

**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 AUGUST 17, 2015**

Minutes of the Regular Meeting of the Board of Trustees  
July 20, 2015

**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 Vice Chairman Betty Ackerman at the COSSA office board room. The following persons were in attendance:

Jim Norton	Superintendent	Parma
Christy Tayler	Trustee	Wilder
Robert Godina	Trustee	Parma
Michael Lankow	Trustee	Marsing
Betty Ackerman	Outgoing Trustee; Vice Chairman	Marsing
Shelley Shenk	Trustee	Homedale
Harold Nevill	CEO/CRTEC Campus Director	COSSA
Diana Zigars	Special Education Director	COSSA
Dawnita Tincher	Business Manager/Clerk	COSSA

Not Present: Jeff Dillon, Wilder Superintendent; Craig Woods, Notus Superintendent; Norm Stewart, Marsing Superintendent; Rob Sauer, Homedale Superintendent; and Jennifer Brock, Notus Trustee.

Guests: Kristy Dorsey, CRTEC Short Term Training Coordinator.

**APPROVE AGENDA**

Special Education Director Diana Zigars asked to show under E. 1. Ratify Hires as Item B and add Item C. Resignation. Robert Godina moved to approve the agenda with changes as presented. Shelley Shenk seconded the motion. Motion carried.

**APPROVE MINUTES**

Robert Godina moved to approve the minutes for the regular board meeting on June 15, 2015 and the special board meeting on June 22, 2015 as presented. Shelley Shenk seconded the Motion. Motion carried.

**BILL SCHEDULE**

Robert Godina moved to approve the June 30, 2015 bill schedule and the July bill schedule as presented. Shelley Shenk seconded the motion. Motion carried.

## **PERSONNEL REPORT**

### Special Education

Special Education Director Diana Zigars recommended that the Board approve for COSSA to seek approval for re-application to the State Department of Education for Alternate Certification on behalf of Bonnie Roberts (Homedale SDC – Severe) and Harry Steimer (Wilder School District Resource Room) for 2015-2016. Robert Godina moved to approve the re-application to the State Department of Education for Alternate Certification as presented. Shelley Shenk seconded the motion. Motion carried.

Shelley Shenk moved to ratify the hire of retiree Ray D. James at .50 FTE, School Psychologist for the Marsing School District, by Special Education Director Diana Zigars. Robert Godina seconded the motion. Motion carried.

Shelley Shenk moved to ratify the hire of Kimberly Fleshman, Notus School District Resource on an Alternate Route to Certification, by Special Education Director Diana Zigars. Robert Godina seconded the motion. Motion carried.

Shelley Shenk moved to ratify the hire of Erma Martinez, Special Education Preschool Assistant, by Special Education Director Diana Zigars. Robert Godina seconded the motion. Motion carried.

Shelley Shenk moved to ratify the hire of Michelle Carter, Wilder Resource Special Education Assistant, by Special Education Director Diana Zigars. Robert Godina seconded the motion. Motion carried.

Shelley Shenk moved to ratify the hire of Courtney Murri, Wilder Resource Special Education Assistant, by Special Education Director Diana Zigars. Robert Godina seconded the motion. Motion carried.

Shelley Shenk moved to ratify the hire of Jerry (Sean) Hughes, Marsing Middle School TLC Program Special Education Assistant, by Special Education Director Diana Zigars. Robert Godina seconded the motion. Motion carried.

Shelley Shenk moved to accept the resignation of Dana Upson, Parma Middle School Resource Special Education Assistant as presented. Robert Godina seconded the motion. Motion carried.

### Academy/PTE

Robert Godina moved to accept the resignation of Dora Bautista, Food Service Coordinator as presented. Shelley Shenk seconded the motion. Motion carried.

## **OLD BUSINESS**

### CEO Evaluation

Board tabled until next month's regular meeting.

### Preschool Lease Status

Wilder School District has offered a modular classroom for use by the preschool. Meals will be provided by the Wilder School District.

