Fiscal Year 20-21 Projections Based on the Board's
Strategic Planning	
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	20.12_Cottonwood_Board Presentation.pdf



# The Cottonwood School

## FY20-21 Projections

# Revenue Projections

- **NO** impact to revenue projections.

	Current Projections	Proposed Projections	Change
<b>Revenue</b>			
State Aid-Rev Limit	\$ 22,018,640	\$ 22,018,640	\$ -
Federal Revenue	441,513	441,513	-
Other State Revenue	2,147,204	2,147,204	-
Other Local Revenue	-	-	-
<b>Total Revenue</b>	<b><u>\$ 24,607,358</u></b>	<b><u>\$ 24,607,358</u></b>	<b><u>\$ -</u></b>

# Expense Projections

- 2% increase in projected expenses primarily due to change in number of support staff.

	Current Projections	Proposed Projections	Change
<b>Expenses</b>			
Certificated Salaries	\$ 9,306,599	\$ 9,377,207	\$ 70,609
Classified Salaries	340,438	487,542	147,104
Benefits	2,791,745	2,930,865	139,120
Books and Supplies	3,105,143	3,105,143	-
Subagreement Services	4,796,653	4,796,653	-
Operations	267,569	282,569	15,000
Facilities	124,993	132,743	7,750
Professional Services	2,595,594	2,597,075	1,481
Depreciation	6,950	6,950	-
Interest	117,129	117,129	-
<b>Total Expenses</b>	<b>\$ 23,452,813</b>	<b>\$ 23,833,877</b>	<b>\$ 381,063</b>

# Projected Fund Balance

- 2% decrease in projected ending fund balance.

	Current Projections	Proposed Projections	Change
<b>Total Surplus(Deficit)</b>	\$ 1,154,545	\$ 773,481	\$ 381,063
Beginning Fund Balance	<u>1,756,719</u>	<u>1,756,719</u>	
<b>Ending Fund Balance</b>	<u><b>\$ 2,911,264</b></u>	<u><b>\$ 2,530,200</b></u>	
<i>As a % of Annual Expenses</i>	12.4%	10.6%	

# Cover Sheet

## The 21-22 Cottonwood Organization Chart

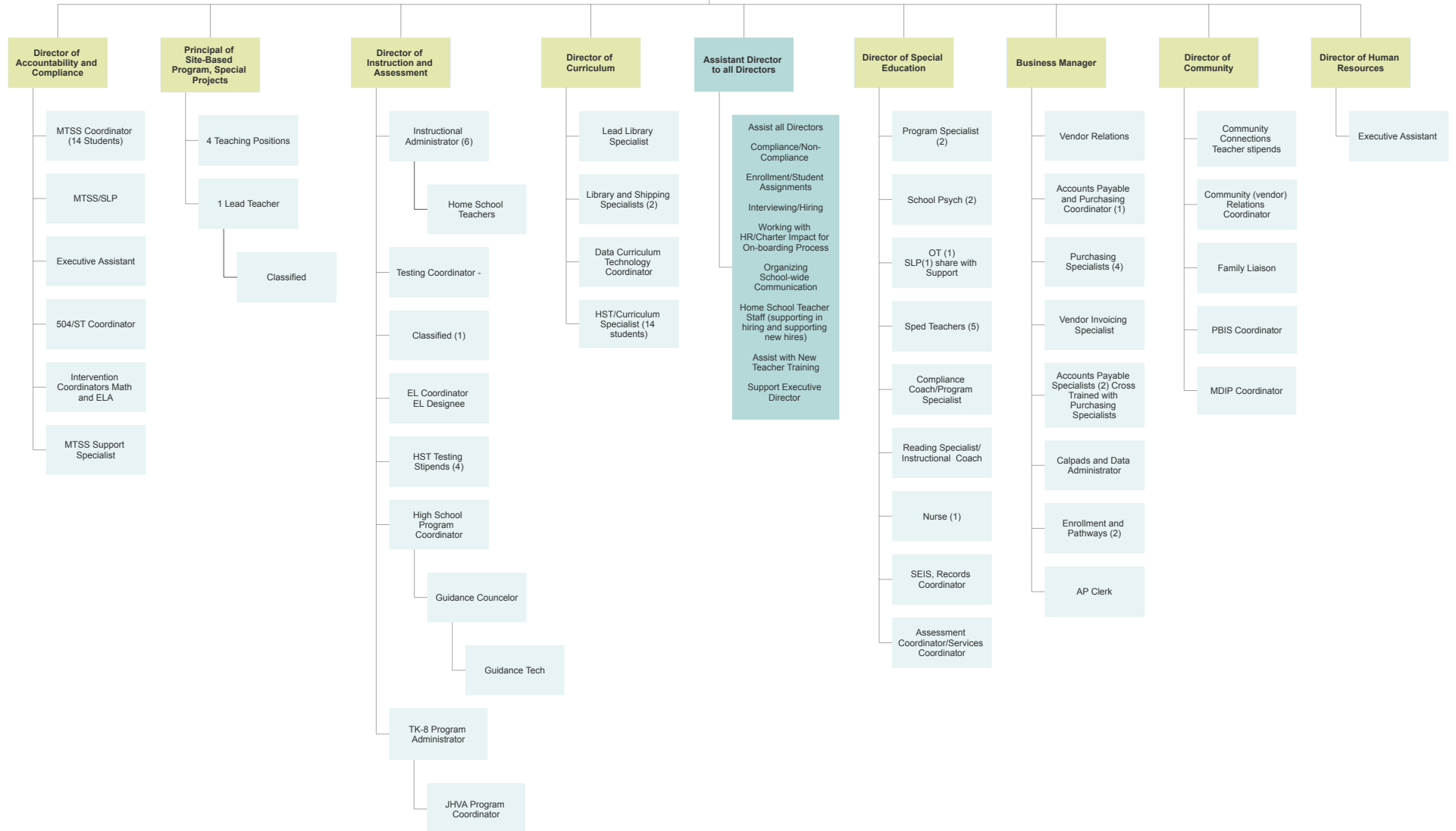
<b>Section:</b>	III. Operations
<b>Item:</b>	A. The 21-22 Cottonwood Organization Chart
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	21.22 The Cottonwood Org Chart.pdf





# The Cottonwood School Board

## Executive Director



# Cover Sheet

## Compensation Policy

<b>Section:</b>	III. Operations
<b>Item:</b>	B. Compensation Policy
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Compensation Policy - 2020-2021 - Cottonwood.pdf



# 2020-2021 Compensation Policy

## Dedication to Non-discrimination

It is the policy of The Cottonwood School not to discriminate on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations.

## Important Information

- This summary does not alter the at-will nature of the employment relationship and nothing in this summary shall limit the School's right to terminate employment at-will or limit the School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. This includes, without limitation, the School's right to modify the compensation of any employee at any time, with or without notice and with or without cause.
- The School Board adopts this compensation schedule for 2020-2021 only. Pay increases are not granted automatically each year; therefore, neither past nor future compensation can be calculated, assumed, or predicted on the basis of this schedule or any information contained herein. Compensation of any employee may also be adjusted at any time based on operational needs of the School.
- The Executive Director shall recommend compensation for all School staff, consistent with the budget approved by the School Board. -An employee's regular compensation is paid on a semi-monthly basis in accordance with the School's payroll practices and policies.
- The School reserves the right to change, suspend, revoke, terminate, or supersede provisions of this compensation schedule at any time. To the extent any of provisions herein differ from the terms of an employee's employment agreement, the terms of the agreement shall prevail.

## Compensation Philosophy

A compensation philosophy is a statement that defines what an organization offers and chooses to reward via its compensation system. The School's compensation philosophy places emphasis on equity, transparency, excellence, and commitment. These five key values are the foundation for all School compensation structures and practices.

We offer...

- comprehensive compensation packages for all staff, including base salary and benefits. Certain employees may be eligible for bonuses and stipends, as set forth herein
- a dynamic culture and vibrant community of colleagues united by shared dedication to students, a commitment to innovation, and a strong growth mindset
- unique career pathways, growth and development opportunities, and leadership roles that encourage staff to challenge themselves
- equitable compensation, regardless of gender, race/ethnicity, national origin, sexual

- orientation, age, religion, disability or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations
- a transparent and clearly communicated compensation system, so that staff understand what factors may determine individual compensation and how and when potential changes to compensation will be effected

We recognize and reward...

