

**DRAFT**

**Board of Trustees  
Regular Meeting Minutes  
Wednesday, January 19, 2022**

**A. Call to Order** - The annual meeting of the Board of Trustees of the Canyon-Owyhee School Service Agency was called to order by Chairman Sara Bartles at 6:01 p.m. in the agency cafeteria.

**a.** Chairman Bartles led the Pledge of Allegiance.

**b.** Following persons were in attendance:

Brittney Josoff	Trustee/Vice Chairman	Wilder
Sara Bartles	Trustee/Chairman	Parma
Stoney Winston	Superintendent	Parma
OJ Barber	Trustee	Marsing
Norm Stewart	Superintendent	Marsing
Patricia Frahm	COSSA Interim CEO/Superintendent	COSSA
Micah Doramus	Special Education Director	COSSA
Dawnita Tincher	Business Manager/Clerk	COSSA

Not Present: Dr. Jeff Dillon, Wilder Superintendent; John Baldazo, Notus Trustee; Tana Kellogg, Notus Superintendent, Shane Muir, Homedale Trustee; and Rob Sauer, Homedale Superintendent.

Guests: Joetta Fulgenzi, COSSA CEA Representative; Misty Swanson\*, ISBA Executive Director; Catherine Bates\*, ISBA Communications & Program Manager.

\*Members & Guests present via zoom call

**c.** OJ Barber moved to amend the agenda to start with E.a. CEO/Superintendent Search (Old Business/Discussion Items) and then proceed with items B and forward. Brittney Josoff seconded the motion. Motion carried.

**E. Old Business – Informational/Discussion:**

**a. CEO/Superintendent Search Process** – Misty Swanson and Catherine Bates presented two options available through Idaho School Boards Association (ISBA) in helping with the search for a CEO/Superintendent for the upcoming 2022-2023 school year. Option 1 includes the marketing of the opening and would cost \$3,500 and Option 2 includes the marketing of the opening and full search and would cost \$8,500.

**B. Board Organization – Action Items:**

**a. Elect Chairman** - Sara Bartles, Parma Trustee; Nomination made by OJ Barber and seconded by Brittney Josoff. Motion carried by unanimous vote.

**b. Elect Vice Chairman** – O.J. Barber, Marsing Trustee; Nomination made by Britney Josoff and

seconded by Sara Bartles. Motion carried by unanimous vote.

**c. Appoint Clerk of the Board** – OJ Barber moved to appoint Dawnita Tincher as Board Clerk. Brittney Josoff seconded the motion. Motion carried by unanimous vote.

**d. Consideration of Board Meeting Schedule for 2022-2023** – OJ Barber moved to approve the 2022-2023 Board Meeting Schedule with the change to June 20, 2020 to June 20, 2022. Brittney Josoff seconded the motion. Motion carried by unanimous vote.

**e. Consider to designate the CRTEC Facility Office and School Website as legal posting sites for notices posted on behalf of Canyon-Owyhee School Service Agency (COSSA)** – Brittney Josoff moved to approve the above sites as presented. OJ Barber seconded the motion. Motion carried by unanimous vote.

**f. Consider designating the Idaho Press-Tribune newspaper for the publishing of legal notices on behalf of Canyon-Owyhee School Service Agency (COSSA)** – Brittney Josoff moved to approve The Idaho Press-Tribune newspaper for legal notices as presented. OJ Barber seconded the motion. Motion carried by unanimous vote.

**g. Consideration to designate Wells Fargo (Caldwell Branch) as the depository of record for Canyon-Owyhee School Service Agency funds for FY 2021** – OJ Barber moved to approve Wells Fargo bank as presented. Brittney Josoff seconded the motion. Motion carried by unanimous vote.

**C. Consent Agenda – Action Items: Consider the approval of Consent Agenda items** – Brittney Josoff moved to approve the consent agenda as presented. OJ Barber seconded the motion. Motion carried.

