

**Canyon-Owyhee School Service Agency**

109 Penny Lane  
Wilder, Idaho 83676

Patricia Frahm, CEO/Superintendent,  
Micah Doramus, Special Education Director;  
Dawnita Tincher, Business Manager and Clerk of the Board

**Board of Trustees  
Regular Meeting & Annual Budget Hearing Minutes  
Monday, July 18, 2022**

**Call to Order** - The regular meeting and annual budget hearing of the Board of Trustees of the Canyon-Owyhee School Service Agency was called to order by Chairman Sara Bartles at 6:00 p.m. in the agency board room.

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

Shane Muir	Trustee	Homedale
Micah Doramus	Superintendent	Notus
John Baldazo	Trustee	Notus
Sara Bartles	Trustee/Chairman	Parma
OJ Barber	Trustee/Vice Chairman	Marsing
Norm Stewart	Superintendent	Marsing
Stoney Winston	Superintendent	Parma
Patricia Frahm	COSSA CEO	COSSA
Tammie Anderson	Special Education Director	COSSA
Rhonda Carpenter	Business Manager/Clerk	COSSA

Not Present: Dr. Jeff Dillon, Wilder Superintendent; Brittney, Josoff, Wilder Trustee; Rob Sauer

Guests: None

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

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

- i. **Board Minutes – June 20, 2022 Regular Meeting & July 7, 2022 Special Meeting– as presented**
- ii. **Bill Schedule (July 18, 2022) – as presented**
- iii. **Personnel Reports (July 18, 2022)– as presented**
- iv. **Obsolete Items (July 18, 2022) – as presented**

**Discussion/Information**

- a) **Business Office Report (Rhonda Carpenter)** – no additions to submitted reports
- b) **Academy Principal/CTE Coordinator (Patricia Frahm)** – no additions to submitted
- c) **COSSA Administration Report (Patricia Frahm)** – no additions to submitted reports
- d) **Special Services Report (Tammie Anderson)** – no additions to submitted reports
- e) **Food Service Report (Thomas Moreno)** – no additions to the submitted reports
- f) **Maintenance/Facilities (John Bechtel)** – no additions to the submitted reports
- g) **Information Technology Report (Sam Paffille)** – no additions to the submitted reports
- h) **Transportation Report (Sam Paffille)** – no additions to the submitted reports

#### **Old Business -- Action Items**

- a) **New or Revised Board Policies – second reading: Personnel Handbook Revised:** No further discussion. OJ Barber moved to approve the Personnel Handbook after second reading as presented. Shane Muir seconded. Motion carried. (Exhibit A)
- b) **Consider approval of Virtual Exceptional Child Memorandum of Agreement with Wilder School District:** The board discussed this agenda item at length during the Discussion/Information as well as under old business. The following points were made and regarding the agreement:
  - M. Doramus noted that the language in the agreement was unclear and left room for interpretation and was vague. Any future agreements should be more concise.
  - Regarding the Medicaid reimbursement portion of the agreement: the Special Ed. Director will be implementing new procedures and training all staff regarding Medicaid reporting. It will also be required that all staff members submit claims for reimbursement in a timely manner.
  - Regarding the transportation of students as needed to meet FAPE requirements—the board noted that it would revert back to the original MOA between the district and COSSA.
  - It was noted that the true cost of the program should be assessed as the year progresses.
 John Baldazo moved to approve the Virtual Exceptional Child Memorandum of Agreement with the Wilder School District. Motion was seconded by Shane Muir. Motion carried. (Exhibit B)

#### **New Business -- Action Items**

- a) **COSSA Administration (Patricia Frahm)**
  - a. **COSSA Stipends:** Board discussed their desire to approve all stipends prior to implementation due to the fact that the Board Chair's signature is required on the contracts.
    - i. OJ Barber moved and Shane Muir seconded to approve the stipends as presented. Motion carried.
  - b. **New or Revised Board Policies—First Reading: Policy 7430 – Mileage Allowance & Reimbursement.**
    - i. It was moved by John Baldazo and seconded by OJ Barber to approve the revised Policy 7430 after the first reading. Motion carried.
- b) **Special Services (Tammie Anderson)**
  - a. **Special Ed Handbook—the handbook was presented to the board. M. Doramus recommended board approval on the first reading.**
    - i. It was moved by OJ Barber and seconded by John Baldazo to approve the Special Ed Handbook on first reading. Motion passed.
- c) **Executive Session—no executive session was held**

#### **Board Request to Administration –**

1. The Board asked the CEO continue to communicate with Wilder on the MOA and to report back to the board.
2. The Board reminded/informed the CEO and Special Ed director of the requirement that they visit a board meeting in each district once per year.

**Adjournment** – OJ Barber moved to adjourn the meeting at 7:14 p.m. Shane Muir seconded the motion. Motion carried.

Respectfully Submitted,

Rhonda Carpenter, Clerk