

APPROVED DECEMBER 15, 2021

**Board of Trustees
Regular Meeting Minutes
Monday, November 15, 2021**

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 Sara Bartles at 6:01 p.m. in the agency cafeteria.

a. Chairman Bartles led the Pledge of Allegiance.

b. Following persons were in attendance:

Dr. Jeff Dillon	Superintendent	Wilder
Tana Kellogg	Superintendent	Notus
Sara Bartles	Trustee/Chairman	Parma
Stoney Winston	Superintendent	Parma
Norm Stewart	Superintendent	Marsing
Shane Muir	Trustee	Homedale
Dr. Harold Nevill	COSSA CEO	COSSA
Micah Doramus	Special Education Director	COSSA
Patricia Frahm	CRTEC Principal/IT Coordinator	COSSA
Dawnita Tincher	Business Manager/Clerk	COSSA

Not Present: Brittney Josoff, Wilder Trustee/Vice Chairman; OJ Barber, Marsing Trustee; and Rob Sauer, Homedale Superintendent.

Guests: Joetta Fulgenzi, COSSA CEA Representative; Rebecca Owens, COSSA Academy Teacher, and John Baldazo, Incoming Appointed Notus Trustee.

c. Norm Stewart moved to approve the agenda as presented. Dr. Jeff Dillon seconded the motion. Motion carried.

B. Consent Agenda – Action Items: Consider the approval of Consent Agenda items – Tana Kellogg moved to approve the consent agenda as presented. Norm Stewart seconded the motion. Motion carried.

a.I. Board Minutes - October 18, 2021 Regular Meeting- as presented

a.II. Bill Schedule (November 15, 2021) – as presented

a.III. Personnel Reports (November 15, 2021)– as presented

a.IV. Obsolete Items – as presented

C. Information Items/Reports

a. Interim CEO Contract Terms – Chairman Bartles stated that she is waiting to hear from the lawyer and that she does not have anything available to present to the Board yet.

- b. **COSSA Education Association (Joetta Fulgenzi)** – verbal report presented
- c. **Business Office Report (Dawnita Tincher)** – no additions to submitted reports
- d. **Special Services Report (Micah Doramus)** – no additions to submitted reports
- e. **Academy Principal/CTE Coordinator (Patricia Frahm)** – no additions to submitted reports
- f. **COSSA Administration Report (Dr. Harold Nevill)** – no additions to submitted reports
- g. **Maintenance/Facilities (John Bechtel)** – no additions to the submitted reports
- h. **Food Service Report (Thomas Moreno)** – Chairman Bartles asked that the statement “Procedure wasn’t followed for procurement” in the food service report clarified. Dr. Nevill stated that one of the past food service coordinators had followed the COSSA procurement procedures but that those procedures did not coincide with the State Department of Education’s procurement procedure for Commodities and that the current food service coordinator was working with the state to correct this for the upcoming year.
- i. **Information Technology Report (Patricia Frahm)** – no additions to the submitted reports.
- j. **Short-Term Training Report (Veronica Grimaldo)** - no additions to the submitted reports.

D. Old Business -- Action Items

- a. **Policy 5480 Leadership Premium (Revision) - Consider the second reading of Policy 5480.** Norm Stewart moved to approve Policy 5480 upon second reading with the change of the premium minimum back to \$900 rather than the \$1000 recommended change. Shane Muir seconded the motion. Motion carried.
- b. **Policy 7430 Reimbursement (Revision) - Consider the second reading of Policy 7430.** Shane Muir moved to approve Policy 7430 upon second reading. Norm Stewart seconded the motion. Motion carried.
- c. **Interim CEO Contract Terms - Consider approval of the Interim CEO Contract.** Dr. Jeff Dillon moved to table the Interim CEO Contract approval. Shane Muir seconded the motion. Motion carried. Chairman Bartles will work with Dawnita Tincher, Clerk of the Board, to conduct a doodle poll and schedule a special meeting when the approved contract has been obtained from the Board lawyer.

E. New Business -- Action Items

- a. **New Employee Signing Bonuses - Consider creating a "pool" of funds for signing bonuses for new employees.** Shane Muir moved to table the consideration of creating a “pool” of funds for signing bonuses for new employees. Norm Stewart seconded the motion. Motion carried.
- b. **Partial FTE Contracts - Consider authorization for the Board lawyer to contact the State Board of Education with concerns over partial FTE contracts.** Dr. Jeff Dillon moved to approve that Dr. Nevill be the liaison for COSSA with the State Board of Education as presented. Norm Stewart seconded the motion. Motion carried.

Dr. Jeff Dillon left at this time.

