



Tuesday, June 21, 2022
REGULAR SCHEDULED BOARD MEETING

THE COTTONWOOD SCHOOL

Time
5:00 PM PDT

Location
3921 Sandstone Drive, Suite 100
El Dorado Hills, CA 95762

Zoom Link:
<https://zoom.us/j/7911094763>
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
Meeting	Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING
Category	1. Opening Items
Access	Public
Type	Information, Procedural
Board Members	
	Christine Cordero
	Deb Hibbard
	Donna Huckleby
	Norman Lorenz
	Teresa Lyday-Selby

Subject	B. Call the Meeting to Order - Dr. Norman Lorenz
Meeting	Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING
Category	1. Opening Items
Access	Public
Type	Procedural

2. Open Session -- Opening Items - 5:00 PM

Subject **A. Approval of the Agenda**

Meeting Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING

Category 2. Open Session -- Opening Items - 5:00 PM

Access Public

Type Action

Recommended Action Motion to approve the agenda. Second, roll call vote.

Roll Call Vote:

Christine Cordero
 Deb Hibbard
 Donna Huckleby
 Norman Lorenz
 Teresa Lyday-Selby

Subject **B. Board Finding AB361**

Meeting Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING

Category 2. Open Session -- Opening Items - 5:00 PM

Access Public

Type Action

Recommended Action Motion for Board Approval of Findings to Conduct Virtual Meetings Pursuant to AB 361.
 Second, roll call vote.

SUBMITTED BY: Ann Buxton

PRESENTING TO THE BOARD: Ann Buxton

ESTIMATED TIME OF ITEM: 5 minutes

BACKGROUND AND SUMMARY (overview):

During times of crisis or emergency, it is essential that public agencies are able to continue to provide critical services to the public. Assembly Bill 361 (Rivas), which will allow public agencies to meet remotely, as they do now under the Governor's Executive Orders related to COVID-19.

- While maintaining transparency and public access, local agencies, schools, would be able to meet remotely during a declared state of emergency
- While agencies would still be required to post agendas and meeting information, agencies would not be required to post meeting notices and/or agendas in physical locations when remotely meeting during an emergency
- While the public must continue to have access to the remote meeting and provided the ability to make a public comment, agencies would not be required to make all remote meeting sites accessible to the public, nor include the remote location details in the meeting notice or agenda during a declared state of emergency
- Additionally, agency board members would not be required to be at remote sites within the territorial bounds of the agency during a declared state of emergency

Roll Call Vote:

Christine Cordero
 Deb Hibbard
 Donna Huckleby
 Norman Lorenz
 Teresa Lyday-Selby

File Attachments
 AB 361.pdf (126 KB)

Subject	C. Public Comments
Meeting	Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING
Category	2. Open Session -- Opening Items - 5:00 PM
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 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 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.

Subject	D. Executive Director's Report Cindy Garcia
Meeting	Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING
Category	2. Open Session -- Opening Items - 5:00 PM
Access	Public
Type	Information

SUBMITTED BY: Ann Buxton
PRESENTING TO THE BOARD: Cindy Garcia
ESTIMATED TIME OF ITEM: 10 minutes
BACKGROUND AND SUMMARY (overview):

File Attachments
[June 21, 2022 ED Report.pdf \(833 KB\)](#)

3. Finance

Subject	A. Discussion and Potential Action on the May Financials Jason Sitomer
Meeting	Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING
Category	3. Finance
Access	Public
Type	Discussion and Potential Action

Recommended Action Motion to approve the May financials as presented. Second, roll call vote.

SUBMITTED BY: Ann Buxton
PRESENTING TO THE BOARD: Jason Sitomer
ESTIMATED TIME OF ITEM: 5 minutes
BACKGROUND AND SUMMARY (overview):
 Presentation of May financials.

Roll Call Vote:
Christine Cordero
Deb Hibbard
Donna Huckleby
Norman Lorenz
Teresa Lyday-Selby

File Attachments
[22.05_TCS_Board Package.pdf \(1,783 KB\)](#)

Subject **B. TCS 2022-23 Budget**

Meeting Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING

Category 3. Finance

Access Public

Type Action

Recommended Action Motion to approve the TCS 2022-23 Budget as presented. Second, roll call vote.

