

**THE COLLABORATIVE CHARTER SERVICES ORGANIZATION  
REGULAR MEETING OF THE BOARD OF DIRECTORS**

**AGENDA**



**THE  
COLLABORATIVE**

**Tuesday, June 16, 2020  
Regular Meeting of the Board of Directors begins at 2:00 PM**

**Join URL: <https://zoom.us/j/98351637250>  
Dial in: (669) 900-9128  
Meeting ID: 983 5163 7250**

**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

**REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY**

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting The Collaborative Charter Services Organization at 760-494-9646.

The Board of Directors of The Collaborative Charter Services Organization will hold an organizational meeting at the above-referenced date and time. Due to the ongoing COVID-19 pandemic and statewide stay-at-home order, the meeting will be held via teleconference and videoconference only. The purpose of the meeting is to discuss and/or take action on the following agenda.

**1. CALL TO ORDER AND ROLL CALL**

Time: 2:02 p.m.

**1.1. Roll Call**

Butch Owens	<i>Present</i>
Walter Con	<i>Present</i>
Dr. Nancy Girvin	<i>Present</i>
Dr. John White	<i>Present</i>
Jana Jeltema	<i>Present</i>

2. **APPROVE/ADOPT AGENDA**

It is recommended that the Board of Directors adopt as presented, the agenda for the Regular Meeting of June 16, 2020.

Moved by Walter Con    Seconded by Dr. Nancy Girvin

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

3. **PLEDGE OF ALLEGIANCE**

**Led by Butch Owens**

4. **PUBLIC COMMENTS/RECOGNITION/REPORTS**

Please submit a Request to Speak to the Board of Directors using the chat feature on the right hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written statement and an administrator will provide answers at a later date.

5. **CORRESPONDENCE/PROPOSALS/REPORTS**

- 5.1.       **The Collaborative CSO Board Member Resources - Overview**
- 5.2.       **The Collaborative CSO Board Member Agreement - First Reading**
- 5.3.       **Protocol for Approval of Expenditures**

6. **CONSENT CALENDAR**

Items listed under Consent Calendar are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Calendar upon the request of any member of the Board, discussed, and acted upon separately.

**APPROVAL OF CONSENT CALENDAR**

- 6.1.       **Minutes of the Organizational Board Meeting that was held on May 19, 2020.**
- 6.2.       **2020-2021 Calendar of Quarterly CSO Board Meetings**

Moved by Dr. John White    Seconded by Jana Jeltema

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			

Dr. John White X  
Jana Jeltema X

*Motion carried unanimously, 5-0*

**7. BUSINESS AND OPERATIONS**

**7.1. Resolution Accepting Membership in The Collaborative CSO**

It is recommended the Board approve the template for the resolution accepting membership in The Collaborative Charter Services Organization.

**7.1.a. The Collaborative CSO Services Agreement with Member Charter Schools**

Attachments:

- 1. List of Services
- 2. Service Fee Structure

Moved by Dr. Nancy Girvin Seconded by Dr. John White

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**7.2. 2020-2021 Budget for The Collaborative Charter Services Organization**

It is recommended the Board approve the 2020-2021 budget for The Collaborative Charter Services Organization.

Moved by Walter Con Seconded by Dr. Nancy Girvin

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**7.3. Approval of Procopio Law Firm Engagement Letter and Conflict Waiver**

It is recommended the Board approve a one year engagement letter and conflict waiver for the 2020-2021 fiscal year with the Procopio Law Firm.

Moved by Dr. Nancy Girvin Seconded by Dr. John White

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**7.4. Approval of Paul, Plevin, Sullivan, and Connaughton Law Firm Engagement Letter**

It is recommended the Board approve a one year engagement letter for the 2020-2021 fiscal year with Paul, Plevin, Sullivan, and Connaughton Law Firm.

Moved by Jana Jeltema      Seconded by Dr. John White

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**7.5. Approval of Delta Managed Solutions, Inc. Services Agreement**

It is recommended the Board approve a one year service agreement with Delta Managed Solutions, Inc. (DMS) for business services and support.

Moved by Walter Con      Seconded by Dr. John White

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**7.6. Approval of Paycom Payroll, LLC Services Agreement**

It is recommended the Board approve the Payroll and Human Capital Management services agreement with Paycom Payroll, LLC for the 2020-2021 fiscal year.

