

APPROVED JANUARY 19, 2022

**Board of Trustees
Regular Meeting Minutes
Wednesday, December 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 6:02 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
OJ Barber	Trustee	Marsing
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: Brittney Josoff, Wilder Trustee/Vice Chairman; Norm Stewart, Marsing Superintendent; and Shane Muir, Homedale Tustee.

Guests: Karen Hardcastle, Notus Board Trustee

c. OJ Barber moved to amend the agenda with the addition of adding item F.d. the consideration to move money from reserves to lock in HVAC replacement and lock in pricing before the new year. Tana Kellogg seconded the motion. Motion carried.

B. Consent Agenda – Action Items: Consider the approval of Consent Agenda items – OJ Barber moved to approve the consent agenda as presented. Rob Sauer seconded the motion. Motion carried.

a.I. Board Minutes - November 15, 2021 Regular Meeting- as presented

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

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

a.IV. Obsolete Items – as presented

C. Information Items/Reports

a. COSSA Education Association (Joetta Fulgenzi) – not present.

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. **Transportation Report (Andrew Cloward)** - no additions to the submitted reports
Food Service Report (Thomas Moreno) – no additions to the submitted reports
- i. **Information Technology Report (Andrew Cloward)** – no additions to the submitted reports.
- j. **Short-Term Training Report (Veronica Grimaldo)** - no additions to the submitted reports.

D. Old Business – Informational/Discussion Items

- a. **CEO/Superintendent Job Search for the 2022-2023 School Year - Discussion regarding job search options for the CEO/Superintendent position for the 2022-2023 school year.** Discussion was held regarding the timeline and possible job search option for the CEO/Superintendent position for the 2022-2023 school year. No decisions were made.
- b. **Wilder Substitute Invoicing Discussion - Discussion regarding Wilder Substitute Invoicing and Documentation.** Discussion was held on the information presented of the timeline of communication between the Wilder School District and COSSA Special Education Director, Micah Doramus, and the invoicing received for special education substitutes. No decisions were made.

E. Old Business -- Action Items

- a. **CEO/Superintendent Job Search for the 2022-2023 School Year - Consider hiring the Idaho School Boards Association (ISBA) to help with the CEO/Superintendent Job Search for the 2022-2023 school year.** OJ Barber moved to table until next meeting. Rob Sauer seconded the motion. Motion carried.
- b. **Wilder Substitute Invoices - Consider payment of the Wilder Substitute invoices.** Tana Kellogg moved to add to the consideration the revised October invoicing received from the Wilder School District on December 14, 2021. OJ Barber seconded the motion. Motion carried.

OJ Barber moved to revise and pay the Wilder School District October and November invoicing received at the rate \$140/day plus FICA (6.20%) & Medicare (1.45%) benefits. Rob Sauer seconded the motion. Motion carried.

Dr. Jeff Dillon recused himself.

- c. **Job Description Manual (Revision) - Consider the second reading of the Job Description Manual.** Tana Kellogg moved to send the Job Description Manual to a third reading. OJ Barber seconded the motion. Motion carried.
- d. **Policy 1300 Handbook Policy (Revision) - Consider second reading of Policy 1300.** Tana Kellogg moved to send the Policy 1300 to a third reading. OJ Barber seconded the motion. Motion carried.
- e. **Policy 1310 Policy Review (Revision) - Consider the second reading of Policy 1310.** Tana Kellogg moved to send Policy 1310 to a third reading. OJ Barber seconded the motion. Motion carried.
- f. **Policy 1315 Strategic Planning (Revision) - Consider the second reading of Policy 1315.** Shane Muir moved to send Policy 1315 to a third reading. OJ Barber seconded the motion. Motion carried.
- g. **Policy 1500 Board Meetings (Revision) - Consider the second reading of Policy 1500.** Tana Kellogg moved to send Policy 1500 to a third reading. OJ Barber seconded the motion. Motion carried.
- h. **Policy 1600 Code of Ethics (Revision) - Consider the second reading of Policy 1600.** Tana Kellogg moved to send Policy 1600 to a third reading. OJ Barber seconded the motion. Motion carried.

carried.