**a.I.1. Board Minutes - December 6, 2021 Special Meeting- as presented**

**a.I.2. Board Minutes – December 15, 2021 Regular Meeting – as presented**

**a.II. Bill Schedule (January 19, 2021) – as presented**

**a.III. Personnel Reports (January 19, 2021)– as presented**

**a.IV.1. Policy 1300 Authority – as presented**

**a.IV.2. Policy 1610 Conflict of Interest – as presented**

**a.IV.3. Policy 2150 Copyright – as presented**

**a.IV.4. Policy 2410 Section 504 – as presented**

**D. Information Items/Reports**

**a. COSSA Education Association (Joetta Fulgenzi)** – verbal report presented.

**b. Business Office Report (Dawnita Tincher)** – no additions to submitted reports

**c. Special Services Report (Micah Doramus)** – no additions to submitted reports

**d. Academy Principal/CTE Coordinator (Patricia Frahm)** – no additions to submitted reports

**e. COSSA Administration Report (Patricia Frahm)** – no additions to submitted reports

**f. Maintenance/Facilities (John Bechtel)** – no additions to the submitted reports

**g. Food Service Report (Thomas Moreno)** – no additions to the submitted reports

**h. Transportation Report (Andrew Cloward)** - no additions to the submitted reports

**i. Information Technology Report (Andrew Cloward)** – no additions to the submitted reports.

**j. Short-Term Training Report (Veronica Grimaldo)** - no additions to the submitted reports.

**E. Old Business – Informational/Discussion Items**

**a. CEO/Superintendent Search** – as noted above under A.c.

**b. Partial FTE Certified Contracts & MOA's - Discussion and Information regarding State Department of Education approved Certified Partial FTE Contracts & MOA's.** Discussion was held on the approved Certified Partial FTE Contracts & MOA's by the State Department of Education.

**F. Old Business -- Action Items**

**a. CEO/Superintendent Search** – Brittney Josoff moved to work with the Idaho School Boards Association (ISBA) in the 2022-2023 CO/Superintendent Search and go with option 2 for \$8500 as presented. OJ Barber seconded the motion. Motion carried.

**b. Job Description Manual (Revision) - Consider the third reading of the Job Description**

**Manual.** Brittney Josoff moved to approve the Job Description Manual upon third reading. OJ Barber seconded the motion. Motion carried.

**c. Policy 1300 Handbook Policy (Revision) - Consider third reading of Policy 1300.**

Brittney Josoff moved to approve Policy 1300 upon third reading. OJ Barber seconded the motion. Motion carried.

**d. Policy 1310 Policy Review (Revision) - Consider the third reading of Policy 1310.** Brittney Josoff moved to approve Policy 1310 upon third reading. OJ Barber seconded the motion. Motion carried.

**e. Policy 1315 Strategic Planning (Revision) - Consider the third reading of Policy 1315.** Brittney Josoff moved to approve Policy 1315 upon third reading. OJ Barber seconded the motion. Motion carried.

**f. Policy 1500 Board Meetings (Revision) - Consider the third reading of Policy 1500.** Brittney Josoff moved to approve Policy 1500 upon third reading. OJ Barber seconded the motion. Motion carried.

**g. Policy 1600 Code of Ethics (Revision) - Consider the third reading of Policy 1600.** Brittney Josoff moved to approve Policy 1600 upon third reading. OJ Barber seconded the motion. Motion carried.

**h. Policy 2150 Copyright Compliance (Revision) - Consider the third reading of Policy 2150.** Brittney Josoff moved to approve Policy 2150 upon third reading. OJ Barber seconded the motion. Motion carried.

**i. Policy 2400 Adoption of Idaho Special Education Manual (Revision) - Consider the third reading of Policy 2400.** Brittney Josoff moved to approve Policy 2400 upon third reading. OJ Barber seconded the motion. Motion carried.

**j. Policy 2580 Service Animals (Revision) - Consider the third reading of Policy 2580.** Brittney Josoff moved to approve Policy 2580 upon third reading. OJ Barber seconded the motion. Motion carried.

**k. Policy 2700 COSSA Academy Graduation Requirements (Revision) - Consider the third reading of Policy 2700.** Brittney Josoff moved to approve Policy 2700 upon third reading. OJ Barber seconded the motion. Motion carried.

**l. Policy 3030 Dual Enrollment (Revision) -Consider the third reading of Policy 3030.** Brittney Josoff moved to approve Policy 3030 upon third reading. OJ Barber seconded the motion. Motion carried.

