**Canyon-Owyhee School Service Agency**

109 Penny Lane

Wilder, Idaho 83676

Dr. Harold Nevill, CEO

Chynna Hiraskai, Special Education Director

Greg Hale, CRTEC Campus Director

Dawnita Tincher, Business Manager

(208) 482-6074

**APPROVED APRIL 15, 2019**

**Board of Trustees**

**Regular Meeting Minutes**

**Monday, March 18, 2019**

**A. Call to Order**

**a. Call to Order** - The regular meeting of the Board of Trustees of the Canyon-Owyhee School Service Agency was called to order by Chairman Jason Sevy at 6:00pm. The following persons

were in attendance:

Craig Woods Superintendent Notus

Jim Norton Superintendent Parma

Jason Sevy Trustee /Chairman Marsing

Norm Stewart Superintendent Marsing

Rob Sauer Superintendent Homedale

Dr. Harold Nevill COSSA CEO COSSA

Chynna Hirasaki Special Education Director COSSA

Greg Hale CA Principal/CTE Coordinator COSSA

CRTEC Campus Director

Dawnita Tincher Business Manager/Clerk COSSA

Not Present: Jaime Ponce, Wilder Trustee; Jeff Dillon, Wilder Superintendent; Jennifer Brock,

Notus Trustee; Robert Godina, Parma Trustee; Shane Muir, Homedale Trustee; and Deborah

Downing, COSSA Short-Term Training Coordinator.

Guests: Isaac Moffett, COSSA Academy Teacher/Administration Intern; Charles Abel, COSSA Academy Teacher; Robin Peterson, COSSA Academy Teacher; Patricia Frahm, COSSA Academy Teacher; Diane McSherry, COSSA Academy Teacher, Juan Garcia, COSSA Academy Teacher, Rebecca Owen, COSSA Academy Teacher; “Employee C” and legal counselors.

**B. Agenda Action Items**

**a. Approval of Agenda** – Jim Norton moved to approve the agenda as presented. Norm Stewart

seconded the motion. Motion carried.

**b. Approval of the Consent Agenda** – Craig Woods moved to approve the consent agenda as

presented. Norm Stewart seconded the motion. Motion carried

**i. Board Minutes February 19, 2019**– as presented

**ii. Bill Schedule** – as presented

**iii. Personnel Report** – as presented

**iv. Board Policies – Tri-Annual Review/No Significant Changes –** none at this time

**C. Information Items/Reports**

**a. COSSA Education Association** – no additions to the submitted reports

**b. Business Office Report** – no additions to the submitted reports

**c. Special Services Report** – no additions to the submitted reports

**d. COSSA Administration Report** – no additions to the submitted reports

**e Career & Technical/COSSA Academy Report** – COSSA Academy Principal Greg Hale passed

out the COSSA Academy and CTE monthly enrollment update.

f**. Short-Term Training Report** – no additions to the submitted reports

**D. Action Items**

**a. Old Business**

**i.**  None at this time

**b. COSSA Administration (Dr. Nevill)** –

**i.** New or Revised Board Policies – Second Reading. Rob Sauer moved to approve

all presented policies on second reading. Norm Stewart seconded the motion. Motion

carried as follows:

1. Policy 8200 Wellness (formally Policy 206) – approved on second reading

2. Policy 7400 Procurement Management System – approved on second reading

3. Policy 7400P Procurement Methods - approved on second reading

**ii.** New or Revised Board Policies – First Reading. Jim Norton moved to send all presented

policies to second reading. Norm Stewart seconded the motion. Motion carried as follows:

1. Bylaws – Article III – moved to second reading.

2. Policy 1610 Conflict of Interest – moved to second reading.

3. Policy 6100 Superintendent – moved to second reading.

4. Policy 7218 Grants Management – moved to second reading.

5. Policy 7235 Time and Effort – moved to second reading.

6. Policy 7237 Federal Records Retention – moved to second reading.

7. Policy 7270 Inventory Control – moved to second reading.

8. Policy 7320 Cost Principles – moved to second reading.

9. Policy 7410 Petty Cash Management – moved to second reading.

10. Policy 7450 Federal Cash Management – moved to second reading

11. Policy 7450P1 Timely Obligation of Funds – moved to second reading

12. Policy 7450P2 Program Income – moved to second reading

**iii.** Surplus Equipment – Board Declaration. Craig Woods moved to declare the listed

equipment as “surplus”, which allows reuse of the equipment for other purposes. Norm

Stewart seconded the motion. Motion carried.

**c. Special Services Report –**

**i.** Letter of Intent – Permission to Issue. Craig Woods moved to allow the use of a letter of

intent to secure personnel in certified positions that are open for the coming year. Rob

Sauer seconded the motion. Motion carried.

**E. Board Request to Administration –** Jim Norton requested that Dr. Nevill bring to the next meeting a job

description for the Remediation Specialist position that is being recommended for COSSA Academy for

the 2019-2020 school year.

**F.** **Executive Session - Executive Session -** Chairman Sevy announced that the next order of business would

be Executive Session to consider the evaluation, dismissal or disciplining of, or to hear complaints or

charges brought against a public officer, employee, staff member or individual agent, or public school

student and the examination of records exempt from public disclosure as allowed by Idaho Code 74-

206(1)(b)(d). After a full and complete discussion upon motion duly made by Jim Norton and seconded

by Craig Woods the following resolution was presented:

Be it resolved that the Board of Trustees of the Canyon-Owyhee School Service Agency will recess

from a public meeting into executive session pursuant to Section 74-206 Idaho Code, to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student and the examination of records exempt from public disclosure as allowed by Idaho Code 74-206 (1)(b)(d). Be it further resolved that following executive session the board will reconvene in public session for the purpose of conducting further business or for adjournment of the meeting. Roll call vote being conducted on the above and foregoing resolution and the same having been counted and found to be as follows: Wilder- Not Present, Notus- Aye, Parma – Aye, Marsing- Aye, Homedale- Aye, Chariman Sevy declared said resolution adopted.

The minutes of the Executive Session of COSSA: The Board of Trustees having properly recessed from open session pursuant to Section 74-206 Idaho Code, directly thereupon convened into an executive session at 6:56 p.m. on the 18th day of March 2019 at the COSSA office board room, Wilder, Idaho to consider executive session issues as authorized by Section 74-206(1)(b)(d), Craig Woods, Jim Norton, Jason Sevy, Norm Stewart, and Rob Sauer were present at the Executive Session. The Board then entered into discussion of the matter for which the Executive Session was held. Witnesses with testimony germane to the matter for which the Executive Session was held were called as necessary.

There being no further discussion concerning the subject matter of the Executive Session, at 7:30 p.m. Chairman Sevy reconvened into open session

**G. a. Executive Session Action Items**

Homedale representative Rob Sauer moved to accept the negotiated separation agreement with “Employee

B” as presented. Parma representative Jim Norton seconded the motion. Motion carried.

Notus representative Craig Woods moved to affirm the decision made by the Level III Grievance Hearing

Officer's report dated February 27, 2019 regarding grievance by "Employee C".  Parma representative Jim

Norton seconded the motion.  Motion carried.

**H. Adjourn**

Chairman Sevy adjourned the meeting at 7:32pm.

Respectfully Submitted,

Dawnita Tincher, Clerk