- i. **Policy 2150 Copyright Compliance (Revision) - Consider the second reading of Policy 2150.** Tana Kellogg moved to send Policy 2150 to a third reading. OJ Barber seconded the motion. Motion carried.
- j. **Policy 2400 Adoption of Idaho Special Education Manual (Revision) - Consider the second reading of Policy 2400.** Tana Kellogg moved to send Policy 2400 to a third reading. OJ Barber seconded the motion. Motion carried.
- k. **Policy 2580 Service Animals (Revision) - Consider the second reading of Policy 2580.** Tana Kellogg moved to send Policy 2580 to a third reading. OJ Barber seconded the motion. Motion carried.
- l. **Policy 2700 COSSA Academy Graduation Requirements (Revision) - Consider the second reading of Policy 2700.** Tana Kellogg moved to send Policy 2700 to a third reading. OJ Barber seconded the motion. Motion carried.
- m. **Policy 3030 Dual Enrollment (Revision) -Consider the second reading of Policy 3030.** Tana Kellogg moved to send Policy 3030 to a third reading. OJ Barber seconded the motion. Motion carried.
- n. **Policy 3081 Application and Enrollment COSSA Academy (New) - Consider the second reading of Policy 3081.** Tana Kellogg moved to send Policy 3081 to a third reading. Shane Muir seconded the motion. Motion carried.
- o. **Policy 3082 Application and Enrollment CRTEC (New) - Consider the second reading of Policy 3082.** Tana Kellogg moved to send Policy 3082 to a third reading. OJ Barber seconded the motion. Motion carried.
- p. **Policy 3250 Distribution of Information (Revision) - Consider the second reading of Policy 3250.** Tana Kellogg moved to send Policy 3250 to a third reading. OJ Barber seconded the motion. Motion carried.
- q. **Policy 3281 Safe Education Environment (Revision) - Consider the second reading of Policy 3281.** Tana Kellogg moved to send Policy 3281 to a third reading. OJ Barber seconded the motion. Motion carried.
- r. **Policy 3285 Relationship Abuse (Revision) - Consider the second reading of Policy 3285.** Tana Kellogg moved to send Policy 3285 to a third reading. OJ Barber seconded the motion. Motion carried.
- s. **Policy 3420 Fund Raising (Revision) - Consider the second reading of Policy 3420.** Tana Kellogg moved to send Policy 3420 to a third reading. OJ Barber seconded the motion. Motion carried.
- t. **Policy 3575 Student Data Privacy (Revision) - Consider the second reading of Policy 3575.** Tana Kellogg moved to send Policy 3575 to a third reading. OJ Barber seconded the motion. Motion carried.
- u. **Policy 4110 Complaints Against School Personnel (Revision) -Consider the second reading of Policy 4110.** Tana Kellogg moved to send Policy 4110 to a third reading. OJ Barber seconded the motion. Motion carried.
- v. **Policy 4140 Patron Visits (Revision) - Consider the second reading of Policy 4140.** Tana Kellogg moved to send Policy 4140 to a third reading. OJ Barber seconded the motion. Motion carried.
- w. **Policy 4160 Parental Rights (Revision) - Consider the second reading of Policy 4160.** Tana Kellogg moved to send Policy 4160 to a third reading. OJ Barber seconded the motion. Motion carried.
- x. **Policy 4260 Public Records Request (Revision) - Consider the second reading of Policy 4260.** Tana Kellogg moved to send Policy 4260 to a third reading. OJ Barber seconded the motion. Motion carried.
- y. **Policy 4400 Relationship with Government Agencies (Revision) - Consider the second reading of Policy 4400.** Tana Kellogg moved to send Policy 4400 to a third reading. OJ Barber seconded the motion. Motion carried.
- z. **Policy 5100 Certificated Contracts (Revision) - Consider the second reading of Policy 5100.**

Tana Kellogg moved to send Policy 5100 to a third reading. OJ Barber seconded the motion. Motion carried.

