

APPROVED FEBRUARY 17, 2021

**Board of Trustees  
Annual Meeting Minutes  
Wednesday, January 20, 2021**

**A. Call to Order**

- a. Call to Order** - The annual meeting of the Board of Trustees of the Canyon-Owyhee School Service Agency was called to order by Vice Chairman Jennifer Brock at 6:00 p.m. in the agency cafeteria.

The following persons were in attendance:

Brittney Josoff	Trustee	Wilder
Jeff Dillon	Superintendent	Wilder
Jennifer Brock	Trustee/Vice Chairman	Notus
Sara Bartles	Trustee	Parma
Stoney Winston	Superintendent	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
Dawnita Tincher	Business Manager/Clerk	COSSA

Not Present: Tana Kellogg, Notus Superintendent; and Shane Muir, Homedale Trustee.

Guests: Patricia Frahm, CRTEC Principal & IT Coordinator.

Vice Chairman Brock led the Pledge of Allegiance.

**B. Audience with Individuals and Groups** – None at this time.

**C. Approval of the Agenda – Action Item** – Brittney Josoff Moved to approve the agenda as presented. OJ Barber seconded the motion. Motion carried.

**D. Annual Meeting – Action Items** – Dr. Nevill ran the elections for Chairman and then the new Chairman ran the rest of the elections and considerations of the annual meeting:

- a. Election of Board Chairman** – Sara Bartles, Parma Trustee; Nomination made by Brittney Josoff and seconded by Jennifer Brock. Motion carried by unanimous vote.
- b. Election of Board Vice Chairman** – Brittney Josoff, Wilder Trustee; Nomination made by OJ Barber and seconded by Jennifer Brock. Motion carried by unanimous vote.
- c. Appointment of Board Clerk** – Jennifer Brock moved to appoint Dawnita Tincher as Board Clerk. Brittney Josoff seconded the motion. Motion carried by unanimous vote.

**d. Consideration of Board Meeting Schedule for 2021** – Jennifer Brock moved to approve the 2021 Board Meeting Schedule as presented. Brittney Josoff seconded the motion. Motion carried by unanimous vote.

**e. Consideration to designate the CRTEC Facility Office and School Website as legal posting sites for notices posted on behalf of Canyon-Owyhee School Service Agency (COSSA)** – Rob Sauer moved to approve the above sites as presented. Jennifer Brock seconded the motion. Motion carried by unanimous vote.

**f. Consider designating the Idaho Press-Tribune newspaper for the publishing of legal notices on behalf of Canyon-Owyhee School Service Agency (COSSA)** – Rob Sauer moved to approve The Idaho Press-Tribune newspaper for legal notices as presented. Jennifer Brock seconded the motion. Motion carried by unanimous vote.

**g. Consideration to designate Wells Fargo (Caldwell Branch) as the depository of record for Canyon-Owyhee School Service Agency funds for FY 2021** – Rob Sauer moved to approve Wells Fargo bank as presented. Jennifer Brock seconded the motion. Motion carried by unanimous vote.

**E. Consent Agenda – Action Items: Consider the approval of Consent Agenda items** – Brittney Josoff moved to approve the consent agenda with the exception of one personnel report item (see E.c. below). Jennifer Brock seconded the motion. Motion carried

- a. **Board Minutes – December 21, 2020 Regular Meeting-** as presented
- b. **Bill Schedule (January 20, 2021)** – as presented
- c. **Personnel Reports (January 20, 2021)– with the exception of moving #3 to the executive session.**
- d. **Board Policies – Tri-Annual Review/No Significant Changes**
  - i. **1000 Series: 1300 (Authority), 1610 (Conflict of Interest – as presented**
  - ii. **2000 Series: 2150 (Copyright), 2410 (Section 504) – as presented**

**F. Information Items/Reports**

- a. **COSSA Education Association (Joetta Fulgenzi)** – None at this time
- 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. Nevill)** – Dr. Nevill showed the Board his methodology on creating a new classified pay scale for the 2021-2022 year. Rob Sauer asked Dr. Nevill to check the current classified pay scales at the consortium districts. Jennifer Brock asked for this schedule to be sent electronically to the Board members.
- f. **Maintenance/Facilities (John Bechtel)** – no additions to the submitted reports
- g. **Food Service Report (Stephen Kubinski)** – no additions to the submitted reports
- h. **Information Technology – IT (Patricia Frahm)** – no additions to the submitted reports
- i. **Short-Term Training (Veronica Grimaldo)** – no additions to submitted reports

