

APPROVED OCTOBER 18, 2021

**Board of Trustees
Regular Meeting Minutes
Monday, September 20, 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 6:02 p.m. in the agency cafeteria.

a. Chairman Bartles led the Pledge of Allegiance.

b. Following persons were in attendance:

Brittney Josoff	Trustee/Vice Chairman	Wilder
Dr. Jeff Dillon	Superintendent	Wilder
Karen Hardcastle	Trustee Representative	Notus
Tana Kellogg	Superintendent	Notus
Sara Bartles	Trustee/Chairman	Parma
Stoney Winston	Superintendent	Parma
OJ Barber	Trustee	Marsing
Shane Muir	Trustee	Homedale
Rob Sauer	Superintendent	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: Jennifer Brock, Notus Trustee; and Norm Steward, Marsing Superintendent.

Guests: Joetta Fulgenzi, COSSA CEA Representative; Misty Swanson, ISBA Executive Director.

c. Dr. Harold Nevill asked that the Board amend the agenda to include a discussion item under F.e. regarding CTS ISEE Reporting. Brittney Josoff moved to approve the agenda with changes as presented. OJ Barber seconded the motion. Motion carried.

B. Audience with Individuals and Groups

a. Hiring Best Practices & Open meeting Laws – ISBA Executive Director Misty Swanson discussed with the Board hiring best practices and the open meeting law directing the Board to the Attorney General Open Meeting Law Manual which can be located out on the Idaho.gov website at [OpenMeeting.pdf \(idaho.gov\)](#)

b. CEO/Superintendent Certification Overview – ISBA Executive Director Misty Swanson discussed with the Board the required certifications for the selection process of the received

applications for moving forward.

- c. **Nest Steps** - ISBA Executive Director Misty Swanson stated that the next step for the Board would be to convene into Executive Session to discuss received applications to decide applicants moving on to the interview stage and then decide on a date for a special meeting to conduct said interviews.

C. **Executive Session – Idaho Code 74-206(1)(a) – CEO/Superintendent Applications** - Chairman Bartles announced that the next order of business would be Executive Session to consider the CEO/Superintendent applications received as allowed by Idaho Code 74-206(1)(a). After a full and complete discussion upon motion duly made by Brittney Josoff and seconded by OJ Barber 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 CEO/Superintendent applications received as allowed by Idaho Code 74-206(1)(a). 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- Aye Notus – Aye, Parma – Aye, Marsing- Aye, Homedale- Aye, Chairman Bartles 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 6:14 p.m. on the 20th day of September 2021 at the COSSA cafeteria, Wilder, Idaho to consider executive session issues as authorized by Section 74-206(1)(a), Brittney Josoff, Dr. Jeff Dillon, Karen Hardcastle, Tana Kellogg, Sara Bartles, Stoney Winston, OJ Barber, Shane Muir, Rob Sauer, and Misty Swanson were present at the Executive Session. The Board then entered into discussion of the matter for which the Executive Session was held. There being no further discussion concerning the subject matter of the Executive Session, at 7:00 p.m. Chairman Bartles reconvened into open session.

D. **Executive Session Action Items** – as follows:

- a. **Determine CEO/Superintendent Applications to Move Forward** – Shane Muir moved to forward applicant Patricia Frahm in the interview process. Brittney Josoff seconded the motion. Motion carried.
- b. **Next Steps in the CEO/Superintendent Search Process** – The Board determined that Trustee Board Members OJ Barber and Brittney Josoff would make reference calls on the application moving forward and Misty Swanson passed out a Reference Check Questions sheet for their use.

Misty Swanson will send out a list of possible interview questions to individual Board members for determining questions for the upcoming interview.

The Board Chairman Sara Bartles will work with the Clerk of the Board Dawnita Tincher to determining a date and time for a special meeting to conduct the interview for the applicant moving forward.

E. **Consent Agenda – Action Items: Consider the approval of Consent Agenda items** – OJ Barber moved to approve the consent agenda as presented. Shane Muir seconded the motion. Motion carried.

- a.I. **Board Minutes - August 16, 2021 Regular Meeting- as presented**
- a.II. **Bill Schedule (September 20, 2021) – as presented**
- a.III. **Personnel Reports (September 20, 2021)– as presented**
- a.IV. **Obsolete Items – as presented**

F. **Information Items/Reports**

- a. **COSSA Education Association (Joetta Fulgenzi)** – verbal report presented
- b. **Business Office Report (Dawnita Tincher)** – no additions to submitted reports
- c. **Special Services Report (Micah Doramus)** – no additions to submitted reports

- d. **Academy Principal/CTE Coordinator (Patricia Frahm)** – no additions to submitted reports
- e. **COSSA Administration Report (Dr. Harold Nevill)** – no additions to submitted reports
- f. **Maintenance/Facilities (John Bechtel)** – no additions to the submitted reports
- g. **Food Service Report (Thomas Moreno)** – no additions to the submitted reports
- h. **Information Technology Report (Patricia Frahm)** – no additions to the submitted reports
- i. **Short-Term Training Report (Veronica Grimaldo)** – no additions to the submitted reports

G. Old Business -- Action Items

- a. **Vacation Pay – Consider the approval of paying vacation leave in accordance with COSSA Board Policy 5450.** The Board made the unanimous decision to consider item H New Business; n. – policy 5450 Vacation Leave (Revision) at this time. Shane Muir moved to approve policy 5450 with the addition of an effective date of September 20, 2021 upon first reading. Brittney Josoff seconded the motion. Motion carried.

