



Tuesday, July 27, 2021
REGULAR SCHEDULED BOARD MEETING

THE COTTONWOOD SCHOOL

Time
6:00 PM PDT

Location
3921 Sandstone Drive, Suite A
El Dorado Hills, CA 95762

Zoom Link: <https://zoom.us/j/7911094763?pwd=OXNGdDlLcDBqYm1aOFF6dUFmYUpyQT09>
Meeting ID: 791 109 4763
Join by Phone: (669) 900-6833
El Dorado Hills, CA 95762

1. Opening Items

Subject **A. Record Attendance - Dr. Norman Lorenz - 1 minute**

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 1. Opening Items

Access Public

Type Procedural

Subject **B. Call the Meeting to Order - Dr. Norman Lorenz - 2 minutes**

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 1. Opening Items

Access Public

Type Procedural

Subject **C. Public Comments - Limited to Closed Session Agenda Items Only - 4 minutes**

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 1. Opening Items

Access Public

Type Information, Procedural

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 10 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 to allow 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.

2. Closed Session

Subject A. Recess into Closed Session

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 2. Closed Session

Access Public

Type Action

Recommended Action Motion to recess into Closed Session for the purpose of -
 CONFIDENTIAL STUDENT DISCIPLINE MATTER - Consideration of Potential Expulsion
 The Board of Education will meet in closed session to consider a recommendation on
 confidential student matters Case 2021001
 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
 Property: 3921 Sandstone Drive, Suite A El Dorado Hills, CA 95762
 Agency negotiator: Sarah J. Kollman

Subject B. Reconvene to Open Session

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 2. Closed Session

Access Public

Type Action

Recommended Action Motion to reconvene into Open Session.

Subject	C. Announcement of Any Action Taken in Closed Session - Dr. Norman Lorenz- 3 minutes
Meeting	Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING
Category	2. Closed Session
Access	Public
Type	Discussion

3. Open Session -- Opening Items - 7:00 PM

Subject	A. Approval of the Agenda
Meeting	Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING
Category	3. Open Session -- Opening Items - 7:00 PM
Access	Public
Type	Action
Recommended Action	Motion to approve the agenda.

Subject	B. Public Comments
Meeting	Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING
Category	3. Open Session -- Opening Items - 7:00 PM
Access	Public
Type	Information, Procedural

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Subject **C. Approve Minutes June Regular Board Meeting**

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 3. Open Session -- Opening Items - 7:00 PM

Access Public

Type Action

Recommended Action Motion to approve minutes from the June 15, 2021, Regular Board Meeting.

File Attachments
[2021_06_15_board_meeting_minutes \(3\).pdf \(182 KB\)](#)

Subject **D. Approve Minutes July Special Board Meeting**

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 3. Open Session -- Opening Items - 7:00 PM

Access Public

Type Action

Recommended Action Motion to approve minutes from July 17, 2021, Special Board Meeting.

File Attachments
[2021_07_13_board_meeting_minutes.pdf \(190 KB\)](#)

Subject **E. Executive Director's Report Cindy Garcia**

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 3. Open Session -- Opening Items - 7:00 PM

Access Public

Type Information

Background -

File Attachments
[July 27th Board Meeting ED Report.pdf \(671 KB\)](#)

4. Finance

Subject **A. Discussion and Potential Action Cottonwood EPA Budget Darlington Ahaiwe**

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 4. Finance

Access Public

Type Discussion and Potential Action

The Education Protection Account (EPA)

Administrative File Attachments
[Cottonwood EPA Budget FY2122.pdf \(165 KB\)](#)

Subject **B. Resolution for EPA Stacie Ivery**

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 4. Finance

Access Public

Type Action, Discussion and Potential Action

Recommended Action Motion to approve the EPA Resolution as presented

File Attachments
[2021-22 TCS EPA Resolution Spending Plan.edited.pdf \(193 KB\)](#)

Subject **C. Fiscal Policy Cindy Garcia and Stacie Ivery**

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 4. Finance

Access Public

Type Discussion and Potential Action

Recommended Action Motion to approve the Fiscal Policy as presented.