- aa. **Policy 5240 Employee Sexual Harassment (Revision) - Consider the second reading of Policy 5240.** Tana Kellogg moved to send Policy 5240 to a third reading. OJ Barber seconded the motion. Motion carried.
- ab. **Policy 5290 Public and Political Activities (Revision) - Consider the second reading of Policy 5290.** Tana Kellogg moved to send Policy 5290 to a third reading. OJ Barber seconded the motion. Motion carried.
- ac. **Policy 5320 Drug Free Workplace (Revision) - Consider the second reading of Policy 5320.** Tana Kellogg moved to send Policy 5320 to a third reading. OJ Barber seconded the motion. Motion carried.
- ad. **Policy 5400 Sick Leave Bank (Revision) - Consider the second reading of Policy 5400.** Tana Kellogg moved to send Policy 5400 to a third reading. OJ Barber seconded the motion. Motion carried.
- ae. **Policy 5410 FMLA (Revision) - Consider the second reading of Policy 5410.** Tana Kellogg moved to send Policy 5410 to a third reading. OJ Barber seconded the motion. Motion carried.
- af. **Policy 5440 Date of Pay (Revision) - Consider the second reading of Policy 5440.** Tana Kellogg moved to send Policy 5440 to a third reading. OJ Barber seconded the motion. Motion carried.
- ag. **Policy 5485 Employee Purchase Program (Revision) - Consider the second reading of Policy 5485.** Tana Kellogg moved to send Policy 5485 to a third reading. OJ Barber seconded the motion. Motion carried.
- ah. **Policy 5490 Use of Agency Phones (Revision) - Consider the second reading of Policy 5490.** Tana Kellogg moved to send Policy 5490 to a third reading. OJ Barber seconded the motion. Motion carried.
- ai. **Policy 5610 AIDS, ARC, HIV (Revision) - Consider the second reading of Policy 5610.** Tana Kellogg moved to send Policy 5610 to a third reading. OJ Barber seconded the motion. Motion carried.
- aj. **Policy 5715 Mentor Teacher (Revision) - Consider the second reading of Policy 5715.** Tana Kellogg moved to send Policy 5715 to a third reading. OJ Barber seconded the motion. Motion carried.
- ak. **Policy 5740 Reduction in Force (Revision) - Consider the second reading of Policy 5740.** Tana Kellogg moved to send Policy 5740 to a third reading. OJ Barber seconded the motion. Motion carried.
- al. **Policy 7000 Financial Management (Revision) - Consider the second reading of Policy 7000.** Tana Kellogg moved to send Policy 7000 to a third reading. OJ Barber seconded the motion. Motion carried.
- am. **Policy 7225 Insufficient Funds Checks (Revision) - Consider the second reading of Policy 7225.** Tana Kellogg moved to send Policy 7225 to a third reading. OJ Barber seconded the motion. Motion carried.
- an. **Policy 7235 Federal Funds (Revision) - Consider the second reading of Policy 7235.** Tana Kellogg moved to send Policy 7235 to a third reading. OJ Barber seconded the motion. Motion carried.
- ao. **Policy 8530 Waiver of Personal Property Liability (Revision) - Consider the second reading of Policy 8530.** Tana Kellogg moved to send Policy 8530 to a third reading. OJ Barber seconded the motion. Motion carried.
- ap. **Policy 8700 IT (Revision) - Consider the second reading of Policy 8700.** Tana Kellogg moved to send Policy 8700 to a third reading. OJ Barber seconded the motion. Motion carried.
- aq. **Policy 8800 Drones (Revision) - Consider the second reading of Policy 8800.F.** Tana Kellogg moved to send Policy 8800 to a third reading. OJ Barber seconded the motion. Motion carried.

F. New Business -- Action Items

- a. **CEO/Superintendent Turnover Letter - Consider accepting Dr. Nevill's Turnover Letter for the CEO/Superintendent Position.** OJ Barber moved to accept Dr. Nevill's Turnover Letter as presented. Dr. Jeff Dillon seconded the motion. Motion carried.
- b. **Special Education Hiring Bonus - Consider approving COSSA's portion of Special Education hiring bonus of \$2500.** OJ Barber moved to approve COSSA Academy's portion of \$2500 to the Special Education 232 fund for hiring bonuses as presented. T. Kellogg seconded the motion. Motion carried.
- c. **District Substitute Reimbursement - Determine procedure and expectations for COSSA reimbursing district substitutes of COSSA positions.** Tana Kellogg moved to revert to the current approved rate of \$90/day plus FICA and Medicare for reimbursing district substitutes of COSSA positions. OJ Barber seconded the motion. Motion carried. Roll call vote as follows: Wilder, Opposed; Notus, Aye; Parma, Aye; Marsing, Aye; and Homedale, Aye. Motion carried.
- d. **HVAC System Replacement – Due to pricing constraints consider the approval of payment for the replacement of necessary HVAC materials, supplies, and labor along with the movement of funds to cover from reserve lines within the COSSA Academy (100 Fund), Special Education/Administrative (232 Fund), and Career/Technical (243 Fund) Budget to cover the costs.** Dr. Jeff Dillon moved to approve the payment of the replacement of HVAC materials, supplies, and labor not to exceed \$20,000 and for the subsequent movement of funds from the reserve lines within the 100 budget, 232 budget, and 243 budget as presented. OJ Barber seconded the motion. Motion carried.

G. Executive Session - Chairman Bartles announced that there was not a need for an executive session at this time.

H. Executive Session Action Items – No decisions were made.

I. Board Request to Administration –

1. The Board asked that ISBA be invited to the January Board Meeting to discuss the options available for the upcoming 2022-2023 CEO/Superintendent job search.
2. The Board asked that a Doodle Poll be sent out to set up a special Board meeting for the first week of January for Executive Session items of staff and/or student personnel issues.

G. Adjournment – OJ Barber moved to adjourn the meeting at 7:47 p.m. Dr. Jeff Dillon seconded the motion. Motion carried.

Respectfully Submitted,

Dawnita Tincher, Clerk