- exceptional performance and contributions that enable excellent student outcomes
- commitment of staff who contribute to the long-term success of our students and our organization

For teachers...

Given the role they play in providing educational services, teachers are particularly critical to the success of our mission. As such, we offer teacher compensation to attract and retain talented educators, and we specially recognize and reward:

- exceptional teacher performance that leads to growth and excellence for students
- commitment of teachers who develop deep, high-quality educational experience (within or outside of the School) and assume critical leadership responsibilities

## **CERTIFICATED COMPENSATION**

### Teacher Definition:

For purposes of this schedule, a Teacher is defined as a person who has a valid credential or certificate that allows them to teach a specific subject matter or special education

### Salary Placement Guidelines:

Upon hire, each employee's salary placement will be calculated based on the YEAR an employee fits, and in accordance to the professional and teaching experience gathered in previous years in the institutions outlined in this manual and on other factors such as prior performance (which includes a rehired employee).

The starting salary of a new employee may exceed the salary of a current employee in the same position based on the new employee's years of experience.

### Creditable Years of Experience:

- The School has the option to grant one (1) YEAR for each one (1) year of approved creditable teaching or professional experience up to 10 (ten) years.
- An additional year may be granted for teachers who have school-desired experience in what the school determines to be "hard-to-staff" positions.
- One year of creditable professional or teaching experience will be granted for full-time employment, which is employment for 100% of an institution's normal work schedule during the school year
- A partial year of creditable professional or teaching experience can be granted for up to a year of part-time employment, which is less than 100% of an institution's normal work schedule during the school year.
- Creditable professional or teaching experience may be earned in:
  - California and US public, charter, and private elementary and secondary schools
  - Accredited foreign public, charter, and private elementary and secondary schools
  - California, US, and foreign accredited universities and colleges
  - Non-public special education contract schools for special education teachers
  - Other regionally accredited educational institutions
- Creditable teaching experience is experience as a teacher in one of the institutions outlined above.

- A maximum of 2 years of substitute teaching experience in California and US public, charter, and private elementary or secondary schools may be accepted.
- Two years of teacher assistant experience in the above institutions will be equal to 1 YEAR in the salary schedule up to a maximum of 2 YEARS.
- Other relevant professional experience may be considered by the Executive Director or designee.

The Executive Director or his or her designee may adjust a rehired teacher's placement on the pay scale as appropriate based on the employee's accumulated experience following the teacher's separation from the School, which may result in a higher or lower placement on the scale than the teacher would have otherwise been placed had the teacher been continuously employed.

#### Credential/Certification:

- Teachers holding a valid and active credential (i.e., preliminary, clear, lifetime) California teaching certificate at the time of hiring/rehiring will generally be compensated in accordance with the applicable teacher salary table (B Basis, C Basis or Special Education) for certificated teachers.
- The School may hire teachers with a bachelor's degree who do not hold a clear teaching credential. Staff holding an alternative certification (intern, emergency, or preliminary credential) are rated on the same salary teacher table as certificated teachers.
- A teacher is eligible to advance to the proper Pay Scale level once they meet the requirement for that specific Pay Scale Level and Group based on their creditable years of service and post-BA units, if applicable.
- For any given school year, teachers must submit any successfully completed post-BA units no later than October 31 in order for the units to be applied to the teacher's salary in that school year. Any proof of successfully completed post-BA units submitted to the School after October 31 will not result in an adjustment to compensation until the following school year.
- Any increase in pay resulting from an advancement on the Pay Scale based on the successful completion of post-BA units will not take effect until after the School's receipt of sufficient documentation supporting the advancement. Pay increases for post-BA units will not be paid retroactively. For illustration purposes, if a teacher is awarded a degree on January 15 and provides proof of the degree on May 1, any advancement on the Pay Scale and increase in pay will be effective beginning the next school year. The teacher will not be paid at the higher rate of compensation retroactively (i.e., for the periods between January 15 and July 1).
- If a teacher is awarded a degree on August 15 and provides proof of the degree on October 15, any advancement on the Pay Scale and increase in pay will be effective beginning the first pay period following October 15. The teacher will not be paid at the higher rate of compensation during the periods between August 15 and October 15.

#### Advanced Degree/Certificate Stipends:

- ~~Teachers~~ Staff who hold a Doctoral degree are entitled to additional compensation of \$5000 stipend in addition to their current annual salary on the Salary Table.
- The stipend is not included in your annual salary and may be processed separately from regular earnings.
- National Board Certificate (NBC) holders are entitled to a \$2,500 stipend in addition to their current annual salary on the Salary.
- The stipends will be paid as set forth in the Stipend Chart below.

#### Signing Bonus:

If the School decides to issue signing bonuses, the following requirements shall apply.

- Signing bonuses may be offered to teachers certified in an area of critical concern as defined

by the School, to promote diversity, or to address specific concerns at the school.

- The Executive Director shall designate the individuals authorized to receive the signing bonus.
- To qualify for a signing bonus, the teacher must:
  - be certified in the field they are hired to teach.
  - teach in that field of the bonus.

Supplemental Duty Stipends:

- Stipends are assigned and approved by the Executive Director or his/her designee at the beginning of the school year or semester or as otherwise noted in the chart below.
- Teachers who perform the supplemental duties outlined in the table below are eligible to receive the corresponding stipends as indicated and only if assigned/awarded to the teacher by the Executive Director or his/her designee. The number of stipends awarded under each category and/or the periods of service during the school year are at the sole discretion of the Executive Director or his/her designee.
- Supplemental duty stipends are authorized for the specific year assigned and are not renewed for the future years unless specifically authorized for those years. This means additional duties such as New Teacher Trainer, SPED Lead Teacher, etc. are assigned on a year by year basis and are not guaranteed responsibilities that carry over from year to year.
- Supplemental pay will cease when there is no need for the duty, the employee becomes ineligible or as otherwise determined in the sole discretion of the School.
- The School, in its sole discretion, may choose not to offer certain stipends
- Stipend amounts and requirements will be reviewed periodically and may be modified from time to time at the sole discretion of the School.
- Supplemental duty stipends are prorated and will be paid as set forth in the below Stipend Chart, once the Supplemental duty has started.

