

APPROVED



# The Cottonwood School

## Minutes

### Regular Scheduled Board Meeting

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**Date and Time**

Tuesday February 16, 2021 at 6:00 PM

**Location**

7006 Rossmore Lane  
El Dorado Hills, CA 95762

Zoom Link:

<https://zoom.us/j/93395967458>

Meeting ID: 933 9596 7458

Join by Phone: (669) 900-6833

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**Directors Present**

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

**Directors Absent**

Adina Caskey

**Guests Present**

Ann Buxton (remote), Bryanna Brossman, Cindy Garcia (remote), Darlington Ahaiwe (remote), Jodiann Beeson (remote), Kathy Fagundo (remote), Kimmi Buzzard (remote), Paul Minney (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 Feb 16, 2021 at 6:01 PM.

**C. Public Comments**

No public comment.

**D. Closed Session**

Teresa Lyday Selby made a motion to move into closed session at 6:03 pm.

Dr. Norman Lorenz seconded the motion.

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

**Roll Call**

Teresa Lyday Selby Aye

Dr. Norman Lorenz Aye

Christine Cordero Aye

Deb Hibbard Aye

Dr. Norman Lorenz made a motion to return to end the closed session at 6:55.

Teresa Lyday Selby seconded the motion.

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

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

Dr. Norman Lorenz reported that the board took no action while in closed session.

**F. Oral Report Executive Director Salary and Fringe Benefits**

This item was tabled and will be brought back at the next board meeting in March.

**II. Open Session - Opening Items**

**A. Approval of the Agenda**

Deb Hibbard made a motion to approve the agenda.

Christine Cordero seconded the motion.

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

**Roll Call**

Christine Cordero Aye

Dr. Norman Lorenz Aye

Deb Hibbard Aye

Teresa Lyday Selby Aye

Adina Caskey Absent

**B. Public Comments**

Dasie Jurgensen - Parent is concerned that homeschooling parent representation is not reflected in the current board; Parent voices are being silenced on social media and the board has not responded to interested homeschooling parent to fill board vacancies.

**C. Executive Director's Report**

1. Highlighted students

1. Josh Cruz – 4th grade, Home study I student

2. Kayden Brockmeyer – 10th grade, site-based high school student

2. Enrollment

1. Home study – 2420

2. Site-based – 32

3. Cottonwood School 2021-2022

1. Share Virtual Academy
2. Continue to share High School Virtual Academy
  
4. Securing teaching staff, hire for positions needed
5. Priority of keep students and HSTs together
6. Securing existing students before opening enrollment to new students
7. Ordering deadline – 4/1/21
8. Services cannot go beyond last day of school – 5/25/31 – per auditors.
9. Vendor services can provide outdoor services.
10. If students have \$200 or more will be able to get back educational funds within a week.
11. Taking bids for insurance providers and technology.
12. Trisha Brandow and Carrie Carlson gave an overview of Junior Virtual Academy.

#### **D. Approve Minutes**

Deb Hibbard made a motion to approve the minutes from Regular Scheduled Board Meeting on 01-19-21.

Christine Cordero seconded the motion.

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

##### **Roll Call**

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

#### **E. Approve Minutes**

Dr. Norman Lorenz made a motion to approve the minutes from Special Board Meeting on 01-27-21.

Deb Hibbard seconded the motion.

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

##### **Roll Call**

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

### **III. Finance**

#### **A. Fiscal Policies and Procedures Manual**

Cindy Garcia invited Gary Jones to present the Fiscal Policies and Procedures.

1. Purpose – to be a practical guide to business office of school
2. Aligned with charter and MOU with authorizer.
3. Reviewed by YM&C.
4. Two most significant changes: the elimination of related party transactions and the elimination of interschool lending and borrowing policy
5. Anticipate future changes.

Deb Hibbard made a motion to approve the Fiscal Policies and Procedures Manual.

Teresa Lyday Selby seconded the motion.

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

**Roll Call**

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

**B. January Financials & Second Interim Report**

Darlington Ahaiwe presented the school's January Financials and Second Interim Report.

1. Surplus projected
  2. External funding needed because of deferrals by state funding. Decision was made to secure a line of credit through Charter School Capital
- Christine Cordero made a motion to approve the January Financials and Second Interim Report.

Deb Hibbard seconded the motion.

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

**Roll Call**

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

**C. 2021-2022 Budget Draft**

Darlington Ahaiwe presented the current budget for the next school year. Cindy Garcia described how this aligns with the school's strategic plan.

