



**Tuesday, December 13, 2022**  
**REGULAR SCHEDULED BOARD MEETING**

**THE COTTONWOOD SCHOOL**

**Time**  
**6:00 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**

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<b>Subject</b>	<b>A. Record Attendance - Dr. Norman Lorenz</b>
Meeting	Dec 13, 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

<b>Subject</b>	<b>B. Call the Meeting to Order - Dr. Norman Lorenz</b>
Meeting	Dec 13, 2022 - REGULAR SCHEDULED BOARD MEETING
Category	1. Opening Items
Access	Public
Type	Procedural

## **2. Open Session -- Opening Items - 6:00 PM**

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<b>Subject</b>	<b>A. Approval of the Agenda</b>
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Meeting Dec 13, 2022 - REGULAR SCHEDULED BOARD MEETING

Category 2. Open Session -- Opening Items - 6:00 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 Dec 13, 2022 - REGULAR SCHEDULED BOARD MEETING

Category 2. Open Session -- Opening Items - 6:00 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 Dec 13, 2022 - REGULAR SCHEDULED BOARD MEETING

Category 2. Open Session -- Opening Items - 6:00 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 Dec 13, 2022 - REGULAR SCHEDULED BOARD MEETING

Category 2. Open Session -- Opening Items - 6:00 PM

Access Public

Type Information

**SUBMITTED BY:** Ann Buxton

**PRESENTING TO THE BOARD:** Cindy Garcia

**ESTIMATED TIME OF ITEM:** 15 minutes

**BACKGROUND AND SUMMARY (overview):**

File Attachments

[12\\_13\\_2022 Board Meeting .pdf \(3,704 KB\)](#)

### **3. Finance**

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**Subject A. CalSTRS 457(b) Adoption Agreement**

Meeting Dec 13, 2022 - REGULAR SCHEDULED BOARD MEETING

Category 3. Finance

Access Public

Type Discussion and Potential Action

Recommended Action Motion to approve the CalSTRS 457(b) Adoption Agreement as presented. Second, roll call vote.

SUBMITTED BY: Ann Buxton

PRESENTING TO THE BOARD: Stacie Ivery

ESTIMATED TIME OF ITEM: 5 minutes

BACKGROUND AND SUMMARY (overview):

Presentation of CalSTRS 457(b) Adoption Agreement

The School currently participates in two voluntary retirement plans: a 403b plan and a 457 plan.

Our 403b plan contains language that offers a 5% match to our Classified staff who do not participate in the CalSTRS program.

The leadership is proposing an update to our 457 plan that is in alignment with the 5% match in our 403b plan, effective 7/1/22.

There is no financial impact for the proposed change since the budget already reflects an assumption for the 403b plan match.

**Roll Call Vote:**

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

File Attachments  
 22-12-07 CalSTRS 457(b) Adoption Agreement[29].pdf (228 KB)

## 4. Consent Agenda

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**Subject**

**A. Consent Agenda Items**

Meeting Dec 13, 2022 - REGULAR SCHEDULED BOARD MEETING

Category 4. Consent Agenda

Access Public

Type Action

Recommended Action Motion to approve the Consent Agenda 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 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.**

The items below are updated per laws that go into effect on January 1, 2023.

1. Approve Minutes from October 2022 Meeting
2. First Interim Report
3. Employee Handbook Redline & Employee Handbook Clean
4. Suicide Prevention Policy
5. Transgender and Gender Nonconforming Students Policy
6. Cottonwood Independent Study Policy
7. Missed Assignment and Involuntary Removal Policy

**File Attachments**

Minutes October 2022.pdf (89 KB)

TCS\_1st Interim Board Package.pdf (2,751 KB)

Clean Cottonwood Employee Handbook 120722 (4853-7580-9087.v3)[57].pdf (1,257 KB)

Redline Cottonwood Employee Handbook 120722 .pdf (1,070 KB)

Cottonwood Suicide Prevention Policy .pdf (302 KB)

Cottonwood Transgender and Gender Nonconforming Students Policy 12162022 V1.pdf (163 KB)

Cottonwood Independent Study Policy 12132022.pdf (246 KB)

Missed Assignment and Involuntary Removal Policy 12\_13\_2022.pdf (109 KB)

## 5. Governance

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**Subject****A. Updates**

Meeting

Dec 13, 2022 - REGULAR SCHEDULED BOARD MEETING

Category

5. Governance

Access

Public

Type

Information

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

Thank you to those that sent me their contact information.

Timeline for upcoming board vacancy

**January 4, 2023**

- Post on the Website under School Board Section --Board Vacancy Notice  
And steps on how to apply
- The survey will be accepting responses for one week.
- The survey will close at 5:00 pm on January 10, 2023
- Family Notification of Board Vacancy will be emailed via Wednesday Weekly.

**January 4 - January 11, 2023**

- Applications accepted

**January 24**

- Eligible candidates will be interviewed at a Public Board meeting.

## 6. Closing Items

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

Meeting

Dec 13, 2022 - REGULAR SCHEDULED BOARD MEETING

Category

6. Closing Items

Access

Public

Type

Discussion

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

Meeting Dec 13, 2022 - REGULAR SCHEDULED BOARD MEETING  
Category 6. Closing Items  
Access Public  
Type Information

**January 24, 2023**

- Open Session: 6:00 p.m.
- Closed Session: 7:30 p.m. If needed

**Subject C. Adjourn Meeting**

Meeting Dec 13, 2022 - REGULAR SCHEDULED BOARD MEETING  
Category 6. 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