

**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 AUGUST 21, 2017**

Minutes of the Regular Meeting & Annual Budget Hearing  
of the Board of Trustees  
July 17, 2017

**CALL TO ORDER**

The annual 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:

Christy Tayler	Trustee	Wilder
Craig Woods	Superintendent	Notus
Robert Godina	Trustee/Chairman	Parma
Jim Norton	Superintendent	Parma
Jason Sevy	Trustee	Marsing
Norm Stewart	Superintendent	Marsing
Shelley Shenk	Trustee	Homedale
Dr. Harold Nevill	COSSA CEO	COSSA
Diana Zigars	Special Education Director	COSSA
Dawnita Tincher	Business Manager/Clerk	COSSA

Not Present: Jeff Dillon, Wilder Superintendent; Barbara Skogsberg, Notus Trustee/Vice-Chairman; Rob Sauer, Homedale Superintendent; and Kristie Dorsey, Short-Term Training Coordinator.

Guests: None

**APPROVE AGENDA**

Dr. Nevill asked the Board to rectify and change item A. on the agenda to note calling the “Annual Meeting” to order rather than the “Annual Budget Hearing” to order which had taken place at last month’s June 19, 2017 meeting and add the following action items: Appoint Clerk of the Board; Appoint Chairman of the Board; Appoint Vice-Chairman of the Board; Approve Board Meeting Posting Locations; Approve Bank; and Approve Newspaper. He also asked the Board to add under J.2.A. the ratification of hire for Short-Term Training Coordinator. Jason Sevy moved to approve the agenda with additions as presented. Craig Woods seconded the motion. Motion carried.

## **ANNUAL BOARD MEETING**

Dr. Harold Nevill made the recommendation that the Board reappoint Dawnita Tincher as Clerk of the Board for the 2017-2018 school year. Jim Norton moved to reappoint Dawnita Tincher as recommended. Craig Woods seconded the motion. Motion carried.

Jason Sevy moved to reelect Robert Godina as Chairman of the Board. Shelley Shenk seconded the motion. Motion carried.

Jim Norton moved to reelect Barbara Skogsberg as Vice Chairman of the Board. Shelley Shenk seconded the motion. Motion carried.

Dr. Harold Nevill made the recommendation that the Board approve the following sites to post Board agendas: Front window of the CRTEC Building, The Wilder Post Office, and the COSSA website ([www.cossaschools.org](http://www.cossaschools.org)). Jim Norton moved to approve the recommended posting sites as presented. Shelley Shenk seconded the motion. Motion carried.

Dr. Harold Nevill recommended that the Board approve the Idaho Press Tribune as the official newspaper for “posting” of COSSA legal notices. Jason Sevy moved to approve the Idaho Press Tribune as the official newspaper as presented. Shelley Shenk seconded the motion. Motion carried.

Dr. Harold Nevill made the recommendation that the Board approve Wells Fargo, Caldwell Branch as COSSA’s authorized bank. Craig Woods moved to approve Wells Fargo as COSSA’s authorized bank. Jason Sevy seconded the motion. Motion carried.

There being no further discussion concerning the subject matter of the Annual Meeting of the COSSA Board of Trustees Chairman Godina convened into the regular meeting at 6:16 p.m.

## **EXECUTIVE SESSION**

No executive session was held

## **APPROVE MINUTES**

Jason Sevy moved to approve the Regular Minutes of June 19, 2017 as presented. Shelley Shenk seconded the motion. Motion carried.

## **BILL SCHEDULE**

Craig Woods moved to approve the June 30, 2017 bill schedule and the July 17, 2017 bill schedule as presented. Jim Norton seconded the motion. Motion carried.

## **OLD BUSINESS**

### **Building Lots**

Dr. Nevill stated that the sale of the two building lots closed on Friday, July 14<sup>th</sup> and that the total amount cleared for the two lots was \$27,003.48.

### **Employee “A”**

Dr. Nevill stated that the issue is in the hands of the Canyon County Sheriff on the legal side and the State Department of Education Professional Standards Commission on the certification side and that this would probably be the last update on this issue.

