

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

**AGENDA**



**THE  
COLLABORATIVE**

**Tuesday, June 8, 2021**

**Regular Meeting of the Board of Directors begins at 1:00 PM**

**Join URL: <https://zoom.us/j/93272786647>**

**Dial in: (669) 900-9128**

**Meeting ID: 932 7278 6647**

**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 \_\_\_\_\_ p.m.

**1.1. Roll Call**

Butch Owens	President
Dr. Nancy Girvin	Vice President
Jana Jeltema	Clerk
Dr. John White	Member
Stephen Lawler	Member

2. **APPROVE/ADOPT AGENDA**

It is recommended that the Board of Directors adopt as presented, the agenda for the Regular Meeting of June 8, 2021.

Roll Call Vote:

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

3. **PUBLIC COMMENT - CLOSED SESSION**

The public has a right to comment on any items of the closed session agenda. Members of the public will be permitted to comment on any other item within the Board's jurisdiction under section 8.0 Public Comments at Board Meetings.

4. **ADJOURN TO CLOSED SESSION**

Time: \_\_\_\_\_

The Board will consider and may act on any of the Closed Session matters listed in Agenda Item 5.0.

Roll Call Vote:

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

5. **CLOSED SESSION**

**Conference with Legal Counsel regarding Potential Litigation: 2 matters**

- a. There is significant exposure to litigation against the Agency pursuant to Government Code Section 54956.9(d)(2)
  
- b. Public Employee Performance Evaluation Pursuant to Government Code 54957  
Chief Executive Officer Evaluation

6. **RECONVENE REGULAR MEETING**

Time: \_\_\_\_\_

7. **PLEDGE OF ALLEGIANCE**

Led by: \_\_\_\_\_

8. **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.

**9. 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**

- 9.1. Minutes of the Regular Board Meeting held on April 13, 2021

**CONSENT CALENDAR- BUSINESS SERVICES**

- 9.2. Check Register YTD  
9.3. Continuation of cyber security and technical services with Alpha Vision for the 2021-22 fiscal year  
9.4. Continuation of marketing and web services with Raindrop Agency, Inc. for the 2021-22 fiscal year  
9.5. Continuation of engagement with Paul, Plevin, & Connaughton Law Firm for the 2021-22 fiscal year  
9.6. Continuation of engagement with Procopio Law Firm for the 2021-22 fiscal year

**CONSENT CALENDAR- PERSONNEL SERVICES**

- 9.7. Approval of Personnel Report  
9.8. Approval of 2021-2022 Employment Offer Templates  
    a. CSO Offer of Employment  
    b. CSO Employment Agreement - At-will Exempt  
    c. CSO Employment Agreement - At-will Hourly  
9.9. Approval of Job Descriptions

**CONSENT CALENDAR- POLICY DEVELOPMENT**

- 9.10. Approval of Revised Board Policy

***4000 Series - Personnel Services***

4105 Paid Sick Leave Policy

**Roll Call Vote:**

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**10. BUSINESS AND OPERATIONS**

**10.1. Acceptance of Donation from California Virtual Education Partners (CAVEP)**

It is recommended the Board accept the donation of funds from California Virtual Education Partners (CAVEP).

Roll Call Vote:

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**10.2. Approval of Proposed Budget for the 2021-2022 Fiscal Year**

It is recommended the Board approve the proposed budget for the 2021-2022 fiscal year.

Roll Call Vote:

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**10.3. Approval of Change in Internet Service Provider to Cox Communications California, LLC. and Telephone Service Provider to RingCentral, Inc.**

It is recommended the Board approve the change in internet service provider for a three year contract to Cox Communications California, LLC. and the change in telephone service provider for a one year term to RingCentral, Inc. effective July 1, 2021.

Roll Call Vote:

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**10.4. Approval of The Collaborative Charter Services Organization Services Agreement Addendum - School Psychologist and Program Manager Services**

It is recommended the Board approve a Service Agreement Addendum with Motivated Youth Academy and Pathways Academy Adult Education for the additional school psychologist and program manager services.

Roll Call Vote:

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**10.5. Approve Renewal of Property and Casualty Insurance Policies for the 2021-2022 year as presented by Bolton & Company**

It is recommended the Board approve the renewal rates for all property and casualty insurance policies for the 2021-2022 school year.

Roll Call Vote:

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**11. BOARD GOVERNANCE**

**11.1. 2021-2022 CSO Master Board Meeting Calendar - First Reading**

**11.2. Organizational Structure of the Board 2021-2022**

**a. Oath of Office**

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

**b. Election of Officers**

It is recommended at this time the Board consider the election of officers.

1. President
2. Vice President
3. Secretary
4. Treasurer

Roll Call Vote:

Butch Owens

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**12. CALENDAR**

The next proposed meeting and study session will be virtual on August 10, 2021.

**13. BOARD COMMENTS**

**14. CEO COMMENTS**

**15. ADJOURNMENT**

The Regular Meeting of the Board of Directors adjourned at \_\_\_\_\_ p.m.

Roll Call Vote:

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

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