

APPROVED NOVEMBER 18, 2019

**Board of Trustees
Regular Meeting Minutes
Monday, October 21, 2019**

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 6:04 p.m. The following persons were in attendance:

Jaime Ponce	Trustee	Wilder
Robert Vian	Superintendent	Notus
Jim Norton	Superintendent	Parma
Jason Sevy	Trustee/Chairman	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: Jeff Dillon, Wilder Superintendent; Jennifer Brock, Notus Trustee; Robert Godina, Parma Trustee/Vice Chairman and Shane Muir, Homedale Trustee.

Guests: Joetta Fulgenzi, CEA/Special Olympics Representative; Diane McSherry, COSSA Academy Teacher; Patricia Frahm, COSSA Academy Teacher; and parent of "Student 2019-22".

B. Agenda Action Items

- a. Approval of Agenda** – Jim Norton moved to approve the agenda as presented. Rob Sauer seconded the motion. Motion carried.
- b. Approval of the Consent Agenda** – Robert Vian moved to approve the consent agenda as presented. Norm Stewart seconded the motion. Motion carried
- i. Board Minutes**
- 1. September 16, 2019 Regular Minutes** - as presented
 - 2. September 24, 2019 Special Minutes** – as presented
- ii. Bill Schedule (October 21, 2019)** – as presented
- iii. Personnel Report (October 21, 2019)** – as presented
- iv. Board Policies – Tri-Annual Review/No Significant Changes** – as presented
- 1. None** at this time
- v. Obsolete and/or Transferred Items** – as presented

C. Information Items/Reports

- a. Old Business**
- i. CEO Evaluation Goals from ISBA Workshop** – no additions to submitted reports

- ii. **Academy Positive Placement Discussion** – no additions to submitted reports
- b. **COSSA Education Association (Joetta Fulgenzi) – Jaime Ponce arrived at this time.**
 - i. **Upcoming Events** – Special Olympics is hosting spaghetti feed fundraiser at COSSA on Friday, October 25, 2019 at 5:30 pm in the cafeteria.
- c. **Business Office Report (Dawnita Tincher)**
 - i. **Fiscal Report** – no additions to the submitted report
 - ii. **Budget Report** – no additions to the submitted report
- d. **Special Services Report (Loretta Hayslip)**
 - i. **Hiring** – no additions to the submitted report
 - ii. **Policies and Procedures** – no additions to the submitted report
- e. **COSSA Administration Report (Dr. Nevill)**
 - i. **Grants/COSSA Foundation Donation Status** – no additions to the submitted reports
 - ii. **2019-2020 Academy Enrollment To-date** – Dr. Nevill stated that as of today the Academy has a total of 124 students.
 - iii. **2019-2020 CTE Course Enrollment To-date** – Dr. Nevill stated that as of today the CTE classes have a total of 203 students
 - iv. **Leadership Premium Report and Discussion**– no additions to the submitted reports
 - v. **BoardBook Viewing Discussion**– no additions to the submitted reports
 - vi. **Visit to Consortium Boards Discussion**– no additions to the submitted reports
 - vii. **Student Driving Issues Discussion**– no additions to the submitted reports
 - viii. **Upcoming Events** – no additions to the submitted reports
- f. **Career & Technical/COSSA Academy Report (Dr. Nevill)**
 - i. **September Monthly CTE Staff Meeting** – no additions to the submitted reports
- g. **Maintenance/Facilities (John Bechtel)**
 - i. **Facility Projects** – no additions to the submitted reports
 - ii. **Major Purchases** – no additions to the submitted reports
 - iii. **Major Equipment Issues** – no additions to the submitted reports
 - iv. **Significant Financial Issues**– no additions to the submitted reports
- h. **Food Service Report (April McPherson)**
 - i. **Meal Counts** – no additions to the submitted reports
- i. **Academy Remediation/ISS (Donna Benjamin)**
 - i. **No report at this time**
- j. **Transportation (Billie Hiser)**
 - i. **No report at this time**
- l. **Information Technology – IT (Patricia Frahm)**
 - i. **August IT Purchases** – no additions to the submitted reports
 - ii. **Future IT Installations** – no additions to the submitted reports
 - iii. **Other IT Issues** – no additions to the submitted reports
- m. **Short-Term Training (Charles Abel)**
 - i. **No report at this time**