This is a small update that shows the link between the Board Oversight, Executive Director Oversight, and Business Manager Oversight. It explicitly states that the Business Manager has direct responsibility and authority over the Business Office, its personnel, policies and procedures, operations, and all contracted business services. Adding that the Business Manager oversees the adherence to all internal controls allows for more efficient processes to be put in place as the Executive Director and Business Manager deem necessary.

File Attachments
 Cottonwood --Fiscal Policies and Procedures Manua V4 (Redline).pdf (384 KB)

5. Operations

Subject A. Organization Chart

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 5. Operations

Access Public

Type Discussion and Potential Action

Recommended Action Motion to Approve the Cottonwood Organization Chart as presented.

File Attachments
 The Cottonwood School Org Chart 7.18.2021.pdf (198 KB)

Subject B. Job Descriptions Linda Kimble

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 5. Operations

Access Public

Type Discussion and Potential Action

Recommended Action Motion to approve The Cottonwood School's Job Descriptions 1 through 44 as presented.

The Cottonwood School has updated all of our job descriptions.

As a condition of employment, it is essential that all employees understand and receive their job description. This agenda item incorporates these job descriptions. It is required that they be approved by the Board for use as guidance for employees. They outline the education, qualifications, job duties, and physical requirements for each position at TCS.

File Attachments
 TCS -7 Director of School Accountability and Compliance Job Description.pdf (127 KB)
 TCS -8 Executive Administrative Assistant job description.pdf (134 KB)
 TCS -9 High School Classroom Teacher - Site Based Job Description.pdf (184 KB)
 TCS -10 High School_Junior High Program Coordinator Job Description.pdf (387 KB)
 TCS -11 Home School Teacher Position.pdf (184 KB)
 TCS -12 HQT Junior High_High School Math Teacher Job Description.pdf (243 KB)
 TCS -13 HQT Junior High_High School Science Teacher Job Description.pdf (242 KB)
 TCS -14 HQT Junior High_High School Social Studies Teacher Job Description_.pdf (243 KB)
 TCS -15 HQT Junior High_High School Spanish Teacher Job Description.pdf (242 KB)
 TCS -16 Human Resources Coordinator Revised Job Description.pdf (219 KB)

[TCS -17 Information Technology \(IT\) Specialist Job Description.pdf \(168 KB\)](#)
[TCS -18 Instructional Administrator Job Description.pdf \(135 KB\)](#)
[TCS -19 Library Shipping Specialist Job Description.pdf \(225 KB\)](#)
[TCS -20 Homeschool Teacher _ MDIP Coordinator Job Description - 7.21.21.pdf \(130 KB\)](#)
[TCS -21 Homeschool Teacher _ Mindset Coordinator Job Description 7.21.21.pdf \(71 KB\)](#)
[TCS -22 Program Specialist-Special Education Mild_Moderate Job Description.pdf \(134 KB\)](#)
[TCS -23 Purchasing Coordinator.pdf \(218 KB\)](#)
[TCS -24 Reading Early Literacy Coordinator Job Description.pdf \(229 KB\)](#)
[TCS -25 School Psychologist Job Description.pdf \(129 KB\)](#)
[TCS -26 SIS Compliance Enrollment Specialist Job Description.pdf \(126 KB\)](#)
[TCS -27 Special Education Assessment Technician Job Description.pdf \(133 KB\)](#)
[TCS -28 Special Education Nurse Job Description.pdf \(156 KB\)](#)
[TCS -29 Special Education Reading Specialist Job Description.pdf \(134 KB\)](#)
[TCS -30 Student Information Systems \(SIS\) Coordinator Job Description.pdf \(139 KB\)](#)
[TCS -31 Student Intervention Support Coordinator.pdf \(164 KB\)](#)
[TCS -32 Student Support Coordinator SST_504 Job Description.pdf \(131 KB\)](#)
[TCS -33 Student Support Specialist Job Description - Google Docs - Google Docs.pdf \(87 KB\)](#)
[TCS -34 Vendor Relations Coordinator Job description.pdf \(212 KB\)](#)
[TCS -35 Vendor Relations Technician Job Description.pdf \(220 KB\)](#)
[TCS -36 Family Liaison \(Slavic Speaking\) Job Description.docx-20210326122202\(1\).pdf \(615 KB\)](#)
[TCS -37 Assistant Director of SPED Job Description 7.21.21.pdf \(79 KB\)](#)
[TCS -38 On-Site High School Principal Job Description 7.21.21.pdf \(91 KB\)](#)
[TCS -39 Home School Teacher Position.pdf \(184 KB\)](#)
[TCS -40 Associate Director Job Description.docx .pdf \(188 KB\)](#)
[TCS -41 High School Counselor.pdf \(428 KB\)](#)
[TCS -42 Homeschool Teacher _ Boost Job Description - 7.21.21 - Google Docs.pdf \(129 KB\)](#)
[TCS -43 Homeschool Teacher _ Rise Job Description - 7.22.21 - Google Docs.pdf \(68 KB\)](#)
[TCS -44 HST _ High School Success Coordinator Job Description 7.23.21.pdf \(84 KB\)](#)
[TCS -1 Director of Community Job Description.pdf \(203 KB\)](#)
[TCS -2 Homeschool Teacher_ Community Coordinator Job Description.pdf \(71 KB\)](#)
[TCS -3 Director of Curriculum and Technology Job Description_.pdf \(195 KB\)](#)
[TCS -4 Director of Human Resources Job Description.pdf \(215 KB\)](#)
[TCS -5 Director of Instruction and Assessment Job Description_.pdf \(198 KB\)](#)
[TCS -6 Director of Special Education.pdf \(96 KB\)](#)

