

m **MINNESOTA**
BOARD OF SCHOOL
ADMINISTRATORS

DR. TONY KINKEL, EXECUTIVE DIRECTOR

1500 West Highway 36
Roseville, MN 55113
651-582-8754 • 651-797-1608 (Fax)
<http://mnbose.org>
Anthony.kinkel@state.mn.us

License Committee Meeting

BOSA Board Room
St. Paul College
317 Marshall Ave.
St. Paul, MN

10:00a.m. -10:30 a.m.
Nov. 22, 2021
Agenda

Appeals

Kurt Jaeger has appealed the executive director's decision to deny a principal's 320-hour field experience to be supervised by a "Director" of an Upper School instead of a "principal."

Background:

3512.0200 Subp. 3(B)

B. An applicant for licensure as a superintendent or principal must complete within 12 continuous months at least 320 hours of field experience in elementary, middle or junior high, and high schools as an administrative intern to a licensed and practicing school principal for principal licensure or a licensed and practicing superintendent for superintendent licensure. The applicant must complete at least 40 hours of field experience at each school level not represented by the applicant's primary teaching experience.

Board Members

Chair: Nancy Antoine

Dr. Scott Wallner, Dr. Jinger Gustafson, Jill Lofald, Mary Frances Clardy,
Christine Osorio, Dr. Melissa Schaller, Dr. Tracy Reimer, Louise Sundin, Drew Hildenbrand

Historically, the board is always required the title of principal to serve as supervisor of of field experience.

Staff Recommendation Support the appeal. Director Harrington is a licensed principal and serves as the equivalent of a principal at Hill-Murray High School. Since Mr. Jaeger is not required to have a principal's license to work at the Providence Academy, it is beneficial to the state to facilitate his obtaining a license.

Waiver Request

Moorhead School District is requesting a waiver of Minnesota Rule 3512.2050 to allow Emily Smith, assistant principal at Moorhead High School, to extend her provisional license for an additional year.

Background:

3512.2050 PROVISIONAL LICENSE.

A. The board may issue a two-year nonrenewable provisional license to an applicant under part 3512.2600 who has not completed a licensure program equivalent in credits and substantially equivalent in content to board-approved programs.

The board has the authority to waive any rule not required by state statute or court order. Requests to extend provisional licenses are rare (the Licensing Committee has dealt with four cases since I became executive director in 2017). Each case is decided on a case-by-case basis. Historically, the Licensing Committee has required extenuating circumstances outside the candidate's control, i.e., military service, illness, coursework not available in time at the university, etc.

On Sept. 11, 2019, Emily Smith was issued a provisional principal's license. In October 2021, Ms. Smith self-reported that she had neglected to complete the required coursework for her provisional license (see attachment from Moorhead School District). She has subsequently enrolled at Minnesota State University-Moorhead and must complete 12 credits for her initial license. Moorhead School District has re-assigned Ms. Smith to a Dean of Students. The district has revised its internal licensure review process to ensure this does not happen again.

Staff Recommendation:

This request is similar to the Stringer case with two exceptions. First, Ms. Smith self-reported the lapse vs a citizen group reporting it. Second, Ms. Smith needs 12 credits for licensure vs. the 25 credits Stringer needed.

This is a difficult decision in light of the Stringer case.

Thief River Falls School District requests a variance to hire Holly Ward as a non-licensed director of special education.

- | | |
|---|------|
| A. Request for Administrative Variance on file? | Yes |
| B. District's tried to hire a licensed applicant? | Yes |
| C. Would the application of the rule result in hardship or injustice? | Yes |
| D. Would a variance be consistent with the public interest? | Yes |
| E. Would the variance positively serve an educational need? | Yes |
| F. Would a variance compromise the purpose of the rule? | No |
| G. College or University Candidate is attending | MSMU |
| H. Would the variance prejudice the substantial legal/economic rights | No |

Staff Analysis:

The district lost their director this year. They did a search and screen and the one licensed candidate turned down the offer. The candidate is a special education teacher with an Autism Certificate and an advocate with RCE. She is enrolled in a director's program at Minnesota State-Moorhead and is expected to finish in July 2022.