SUBMITTED BY: Ann Buxton
PRESENTING TO THE BOARD: Jason Sitomer
ESTIMATED TIME OF ITEM: 5 Minutes
BACKGROUND AND SUMMARY (overview):

Presentation of 22-23 Budget.

Roll Call Vote:
Christine Cordero
Deb Hibbard
Donna Huckleby
Norman Lorenz
Teresa Lyday-Selby

File Attachments
[FY23-TCS- Budget Package.pdf \(643 KB\)](#)

Subject **C. Part Time HST Salary Scale**

Meeting Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING

Category 3. Finance

Access Public

Type Discussion and Potential Action

Recommended Action Motion to approve the Part Time HST Salary Scale as presented. Second, roll call vote.

SUBMITTED BY: Cindy Garcia
PRESENTING TO THE BOARD: Cindy Garcia
ESTIMATED TIME OF ITEM: 15 minutes
BACKGROUND AND SUMMARY (overview):

As the HR department was creating part-time teacher contracts, they realized the formula was not updated on the salary schedule. We worked with the Finance department to develop a new formula that gave the part-time teachers a raise overall and did not require them to complete a timecard on holidays. We also built in that the part-time teachers are paid for five 8-hour days; regardless of their student count. These days cover required trainings and in-service attendance. The hourly pay went from \$30.00 an hour to \$37.00 an hour. All of these changes are in the new budget. Because we wanted to provide the teachers with a contract prior to them leaving on summer break, we asked Board Members Norman and Deb, to review and approve the changes. This is the formality of approving this restructure of pay for the Part-time teachers.

Roll Call Vote:

Christine Cordero

Deb Hibbard

Donna Huckleby

Norman Lorenz

Teresa Lyday-Selby

File Attachments

Cottonwood Salary Scale 2023 (2).pdf (62 KB)

4. Public Hearing

Subject	A. Local Control Accountability Plan (LCAP) and Budget Overview for Parents (BOP) and Single Plan for Student Achievement (SPSA)
Meeting	Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING
Category	4. Public Hearing
Access	Public
Type	Discussion

SUBMITTED BY: Ann Buxton

PRESENTING TO THE BOARD: Ann Buxton

ESTIMATED TIME OF ITEM:

BACKGROUND AND SUMMARY (overview):

BACKGROUND INFORMATION:

Local Education Agencies (LEA) must annually hold a public hearing for their Local Control Accountability Plan (LCAP) and Budget Overview for Parents (BOP), and Single Plan for Student Achievement (SPSA) before the Board takes action.

CURRENT CONSIDERATIONS:

The purpose of the hearing is to consider comments and recommendations and address questions from families, staff, students, and members of the public related to the LCAP, including those specific to a particular action or expenditure. The proposed LCAP has three goals: 1) College and Career Readiness, 2) Optimize Conditions for Learning, and 3) Parent Engagement/ School Culture.

A public hearing is now declared open at _____p.m. to hear testimony.

There being no further discussion, the Public Hearing is hereby declared closed at _____p.m.

5. Operations

Subject	A. Local Control Accountability Plan (LCAP) and Budget Overview for Parents (BOP)
Meeting	Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING
Category	5. Operations
Access	Public

Type Discussion and Potential Action

Recommended Action Motion to approve the Local Control Accountability Plan (LCAP) and Budget Overview for Parents (BOP) as presented. Second, roll call vote.

SUBMITTED BY: Ann Buxton

PRESENTING TO THE BOARD: Ann Buxton

ESTIMATED TIME OF ITEM: 5 minutes

BACKGROUND AND SUMMARY (overview):

This report summarizes how the LCAP, LCAP Federal Addendum, and Local Indicators are aligned to create a comprehensive plan to support students and monitor and report progress.

The Local Control and Accountability Plan (LCAP) is an essential component of the Local Control Funding Formula (LCFF). Under LCFF, all Local Education Agencies must prepare an LCAP, which describes how they intend to meet annual goals for all pupils, with specific activities to address state and local priorities.

The LCAP Federal Addendum is a required addendum to the LCAP to meet the Local Educational Agency Plan provisions of the Every Student Succeeds Act (ESSA).

The California Dashboard Local Indicators support the school in measuring and reporting their performance on priority areas set by the State Board of Education.

