

APPROVED



# The Cottonwood School

## Minutes

### Regular Scheduled Board Meeting

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**Date and Time**

Tuesday September 15, 2020 at 6:00 PM

**Location**

7006 Rossmore Lane  
El Dorado Hills, CA 95762

Zoom Link: <https://zoom.us/j/93801736931>

Meeting ID: 938 0173 6931  
Join by Phone: +1 (669) 900-6833

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**Directors Present**

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

**Directors Absent**

*None*

**Guests Present**

Christine Cordero (remote), Cindy Garcia (remote), Darlington Ahaiwe (remote), Jodiann Beeson (remote), Kathy Fagundo (remote), Kimmi Buzzard (remote), Samantha Miller

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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 Sep 15, 2020 @ 6:02 PM.

**C. Public Comments**

No Public Comment

**D. Closed Session**

Teresa Lyday Selby made a motion to enter Closed Session.

Adina Caskey seconded the motion.

6:07 pm The board **VOTED** unanimously to approve the motion.

**Roll Call**

Teresa Lyday Selby Aye

Dr. Norman Lorenz Aye

Adina Caskey Aye

Deb Hibbard Aye

Adina Caskey made a motion to end closed session.

Deb Hibbard seconded the motion.

Closed session ended at 6:55 pm The board **VOTED** unanimously to approve the motion.

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

The Board conducted an evaluation within 30 days for Cindy Garcia, the current Interim Executive Director. The Board decided to suspend the search for an Executive Director and have decided to offer Cindy Garcia the Executive Director position and will do so officially during the open session portion of a future board meeting.

**II. Open Session - Opening Items**

**A. Approval of the Agenda**

Deb Hibbard made a motion to approve the Agenda as amended to remove Adina Caskey's name and replace with Dr. Norman Lorenz's name on item 6B.

Adina Caskey seconded the motion.

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

**Roll Call**

Adina Caskey Aye

Deb Hibbard Aye

Teresa Lyday Selby Aye

Dr. Norman Lorenz Aye

**B. Public Comments**

1. Dasie Jurgersen - (1) Will TCS be impacted by the pending litigation from Granite Mountain against Provenance. (2) Her emails to board members have not been responded to and she inquired
2. Shankari Arcot - Wants to know when there will be a new board member will be selected and if that person can represent homeschooling families

**C. Executive Director's Report**

1. Virtual Staff Meeting
2. Cottonwood.School email transition
3. HST Handbook was launched
4. Parent Communication - CA Youth & Help Line
5. Social-Emotional Language Website presented by Rachel Salerno
  1. Universal resources
  2. 5 areas of Social Emotional Competency
  3. Targeted Resources

#### D. Principal's Report

1. Peace Corps
2. Students engaging in a Reader's Rendezvous, starting a literary magazine
3. Leadership training – student reps will share with Board next meeting

#### E. Approve Minutes from 8/18/20 Regular Scheduled Board Meeting

Adina Caskey made a motion to approve the minutes from 8/18/20.

Deb Hibbard seconded the motion.

Add roll call vote to this and all previous meeting minutes. The board **VOTED** unanimously to approve the motion.

##### Roll Call

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

#### F. Approve Minutes from 9/8/20 Special Board Meeting

Deb Hibbard made a motion to approve the minutes from 9/9/20 Special Board Meeting on 09-08-20.

Teresa Lyday Selby seconded the motion.

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

##### Roll Call

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

### III. Finance

#### A. August Financials

- Correction made to the calculations on the Due To Due From (DTDF) document.
  - Will help with FCMAT audit
  - Clear up all financials from MOU's
  - Brings us up to date
  - Tracking funds and creating a system to manage
- Description of the process to pay and receive amounts listed in the DTDF.

#### B. Unaudited Actuals for 2019-2020

- Shows fiscal stability
- Stipulation: these reports are sent to authorizer and FCMAT asking for stipulation that anomalies exist and we will follow up on it. Finance committee is working to identify and rectify these anomalies.

Deb Hibbard made a motion to approve the Unaudited Actuals for 2019-2020 with the following statement: The Board is willing to approve the 1920 UA to meet the statutory deadline, however, we have concerns regarding the integrity of the report we are approving. Working with our Consultants, we have discovered anomalies in the data reported and expenses booked to The Cottonwood School. We are not satisfied with the explanations received and have requested supporting documentation and are continuing to review it. Adina Caskey 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

**IV. Academic Excellence**

**A. Learning Continuity and Attendance Plan**

- Result of AB 98
- LCFF funds instead of LCAP
- To address gaps in learning, Social Emotional Health and Staff Mental Health

Dr. Norman Lorenz made a motion to approve the Learning Continuity and Attendance Plan. Teresa Lyday Selby seconded the motion. The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**B. Parent / Student / Community Handbooks**

Deb Hibbard made a motion to approve the Parent / Student / Community Handbooks with the addition of "1:1..." on page 7. Dr. Norman Lorenz seconded the motion.