Staff Recommendation:

Support

LeRoy-Ostrander School District requests a lapsed license variance for Superintendent Jennifer Backer-Johnson

- | | |
|---|-----|
| I. Request for Administrative Variance on file? | Yes |
| J. District's tried to hire a licensed applicant? | NA |
| K. Would the application of the rule result in hardship or injustice? | Yes |
| L. Would a variance be consistent with the public interest? | Yes |
| M. Would the variance positively serve an educational need? | Yes |
| N. Would a variance compromise the purpose of the rule? | No |
| O. College or University Candidate is attending | NA |
| P. Would the variance prejudice the substantial legal/economic rights | No |

Staff Analysis:

The district hired Ms. Backer-Johnson as a part-time superintendent until they decide their long-term future. Ms. Backer-Johnson has been a principal at South Washington County and also teaches part-time at St. Mary's University. Ms. Backer-Johnson simply forgot to renew her license. BOSA staff has verified that she has well over the 120 clock hours to qualify for license renewal. Her application materials have been sent to PELSB and she is waiting for it to be processed which typically takes three weeks.

Staff Recommendation:

Support

11/02/2021

To: Dr. Anthony G. Kinkel, Executive Director MN Board of School Administrators, and Licensing Committee of the Board of School Administrators

From: Kurt Jaeger, Interim Upper School Director Providence Academy

Re: Principal Licensure Field Experience Appeal

Dr. Kinkel and Licensing Committee,

Respectfully, I'm writing to appeal the recent decision Dr. Kinkel made regarding my request to do my Principal field experience under Mrs. Kelly Harrington, Director of the Upper School at Hill-Murray High School. I understand, and respect Dr. Kinkel's decision to deny my request based on interpretation of BOSA Minnesota rule 3512.0200, subpart 3B. Like many in my circumstance even though I do not need to be licensed I desire to work toward licensure while working in a private school setting. With that in mind, I ask for your consideration that my supervision for my field experience be done under Mrs. Harrington who holds a current Minnesota Principal's license and is working as Principal at Hill-Murray even though her title is Director of the Upper School.

Attached to this letter I'm sharing a copy of Mrs. Harrington's Minnesota Principal License. I'm also including a copy of her job description which I believe demonstrates that while Mrs. Harrington's title is Upper School director her work at Hill Murray is that of Principal. In closing I'd also like to share a message from Mrs. Harrington. "I am the Principal at Hill-Murray High School and I believe it will be a great learning experience for Kurt to do his field experience with me!"

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kurt m. Jaeger".

Kurt Jaeger



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

The Position

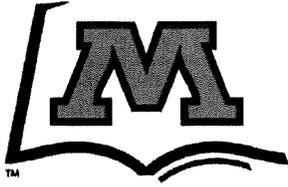
The Upper School Director oversees the day-to-day operations of the 9 - 12 division, leads the development of curriculum in partnership with the Academic Leadership Team and faculty, supports the growth of faculty through professional development and evaluation, oversees the creation of the division calendar and student academic schedules, represents the school in front of current and prospective Upper School parents, and manages Upper School student life issues. The Director is supported by the newly created - Dean of Students position - who will collaborate with the counseling team along with faculty advisors. The Director works closely with other division directors and is a member of the senior leadership team. The Upper School Director reports directly to and partners with the President. The new Director will find a team of faculty committed to growth and excellence, student support, and shared leadership.

The next Upper School Director will provide educational knowledge and vision and the organizational, interpersonal, and leadership skills to guide and support a talented group of faculty and students. The Director will play a pivotal role in moving the division to the next level.

The next Upper School Director at Hill Murray will benefit from the school's notable strengths which include:

Strengths of the School

- A Catholic school culture that is focused on intellectual inquiry and engagement;
- A strong and innovative academic program that challenges each student to engage fully in learning that is interesting, demanding, and rewarding;
- A large campus serving a 6 - 12th grade school community;
- An engaged, passionate, and devoted Upper School faculty dedicated to meeting the needs of individual students;
- A strong commitment to creating an innovative learning environment that is inclusive of all students;
- A well-balanced program of academics, arts, and athletics to engage every student;
- The support of The Nicholas Center to fuel teaching and learning excellence by helping every student reach success and bridging research and practice;
- A commitment to living the school's Catholic identity through a commitment to Benedictine, Lasallian and the Catholic values of servant leadership.
- A collaborative, enthusiastic, and welcoming senior leadership team with a shared leadership ethos.