Roll Call Vote:

Christine Cordero

Deb Hibbard

Donna Huckleby

Norman Lorenz

Teresa Lyday-Selby

File Attachments

2022_Local_Control_and_Accountability_Plan_The_Cottonwood_School_20220617.pdf (912 KB)

Subject B. Single Plan for Student Achievement (SPSA)

Meeting Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING

Category 5. Operations

Access Public

Type Discussion and Potential Action

Recommended Action Motion to approve the Single Plan for Student Achievement (SPSA) as presented. Second, roll call vote.

SUBMITTED BY: Ann Buxton

PRESENTING TO THE BOARD: Ann Buxton

ESTIMATED TIME OF ITEM: 5 minutes

BACKGROUND AND SUMMARY (overview):

The purpose of the SPSA is to coordinate all educational services at the school. The SPSA shall, at a minimum, address how funds provided to the school through any of the sources identified in EC Section 64000 will be used to improve the academic performance of all pupils. School goals shall be based upon an analysis of verifiable state data. The SPSA must integrate the purposes and requirements of all state and federal categorical programs in which the school participates.

The SPSA serves as the organizer for an individual school's improvement process. The plan should be developed with a deep understanding of the root causes of student academic challenges and identify and implement research-based instructional strategies to raise the achievement of students who are not yet proficient by state standards. A well-developed SPSA can ensure students are better equipped to meet the Common Core State Standards in English and math.

Roll Call Vote:

Christine Cordero
 Deb Hibbard
 Donna Huckleby
 Norman Lorenz
 Teresa Lyday-Selby

File Attachments
[2021_School_Plan_for_Student_Achievement_The_Cottonwood_School_20220617.pdf \(580 KB\)](#)

Subject C. 2022-2023 School Calendar

Meeting Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING

Category 5. Operations

Access Public

Type Discussion and Potential Action

Recommended Action Motion to approve the 2022-2023 School Calendar as presented. Second, roll call vote.

SUBMITTED BY: Ann Buxton

PRESENTING TO THE BOARD: Cindy Garcia

ESTIMATED TIME OF ITEM: 3 Minutes

BACKGROUND AND SUMMARY (overview):

We are presenting this update on the school calendar.

We took off one day in June for a teacher work day to make it a clean break for teachers to end work in May and added our in-service date of August 4th.

Roll Call Vote:

Christine Cordero
 Deb Hibbard
 Donna Huckleby
 Norman Lorenz
 Teresa Lyday-Selby

File Attachments
[2022-23 School Year Calendar.pdf \(119 KB\)](#)

Subject D. 2022-2023 Employee Handbook

Meeting Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING

Category 5. Operations

Access Public

Type Discussion and Potential Action

Recommended Action Motion to approve the 2022-23 Employee Handbook as presented. Second, roll call vote.

SUBMITTED BY: Ann Buxton

PRESENTING TO THE BOARD: Cindy Garcia

ESTIMATED TIME OF ITEM: 5 Minutes

BACKGROUND AND SUMMARY (overview):

We recommend approval of the Employee Handbook. Updates include Overtime, Unpaid leave, and clarification on any new California Laws.

Roll Call Vote:

Christine Cordero

Deb Hibbard

Donna Huckleby

Norman Lorenz

Teresa Lyday-Selby

File Attachments

Cottonwood Employee Handbook 2022-23 Final 061422 (4860-4909-0595.v3).pdf (1,573 KB)

Subject **E. 2022-23 Local Performance Indicator Self-Reflection**

Meeting Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING

Category 5. Operations

Access Public

Type Information

SUBMITTED BY: Ann Buxton

PRESENTING TO THE BOARD: Ann Buxton

ESTIMATED TIME OF ITEM: 5 Minutes

BACKGROUND AND SUMMARY (overview):

The State Board of Education (SBE) approved standards for the local indicators that support LEAs in measuring and reporting their progress within the appropriate priority area. For each local indicator, the performance standards are as follows:

1. Annually measure its progress in meeting the requirements of the specific LCFF priority; and
2. Report the results as part of a non-consent item at a regularly scheduled public meeting of the local governing board/body in conjunction with the adoption of the LCAP; and
3. Report results to the public through the Dashboard utilizing the SBE-adopted self-reflection tools for each local indicator.