## **NEW BUSINESS**

- CEA No additions to the submitted reports.
- Business Office  
Dr. Harold Nevill made the recommendation that the Board reappoint Dawnita Tincher as Clerk of the Board. Robert Godina moved to reappoint Dawnita Tincher as recommended. Shelley Shenk seconded the motion. Motion carried.
- Dr. Harold Nevill made the recommendation that the Board approve the following sites to post Board agendas: CRTEC, Wilder Post office, and COSSA website ([www.cossaschools.org](http://www.cossaschools.org)). Robert Godina moved to approve the recommended posting sites as presented. Shelley Shenk seconded the motion. Motion carried.
- Dr. Harold Nevill made the recommendation that the Board approve Wells Fargo, Caldwell Branch as COSSA's authorized bank. Robert Godina moved to approve Wells Fargo as COSSA's authorized bank. Shelley Shenk seconded the motion. Motion carried.
- Dr. Harold Nevill recommended that the Board approve the Idaho Press Tribune as the official newspaper for "posting" of COSSA legal notices. Robert Godina moved to approve the Idaho Press Tribune as the official newspaper as presented. Shelley Shenk seconded the motion. Motion carried.
- The Board tabled the election of the 2015-2016 Chairman and Vice Chairman until next Board meeting as all trustees were not present.

- Special Services Report No additions to the submitted reports.
- Administrative /Professional-  
Technical/COSSA Academy  
Report No additions to the submitted reports.  
Christy Tayler arrived at this time.

## **COSSA BOARD POLICIES**

- Policies – First Reading  
First Reading was held on the 2015-2016 Personnel Handbook. Robert Godina moved to bring the 2015-2016 Personnel Handbook back for a second reading. Shelley Shenk seconded the motion. Motion carried.
- First Reading was held on the 2015-2016 PTE Course Description Manual. Robert Godina moved to bring the 2015-2016 PTE Course Description Manual back for a second reading. Shelley Shenk seconded the motion. Motion carried.
- First Reading was held on the 2015-2016 Substitute Manual. Robert Godina moved to bring the 2015-2016 Substitute Manual back for a second reading. Shelley Shenk seconded the motion. Motion carried.
- First Reading was held on the 2015-2016 Live Work Manual. Robert Godina

moved to bring the 2015-2016 Live Work Manual back for a second reading. Shelley Shenk seconded the motion. Motion carried.

First Reading was held on the 2015-2016 Strategic Plan. Robert Godina moved to bring the 2015-2016 Strategic Plan back for a second reading. Shelley Shenk seconded the motion. Motion carried.

First Reading was held on Policy 309 – Sick Leave Bank. Robert Godina moved to bring Policy 309 – Sick Leave Bank back for a second reading. Shelley Shenk seconded the motion. Motion carried.

First Reading was held on Policy 322 – Leadership Premiums. Robert Godina moved to bring Policy 322 – Leadership Premiums back for a second reading. Shelley Shenk seconded the motion. Motion carried.

First Reading was held on Policy 323 – Certified Staff Evaluation. The Board recommended that the actual evaluation form be added as an attachment to the policy. Robert Godina moved to bring Policy 323 – Certified Staff Evaluation back for a second reading. Shelley Shenk seconded the motion. Motion carried.

First Reading was held on Policy 324 – Administrator Evaluation. The Board recommended that the actual evaluation form be added as an attachment to the policy. Robert Godina moved to bring Policy 324 – Administrator Evaluation back for a second reading. Shelley Shenk seconded the motion. Motion carried.

#### Policies – Second Reading

Second Reading was held on the 2015-2106 CRTEC Student Handbook. Shelley Shenk moved to approve the 2015-2016 CRTEC Student Handbook as presented. Robert Godina seconded the motion. Motion carried.

#### **EXECUTIVE SESSION**

No executive session this month.

#### **ADJOURNMENT**

Shelley Shenk moved to adjourn the meeting at 7:24 p.m. Robert Godina seconded the motion. Motion carried.

Respectfully submitted,

Dawnita Tincher, Clerk