## Stipend Chart

Stipend Chart				
DESCRIPTION	AMOUNT	ELIGIBILITY	ELIGIBILITY START	PERIOD PAID
Community Coordinator	*\$5000-\$10000	Paid to a hired Community Coordinator who facilitates regular events for the Community Connections program. Carry a caseload of 24 students, can carry additional 7 or more with director approval.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Induction Coach Stipend	\$500/teacher/semester	Paid to credentialed teachers who work with teachers who are working toward clearing their teaching credential.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Student Support Coordinator	\$ 15,000.00	Paid to certificated multi-subject teachers, preferably with home school experience. Can carry 14 students on their roster, up to 19 with permission of director. Supervise 504 and SST meetings.	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Intervention Support Coordinator	\$ 15,000.00	Paid to certificated multi-subject teachers, preferably with home school experience. Carries 14 students on their roster, up to 19 with permission of director. Provide students with tier 1, 2 and 3 intervention.	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Decathlon Coordinator Stipend	\$ 2,500.00	Assigned Position: Provided to credentialed teachers who meet with students to determine if they are meeting academic decathlon course requirements.	Eligibility starts at the beginning of the school year and once the coaching begins.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
New Teacher Trainer	\$ 8,500.00	Assigned Position: paid to a designated HST who applied and received the position to help train new teachers. Carries caseload of 18 students, can carry additional with permission of director at \$100/student/month.	Eligibility starts at the beginning of the school year and once the coaching begins.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
New Teacher Mentor Teachers	\$500/teacher/semester	Assigned Position: paid to a designated HST who applied and received the position to help mentor new teachers.	Eligibility starts at the beginning of the school year and once the coaching begins.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
SPED Instructional or Reading Specialist Coach	\$1,000	Assigned Position- still carries SPED caseload	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
SPED Credential	\$ 1,000.00	Provided for SPED teachers with SPED credential	Eligibility starts at the beginning of the school year.	Paid biweekly over 12 months; September - June. Will be prorated based on period of service during the school year.
Extended School Year (ESY)	\$ 3,500.00	Paid to special education teachers who provide services from the end of the academic school year to approximately July 15th.	Eligibility is earned after service has been completed from start date to end date.	Half paid during the each of the two pay periods of June 30th and July 15th.
Specialized Academic Instruction (SAI)	\$ 5,000.00	Offered to teachers who perform in-person services for special needs students.	Eligibility is earned after the service has been provided.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
High School Lead Counselor	\$ 2,000.00	Assigned Position: given to a counselor who shows leadership abilities and is experienced enough to handle escalated cases.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
CHYA Coach	\$ 2,500.00	Assigned Position: given to HST who is committed to supporting the CHYA program and holding office hours for students.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Foster Youth Liaison	\$ 5,000.00	Assigned Position: HST who works with county and school to identify and support foster youth students. Carry a caseload of 24 students, can carry additional 7 or more with director approval.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Handbook Specialist	\$1000- summer start up, \$2000/year	Assigned Position: HST who creates, organizes and keeps HST handbook up to date.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
JHVA Lead Teacher	\$ 15,000.00	Paid to certificated teacher who oversees virtual teachers and teaches online junior high courses. Carries a caseload of 14 students, can carry additional 7 or more with director approval.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
JHVA Teacher	\$ 10,000.00	Paid to certificated teachers who teach online junior high courses and carry a caseload of 14 students, can carry additional 7 or more with director approval.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
EL Designee	\$5000-10,000	Assigned Position: HST who works with EL coordinator to provide EL support to families and staff. Carry a caseload of 18 students, can carry additional 7 or more with director approval.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Extra Student Stipend	\$100/month/student over required roster limit	Provided to HST's carrying over the full time caseload of 28.	Becomes eligible once their rosters surpass required roster limits.	Paid biweekly over 10.5 months; August 16 - June. Will be prorated based on period of service during the school year.
National Board Certification (NBC)	\$2,500	Provided to teachers who have been awarded the National Board Certification.	For current employees who obtain the certification before January 1 of the current school year.	The four payments of equal installments (two paid in December and two in March) of the total stipend amount will only be paid to current employees.
National Board Certification (NBC)	\$1,750	Provided to teachers who have been awarded the National Board Certification.	For current employees who obtain the certification after January 1 of the current school year.	The two payments of equal installments (two in March) of the total stipend amount will only be paid to current employees.
Doctoral Degree Stipend	\$5,000	Provided to teachers who hold a doctor's degree.	For those who obtain their degree before January 1 of the current school year.	The four payments of equal installments (two paid in December and two in March) of the total stipend amount will only be paid to current employees.
Doctoral Degree Stipend	\$2,500	Provided to teachers who hold a doctor's degree.	For those who obtain their degree after January 1 of the current school year.	The two payments of equal installments (two in March) of the total stipend amount will only be paid to current employees.

\*Stipend based on current budget

**Voluntary Transfer to Lower Role Placement or Teaching position**

- Employees approved to voluntarily transfer to a position in a lower placement on the salary scale will be placed in the new salary placement or teacher salary schedule, and the salary will be calculated as it is in the new placement or schedule.



North Charters  
July 1, 2020 HQT Teacher Salary Schedule  
B- Basis -10 Month Calendar\*

Pay Scale Group		Pay Scale Level									
Points		1	2	3	4	5	6	7	8	9	10
A		58240**	58240**	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250
(Minimum)											
B		58240**	58240**	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$63,750
(+14 points)											
C		\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$63,110	\$66,250
(+28 points)											
D		\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$62,350	\$65,500	\$68,750
(+42 points)											
E		\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$61,550	\$65,625	\$67,850	\$71,250
(+56 points)											
F		\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$60,500	\$63,700	\$66,900	\$70,225	\$73,750
(+70 points)											
G		\$58,250	\$58,250	\$58,250	\$58,250	\$59,750	\$62,725	\$65,850	\$69,125	\$72,600	\$76,250
(+84 points)											
H		\$58,250	\$58,250	\$58,250	\$58,750	\$61,650	\$64,750	\$68,000	\$71,400	\$75,000	\$78,750
(+98 points)											

Additional Pay Scale Levels

	H11	H12	H13	H14	H15	H20	H25	H30
H Cont. (+98 points)	\$81,250	\$83,750	\$86,250	\$88,750	\$91,250	\$93,750	\$96,250	\$98,250

Stipends

National Board Certification (documentation required)	\$2,500
Doctorate Degree (conferred, transcripts required)	\$5,000

\*Annual salary is based on 195 work days. The 195 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar

\*\* Staff holding alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2

\*\*\* Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board

#ERROR!

North Charters  
July 1, 2020 HST Teacher Salary Schedule  
C-Basis - 10 Month Calendar\*

Pay Scale Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A (Minimum)	\$62,400**	\$62,400**	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240
B (+14 points)	\$62,400**	\$62,400**	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,696	\$59,696	\$59,696	\$61,188	\$61,188	\$61,188
C (+28 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,696	\$61,188	\$61,188	\$61,188	\$62,717	\$62,717	\$62,717
D (+42 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,696	\$61,188	\$62,717	\$64,598	\$66,535	\$68,535	\$66,535	\$66,535
E (+56 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,696	\$61,486	\$63,330	\$65,683	\$68,497	\$71,236	\$71,236	\$71,236	\$71,236
F (+70 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,696	\$61,486	\$63,945	\$66,502	\$69,162	\$71,928	\$74,805	\$77,797	\$77,797	\$77,797
G (+84 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,696	\$62,083	\$64,566	\$67,146	\$69,833	\$72,626	\$75,531	\$78,552	\$78,552	\$78,552
H (+98 points)	\$58,240	\$58,240	\$58,240	\$59,696	\$62,083	\$64,566	\$67,148	\$69,833	\$72,626	\$75,531	\$78,552	\$81,694	\$84,961	\$88,359	\$88,359
Additional Pay Scale Levels															
		H20	H25												
H Cont. (+98 points)	\$92,778	\$97,414													

## Stipends

National Board Certification (documentation required)	\$2,500
Doctorate Degree (conferred, transcripts required)	\$5,000

Full-time HSTs must hold a minimum of 28 students and with approval of their Charter Leader can support 7 additional students at a \$100 stipend per student and per month

\*Annual salary is based on 195 work days. The 195 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar

\*\* Staff holding alternative certification (intern or emergency) are restricted to A1, A2, B1 and/or B2

\*\*\* Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board

\*\*\*\*During the rate-in-process for new hires Executive Directors may approve additional units earned beyond post-baccalaureate credits equivalent to 4-semester units for each year starting with year 15. A candidate can earn a maximum of 60 credits for experience based on Executive Director approval.

North Charters  
July 1, 2020 Special Education Teacher Salary Schedule  
D- Basis -10 Month Calendar\*

Pay Scale Group		Pay Scale Level									
Points		1	2	3	4	5	6	7	8	9	10
A (Minimum)		58240**	58240**	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950
B (+14 points)		58240**	58860**	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$65,945
C (+28 points)		\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$65,247	\$68,670
D (+42 points)		\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$64,419	\$67,853	\$71,395
E (+56 points)		\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$63,547	\$67,989	\$70,414	\$74,120
F (+70 points)		\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$62,566	\$65,891	\$69,379	\$73,003	\$76,845
G (+84 points)		\$59,950	\$59,950	\$59,950	\$59,950	\$61,585	\$64,828	\$68,234	\$71,804	\$75,592	\$79,570
H (+98 points)		\$59,950	\$59,950	\$59,950	\$60,495	\$63,656	\$67,035	\$70,578	\$74,284	\$78,208	\$82,295

Additional Pay Scale Levels

	H11	H12	H13	H14	H15	H20	H25	H30
H Cont. (+98 points)	\$85,020	\$87,745	\$90,470	\$93,195	\$95,920	\$98,645	\$101,370	\$103,550

Stipends

All Special Education Teacher contracts	\$1,000
SPED Instructional or Reading Specialist Coach (+above stipend)	\$1,000
National Board Certification (documentation required)	\$2,500
Doctorate Degree (conferred, transcripts required)	\$5,000

\*Annual salary is based on 195 work days. The 195 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar

\*\* Staff holding alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or E2

\*\*\* Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board

North Charters  
July 1, 2020 Special Education Salary Schedule  
E- Basis -11 Month Calendar\*