MOORHEAD
AREA PUBLIC SCHOOLS

Independent School District 152

District Operations Center

1313 30th Ave. S., Moorhead, MN 56560 ■ Fax: 218-284-3333

www.moorheadschoools.org

■ Superintendent: 218-284-3330

■ Assistant Superintendent for Learning and Accountability: 218-284-3310

■ Human Resources and Operations: 218-284-3350

To the Board of School Administrators,

The district was notified on October 26, 2021 that Emily Smith had allowed her provisional license to expire on June 30, 2021. Ms. Smith has been acting in the role of Assistant Principal at Moorhead High School since September 2019. The district immediately responded by removing Ms. Smith's principal credentials, and adjusting her job duties to remove both reference to the title of principal, and assigning her duties in alignment with a Dean of Students while addressing the lapse in her license. Documentation of this action has been included in this letter for your review.

Ms. Smith had been working with Minnesota State University Moorhead to identify the coursework needed based on her previous principal credentialing in New York State. In light of the events of the pandemic beginning March 2020, Ms. Smith had placed her coursework on hold and had mistaken her initial expiration date for her provisional license as 2022. She believed that she had additional time to complete the coursework. Ms. Smith self-reported her expired license upon discovery, both to the Executive Director of MNBOSA, as well as to the school district. In addition, Ms. Smith has worked with Dr. Boyd Bradbury at MSUM in order to immediately register for the required classes to obtain licensure. The classes and schedule are as follows and a copy of the registration is provided with this letter:

Spring 2021

ED 695 Intro to Ed Lead (1 credit)

ED 640 Pre-K-12 School Admin (3 credits)

ED 636 Policy & Ed Finance (2 credits)

ED 794 Practicum—K-12 Admin (2 credits)

Summer 2021

ED 695B Portfolio Presentation (1 credit)

ED 793 Seminar: Special Services for Principals (3 credits)

The district has reviewed all processes to support and identify expiration dates for administrative licensure and payment of BOSA fees, and will review this process in writing and in-person during the Instructional Administrative meeting on November 23, 2021. Licensed principals have been included in the internal system of probationary and tenured staff, in which notification is made when a license is expired or is about to expire. Ms. Smith was not on the probationary list. All administrators will be placed on this electronic list for individual and human resources notification, and the human resources department will also do a manual check of administrative license expiration dates on June 1 of each year. A calendar reminder has been placed in the calendars of the Executive Director of Human Resources and



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Operations, the Director of Human Resources, and the Human Resources Generalist for review in order to provide another level of review to assure that this does not occur again.

At this time, I would like to respectfully request that the Board of Administrators waive Administrative Rule 3512.2050 in order to allow the provisional license to be extended from two to three years for Ms. Smith. This will allow for her to complete the required coursework towards full principal licensure, identifying a new expiration date of 6/30/2022.

Thank you for your consideration,

Sincerely,

Dr. Brandon Lunak, Superintendent

Dragon ID 15057050 |

Registration Results for Minnesota State University Moorhead, Spring 2022:

Credit Courses

Registration Successful

ID #	Subj #	Sec #	Sec Title	Dates	Days	Time	Crds	Grade Method	Instructor	Delivery Method	Loc
001270	ED	695A 01	Introduction to Educational Leadership/Portfolio	01/10 - 03/04	M/a	N/a	1.0		Johnson, James	Completely Online-Asynchronous	9
000511	ED	636 01	Policy and Educational Finance	03/07 - 05/11	M/a	N/a	2.0	Normal	Mills, Christopher	Completely Online-Asynchronous	9
000705	ED	640 01	PreK-12 School Administration	01/10 - 03/04	M/a	N/a	3.0	Normal	Mills, Christopher	Completely Online-Asynchronous	9
000250	ED	794 01	Principal (Practicum in Administration)	01/10 - 05/11	M/a	N/a	2.0		Johnson, James Swaggert, Julie Mills, Christopher	Completely Online-Asynchronous	9

[View/Modify Schedule](#)

[Visit Bills and Payment](#) to arrange payment.

