

**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

**DRAFT**

**Board of Trustees  
Regular Meeting Minutes  
Monday, July 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 6:02 p.m. in the agency board room.

a. Chairman Bartles led the Pledge of Allegiance.

b. Following persons were in attendance:

Stoney Winton	Superintendent	Parma
Sara Bartles	Trustee/Board Chair	Parma
Norm Stewart	Superintendent	Marsing
John Baldazo	Trustee	Notus
Micah Doramus	Superintendent	Notus
Brittney Josoff	Trustee	Wilder
Patricia Frahm	COSSA CEO	COSSA
Tammie Anderson	Special Education Director	COSSA
Rhonda Carpenter	Business Manager/Clerk	COSSA

Not Present: OJ Barber, Trustee/Vice-Chairman, Marsing; Shane Muir, Trustee, Homedale; Dr. Jeff Dillon, Superintendent, Wilder; Rob Sauer, Superintendent, Homedale

c. John Baldazo moved to approve the agenda as presented. Brittney Josoff seconded the motion. Motion carried.

**Audience with Individuals and Groups**

None at this time.

**Agenda – Action Items:**

**Consider the approval of Consent Agenda items**

- i. Board Minutes – Regular Meeting June 19, 2023 – as presented
- ii. Bill Schedule (July 17, 2023) – as presented
- iii. Personnel Report – as presented
- iv. Obsolete Items – as presented

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

**Discussion/Information**

- a) COSSA Educational Association Representative - no report.
- b) Business Office Report (Jennifer Davis) – no additions to submitted report.
- c) Special Services Report (Tammie Anderson) – no additions to submitted report
- d) Academy Principal/CTE Coordinator (Patricia Frahm) – no additions to submitted report

- e) COSSA Administration Report (Patricia Frahm) – no additions to submitted report.
- f) Maintenance/Facilities (John Sparks) – 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) New or Revised Board Policies – Second Reading
  - a. Sub Manual

It was moved by John Baldazo and seconded by Norm Stewart to approve the Sub Manual upon second reading. Motion carried.

**New Business -- Action Items**

- a) **New or Revised Board Policies—First Reading**
  - a. Strategic Plan – It was moved by John Baldazo and seconded by Brittany Josoff to move the Strategic Plan to second reading. Motion passed.
  - b. Personnel Handbook – Annual Revision—It was moved by John Baldazo and seconded by Brittany Josoff to approve the Personnel Handbook upon first reading as presented. Motion carried.
  - c. Policy 2425, Parental Rights – It was moved by John Baldazo and seconded by Brittany Josoff to move the Policy 2425, Parental Rights to second reading. Motion passed.
  - d. Policy 3545, Student Questioning and Arrests—no action was taken.

**Executive Session—pursuant to I.C. 74-206(b)(d)** No Executive Session was held.

**Executive Session Action Items:** None at this meeting.

**Board Request to Administration –**

None at this time.

**Adjournment** –John Baldazo moved to adjourn the meeting at 6:47 p.m. Norm Stewart seconded the motion. Motion carried.

Respectfully Submitted,  
Jennifer Davis, Clerk