Subject**C. Education for Homeless Children and Youth Policy**

Meeting

Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category

5. Operations

Access

Public

Type

Discussion and Potential Action

Recommended Action Motion to Approve the Education for Homeless Children and Youth Policy as presented.

The Education for Homeless Children and Youth Policy has been updated with the latest guidelines. The term Foster Youth has been changed to Youth.

File Attachments

Education of Homeless Children and Youth Policy (YMC redline 2021) (4838-8578-4562.v1) (004).pdf (218 KB)

Subject	D. Retention of School Records
Meeting	Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING
Category	5. Operations
Access	Public
Type	Discussion and Potential Action

Recommended Action Motion to Approve the Retention of School Records Policy as presented.

California State Law provides guidance on the time frames and conditions for the retention of student records. This agenda item outlines for our guidance the policy relative to the retention of records at TCS. It will assist us in approaching student records in a uniform and consistent manner, and ensure compliance with the law in this area.

File Attachments

[Retention of School Records Redline \(4839-6675-4801.v1\).pdf \(123 KB\)](#)

Subject	E. American Rescue Plan Act Elementary and Secondary School Relief Fund (ESSER III) Safe Return to In-Person Instruction Local Educational Agency Plan Ann Buxton
Meeting	Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING
Category	5. Operations
Access	Public
Type	Information

The American Rescue Plan Act (ARP) was signed into law on March 11, 2021, provided the ESSER funding. ARP ESSER, also known as ESSER III, funds are provided to the State under Title I Part A.

The U.S. Department of Education published in their Interim Final Requirements April 22, 2021, requiring Local Educational Agencies (LEAs-Schools) to receive ESSER III funds to submit an LEA Plan for the Safe Return In-Person Instruction and Continuity of Services. This applies even if an LEA has been operating full-time in-person instruction but does not apply to fully virtual schools and LEAs.

However, TCS has a resource center/Lending Library. To ensure that we comply, we have added a Safe Return to In-Person Instruction and Continuity of Services to our website.

File Attachments

[TCS Return policy.pdf \(357 KB\)](#)

Subject	F. Independent Study Policy
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Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 5. Operations

Access Public

Type Discussion and Potential Action

Recommended Action Motion to approve the Independent Study Policy as presented.

This policy was updated to address the AB 130 changes in accordance with the requirements of Education Code Section 51747.

File Attachments

[Independent Study Policy - Cottonwood REDLINE \(4810-5608-1907.v2\).pdf \(183 KB\)](#)

Subject G. Administration of Medications

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 5. Operations

Access Public

Type Discussion and Potential Action

Recommended Action Motion to approve the Administration of Medications policy as presented.

