

**Canyon-Owyhee School Service Agency**  
109 Penny Lane  
Wilder, Idaho 83676  
Patricia Frahm, CEO/Superintendent  
Tammie Anderson, Special Education Director  
Jennifer Davis, Business Manager and Clerk of the Board

**Board of Trustees  
Regular Meeting Minutes  
Wednesday February 21, 2024**

**Call to Order** - The regular meeting of the Board of Trustees of the Canyon-Owyhee School Service Agency was called to order by Sara Bartles-Trustee/Board Chairman at 5:03 p.m. in the agency board room.

- a) Trustee/Board Chairman Bartles led the Pledge of Allegiance.
- b) Following persons were in attendance:

Dr. Jeff Dillon	Superintendent	Wilder
Micah Doramus	Superintendent	Notus
Norm Stewart	Superintendent	Marsing
Rob Sauer	Superintendent	Homedale
Stoney Winston	Superintendent	Parma
Leslie Parker	Trustee	Homedale
Sara Bartles(via teleconference)	Trustee-Board Chairman	Parma
Patricia Frahm	COSSA CEO	COSSA
Tammie Anderson	Special Education Director	COSSA
Jennifer Davis	Business Manager/Clerk	COSSA

Not Present: OJ Barber, Trustee-Vice Board Chairman, Marsing/John Baldazo, Trustee, Notus/Brittney Josoff, Trustee, Wilder.

Micah Doramus moved to approve the agenda as presented. Norm Stewart seconded the motion.  
Motion carried.

**Consent Agenda/Action Items**

- a) Approval of Agenda
- b) Annual Meeting Action: Election of Board Chair and Vice Chair
- c) Approval of the Consent Agenda
  - i. Board Minutes: January 17, 2024 Regular Meeting
  - ii. Bill Schedule
  - iii. Personnel Report
  - iv. Board Policies – Tri-Annual Review – None at this time.
  - v. Snow Day – January 18, 2024

It was moved by Micah Doramus and seconded by Dr. Jeff Dillon to approve the Consent Agenda/Actions Items as presented. Motion carried.

**Information Items/Reports**

- a) Old Business
  - i. CTE Survey Results
- b) COSSA Educational Association Representative – Brandy Gray
- c) Business Office Report (Jennifer Davis) – Budget and Financial Report
- d) Special Services Report (Tammie Anderson) – Director's Report
- e) Academy Principal/CTE Coordinator (Terry Rothamer & Shelby Cloward) – CTE Enrollment, COSSA Academy Enrollment, Upcoming Events

- f) COSSA Administration Report (Patricia Frahm) –
  - i. Grants/COSSA Foundation Donation Status
  - ii. CTE program assessment tool
  - iii. 8<sup>th</sup> grade CTE class offerings
  - iv. Possible expansion at CRTEC
- g) Maintenance/Facilities (Chris Marciel)
- h) Food Services Report (Thomas Moreno)
- i) Transportation Report (Sam Paffile)
- j) Information Technology Report (Samantha Paffile)
- k) Short-Term Training Report (Scott Webb)

**Old Business –**

- a) **New or Revised Board Policies – Third Reading**
  - i. COSSA Academy/CTE Calendar –

It was moved by Norm Stewart and seconded by Micah Doramus to table the COSSA Academy/CTE Calendar to a later date. Motion Carried

**New Business -- Action Items**

**New or Revised Board Policies**

- a. COSSA Administration (Ms. Frahm)
  - 1. New or Revised Board Policies – First Reading
    - a. Certified Salary Schedule
  - 2. CTE Program Assessment tool
  - 3. Securing Idaho Future Grant
  - 4. Recommend changing COSSA bank from Wells Fargo to Zions Bank (Wilder)

It was moved by Dr. Jeff Dillon and seconded by Norm Stewart to table the Certified Salary Schedule. Motion carried.

It was moved by Dr. Jeff Dillon and seconded by Stoney Winston to move the CTE Assessment Tool to 2<sup>nd</sup> reading. Motion Carried.

It was moved by Micah Doramus and seconded by Norm Stewart to approve Phase 2 of Securing Idaho Future Grant. Motion Carried.

It was moved by Dr. Jeff Dillon and seconded by Norm Stewart to approve change of COSSA bank from Wells Fargo to Zions Bank (Wilder, ID).

**Adjournment** – Micah Doramus moved to adjourn the meeting at 6:07 p.m. Norm Stewart seconded the motion. Motion carried.

Respectfully Submitted,  
Jennifer Davis, Clerk