

APPROVED AUGUST 19, 2019

**Board of Trustees  
Regular Meeting Minutes  
Monday, July 15, 2019**

A graduation ceremony acknowledging COSSA Academy summer graduates was held before the regular meeting.

**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 6:01 p.m. The following persons were in attendance:

Jaime Ponce	Trustee	Wilder
Robert Godina	Trustee/Vice Chairman	Parma
Jim Norton	Superintendent	Parma
Jason Sevy	Trustee/Chairman	Marsing
Rob Sauer	Superintendent	Homedale
Dr. Harold Nevill	COSSA CEO	COSSA
Dawnita Tincher	Business Manager/Clerk	COSSA

Not Present: Jeff Dillon, Wilder Superintendent; Jennifer Brock, Notus Trustee; Craig Woods, Notus Superintendent; Norm Stewart, Marsing Superintendent; and Shane Muir, Homedale Trustee.

Guests: Diane McSherry, COSSA Academy Teacher; Patricia Frahm, COSSA Academy Teacher; Rebecca Owen, COSSA Academy Teacher; Donna Benjamin, COSSA Academy Teacher; Dusty Tveidt, COSSA SRO; A.J. Lewis and family, COSSA Academy Summer Graduate; and Caleb Shimondle and family, COSSA Academy Summer Graduate.

**B. Agenda Action Items**

- a. Approval of Agenda** – Robert Godina moved to approve the agenda as presented. Jaime Ponce seconded the motion. Motion carried.
- b. Approval of the Consent Agenda** – Robert Godina moved to approve the consent agenda as presented. Rob Sauer seconded the motion. Motion carried
- i. Board Minutes June 17, 2019** - as presented
  - ii. Bill Schedule (June 30, 2019 & July 17, 2019)** – as presented
  - iii. Personnel Report** – as presented
  - iv. Board Policies – Tri-Annual Review/No Significant Changes** – as presented
    - 1. Policy 2430 – Gifted and Talented Program (ISBA numbering)
    - 2. Policy 5480 – Leadership Premiums (ISBA numbering)
    - 3. CRTEC Live Work Manual (updating CTE terminology)
  - v. Declaration of Obsolete or Excess Equipment** – as presented

**C. Guest Presenter to the Board: COSSA SRO** – COSSA SRO Dusty Tveidt presented information to the

Board regarding student traffic violations and recommended that the Board consider changing the current CTE student driving policy to one that does not allow CTE students to drive personal vehicles to CRTEC unless they have approval to work on said vehicle. The Board stated that they were not inclined to change said policy. No decisions were made.

**D. Executive Session** - Chairman Sevy declared that there was not a need for executive session this meeting.

**E. a. Executive Session Action Items** - No actions were taken.

**F. Information Items/Reports**

**a. Old Business**

**i. Status of summer facility projects (Dr. Nevill)** – no additions to submitted reports

**b. COSSA Education Association**

**i. Upcoming Events** – no additions to the submitted reports

**c. Business Office Report**

**i. None at this time** – no additions to the submitted reports

**d. Special Services Report**

**i. Efforts to Hire a new Special Ed Director** – Dr. Nevill stated that a team had been put together to interview interested candidates and that they hoped to have a new Special Education Director within the week.

**e. COSSA Administration Report**

**i. Grants/COSSA Foundation Donation Status** – no additions to the submitted reports

**f. Career & Technical/COSSA Academy Report**

**i. CTE Student Driving Discussion** – no additions to the SRO presentation or the submitted reports

**ii. Summer School 2019 Enrollment** - no additions to the submitted reports

**iii. 2019-2020 CTE Course Enrollment To-date** – Dr. Nevill stated that the numbers presented did not include any from the Notus School District and that there could be a possible change in class offerings depending on new teacher availability for Culinary Arts and Law Enforcement.

**iv. Upcoming Events** – no additions to the submitted reports

**g. Short-Term Training Report (Dr. Nevill)**

**i. None at this time** – no additions to the submitted reports

**G. Action Items**

**a. Old Business**

**i. Proposed Administrative Salary Schedule (Dr. Nevill/Ms. Tincher)** – Robert Godina moved to approve the proposed Administrative Salary Schedule as presented. Jaime Ponce seconded the motion. Motion carried.

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

**i. New or revised Board Policies – Second Reading**

1. EDGAR Manual – Revision. Rob Sauer moved to approve the revised EDGAR Manual upon second reading. Robert Godina seconded the motion. Motion carried.

**ii. New or revised Board Policies – First Reading**

1. Policy 4105 – Process to Address the Board – Robert Godina moved to approve Policy 4105 upon first reading. Jaime Ponce seconded the motion. Motion carried.
2. COSSA Academy Child Care Center Manual – Revision – Robert Godina moved to approve the COSSA Academy Child Care Center Manual upon first reading. Jaime Ponce seconded the motion. Motion carried.
3. Student Court Handbook – Revision – Robert Godina moved to approve the Student Handbook upon first reading. Jaime Ponce seconded the motion. Motion carried.
4. Personnel Handbook – Revision - Robert Godina moved to approve the Personnel Handbook upon first reading. Jaime Ponce seconded the motion. Motion carried.

5. Strategic Plan – Revision - Robert Godina moved to approve the Strategic Plan upon first reading. Jaime Ponce seconded the motion. Motion carried.
6. COSSA Academy Student Handbook – Revision – Robert Godina moved to send the COSSA Academy Student Handbook to a second reading. Jaime Ponce seconded the motion. Motion carried.
7. Instructional Procedures Manual – New - Robert Godina moved to send the Instructional Procedures Manual to a second reading. Jaime Ponce seconded the motion. Motion carried.
8. Administrative Forms Manual – New - Robert Godina moved to send the Administrative Forms Manual to a second reading. Jaime Ponce seconded the motion. Motion carried.

**iii. Memorandum of Agreement (CTE and Special Education)** – the 2019-2020 Memorandum of Agreements for both CTE and Special Education were sent around for signatures. These MOA's will be sent to Districts for approval at their upcoming Board meeting.

**H. Board Request to Administration** – None at this time.

**I. Adjourn** – Robert Godina moved to adjourn the meeting at 6:47 pm. Rob Sauer seconded the motion. Motion carried.

Respectfully Submitted,

Dawnita Tincher, Clerk