

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

**MINUTES**



**THE  
COLLABORATIVE**

**Tuesday, April 13, 2021  
Regular Meeting of the Board of Directors begins at 9:00 AM**

**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 9:07 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 April 13, 2021.

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*

3. **PLEDGE OF ALLEGIANCE** \_\_\_\_\_ Led by *Dr. Nancy Girvin*

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. **Appointment of New Board Member**

It is recommended the Board consider an appointment of a new Board Member.

Moved by Dr. John White    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*

*Stephen Lawler appointed as new Board Member.*

5.2. **Oath of Office**

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

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*

**5.3. Election of Officers**

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

Moved by Dr. Nancy Girvin    Seconded by Dr. John White

**1. Vice President of the Board**

*Butch Owens nominates Dr. Nancy Girvin for Vice President  
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			
Stephen Lawler	X			

*Motion carried unanimously, 5-0*

**2. Clerk of the Board**

*Butch Owens nominates Jana Jeltema for Clerk of the Board  
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			
Stephen Lawler	X			

*Motion carried unanimously, 5-0*

**6. CORRESPONDENCE/PROPOSALS/REPORTS**

- 6.1. Sage Intacct Implementation Status Update, presented by Corrie Amador, Director of Human Resources

7. **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**

- 7.1. Minutes of the Regular Board Meeting that was held on January 12, 2021.
- 7.2. Minutes of the Special Board Meeting that was held on February 9, 2021.
- 7.3. Minutes of the Special Board Meeting that was held on March 10, 2021.
- 7.4. Revised 2020-2021 CSO Board Meeting Calendar
- 7.5. Revised Conflict of Interest Code - Appendix A and B

**CONSENT CALENDAR- BUSINESS SERVICES**

- 7.6. Check Register Year-to-Date
- 7.7. Stampli Accounting Software

**CONSENT CALENDAR- PERSONNEL SERVICES**

- 7.8. Personnel Report
- 7.9. Approval of Information Technology Technician Job Description
- 7.10. CSO Classified Employee 2021-22 Work Year Calendar

Moved by Dr. John White    Seconded by Stephen Lawler

*Item 7.9 moved to action item.*

Motion to move Dr. Nancy Girvin, Second 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			
Stephen Lawler	X			

***Motion carried unanimously, 5-0***

8. **BUSINESS AND OPERATIONS**

8.1. **Approval of Second Interim Budget**

It is recommended the Board approve the second interim budget for the Collaborative Charter Services Organization as presented.

Moved by Dr. John White    Seconded by Stephen Lawler

<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
Stephen Lawler	X

*Motion carried unanimously, 5-0*

**8.2. Approval of 2021-2022 CSO Service Agreement Template**

It is recommended the Board approve the 2021-22 CSO Service Agreement Template and attachments.

**8.2.a. The Collaborative CSO Services Agreement with Member Charter Schools**

Attachments:

1. List of Services Template
2. Service Fee Structure

Moved by Jana Jeltema    Seconded by Stephen Lawler

<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			
Stephen Lawler	X			

*Motion carried unanimously, 5-0*

**8.3. Approval of CSO Services Agreement Addendum for 2020-2021 Fiscal Year - Excess Contributions**

It is recommended the Board approve the Addendum to the Services Agreement and accept payment of the school’s excess contributions funds towards the additional services provided during the 2020-2021 school year for fiscal services, computer support, and COVID-19 response.

Moved by Dr. Nancy Girvin    Seconded by Stephen Lawler

<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			
Stephen Lawler	X			

*Motion carried unanimously, 5-0*

**9. PERSONNEL SERVICES**

**9.1. Approval of Information Technology Technician Job Description**

It is recommended the Board approve the Information Technology Technician Job Description.

*Moved from Consent Calendar - Personnel Services Item 7.9*

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			
Stephen Lawler	X			

*Motion carried unanimously, 5-0*

**9.2.    Approval of The Collaborative Charter Services Organization 2021-2022 Strategic Staffing Plan**

*Moved from Item 9.1.*

It is recommended the Board approve the CSO Strategic Staffing Plan for the 2021-2022 fiscal year.

Moved by Stephen Lawler    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			
Stephen Lawler	X			

*Motion carried unanimously, 4-0*

**10.    POLICY DEVELOPMENT**

**10.1.    Approval of New Board Policies**

It is recommended the Board approve the proposed policies. These policies will replace the current policies and will allow the Board to address any related complaints or issues that may be raised in the school/work environment.

***4000 Series - Personnel Services***

- 4170-CSO    Injury and Illness Prevention Policy
- 4170E-CSO    Injury and Illness Prevention Plan

Moved by Stephen Lawler    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
Stephen Lawler	X

*Motion carried unanimously, 5-0*

**11. CALENDAR**

The next scheduled meeting will be virtual on June 8, 2021.

**12. BOARD COMMENTS**

The Board welcomes new board member, Stephen Lawler. They look forward to working with him and having his expertise in the organization. The Board thanks the entire CSO staff for their well developed and informative reports. They are impressed with the hard work behind the scenes and recognize the great job being done.

**13. CEO COMMENTS**

The CEO thanks the Board of Directors for their work, flexibility, and questions when reviewing agenda material. The CEO wants to ensure that all questions are answered prior to the meetings to help them feel prepared and address any issues that may arise. The CEO welcomes new board member, Stephen Lawler, to the organization. He is excited to also have the Director of Fiscal Services join the team, as their expertise will help the CSO continue to move forward. The CEO praises the member school Directors for being exemplary educators and is grateful to be able to work with and learn from them.

**14. ADJOURNMENT**

The Regular Meeting of the Board of Directors adjourned at *10:03 a.m.*


Moved by Dr. Nancy Girvin    Seconded by Jana Jeltema

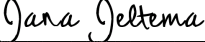
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Butch Owens	X			
Dr. Nancy Girvin	X			
Dr. John White	X			
Jana Jeltema	X			
Stephen Lawler	X			

*Motion carried unanimously, 5-0*

Signed:

Signed:

DocuSigned by:  
  
 \_\_\_\_\_  
 Dr. David Franklin

DocuSigned by:  
  
 \_\_\_\_\_  
 Jana Jeltema

Secretary, Governing Board

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.*