

**THE COLLABORATIVE CHARTER SERVICES ORGANIZATION
SPECIAL BOARD MEETING**

AGENDA



**THE
COLLABORATIVE**

**Friday, September 17, 2021
Special Meeting of the Board of Directors begins at 9:00 AM**

Zoom Meeting Information

Dial In: 1-669-900-9128

Meeting ID: 898 4910 6603

Join URL: <https://us06web.zoom.us/j/89849106603>

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 a regular meeting on 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 to take action on the following agenda items.

1. CALL TO ORDER AND ROLL CALL

Time _____ a.m.

1.1. Roll Call

Butch Owens	President
Dr. Nancy Girvin	Vice President
Stephen Lawler	Secretary

Dr. John White
Jana Jeltema

Treasurer
Member

2. **APPROVE/ADOPT AGENDA**

It is recommended that the Board of Directors adopt as presented, the agenda for the Special Meeting of September 17, 2021.

Roll Call Vote:

Butch Owens
Dr. Nancy Girvin
Stephen Lawler
Dr. John White
Jana Jeltema

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

3. **PLEDGE OF ALLEGIANCE**

Led by: _____

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. **BUSINESS AND OPERATIONS**

5.1. **Approval of Property Lease Agreement Renewal with Carleton Property Management Company**

It is recommended the Board approve the renewal of the San Marcos Office agreement with Carleton Management Company for a 12 month term.

Roll Call Vote:

Butch Owens
Dr. Nancy Girvin
Stephen Lawler
Dr. John White
Jana Jeltema

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

6. **CALENDAR**

The next proposed meeting and study session will be virtual on October 26, 2021.

7.

ADJOURNMENT

The Regular Meeting of the Board of Directors adjourned at _____ a.m.

Roll Call Vote:

Butch Owens

Dr. Nancy Girvin

Stephen Lawler

Dr. John White

Jana Jeltema

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

FOR MORE INFORMATION

For more information concerning this agenda, please contact

The Collaborative Charter Services Organization

Telephone, 760-494-9646



THE
COLLABORATIVE

THE COLLABORATIVE CHARTER SERVICES ORGANIZATION

Agenda Item: 5.1

Date: September 17, 2021

Requires Board Action: X

For Information Only:

	Correspondence/Proposals/Reports
	Consent Agenda
X	Business/Financial Services
	Education/Student Services
	Personnel Services
	Board Governance/Policy Development

Item: Approval of Property Lease Agreement with San Marcos Gateway, LLC. managed by Carleton Property Management Company

Background:

The administrative offices of the CSO operate from the San Marcos Gateway building located in San Marcos under the property lease agreement entered into between Sage Oak Charter Schools and the San Marcos Gateway, LLC. The lease agreement will expire on October 31, 2021. Staff engaged in discussion with the property management company to transfer the lease from Sage Oak Charter Schools to the CSO and extend the lease for an additional 25 months with one month free of rent included.

The office space is 2,473 square feet and includes a reception area, multiple staff work spaces, one conference room, storage space, and a staff kitchen. Staff recommend the lease renewal by the Board in order to maintain the office space, mitigate moving costs, and ensure continuation of services. The annual lease amount was incorporated into the 2021-2022 projected budget of the CSO adopted by the Board in June 2021.

It is recommended the Board approve the renewal of the San Marcos Office agreement with San Marcos Gateway, LLC. for a 12 month term.

Fiscal Impact:

12 month term; monthly rent \$6,429.80

This will reflect an initial increase from \$6,042.00 to \$6,429.80 for an increase of \$387.80 per month starting in November 2021.

FIRST AMENDMENT TO LEASE

This First Amendment to Lease dated September 15, 2021 is attached to and made a part of the Lease Agreement dated June 21, 2018 (“Lease”), for Suite 350, consisting of approximately 2,466 rentable square feet located at 100 East San Marcos Blvd, San Marcos, CA 92069, by and between San Marcos Gateway L.L.C., a California Limited Liability Company (“Landlord”) and Community Collaborative Virtual School, a Non-Profit Public Benefit Corporation, a Non-Profit Public Benefit Corporation, which subsequently changed its name to Sage Oak Charter Schools, a California Non-Profit Public Benefit Corporation (“Tenant”).

Unless otherwise defined or the context otherwise indicates, the terms used herein have the meanings defined in the Lease. The provisions of this First Amendment to Lease shall control over any inconsistent provisions of the Lease. The Lease is hereby modified and supplemented as follows:

1. **EFFECTIVE DATE:** Modifications to the Lease as herein set forth shall be effective on November 1, 2021.
2. **ASSIGNMENT OF LEASE:** For valuable consideration, the receipt and adequacy of which are hereby acknowledged, Sage Oak Charter Schools, a California Non Profit Public Benefit Corporation (“Assignor”) hereby assigns to The Collaborative Charter Services Organization, a California Non Profit Public Benefit Corporation (“Assignee”) all of Assignor’s right, title, and interest in and to Lease, and Lessor hereby acknowledges and approves the Assignment in accordance with paragraph 14.1 of the Lease. In addition, Assignor hereby transfers to Assignee all of Assignor’s interest in and to any security or other deposits paid to Lessor under the terms of such Lease.
3. **PREMISES SIZE:** The Rentable Square Feet of Premises as defined in Paragraph 1.5 of the Lease shall be modified to 2,473 rentable square feet.
4. **LEASE TERM:** The Lease Term as defined in Paragraph 1.6 of the Lease shall be modified and extended to twelve (12) months. The lease term shall commence on November 1, 2021 and expire on October 31, 2022.
5. **BASE RENT:** The Base Rent for the extended lease term shall be:

Dates:	Monthly Rent:
November 1, 2021 – October 31, 2022	\$6,429.80 + E
6. **REMAINING TERMS UNMODIFIED:** In the event of any inconsistency between this Amendment and the Lease, this Amendment shall control. Each of the capitalizes terms used in this Amendment, and not defined in this Amendment shall have the meaning set forth in the Lease. Except as expressly set forth in this Amendment, the Lease shall remain unmodified and in full force and effect.
7. **CONFIDENTIALITY:** Tenant shall keep the terms and conditions of this Amendment confidential and shall not divulge the terms and conditions to any unrelated third party. Failure to keep the terms of this Amendment confidential shall be deemed a material default of the Lease, subject to remedies outlined in Article 18.

ALL OTHER TERMS AND CONDITIONS OF THE LEASE SHALL REMAIN IN FULL FORCE AND EFFECT.

LANDLORD:
San Marcos Gateway, LLC,
A California limited liability company

TENANT AND ASSIGNEE:
The Collaborative Charter Services
Organization, a Non-Profit Public Benefit
Corporation

By: Carleton Management, Inc.,
A California corporation

By: _____
David Franklin

Its: Manager

Its: Chief Executive Officer

By: _____
Jeffrey H. Silberman

Date: _____

Its: Chief Executive Officer

Date: _____

ASSIGNOR:
Sage Oak Charter Schools, a California
Non-Profit Public Benefit Corporation

By: _____
Krista Woodgrift

Its: Chief Executive Officer

Date: _____