



Tuesday, January 24, 2023
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

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

Meeting Jan 24, 2023 - 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 Jan 24, 2023 - REGULAR SCHEDULED BOARD MEETING

Category 1. Opening Items

Access Public

Type Procedural

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

Subject **A. Approval of the Agenda**
Meeting Jan 24, 2023 - 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 Jan 24, 2023 - 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	Jan 24, 2023 - 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	Jan 24, 2023 - 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
[1_24_23 Board Meeting ED Report.pdf \(4,992 KB\)](#)

3. Finance

Subject	A. Discussion and Potential Action on the Financials
Meeting	Jan 24, 2023 - REGULAR SCHEDULED BOARD MEETING
Category	3. Finance
Access	Public
Type	Discussion and Potential Action

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

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

Roll Call Vote:

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

File Attachments

[22.12_TCS_Board Package.pdf \(725 KB\)](#)

Subject**B. Audit**

Meeting

Jan 24, 2023 - REGULAR SCHEDULED BOARD MEETING

Category

3. Finance

Access

Public

Type

Discussion and Potential Action

Recommended Action Motion to approve the new auditor as presented. Second, roll call vote

SUBMITTED BY: Cindy Garcia

PRESENTING TO THE BOARD: Stacie Ivery and Cindy Garcia

ESTIMATED TIME OF ITEM: 15 minutes

BACKGROUND AND SUMMARY (overview):

The Cottonwood School is required to have an Independent Auditor.
 At this time we have two proposals/bids/quotes.

Roll Call Vote:

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

Administrative File Attachments

[CLA Proposal 22-23 The Cottonwood School.pdf \(1,911 KB\)](#)

[3 Year Audit Contract - Cottonwood\[5\].pdf \(112 KB\)](#)

Subject**C. Proposed Instructional Funding Amounts 2023-2024**

Meeting

Jan 24, 2023 - REGULAR SCHEDULED BOARD MEETING

Category

3. Finance

Access

Public

Type

Discussion and Potential Action

Recommended Action Motion to approve the Proposed Instructional Funding Amounts 2023-2024 presented.
 Second, roll call vote.

SUBMITTED BY: Ann Buxton

PRESENTING TO THE BOARD: Cindy Garcia/Stacie Ivery

ESTIMATED TIME OF ITEM: 5 minutes

BACKGROUND AND SUMMARY (overview):

Presentation of Proposed Instructional Funding Amounts.

The proposed Instructional Funding amounts are unchanged from the 2022-23 school year.

Roll Call Vote:

Christine Cordero

Deb Hibbard

Donna Huckleby

Norman Lorenz

Teresa Lyday-Selby

File Attachments

New Proposed Funding Amounts updated 1_2023 (1).pdf (116 KB)

Subject	D. Enrollment Projections
Meeting	Jan 24, 2023 - REGULAR SCHEDULED BOARD MEETING
Category	3. Finance
Access	Public
Type	Information

SUBMITTED BY: Ann Buxton

PRESENTING TO THE BOARD: Cindy Garcia

ESTIMATED TIME OF ITEM: 5 minutes

BACKGROUND AND SUMMARY (overview):

Administrative File Attachments

23-24 enrollment projections.pdf (74 KB)

4. Consent Agenda

Subject	A. Consent Agenda Items
Meeting	Jan 24, 2023 - 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.

1. Approve Minutes from December 2022 Regular Board meeting
2. Enrollment Dates
3. 2023-2024 Calendar

Roll Call Vote:

Christine Cordero

Deb Hibbard

Donna Huckleby

Norman Lorenz

Teresa Lyday-Selby

File Attachments

[December 2022 Minutes .pdf \(88 KB\)](#)

Administrative File Attachments

[Enrollment Dates 2023.pdf \(115 KB\)](#)

[2023-24 School Year Calendar - YearlyCalendar.pdf \(170 KB\)](#)

5. Academic Excellence

Subject	A. School Accountability Report Card
Meeting	Jan 24, 2023 - REGULAR SCHEDULED BOARD MEETING
Category	5. Academic Excellence
Access	Public
Type	Discussion and Potential Action
Recommended Action	Motion to approve the School Accountability Report Card 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):

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

CDE provided 2020-21 Teacher data but did not include 2021-22 Teacher data as part of this data release. The data is expected after the 2/1/23 SARC deadline.

Roll Call Vote:

Christine Cordero

Deb Hibbard
Donna Huckleby
Norman Lorenz
Teresa Lyday-Selby

File Attachments
2022_School_Accountability_Report_Card_The_Cottonwood_School_20230118.pdf (292 KB)

Subject **B. Assignment of Teachers in Transitional Kindergarten Classes**

Meeting Jan 24, 2023 - REGULAR SCHEDULED BOARD MEETING

Category 5. Academic Excellence

Access Public

Type Discussion and Potential Action

Recommended Action Motion to approve the Policy Regarding Assignment of Teachers in Transitional Kindergarten Classes as presented. Second, roll call vote.

