

**APPROVED JULY 19, 2021**

**Board of Trustees  
Regular Meeting Minutes  
Monday, June 21, 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 6:03 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
Tana Kellogg	Superintendent	Notus
Sara Bartles	Trustee/Chairman	Parma
OJ Barber	Trustee	Marsing
Norm Stewart	Superintendent	Marsing
Rob Sauer	Superintendent	Homedale
Dr. Harold Nevill	COSSA CEO	COSSA
Loretta Hayslip	Special Education Director	COSSA
Patricia Frahm	CRTEC Principal/IT Coordinator	COSSA
Dawnita Tincher	Business Manager/Clerk	COSSA

Not Present: Dr. Jeff Dillon, Wilder Superintendent; Jennifer Brock, Notus Trustee; Stoney Winston, Parma Superintendent and Shane Muir, Homedale Trustee.

Guests: Joetta Fulgenzi, COSSA CEA Representative; and Micah Doramus,

**c.** OJ Barber moved to approve the agenda as presented. Rob Sauer seconded the motion. Motion carried.

**B. Fiscal Year 2022 Budget Hearing** – Discussion was held regarding the Superintendent’s Final Budget Statement and the proposed FY 2022 Budgets for COSSA Academy, Career & Technical Education, and Special Education.

Vice Chairman Brittney Josoff arrived at 6:15 pm

**C. Consent Agenda – Action Items: Consider the approval of Consent Agenda items** – Tana Kellogg moved to approve the consent agenda with the exception of item C.c. Personnel Report to be moved to item H. after executive session. OJ Barber seconded the motion. Motion carried.

- a.I. Board Minutes – May 17, 2021 Regular Meeting- as presented**
- b. Bill Schedule (June 21, 2021) – as presented**
- c. Personnel Reports (June 21, 2021)– pulled out separately**

- d.I. Policy 7218 Federal Grant – as presented
- d.II. Policy 7235 Time and Effort – as presented
- d.III. Policy 7236 Emergency Closure – as presented
- d.IV. Policy 7237 Records Retention – as presented
- d.V. Policy 7270 Property Record – as presented
- d.VI. Policy 7320 Items of Cost – as presented
- d.VII. Policy 7400 Procurement – as presented
- d.VIII. Policy 7400P Procurement Procedures – as presented
- d.IX. Policy 7410 Petty Cash – as presented
- d.X. Policy 7450 Federal Cash Management – as presented
- d. XI. Policy 7450P1 Obligation of Funds – as presented
- d.XII. Policy 7450P2 Program Income – as presented

**D. 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 (Loretta Hayslip) – 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 (Stephen Kubinski) – no additions to the submitted reports
- h. Short-Term Training (Veronica Grimaldo) – no additions to submitted reports

**E. Old Business -- Action Items**

- a. **Walk-In Freezer/Chiller Action Item – Consider the correction to action taken at May Board Meeting**– OJ Barber moved to approve the correction of accepting the lowest responsive bid, bid #1 - Idaho Refrigeration, with the allowance of a 10% discretion afforded to the Superintendent as originally intended. Brittney Josoff seconded the motion. Motion carried.
- b. **CEO/Superintendent Job Description – Consider approval of CEO/Superintendent Job Description** – Brittney Josoff moved to send the CEO/Superintendent job description to a second reading with suggested revisions. OJ Barber seconded the motion. Motion carried.
- c. **CEO/Superintendent Job Search – Consider hiring the Idaho School Boards Association (ISBA) to help with the CEO/Superintendent Job Search** – OJ Barber moved to table the CEO/Superintendent job search until a special meeting date can be determined. Brittney Josoff seconded the motion. Motion carried.

**F. New Business -- Action Items**

- a.I. **COSSA Academy FY 2022 Budgets Proposal** – Rob Sauer moved to accept the proposed COSSA Academy FY2022 Budgets as presented. Brittney Josoff seconded the motion. Motion carried.
- a.II. **Career & Technical FY 2022 Budgets Proposal** – OJ Barber moved to accept the proposed Career & Technical FY2022 Budgets as presented. Brittney Josoff seconded the motion. Motion carried.
- a.III. **Special Education FY 2022 Budgets Proposal** – Brittney Josoff moved to accept the proposed Special Education FY2022 Budgets as presented. OJ Barber seconded the motion. Motion carried.
- b. **Instructional Procedures Manual – Consider the first reading of the Instructional Procedures Manual.** Rob Sauer moved to send the Instructional Procedures Manual to a second reading. OJ Barber seconded the motion. Motion carried.
- c. **CTE Course Description Manual - Consider the first reading of the Course Description Manual.** Rob Sauer moved to send the CTE Course Description Manual to a second reading. OJ Barber seconded the motion. Motion carried.
- d. **Personnel Handbook - Consider the first reading of the Personnel Handbook.** Rob Sauer moved to send the Personnel Handbook to a second reading. OJ Barber seconded the motion. Motion carried.

- e. **CRTEC Student Handbook - Consider the first reading of the CRTEC Student Handbook.** Rob Sauer moved to send the CRTEC Student Handbook to a second reading. OJ Barber seconded the motion. Motion carried.
- f. **COSSA Strategic Plan - Consider the first reading of the COSSA Strategic Plan.** Rob Sauer moved to send the COSSA Strategic Plan to a second reading. OJ Barber seconded the motion. Motion carried.

**G. Executive Session** - Chairman Bartles 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 Dr. Jeff Dillon 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 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- 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 8:00 p.m. on the 21st day of June 2021 at the COSSA cafeteria, Wilder, Idaho to consider executive session issues as authorized by Section 74-206(1)(b)(d), Brittney Josoff, Tana Kellogg, Sara Bartles, OJ Barber, Norm Stewart, Rob Sauer, Dr. Harold Nevill, and Dawnita Tincher 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 8:26 p.m. Chairman Bartles reconvened into open session.

**G. Executive Session Action Items** – No decisions were made.

**H. Personnel Report & 2021-2022 Hiring List (June 2021)** – Tana Kellogg moved to accept the personnel report & 2021-2022 hiring list with changes to accept the received resignations of Special Education Teacher Danny Charters, and Special Education Paraprofessional Mary Harrison. Brittney Josoff seconded the motion. Motion carried.

**I. Board Request to Administration** – No requests at this time.

**I. Adjournment** – OJ Barber moved to adjourn the meeting at 8:28 p.m. Brittney Josoff seconded the motion. Motion carried.

Respectfully Submitted,

Dawnita Tincher, Clerk