

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

**Minutes**



**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 1:07 p.m.*

**1.1. Roll Call**

Butch Owens	President	<i>present</i>
Dr. Nancy Girvin	Vice President	<i>present</i>
Stephen Lawler	Secretary	<i>present</i>
Dr. John White	Treasurer	<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 August 10, 2021.

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			
Stephen Lawler	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

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 1:09 p.m.*

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

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			
Stephen Lawler	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

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 1:40 p.m.*

7. **PLEDGE OF ALLEGIANCE**

*Led by Dr. John White*

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

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			
Stephen Lawler	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**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.

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			
Stephen Lawler	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**10.2. Approval of Change Order Request from CliftonLarsonAllen, LLP for Extension of Sage Intacct Implementation Services**

It is recommended the Board approve the change order request from CLA for extension of Sage Intacct Implementation services.

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			
Stephen Lawler	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**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.

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			
Stephen Lawler	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**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

Moved by Stephen Lawler    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			
Stephen Lawler	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**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.

*Recommend Yvette Spendler, Director of Fiscal Services to serve in role of Chief Financial Officer.*

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			
Stephen Lawler	X			
Dr. John White	X			
Jana Jeltema	X			

*Motion carried unanimously, 5-0*

**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.

Moved by Dr. Nancy Girvin      Seconded by Jana Jeltema

*CEO requested to amend the Master Calendar to move October 12, 2021 Regular Board Meeting to **Tuesday, October 26, 2021 at 1:00 p.m.***

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

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

**14. CALENDAR**

The next proposed meeting and study session will be virtual on ~~October 12, 2021~~ *October 26, 2021.*

**15. BOARD COMMENTS**

The Board appreciates the newsletter sent out by the CSO team and found that it was quite informative. The Board thanks staff for their hard work and feel that good things are in store for the organization this year. The Board wishes the best of luck to everyone that is welcoming students back. The Board appreciates continuing improvement of communication and updates between the CSO, the Board, and the member schools.

**16. CEO COMMENTS**

The CEO feels excited for year two in the CSO. He mentions the organization-wide Kick-Off event that occurred at the end of last week that included our member schools and there were amazing presentations around culture and communication. The CEO comments that he got a lot out of the information presented and he believes all others did, as well. As a new year is starting, the CEO feels the organization has a lot of good things in place to continue the path, establishing new communication measures, making sure everyone is informed, and setting goals. The CEO is excited for next steps and continued growth.

**17. ADJOURNMENT**

The Regular Meeting of the Board of Directors adjourned at *2:11 p.m.*

Moved by Dr. Nancy Girvin      Seconded by Jana Jeltema

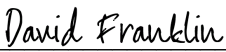
Roll Call Vote:	Ayes	Nays	Abstained	Absent
Butch Owens	X			
Dr. Nancy Girvin	X			

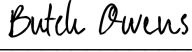
Stephen Lawler	X
Dr. John White	X
Jana Jeltema	X

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

Signed:

Signed:

DocuSigned by:  
  
Dr. David Franklin  
Secretary, Governing Board

DocuSigned by:  
  
Butch Owens  
President, 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.*