

Minnesota Board of School Administrators

BOSA Monthly Meeting

Minnesota Department of Education Board Room CC13

1500 Highway 36 West, Roseville, MN 55113

June 8, 2015

12:30 p.m. – 2:00 p.m.

Board Members Present:

Nancy Antoine, Tracine Asberry, Jean Harr, Deb Henton, Kim Hartung,
Mary Mackbee, Robert Meyer, Louise Sundin

Board Members Excused:

Denise Kapler

Staff:

Fiona Ruthven, Asst. Attorney General & Counsel to the Board

Janet Mohr, Executive Director BOSA

Karen Millar, Administrative Assistant

Guests:

Hue Nguyen, Assistant Commissioner, MDE

Bill Wold, Capella University

CONVENE: MEETING WAS CALLED TO ORDER AT 12:35 p.m.

I. APPROVAL OF 06/08/2015 AGENDA:

ROBERT MEYER MOVED TO APPROVE THE AGENDA AS REVISED. TRACINE ASBERRY SECOND. MOTION CARRIED.

II. APPROVAL OF 05/11/2015 MINUTES:

NANCY ANTOINE MOVED TO APPROVE THE MINUTES. TRACINE ASBERRY SECOND. MOTION CARRIED.

III. EXECUTIVE DIRECTOR'S REPORT:

- o JANET MOHR reported on the following:

- A. Service Recognition for Richard Wassen

- B. FY16/17 Budget Projections

- a. FY16 \$228

- b. FY17 \$231

- C. IT Project for Fee Payment System readiness –
- a. Meeting scheduled with IT Governance Committee in July to propose project for inclusion in MNIT project plan.
 - b. Research needs to be done with a financial institution to understand the processing and service fees. This will be done by BOSA and information will be provided to MNIT.
 - c. IT project if accepted may require funding from BOSA. BOSA has inquired about paying funds forward from the FY15 budget to the Odyssey Fund. If MMB approves, is the Board in agreement to move funds forward from FY15 budget to the Odyssey Fund? Louise: Recommendation to include Pay Pal.

D. Annual Plan Agreement

- a. Dr. Tracy Reimer has agreed to work on revisions to the Administrative Licensure Program Approval Process document during the month of June.
- b. Compensation for document revision proposed is \$3,000. This includes revising the document in June, meeting (s) with the BOSA workgroup in the fall and presenting the revisions to the university collaborative members in October.

JEAN HAAR MOVED to approve the APA agreement for Dr. Tracy Reimer's work as a contractor for the fee of \$3,000 for completion of the Five-year Review. ROBERT MEYER SECOND. MOTION CARRIED. (Kim Hartung not present when vote was called.)

E. Fee Letters for FY16

- a. Mailing will be done the last week of June so expenses are applied to the FY15 budget.

F. FY15 Budget

- a. Proposed budget surplus is estimated at \$23,000 as of June 1, 2015
- b. Proposed expenses for the month of June: APA (3,000), office equipment and supplies (5,000), projected IT costs (up to 10,000 to Odyssey fund), mileage (1,000). Estimated balance less than \$1,000 by 6/30/2015.

G. Monthly Budget Expenditures (handout).

H. Draft – Agenda for Retreat – Reviewed and finalized with board members

- a. Hiring a facilitator discussed

I. FY15 Budget

- a. Met with MDE's Contracting Unit. So far I have not moved forward to contact anyone to assist with projects.
- b. Meeting with finance next week to review our budget projections.

J. FY16 and FY17 current base of \$225,000 is still in the budget.

V. COMMITTEE REPORTS

A. Ethics Committee:

Reviewed 18 files

2 new files opened

6 Conduct Reviews approved

Remaining files are waiting for information on court date.

B. Licensing Committee

ROBERT MEYER MOVED to approve a request for Variance from MR 3512.0500 under Minnesota Statute 14.056 for Tamara Sieve, Bloomington Public Schools, ISD 271 as Executive Director of Community Services. DEB HENTON SECOND.

Discussion: At May 11th meeting the committee denied the Letter of Approval for Tamara Sieve under MR3512.0500, Subpart 9d. The school superintendent shall verify in writing the district's inability to contract with a fully licensed director of community education for a position. (6 Yes votes; 1 No vote; 1 Abstention)

MOTION CARRIED.

DEB HENTON MOVED to approve a request for Variance from MR3513.2300 under Minnesota Statute 14.056 for Thomas Critchley for Roseville Area Schools as Interim Principal. ROBERT MEYER SECOND. Discussion: Since Mr. Critchley's license expired on June 30, 2014, he requested an extension to 02/01/2016 under MR3513.2300, Lapsed License. He has been offered a position as an interim principal. Mr. Critchley is requesting another one-year license to continue his employment as an interim principal. He has provided a plan for completion of 125 clock hours by February 1, 2016. (7 Yes votes; 1 No vote.) MOTION CARRIED.

Committee is seeking more information on third candidate.

C. Communication/Legislative Committee Update: Louise Sundin

- a. Ask the legislature for clarification on all the data research. Do our own analysis; find out who will do it and how much it will cost. Principal evaluation bills similar. BOSA should be proactive in helping to clarify language.
- b. Regarding the retreat: Before the committees come up with action plans, first identify short-term and long-term goals. The 4th piece would be to develop action plan for 2015-16.

D. Professional Development and Program Review: Jean Haar

- a. Dr. Dennis Morrow proposed that research, teaching, writing, evaluating and other academic activities be added to the materials now allowed for continuing education for licensure. Reviewed request and rule but we are not able to adopt this policy under current rule. Recommend we address this issue after we move into rulemaking.

- b. Request for a new administrative license for director of curriculum and instruction. Currently this rule doesn't exist but Board may want to look into this when we move into rulemaking.

D. Executive Committee Report: No further report.

- V. MDE Report: Hue Nguyen, Assistant Commissioner of Education
We are all waiting to find out when the special session will be. The education Bill is as final as we can get it to this point and just waiting for the committee hearing on Friday, 6/12. They are working off the base bill of 400M. 125M has been added to the education budget, which includes 5M for BIE schools, 10M for Head Start and 17.5M for early education scholarships. We are working on clarification of language on many items in the bill.
Questions from the board followed on the progress of the final bill and concern was expressed regarding unfunded reporting mandates. Hue will work with us to resolve the policy issues currently facing the board.
- VI. BOARD MEMBER REPORT: NONE
- VII. PUBLIC COMMENTS: NONE
- VIII. OLD BUSINESS: NONE
- IX. NEW BUSINESS: NONE
- XI. ROBERT MEYER MOVED TO ADJOURN. TRACINE ASBERRY SECOND. MOTION CARRIED.

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Meeting adjourned at 2:03 p.m.
Next meeting – Monday, August 10, 2015

Respectfully submitted by:
Karen L. Millar
Administrative Assistant