

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

AGENDA



**THE
COLLABORATIVE**

**Tuesday, August 10, 2021
Regular Meeting of the Board of Directors begins at 1:00 PM**

Join URL: <https://zoom.us/j/95188255485>

Dial in: (669) 900-9128

Meeting ID: 951 8825 5485

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
Stephen Lawler	Secretary
Dr. John White	Treasurer
Jana Jeltema	Member

2. **APPROVE/ADOPT AGENDA**

It is recommended that the Board of Directors adopt as presented, the agenda for the Regular Meeting of August 10, 2021.

Roll Call Vote:

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

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
Stephen Lawler
Dr. John White
Jana Jeltema

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

5. **CLOSED SESSION**

Conference with Legal Counsel regarding Potential Litigation: 1 matter

- 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 June 8, 2021

CONSENT CALENDAR- BUSINESS SERVICES

- 9.2. Check Register

CONSENT CALENDAR- PERSONNEL SERVICES

- 9.3. Approval of Personnel Report
9.4. Approval of Job Descriptions

CONSENT CALENDAR- POLICY DEVELOPMENT

- 9.5. Approval of Revised Board Policies

3000 Series - Fiscal Services

REVISED

- 3000 Overview of Fiscal Control Policy
3005 Purchasing Policy
3011 Accounts Payable and Record Keeping Policy
3015 Accounts Receivable Policy
3020 Expenses Policy
3025 Finance and Assets Policy

RESCIND

- 3010 Fiscal Control Policy

Roll Call Vote:

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

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

10. BUSINESS AND OPERATIONS

10.1. Approval of Resolution to Authorize Opening a Bank Account and to Designate Check Signing Authority

It is recommended the Board approve the Resolution to Authorize Opening a Bank Account and to Designate Check Signing Authority.

Roll Call Vote:

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

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

11. PERSONNEL SERVICES

11.1. Approval of Revision to Classified Salary Schedule

It is recommended the Board approve the classified salary schedule to include an additional step as presented and the step advancement for one employee.

Roll Call Vote:

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

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

12. POLICY DEVELOPMENT

12.1. Approval of New Board Policy

It is recommended the Board approve the new board policy for the 2021-22 fiscal year.

3000 Series - Fiscal Services
3135 Gift Acceptance Policy

Roll Call Vote:

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

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

13. **BOARD GOVERNANCE**

13.1. **2021-2022 SMART Goals - Discussion**

13.2. **Election of Corporate Officer**

It is recommended the Board elect a Chief Financial Officer of the Corporation.

Roll Call Vote:

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

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

13.3. **Approval of 2021-2022 CSO Master Board Meeting Calendar**

It is recommended the Board approve the 2021-22 CSO Board Meeting Master Calendar.

Roll Call Vote:

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

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

14. **CALENDAR**

The next proposed meeting and study session will be virtual on October 12, 2021.

15. **BOARD COMMENTS**

16. **CEO COMMENTS**

17. **ADJOURNMENT**

The Regular Meeting of the Board of Directors adjourned at _____ p.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