Pay Scale Group		Pay Scale Level											
		1	2	3	4	5	6	7	8	9	10	11	13+
Row 1	Program Specialist	\$81,088		\$84,088		\$88,293		\$92,709		\$97,342		\$102,209	
Row 2	School Psychologist	\$81,088		\$84,088		\$88,293		\$92,709		\$97,342		\$102,209	
Row 3	Speech Pathologist	\$74,146		\$78,049		\$82,157		\$86,481		\$91,033		\$95,585	
Row 4	Occupational Therapist	\$70,688		\$74,387		\$78,302		\$82,423		\$86,761		\$91,327	
Row 5	School Nurse	\$70,512		\$74,038		\$77,340		\$81,227		\$85,288		\$89,552	

Stipends  
Doctorate Degree (conferred, transcripts required) \$5,000

\*Annual salary is based on 207 work days. The 207 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar

\*\*Travel is a requirement of the assessment positions, travel will be reimbursed based on the reimbursement policy

\*\*\* Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board

North Charters  
July 1, 2020 RC/Counselor Salary Schedule  
F- Basis -10 Month Calendar\*

Pay Scale Group		Pay Scale Level									
		1	2	3	4	5	6	7	8	9	10
	Regional Coordinator	\$78,500	\$80,500	\$82,500	\$84,500	\$86,500	\$88,500	\$90,500	\$92,500	\$94,500	\$96,500
	Community Connections Coordinator	\$78,500	\$80,500	\$82,500	\$84,500	\$86,500	\$88,500	\$90,500	\$92,500	\$94,500	\$96,500
	EL Coordinator	\$78,500	\$80,500	\$82,500	\$84,500	\$86,500	\$88,500	\$90,500	\$92,500	\$94,500	\$96,500
	Testing Coordinator	\$78,500	\$80,500	\$82,500	\$84,500	\$86,500	\$88,500	\$90,500	\$92,500	\$94,500	\$96,500

Coordinator positions must hold a minimum of 14 students and with approval of their Charter Leader can support 7 additional students at a \$100 stipend per student and per month

\*Annual salary for coordinators is based on 205 work days. The 205 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar

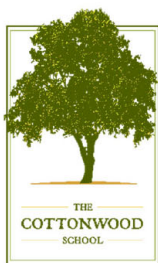
	1	2	3	4	5	6	7	8	9	10
School Counselor	\$62,500	\$65,000	\$67,000	\$69,000	\$71,000	\$73,000	\$75,000	\$77,000	\$79,000	\$81,000

\*Annual salary for School Counselor is based on 195 work days. The 195 work days is a minimum number of work days, team members may need to work additional days beyond the work calendar

Stipends  
National Board Certification (documentation required) \$2,500  
Doctorate Degree (conferred, transcripts required) \$5,000

\*\* Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board

<del>The Cottonwood School Director's Salary Schedule E-Basis</del>										
Pay Scale for Management Positions for 2020-2021										
Years of Service	1	2	3	4	5	6	7	8	9	10
<del>Directors:</del>	<del>125,000</del>	<del>127,000</del>	<del>129,000</del>	<del>131,000</del>	<del>133,000</del>	<del>135,000</del>	<del>137,000</del>	<del>139,000</del>	<del>141,000</del>	<del>143,000</del>
<del>Are not required to carry a caseload</del>										
<del>225 work days required</del>										
<del>Assistant Directors:</del>	<del>110,000</del>	<del>112,000</del>	<del>114,000</del>	<del>116,000</del>	<del>118,000</del>	<del>120,000</del>	<del>122,000</del>	<del>124,000</del>	<del>126,000</del>	<del>128,000</del>
<del>Are not required to carry a caseload</del>										
<del>220 work days required</del>										
<del>Stipend:</del>										
<del>Doctorate Degree \$5,000</del>										



### The Cottonwood Charter School Leadership Salary Schedule 2021/2022

Position	Year 1-2	Year 3-4	Year 5-6	Year 7-8	Year 9-10+	Days
Chief Business Officer	160,000	165,000	170,000	175,000	180,000	225 days
Director of Special Ed.						
Directors, Site Principal, Business Manager	125,000/ 127,000	129,000/ 131,000	133,000/ 135,000	137,000/ 139,000	141,000 143,000	225 days
Instructional Administrators, Assistant Directors (can carry 5 students at 100 per student per 10 months)	112,000	116,000	120,000	124,000	128,000	205 days
Program Specialists (SPED)	90,000	95,000	100,000	105,000	110,000	205 days
Program Coordinator	78,500	82,500	86,500	90,500	90,500	205 days

#### Additional Supplement Bonus ("Supplement"):

The Executive Director may recommend a Supplement for teachers as set forth in this section.

- A Executive Director, in his or her sole discretion, shall determine what duties shall be supplemented based upon the operational needs of the school.
- A supplement is not automatic, and can be provided at the discretion and approval of the



Executive Director, based on additional work beyond the regular work responsibilities.

- A supplement will be paid to the employee in accordance with the schedule provided by the School at the time of supplement award.
- The supplemental award shall not exceed \$35,000 or 50% of annual salary.
- All supplements listed are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the teachers' regular salary.
- Teacher supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the teacher and the Executive Director prior to performing the supplemental duties.
- Supplements will be paid in installments or one lump sum if less than \$1,001. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.
- Additional Supplements may include things such as Winter Break Coverage, Extra Student Pay and Enrollment Milestones.
- To qualify for an extended duty supplement, the following criteria must be met as requested and assigned by the Executive Director:
  - 1. The Executive Director must first agree with the teacher on the terms
  - 2. The supplemental work must be separate from the normal job responsibilities.
  - 3. The work must be completed or in the progress of being completed.

### **Part-time Teachers:**

For all part-time teachers.

- Part-time/Full time Status: Compensation for part-time teachers will be \$30.00 per hour. Estimated hours for part-time teachers each week includes a maximum of 10 hours per week for approved non-instructional activities (recruiting, planning, grading, parent conferences, etc.) and one (1) additional hour per week per enrolled student. This allotted time should be sufficient to complete each part-time teacher's duties. All time worked will be compensated at the part-time teacher's hourly rate. Part-time teachers will work no more than up to 17 hours of work per pay period in July and for up to 8.5 hours of training in August.
- Part-time teachers must accurately record and timely submit records of all time worked and observe all lunch and rest breaks as outlined in the School's employee handbook. Part-time employees may not work overtime (i.e., over 8 hours in a workday or 40 hours per workweek) without written authorization from their direct supervisor.

When a case load of 20 students is reached, employees may be rated in and placed on a salary table and given health care benefits contingent upon the teacher's expected maintenance of a case load at the norm of 28 students for full-time teachers. Carrying a case load of less than 28 students over a course of three (3) consecutive months may result in a return to part time status.

## **CLASSIFIED COMPENSATION**

### **Experience and Placement**

- Each classified employee will be placed on the salary schedule based on their creditable years of experience, which will be categorized as equivalent or applicable experience.
- Equivalent experience is the directly related experience of an employee to the position held or hired. Applicable experience is the other administrative, teaching, or professional experience which is not directly related to the position held or hired.
  - Example: Office Manager experience at a private school is accepted as equivalent experience for a person in the Office Manager position, but teaching experience will be applicable experience.
  - Example: SPED instructional aide at a school district, or a company may be equivalent experience for the SPED instructional aide position, but SPED center aide will be applicable experience.
- The evaluation of prior experience and placement on the Salary Scale will be recommended by the Human Resources Department and the Executive Director or designee makes the final decision, consistent with the School's approved budget.
- The following criteria will be considered in the evaluation of prior experience:
  - The number of days worked in a year must be at least 180 days as a full-time employee
  - The percentage of days worked
  - Position held
  - Type of the organization and accreditation
- Each equivalent year of creditable experience will be equal to 1 YEAR, and each year of creditable applicable experience will be equal to a 0.5 YEAR. If the total years of experience is a fraction of a whole, it will be rounded up.
  - Example: 3.5 YEARS will be rounded to 4.0 YEARS of experience.
- Rehired employee's years of experience in the same or higher salary placements will be treated as equivalent experience.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on the creditable years of experience as defined herein.
- Creditable experience may be earned from other schools, districts or any other employer.
- The Executive Director shall recommend the creation of new positions as needed and will evaluate and recommend placement of the new positions in the appropriate role, together with any necessary budget adjustments required, to be approved by the School Board