SUBMITTED BY: Ann Buxton

PRESENTING TO THE BOARD: Cindy Garcia/Ann Buxton

ESTIMATED TIME OF ITEM: 5 minutes

BACKGROUND AND SUMMARY (overview):

The Cottonwood School has worked with Legal to determine how to qualify teachers to oversee TK students for the 2023-24 School Year.

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

Administrative File Attachments
Assignment of Teachers in Transitional Kindergarten Classes V3.pdf (451 KB)

6. Governance

Subject **A. Interview of Board Candidates Process**

Meeting Jan 24, 2023 - REGULAR SCHEDULED BOARD MEETING

Category 6. Governance

Access Public

Type

SUBMITTED BY: Ann Buxton

PRESENTING TO THE BOARD: Ann Buxton

ESTIMATED TIME OF ITEM: 5 minutes

BACKGROUND AND SUMMARY (overview):

Each of the candidates will be placed in a breakout room.

When it is your turn, you will be returned to the main room

At that time there will be 15 minutes to answer 4 questions that I will ask each of you.

We will have a timekeeper and will provide you with a reminder of the time remaining if necessary.

When you have finished with your interview, you will be returned to your breakout room.

After all of the Candidates have been interviewed, you will be brought back to the main room.

At this time, the board will a proposed candidate for the board member

A second on the motion, if any;

A roll call vote if there is a second in support of the motion.

Subject	B. Nominations and Vote to fill Board Vacancy
Meeting	Jan 24, 2023 - REGULAR SCHEDULED BOARD MEETING
Category	6. Governance
Access	Public
Type	Action
Recommended Action	Motion to nominate XXXXX, Second, Roll Call.

SUBMITTED BY:

PRESENTING TO THE BOARD:

ESTIMATED TIME OF ITEM:

BACKGROUND AND SUMMARY (overview):

Roll Call Vote:

Christine Cordero
 Deb Hibbard
 Donna Huckleby
 Teresa Lyday-Selby

Subject	C. Election of Board Officers
Meeting	Jan 24, 2023 - REGULAR SCHEDULED BOARD MEETING
Category	6. Governance
Access	Public

Type Action

Recommended Action Motion to approve The Cottonwood School's officers as presented. Second, Roll Call.

SUBMITTED BY: Ann Buxton

PRESENTING TO THE BOARD: Ann Buxton

ESTIMATED TIME OF ITEM: 10 minutes

BACKGROUND AND SUMMARY (overview):

- **Board Chair/President:**

The Board Chair is the leader of the board and is responsible for running the board meetings. They are required to be an active participant in the decision-making process and, like all Board members, must put the interest of the organization before their own. The Board Chair has a certain authority, as outlined in the charter, bylaws, and applicable policies, to call special meetings and develop the agenda for all meetings (in collaboration with the Executive Director).

- **Treasurer:**

The Treasurer pays special attention to the financial report and may assume the duties and responsibilities of the Board Chair when the Board Chair is absent. They are required to be an active participant in the decision-making process and, like all Board members, must put the interest of the organization before their own.

- **Secretary:**

The Secretary confirms and signs the notes that are taken at the Board meetings and may assume the duties and responsibilities of the Board Chair when the Board Chair is absent. They are required to be an active participant in the decision-making process and, like all Board members, must put the interest of the organization before their own.

Nominations for

Board Chair/President:

Treasurer:

Secretary:

Motion to approve the nominees

Roll Call Vote:

Christine Cordero

Deb Hibbard

Donna Huckleby

Teresa Lyday-Selby

New Board Member

7. Closing Items

Subject

A. Board of Directors Comments & Requests

Meeting Jan 24, 2023 - REGULAR SCHEDULED BOARD MEETING
 Category 7. Closing Items
 Access Public
 Type Discussion

Subject B. Announcement of the Next Regular Scheduled Board Meeting

Meeting Jan 24, 2023 - REGULAR SCHEDULED BOARD MEETING
 Category 7. Closing Items
 Access Public
 Type Information

February 28, 2023

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

Subject C. Adjourn Meeting

Meeting Jan 24, 2023 - REGULAR SCHEDULED BOARD MEETING
 Category 7. Closing Items
 Access Public
 Type Action

Recommended Action Motion to Adjourn. Second, roll call vote.

Roll Call Vote:

Christine Cordero
 Deb Hibbard
 Donna Huckleby

Teresa Lyday-Selby

New Board Member