- Adina Caskey - Star 360 & State Testing opt-out options are a parent/guardian right and are not impacted by signing the handbook

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

**Roll Call**

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

**C. Process to Access Additional Student Planning Amounts**

Dr. Norman Lorenz made a motion to approve the Process to Access Additional Student Planning Amounts.

Adina Caskey seconded the motion.

A Review Committee for special circumstances is being considered for unique and or emergency situations. The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**D. EL Master Plan 2020-2021**

- Update to serve ELL population and hold school accountable
- Adding new interventions and identifying new curriculum to better meet the needs of students

- ELAC committee described

Teresa Lyday Selby made a motion to approve the EL Master Plan for 2020-2021.

Adina Caskey 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

**E. English Language Development Process**

- Process defined – 30 minutes per day minimum
- Look for barriers and changes plans or curriculum to aid in process
- Use of logs to track, parent fills out with HST, provides evidence

Adina Caskey made a motion to approve the English Language Development Process.

Deb Hibbard seconded the motion.

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

**Roll Call**

Dr. Norman Lorenz Aye

Teresa Lyday Selby Aye

Adina Caskey Aye

Deb Hibbard Aye

**V. Operations**

**A. Leave of Absence Policy**

Dr. Norman Lorenz made a motion to approve the Leave of Absence Policy.

Adina Caskey seconded the motion.

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

**Roll Call**

Dr. Norman Lorenz Aye

Teresa Lyday Selby Aye

Adina Caskey Aye

Deb Hibbard Aye

**B. Policy for Inspection of Public Records**

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

Teresa Lyday Selby seconded the motion.

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

**Roll Call**

Teresa Lyday Selby Aye

Deb Hibbard Aye

Adina Caskey Aye

Dr. Norman Lorenz Aye

**C. Universal Complaint Admin Regulation**

Adina Caskey made a motion to approve the Universal Complaint Admin Regulation.

Deb Hibbard seconded the motion.

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

**Roll Call**

Teresa Lyday Selby Aye

Dr. Norman Lorenz Aye

Adina Caskey     Aye  
Deb Hibbard     Aye

## VI. Governance

### A. Conflict of Interest Policy

Dr. Norman Lorenz made a motion to approve the Conflict of Interest Policy.  
Teresa Lyday Selby 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

### B. Appointment of Board Members

Teresa Lyday Selby - Described the search for new board members and that the Board was looking to create a more diverse board to expand the expertise with someone with Special Education experience.

Introduction of Christine Cordero a current Director of Special Education, educator, a Montessorian, and a believer in school choice.

Adina Caskey - Questioning why no TCS parents were not interviewed when families have expressed a desire to bring on a parent representative. Expressed that there is a lack of homeschool representation. Concern that this was not an open process.

Teresa Lyday Selby Board membership is an ongoing process. The SPED representation on the Board was seen as a current priority/need.

Dr. Norman Lorenz - Presented that TCS is to a school of choice and with a variety of learning models; The Board seeks to build a board of 7 members.

Teresa Lyday Selby made a motion to appoint Christine Cordero as a Board Member.  
Deb Hibbard seconded the motion.

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

#### Roll Call

Dr. Norman Lorenz Aye  
Adina Caskey     No  
Deb Hibbard     Aye  
Teresa Lyday Selby Aye

### C. Retreat Outcome: Board Strategic Plan

- Teresa Lyday Selby presented the draft of the Board Assumptions.
- Assumptions shared is a draft document that we will build on.
- Cindy Garcia is working with admin team to build on plans.
- Adina Caskey - Would like there to be parent involvement.

## VII. Closing Items

### A. Board of Directors Comments & Requests

No Board of Director Comments or Requests

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

October 20, 2020 with a closed session at 6 pm and an open session at 7 pm.

**C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:30 PM.

Respectfully Submitted,  
Adina Caskey

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Prepared by:  
Kimmi Buzzard

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)).


# 9-15-20 - Minutes - Cottonwood

Final Audit Report

2020-11-12

Created:	2020-10-21
By:	Samantha Miller (samantham@inspireschools.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1obqyQlpQki_SGRdjvb8TqFD7Fe-EyqM

## "9-15-20 - Minutes - Cottonwood" History

-  Document created by Samantha Miller (samantham@inspireschools.org)  
2020-10-21 - 5:27:46 PM GMT- IP address: 76.175.33.151
-  Document emailed to Teresa Lyday-Selby (ttselby@hotmail.com) for signature  
2020-10-21 - 5:28:16 PM GMT
-  Email viewed by Teresa Lyday-Selby (ttselby@hotmail.com)  
2020-11-12 - 11:47:15 AM GMT- IP address: 40.64.90.19
-  Document e-signed by Teresa Lyday-Selby (ttselby@hotmail.com)  
Signature Date: 2020-11-12 - 11:51:58 AM GMT - Time Source: server- IP address: 64.113.123.185
-  Agreement completed.  
2020-11-12 - 11:51:58 AM GMT