North Charters  
July 1, 2020 Classified Salary Schedule  
12 Month Calendar

		1	2	3	4	5	6	7	8	9	10
Office Tech 1	Hourly Annual	\$15,024 \$31,250	\$15,385 \$32,000	\$15,745 \$32,750	\$16,226 \$33,750	\$16,707 \$34,750	\$17,308 \$36,000	\$17,788 \$37,000	\$18,269 \$38,000	\$19,471 \$40,500	\$20,072 \$41,750
Office Tech 2	Hourly Annual	\$18,029 \$37,500	\$18,510 \$38,500	\$19,111 \$39,750	\$19,591 \$40,750	\$20,072 \$41,750	\$20,673 \$43,000	\$21,274 \$44,250	\$21,875 \$45,500	\$22,476 \$46,750	\$23,077 \$48,000
Office Tech 3	Hourly Annual	\$19,231 \$40,000	\$19,832 \$41,250	\$20,433 \$42,500	\$21,034 \$43,750	\$21,635 \$45,000	\$22,296 \$46,375	\$22,957 \$47,750	\$23,678 \$49,250	\$24,399 \$50,750	\$25,120 \$52,250
Office Tech 4	Hourly Annual	\$24,038 \$50,000	\$24,760 \$51,500	\$25,481 \$53,000	\$26,322 \$54,750	\$27,043 \$56,250	\$27,885 \$58,000	\$28,726 \$59,750	\$29,567 \$61,500	\$30,409 \$63,250	\$31,250 \$65,000
Coordinator	Annual	\$65,500	\$67,500	\$69,500	\$71,500	\$73,500	\$75,600	\$77,500	\$79,500	\$81,500	\$83,500
Manager	Annual	\$81,000	\$83,000	\$85,000	\$87,000	\$89,000	\$91,000	\$93,000	\$95,000	\$97,000	\$99,000

### Role/Salary Placements

- All positions are classified according to the corresponding role and/or salary placements based on the required set of skills, education, effort, and responsibility of the job assignment as indicated in the specific job description. All positions may be reclassified as necessary by the Executive Director or designee. Some hard-to staff positions may be compensated out of the salary schedule as approved by the Executive Director.

### Advancements on Pay Scale

- An advancement on the Pay Scale is the placement of an employee from a position in a lower salary placement to a position in a higher salary placement and will be determined on the same basis and factors articulated herein.

### Lateral Transfer

- A lateral transfer is the movement of an employee from one position to another within the same salary placement. The employee may continue to progress in the same salary placement as experience in the position is accumulated. Prior experience will not be re-evaluated for purposes of placement or advancement in the new salary placement.

### Partial Assignments

- In cases where a classified employee has been given multiple assignments (e.g. a SPED coordinator with partial ESL duties), the employee will be placed on the salary schedule (or salary placement) with the higher salary.

### Reassignments

- Employees approved to voluntarily transfer to a position in a lower placement on the salary scale, if applicable, will be placed in the new salary placement, and the salary will be calculated as it is in the new placement or schedule
- When an employee is reassigned for any reason to a position in a lower salary placement, the employee's salary will be lowered during the next payroll cycle, or when determined by the Executive Director to avoid disruption so long as it is not earlier than the next payroll period.

### Rehires

- A former employee who returns to a position similar to the role held prior to separation will be placed on the salary scale as follows:

- The converted grade and step of individuals who separated employment will be identified for appropriate entry placement on the salary scale.
- All applicable work experience earned outside of The Cottonwood Schools, subsequent to separation, may be identified and used for credit as equivalent experience in accordance with the creditable years of service as described herein.

### **Experience – Nonexempt Employees**

- Each nonexempt employee will be placed on the salary schedule based on their years of relevant experience. Although non-exempt employees may be paid a monthly salary (paid on a semi-monthly basis), all non-exempt salaried employees will be paid for all hours worked and are eligible for overtime in accordance with applicable law. Employees should receive approval from their supervisor before working overtime.
- The evaluation of prior experience will be made by the Executive Director or his/her designee. The following criteria, among others, may be considered in evaluation of prior experience:
  - The number of days worked in a year must be at least 180 days as a full time employee
  - The percentage of days worked
  - Position held
  - Type of the organization and accreditation
- Experience including secretarial, clerical, teaching, professional, and substitute experience may be credited.
- Each year of experience may be 1 YEAR in the schedule.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on their years of experience.
- Experience may be earned in other districts or other companies.
- The Executive Director or his or her designee may adjust a rehired non-exempt employee's placement on the pay scale as appropriate based on the employee's accumulated relevant experience following the employee's separation from the School, which may result in a higher or lower placement on the scale than the employee would have otherwise been placed had the employee been continuously employed. Adjustments to an employee's salary may be made in any subsequent school year.

### **Additional Supplement Bonus ("Supplement"):**

The Executive Director may recommend a Supplement for classified staff members as set forth in this section.

- A Executive Director, in his or her sole discretion, shall determine what duties shall be supplemented based upon the operational needs of the school.
- A supplement is not automatic, and can be provided at the discretion and approval of the Executive Director, based on additional work beyond the regular work responsibilities.
- A supplement will be paid to the employee in accordance with the schedule provided by the School at the time of supplement award.
- The supplemental award shall not exceed \$35,000 or 50% of annual salary.
- All supplements awarded are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the classified staff members' regular salary.
- Classified staff member's supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the classified staff member and the Executive Director prior to performing the supplemental duties.
- Supplements will be paid in installments or one lump sum if less than \$1,001. However, this option will not be available where it would cause the employee to receive compensation prior

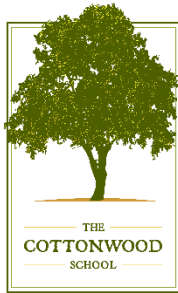
to providing the service.

- Additional Supplements may include things such as Winter Break Coverage and Enrollment Milestones.
- To qualify for an extended duty supplement, the following criteria must be met as requested and assigned by the Executive Director:
  - ~~1.~~ The Executive Director must first agree with the classified staff member on the terms
  - ~~3.~~ The supplemental work must be separate from the normal job responsibilities.
  - ~~4.~~ The work must be completed or in the progress of being completed.

# Cover Sheet

## Public Random Drawing / Lottery Policy

<b>Section:</b>	III. Operations
<b>Item:</b>	C. Public Random Drawing / Lottery Policy
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Public Random Drawing - Lottery Policy.pdf



## Public Random Drawing/Lottery Policy

The Cottonwood School (the “Charter School”) is committed to providing quality education to all students who wish to attend, who reside within the Charter School’s geographic limitations<sup>1</sup>. Based on capacity, it may be necessary to limit admission. In that event, a public random drawing (“Lottery”) will be held to determine admission. The Cottonwood School ensures admission will not be based on any protected characteristics, including, but not limited to, Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, or association with an individual who has any of the aforementioned characteristics).

- 1. Enrollment:** The Charter School operates an independent study program and a classroom-based Montessori high school. Admission to the Charter School is open to any student who resides within the boundaries of El Dorado County or an adjacent county. The Charter School will admit all students who wish to attend, so long as it has the capacity to serve them. The Charter School’s Governing Board (the “Board”) will annually determine capacity based on, among other factors, the annual budget, staffing, and available resources, prior to the start of the Open Enrollment Period. Limits may be established by grade level and for the Charter School as a whole.

The Board will set an Open Enrollment Period each year. Applications will be accepted during the publicly advertised Open-Enrollment Period each year for admission in the following school year. Following the close of the Open Enrollment Period, applications shall be counted to determine whether the Charter School has received more applications than maximum enrollment capacity. If the number of pupils who wish to attend the Charter School exceeds the Charter School’s capacity for a specific grade level, admission in the impacted grade level or levels will be determined by a Lottery conducted in accordance with the procedures set forth in this Policy and applicable law. Admission preferences will only be extended consistent with this Policy, the Charter School’s charter, and applicable law.

Admission preferences will not limit enrollment access for pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, or foster youth.

- 2. Lottery Procedures:** In the event that there are more students who wish to attend the Charter School than there are spots available upon closure of the Open Enrollment Period, the

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<sup>1</sup> Any student who lives in El Dorado County or an adjacent county (Placer, Sacramento, Amador, and Alpine) may attend the Charter School.

Charter School will conduct a Lottery during the Spring semester prior to the academic year for which admission is sought.