There is nothing more important than the safety and health of our students. Some students come to us with specific health-related needs that must be met during the school day, including but not limited to the administration of medication. This policy outlines the guidelines for the administration of medical assistance by TCS staff to our students. There are few changes due to updates in Ed Code.

File Attachments

[Administration_of_Medications Cottonwood \(YMC redline\) \(4830-8557-9245.v2\).pdf \(370 KB\)](#)

Subject H. MEMORANDUM OF UNDERSTANDING AND AGREEMENT FOR PARTICIPATION IN THE CENTER FOR TEACHING INNOVATION INDUCTION PROGRAM Linda Kimble

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 5. Operations

Access Public

Type Discussion and Potential Action

Recommended Action Motion to approve the MEMORANDUM OF UNDERSTANDING AND AGREEMENT FOR PARTICIPATION IN THE CENTER FOR TEACHING INNOVATION INDUCTION PROGRAM as presented

The Teacher Induction Program provides training for our newest teachers as they launch their teaching careers. The Office of the Riverside County Superintendent of Schools offers a high-quality, positively

recommended induction program available to our teachers online. The enclosed description outlines the program. We request the Board's approval of the Riverside County Office of Education as the provider for our Induction Program.

File Attachments
[Cottonwood IN70258.pdf \(398 KB\)](#)

Subject **I. Submitting Units for Salary Credit Addition to the Employee Handbook**

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 5. Operations

Access Public

Type Discussion and Potential Action

Recommended Action Motion to approve the Submitting Units for Salary Credit to the Employee Handbook as presented.

This page was inadvertently omitted. It belongs in Section 4, "Professional Development."

File Attachments
[Submitting Units for Salary Credit.pdf \(69 KB\)](#)

Subject **J. Parent-Student Handbook - Home Study**

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING

Category 5. Operations

Access Public

Type Discussion and Potential Action

Recommended Action Motion to approve the Parent-Student Handbook - Home Study as presented.

Clarification of the role of students, parents, and employees is essential to ensure the smooth operation of our school. Clear communication about our rules safeguards the rights and explains the responsibilities of all involved. Additionally, there are annual notifications we must legally provide to parents and families about important topics that may impact them. The parent-student handbook for 2021-22 is provided for your review and consideration.

File Attachments
[2021-22 Homestudy Handbook \(YMC redline\)v2 \(4836-0930-0467.v1\).pdf \(3,090 KB\)](#)

Subject **K. Parent Student Handbook Site Based Community**

Meeting	Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING
Category	5. Operations
Access	Public
Type	Discussion and Potential Action
Recommended Action	Motion to approve the Parent-Student Handbook - Site-Based Community as presented.

The On-Site High School student handbook outlines the relationship between the students, teachers, parents, and other staff members at our on-site high school. It sets the expectations for procedures and protocols necessary to ensure the smooth operation of the school as well as compliance with local, state, and Federal laws and guidelines.

File Attachments

[2021-22 Cottonwood Community Handbook \(site-based\) \(YMC redline\)v2 \(4850-1236-0691.v1\).pdf \(1,070 KB\)](#)

6. Governance

Subject	A. A RESOLUTION to recognize the legal extension of charter term by two years pursuant to Education Code Section 47607.4 Ann Buxton and Cindy Garcia
Meeting	Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING
Category	6. Governance
Access	Public
Type	Discussion and Potential Action
Recommended Action	Motion to approve the Resolution extending The Cottonwood School Charter to June 30, 2025, pursuant to Education Code Section 47607.4

File Attachments

[TCS Board Resolution re Charter Term Extension \(4819-2376-6003.v1\).pdf \(141 KB\)](#)

7. Closing Items

Subject	A. Board of Directors Comments & Requests
Meeting	Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING
Category	7. Closing Items

Access Public
Type Discussion
Background -

Subject B. Announcement of the Next Regular Scheduled Board Meeting

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING
Category 7. Closing Items
Access Public
Type Information

August 24, 2021
Closed Session - 6:00 p.m.
Open Session - 7:00 p.m.

Subject C. Note -

Meeting Jul 27, 2021 - REGULAR SCHEDULED BOARD MEETING
Category 7. Closing Items
Access Public
Type Information

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)).