## **NEW BUSINESS**

- CEA No additions to the submitted reports.
- Business Office Dr. Harold Nevill asked the Board to accept the unanticipated revenue from the insurance claim stemming from this past winters damages in the amount of \$83,015.86. The Board asked Business Manager Dawnita Tincher to create a separate revenue and expenditure line item in the COSSA Academy (230) budget to account for this insurance money. Jason Sevy moved to approve the unanticipated revenue as presented. Jim Noton seconded the motion. Motion carried.
- Special Services Report Special Education Director Diana Zigars stated that the COSSA Gifted/Talented 3 Year Plan is up for renewal by October 15, 2017 and gave the Board copies of the previous plan along with the GTA Template 2017 for updated program plan submissions.
- Special Education Director Diana Zigars recommended that the COSSA Board of Trustees approve the Special Education Transportation Agreement Memorandum as presented. Jim Norton moved to approve the COSSA Special Education Transportation Agreement as presented. Jason Sevy seconded the motion. Motion carried.
- Administrative Report Dr. Harold Nevil stated that the COSSA Academy students would be traveling to Willow Creek Elementary north of Vale, Oregon to view the August 21<sup>st</sup> Solar Eclipse and that the CRTEC building would be empty. Due to the CRTEC building be empty COSSA is requesting that no CTE students attend class on August 21<sup>st</sup>. Jim Norton asked Harold to please send out a reminder as such to the appropriate administrators with the above request.
- Career & Technical/CRTEC Report No additions to the submitted reports.
- Short-Term Training Report No additions to submitted reports.

## **COSSA BOARD POLICIES**

- Policies – First Reading No policies to review for first reading this month.
- Policies – Second Reading Second reading was held on Policy 209 – Checks Returned for Insufficient Funds was held. Jason Sevy moved to approve Policy 209 – Checks Returned for Insufficient Funds as presented. Craig Woods seconded the motion. Motion carried.
- Second reading was held on the 2017-2018 Strategic Plan. Jason Sevy moved to approve the 2017-2018 Strategic Plan as presented. Craig Woods seconded the motion. Motion carried.

Second reading was held on the 2017-2018 Student Handbook. Jason Sevy moved to approve the 2017-2018 Student Handbook as presented. Craig Woods seconded the motion. Motion carried.

## **PERSONNEL**

Jim Norton moved to ratify the hire of Theresa Hulbert for the position of Special Education Teacher on an Alternant Route to Certification for the 2017-2018 school year by Special Education Director Diana Zigars as presented. Jason Sevy seconded the motion. Motion carried.

Jim Norton moved to ratify the hire of Nikki Sorrell for the position of Special Education Teacher on an Alternant Route to Certification for the 2017-2018 school year (pending completion of requirements for Alternate Authorization) by Special Education Director Diana Zigars as presented. Jason Sevy seconded the motion. Motion carried.

Jim Norton moved to ratify the acceptance of resignation by Special Education Director Diana Zigars of Mary Williams, Special Education Teacher, TLC at Marsing Middle School through retirement. Jason Sevy seconded the motion. Motion carried.

Jim Norton moved to ratify the acceptance of resignation by Special Education Director Diana Zigars of Margaret Sewell Dewey, Special Education Teacher, Resource Room at Marsing Middle/High School through retirement. Jason Sevy seconded the motion. Motion carried.

Craig Woods moved to ratify the hire by CEO Dr. Harold Nevill of Deborah Downing as the Short-Term Training Coordinator (a position that is paid for 20 hours per week and splits profits for any classes that they make money on). Jim Norton seconded the motion. Motion carried.

## **BOARD REQUESTS TO ADMINISTRATION**

Jason Sevy requested that there be water and snacks at the Board meetings from here on out.

## **ADJOURNMENT**

Jason Sevy moved to adjourn the meeting at 6:49 p.m. Jim Norton seconded the motion. Motion carried.

Respectfully submitted,

Dawnita Tincher, Clerk