- c. **Job Description Manual (Revision) - Consider the first reading of the Job Description Manual.** Shane Muir moved to send the Job Description Manual to a second reading. Norm Stewart seconded the motion. Motion carried.
- d. **Policy 1300 Handbook Policy (Revision) - Consider second reading of Policy 1300.** Shane Muir moved to send Policy 1300 to a second reading. Norm Stewart seconded the motion. Motion carried.
- e. **Policy 1310 Policy Review (Revision) - Consider the first reading of Policy 1310.** Shane Muir moved to send Policy 1310 to a second reading. Norm Stewart seconded the motion. Motion carried.
- f. **Policy 1315 Strategic Planning (Revision) - Consider the first reading of Policy 1315.** Shane Muir moved to send Policy 1315 to a second reading. Norm Stewart seconded the motion. Motion carried.

- g. **Policy 1500 Board Meetings (Revision) - Consider the first reading of Policy 1500.** Shane Muir moved to send Policy 1500 to a second reading. Norm Stewart seconded the motion. Motion carried.
- h. **Policy 1600 Code of Ethics (Revision) - Consider the first reading of Policy 1600.** Shane Muir moved to send Policy 1600 to a second reading. Norm Stewart seconded the motion. Motion carried.
- i. **Policy 2150 Copyright Compliance (Revision) - Consider the first reading of Policy 2150.** Shane Muir moved to send Policy 2150 to a second reading. Norm Stewart seconded the motion. Motion carried.
- j. **Policy 2400 Adoption of Idaho Special Education Manual (Revision) - Consider the first reading of Policy 2400.** Shane Muir moved to send Policy 2400 to a second reading. Norm Stewart seconded the motion. Motion carried.
- k. **Policy 2580 Service Animals (Revision) - Consider the first reading of Policy 2580.** Shane Muir moved to send Policy 2580 to a second reading. Norm Stewart seconded the motion. Motion carried.
- l. **Policy 2700 COSSA Academy Graduation Requirements (Revision) - Consider the first reading of Policy 2700.** Shane Muir moved to send Policy 2700 to a second reading. Norm Stewart seconded the motion. Motion carried.
- m. **Policy 3030 Dual Enrollment (Revision) -Consider the first reading of Policy 3030.** Shane Muir moved to send Policy 3030 to a second reading. Norm Stewart seconded the motion. Motion carried.
- n. **Policy 3081 Application and Enrollment COSSA Academy (New) - Consider the first reading of Policy 3081.** Shane Muir moved to send Policy 3081 to a second reading. Norm Stewart seconded the motion. Motion carried.
- o. **Policy 3082 Application and Enrollment CRTEC (New) - Consider the first reading of Policy 3082.** Shane Muir moved to send Policy 3082 to a second reading. Norm Stewart seconded the motion. Motion carried.
- p. **Policy 3250 Distribution of Information (Revision) - Consider the first reading of Policy 3250.** Shane Muir moved to send Policy 3250 to a second reading. Norm Stewart seconded the motion. Motion carried.
- q. **Policy 3281 Safe Education Environment (Revision) - Consider the first reading of Policy 3281.** Shane Muir moved to send Policy 3281 to a second reading. Norm Stewart seconded the motion. Motion carried.
- r. **Policy 3285 Relationship Abuse (Revision) - Consider the first reading of Policy 3285.** Shane Muir moved to send Policy 3285 to a second reading. Norm Stewart seconded the motion. Motion carried.
- s. **Policy 3420 Fund Raising (Revision) - Consider the first reading of Policy 3420.** Shane Muir moved to send Policy 3420 to a second reading. Norm Stewart seconded the motion. Motion carried.
- t. **Policy 3575 Student Data Privacy (Revision) - Consider the first reading of Policy 3575.** Shane Muir moved to send Policy 3575 to a second reading. Norm Stewart seconded the motion. Motion carried.
- u. **Policy 4110 Complaints Against School Personnel (Revision) -Consider the first reading of Policy 4110.** Shane Muir moved to send Policy 4110 to a second reading. Norm Stewart seconded the motion. Motion carried.
- v. **Policy 4140 Patron Visits (Revision) - Consider the first reading of Policy 4140.** Shane Muir moved to send Policy 4140 to a second reading. Norm Stewart seconded the motion. Motion carried.
- w. **Policy 4160 Parental Rights (Revision) - Consider the first reading of Policy 4160.** Shane Muir moved to send Policy 4160 to a second reading. Norm Stewart seconded the motion. Motion carried.
- x. **Policy 4260 Public Records Request (Revision) - Consider the first reading of Policy 4260.** Shane Muir moved to send Policy 4260 to a second reading. Norm Stewart seconded

the motion. Motion carried.

