

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

**MINUTES**



**THE  
COLLABORATIVE**

**Tuesday, January 12, 2021  
Regular Meeting of the Board of Directors begins at 9:00 AM**

**Join URL: <https://zoom.us/j/97770095286>  
Dial in: (669) 900-9128  
Meeting ID: 977 7009 5286**

**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: 9:04 a.m.

**1.1. Roll Call**

Butch Owens	President	<i>present</i>
Dr. Nancy Girvin	Clerk	<i>present</i>
Dr. John White	Member	<i>present</i>
Jana Jeltema	Member	<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 January 12, 2021.

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

*Motion carried unanimously, 4-0*

3. **PLEDGE OF ALLEGIANCE**

Led by *Dr. John White*

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. **ORGANIZATIONAL STRUCTURE OF THE BOARD**

5.1. **Board Member Vacancy**

- a. Acceptance of Resignation
- b. Filling of Vacancy

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

*Motion carried unanimously, 4-0*

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 Regular Board Meeting that was held on October 13, 2020.
- 6.2. Minutes of the Special Board Meeting that was held on November 16, 2020.
- 6.3. Minutes of the Special Board Meeting that was held on December 18, 2020.

**CONSENT CALENDAR- BUSINESS SERVICES**

- 6.4. Check Register Year-to-Date
- 6.5. Solve.Care Subscription

**CONSENT CALENDAR- PERSONNEL SERVICES**

- 6.6. Employee Handbook Revisions
- 6.7. 2021 IRS Mileage Reimbursement Rate

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

*Motion carried unanimously, 4-0*

7. **BUSINESS AND OPERATIONS**

7.1. **Approval of First Interim Financial Report**

It is recommended the Board approve the First Interim Financial Report for The Collaborative CSO.

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

*Motion carried unanimously, 4-0*

7.2. **Approval of The Collaborative CSO Evaluation Tool**

It is recommended the Board approve The Collaborative CSO Evaluation Tool for the 2020-2021 fiscal year.

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			

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

*Motion carried unanimously, 4-0*

**7.3. Approval of Clifton, Larson, Allen, LLP. as Auditor for The Collaborative CSO**

It is recommended the Board approve the engagement letter with Clifton, Larson, Allen, LLP. as the auditor for the 2020-2021 fiscal year.

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

*Motion carried unanimously, 4-0*

**8. POLICY DEVELOPMENT**

**8.1. Approval of The Collaborative Charter Services Organization Board Policies**

It is recommended the Board approve the series policies as presented, the numbering of the policies, and the placement of the policies on the website for ease of access and compliance.

**1000 Series - Community Relations**

- 1030 COVID-19 Safe Reopening and Operation Policy
- 1035 Access to Public Records Policy

**3000 Series - Business Services**

- 3000 Concepts and Roles Policy
- 3010 Fiscal Policies and Procedures

**4000 Series - Personnel**

- 4000 Concepts and Roles Policy
- 4010 At-Will Employment Policy
- 4015 Equal Employment Opportunity Policy
- 4020 Background Check Policy
- 4025 Tuberculosis Testing Policy
- 4030 Immigration Compliance Policy
- 4035 Mandated Reporter - Child Abuse and Neglect Policy
- 4045 Professional Standards Policy
- 4050 Whistleblower Policy
- 4055 Internal Complaint Policy
- 4060 Prohibiting Unlawful Harrassment, Discrimination, and Retaliation Policy and Complaint Form

- 4065 Meal and Rest Policy
- 4070 Lactation Accommodation Policy
- 4075 Drug, Alcohol, and Smoke-Free Workplace Policy
- 4080 Acceptable Use of Technology Policy
- 4085 Payroll Withholding Policy
- 4090 COBRA Policy
- 4105 Paid Sick Leave Policy
- 4110 Pregnancy Disability Leave Policy
- 4115 FMLA Policy
- 4120 Families First Coronavirus Response Act Policy
- 4125 Victims of Abuse Leave Policy
- 4130 Remote Work Policy
- 4150 Mileage Reimbursement Policy
- 4165 Employee Driving Policy

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

*Motion carried unanimously, 4-0*

**9. CALENDAR**

The next scheduled meeting will be virtual on April 13, 2021.

**10. BOARD COMMENTS**

The Board reflects on the board vacancy and recommends that, in the future, the organization incorporates a clearer process for selecting board members. The Board would like to see the member schools more involved in the selection process to secure transparency and confidence in the eyes of the public.

**11. CEO COMMENTS**

The CEO welcomes 2021 and recognizes the challenges that 2020 brought. The CSO was launched in the middle of a pandemic which caused some obstacles, however, the organization is staying strong and moving forward. The CEO appreciates the flexibility of the board members to attend a couple Special Board meetings on little notice. He thanks all staff, board members, and member schools for working together to solidify what the CSO is and looks forward to continuing the journey.

**12. ADJOURNMENT**

The Regular Meeting of the Board of Directors adjourned at 9:40 a.m.

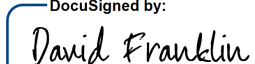
Moved by Dr. John White    Seconded by Jana Jeltema

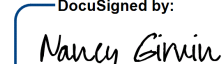
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			

***Motion carried unanimously, 4-0***

Signed:

Signed:

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

DocuSigned by:  
  
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 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.*