**m. Policy 3081 Application and Enrollment COSSA Academy (New) - Consider the third reading of Policy 3081.** Brittney Josoff moved to approve Policy 3081 upon third reading. OJ Barber seconded the motion. Motion carried.

**n. Policy 3082 Application and Enrollment CRTEC (New) - Consider the third reading of Policy 3082.** Brittney Josoff moved to approve Policy 3082 upon third reading. OJ Barber seconded the motion. Motion carried.

**o. Policy 3250 Distribution of Information (Revision) - Consider the third reading of Policy 3250.** Brittney Josoff moved to approve Policy 3250 upon third reading. OJ Barber seconded the motion. Motion carried.

**p. Policy 3281 Safe Education Environment (Revision) - Consider the third reading of Policy 3281.** Brittney Josoff moved to approve Policy 3281 upon third reading. OJ Barber seconded the motion. Motion carried.

**q. Policy 3285 Relationship Abuse (Revision) - Consider the third reading of Policy 3285.** Brittney Josoff moved to approve Policy 3285 upon third reading. OJ Barber seconded the motion. Motion carried.

**r. Policy 3420 Fund Raising (Revision) - Consider the third reading of Policy 3420.** Brittney Josoff moved to approve Policy 3420 upon third reading. OJ Barber seconded the motion. Motion carried.

**s. Policy 3575 Student Data Privacy (Revision) - Consider the third reading of Policy 3575.** Brittney Josoff moved to approve Policy 3575 upon third reading. OJ Barber seconded the motion. Motion carried.

- t. **Policy 4110 Complaints Against School Personnel (Revision) - Consider the third reading of Policy 4110.** Brittney Josoff moved to approve Policy 4110 upon third reading. OJ Barber seconded the motion. Motion carried.
- u. **Policy 4140 Patron Visits (Revision) - Consider the third reading of Policy 4140.** Brittney Josoff moved to approve Policy 4140 upon third reading. OJ Barber seconded the motion. Motion carried.
- v. **Policy 4160 Parental Rights (Revision) - Consider the third reading of Policy 4160.** Brittney Josoff moved to approve Policy 4160 upon third reading. OJ Barber seconded the motion. Motion carried.
- w. **Policy 4260 Public Records Request (Revision) - Consider the third reading of Policy 4260.** Brittney Josoff moved to approve Policy 4260 upon third reading. OJ Barber seconded the motion. Motion carried.
- x. **Policy 4400 Relationship with Government Agencies (Revision) - Consider the third reading of Policy 4400.** Brittney Josoff moved to approve Policy 4400 upon third reading. OJ Barber seconded the motion. Motion carried.
- y. **Policy 5100 Certificated Contracts (Revision) - Consider the third reading of Policy 5100.** Brittney Josoff moved to approve Policy 5100 upon third reading. OJ Barber seconded the motion. Motion carried.
- z. **Policy 5240 Employee Sexual Harassment (Revision) - Consider the third reading of Policy 5240.** Brittney Josoff moved to approve Policy 5240 upon third reading. OJ Barber seconded the motion. Motion carried.
- aa. **Policy 5290 Public and Political Activities (Revision) - Consider the third reading of Policy 5290.** Brittney Josoff moved to approve Policy 5290 upon third reading. OJ Barber seconded the motion. Motion carried.
- ab. **Policy 5320 Drug Free Workplace (Revision) - Consider the third reading of Policy 5320.** Brittney Josoff moved to approve Policy 5320 upon third reading. OJ Barber seconded the motion. Motion carried.
- ac. **Policy 5400 Sick Leave Bank (Revision) - Consider the third reading of Policy 5400.** Brittney Josoff moved to approve Policy 5400 upon third reading. OJ Barber seconded the motion. Motion carried.
- ad. **Policy 5410 FMLA (Revision) - Consider the third reading of Policy 5410.** Brittney Josoff moved to approve Policy 5410 upon third reading. OJ Barber seconded the motion. Motion carried.
- ae. **Policy 5440 Date of Pay (Revision) - Consider the third reading of Policy 5440.** Brittney Josoff moved to approve Policy 5440 upon third reading. OJ Barber seconded the motion. Motion carried.
- af. **Policy 5485 Employee Purchase Program (Revision) - Consider the third reading of Policy 5485.** Brittney Josoff moved to approve Policy 5485 upon third reading. OJ Barber seconded the motion. Motion carried.
- ag. **Policy 5490 Use of Agency Phones (Revision) - Consider the third reading of Policy 5490.** Brittney Josoff moved to approve Policy 5490 upon third reading. OJ Barber seconded the motion. Motion carried.
- ah. **Policy 5610 AIDS, ARC, HIV (Revision) - Consider the third reading of Policy 5610.** Brittney Josoff moved to approve Policy 5610 upon third reading. OJ Barber seconded the motion. Motion carried.
- ai. **Policy 5715 Mentor Teacher (Revision) - Consider the third reading of Policy 5715.** Brittney Josoff moved to approve Policy 5715 upon third reading. OJ Barber seconded the motion. Motion carried.
- aj. **Policy 5740 Reduction in Force (Revision) - Consider the third reading of Policy 5740.** Brittney Josoff moved to approve Policy 5740 upon third reading. OJ Barber seconded the motion. Motion carried.
- ak. **Policy 7000 Financial Management (Revision) - Consider the third reading of Policy 7000.** Brittney Josoff moved to approve Policy 7000 upon third reading. OJ Barber seconded

