

**Canyon-Owyhee School Service Agency**

109 Penny Lane  
Wilder, Idaho 83676

Dr. Harold Nevill, CEO/CRTEC Campus Director  
Diana Zigars, Special Education Director  
Dawnita Tincher, Business Manager  
(208) 482-6074

**APPROVED JULY 18, 2016**

Minutes of the Regular Meeting of the Board of Trustees  
June 20, 2016

**CALL TO ORDER**

The regular meeting of the Board of Trustees of the Canyon-Owyhee School Service Agency was called to order at 6:00 p.m. by Chairman Robert Godina at the CRTEC Conference Room. The following persons were in attendance:

Jeff Dillon	Superintendent	Wilder
Jennifer Brock	Trustee/Vice Chairman	Notus
Craig Woods	Superintendent	Notus
Robert Godina	Trustee/Chairman	Parma
Norm Stewart	Superintendent	Marsing
Shelley Shenk	Trustee	Homedale
Rob Sauer	Superintendent	Homedale
Harold Nevill	CEO/CRTEC Campus Director	COSSA
Diana Zigars	Special Education Director	COSSA
Dawnita Tincher	Business Manager/Clerk	COSSA

Not Present: Christy Taylor, Wilder Trustee; Jim Norton, Parma Superintendent; and Michael Lankow, Marsing Trustee.

Guests: John Bechtel, CRTEC Maintenance Supervisor; Greg Hale, incoming COSSA Academy Principal/CTE Coordinator; Kelly Hudgens, CRTEC Intro to Mechanics Instructor; Gary Schleicher, CRTEC Auto Mechanics Instructor; and Doran Parkins, former Superintendent/Principal at Greenleaf Friends Academy.

**APPROVE AGENDA**

Dr. Nevill stated that there would be no need for an executive session, so Items C & D can be taken off of the agenda. Jennifer Brock moved to approve the agenda with changes as presented. Shelley Shenk seconded the motion. Motion carried.

**EXECUTIVE SESSION**

No executive session.

**APPROVE MINUTES**

Jeff Dillon moved to approve the minutes for the regular Board meeting of May 18, 2016 and the minutes for the special Board meeting of May 19, 2016 as presented. Jennifer Brock seconded the motion. Motion carried.

## **BILL SCHEDULE**

Jennifer Brock moved to approve the bill schedule as presented. Jeff Dillon seconded the motion. Motion carried.

## **OLD BUSINESS**

State Board of Education  
Letter

Dr. Nevill drafted a letter on behalf of the COSSA Board to the State Board of Education recommending reconsideration of the decision to treat Occupational Therapists and Physical Therapists as Classified Personnel rather than Certified Personnel. Dr. Nevill recommended Board approve to send the letter as proposed. Jeff Dillon moved to approve the sending of the letter as presented. Jennifer Brock seconded the motion. Motion carried.

Norm Stewart arrived at this time.

Additional CTE Allocation  
and BA +24 and MA  
Allocation

Dr. Nevill stated that the 2016 legislature created an additional allocation of \$3000 per CTE teacher with an Occupational Specialist certificate. It will be up to the individual districts to decide if they will, or will not, pass the allocation that they receive for COSSA employees to COSSA. Dr. Nevill asked the Board to forward the allocation to our CTE teachers. The Board recommended that both the BA+24/MA & the CTE additional allocations be added to the COSSA Career Ladder as addendums in which they would be added as an annual non-property right stipend to be determined by the COSSA Board of Trustees on a yearly basis. They asked that these addendums to the Career Ladder be added and brought back to the Board at the next meeting. No decisions were made.

## **NEW BUSINESS**

CEA

No additions to the submitted reports.

Business Office

No additions to the submitted reports.

Special Services Report

Jeff Dillon moved to declare an emergency to seek candidates eligible for Alternate Route Certification for unfilled Special Education Teacher positions. Craig Woods seconded the motion. Motion carried.

Rob Sauer moved to accept the Certified Special Education and Related Special Education Hard to Fill Positions Grant of \$5000.00 that was awarded to COSSA from the State Department of Education as presented by Special Education Director Diana Zigars. Norm Stewart seconded the motion. Motion carried.

Administrative /Professional-  
Technical/COSSA Academy  
Report

Jeff Dillon moved to declare the Arins 32" deck mower as obsolete equipment making it eligible for sale or scrap. Shelley Shenk seconded the motion. Motion carried.

Rob Sauer moved to approve the 2016-2017 COSSA Board of Trustees Regular Meeting Schedule as presented. Norm Stewart seconded the motion. Motion carried.

Discussion was held regarding the COSSA 100 Special Education/Administration, 259 CTE, COSSA Academy, (230, 231, 238, 245, 246, 284, 285, and 290), and COSSA Other Budgets (233, 235, 237, 265, 274, 275, 276, and 410) proposed budgets for 2016-2017. No decisions were made. A special meeting, date and time will be determined later.

Career & Technical/COSSA Academy Report

Greg Hale stated that there are no Out-of-District applications to go through at this time.

Greg Hale stated that the annual Perkins application is done and will be handed in tomorrow.

**COSSA BOARD POLICIES**

Policies – First Reading

First reading was held on the 2016-2017 Personnel Handbook. Rob Sauer moved to bring the 2016-2017 Personnel Handbook revision back for a second reading. Norm Stewart seconded the motion. Motion carried.

First reading was held on the 2016-2017 Strategic Plan. Rob Sauer moved to bring the 2016-2017 Strategic Plan revision back for a second reading. Norm Stewart seconded the motion. Motion carried.

Policies – Second Reading

Second reading was held on the COSSA Academy Child Care Center Handbook revision. Craig Woods moved to approve COSSA Academy Child Care Center Handbook revision as presented. Norm Stewart seconded the motion. Motion carried.

**PERSONNEL**

Diana Zigars asked the Board to ratify her acceptance of the retirement resignation from Sharna Hardcastle, Special Education Assistant. Jeff Dillon moved to ratify the acceptance of the resignation as presented. Jennifer Brock seconded the motion. Motion carried.

Diana Zigars asked the Board to ratify her hire of Mary Lewerenz, Special Education Teacher. Jeff Dillon moved to ratify the hire of Mary Lewerenz as presented. Jennifer Brock seconded the motion. Motion carried.

Diana Zigars asked the Board to ratify her hire of Crissy Boice, Special Education Teacher, Alternate Route. Jeff Dillon moved to ratify the hire of Crissy Boice as presented. Jennifer Brock seconded the motion. Motion carried.

Diana Zigars asked the Board to ratify her hire of Diane Berg, Special Education Teacher, Alternate Route. No action was taken.

Diana Zigars asked the Board to ratify her hire of Misty Smith, Special Education Assistant. Jeff Dillon moved to ratify the hire of Misty Smith as presented. Jennifer Brock seconded the motion. Motion carried.

Dr. Nevill asked the Board to ratify his hire of Andrea Sorrell, Nursing Assistant

Instructor. Jeff Dillon moved to ratify the hire of Andrea Sorrell as presented. Jennifer Brock seconded the motion. Motion carried.

**BOARD REQUESTS  
TO ADMINISTRATION**

No further requests by the Board than those mentioned above.

**ADJOURNMENT**

Rob Sauer moved to adjourn the meeting at 9:13 p.m. Jeff Dillon seconded the motion. Motion carried.

Respectfully submitted,

DawnitaTincher, Clerk