

# Minnesota Board of School Administrators

## **BOSA Monthly Meeting**

Minnesota Department of Education Board Room CC13

1500 Highway 36 West, Roseville, MN 55113

August 10, 2015

12:30 p.m. – 1:30 p.m.

### **Board Members Present:**

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

### **Board Members Excused:**

Denise Kapler

### **Staff:**

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

Angela Behrens, Asst. Attorney General

Janet Mohr, Executive Director BOSA

Karen Millar, Administrative Assistant

### **Guests:**

Bill Wold, Capella University

## **CONVENE: MEETING WAS CALLED TO ORDER AT 12:36 p.m.**

### **I. APPROVAL OF 08/10/2015 AGENDA:**

NANCY ANTOINE MOVED TO APPROVE THE AGENDA AS AMENDED. ROBERT MEYER SECOND. MOTION CARRIED.

### **II. APPROVAL OF 07/13/2015 MINUTES:**

ROBERT MEYER MOVED TO APPROVE THE MINUTES. KIM HARTUNG SECOND. MOTION CARRIED.

### **III. EXECUTIVE DIRECTOR'S REPORT:**

- JANET MOHR reported on the following:
  - Acknowledgement of Fiona Ruthven
  - FY16 Financial Report – Brief summary of categories and allotted funds.
  - FY15 Financial Report. There is no data to present at this time. Finance is still in the process of costing out FY15.

- Online Fee Payment System
  - Attended a meeting with IT Governance Committee July 2015 with disappointing results
  - Set up for online payment system, estimated at \$75,000
  - Annual maintenance fee estimated at \$30,000
  - Committee suggested BOSA request appropriation from legislature.
  - Online payment would be available to us in 2018-19.
  - Will investigate discrepancy of funds paid forward to Odyssey Fund in comparison to new estimates of online payment system.
- Annual Plan Agreement completed for Board Retreat at the cost of \$2,000
- FY15 Annual Plan Agreement
- Dr. Tracy Reimer, of Bethel University, revised the Administrative Licensure Program Approval Process document during the month of June.
- The BOSA workgroup and the university collaborative will review the revisions prior to Board approval.
- Annual Internal Control System – Pursuant to MN Statute Section 16A.057, Subdivision 8, the head of each executive agency is responsible for designing, implementing, and maintaining an effective internal control system within the agency to:
  - Safeguard public funds and assets and minimize incidences of fraud, waste, and abuse;
  - Ensure that programs are administered in compliance with federal and state laws and rules;
  - Require documentation of internal control procedures over financial management activities, provide for analysis of risks, and provide for periodic evaluation of control procedures to satisfy that these procedures are adequately designed, properly implemented, and functioning effectively.
  - Each agency must annually certify that they have reviewed their agency's internal control systems and that these systems are in compliance with standards and policies established by MMB.
- Attended the Back-to-School MDE/MASA Conference, August 4 & 5.
- Attended the Minnesota School Boards Association Meetings, August 3rd.

## V. COMMITTEE REPORTS

### A. Ethics Committee:

Reviewed 15 files

Closed 1 file

Remaining files are waiting for information or court date.

### B. Licensing Committee

a. NANCY ANTOINE MOVED to approve a Variance for Jennifer Grabow, Moorhead Public Schools, as the Director of Special Education. ROBERT MEYER SECOND. Discussion: Jennifer is working toward licensure and will complete her

program in May of 2016. She is the most qualified of the candidates and is closest to obtaining the necessary license. MOTION CARRIED.

b. ROBERT MEYER MOVED to approve a Variance for Barry A. Johnson, Eagle Valley Schools, as the Superintendent. DEB HENTON SECOND. Discussion: This will be the third variance for Barry. He will be finishing his program next week and will be fully licensed. MOTION CARRIED.

c. ROBERT MEYER MOVED to approve a Variance for Nicole Norton, Brooklyn Center Public Schools, as Director of Special Education. DEB HENTON SECOND. Discussion: There were 6 viable candidates for this position but several dropped out of the application process. Nicole was the top candidate and is enrolled at Mankato, to finish in May of 2016. She currently holds SPED teaching licenses. MOTION CARRIED WITH ONE ABSTENTION. (Jean Haar)

d. DEB HENTON MOVED to approve a Variance for Donald Scheckel, Hiawatha Valley Education District, as Director of Special Education. ROBERT MEYER SECOND. Discussion: This is the third variance for Donald Scheckel – he will be completing his licensure program in September 2015. MOTION CARRIED.

e. NANCY ANTOINE MOVED to approve a Variance for Debbra Marcotte, Hiawatha Valley Education District, as Director of Special Education. ROBERT MEYER SECOND. Discussion: Debbra is being hired as the executive director. She is licensed as a Superintendent, but the district is requiring that she also obtain a license for a Director of Special Education. MOTION CARRIED.

C. Communication/Legislative Committee Update: NONE

D. Professional Development and Program Review: NONE

E. Executive Committee Report: No further report.

V. MDE Report: NONE

VI. BOARD MEMBER REPORT: NONE

VII. PUBLIC COMMENTS: NONE

VIII. OLD BUSINESS: NONE

IX. LICENSURE MATTERS: NONE

X. NEW BUSINESS: NONE

XI. ADJOURN:  
TRACINE ASBERRY MOVED TO ADJOURN. KIM HARTUNG SECOND. MOTION CARRIED.

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Meeting adjourned at 1:14 p.m.

Next meeting – Monday, September 14, 2015

Respectfully submitted by:

Karen L. Millar  
Administrative Assistant