

**Canyon-Owyhee School Service Agency**

109 Penny Lane  
Wilder, Idaho 83676

Dr. Harold Nevill, CEO  
Diana Zigars, Special Education Director  
Greg Hale, CRTEC Campus Director  
Dawnita Tincher, Business Manager  
(208) 482-6074

**APPROVED JULY 16, 2018**

Minutes of the Regular Meeting & Annual Budget  
Hearing of the Board of Trustees  
June 18, 2018

**CALL TO ORDER**

The regular meeting of the Board of Trustees of the Canyon-Owyhee School Service Agency was called to order at 6:01 p.m. by Chairman Robert Godina at the COSSA office board room. The following persons were in attendance:

Craig Woods	Superintendent	Notus
Robert Godina	Trustee/Chairman	Parma
Jim Norton	Superintendent	Parma
Jason Sevy	Trustee	Marsing
Shelley Shenk	Trustee	Homedale
Rob Sauer	Superintendent	Homedale
Dr. Harold Nevill	COSSA CEO	COSSA
Diana Zigars	Special Education Director	COSSA
Greg Hale	CA Principal/CTE Coordinator	COSSA
	CRTEC Campus Director	
Deborah Downing	Short-Term Training Coordinator	COSSA
Dawnita Tincher	Business Manager/Clerk	COSSA

Not Present: Christy Tayler, Wilder Trustee; Jeff Dillon, Wilder Superintendent; Barbara Skogsberg, Notus Trustee/Vice Chairman; and Norm Stewart, Marsing Superintendent.

Guests: Joetta Fulgenzi, CEA/Special Olympics Representative; Chynna Hirasaki, Special Education Director Candidate; Letha Blick, Vallivue Special Education Director; Rebecca Owen, COSSA Academy Teacher; Juan Garcia, COSSA Academy Teacher; Brandy Bennett, COSSA Academy Staff Member; and Isaac Moffett, COSSA Academy Teacher/Administration Intern.

**APPROVE AGENDA**

Craig Woods moved to approve the agenda as presented. Jim Norton seconded the motion. Motion carried.

**ANNUAL BUDGET HEARING**

Chairman Robert Godina called the COSSA Academy Annual Budget Hearing to Order at 6:05 p.m. Discussion was held regarding the 2018-2019 COSSA budget proposals. The Board Reconvened back into the regular meeting at 6:42 p.m.

Jim Norton moved to approve the Career & Technical Education proposed budget (259) as presented. Craig Woods seconded the motion. Motion carried.

Craig Woods moved to approve the Special Education/Administrative proposed budget (100) as presented. Jim Norton seconded the motion. Motion carried.

Jason Sevy moved to approve the COSSA Academy proposed budget (230) with the change of moving the remaining ICRMP Insurance monies (230-664320-000-000-0) to the Reserve for Deficit line (230-950850-000-000-0). Jim Norton seconded the motion. Motion carried.

Craig Woods moved to approve the remaining COSSA Academy proposed budgets (231, 245, 246, 285, & 290) as presented. Jim Norton seconded the motion. Motion carried.

Craig Woods moved to approve the COSSA Special proposed budgets (233, 235, 237, 238, 265, & 275) as presented. Jim Norton seconded the motion. Motion carried.

**EXECUTIVE SESSION**

No executive session was held.

**APPROVE MINUTES**

Craig Woods moved to approve the Regular Meeting Minutes of May 21, 2018 as presented. Jason Sevy seconded the motion. Motion carried.

**BILL SCHEDULE**

Jason Sevy moved to approve the bill schedule as presented. Rob Sauer seconded the motion. Motion carried.

**OLD BUSINESS**

No old business this month.

**NEW BUSINESS**

**CEA**

No additions to the submitted reports.

**Business Office**

No additions to the submitted reports.

**Special Services Report**

Special Education Director Diana Zigars asked the Board to Declare an Emergency to seek candidates for Alternate Route to Certification for the following vacancies: Special Education Teachers & School Psychologist. Rob Sauer moved to approve the above Declaration of Emergency as presented. Jim Norton seconded the motion. Motion carried.

**Administrative Report**

Rob Sauer moved to approve the proposed Board of Trustees meeting schedule for 2018-2019 with the change to the title correcting the years. Jason Sevy seconded the motion. Motion carried.

**Career & Technical/CRTEC**

No additions to the submitted reports.

**Short-Term Training Report**

No additions to the submitted reports.

## **COSSA BOARD POLICIES**

### **Policies – First Reading**

First Reading was held on Policy 409 – Non-Resident Enrollment Policy (Revision). Craig Woods moved to send Policy 409 – Non-Resident Enrollment Policy to second reading. Jim Norton seconded the motion. Motion carried.

First Reading was held on the Job Description Manual (Revision to Food Service Description). Craig Woods moved to send the Job Description Manual (Revision to Food Service Description) to second reading. Jim Norton seconded the motion. Motion carried.

First Reading was held on the Strategic Plan (Annual Revision). Craig Woods moved to send the Strategic Plan (Annual Revision) to second reading. Jim Norton seconded the motion. Motion carried.

First Reading was held on the Personnel Handbook (Annual Revision). Craig Woods moved to send the Personnel Handbook (Annual Revision) to second reading. Jim Norton seconded the motion. Motion carried.

First Reading was held on the Student Handbook (Annual Revision). Craig Woods moved to send the Student Handbook (Annual Revision) to second reading. Jim Norton seconded the motion. Motion carried.

### **Policies – Second Reading**

Second Reading was held on Policy 507 – Fair Labor Standards Act (FLSA) Policy. Jason Sevy moved to approve Policy 507 – Fair Labor Standards Act (FLSA) Policy as presented. Craig Woods seconded the motion. Motion carried.

## **PERSONNEL**

Jason Sevy moved to ratify the hire of Chynna Hirasaki as the COSSA Special Education Director. Jeff Dillon seconded the motion. Motion carried.

Jason Sevy moved to accept the resignation of Carissia Boice – Special Education Teacher as presented. Rob Sauer seconded the motion. Motion carried.

Jason Sevy moved to ratify the hire of Elizabeth Lyons as a Special Education Teacher on an Alternate Route to Certification. Rob Sauer seconded the motion. Motion carried.

Jason Sevy moved to ratify the hire of Brandy Grey as a Special Education Assistant. Rob Sauer seconded the motion. Motion carried.

Jason Sevy moved to ratify the hire of Shelby McRae as the CRTEC Welding Instructor. Rob Sauer seconded the motion. Motion carried.

Jason Sevy moved to ratify the hire of John Baldazo as the CRTEC Law Enforcement Instructor. Rob Sauer seconded the motion. Motion carried.

**BOARD REQUESTS  
TO ADMINISTRATION**

Craig Woods made the request that we work on a long range budgeting plan reducing costs to the Districts.

**ADJOURNMENT**

Jason Sevy moved to adjourn the meeting at 7:36 p.m. Craig Woods seconded the motion. Motion carried.

Respectfully submitted,

Dawnita Tincher, Clerk