

Colorado
Organization of
Superintendents'
Assistants

**COSA Meeting Minutes
October 15, 2010**

The meeting was hosted by Linda Lohmann from St. Vrain Valley School District.

Attendees:

Debra Montoya (Adams 50), Laura Ehrlich (Eaton RE2), Lynn Ann Sheats (Brighton 27J), Andrea Strand (Brush RE-2J), Anne Krajcovic (Academy 20), JJ Frazier (Colorado Springs District 11), Janea Fowler (Weld RE9-Ault), Linda Lohmann (St. Vrain Valley) and Mary Stevens (Littleton Public Schools)

Program:

Helen Ryley, Director of Classified Staff Professional Development, spoke about the in-house classified staff training program developed by St. Vrain Valley Schools. Ms. Ryley explained that St. Vrain wanted to address the issue of putting classified personnel in positions with little or no training; therefore, developed a program to address this issue. The program includes a mentor program that connects a new or transfer employee with a veteran employee in the same job category. They also implemented skill block training that is pertinent to each job, which is tied to movement on the salary schedule. The goal is to encourage growth and competence of new employees in their position to enhance retention and student achievement in the district.

Business:

There was discussion regarding the quarterly meetings. Janea Fowler told the group that the hosts for the February and April quarterly meeting had resigned; therefore, new hosts were needed. The group agreed to move to one meeting in the spring. Andrea Strand, Brush, agreed to host the meeting on April 15, 2011.

Dates for the COSA professional development conference was announced June 22-24 at the Holiday Inn Select Cherry Creek.

Ms. Linda Lohmann, Treasurer, shared information on the COSA budget. As of October 15, 2010 the balance in the budget is \$11,650.62.