Your **REGISTRATION** may be **CANCELLED** if payment requirements have not been met by the published due date. Please go to your college or university website at <https://www.mnstate.edu/costs/payment-dates.aspx> for more information about your financial obligations. You will become obligated for all unpaid balances relating to courses for which you have registered **AT ANY MINNESOTA STATE COLLEGE OR UNIVERSITY** (even if you are not actually attending the classes at that school) unless you drop/withdraw from **ALL** your classes within the withdrawal period defined in Board Policy 5.12. You will be **BILLED** for any unpaid balances unless you take these actions. Read summary of related Board policy.

International Students: full-time enrollment is required for you to maintain your F-1 immigration status. Failure to enroll full-time may affect your ability to remain in the United States.



Dehmer, Kristin <kdehmer@moorheadschoools.org>

Fwd: Change in Title

1 message

Haag, Josh <jhaag@moorheadschoools.org>
 To: "Dehmer, Kristin" <kdehmer@moorheadschoools.org>

Wed, Oct 27, 2021 at 8:16 AM

Josh Haag
 9-12 Principal
 Moorhead Area Public Schools ISD 152
 Moorhead, MN 56560

jhaag@moorheadschoools.org
 218-284-2230

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

From: **Haag, Josh** <jhaag@moorheadschoools.org>
 Date: Tue, Oct 26, 2021 at 8:18 PM
 Subject: Change in Title

To: Moorhead High School - Location <mhs.facultystaff@moorheadschoools.org>, Jeff Schneider <jschneider@moorheadschoools.org>, Rud, Chantz <crud@moorheadschoools.org>, Hannah Reisdorf <hreisdorf@moorheadschoools.org>, Gabriel Lassila <glassila@moorheadschoools.org>, Cheryl Adams <cadams@moorheadschoools.org>, Michener, Courtney <cmichener@moorheadschoools.org>, Katie Boer <kboer@moorheadschoools.org>, Mara Nustad <mnustad@moorheadschoools.org>, Grady Carlson <gcarlson@moorheadschoools.org>, Joel Korynta <jkorynta@moorheadschoools.org>, Marissa Jensen <mjensen@moorheadschoools.org>, Kathi Salvevold <ksalvevold@moorheadschoools.org>, Trish Roningen <proningen@moorheadschoools.org>, Spotts, Leah <lspotts@moorheadschoools.org>, Tom Dryburgh <tdryburgh@moorheadschoools.org>, Jill Hanson <jillhanson@moorheadschoools.org>, Weiss, Frederick <fweiss@moorheadschoools.org>, Megan Ramsey <mramsey@moorheadschoools.org>, Bethany Peterson <bpeterson@moorheadschoools.org>, Amy Riccio-Galde <ariccio@moorheadschoools.org>, Kelsy Jenkins <kjenkins@moorheadschoools.org>, Jorde Hutton <jhutton@moorheadschoools.org>, Matthew Novotny <mnovotny@moorheadschoools.org>, Zachary Wilkie <zwilkie@moorheadschoools.org>, Amy Serck <aserck@moorheadschoools.org>, Wylie Wisnewski <wwisnewski@moorheadschoools.org>, Jamie Church <jchurch@moorheadschoools.org>, Gulbranson, Alicia <agulbranson@moorheadschoools.org>, Armando Flores <aflores@moorheadschoools.org>, Andrea Thiner <athiner@moorheadschoools.org>, Johnathon Poppe <jpoppe@moorheadschoools.org>, Tamera Ehlers <tehlers@moorheadschoools.org>, Holland, Norma <nholland@moorheadschoools.org>, Yanira Cardona <ycardona@moorheadschoools.org>, Rajin Mayi <rmayi@moorheadschoools.org>, John Clancy <jclancy@moorheadschoools.org>

Moorhead 9-12 Faculty and Staff,

At this time, I would like to inform you that Emily Smith will not be acting in the role of Assistant Principal for a period of time to be determined due to a concern with her principal licensure in the state of Minnesota. While Emily works on the requirements for principal licensure, she will be stepping into the role of Dean of Students. She will continue with the majority of her current duties at the high school to provide support to staff and students.

