

APPROVED



# The Cottonwood School

## Minutes

### Regular Scheduled Board Meeting

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**Date and Time**

Tuesday October 20, 2020 at 6:00 PM

**Location**

7006 Rossmore Lane  
El Dorado Hills, CA 95762

Zoom Link: <https://zoom.us/j/99125355655>

Meeting ID: 991 2535 5655  
Join by Phone: +1 (669) 900-6833

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**Directors Present**

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

**Directors Absent**

*None*

**Guests Present**

Cindy Garcia (remote), Diane Curtis (remote), Dr. Amanda Johnson (remote), Jodiann Beeson (remote), Kathryn Matista (remote), Kathy Fagundo (remote)

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**I. Opening Items****A. Record Attendance****B. Call the Meeting to Order**

Dr. Norman Lorenz called a meeting of the board of directors of The Cottonwood School to order on Tuesday Oct 20, 2020 @ 6:13 PM.

**C. Public Comments**

Public comments were made by:

- Holly Dees
- Lisa Bakshi
- Catherine Metista
- Katie Doak

**D. Closed Session - Public Employment**

Adina Caskey made a motion to enter closed session at 6:25pm.

Deb Hibbard seconded the motion.

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

**Roll Call**

Teresa Lyday Selby Aye

Adina Caskey Aye

Dr. Norman Lorenz Aye

Deb Hibbard Aye

Christine Cordero Aye

Teresa Lyday Selby made a motion to exit closed session at 6:59 pm.

Deb Hibbard seconded the motion.

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

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

1. The Board has voted unanimously to offer Cindy Garcia Fixed 3-year permanent, full time position of Executive Director.
2. The Board has authorized Dr. Norman Lorenz to work with Cindy Garcia to complete the agreement.

**II. Open Session - Opening Items**

**A. Approval of the Agenda**

Deb Hibbard made a motion to approve the agenda with the change of Item V to a "vote" item.

Teresa Lyday Selby seconded the motion.

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

**Roll Call**

Dr. Norman Lorenz Aye

Adina Caskey Aye

Teresa Lyday Selby Aye

Deb Hibbard Aye

Christine Cordero Aye

**B. Public Comments**

The following members of the public made comments regarding the new Director of School Compliance position with concerns about the job description, oversight, and qualifications:

- Carissa Stockard
- Megan Nason

**C. Executive Director Contract, Salary, and Fringe Benefits**

Deb Hibbard made a motion to offer a 3 year Executive Director contract for \$146,000 with current fringe benefits.

Christine Cordero seconded the motion.

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

**Roll Call**

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

**D. Executive Director's Report**

Cindy Garcia gave a report on the following topics:

- Legal Fees
- Board Members' Backgrounds
- Enrollment Numbers
- Group Teacher Meeting Highlights
- PLC Topics
- FCMAT Update
- Student Presentation
- Special Education & Student Support
- Community Connections

**E. Approve Minutes**

Christine Cordero made a motion to approve the minutes from Regular Scheduled Board Meeting on 09-15-20.

Adina Caskey seconded the motion.

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

**Roll Call**

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

**F. Approve Minutes**

Dr. Norman Lorenz made a motion to approve the minutes from Special Board Meeting on 09-29-20.

Christine Cordero seconded the motion.

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

**Roll Call**

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

**III. Academic Excellence**

**A. El Dorado Charter SELPA Local Plan Section B & Participation Agreement**

Teresa Lyday Selby made a motion to approve SELPA Plan and Participation Agreement.

Christine Cordero seconded the motion.

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

**Roll Call**

Dr. Norman Lorenz Aye  
Christine Cordero Aye  
Deb Hibbard Aye

Teresa Lyday Selby Aye  
Adina Caskey Aye

**B. Special Education Extended School Year (ESY) for 2020-2021**

Dr. Norman Lorenz made a motion to approve the Special Education Extended School Year dates: June 2-29.

Christine Cordero seconded the motion.

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

**Roll Call**

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

**C. Promotion, Acceleration, and Retention Policy**

Christine Cordero made a motion to approve the Promotion, Acceleration, and Retention Policy.

Dr. Norman Lorenz seconded the motion.

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

**Roll Call**

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

**IV. Operations**

**A. Employee Handbook 2020-2021**

Deb Hibbard made a motion to adopt the Employee Handbook 2020-2021 with updates to Sections 6 & 7.

Dr. Norman Lorenz seconded the motion.

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

**Roll Call**

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

**B. Job Description for Director of School Compliance and Accountability**

Dr. Norman Lorenz made a motion to approve the Job Description for Director of School Compliance and Accountability with the understanding that admin will have structured conversation, modifications, and return with updates.

Deb Hibbard seconded the motion.

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

**Roll Call**

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

**C. Uniform Complaint Policy and Procedures**

Christine Cordero made a motion to approve the Uniform Complaint Policy and Procedures.  
Adina Caskey seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**D. Policy for the Inspection of Public Records**

Dr. Norman Lorenz made a motion to approve the Policy for the Inspection of Public Records.

Adina Caskey seconded the motion.

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

**Roll Call**

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

**E. Teacher Induction Policy**

Dr. Norman Lorenz made a motion to approve the Teacher Induction Policy.

Christine Cordero seconded the motion.

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

**Roll Call**

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

**V. Finance**

**A. September Financials**

Although the agenda listed the September Financials as a discussion item, the board decided to make a motion to approve the September Financials because they have historically taken action on the financials every month.

Deb Hibbard made a motion to approve the September Financials.

Adina Caskey seconded the motion.

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

**Roll Call**

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

**B. Mileage Reimbursement Policy**

Christine Cordero made a motion to approve the Mileage Reimbursement Policy.

Dr. Norman Lorenz seconded the motion.

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

**Roll Call**

Christine Cordero Aye

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

**C. Updated Compensation Policy 2020-2021**

Dr. Norman Lorenz made a motion to approve the Updated Compensation Policy 2020-2021.  
Deb Hibbard seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**VI. Closing Items**

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

Christine Cordero made a motion to correct Item II.C to \$146,000 plus benefits for the Executive Director Salary.  
Adina Caskey seconded the motion.  
The board **VOTED** unanimously to approve the motion.

- There were no other comments or requests from the Board of Directors

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

November 17, 2020

- Closed Session: 6:00 p.m.-7:00 p.m.
- Open Session: 7:00 p.m.

**C. Adjourn Meeting**


There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 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.

Note: 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 951-290-3013 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)).




# 10-20-20 - Minutes - Cottonwood

Final Audit Report

2020-11-19

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-  Document created by Samantha Myers (samantham@inspireschools.org)  
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