

**Board of Trustees
Regular Meeting Minutes
Monday March 18, 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:

Micah Doramus	Superintendent	Notus
Rob Sauer	Superintendent	Homedale
Stoney Winston	Superintendent	Parma
Sara Bartles	Trustee-Board Chairman	Parma
Brittney Josoff	Trustee	Wilder
John Baldazo	Trustee	Notus
Leslie Parker	Trustee	Homedale
Patricia Frahm	COSSA CEO	COSSA
Tammie Anderson	Special Education Director	COSSA
Jennifer Davis	Business Manager/Clerk	COSSA

Not Present: Norm Stewart, Superintendent, Marsing/OJ Barber, Trustee-Vice Board Chairman, Marsing/Dr. Jeff Dillon, Superintendent, Wilder.

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

Consent Agenda/Action Items

- a) Approval of Agenda
- b) Approval of the Consent Agenda
 - i. Board Minutes: February 21, 2024 Regular Meeting
 - ii. Bill Schedule
 - iii. Personnel Report
 - iv. Board Policies – Tri-Annual Review – None at this time.
 - v. Obsolete Items

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

Information Items/Reports

- a) Old Business
 - i. None at this time.
- 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)
- f) COSSA Administration Report (Patricia Frahm) –
 - i. Grants/COSSA Foundation Donation Status
 - ii. CTE program assessment tool

- iii. CTE teacher FTE for ISEE
- 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 – Second Reading**
 - i. CTE Program Assessment Tool –

It was moved by John Baldazo and seconded by Brittney Josoff to approve the CTE Assessment Tool upon adding the language “50% or greater” Student Recruitment Involvement (Participates in District Recruitment Opportunities). Motion Carried.

New Business – Action Items

- a) Administration (Ms. Frahm)
 - i. New or Revised Board Policies – First Reading
 - 1. Personnel Handbook

It was moved by John Baldazzo and seconded by Brittney Josoff that the Personnel Handbook be moved to Second Reading and reflect the following updates/changes:

- 1. Remove “Asst. Principal” from Flow chart on page 6;
- 2. Update Bereavement Leave to reflect “Verification of death may be requested by the HR Department or Office” with an approved leave request on page 12.

Motion Carried.

Executive Session— It was moved by John Baldazo and seconded by Brittney Josoff to convene into Executive Session according to Idaho Code 74-206 (b)(d) at 5:50 P.M. Roll call vote: Homedale, Parma, Notus, Wilder - all present voting in favor. Executive Session adjourned at 6:17 P.M.

Executive Session Action: It was moved by John Baldazo: Whereas the Board will consider conducting a climate survey as part of Superintendent and CEO’s evaluation. The motion was seconded by Brittney Josoff. Motion carried.

Adjournment – John Baldazo moved to adjourn the meeting at 6:19 p.m. Brittney Josoff seconded the motion. Motion carried.

Respectfully Submitted,
Jennifer Davis, Clerk