All pupils, except for existing students<sup>2</sup> of the Charter School, who are guaranteed admission as provided in this Policy and the Charter School's charter, who wish to attend the Charter School must participate in the Lottery. Preference in the public random drawing shall be granted in the following order:

1. Siblings of students admitted to or attending the Charter School
2. Children of The Cottonwood School employees
3. Children of The Cottonwood School founding team
4. Children with one year prior Montessori experience
5. All other residents of the District
6. All other applicants

Public notice of the Open-Enrollment Period and date of the Lottery will typically be posted on the Charter School's website at least 10 days prior to the commencement of the Open-Enrollment Period. The notice will provide the date, time, and location of the public, random drawing. This information will also be included in application forms. The Lottery will be conducted by grade-level. The Principal or his/her designee shall conduct the Lottery using a random method of selection. Unique identifiers will be assigned to each applicant. The conduct of the Lottery will be open to the public and families shall be encouraged, but not required, to attend. The Principal or his/her designee will announce each applicant who is granted admission through the Lottery. Once capacity has been reached, the Principal or his/her designee will continue to draw applicants who will then be placed on the waitlist in the order drawn. Applicants chosen in the Lottery shall be notified electronically or by mail.

If a student claims an admission preference noted in this Policy and the Charter School's charter, the Charter School may request supporting documentation as part of the enrollment process. The Charter School will conduct a verification of such documentation prior to finalizing the student's enrollment and may rescind admission for an applicant submitting materially false information.

After the Lottery, and once an offer has been accepted by the family, additional information may be requested as part of the enrollment process. Following the Lottery, students who are offered admission at the Charter School at the time of the Lottery will have five (5) calendar days to complete the enrollment process. If a student fails to timely complete the process, the offer of admission will be rescinded the spot may be filled from the waiting list.

Admission offers are valid only for the academic year for which the Lottery is conducted. There is no option to defer an offer of admission. Students in the independent study program

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<sup>2</sup> For the 2021-22 school year, students "currently enrolled in the Charter School" include students who were served by a teacher employed by The Cottonwood School during the 2020-21 school year or employed by the Charter School as of 2021-22 school year. Students who are enrolled in the network of schools and/or who move during the course of an academic year into El Dorado County or an adjacent county and wish to attend CCS, shall be deemed "existing students."

accepting admission must complete required independent study agreements prior to the beginning of the school year.

3. **Waitlist:** If a spot becomes available because an admitted student declines enrollment, fails to timely complete the enrollment process, leaves the Charter School after the start of the academic year, or additional spots otherwise become available, the Charter School may notify families on the waitlist in the order they appear on the waitlist.

Students admitted from the waitlist shall have three (3) school days to accept the admission spot (via telephone or email to the Charter School) and proceed with the enrollment process. Applicants must complete an enrollment packet with all required documentation by the deadline given by the Charter School to confirm enrollment.

Applicants who fail to timely accept the offer of admission or to complete the enrollment packet with all required documentation by the deadline will be placed at the bottom of the waitlist. After being placed back on the waitlist two (2) times, the application will no longer be valid for the current school year. The waitlist shall not carry over from one year to the next. Students who have not been admitted will be required to submit a new admission application for the next school year and shall be required to participate in the Lottery to gain admission, if conducted.

## Cover Sheet

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

**Section:** III. Operations

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

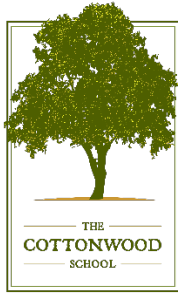
**Purpose:** Vote

**Submitted by:**

**Related Material:**

Disposal of Surplus, Obsolete, or Unneeded Books, Equipment and Supplies Policy-  
Cottonwood.pdf





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

The Cottonwood School is committed to having policies and procedures for the sale and disposal of surplus, obsolete, or unneeded books, equipment, and supplies.

The purpose of The Cottonwood School Governing Board approving this Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy is to accomplish the following:

1. Establish the Reasons the Charter School May Dispose of Materials
2. Outline the Methods that The Executive Director May Dispose of Materials
3. Establish the Evaluation Process of Obsolete and Surplus Items
4. Outline Where the Money is Deposited from the Sale of Items

**1. Reasons the Charter School May Dispose of Materials:** The Charter School may dispose of surplus or undistributed obsolete instructional materials in its possession that are usable for educational purposes in any of the following ways:

- By donation to a governing board, county free library, or other state institution
- By donation to a public agency or institution of any territory or possession of the United States, or the government of a country that formerly was a territory or possession of the United States
- By donation to a nonprofit charitable organization
- By donation to children or adults in the State of California or foreign countries to increase the general literacy of the people
- By sale

**2. Outline the Methods that The Executive Director May Dispose of Materials:** The Executive Director may dispose of surplus, obsolete, or unneeded school property of nominal value through any of the following methods: The Cottonwood School may dispose of **surplus or undistributed outdated instructional materials in its possession that are usable for educational purposes in any of the following ways:**

1. The Executive Director or designee may advertise the sale of items with a call for bids by posting and publishing public notices and selling the Property to the highest responsible bidder or shall reject all bids Property if no qualified bid has been received. The Property may be sold, donated, or disposed of without further advertising.
2. The Property may be sold by means of a public auction conducted by school employees,

**employees of other public agencies or nonprofit organizations, or by contract with a private auction firm**

3. The Property may be sold, donated, or disposed of without advertising under any of the following conditions:

- a. The Property is sold to federal, state, or local government, to any other school, or to any nonprofit public benefit corporation or charitable entity, and the sale price equals the value of the Property plus the cost of disposal.
- b. If the Executive Director or designee determines that the value of the Property is insufficient to defray the costs of arranging a sale or auction, the Property may be donated to any public or charitable organization deemed appropriate by the Board or disposed of.

4. In all cases, the Property shall be offered “as is” without any warranty, and buyers or donees must agree to waive all claims with respect to the condition or utility of the Property.

5. Property not suitable for sale or donation may be destroyed or otherwise disposed of by any economic means.

**3. Evaluation Process of Obsolete and Surplus Items:** The Cottonwood School Administration will evaluate based on the definitions below and determine whether items are obsolete or surplus on an ongoing, as-needed basis.

- **Obsolete:** Old/outdated model/version/publication at the end of its product life cycle. Items that have not been used for more than a year and there is no foreseeable use in the near future.
- **Surplus Items:** Items whose stock surpasses the need of the school and or exceeds available storage space; Items that have not been used for more than a year and there is no foreseeable use in the near future.

**4. The Money is Deposited:** Money received from the sale of surplus property shall be either deposited in the school reserve or general fund or credited to the fund from which the original purchase was made.

# Cover Sheet

## COVID-19 Prevention Program

<b>Section:</b>	III. Operations
<b>Item:</b>	E. COVID-19 Prevention Program
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Draft TCS COVID-19 Prevention Program (CPP).pdf

# **COVID-19 Prevention Program (“CPP”)**

## **The Cottonwood School**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur on the TCS campus workplace.

**Date:** 1/25/21

### **Authority and Responsibility**

The Cottonwood School (“TCS” or the “School”) Administrator or designee has overall authority and responsibility for implementing this CPP's provisions in the workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and ensuring employees receive answers to the program's questions in a language they understand. All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

### **Identification and Evaluation of COVID-19 Hazards**

TCS will implement the following in the workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at or who may enter the workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and ensure compliance with the School's COVID-19 policies and procedures.

### **Employee Participation**

Employees and exclusive representatives, as applicable, are encouraged to participate in the identification and evaluation of COVID-19 hazards. Employees and their representatives are urged to immediately identify COVID-19 hazards and report them to their supervisor(s). If further evaluation is needed, the TCS School Nurse will be consulted. El Dorado County Public Health will provide the district with expertise and guidance. The School may contact [Jodiann Beeson at 530.285.2578 to discuss any potential COVID-19 hazards.

### **Employee Screening**

Employee screening procedures for COVID-19 include:

- Employee self-screening for COVID-19 symptoms and temperature check before entering the workplace.
  - Self-checks will be recorded daily at each work site.
- Staff who demonstrate symptoms of COVID-19, have been exposed to someone who is positive for COVID-19, and/or have a temperature of over 100.4 degrees Fahrenheit may not enter the workplace.
- Further detailed information regarding the School's COVID-19 screening process can be found in the TCS COVID-19 Health and Safety Policy.