the motion. Motion carried.

- al. **Policy 7225 Insufficient Funds Checks (Revision) - Consider the third reading of Policy 7225.** Brittney Josoff moved to approve Policy 7225 upon third reading. OJ Barber seconded the motion. Motion carried.
- am. **Policy 7235 Federal Funds (Revision) - Consider the third reading of Policy 7235.** Brittney Josoff moved to approve Policy 7235 upon third reading. OJ Barber seconded the motion. Motion carried.
- an. **Policy 8530 Waiver of Personal Property Liability (Revision) - Consider the third reading of Policy 8530.** Brittney Josoff moved to approve Policy 8530 upon third reading. OJ Barber seconded the motion. Motion carried.
- ao. **Policy 8700 IT (Revision) - Consider the third reading of Policy 8700.** Brittney Josoff moved to approve Policy 8700 upon third reading. OJ Barber seconded the motion. Motion carried.
- ap. **Policy 8800 Drones (Revision) - Consider the third reading of Policy 8800.F.** Brittney Josoff moved to approve Policy 8800 upon third reading. OJ Barber seconded the motion. Motion carried.

**G. New Business -- Action Items**

- a. **Substitute Handbook - Consider the first reading of the Substitute Handbook.** Brittney Josoff moved to send the Substitute Handbook to a second reading. OJ Barber seconded the motion. Motion carried.
- b. **Policy 3110 Instructional Materials for Blind Students - Consider the first reading of Policy 3110.** Brittney Josoff moved to send Policy 3110 to a second reading. OJ Barber seconded the motion. Motion carried.
- c. **Policy 3530 Suicide and Mental Health - Consider the first reading of Policy 3530.** Brittney Josoff moved to send Policy 3530 to a second reading. OJ Barber seconded the motion. Motion carried.
- d. **Policy 3340P Expulsion Criteria - Consider the first reading of Policy 3340P.** Brittney Josoff moved to send Policy 3340P to a second reading. OJ Barber seconded the motion. Motion carried.

**H. Board Request to Administration –**

- 1. The Board asked that Mrs. Frahm to follow up with the Board's Lawyer regarding COSSA's current MOA's with the districts and if that can be used to satisfy the individual contracts with certificated personnel working in the districts.
- 2. The Board asked Mrs. Frahm to follow up with the John Bechtel to see if there was still something that needed approval from the Board on the minimum work need to control heat and cooling in all areas as indicated on the Maintenance Facility Report.
- 3. The Board asked Mrs. Frahm to work on a plan to replace and or repair the HVAC system throughout the CRTEC building.

- I. Adjournment –** OJ Barber moved to adjourn the meeting at 6:54 p.m. Brittney Josoff seconded the motion. Motion carried.

Respectfully Submitted,

Dawnita Tincher, Clerk