1. Increase the enrollment of Site-based students by 30
2. Projected increase in student allotments.
3. Projected increase in instructional staff.

**D. Auditor Selection Form**

1. Confirmation of contract

Deb Hibbard made a motion to approve continuing year two of a three-year contract with Wilkenson, Hadley, King & Co.

Dr. Norman Lorenz seconded the motion.

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

**Roll Call**

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

**IV. Academic Excellence**

**A. Policy and Procedure for Opting Out of State Testing**

1. Changes were made as discussed at last meeting.

Teresa Lyday Selby made a motion to approve the updated Policy and Procedure for Opting Out of State Testing.

Dr. Norman Lorenz seconded the motion.

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

**Roll Call**

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

**V. Operations**

**A. Comprehensive Safety Plan**

Jodiann Beeson and Ann Buxton presented the updated Comprehensive Safety Plan.

1. Plan can be updated at any time; changes will be made with move to new site.
2. Unique time right now with distance learning.
3. They will look at other schools that are non-classroom based and include an advisory committee.

Motion to adopt – Deborah

Deb Hibbard made a motion to approve the updated Comprehensive Safety Plan with understanding of need for updates as we grow, move to new site, and combine usage by both home study and on-site programs.

Dr. Norman Lorenz seconded the motion.

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

**Roll Call**

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

**B. Updated 2021-2022 School Calendars**

Dr. Norman Lorenz made a motion to approve the updated 2021-2022 School Calendars.

Christine Cordero seconded the motion.

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

**Roll Call**

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

**C. Updated Educational Vendor Policies & Procedures**

1. Cannot 'roll over' educational funds from 1 year to the next. Discontinuing this practice. Going forward this practice will not continue. The funds spoken of earlier are the last time this will happen.

Teresa Lyday Selby made a motion to approved the Updated Educational Vendor Policies and Procedures.

Deb Hibbard seconded the motion.

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

**Roll Call**

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

**Roll Call**

Christine Cordero Aye

**VI. Governance**

**A. Acceptance of Board Member Resignation**

The Board thanked Adina for her service to TCS.

Deb Hibbard made a motion to accept the resignation of Board Member, Adina Caskey.

Christine Cordero seconded the motion.

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

**Roll Call**

Teresa Lyday Selby Aye

Deb Hibbard Aye

Christine Cordero Aye

Dr. Norman Lorenz Aye

Adina Caskey Absent

**B. Board Member Vacancy**

Ann Buxton presented the process for a board vacancy.

1. Timeline for filling vacancy changed.

2. Add a board orientation to process along with training

3. Form an ad hoc committee of 2 board members and 1 staff member.

4. Announce at April Board Meeting

Deb Hibbard made a motion to approve the Board Member Vacancy process with the changes from legal.

Dr. Norman Lorenz seconded the motion.

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

**Roll Call**

Teresa Lyday Selby Aye

Dr. Norman Lorenz Aye

Adina Caskey Absent

Deb Hibbard Aye

Christine Cordero Aye

**C. Adhoc Committee - Board Recruitment**

Ann Buxton recommended that two board members and one staff member make up the Adhoc Committee.

Dr. Norman Lorenz requested that Ann Buxton and Cindy Garcia seek out interested staff to participate.

Dr. Norman Lorenz made a motion to move forward with the Adhoc Committee, nominate Teresa Lyday Selby and Christine Cordero, and assign Ann Buxton and Cindy Garcia to seek out a staff member to participate on the committee.

Deb Hibbard seconded the motion.

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

**Roll Call**

Christine Cordero Aye

Teresa Lyday Selby Aye

Dr. Norman Lorenz Aye

Deb Hibbard Aye

Adina Caskey Absent

## VII. Closing Items

### A. Board of Directors Comments & Requests

None.

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

March 16, 2021

### C. Adjourn Meeting

Teresa Lyday Selby made a motion to adjourn the meeting at 8:54 pm.

Dr. Norman Lorenz seconded the motion.

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

#### Roll Call

Teresa Lyday Selby Aye

Adina Caskey Absent

Christine Cordero Aye

Dr. Norman Lorenz Aye

Deb Hibbard Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:54 PM.

Respectfully Submitted,

Dr. Norman Lorenz

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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 (562) 584-0427 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)).








# 2-16-21 - Board Meeting Minutes - Cottonwood

Final Audit Report

2021-04-25

Created:	2021-03-31
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