### **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices, or procedures will be documented on Appendix B: COVID-19 Inspections form and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed, and correction time frames assigned accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

## **Controls of COVID-19 Hazards**

### **Physical Distancing**

Where possible, TCS will ensure at least six feet of physical distancing at all times in the workplace by:

- Eliminating the need for some workers to be in the workplace, including continued telework or other remote work arrangements whenever feasible.
- Reducing the number of persons in an area at one time, including limiting non-essential visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times as feasible
- Adjusted work processes or procedures to allow a greater distance between employees as feasible.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### **Face Coverings**

TCS provides clean, undamaged face coverings and will ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Current guidance requires all individuals two (2) years of age and older to wear a face covering at all times, unless an applicable exception applies. Additional face coverings are available upon request from a supervisor, office staff, or the school nurse. The following are exceptions to the use of face coverings in the workplace:

- When an employee is alone in a room.
- While actively eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a documented disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- All face coverings must be worn, cleaned, and replaced as needed, and unless an applicable exception to wearing a face covering applies, consistent with the School's COVID-19 Health and Safety Policy.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. However, testing an employee twice per week is not an alternative to wearing a facial covering where otherwise required.

### **Engineering controls**

To the maximum extent feasible, the School will implement all appropriate actions to protect employees where six (6) feet of physical distancing cannot be maintained, consistent with the COVID-19 Health and Safety Policy, as well as this Plan. The School will implement the following measures for situations where at least six feet between individuals cannot be maintained:

- All employees must wear a facial covering at all times, unless an applicable, documented exception applies.
- All employees are responsible for maintaining and monitoring a six-foot or more distance from other staff members or students. If six feet distance cannot be maintained, the employee will notify a supervisor to ensure that adequate distance can be established.
- Employees can request partitions where needed to be used for extra protection in addition to physical distance.
- TCS will maximize, to the extent feasible the quantity of outside air for School buildings with mechanical or natural ventilation systems, except when the United States EPA Air Quality Index is greater than one hundred (100) for any pollutant, or if opening windows or doors would cause additional hazards to employees.
- Filters will be changed regularly. Whenever feasible, doors and windows will be opened to ensure increased airflow. Air purifiers may be used to increase safety for students and staff wherever feasible.

### **Cleaning and disinfecting**

TCS will implement the following cleaning and disinfection measures for frequently touched surfaces:

- Informing the employees and any exclusive representatives of the frequency and scope of cleaning and disinfection.
- Ensuring adequate supplies, training, and adequate time for sanitization to be done properly.
- Follow the federal, state, and local guidance for Cleaning and Disinfecting to develop, implement, and maintain a plan to perform regular cleanings to reduce the risk of exposure to COVID-19, consistent with the TCS COVID-19 Health and Safety Policy.
- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - If surfaces are dirty, clean them using a detergent or soap and water before you disinfect them in accordance with Healthy Schools Act protocols.
  - For disinfection, most common, EPA-registered, household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the EPA website. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time).
- Discourage workers from using each other's phones, desks, offices, or other work tools and equipment, when possible.
- Provide disposable disinfecting wipes so that employees can wipe down commonly used surfaces (e.g., keyboards, remote controls, desks, other work tools and equipment) before each use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that could be very dangerous to breathe in.
- Advise employees to always wear gloves appropriate for the chemicals being used when they are cleaning and disinfecting and that they may need additional PPE based on the setting and product.

### **Cleaning and Disinfecting in the Event of a Workplace Exposure**

Should TCS have a COVID-19 case in the workplace, the School will implement the following procedures:

- The School will determine all areas, materials and equipment used by the COVID-19 case during the high-risk

exposure period.

- Cohort, class, and school may be closed so that the immediate area can be deep cleaned and sanitized by TCS custodial staff.
- Once identified, the School will follow all CDC cleaning and disinfection recommendations in pertinent areas.
- A special high-level cleaning system (VP200ESK) has been purchased for each site and will be used to completely sanitize classrooms and workspaces.

### **Shared tools, equipment and personal protective equipment (PPE)**

- The School will not allow any employees, students, or any other persons to share any form of PPE, including but not limited to: gloves, goggles, and face shields.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments, and tools, must also not be shared, to the extent feasible.
- Where there must be sharing, the items will be disinfected between uses.
- Employees will be provided with hospital-grade cleaning fluid and training to sanitize high-touch surfaces, including any surfaces that may be shared between use.
- Sharing of vehicles will be minimize to the extent feasible, and high-touch points (i.e., steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, the School will:

- Evaluate hand washing facilities in classrooms and workspaces.
- Determine the need for additional supplies and equipment.
- Encourage and allow time for the employee and student handwashing, at least 20 seconds each time.
- Encourage students and all employees to wash their hands for at least 20 seconds each time.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to campus and in other workplace areas where they are likely to be seen. This will include signs for non-English speakers, as needed.
- Provide employees and students with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

- The School will evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.
- When it comes to respiratory protection, the School will evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.
  - In this situation, the School will provide and ensure the use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **Investigating and Responding to COVID-19 Cases**

- This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.
- Effective immediately, upon one (1) "COVID-19 case"<sup>1</sup> in the workplace, the School will:

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<sup>1</sup> Cal/OSHA regulations define a "COVID-19 case" as a person who: 1) Has a positive COVID-19 test, 2) is subject to a COVID-19 related order to isolate issued by a local health department or state health official, or 3) has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID19-9 statistics of a county.



- Investigate the COVID-19 case, determine the day and time the COVID-19 case was last present on the School campus, the date of the positive test and/or diagnosis, and the date the case has one (1) or more COVID-19 symptoms, if any.
- Investigate whether other School employees or any other third parties may have had a COVID-19 exposure by evaluating the activities of the COVID-19 case at the School campus during the “high-risk exposure period”<sup>2</sup>.
- Give notice of potential exposure, within one (1) business day, and without revealing any personal identifying information<sup>3</sup> of the COVID-19 case, to:
  - 1) All employees and their authorized representatives, if any, who may have had COVID-19 exposure, and
  - 2) Independent contractors and other employers present at the workplace during the high-risk exposure period.
- Offer testing for COVID-19 to all employees with potential COVID-19 exposure in the workplace, at no charge and during working hours, as well as:
  - Information regarding COVID-19-related benefits under all applicable federal, state, and local laws, as well as potential salary continuation rights during any period of exclusion due to the COVID-19 exposure.
- Investigate the potential that workplace conditions contributed to the risk of COVID-19 exposure, as well as remedial steps that could have been taken to reduce the risk of COVID-19 exposure.
- Employees who had potential COVID-19 exposure in the workplace will be:
  - Referred for COVID-19 testing through community testing by El Dorado County Public Health. Any such testing will be free of charge and during working hours.
  - The TCS School Nurse will provide health information, support, and contact tracing as requested.
  - The information on benefits described in Training and Instruction and Exclusion of COVID-19 cases will be provided to employees.
  - Leave options for quarantine or illness will be discussed with each employee individually.

### System for Communicating

The School’s goal is to ensure effective two-way communication with employees, in a form that all employees can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to the immediate supervisor:
  - A team of three (3) (Executive Director/Principal, School Nurse & Human Resources) serves as the confidential COVID team to assist TCS with potential and active COVID cases, policies and procedures. Health and safety policies and procedures are monitored and communicated by the Director.
- That employees can report symptoms and hazards without fear of reprisal.
- Consistent with the Employee Handbook and all applicable policies, the School will not tolerate discrimination, harassment, or retaliation against any employee who reports COVID-19 symptoms or hazards.
- TCS’ procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with the School) may be exposed to, what is being done to control those hazards, and the School’s COVID-19 policies and procedures.
- Where testing is not required, how employees can access COVID-19 testing:
  - Community testing is available for free through El Dorado County Public Health.
  - The TCS School Nurse is available as a resource.
- In the event that TCS is required to provide testing because of a workplace exposure or outbreak, the School will

<sup>2</sup> “High-risk exposure period” is defined by Cal/OSHA as: 1) For individuals with COVID-19 symptoms, from two (2) days before the symptoms first develop until ten (10) days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or 2) for asymptomatic individuals who test positive for COVID-19, from two (2) days before until ten (10) days after the first positive COVID-19 test specimen was collected.

