

History of the executive director's salary reclassification

BOSA Asks for Re-Classification on Oct 10. 2019

From: Kinkel, Anthony (MDE)
Sent: Thursday, October 10, 2019 9:50 AM
To: Funk, Tammy (MDE) <tammy.funk@state.mn.us>
Cc: Deb Henton <dhenton@isd138.org>
Subject: Upgrading the Executive Director's position at the Board of School Administrators

Tammy

At its September 23, 2019, board meeting, the Board of School Administrators approved an updated job description for its executive director and directed me to work with the appropriate agencies to re-classify the position from "executive assistant" to "executive director" with a salary range commensurate with the PELSB executive director which I believe is 20A/20. I have attached the revised job description and the old job description for your information.

Since the board's inception in 2001, it was legislative intent the board be led by an executive director. The statute creating the Board of School Administrators, Minn. Stat. § 122A.14, Subd. 6 states: "The executive director of the board shall keep a record of board proceedings and a register of all persons licensed under this chapter." In the past, the limiting factor in re-classifying this position to its rightful definition has been a lack of financial resources. However, the 2019 Legislature provided the board with the necessary resources to re-classify the position. The board also anticipates re-classifying the other position at BOSA as well.

Moreover, since inception, there has been an increase in duties related to the executive director, namely, legislatively mandated data collection and analysis.

Given the increase in its appropriation, the board is in a position to move aggressively to re-classify these positions. Please let me know who to work with to complete this process. Thank you for your time and attention.

A handwritten signature in blue ink that reads "Anthony G. Kinkel". The signature is fluid and cursive, with a horizontal line underneath the name.

Dr. Anthony G. (Tony) Kinkel

Executive Director

MDE stalled on doing the reclassification. Despite this request from Deb Henton, MDE never did appear at the Board meeting.

----- Forwarded message -----

From: **DEBORAH HENTON** <dhenton@isd138.org>

Date: Fri, Feb 28, 2020 at 1:55 PM

Subject: Re-classification of executive director position

To: Funk, Tammy (MDE) <tammy.funk@state.mn.us>

Dear Tammy:

As you know, in September of 2019, the Board requested that the executive director position be re-classified. With the level of responsibility required of this position and now adequate budgets to fund the position at a level it deserves, re-classification is long overdue. I hope that I have been clear in our previous communications that this is a very high priority with our Board.

Dr. Kinkel tells me your office is short-handed just like the BOSA staff so we are quite sensitive to workloads. Because of this, I have tried to give your team as much time as possible to accomplish this objective. Our Board meets on March 23. I am hopeful that during these last six months we have made progress. I am extending an invitation to you to attend our Board meeting and appraise the members of the progress of this initiative and when we can expect its completion.

I look forward to hearing from you at your convenience. We can put you on the agenda at a time convenient for your schedule. Our meeting starts at 11 a.m. and goes until 1 p.m.

Thank you for your assistance. I know that both Tony and Karen have expressed appreciation for the assistance that MDE HR provides to BOSA.

Sincerely,

Deb--

Deb Henton, Ed.D.

Superintendent

Work: 651-674-1012

Cell: 651-439-7719

GO VIKINGS!

MDE finally gets around to doing the re-classification and rejects it. BOSA wants to Appeal

From: Baumann, Kelsey (MDE) <Kelsey.Baumann@state.mn.us>
Sent: Friday, April 3, 2020 9:54 AM
To: Kinkel, Anthony (MDE) <anthony.kinkel@state.mn.us>; dhenton@isd138.org
Subject: Result of Reallocation Request

Good Morning Tony and Deb,

I have completed my analysis on Tony's position, and attached is a summary. Please let me know what questions you have.

Best,

Kelsey Baumann

Human Resources Consultant

From: Kinkel, Anthony (MDE) <anthony.kinkel@state.mn.us>
Sent: Friday, April 3, 2020 11:52 AM
To: Baumann, Kelsey (MDE) <Kelsey.Baumann@state.mn.us>; dhenton@isd138.org
Subject: RE: Result of Reallocation Request

Kelsey:

I will consult with Dr. Henton on an appeal. We are very disappointed with this review.

A handwritten signature in blue ink that reads "Anthony G. Kinkel". The signature is written in a cursive style with a horizontal line underneath the name.

Dr. Anthony G. (Tony) Kinkel

Executive Director

<Kelsey.Baumann@state.mn.us>
Sent: Friday, April 3, 2020 11:55 AM
To: Kinkel, Anthony (MDE) <anthony.kinkel@state.mn.us>; dhenton@isd138.org
Subject: RE: Result of Reallocation Request

Sounds good. Please know that an "appeal" (per MMB) does need to include new information that we did not have in our original review. This typically means that the position description was not accurate, or we were not

aware of a certain body of work that could have impacted the classification, or there was incorrect analysis conducted. If you have questions on this, please let me know, I'm here to help.

Kelsey

BOSA to Appeal to the Commissioner of Education the Audit Review. The Commissioner never took up the appeal.

On Mon, May 4, 2020 at 8:49 AM DEBORAH HENTON <dhenton@isd138.org> wrote:

Dear Commissioner Ricker,

In recent months the Board of School Administrators has been attempting to reclassify the executive director position. We have been initially denied in our effort and informed that we should appeal the decision directly to you. Please see the attached information that we believe will be helpful for your review.

Have a wonderful week ahead. Thank you for your consideration.

Best regards,

Deb Henton,

Chair Board of School Administrators

On Jun 17, 2020, at 12:00 PM, DEBORAH HENTON <dhenton@isd138.org> wrote:

Dear Commissioner Ricker,

I am sorry to bother you again about this matter, but I am wondering if you have had a chance to review the attached information. I am finishing up as Chair of BOSA as of June 30 and would like to complete this process as soon as possible and before my tenure is finished. Please be assured that the entire membership of BOSA is in agreement with this request.

Thank you for your consideration,

Best regards,

Deb

From: Ricker, Mary Cathryn D (MDE) <MC.Ricker@state.mn.us>
Sent: Wednesday, June 17, 2020 12:14 PM
To: DEBORAH HENTON <dhenton@isd138.org>
Cc: Kinkel, Anthony (MDE) <anthony.kinkel@state.mn.us>
Subject: Re: Letter of appeal

Good afternoon:

Thank you for resending this. Yes, I have asked for an alternative review so it is not just the same process done over again. I will let you know what progress I make! Thank you, too, for reminding me of the end of your term. I really appreciate your work leading this effort!

Together, Mary Cathryn D. Ricker, Minnesota Commissioner of Education

From: Kinkel, Anthony (MDE)
Sent: Wednesday, June 17, 2020 12:33 PM
To: Ricker, Mary Cathryn D (MDE) <MC.Ricker@state.mn.us>; DEBORAH HENTON <dhenton@isd138.org>
Subject: RE: Letter of appeal

Thank you, Dr. Henton and Commissioner Ricker, for your consideration.

In accordance with the requirements made of other educational agencies such as MDE and PELSB, I firmly believe the level of complexity and responsibility for leading this agency and meeting the legal obligations of the Governor's Office, MMB, the Attorney General's Office, Administrative Law Judge in rule-making, enforcement of state statute, legislative relations, media relations, and data reporting, warrants a re-classification.

A handwritten signature in blue ink that reads "Anthony G. Kinkel". The signature is fluid and cursive, with a horizontal line underneath the name.

Dr. Anthony G. (Tony) Kinkel

Executive Director