File Attachments

2022_LCAP_Local_Performance_Indicator_Self-Reflection_The_Cottonwood_School_20220609 (2).pdf (224 KB)

6. Consent Agenda

Subject **A. Consent Agenda**

Meeting Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING

Category 6. Consent Agenda

Access Public

Type Action

Recommended Action Motion to approve the Consent Agenda items as presented. Second, roll call vote.

SUBMITTED BY: Ann Buxton

PRESENTING TO THE BOARD: Cindy Garcia

ESTIMATED TIME OF ITEM:

BACKGROUND AND SUMMARY (overview):

The following items are considered by the Executive Director to be of a routine nature. All items have been vetted by legal.

The last item in this section is a single vote to approve them en masse with one motion.

Any recommendation may be removed at the request of any Board Member and placed on the regular agenda.

1. Parent Engagement Policy - needs to be reviewed an annually
2. Minutes from May 2022
3. Parent-Student Handbook 2022-23
4. Mobile Youth Policy - needs to be reviewed annually
5. FY EPA 22-23 Budget
6. School Pathways annual quote
7. ESY - Extended School Year 2023
8. Charter Safe annual quote and proposal (2)
9. Individual Services Agreement
10. SELPA Master Contract annual contract

File Attachments

Parent-Family-Engagement-Policy.20210514-2223456-logo.pdf (136 KB)

Cottonwood SP Quote v3 (7.1.2022-6.30.2025) - signed 4.21.2022[68].pdf (147 KB)

June-2023-ESY Calendar.pdf (37 KB)

Foster_Youth_Policy_-_Cottonwood v2.pdf (254 KB)

The Cottonwood School.19011.CharterSAFEProposal2223.06-02-2022.pdf (149 KB)

The Cottonwood School.19011.CharterSAFEInvoice2223.pdf (87 KB)

FY23-TCS-EPA Spending Plan.pdf (66 KB)

May 2022 Minutes REGULAR SCHEDULED BOARD MEETING.pdf (95 KB)

ISA 2022-23.pdf (136 KB)

Master Contract SELPA 22_23 .docx.pdf (476 KB)

2022-23 The Cottonwood School Parent_Student Handbook V1 (YMC edits) (4866-3522-7429.v1).pdf (1,723 KB)

7. Governance

Subject A. Board Calendar 2022-2023

Meeting Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING

Category 7. Governance

Access Public

Type Discussion and Potential Action

Recommended Action Motion to approve the Board Calendar for 2022-2023 as presented. Second, roll call vote.

SUBMITTED BY: Ann Buxton

PRESENTING TO THE BOARD: Ann Buxton

ESTIMATED TIME OF ITEM: 5 minutes

BACKGROUND AND SUMMARY (overview):

Roll Call Vote:

Christine Cordero

Deb Hibbard

Donna Huckleby

Norman Lorenz

Teresa Lyday-Selby

File Attachments

[Draft Board Calendar 22-23 .pdf \(69 KB\)](#)**Subject****B. Oath of Office**

Meeting

Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING

Category

7. Governance

Access

Public

Type

Procedural

SUBMITTED BY: Ann Buxton**PRESENTING TO THE BOARD:** Cindy Garcia**ESTIMATED TIME OF ITEM: 3 Minutes****BACKGROUND AND SUMMARY (overview):**

Oath of Office to Board Member by Cindy Garcia.

We had one candidate complete the application process to fill our vacancy. One of our founding board members.

At this time will have the Candidate Read the Oath of Office to accept her position.

File Attachments

[Oath of Office.pdf \(33 KB\)](#)**8. Closing Items**

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

Meeting

Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING

Category

8. Closing Items

Access

Public

Type

Discussion

Subject**B. Announcement of the Next Regular Scheduled Board Meeting**

Meeting

Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING

Category

8. Closing Items

Access

Public

Type

Information

July 26, 2022

- Open Session: 5:00 p.m.
- Closed Session: to follow if needed

Subject	C. Adjourn Meeting
Meeting	Jun 21, 2022 - REGULAR SCHEDULED BOARD MEETING
Category	8. Closing Items
Access	Public
Type	Action
Recommended Action	Motion to Adjourn. Second, roll call vote.

Roll Call Vote:
Christine Cordero
Deb Hibbard
Donna Huckleby
Norman Lorenz
Teresa Lyday-Selby