

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

MINUTES



**THE
COLLABORATIVE**

**Tuesday, July 14, 2020
Regular Meeting of the Board of Directors begins at 2:00 PM**

**Join URL: <https://zoom.us/j/93993376270>
Dial in: (669) 900-9128
Meeting ID: 939 9337 6270**

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 2:03 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 July 14, 2020.

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

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. **BOARD GOVERNANCE**

5.1. **Board Member Agreement**

It is recommended the new Board Members are presented with the Board Member Agreement.

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

5.2. **Oath of Office**

It is recommended the new Board Members are presented with the Oath of Office.

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

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 June 16, 2020.

CONSENT CALENDAR- BUSINESS SERVICES

- 6.2. Franklin Covey All Access Pass License Agreement

CONSENT CALENDAR- PERSONNEL

- 6.3. Personnel Report

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. BUSINESS AND OPERATIONS

- 7.1. **Approval of Resolution Accepting Membership with the Member Charter Schools**

It is recommended the Board approve the membership of the following charter schools into The Collaborative.

- a. California Pacific Charter Schools
- b. Excel Academy Charter Schools
- c. Motivated Youth Academy
- d. Pathways Academy Adult Education
- e. Sage Oak Charter Schools

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

7.2. Property Lease Agreement with Carleton Management Company

It is recommended the Board assign delegated authority to the Chief Executive Officer to accept the assignment of the facility lease from Community Collaborative Virtual School to The Collaborative for the San Marcos Office agreement with Carleton Management Company.

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

8. PERSONNEL SERVICES

8.1. Approval of Employment Agreements for Designated Management Positions

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

- a. Corrie Amador, Director of Human Resources
- b. Moana Miller, Special Projects Coordinator

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

8.2. Approval of Lease Agreement for Gretchen Chamberlain, July 1, 2020 - June 30, 2022

It is recommended the Board approve the two year Lease Agreement for Gretchen Chamberlain as presented for the 2020-2022 school year.

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

8.3. Approval of Lease Agreement for Daniel Espinoza, July 1, 2020 - June 30, 2021

It is recommended the Board approve the Lease Agreement for Daniel Espinoza as presented for the 2020-2021 school 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

8.4. Approval of Employee 457(b) Retirement Plan through Lincoln Financial Group

It is recommended the Board approve staff to engage with Lincoln Financial Group to establish a 457(b) deferred-compensation retirement plan and provide education to staff regarding the benefits of retirement planning and participation.

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

9. **CALENDAR**

The next scheduled meeting will be virtual on October 13, 2020.

10. **BOARD COMMENTS**

The Board recognizes the new State funding model and locking in growth for different charter schools. They wonder if The Collaborative is going to be writing in a letter in support of not limiting growth for charter schools. The CEO comments that, though there are no current plans to write letters, the team is watching the legislation closely and will communicate with the Board as updates are made. Board members, Walter Con, informs fellow Board members and CSO staff that he has accepted an interim CBO position as a 5 month assignment, yet notes that it should not interfere with work or duties with the CSO.

11. **CEO COMMENTS**

The CEO recalls that when COVID-19 started in March and everything shut down, he felt that everything would be opening back up in July. That said, here is July and the Governor just shut California down again. The CEO mentions that it is not going to be a normal start of the school year, but he thanks everyone for their hard work and thanks the Board for being a part of the organization during these crazy times.

12. **ADJOURNMENT**

The Organizational Meeting of the Board of Directors adjourned at 2:42 p.m.


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

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.