

APPROVED



# The Cottonwood School

## Minutes

### Regular Scheduled Board Meeting

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**Date and Time**

Tuesday March 16, 2021 at 6:00 PM

**Location**

7006 Rossmore Lane  
El Dorado Hills, CA 95762

Zoom Link:

<https://zoom.us/j/93395967458>

Meeting ID: 933 9596 7458

Join by Phone: (669) 900-6833

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**Directors Present**

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

**Directors Absent**

*None*

**Directors who arrived after the meeting opened**

Christine Cordero

**Guests Present**

Ann Buxton (remote), Cindy Garcia (remote), Darlington Ahaiwe (remote), Elaine Alexandres (remote), Jodiann Beeson (remote), Kimmi Buzzard (remote), Paul Minney (remote)

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**I. Opening Items****A. Call the Meeting to Order**

Dr. Norman Lorenz called a meeting of the board of directors of The Cottonwood School to order on Tuesday Mar 16, 2021 at 6:02 PM.

**B. Record Attendance**

**C. Public Comments**

No public comment.

**D. Closed Session - Conference with Legal Counsel - Anticipated Litigation**

Dr. Norman Lorenz made a motion to move into Closed Session at 6:03 pm.

Deb Hibbard seconded the motion.

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

**Roll Call**

Christine Cordero Absent

Teresa Lyday Selby Aye

Deb Hibbard Aye

Dr. Norman Lorenz Aye

Christine Cordero arrived.

**E. Announcement of Any Action Take in Closed Session**

Dr. Norman Lorenz reported that no decisions or actions were taken while in Closed Session.

**II. Open Session - Opening Items**

**A. Approval of the Agenda**

Deb Hibbard made a motion to approve the agenda.

Christine Cordero seconded the motion.

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

**Roll Call**

Teresa Lyday Selby Aye

Christine Cordero Aye

Deb Hibbard Aye

Dr. Norman Lorenz Aye

**B. Public Comments**

- Jessica Hall, a Teacher with The Cottonwood School, inquired what the intent of the COVID-19 Voluntary Vaccination Policy. She suggests changing the wording to "If the State Requires the Vaccine..."
- Joseph asked if the school has the vendor list for 2021-2022 ready yet.

**C. Executive Director's Report**

1. Dianne Curtis

- Highlight Halee \_\_\_\_\_, 11th grader at site-based high school
- Presentation by Olivia Perry, kindergartener at TCS home study, on her Science Fair project
- HSVA and JHSVA collaboration
- Science Fair – 44 presentations
- Letters of Intent going out to families to stay with their HSTs

2. Dianne Curtis – Community Connections

- Conducted community parent meetings and staff meetings, Community Café to increase communication.
- Positive feedback re: open communications

3. Claire Walker – High School Virtual Academy (HSVA) presentation
  - Grace Chapman, 9th grader, presented a testimonial about World History Class with HSVA.
4. Shannon Breckenridge
  - Plans for high school graduation with COVID restrictions.
  - To be held at a drive-in
  - 5/26/21 at 8:30pm
5. Kristi Nicosia – testing updates
  - No federal waiver for CAASPP or CAST
  - Awaiting update from California State Board of Education. They met this afternoon and agreed to request a waiver
  - Test administration opens 4/6/21
  - STAR – academic growth in math and ELA; decreased participation from 94% to 74%
  - ELPAC – 98% completed, first school in the state to complete! 51% of ELL students enrolled in ELD classes.

**D. Discussion and Potential Action on the Approval of Board Meeting Minutes**

Christine Cordero made a motion to approve the minutes from Regular Scheduled Board Meeting on 02-16-21.

Deb Hibbard seconded the motion.

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

**Roll Call**

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

**III. Finance**

**A. Open Session Discussion / Action Items: Review of Comparable Compensation Data for Charter School Executive Directors/CEOs/Principals**

Discussion and Review of Comparable Compensation Data for Charter School Executive Directors/CEOs/ Principals. Elain Alexandres

**B. Open Session Discussion / Action Item: Possible Approval of Employment Agreement for Executive Director**

- Oral Report of Salary, Salary Schedules, or Compensation paid in the form of fringe benefits. \$175,000 annually for 1-2 years
- Teresa Lynn Selby asked if the salary increase has been factored into the budget. Dr. Norman Lorenz said that the Finance Committee has vetted this through Charter Impact.
- Christine Cordero inquired if the SPED Director salaries were accurate. Elain Alexandre said that the position salary ranges.
- Christine Cordero asked if there is a salary schedule associated with the Executive Director position as well as other positions. Dr. Norman Lorenz affirmed there are schedules for all positions.

Deb Hibbard made a motion to approve the Employment Agreement for the Executive Director.

Dr. Norman Lorenz seconded the motion.

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

**Roll Call**

Christine Cordero Aye

**Roll Call**

Dr. Norman Lorenz Aye  
Teresa Lyday Selby Aye  
Deb Hibbard Aye

**C. Discussion and Potential Action on February Financials**

- Slight increase in revenues projecting favorable variance
- Learning Loss Mitigation funds coming in

Deb Hibbard made a motion to approve the February Financials.  
Teresa Lyday Selby seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**D. Discussion and Potential Action on the Consolidated Funding Application**

[Add Teresa's Notes]

Deb Hibbard made a motion to approve the completion and submission of the Consolidated Funding Application to the state of California.

