

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

MINUTES



**THE
COLLABORATIVE**

**Tuesday, October 13, 2020
Regular Meeting of the Board of Directors begins at 2:00 PM**

**Join URL: <https://zoom.us/j/91257452343>
Dial in: (669) 900-9128
Meeting ID: 912 5745 2343**

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: 2:02 p.m.

1.1. Roll Call

Butch Owens	President	<i>present</i>
Walter Con	Vice 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 October 13, 2020.

Pull 9.1. 3010 Fiscal Policy - needs more work. will remove once get to item

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

Motion carried unanimously, 5-0

Amended motion - Walter, withdrawn

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. **CORRESPONDENCE/PROPOSALS/REPORTS**

- 5.1. 2020-2021 Budget Update
 Presented by: Shannon Green, DMS Finance Lead

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 July 14, 2020.

CONSENT CALENDAR- BUSINESS SERVICES

- 6.2. Check Register Year-to-Date

6.3. ESET Virus Protection License Renewal

CONSENT CALENDAR- PERSONNEL

6.4. COVID-19 Safe Reopening Plan

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. **BUSINESS AND OPERATIONS**

7.1. **Approval of Board Member Stipend Correction**

It is recommended the Board approve repayment of the erroneous board member stipend paid in August 2020.

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

7.2. **Approval of Pathways Academy Adult Education Request for Change in Payment Schedule**

It is recommended the Board approve the amended fee payment schedule for Pathways Academy Adult Education due to the significant loss in revenue by Pathways Academy Adult Education.

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. PERSONNEL SERVICES

8.1. Approval of 2020-2021 Employee Handbook

It is recommended the Board approve the 2020-2021 Employee Handbook.

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

9. POLICY DEVELOPMENT

9.1. 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

3000 Series - Business Services

3000 Concepts and Roles Policy

3010 Fiscal Policies and Procedures - *Removed*

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

Motion to postpone item 9.1. until the next regularly scheduled meeting

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

10. CALENDAR

The next scheduled meeting will be virtual on January 12, 2021.

11. BOARD COMMENTS

Butch 0 thank you walter for your part in looking over the polciies. It is probabl going to be a bigger thing as we move forward. Thank you DMS for sharing. No other comments.

12. CEO COMMENTS

David - Thank you for taking the time to meet with us - I understand this agenda was a lot of information to digest. We work on a better process for you. Thank you for going on this journey with me. You were all elected on thuis board for reasons. Your expertise and checks and balances system are what is going to make the CSO great. We want to create a foundation that will last a very long time.

13. ADJOURNMENT

The Regular Meeting of the Board of Directors adjourned at 2:51 p.m.

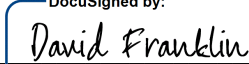
Moved by Walter Con Seconded by Dr. John White

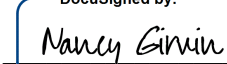
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Walter Con	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			

Motion carried unanimously, 5-0

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.