

**Canyon-Owyhee School Service Agency**

109 Penny Lane  
Wilder, Idaho 83676

Patricia Frahm, CEO/Superintendent  
Tammie Anderson, Special Education Director  
Rhonda Carpenter, Business Manager and Clerk of the Board

**DRAFT**

**Board of Trustees  
Regular Meeting Minutes  
Monday, April 17, 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 6:03 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
OJ Barber	Trustee/Vice-Chairman	Marsing
Norm Stewart	Superintendent	Marsing
John Baldazo	Trustee	Notus
Micah Doramus	Superintendent	Notus
Stoney Winston	Superintendent	Parma
Sara Bartles	Trustee/Board Chari	Parma
Brittney Joseff	Trustee	Wilder
Patricia Frahm	COSSA CEO	COSSA
Tammie Anderson	Special Education Director	COSSA
Rhonda Carpenter	Business Manager/Clerk	COSSA
Shelby Cloward	Welding Instructor/CTE Coordinator	COSSA

Not Present: Shane Muir, Trustee, Homedale; Dr. Jeff Dillon, Superintendent

c. OJ Barber moved to approve the agenda as presented. John Baldazo seconded the motion. Motion carried.

**Agenda – Action Items:**

**Consider the approval of Consent Agenda items**

- i. Board Minutes – Regular Meeting March 20, 2023 – as presented
- ii. Bill Schedule (April 17, 2023) – as presented
- iii. Personnel Report – as presented

It was moved by Brittney Joseff and seconded by John Baldazo to approve the consent agenda items as presented. Motion carried.

**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) – CTE Coordinator Shelby Cloward was present and updated the Board on the Skills competition that was held last week.
- 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 the submitted report
- i) Transportation Report (Samantha Paffile) no additions to the submitted report
- j) Short-Term Training Report (Scott Webb) – no additions to submitted report

**Old Business –**

- a) **COSSA Administration:** New or Revised Board Policies:
  - o New or Revised Board Policies—Second Reading
    - 1. Duties Manual & Admin Forms Manual—it was moved by OJ Barber and seconded by John Baldazo to move the Manuals to third reading. Motion carried.

**New Business -- Action Items**

**A) COSSA Administration:**

- o 23-24 Classified Salary Schedule—no action was taken. It was decided to have a meeting with Superintendents and Business Managers to discuss the COSSA Budget.
- o 23-24 Certified Salary Schedule—no action was taken. It was decided to have a meeting with Superintendents and Business Managers to discuss the COSSA Budget.
- o CTE Student/Parent/Teacher Manual: It was moved by OJ Barber and seconded by John Baldazo to move the CTE Manual to second reading. Motion carried.
- o COSSA Academy Student/Parent/Teacher Manual: It was moved by OJ Barber and seconded by Brittney Joseff to move the COSSA Academy Manual to second reading. Motion carried

**Executive Session:** No Executive Session was held

**Executive Session Action:** No action was taken.

**Board Request to Administration –**

- o Send out a Doodle Poll to COSSA Board, Superintendents and Business Managers to set up a Budget planning meeting.
- o Executive Session on next regular agenda for CEO evaluation.

**Adjournment** – John Baldazo moved to adjourn the meeting at 7:17 p.m. OJ Barber seconded the motion. Motion carried.

Respectfully Submitted,  
Rhonda Carpenter, Clerk