

**DRAFT**

**Board of Trustees**  
**Regular Meeting/Annual Meeting Minutes**  
**Wednesday, January 18, 2023**

**Call to Order** - The regular meeting of the Board of Trustees of the Canyon-Owyhee School Service Agency was called to order by Chairman Sara Bartles at 6:02 p.m. in the agency board room.

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

Rob Sauer	Superintendent	Homedale
Norm Stewart	Superintendent	Marsing
OJ Barber	Trustee/Vice-Chairman	Marsing
Stoney Winston	Superintendent	Parma
Sara Bartles	Trustee/Board Chair	Parma
Brittney Joseff	Trustee	Wilder
Micah Doramus	Superintendent	Notus
Patricia Frahm	COSSA CEO	COSSA
Tammie Anderson	Special Education Director	COSSA
Rhonda Carpenter	Business Manager/Clerk	COSSA

Not Present: Shane Muir, Trustee Homedale; John Baldazo, Trustee Notus; Dr. Jeff Dillon  
Superintendent, Wilder

Guests: Mark Williamson—Law Enforcement Instructor, Morgan Whittet Law Enforcement  
Student

- c. OJ Barber moved to approve the agenda as presented. Micah Doramus seconded the motion.  
Motion carried.

**Audience with Individuals/Groups:** Mr. Williamson and Ms. Whittet gave a presentation of the new equipment in the Law Enforcement classroom. COSSA is likely the first in the state to have this equipment available—they presented a slide presentation on the program and discussed how it will help to enhance student learning.

**Agenda – Action Items:**

**Annual Board Meeting:**

- a) Election of Board Chair—It was moved by Micah Doramus to nominate and select Sara Bartles as Board Chair. It was seconded by OJ Barber. Motion passed.
- b) Election of Board Vice-Chair—It was moved by Micah Doramus to nominate and select OJ Barber as

Board Vice-Chair. It was seconded by Sara Bartles. Motion passed.

- c) Appointment of Clerk of the Board—It was moved by Brittney Josoff to appoint Rhonda Carpenter as Clerk of the Board. It was seconded by Norm Stewart. Motion passed.
- d) Approval of Meeting Schedule for 2023—It was moved by Micah Doramus to accept the 2023 Meeting Schedule with the change of the November meeting to Thursday, November 16, 2023 due to many districts being closed during the week of Thanksgiving. It was seconded by OJ Barber. Motion passed.
- e) Approval of posting locations for Board Meeting Agendas—It was moved by OJ Barber to approve the location of the posting of COSSA Board Meeting Agendas on the COSSA website and at CRTEC. It was seconded by Brittney Josoff. Motion passed.
- f) Approval of Bank—It was moved by Micah Doramus to approve Wells Fargo Caldwell Branch as the bank for COSSA. It was seconded by OJ Barber. Motion passed.
- g) Approval of Newspaper of Record—It was moved by Micah Doramus to approve Idaho Press as the newspaper of record for COSSA. It was seconded by Brittney Josoff. Motion passed.

**Consider the approval of Consent Agenda items**

- i. Board Minutes – Regular Meeting December 19, 2022– as presented
- ii. Bill Schedule (January 18, 2023) – as presented
- iii. Obsolete Items – as presented
- iv. Personnel Report – as presented

It was moved by Micah Doramus and seconded by Rob Sauer to approve the consent agenda items as presented. Motion passed.

**Discussion/Information**

- a) COSSA Educational Association Representative (Brandy Gray) – no additions to submitted
- b) Business Office Report (Rhonda Carpenter) – no additions to submitted
- c) Special Services Report (Tammie Anderson) – no additions to submitted report
- d) Academy Principal/CTE Coordinator (Patricia Frahm) – no additions to submitted
- e) COSSA Administration Report (Patricia Frahm) – no additions to submitted report
- f) Maintenance/Facilities (John Bechtel) – no additions to the submitted report
- g) Food Services Report (Thomas Moreno) – no additions to the submitted report
- h) Information Technology Report (Samantha Paffile) no additions to submitted report
- i) Transportation Report (Samantha Paffile) no additions to submitted report
- j) Short-Term Training Report (Scott Webb) – no additions to submitted report

**Old Business – None**

**New Business -- Action Items**

- a) **COSSA Administration:** New or Revised Board Policies: First Reading
  - o COSSA Academy and CTE calendar: There was discussion regarding aligning the COSSA Academy & CTE calendar to coincide with what the majority of the districts are doing regarding holidays. It was moved by Micah Doramus and seconded by Brittney Josoff to table this item until the next meeting. Motion passed.
  - o Changes to CTE Programs: The proposal is to suspend the Building Trades program and add an Intro to Auto program for next year. It was moved by Micah Doramus and seconded by OJ Barber to table this item until after the board can meet to have a discussion and workshop regarding the CTE programs. Motion passed.

**Executive Session:** It was moved by OJ Barber and seconded by Brittney Josoff to convene in to Executive Session according to Idaho Code 74-206 (b)(d) at 7:02 P.M. Roll call vote: all present voting in

favor. Executive Session adjourned at 7:10 P.M. No action was taken on items discussed in Executive Session.

**Board Request to Administration –**

- Request was made by M. Doramus for a more detailed Food Services Report to include USDA funds and how they are being utilized.
- Request for a doodle poll to set up the meeting for discussion of the CTE programs.
- Review policy to determine if COSSA needs to formally designate a fiscal officer.

**Adjournment** – OJ Barber moved to adjourn the meeting at 7:13 p.m. Micah Doramus seconded the motion. Motion passed.

Respectfully Submitted,  
Rhonda Carpenter, Clerk

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