

**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 JANUARY 17, 2017**

Minutes of the Regular Meeting of the Board of Trustees  
December 19, 2016

**CALL TO ORDER**

The regular meeting of the Board of Trustees of the Canyon-Owyhee School Service Agency was called to order at 6:07 p.m. by Vice Chairman Barbara Skogsberg at the COSSA office board room. The following persons were in attendance:

Jeff Dillon	Superintendent	Wilder
Barbara Skogsberg	Trustee; Vice Chairman	Notus
Jim Norton	Superintendent	Parma
Jason Sevy	Trustee	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	
Dawnita Tincher	Business Manager/Clerk	COSSA
Krisite Dorsey	Short-Term Training Coordinator	COSSA

Not Present: Christy Tayler, Wilder Trustee; Craig Woods, Notus Superintendent; Robert Godina, Parma Trustee/Chairman; Norm Stewart, Marsing Superintendent; and Rob Sauer, Homedale Superintendent.

Guests: None

**APPROVE AGENDA**

Special Education Director Diana Zigars asked to have the Board amend the agenda to add under J.1. A special education personnel resignation. Jeff Dillon moved to approve the agenda with changes as presented. Shelley Shenk seconded the motion. Motion carried.

**EXECUTIVE SESSION**

No executive session.

**APPROVE MINUTES**

Jason Sevy moved to approve the minutes for the regular board meeting on November 21<sup>st</sup>, 2016 as presented. Jim Norton 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. Shelley Sherk seconded the motion. Motion carried.

## **OLD BUSINESS**

Annual Board Briefings

Dr. Nevill has visited all Boards for his annual update.

Special Education Director

Discussion was held regarding preparation for possible transition needs of COSSA due to the possibility of potential future retirement of the Special Education Director. Dr. Nevill proposed to add a one-half time (at minimum) "Assistant Special Ed Director" to the administrative staff next year in order to begin training a future replacement when needed. Superintendent Jeff Dillon mentioned the possibility of a stipend for said individual to account for added responsibilities.

No decisions were made

Special Ed/Admin Budget  
(100 Budget)

The Board discussed the provided spread sheet regarding the 100 special education/administration budget and the line items within that budget that pertain to general administration.

No decisions were made.

237 Account Overage

Dr. Nevill explained to the Board how he had coded a construction project to account 237 on the accounts payable report in November but that it should have been coded to account 259. It was corrected to reflect the proper account.

No decisions were made.

## **NEW BUSINESS**

CEA

No additions to the submitted report.

Business Office

No additions to the submitted report.

Special Services Report

No additions to the submitted report.

Administrative Report

No additions to the submitted report.

Career & Technical/CRTEC

Jim Norton moved to approve the emergency closures of December 15th & 16th of COSSA Academy due to inclement weather and to approve the revision of the 16-17 COSSA Academy calendar as proposed. Jeff Dillon seconded the motion. Motion carried.

## **COSSA BOARD POLICIES**

### **Policies – First Reading**

First reading of the Job Description Manual (Revision) was held. Jeff Dillon moved to bring the Job Description Manual (Revision) back for a second reading. Shelley Shenk seconded the motion. Motion carried.

First reading of the Personnel Manual (Revision) was held. Jeff Dillon moved to bring the Personnel Manual (Revision) back for a second reading. Shelley Shenk seconded the motion. Motion carried.

### **Policies – Second Reading**

Second reading of Policy 309 – Sick Leave Bank (Revision) was tabled until next meeting so as to go through the information received from the lawyer.

No action was taken.

## **PERSONNEL**

Diana Zigars asked the Board to accept the resignation from Tanhan Eubanks, Special Education Assistant. Jeff Dillion moved to accept the resignation from Tanhan Eubanks as presented. Jason Sevy seconded the motion. Motion carried.

## **BOARD REQUESTS TO ADMINISTRATION**

No board requests at this time.

## **ADJOURNMENT**

Jason Sevy moved to adjourn the meeting at 7:09 p.m. Shelley Shenk seconded the motion. Motion carried.

Respectfully submitted,

Dawnita Tincher, Clerk