

APPROVED APRIL 18, 2022

**Board of Trustees  
Special Meeting Minutes  
Thursday, April 7, 2022**

**A. Call to Order** - The special meeting of the Board of Trustees of the Canyon-Owyhee School Service Agency was called to order by Chairman Sara Bartles at 1:00 p.m. in the agency board room.

**a. Pledge of Allegiance** - Chairman Bartles led the Pledge of Allegiance.

**b. Quorum** - Following persons were in attendance:

Dr. Jeff Dillon	Superintendent	Wilder
John Baldazo	Trustee	Notus
Tana Kellogg	Superintendent	Notus
Sara Bartles	Trustee/Chairman	Parma
Stoney Winston	Superintendent	Parma
OJ Barber	Trustee	Marsing
Rob Sauer	Superintendent	Homedale
Patricia Frahm	COSSA Interim CEO/Superintendent	COSSA
Dawnita Tincher	Business Manager/Clerk	COSSA

Not Present: Brittney Josoff, Wilder Trustee/Vice Chairman; Norm Stewart, Marsing Superintendent; and Shane Muir, Homedale Trustee.

Guests: Catherine Bates, ISBA Communications and Program Manager, and Misty Swanson, ISBA Executive Director.

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

**B. Information Items/Reports:**

**a. Superintendent Search Process.**

**I. Hiring Best Practices & Open Meeting Law** - ISBA Executive Director Misty Swanson discussed with the Board hiring best practices and the open meeting law directing the Board to the Attorney General Open Meeting Law Manual which can be located out on the Idaho.gov website at [OpenMeeting.pdf \(idaho.gov\)](#)

**II. Superintendent Certification Overview** - ISBA Executive Director Misty Swanson discussed with the Board the required certifications for the selection process of the received applications for moving forward.

**III. Reference Call Process** - ISBA Executive Director Misty Swanson discussed with the Board that ISBA would like to have some help from the Board members on making

reference calls when the decisions on the applications moving forward has been made.

- IV. Next Steps** - ISBA Executive Director Misty Swanson stated that the next step for the Board would be to convene into Executive Session to discuss received applications to decide applicants moving on to the interview stage and then decide on a date for a special meeting to conduct said interviews.

- C. Executive Session – Idaho Code 74-206(1)(a) – CEO/Superintendent Applications** - Chairman Bartles announced that the next order of business would be Executive Session to consider the CEO/Superintendent applications received as allowed by Idaho Code 74-206(1)(a). After a full and complete discussion upon motion duly made by John Baldazo and seconded by OJ Barber the following resolution was presented: Be it resolved that the Board of Trustees of the Canyon-Owyhee School Service Agency will recess from a public meeting into executive session pursuant to Section 74-206 Idaho Code, to consider the CEO/Superintendent applications received as allowed by Idaho Code 74-206(1)(a). Be it further resolved that following executive session the board will reconvene in public session for the purpose of conducting further business or for adjournment of the meeting. Roll call vote being conducted on the above and foregoing resolution and the same having been counted and found to be as follows: Wilder- Aye Notus – Aye, Parma – Aye, Marsing- Aye, Homedale- Aye, Chairman Bartles declared said resolution adopted. The minutes of the Executive Session of COSSA: The Board of Trustees having properly recessed from open session pursuant to Section 74-206 Idaho Code, directly thereupon convened into an executive session at 1:08 p.m. on the 7th day of April 2022 at the COSSA cafeteria, Wilder, Idaho to consider executive session issues as authorized by Section 74-206(1)(a), Dr. Jeff Dillon, John Baldazo, Tana Kellogg, Sara Bartles, Stoney Winston, OJ Barber, Rob Sauer, Misty Swanson, Catherine Bates, and Dawnita Tincher were present at the Executive Session. The Board then entered into discussion of the matter for which the Executive Session was held. There being no further discussion concerning the subject matter of the Executive Session, at 7:00 p.m. Chairman Bartles reconvened into open session.

Tana Kellogg arrived at 1:10 p.m.

- D. Executive Session – Action Items:**  
**a. Determine CEO/Superintendent Semi-Finalists**

OJ Barber moved to forward applicant Justin Tate in the reference call and CTE Administrator verification process. Rob Sauer seconded the motion. Motion carried.

Rob Sauer moved to forward applicant Todd Shumway in the reference call and CTE Administrator verification process. OJ Barber seconded the motion. Motion carried.

Dr. Jeff Dillon moved to forward applicant Patrica Frahm in the reference call and CTE Administrator verification process. John Baldazo seconded the motion. Motion carried.

John Baldazo moved to forward applicant Todd Fiske in the reference call and CTE Administrator verification process. OJ Barber seconded the motion. Motion carried.

Rob Sauer moved to forward applicant Scott Poncy in the reference call and CTE Administrator verification process. John Baldazo seconded the motion. Motion carried.

OJ Barber moved to forward applicant Brett Agenbroad in the reference call and CTE Administrator verification process. John Baldazo seconded the motion. Motion carried.

- b. Next Steps in CEO/Superintendent Search Process** - ISBA and the Board will make reference calls on the applications moving forward, ISBA will research each applicant moving forwards options for obtaining the CTE Administrator Endorsement, and Dawnita Tincher will set up a doodle poll to determining a date and time for a special meeting to conduct the interviews.

**E. Board Request to Administration** – None at this time.

**F. Adjournment** – OJ Barber moved to adjourn the meeting at 2:12 p.m. John Baldazo seconded the motion. Motion carried.

Respectfully Submitted,

Dawnita Tincher, Clerk