

**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 SEPTEMBER 18, 2017**

Minutes of the Regular Meeting  
of the Board of Trustees  
August 21, 2017

**CALL TO ORDER**

The regular meeting of the Board of Trustees of the Canyon-Owyhee School Service Agency was called to order at 6:09 p.m. by acting Chairman Jason Sevy at the COSSA office board room. The following persons were in attendance:

Christy Tayler	Trustee	Wilder
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
Greg Hale	CA Principal/CTE Coordinator	COSSA
	CRTEC Campus Director	
Deborah Downing	Short-Term Training Coordinator	COSSA
Dawnita Tincher	Business Manager/Clerk	COSSA

Not Present: Jeff Dillon, Wilder Superintendent; Barbara Skogsberg, Notus Trustee/Vice-Chairman; Craig Woods, Notus Superintendent; Robert Godina, Parma Trustee/Chairman; and Rob Sauer, Homedale Superintendent.

Guests: None

**APPROVE AGENDA**

Dr. Nevill asked the Board to add the following action item under F. the approval of authorizing Dr. Nevil to sign accounts payable checks for the month of August and add a discussion item under H.4. pertaining to the current employee purchase program. Special Education Director Diana Zigars asked the Board to add under J.1.A the ratification hire of Special Education Assistant Elena Villeneuve. Christy Taler moved to approve the agenda with additions as presented. Jim Norton seconded the motion. Motion carried.

**EXECUTIVE SESSION**

No executive session was held

**APPROVE MINUTES** Jim Norton moved to approve the Regular/Annual Meeting Minutes of July 17, 2017 as presented. Christy Tayler seconded the motion. Motion carried.

**BILL SCHEDULE** Jim Norton moved to approve the bill schedule as presented and allow Dr. Harold Nevill to sign them on an emergency basis for this month. Christy Tayler seconded the motion. Motion carried.

### **OLD BUSINESS**

August 21<sup>st</sup> Eclipse Field Trip Dr. Nevill stated that the Field Trip for COSSA Academy to Vale, Oregon to view the total eclipse was a success. There were no incidents to report and the Students and Staff would be sending “Thank You” cards to Willow Creek Elementary for allowing us this rare opportunity.

ICRMP Revenue/Expenditure Dr. Nevill notified the Board that Business Manager Dawnita Tincher has created separate revenue and expense lines in the (230) COSSA Academy fund as requested by the Board in the tracking of the funds received from ICRMP regarding winter damage from last year. Revenue: 230-419900-100-000-2 ICRMP Liability/Claims Insurance & Expense: 230-664320-000-000-0 Maintenance Property Services (ICRMP).

### **NEW BUSINESS**

CEA No additions to the submitted reports.

Business Office No additions to the submitted reports.

Special Services Report No additions to the submitted reports.

Administrative Report Dr. Harold Nevill discussed with the Board the current employee purchase program through Canyon-Owyhee School Service Agency and that he would create a policy to go with the current procedures and bring it to the Board at the next meeting.

Career & Technical/CRTEC COSSA Academy Principal Greg Hale stated to the Board that he would be denying one of the out-of-district requests for the 17-18 school year that he recently received and would be accepting the rest.

Short-Term Training Report No additions to submitted reports.

### **COSSA BOARD POLICIES**

Policies – First Reading First reading was held on the Personnel Handbook (Annual Revision). Jim Norton moved to bring back the Personnel Handbook (Annual Revision) for a second reading. Christy Tayler seconded the motion. Motion carried.

First reading was held on Policy 323 – Certified Staff Evaluation (Annual Review). Jim Norton moved to bring back Policy 323 – Certified Staff Evaluation (Annual Review) for a second reading. Christy Tayler seconded the

motion. Motion carried.

First reading was held on Policy 324 – COSSA Administrator Evaluation (Annual Review). Jim Norton moved to bring back Policy 324 – COSSA Administrator Evaluation (Annual Review) for a second reading. Christy Tayler seconded the motion. Motion carried.

**Policies – Second Reading**

No policies to review for second reading this month.

**PERSONNEL**

Jim Norton moved to ratify the hire of Douglas Sato for the position of Special Education Teacher for the 2017-2018 school year by Special Education Director Diana Zigars as presented. Christy Tayler seconded the motion. Motion carried.

Jim Norton moved to ratify the hire of Bradley Hammer 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. Christy Tayler seconded the motion. Motion carried.

Jim Norton moved to ratify the hire of Shana Wendelsdorf for the position of Special Education Assistant for the 2017-2018 school year by Special Education Director Diana Zigars as presented. Christy Tayler seconded the motion. Motion carried.

Jim Norton moved to ratify the hire of Darla Gerla for the position of Special Education Assistant for the 2017-2018 school year by Special Education Director Diana Zigars as presented. Christy Tayler seconded the motion. Motion carried.

Jim Norton moved to ratify the hire of Kathleen Novotny for the position of Special Education Assistant (.50 FTE) for the 2017-2018 school year by Special Education Director Diana Zigars as presented. Christy Tayler seconded the motion. Motion carried.

Jim Norton moved to ratify the hire of Elena Villeneuve for the position of Special Education Assistant for the 2017-2018 school year by Special Education Director Diana Zigars as presented. Christy Tayler seconded the motion. Motion carried.

Shelley Shenk moved to ratify the acceptance of resignation from Chantel Mullins, Special Education Assistant, by Special Education Director Diana Zigars as presented. Jim Norton seconded the motion. Motion carried.

**BOARD REQUESTS  
TO ADMINISTRATION**

No further requests by the Board at this time.

**ADJOURNMENT**

Shelley Shenk moved to adjourn the meeting at 6:53 p.m. Christy Tayler seconded the motion. Motion carried.

Respectfully submitted,

Dawnita Tincher, Clerk