

# Minnesota Board of School Administrators

## BOSA Monthly Meeting

Minnesota Department of Education Board Room CC13

1500 Highway 36 West, Roseville, MN 55113

September 12, 2016

12:30 p.m. – 2:00 p.m.

### Board Members Present:

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

**Board Members Excused:** Denise Kapler, Mary Mackbee

### Staff:

Corrine Wright-MacLeod, Asst. Attorney General  
Janet Mohr, Executive Director  
Karen Millar, Administrative Assistant

### Guests:

Harry McLenighan, MN Principal Assessment Services  
Bill Wold, Capella University  
Dr. Lucy Payne, St. Thomas University

CONVENE: MEETING WAS CALLED TO ORDER BY Chair Mary Mackbee at 12:31 p.m.

- I. APPROVAL OF 09/12/2016 AGENDA:  
ROBERT MEYER MOVED TO APPROVE THE AGENDA. TRACINE ASBERRY  
SECOND. MOTION CARRIED.
- II. APPROVAL OF 08/01/2016 MINUTES:  
NANCY ANTOINE MOVED TO APPROVE THE MINUTES WITH CORRECTIONS.  
TRACINE ASBERRY SECOND. MOTION CARRIED.
- III. EXECUTIVE DIRECTOR'S REPORT
  - Janet Mohr reported on the following:
    - FY16 legislative allocation was 228K. FY16 budget ended at 207K.  
Carry over to FY17 is approximately 21K. (Handout)
      - Payments by Department for FY16. (Handout)
    - FY17 legislative allocation is 231K and with the FY16 carryover of  
21K the FY17 budget is 252K. Unexpended funds do not carry over  
to FY18 (Handout)
    - The Legislative Committee on Educator Licensing met on

August 23, 2016. Mary Mackbee and Jan Mohr testified. Key facts about the work of the Board of School Administrators were provided to the Committee. (Handout) The Committee meets on September 29th and the co-chairs may have a proposal to discuss with the Committee. The Board should begin to discuss next steps.

- The annual fee letter was sent at the end of August. (Handout)
- Every Student Succeeds Act (ESSA) meeting participation opportunities are on the MDE website.
  - ESSA timeline. (Handout)
  - <http://education.state.mn.us/MDE/dse/ESSA/state/> (Handout)
- Association of Metropolitan School Districts (AMSD) Policy Conference is on November 15, 2016, from 7:30 a.m. to 1 p.m. at the TIES Building, located at 1667 Snelling Avenue N. The topic is Best Practices in Improving Outcomes Cost-Effectively for Struggling Students, Including Those with Special Needs and English Language Learners. Each organization is allowed up to four seats. The fee for this conference is covered through the membership fee.
- Letter of resignation from the executive director with a proposed termination date of January 5, 2017. (Handout) Once the Board takes action, HR will be notified and the position will be posted. TRACINE ASBERRY MOVED to accept the letter of resignation from the executive director. ROBERT MEYERS SECOND. MOTION CARRIED.
- Job posting needs to be updated.
- Revised Committee roster as recommended at the board retreat. (Handout)

#### IV. COMMITTEE REPORTS

##### A. Licensing Committee

**NANCY ANTOINE MOVED** to approve a request for Variance by Brooklyn Center Community Schools #286, for Nicole Norton for Special Education Director. **TRACINE ASBERRY SECOND.** Discussion: Ms. Norton is scheduled to complete her MA Degree in December 2016. She has completed all licensure program requirements for Director of Special Education licensure. **MOTION CARRIED.**

##### B. Ethics Committee:

- a. Reviewed 1 Conduct Report – Approved
- b. Received 4 new complaints and opened 2 as cases
- c. Closed 8 cases today
- d. Currently reviewing a total of 35 cases
- e. 1 Stipulation agreement to review in closed session today.

##### C. Communications/Legislative Update: Louise Sundin

Most of the information was covered in the Executive Director's report. However,

we will have to address the issue of finances. Committee will meet after the Board meeting today.

**D. Professional Development and Program Review:** Kim Hartung  
The Professional Development Committee reviewed information from the 5-year Winona review that was completed on April 17<sup>th</sup> & 18<sup>th</sup>. Winona has two licensure programs – K-12 Principal and Superintendent. The Committee had some concerns about the review and asked Winona for more information. The concerns were addressed to the satisfaction of the Committee. **KIM HARTUNG MOVED** to approve the 5-year review for Winona State University. **ROBERT MEYER SECOND. MOTION CARRIED** with one abstention – Louise Sundin.

E. Executive Committee: No report.

**V. MDE Report:** NONE

**VI. BOARD MEMBER REPORT:** Louise Sundin  
Mary Mackbee was on Almanac this weekend celebrating the 150<sup>th</sup> Anniversary of St. Paul Central. It was a very nice interview.

**VII. PUBLIC COMMENTS:**  
Lucy Payne from St. Thomas University introduced herself. She plans to attend future board meetings in connection with her position at St. Thomas.

**VIII. OLD BUSINESS:** NONE

**IX. LICENSURE MATTERS:**  
**ROBERT MEYER MADE A MOTION** to move to closed session. **NANCY ANTOINE SECOND. MOTION CARRIED.** Session was closed at 1:25 p.m.

**DEB HENTON MOVED** to approve the stipulation agreement agreed to by Mr. Andrew Dokken. **NANCY ANTOINE SECOND. MOTION CARRIED.**

**NANCY ANTOINE MADE A MOTION** to return to open meeting. **ROBERT MEYER SECOND. MOTION CARRIED.** Session was reopened at 1:35 p.m.

**X. NEW BUSINESS:** NONE

**XI. ADJOURN:**  
TRACINE ASBERRY MOVED to adjourn. **ROBERT MEYER SECOND. MOTION CARRIED.**

Meeting adjourned at 1:36 p.m.  
Next meeting – Monday, October 10, 2016

Respectfully submitted by:  
Karen L. Millar  
Administrative Assistant