Emily will be unable to complete evaluations or suspension of students during this period of time. I will step in to assist in the evaluation of staff and will also be responsible for any paperwork that requires an administrative signature. Please contact me if you have any questions or concerns. Thank you.

Josh Haag
 9-12 Principal
 Moorhead Area Public Schools ISD 152
 Moorhead, MN 56560

jhaag@moorheadschoools.org

Meet Our Principals



Meet Principal Josh Haag

Josh Haag is principal at Moorhead High School, Moorhead High School Career Academy and Moorhead Alternative Learning Center (formerly Red River Area Learning Center). He started in this position in 2021. Haag earned his bachelor's degree in elementary education from the University of Minnesota Morris. He taught middle school math and social studies for five years in Clinton-Graceville-Beardsley before moving into an administrative role in Sebeka. Josh earned his master's degree in educational leadership along with his principal and superintendent licenses from Minnesota State University Moorhead. He served as an assistant principal and activities director in Sebeka for six years before coming to Moorhead. Josh was an assistant principal at Moorhead High School for seven years prior to being hired as the principal of alternative learning and the new Career Academy in 2019. Josh resides in Moorhead with his wife, Bekah, and their three children, Deacon, Aubrey and Maryn.

[Email Principal Haag](#)



Meet Assistant Principal Angela Doll

Angela Doll is an assistant principal at Moorhead High School since 2013. Doll began her education career as a special education teacher for students with emotional behavior disorders and specific learning disabilities. She has both a master's degree and an education specialist degree in educational leadership from Minnesota State University Moorhead and holds Minnesota licenses in principal K-12, director of special education, special education (both EBD and SLB), and teacher coordinator of work based learning. Her favorite part of working at Moorhead High School is the diversity of the student body and the variety of courses and pathways available for students to take to prepare them for the next phase of their lives. In her free time she enjoys spending time with friends and family, volunteering and creating stained glass art.

[Email Assistant Principal Doll](#)



Meet Dean of Students Emily Smith

Emily Smith is a Dean of Students at Moorhead High School since 2019. Before coming to Moorhead, Smith started her career in education as a high school ESL, math teacher and administrator in Brooklyn, NY. She has a master's degree from Hunter College and a master of education and principal certification from Teachers College at Columbia University. Her favorite part of working in schools is seeing students learn and grow throughout their high school experience, and watching students participate in their graduation ceremony. She has cried at every single graduation she has attended since she started teaching. In her free time, Smith likes to run, bike and generally spend time outside as much as possible.

[Email Dean of Students Smith](#)

m MINNESOTA
BOARD OF SCHOOL
ADMINISTRATORS

1500 Highway 36 West, Roseville, MN 55113

Administrative variance for hiring a non-licensed administrator

Notwithstanding laws on charter schools, Minnesota Rule 3512 requires an administrator performing administrative services to be appropriately licensed. On rare occasions, the Board of School Administrators will work with entities to allow a non-licensed individual to perform in a position for which licensure is required through a variance process under Minnesota Rule 3512.5300.

A variance to hire a non-licensed administrator may be granted to an entity for one year. On rare occasions, the board may extend a variance provided the entity provides sufficient reasons why the work was not completed.

To be eligible for a variance, an entity must verify that all other licensed administrators are appropriately licensed and have gone to the BOSA website and paid their annual BOSA fee of \$100, which is due April 1 of each school year.

To be considered for a variance, an entity must gather the following documents *and scan them into one document* and email them to the executive director:

1. Submit a completed copy of the Request for Administrative Variance Form
2. Submit an official position description with the job functions.
3. Submit a letter of recommendation from the university program advisor on behalf of the applicant for the variance that specifically lists the date in which the advisor expects the applicant to complete the program.
4. Make a reasonable efforts to ensure that persons affected by the variance have timely notice of the request for a variance. A district must provide the board the following:
 - ✓ A copy of school board minutes that were published in the local newspaper that shows action was taken regarding a request for variance.
 - ✓ A copy of the email notifying the executive director of the appropriate professional association that the entity is asking for a variance. [Click here for a Sample template](#)

For example, for a director of special education variance, one would email the executive director of the Minnesota Administrators for Special Education.