- y. **Policy 4400 Relationship with Government Agencies (Revision) - Consider the first reading of Policy 4400.** Shane Muir moved to send Policy 4400 to a second reading. Norm Stewart seconded the motion. Motion carried.
- z. **Policy 5100 Certificated Contracts (Revision) - Consider the first reading of Policy 5100.** Shane Muir moved to send Policy 5100 to a second reading. Norm Stewart seconded the motion. Motion carried.
- aa. **Policy 5240 Employee Sexual Harassment (Revision) - Consider the first reading of Policy 5240.** Shane Muir moved to send Policy 5240 to a second reading. Norm Stewart seconded the motion. Motion carried.
- ab. **Policy 5290 Public and Political Activities (Revision) - Consider the first reading of Policy 5290.** Shane Muir moved to send Policy 5290 to a second reading. Norm Stewart seconded the motion. Motion carried.
- ac. **Policy 5320 Drug Free Workplace (Revision) - Consider the first reading of Policy 5320.** Shane Muir moved to send Policy 5320 to a second reading. Norm Stewart seconded the motion. Motion carried.
- ad. **Policy 5400 Sick Leave Bank (Revision) - Consider the first reading of Policy 5400.** Shane Muir moved to send Policy 5400 to a second reading. Norm Stewart seconded the motion. Motion carried.
- ae. **Policy 5410 FMLA (Revision) - Consider the first reading of Policy 5410.** Shane Muir moved to send Policy 5410 to a second reading. Norm Stewart seconded the motion. Motion carried.
- af. **Policy 5440 Date of Pay (Revision) - Consider the first reading of Policy 5440.** Shane Muir moved to send Policy 5440 to a second reading. Norm Stewart seconded the motion. Motion carried.
- ag. **Policy 5485 Employee Purchase Program (Revision) - Consider the first reading of Policy 5485.** Shane Muir moved to send Policy 5485 to a second reading. Norm Stewart seconded the motion. Motion carried.
- ah. **Policy 5490 Use of Agency Phones (Revision) - Consider the first reading of Policy 5490.** Shane Muir moved to send Policy 5490 to a second reading. Norm Stewart seconded the motion. Motion carried.
- ai. **Policy 5610 AIDS, ARC, HIV (Revision) - Consider the first reading of Policy 5610.** Shane Muir moved to send Policy 5610 to a second reading. Norm Stewart seconded the motion. Motion carried.
- aj. **Policy 5715 Mentor Teacher (Revision) - Consider the first reading of Policy 5715.** Shane Muir moved to send Policy 5715 to a second reading. Norm Stewart seconded the motion. Motion carried.
- ak. **Policy 5740 Reduction in Force (Revision) - Consider the first reading of Policy 5740.** Shane Muir moved to send Policy 5740 to a second reading. Norm Stewart seconded the motion. Motion carried.
- al. **Policy 7000 Financial Management (Revision) - Consider the first reading of Policy 7000.** Shane Muir moved to send Policy 7000 to a second reading. Norm Stewart seconded the motion. Motion carried.
- am. **Policy 7225 Insufficient Funds Checks (Revision) - Consider the first reading of Policy 7225.** Shane Muir moved to send Policy 7225 to a second reading. Norm Stewart seconded the motion. Motion carried.
- an. **Policy 7235 Federal Funds (Revision) - Consider the first reading of Policy 7235.** Shane Muir moved to send Policy 7235 to a second reading. Norm Stewart seconded the motion. Motion carried.
- ao. **Policy 8530 Waiver of Personal Property Liability (Revision) - Consider the first reading of Policy 8530.** Shane Muir moved to send Policy 8530 to a second reading. Norm Stewart seconded the motion. Motion carried.
- ap. **Policy 8700 IT (Revision) - Consider the first reading of Policy 8700.** Shane Muir moved to

send Policy 8700 to a second reading. Norm Stewart seconded the motion. Motion carried.

- aq. Policy 8800 Drones (Revision) - Consider the first reading of Policy 8800.F.** Shane Muir moved to send Policy 8800 to a second reading. Norm Stewart seconded the motion. Motion carried.

F. Board Request to Administration –

1. The Board asked that we find and present what the past number of staff members who leave in the second semester has looked like.
2. The Board asked that Dr. Nevill find the percentage of special education students vs. total student Enrollment in each district to compare on the COSSA Special Education Child Count budget graphs.
3. Chairman Bartles asked that COSSA check to see if a quorum will be available for the upcoming December Board meeting.

- G. Adjournment –** Shane Muir moved to adjourn the meeting at 7:37 p.m. Norm Stewart seconded the motion. Motion carried.

Respectfully Submitted,

Dawnita Tincher, Clerk