

**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, May 15, 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 6:00 p.m. in the agency board room.

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

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
Dr. Jeff Dillon	Superintendent	Wilder
Brittney Josoff	Trustee	Wilder
Patricia Frahm	COSSA CEO	COSSA
Tammie Anderson	Special Education Director	COSSA
Rhonda Carpenter	Business Manager/Clerk	COSSA
Mandy Pascale	HR/Admin Assistant	COSSA

Not Present: Shane Muir, Trustee, Homedale; Rob Sauer, Superintendent, Homedale

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

**Agenda – Action Items:**

**Consider the approval of Consent Agenda items**

- i. Board Minutes – Regular Meeting April 17, 2023 & Special Meeting May 3, 2023 – as presented
- ii. Bill Schedule (May 15, 2023) – as presented
- iii. Personnel Report – as presented

It was moved by John Baldazo and seconded by Brittney Josoff 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) – no additions to submitted report
- 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:**

1. **New or Revised Board Policies**

- a. Duties Manual & Admin Forms Manual—it was moved by John Baldazo and seconded by OJ Barber to approve both of the Manuals. Motion carried.
- b. 23-24 Classified Salary Schedule—it was moved by John Baldazo and seconded by Brittney Josoff to approve the classified salary schedule as presented. Motion carried.
- c. 23-24 Certified Salary Schedule—It was moved by OJ Barber and seconded by John Baldazo to approve the Certified Salary Schedule with revisions to indicate the Career Ladder amounts according to Idaho Code with an additional Cell to indicate the additional \$5000 per certified position for the FY23-24. Motion carried.
- d. CRTEC Student/Parent/Teacher Manual & COSSA Academy Student/Parent/Teacher Manual: It was moved by OJ Barber and seconded by to move approve both manuals with the removal of the word “Policy” in the title of the CRTEC manual. Motion carried.
- e. Selection of a Medical Plan: It was moved by John Baldazo and seconded by OJ Barber to approve the Option 1 Plan (1000/2000 deductible & max) employees will pay \$75 towards this plan. Motion carried.

**New Business -- Action Items**

a) **Special Services:**

- 1. It was moved by OJ Barber and seconded by John Baldazo to approve two additional Special Education certified teachers for next year. Motion carried.

**Executive Session—pursuant to I.C. 74-206(b)(d)**

It was moved by John Baldazo and seconded by Brittney Josoff to enter into executive session pursuant to Idaho Code 74-206 (b)(d). Motion carried by roll call vote with all in favor. 7:22 PM Adjourned: 7:56 PM

**Executive Session Action Items:**

It was moved by John Baldazo: Pursuant to the applicable provision of Idaho Code and COSSA policy, I hereby move that the Board ratify the April 28, 2023 actions of COSSA CEO, Patricia Frahm in placing Employee 23F of a period of administrative leave and furthermore that such leave be continued until the last day for teachers for the 2022-2023 school year and include the 5 days of extended contract time, which is identified as May 25, 2023. Motion was seconded by OJ Barber. Motion carried.

It was moved by John Baldazo: I hereby move that the Board Issues Employee 23-F with notice of expiration of the Category 1 Contract pursuant to the applicable provisions of Idaho Code. Motion was seconded by OJ Barber. Motion carried.

**Board Request to Administration –**

- Schedule a meeting on May 30 @ 4:30 p.m. and include an Executive Session.

**Adjournment** – John Baldazo moved to adjourn the meeting at 8:01 p.m. OJ Barber seconded the motion. Motion carried.

Respectfully Submitted,  
Rhonda Carpenter, Clerk

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