- ✓ A copy of the email notifying any licensed individual who applied for the position that the district is seeking a variance to hire a non-licensed individual for the position that they applied for. Please note that the notice must include the job description of the position of the variance request and a statement indicating that individuals objecting to the variance application may email written comments to the executive director of the Board of School Administrators.

5. In addition to the documentation, entities must *mail in* a \$55 check made out to the Board of School Administrators.

Complete the Request for Administrative Variance Form below. Please complete a separate form for each administrator for whom a variance request is made.

Request for Administrative Variance Form

- District Name and District Number: Thief River Falls Public Schools ISD 564/ 0564-01
- District Superintendent and **cell phone** number: Donita Stepan / 612-518-9814
- Current name and File Folder Number of the individual for whom the variance is requested. The name and the File Folder number must match: _____
Holly Ward / 452541
- Has the District verified that all other administrators on staff are fully licensed and have paid their annual fee? Yes
- Administrative area of the variance request:
 Superintendent (or assistant supt.) K-12 Principal (or assistant principal)
 Director of Community Education Director of Special Education (or assistant)
- Did any applicant holding an appropriate administrative license apply for the position?
Yes
- If applicable, please describe why the district made a decision not to contract with a fully licensed administrator? We offered the position to the only licensed candidate, but they turned it down.
- Please list the unlicensed applicant's additional skills, experience, education, or other qualifications that better align with the requirements of the position. Special Education
Licensure - Teacher, Autism Certificate - Teacher and Consultant, Advocate MN RCE
- Provide the name of the administrative education licensure institution the applicant for the variance will be or is attending. Minnesota State University Moorhead
- If this is a request for extending a variance, please list the reasons why the applicant did not complete the required work within one year. Also, please specify the date that you wish the variance to be extended not to exceed one year. N/A
- Has the district conducted the appropriate backgrounds checks of the applicant?
Yes

I attest that the information stated in this request for a variance is true to the best of my knowledge and that I have verified that all other administrators are fully licensed and have paid their annual fee.

Donita Stepan

Date: 11-11-21

District Superintendent or School Board Chair

Thief River Falls Public Schools Job Description

Position Title: Learner Support Services Director		Building/Department: DSC/Educational	Contract: 260 days/yr						
Immediate Supervisor's Position Title: Superintendent		FLSA Status: Exempt Bargaining Unit: None							
Job Summary: Provides leadership and supervision in conformance with federal, state, and local rules and regulations to ensure a free appropriate public education for all students with disabilities in alignment with the District's Strategic Plan. In addition, oversees the Northwest Area Learning Center, Multi-Cultural Student Services/Indian Education, English Learner Programming, Section 504, and other programs that support at-risk learners ages 0-21. This position also administers the District's Teacher Mentorship Program.									
Education Requirement		Experience/Certification Requirement							
Minimum education required: (Choose One)		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">License/Certification Required: Special Education Director's License issued by PELSB. <i>(Preference given to candidate possessing dual license as K-12 Principal)</i> Special Education Teaching license</td> </tr> <tr> <td colspan="2">Major Field of Study or Degree Emphasis: Educational Administration or Educational Leadership</td> </tr> <tr> <td colspan="2">Required Work Experience in Addition to Education: <ul style="list-style-type: none"> • Minimum of 3 years proven and successful teaching experience in Special Education • Minimum of 3 years administrative experience supervising instructional programming and staff preferred. • Preferred experience in managing budgets, grant writing, program development, and evaluating personnel. • Knowledge of special education issues, federal and state law and educational research based instructional practices. </td> </tr> </table>		License/Certification Required: Special Education Director's License issued by PELSB. <i>(Preference given to candidate possessing dual license as K-12 Principal)</i> Special Education Teaching license		Major Field of Study or Degree Emphasis: Educational Administration or Educational Leadership		Required Work Experience in Addition to Education: <ul style="list-style-type: none"> • Minimum of 3 years proven and successful teaching experience in Special Education • Minimum of 3 years administrative experience supervising instructional programming and staff preferred. • Preferred experience in managing budgets, grant writing, program development, and evaluating personnel. • Knowledge of special education issues, federal and state law and educational research based instructional practices. 	
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Less than High School Diploma									
High School Diploma or GED									
1 year college	2 years college								
3 years college	4 years college								
6 years college									
Master's Degree									
✓	Specialist Degree (Spec Ed Director)								
Doctorate									
Other:									