Brittney Josoff moved to pay out Dawnita Tincher 53 days of accumulated vacation days and Dr. Harold Nevill 30 days of accumulated vacation days as permitted by policy 5450. Shane Muir seconded the motion. Motion carried.

H. New Business -- Action Items

- a. **COSSA Special Education Manual** – Brittney Josoff moved to approve the COSSA Special Education Manual upon first reading. OJ Barber seconded the motion. Motion carried.
- b. **Covid-19 Plan CRTEC 2021-2022 School Year (Revision) - Consider the first reading of the COVID-19 Plan CRTEC 2021-2022 School Year.** OJ Barber moved to approve the Covid-19 Plan CRTEC 2021-2022 School Year (Revision) upon first reading. Shane Muir seconded the motion. Motion carried.
- c. **Policy 1315 Continuous Improvement Plan (CIP) (Revision) - Consider the first reading of Policy 1315.** Brittney Josoff moved to send Policy 1315 Continuous Improvement Plan (CIP) (Revision) to a second reading. Shane Muir seconded the motion. Motion carried.
- d. **Policy 1500 Board Meetings (Revision) - Consider the first reading of Policy 1500.** Brittney Josoff moved to send Policy 1500 Board Meetings (Revision) to a second reading. Shane Muir seconded the motion. Motion carried.
- e. **Policy 2210 Emergency Closure (New).** Brittney Josoff moved to send Policy 2210 Emergency Closure (New) to a second reading. Shane Muir seconded the motion. Motion carried.
- f. **Policy 3080 Out of District Students (Revision) - Consider the first reading of Policy 3080.** Brittney Josoff moved to send Policy 3080 Out of District Students (Revision) to a second reading. Shane Muir seconded the motion. Motion carried.
- g. **Policy 3085 Admission to COSSA Academy (New) - Consider first reading of Policy 3085.** Brittney Josoff moved to send Policy 3085 Admission to COSSA Academy (New) to a second reading. Shane Muir seconded the motion. Motion carried.
- h. **Policy 3565 Student Drivers (Revision) - Consider the first reading of Policy 3565.** Brittney Josoff moved to send Policy 3565 Student Drivers (Revision) to a second reading. Shane Muir seconded the motion. Motion carried.
- i. **Policy 4100 Board Communication (Revision) - Consider the first reading of Policy 4100.** Brittney Josoff moved to send Policy 4100 Board Communication (Revision) to a second reading. Shane Muir seconded the motion. Motion carried.
- j. **Policy 5105 Certified Contracts (Revision) - Consider the first reading of Policy 5105.** Brittney Josoff moved to send Policy 5105 Certified Contracts (Revision) to a second reading. Shane Muir seconded the motion. Motion carried.
- k. **Policy 5110 Background Investigation (Revision) - Consider the first reading of Policy 5110.** Brittney Josoff moved to send Policy 5110 Background Investigation (Revision) to a second reading. Shane Muir seconded the motion. Motion carried.
- l. **Policy 5325 Social Media (Revision) - Consider the first reading of Policy 5325.** Brittney Josoff

moved to send Policy 5325 Social Media (Revision) to a second reading. Shane Muir seconded the motion. Motion carried.

- m. **Policy 5350 Certificated Release from Contract (Revision) - Consider the first reading of Policy 5350.** Brittney Josoff moved to send Policy 5350 Certificated Release from Contract (Revision) to a second reading. Shane Muir seconded the motion. Motion carried.
- n. **Policy 5450 Vacation Leave (Revision) - Consider the first reading of Policy 5450.** Approved above under item G.a.
- o. **Policy 5800 Rehiring (Revision) - Consider the first reading of Policy 5800.** Brittney Josoff moved to send Policy 5800 Rehiring (Revision) to a second reading. Shane Muir seconded the motion. Motion carried.
- p. **Policy 7403 Food Service Purchasing (New) - Consider the first reading of Policy 7403.** Brittney Josoff moved to send Policy 7403 Food Service Purchasing (New) to a second reading. Shane Muir seconded the motion. Motion carried.
- q. **Policy 7408 Engineering & Construction Purchasing (New) - Consider the first reading of Policy 7408.** Brittney Josoff moved to send Policy 7408 Engineering & Construction Purchasing (New) to a second reading. Shane Muir seconded the motion. Motion carried.
- r. **Policy 7460 No Contracts with Abortion Providers (New) - Consider the first reading of Policy 7460.** Brittney Josoff moved to send Policy 7460 No Contracts with Abortion Providers (New) to a second reading. Shane Muir seconded the motion. Motion carried.
- s. **New Employee Incentive Referral - Consider paying a monetary incentive for referral of new employees.** The Board directed Mr. Dormus to work on a concept regarding an incentive program for COSSA and to put it on the agenda for the upcoming special meeting.
- t. **JUUL - Consider joining the JUUL class action lawsuit.** Shane Muir moved to have COSSA join the JUUL class action lawsuit as presented. Brittney Josoff seconded the motion. Motion carried.

I. Board Request to Administration –

1. The Board directed Dr. Nevill to take out the redundant parts of the Budget Prep Timeline that he presented.

J. Adjournment – Shane Muir moved to adjourn the meeting at 8:21 p.m. Brittney Josoff seconded the motion. Motion carried.

Respectfully Submitted,

Dawnita Tincher, Clerk