<sup>3</sup> All personally identifying information related to COVID-19 cases or those with COVID-19 symptoms shall be kept confidential. However certain information may be provided to public health authorities, as required by law.



communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. Such testing may include but is not limited to:

- In the event of one (1) COVID-19 case, an outbreak<sup>4</sup>, or a major outbreak at the School campus, the School will offer COVID-19 testing to employees with exposure at no charge, and during working hours.
- In the event of one (1) COVID-19 case in the workplace, COVID-19 testing will be offered to all employees who have had potential COVID-19 exposure.
- In the event of a COVID-19 outbreak pursuant to Cal/OSHA regulations:
  - The School must provide testing to all employees who were present in the exposed workplace.
  - Pursuant to Cal/OSHA regulations, “employees in the exposed workplace shall be tested and then tested again one week later.”<sup>5</sup>
  - After the first two (2) COVID-19 tests, the School must provide continuous COVID-19 testing of employees remaining at the workplace at least once per week, until outbreak criteria are no longer met.
- In the event of a “major COVID-19 outbreak,”<sup>6</sup> the School will provide COVID-19 testing at least twice per week to all employees present at the exposed workplace during the thirty (30) day period, and who remain at the workplace. This testing regimen will continue until there are no new COVID-19 cases in the workplace for a fourteen (14) day period.
  - El Dorado County Public Health will be consulted, and follow-up or additional testing and mitigation may occur at their direction.
- Consistent with current Cal/OSHA regulations, the School will require certain frequencies of COVID-19 testing before allowing employees with COVID-19 exposure to return to campus.

## Training and Instruction

TCS will provide effective training and instruction that includes:

- The School’s COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal (including the Families First Coronavirus Response Act which TCS will continue benefits through March 31, 2021), state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility. That hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- **Appendix D: COVID-19 Training Roster** will be used to document this training.

<sup>4</sup> An outbreak is defined by Cal/OSHA as one that is declared by the local public health department, or where there are three or more cases on campus within a 14-day period. 8 CCR §3205.1(a)(1).

<sup>5</sup> 8 CCR §3205.1(b)(2)A).

<sup>6</sup> Cal/OSHA defines a major outbreak as “20 or more COVID-19 cases in an exposed workplace within a 30-day period.”

## Exclusion of COVID-19 Cases

In the event of a COVID-19 case in the workplace, TCS will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever the COVID-19 exposure is deemed work-related pursuant to all applicable worker's compensation laws. This will be accomplished by providing employees with their options for sick leave benefits, payments from public sources, or other means of maintaining earnings, rights, and benefits, where permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is the School's policy to:

- Report information about COVID-19 cases in the workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in the place of employment or in connection with any employment.
- Maintain records of the steps taken to implement the School's written COVID-19 Prevention Program for at least one year, in accordance with CCR Title 8 section 3203(b).
- Make the School's written COVID-19 Prevention Program available at the workplace to employees, exclusive representatives, if any, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed, or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective or 14 days from the time the order to quarantine was effective.

The Cottonwood School

Executive Director/Principal

Cindy Garcia

Signature *Cindy Garcia* Date 1/26/2021

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example, meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. TCS will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person Conducting the Evaluation:**

**Date:**

**Name(s) of Employees and Authorized Employee Representative that Participated:**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

**Appendix B: COVID-19 Inspections****Date:****Name of Person Conducting the Inspection:****Work Location Evaluated:**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/Partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Handwashing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>PPE</b> (not shared, available, and being worn)			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:**

**Name of Person Conducting the Investigation:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where the employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

<b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b>	
---	--

<b>Notice is given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was the local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

## Appendix D: COVID-19 Training Roster

Date: << >>

Name of Person Conducting the Training: <<Need Name Here>>

Employee Name	Signature
All Certificated & Classified Staff (Zoom Meeting)	

# Cover Sheet

## Covid 19 School Guidance Checklist

<b>Section:</b>	III. Operations
<b>Item:</b>	F. Covid 19 School Guidance Checklist
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	COVID-19 School Guidance Checklist_TCS.pdf



# COVID-19 School Guidance Checklist

January 14, 2021



Date: \_\_\_\_\_

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: \_\_\_\_\_

Number of schools: \_\_\_\_\_

Enrollment: \_\_\_\_\_

Superintendent (or equivalent) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of proposed reopening: \_\_\_\_\_

County: \_\_\_\_\_

Grade Level (check all that apply)

Current Tier: \_\_\_\_\_  
 (please indicate Purple, Red, Orange or Yellow)

☐ TK ☐ 2<sup>nd</sup> ☐ 5<sup>th</sup> ☐ 8<sup>th</sup> ☐ 11<sup>th</sup>☐ K ☐ 3<sup>rd</sup> ☐ 6<sup>th</sup> ☐ 9<sup>th</sup> ☐ 12<sup>th</sup>☐ 1<sup>st</sup> ☐ 4<sup>th</sup> ☐ 7<sup>th</sup> ☐ 10<sup>th</sup>

Type of LEA: \_\_\_\_\_

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

### For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☐ I, \_\_\_\_\_, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☐ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

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If you have departmentalized classes, how will you organize staff and students in stable groups?

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If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

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☐ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

☐ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

☐ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☐ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

☐ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

☐ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: \_\_\_\_\_ feet

Minimum: \_\_\_\_\_ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

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☐ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

☐ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

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☐ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

☐ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

☐ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

☐ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

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### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) \_\_\_\_\_. County has certified and approved the CRP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

### **Additional Resources:**

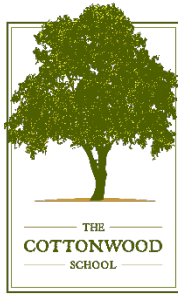
[Guidance on Schools](#)

[Safe Schools for All Hub](#)

# Cover Sheet

## Policy and Procedure for Opting Out of State Testing

<b>Section:</b>	IV. Academic Excellence
<b>Item:</b>	A. Policy and Procedure for Opting Out of State Testing
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	State Testing Opt-Out Policy - Cottonwood.pdf



## Policy and Procedure for Opting Out of State Testing

The Cottonwood School pupils are required to participate in all statewide assessments that are applicable to pupils in non-charter public schools according to [California Education Code Section 47605\(c\)](#). Parents do indeed have the right to waive, *under specified conditions*, state testing requirements for the California Assessment of Student Performance and Progress (CAASPP) System according to [California Education Code section 60615](#). A charter school cannot disregard or take away this parental right. However, the California Department of Education states that parent waivers do not exempt students from participation rate calculations.

The Every Student Succeeds Act (ESSA) requires states to test at least 95% of all eligible students and student groups in ELA and Mathematics. In 2020, the US Department of Education reviewed the California Department of Education (CDE)'s methodology and determined that it does not meet ESSA requirements.

Beginning with the 2020-2021 school year, instead of a 0.25 point penalty for each percentage point below 95%, the CDE will assign the Lowest Obtainable Score (LOSS) for each student needed to bring the school, district, or student group to a 95% participation rate.

Under the new methodology, the calculation will add the number of students needed to reach a 95% participation rate into the DFS calculations, and these students will be assigned a predetermined LOSS score. The calculation will assign the LOSS among the school's tested grade levels that penalizes the school the least.

In simpler terms, 95% of testing age students must participate or The Cottonwood School will face severe penalties on the California Dashboard, the states' measurement of school accountability. This in turn will impact our ability to renew our charter and continue operations.

### Exceptions to the Participation Rate Requirement

Students flagged with the "Medical Emergency" condition code will be automatically removed from the participation rate calculation unless they log onto both parts of the test. English learners new to the country (enrolled in a U.S. school for less than one year) are exempt from taking the ELA portion of the Smarter Balanced Summative Assessments. Note that the same LOSS will be applied to students who do not take the California Alternative Assessments as for those taking the Smarter Balanced Summative Assessments.

### **Opt-out Procedure for The Cottonwood School**

In order for a family to complete the opt-out process, the HST and the family will complete the following steps:

1. Parent communicates intent to opt out of state testing to HST
2. HST fills out [this survey](#) documenting the reason for the opt-out request
3. The Testing Team reviews the reason for the opt-out request, and then schedules an advisory phone call with the parent to discuss the reason for the opt-out request prior to the opt-out being processed
4. If after the conversation the parent still decides to opt-out, the testing team will complete a spreadsheet documenting the conversation and the resolution.