**G. Old Business - Action Items**

- a. **IDEA School Age Budget Proposal 20-21 (257 Budget) – Possible Action – Consider approval of the 20-21 IDEA School Age Budget Proposal** – Brittney Josoff moved to approve the IDEA School Age Budget Proposal for 20-21 as presented. Jennifer Brock seconded the motion. Motion carried. Stoney Winston recommended that budget amounts be placed in the original budgets when budgeting at the beginning of the fiscal year in June.
- b. **IDEA Preschool Budget Proposal 20-21 (258 Budget) – Possible Action – Consider approval of the 20-21 IDEA Preschool Budget Proposal** – Brittney Josoff moved to approve the IDEA School Age Budget Proposal for 20-21 as presented. OJ Barber seconded the motion. Motion carried. Stoney Winston recommended that budget amounts be placed in the original budgets when budgeting at the beginning of the fiscal year in June.
- c. **Update to Reopening Plan (Revision 4) -**
  - i. **Face Covering Definition – Consideration of the Board’s lawyers wording**

**recommendation inserted into the Reopening Plan, Page 10 - Jennifer Brock** moved to approve the Reopening Plan Revision as presented. Brittney Josoff seconded the motion. Motion carried.

**H. New Business - Action Items**

- a. **457 Plan Resolution** – Brittney Josoff moved to approve the 457 Plan Resolution as presented. Jennifer Brock seconded the motion. Motion carried.
- b. **Policy 9410 Hazardous Communications (New) – Action Item – Consider the first reading of Policy 9410** – Rob Sauer moved to send Policy 9410 Hazardous Communications to a second reading. Jennifer Brock seconded the motion. Motion carried.
- c. **Policy 9420 Bloodborne Pathogens (New) – Action Item – Consider the first reading of Policy 942** – Rob Sauer moved to send Policy 9420 Bloodborne Pathogens to a second reading. Jennifer Brock seconded the motion. Motion carried.
- d. **Student Court Handbook (Revision) – Action Item – Consider the first reading of the Student Court Handbook** – Rob Sauer moved to send the Student Court Handbook to a second reading. Jennifer Brock seconded the motion. Motion carried.
- e. **Policy 5490 Unpaid Sabbatical Leave – (New) – Action Item – Consider the second reading of Policy 5490.** Brittney Josoff moved to approve Policy 5490 Unpaid Sabbatical Leave upon second reading. Jennifer Brock seconded the motion. Motion carried.

**I. 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 Brittney Josoff and seconded by Jennifer Brock 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 7:05 p.m. on the 20th day of January 2021 at the COSSA cafeteria, Wilder, Idaho to consider executive session issues as authorized by Section 74-206(1)(b)(d), Brittney Josoff, Jeff Dillon, Jennifer Brock, Sara Bartles, Stoney Winston, OJ Barber, Norm Stewart, Rob Sauer, Dr. Harold Nevill, Loretta Hayslip, Patricia Frahm 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 7:35 p.m. Chairman Bartles reconvened into open session.

**J. Executive Session Action Items** – Jennifer Brock moved to accept the resignation for “Employee A” and directed Dr. Nevill to contact said employee via certified letter, requesting the return, or updated status, of all COSSA-owned property. Brittney Josoff seconded the motion. Motion carried.

Jennifer Brock moved to amend the agenda to add for consideration the signing of checks for the month of January as there are no other depository signers available at the meeting. Brittney Josoff seconded the motion. Motion carried.

Jennifer Brock made the motion to allow Dr. Nevill to sign checks for the month of January only. Brittney Josoff seconded the motion. Motion carried.

**K. Board Request to Administration**

1. Jeff Dillon asked Dr. Nevill to check on the age cutoff on the graduation rate and let them know what he finds out.
2. Jennifer Brock asked Dr. Nevill to send an electronic copy of his draft classified salary schedule to the superintendents.
3. The Board directed Dr. Nevill to correspond via certified mail with “Employee A” concerning the return of COSSA property.

**H. Adjourn** – Jennifer Brock moved to adjourn the meeting at 7:38 p.m. Brittney Josoff seconded the motion. Motion carried.

Respectfully Submitted,

Dawnita Tincher, Clerk