Dr. Norman Lorenz seconded the motion.

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

**Roll Call**

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

**E. Discussion and Potential Action on the Growth Projections and Enrollment Window**

1. Enrollment Goals

- Home-study – 2450
- Site-based – 60+
- Open enrollment window 3/22 -4/30/21

Teresa Lyday Selby made a motion to approve the Growth Projections and Enrollment Window.

Dr. Norman Lorenz seconded the motion.

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

**Roll Call**

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

**F. Discussion and Potential Action on the 2021-2022 Classified and Certificated Staff Salary Schedules**

- Stipends removed and embedded into salaries

Deb Hibbard made a motion to approve the 2021-2022 Classified and Certificated Staff Salary Schedules.

Teresa Lyday Selby seconded the motion.

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

**Roll Call**

Deb Hibbard Aye

Dr. Norman Lorenz Aye

Christine Cordero Aye

Teresa Lyday Selby Aye

**IV. Academic Excellence**

**A. Discussion on the Local Control Accountability Plan**

- Discussion on the Local Control Accountability Plan

**B. Discussion and Potential Action on the Update to the Comprehensive Safety Plan - Sexual Health Education and Human Trafficking Annual Notice Language**

- Sexual health Education and Human Trafficking Annual Notice Language
  - Addition of the Human Trafficking section as part of the child abuse section to include Child Abuse Reporting Procedure – Penal Code: 11165.5 & .6.
  - Question by Ms. Cordero: Is there a parent education piece built in to educate parents on importance and intent of this curriculum along with opt out?
  - Request that a work group to design parent education workshop to inform parents of intent and importance. Dianne Curtis and Jodiann Beeson will work on this.

Dr. Norman Lorenz made a motion to approve the update to the Comprehensive Safety Plan - Sexual Health Education and Human Trafficking Annual Notice Language.

Christine Cordero seconded the motion.

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

**Roll Call**

Dr. Norman Lorenz Aye

Teresa Lyday Selby Aye

Christine Cordero Aye

Deb Hibbard Aye

**C. Discussion and Potential Action on the Public Random Drawing / Lottery Policy**

[Add Teresa's Notes]

Teresa Lyday Selby made a motion to approve the updated Public Random Drawing / Lottery Policy.

Dr. Norman Lorenz seconded the motion.

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

**Roll Call**

Christine Cordero Aye

Teresa Lyday Selby Aye

Deb Hibbard Aye

Dr. Norman Lorenz Aye

## V. Operations

### A. Discussion and Potential Action on the Student Information System Bids

1. School Pathways and Think Suite
2. Cindy Garcia recommends School Pathways as they are local, close to new site, and readily available for assistance if needed.

Deb Hibbard made a motion to approve the School Pathways bid.

Teresa Lyday Selby seconded the motion.

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

#### Roll Call

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

### B. Discussion and Potential Action on Technology Bids for School Technology Services

1. Three bids
  - 7th Dimension – very local, school experience
  - Team Logic – in Sacramento, little school experience
  - Think Suite – in Southern California, charter school experience

Deb Hibbard made a motion to approve and accept the bid with 7th Dimension.

Christine Cordero seconded the motion.

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

#### Roll Call

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

### C. Discussion and Potential Action on the COVID-19 Employee (Voluntary) Vaccination Policy

1. Policy changed to voluntary.
2. Employees have to sign that they received, not to show proof of vaccination.

Christine Cordero made a motion to approve the COVID-19 Employee (Voluntary) Vaccination Policy with the struck language.

Dr. Norman Lorenz seconded the motion.

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

#### Roll Call

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

## VI. Governance

### **A. Discussion and Potential Action on the Board Recruitment Revision & Update**

1. Had only 1 applicant
2. Proposed to repost vacancy, to close posting 4/7/21

Teresa Lyday Selby made a motion to approve the proposed recruitment revision and updates to extend the timeline for board recruitment.

Christine Cordero seconded the motion.

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

#### **Roll Call**

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

## **VII. Closing Items**

### **A. Board of Directors Comments & Requests**

1. The Board requested a Budget Projection at the next Board meeting.
2. The Board would like the school staff to create parent education programs for human trafficking.

### **B. Announcement of Next Regular Scheduled Board Meeting**

Dr. Norman Lorenz announced the next Board meeting will take place on April 20, 2021.

### **C. Adjourn Meeting**

Dr. Norman Lorenz made a motion to adjourn the meeting at 8:44 pm.

Deb Hibbard seconded the motion.

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

#### **Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:44 PM.

Respectfully Submitted,  
Dr. Norman Lorenz

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Prepared By:  
Kathy Fagundo

Noted By:

Board Secretary

Public comment rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to

communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Members of the public are permitted to comment on both non-agenda item matters and agenda item matters when public comment is called. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

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(Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).