**Canyon-Owyhee School Service Agency**

 109 Penny Lane

Wilder, Idaho 83676

Dr. Harold Nevill, CEO

Chynna Hiraskai, Special Education Director

Greg Hale, CRTEC Campus Director

 Dawnita Tincher, Business Manager

(208) 482-6074

**APPROVED JANUARY 22, 2019**

**Board of Trustees**

**Regular Meeting Minutes**

**Monday, December 17, 2018**

**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 by Chairman Jason Sevy at 6:00 pm. The following persons were in attendance:

 Jaime Ponce Trustee Wilder

 Jim Norton Superintendent Parma

 Jason Sevy Trustee /Chairman Marsing

 Norm Stewart Superintendent Marsing

 Rob Sauer Superintendent Homedale

 Dr. Harold Nevill COSSA CEO COSSA

 Chynna Hirasaki 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; Craig Woods,

 Notus Superintendent, Robert Godina, Parma Trustee/Vice Chairman, and Shane Muir, Homedale

 Trustee.

 Guests: Joetta Fulgenzi, CEA/Special Olympics Representative.

**B. Agenda Action Items**

 **a. Approval of Agenda** – Jim Norton moved to approve the agenda as presented. Norm Stewart

 seconded the motion. Motion carried.

 **b. Approval of the Consent Agenda** – Norm Stewart moved to approve the consent

 agenda as presented. Rob Sauer seconded the motion. Motion carried

 **i. Board Minutes November 19, 2018; November 26, 2018; and December 11, 2018** – as presented

 **ii. Bill Schedule** – as presented

 **iii. Personnel Report** – ratified hires as follows:

 Maricruz Villegas, Paraprofessional (Pre-K)

 Mary Harrison, Paraprofessional (Wilder)

 **iv. Board Policies – Tri-Annual Review/No Significant Changes –** none at this time

 Jaime Ponce, Wilder Trustee arrived at this time.

**C. Executive Session -** Chairman Sevy declared that there was no need for an executive session this meeting.

**D. a. Executive Session Action Items -** No actions were taken.

**E. Information Items/Reports**

 **a. Old Business** – Discussion was held on Policy 409 – Non-Resident Enrollment. No decisions were

 made.

 **b. COSSA Education Association** – no additions to the submitted reports

 **c. Business Office Report** – no additions to the submitted reports

 **d. Special Services Report** – no additions to the submitted reports

 **e. COSSA Administration Report** – Dr. Nevill stated that The COSSA Foundation had received

 $10,000 in funding from the Robert & Elaine Batt Foundation for scholarship opportunities for

 Career & Technical Education students.

 **f. Career & Technical/COSSA Academy Report** – no additions to the submitted reports

 **g. Short-Term Training Report** – no additions to the submitted reports

**F. Action Items**

 **a. Old Business** – None at this time

 **b. COSSA Administration (Dr. Nevill)** –

 **i.** New or Revised Board Policies – New or Significant Revision. Norm Stewart moved to

 accept the new or revised policies as presented. Rob Sauer seconded the motion. Motion

 carried as follows:

 1. Job Description and Duties Manual – approved on second reading

 2. Policy 215 – IT – approved on first reading

 3. Policy 216 – Norovirus and Food Employee Health - approved on first reading

 **c. Special Services Report –**

 **i.** PCG-EdPlan: IEP Software System. Special Education Director Chynna Hirasaki proposed

 that the Parma, Marsing, and Homdale School Districts participate in the spring “soft

 launch” of the PCG-EdPlan IEP Software System to allow some time to test out the system,

 troubleshoot as needed, and customize options specific to COSSA and then have Wilder,

 COSSA Academy, and Notus School Districts follow with the next round of applications.

 Jim Norton moved to approve the participation request as presented. Rob Sauer seconded

 the motion. Motion carried.

**G. Board Request to Administration –** Jim Norton made the request that Dr. Nevill check on whether or not

 the scholarships from the Bob and Elaine Batt Foundation would be eligible for participation in the Idaho

 Promise Scholarship match.

**H. Adjourn**

Jim Norton moved to adjourn the meeting at 6:34 pm. Rob Sauer seconded the motion. Motion carried.