D. Action Items

- a. **Audit Report – Dan Coleman, Quest CPA’s (via phone)** – Norm Stewart moved to approve the 2018-2019 Audit Report as presented. Jim Norton seconded the motion. Motion carried as follows:
- b. **Old Business**
 - i. **New or revised Board Policies – Second Reading** – Robert Vian moved to approve policies 1-18 on second reading. Norm Stewart seconded the motion. Motion carried.
 - 1. **Policy 2410 – Section 504 (Revised & Reissued)** – approved on second reading
 - 2. **Policy 3080 – Non-Res Enrollment (Revised & Reissued)** – approved on second reading
 - 3. **Policy 3540 – Student First Aid (Revised & Reissued)** – approved on second reading

4. **Policy 5100 – Hiring (Revised & Reissued)** – approved on second reading
5. **Policy 5340 – Certified Evaluations (Revised & Reissued)** – approved on second reading
6. **Policy 5820 – Classified Evaluations (Revised & Reissued)** – approved on second reading
7. **Policy 8100 – Transportation (New ISBA)** – approved on second reading
8. **Policy 8190 – Transportation Emergencies (New ISBA)** – approved on second reading
9. **Policy 8300 – Disaster Preparedness (New ISBA)** – approved on second reading
10. **Policy 8500 – Risk Management (New ISBA)** – approved on second reading
11. **Policy 8505 – Key Control (New ISBA)** – approved on second reading
12. **Policy 8520 – Facility Inspection (New ISBA)** – approved on second reading
13. **Policy 8530 – Property Damage (New ISBA)** – approved on second reading
14. **Policy 8605 – Custody of Records (Revised & Reissued)** – approved on second reading
15. **Policy 9400 – Safety Program (New ISBA)** – approved on second reading
16. **Policy 9500 – Security (New ISBA)** – approved on second reading
17. **Policy 9600 – Maintenance and Operation (New ISBA)** – approved on second reading
18. **Para-Professional Job Description for Special Ed (New)** – approved on second reading

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

i. **New or Revised Board Policies – First Reading** - motions as follows:

1. **CEO Job Description (Revised)** – Rob Sauer moved to approve on first reading. Jim Norton seconded the motion. Motion carried.
2. **Instructional Procedures Manual (Revised)** – Norm Steward moved to send to second reading. Rob Sauer seconded the motion. Motion carried.
3. **CTE Course Description Manual (Revised)**– Norm Steward moved to send to second reading. Rob Sauer seconded the motion. Motion carried.

E. Executive Session – Chairman Sevy 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 Robert Vian and seconded by Norm Stewart 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 Sevy 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 6:55 p.m. on the 21st day of October 2019 at the COSSA office board room, Wilder, Idaho to consider executive session issues as authorized by Section 74-206(1)(b)(d), Jaime Ponce, Robert Vian, Jim Norton, Jason Sevy, Norm Stewart, 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.

Witnesses with testimony germane to the matter for which the Executive Session was held were called as necessary.

There being no further discussion concerning the subject matter of the Executive Session, at 7:15 p.m. Chairman Sevy reconvened into open session

F. a. Executive Session Action Items

No action was take on “Student 2019-22”. Board made the recommendation that reenrollment for said student would require a hearing brought before the Board.

G. Board Request to Administration

- i. The Board requested that administration pull any current policies related to social media and public communication to bring for discussion/action to the next meeting.
- ii. The Board directed that the current COSSA Preschool calendar be changed to work with the Wilder School District calendar and that it be brought to the next meeting for Board approval.
- iii. The Board requested that COSSA purchase 3 Chromebook for use by the Board in viewing Board documents.
- iv. The Board requested that COSSA investigate the cost to move the screen in the Board room to the side wall.
- v. The Board requested that the Business Manager investigate grouping accounts payable by account number under the vendor.

H. Adjourn – Jim Norton moved to adjourn the meeting at 7:17 pm. Norm Stewart seconded the motion. Motion carried.

Respectfully Submitted,

Dawnita Tincher, Clerk