Moved by Dr. John White      Seconded by Dr. Nancy Girvin

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			

Dr. Nancy Girvin	X
Dr. John White	X
Jana Jeltema	X

*Motion carried unanimously, 5-0*

**7.7. Approval of Raindrop Agency, Inc. Services Agreement**

It is recommended the Board approve the marketing and web services agreement with Raindrop Agency, Inc for the 2020-2021 fiscal year.

Moved by Dr. Nancy Girvin    Seconded by Walter Con

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**7.8. Approval of Alpha Vision Services Agreement**

It is recommended the Board approve the Alpha Vision Services agreement for the 2020-2021 fiscal year.

Moved by Jana Jeltema    Seconded by Dr. Nancy Girvin

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**7.9. Approval of IT Byus Services Agreement**

It is recommended the Board approve the IT Byus Services Agreement for the 2020-2021 fiscal year.

Moved by Dr. John White    Seconded by Walter Con

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**7.10. Ratification of LogiCopy Lease Agreement**

It is recommended the Board ratify the LogiCopy lease agreement for a term of 36 months effective December 4, 2019.

Moved by Dr. John White    Seconded by Dr. Nancy Girvin

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**7.11. Approval of Property and Casualty Insurance Policies for the 2020-2021 Year as Presented by Rancho Mesa Insurance Services**

It is recommended the Board approve the rates for all Property and Casualty policies for the 2020-2021 fiscal year including: Liability, Directors and Officers, Workers' Compensation, Cyber and Security.

Moved by Walter Con    Seconded by Dr. Nancy Girvin

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**8. PERSONNEL SERVICES**

**8.1. 2020-2021 CSO Strategic Staffing Plan**

It is recommended the Board approve The Collaborative Charter Services Organization 2020-2021 Strategic Staffing Plan.

Moved by Jana Jeltema    Seconded by Walter Con

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			
Dr. John White	X			

Jana Jeltema X

*Motion carried unanimously, 5-0*

**8.2. Approval of Employment Agreement for David Franklin, CEO, The Collaborative Charter Services Organization**

It is recommended the Board approve the two year Employment Agreement effective July 1, 2020 to June 30, 2022.

Moved by Dr. Nancy Girvin Seconded by Jana Jeltema

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**9. POLICY DEVELOPMENT**

**9.1. Approval and Adoption of The Collaborative Charter Services Organization Mission Statement, Vision Statement and Core Values**

It is recommended the Board approve and adopt The Collaborative Charter Services Organization Mission Statement, Vision Statement and Core Values.

Moved by Dr. Nancy Girvin Seconded by Dr. John White

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**10. CALENDAR**

The next scheduled meeting will be virtual on July 14, 2020.

**11. BOARD COMMENTS**

The Board is grateful for the breadth of knowledge that each and every one of the members brings to the table. They mention how pleased they are to be serving alongside each other and believe this will be a terrific first year for The Collaborative Charter Services Organization.

**12. CEO COMMENTS**

The CEO mentions how incredible it is to be at this point and having this board meeting with all of the Members of the Board. He thanks all of the members for the time given over the past week or two to go over and prepare for this meeting. The CEO looks forward to learning from all of the Board members throughout the next year. He highlights that this organization is going to be a model in the industry.

**13. ADJOURNMENT**

The Organizational Meeting of the Board of Directors adjourned at **3:08 p.m.**


Moved by Dr. John White      Seconded by Dr. Nancy Girvin

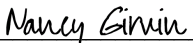
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			

***Motion carried unanimously, 5-0***

Signed:

Signed:

DocuSigned by:  
  
 \_\_\_\_\_  
 Dr. David Franklin  
 Secretary, Governing Board

DocuSigned by:  
  
 \_\_\_\_\_  
 Dr. Nancy Girvin  
 Clerk, Governing Board

*In compliance with Government Code section 54957.5, open session materials distributed to Board Members for review prior to a meeting may be viewed at The Collaborative CSO at 100 East San Marcos Blvd., Suite 350, San Marcos, California, or at the scheduled meeting. Board Agenda back-up materials may also be requested by calling The Collaborative at 760-494-9646. In addition, if you would like a copy of any record related to an item on the agenda, please contact the office.*

*In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the public meeting of the District's governing board, please contact The Collaborative at 760-494-9646. Notification 72 hours prior to the meeting will enable The Collaborative to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, The Collaborative shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.*