Responsible for supervision and evaluation of the following positions:

Direct Supervision		Indirect Supervision	
1	Teachers	1	Special Education Paraprofessionals
2	ALC Coordinator	2	CTSS Staff
3	Multi-Cultural Student Services Coordinators/Liaisons	3	
4	Support Staff		
5	Student and Family Support Coordinators		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Development and Administration

- | |
|---|
| <ul style="list-style-type: none"> • Initiates, creates and manages grant writing and financial processes for programs that meet the needs of diverse learners. • Works in close collaboration with Administrators and the Director of Teaching, Learning and Technology to evaluate the effectiveness and efficiency of Special Education and other learner support services. • Works to implement an RtI and problem solving process in order to provide early intervening services. |
|---|

- Ensures and facilitates CPI training for staff as required by law and ISD #564.
- Manages the Continuous Improvement Monitoring Process (CIMP) and develops District goals based on analysis of data for the purpose of improving the outcomes for students.
- Builds coalitions with public and private agencies, organizations, professional personnel and families to ensure services for learners are appropriate and in the least restrictive environment. This includes services for non-public students.
- Organizes and leads parent advisory groups and committees related to Special Education and other learner support services programs as well as others as designated by the Superintendent.

Program(s) Development and Oversight

- Evaluates District Learner Support Services programs and monitors the implementation and compliance of those programs.
- Analyzes program information/data and prepares documentation to report to the Minnesota Department of Education for the purpose of providing written support, conveying information and complying with federal and state regulations.
- Recommends policies, programs, and procedures essential to the needs of children, ensuring adherence to federal, state, and local rules and regulations.
- Designs and oversees processes that protect confidentiality of records and information pertaining to special education and other learner support services that are governed under federal, state, and local rules and regulations pertaining to student data protection.
- Interprets the rules and regulations of special education and other learner support services to the board, administration, staff, parents and public.

Financial

- In collaboration with the Finance Director, creates budgets, develops recommendations and maintains information on state and federal funding while applying expenditure control processes on established budgets.
- Manages fiscal resources for Learner Support Services Programs, including writing and reporting requirements of grants, monitoring maintenance of effort, and ensuring compliance with federal and state rules and regulations as well as fiscal efficiency in providing required services.
- Prepares all local, state, and federal reports as required within governed timelines.
- Directs the third party billing process for services provided by the District for the purpose of gaining fiscal resources.
- Maintains and monitors a system of inventory control for Learner Support Services materials and equipment.

Due Process

- Ensures that the District is in compliance with IDEA to assure compliance, continuous improvement, and program development as appropriate.
- Directs and monitors the special education, english learner and 504 processes as well as advises staff and administrators of legal requirements governing Special Education and other federal programs as assigned.

- Consults and problem solves with building level administrators and special education staff regarding difficult and/or potentially litigious special education issues.
- Manages special education dispute resolution processes.
- Establishes and facilitates procedures to monitor data regarding child find, evaluation, and IEP services to ensure that they are in compliance with all federal, state, and district rules and regulations.

Staff

- Makes recommendations for staffing levels for the purpose of providing services that ensure free appropriate education along with fiscal efficiency.
- Supervises and evaluates Learner Support Services Staff in cooperation with the building administrators.
- Recruits, recommends for hire, and assigns learner support services staff according to district and building needs in collaboration with administrators and program managers. Ensures that all Learner Support Service staff are highly qualified and licensed for their position.
- Directs personnel for the purpose of delivering services that improve the outcomes of learners and meet the requirements of federal and state rules and regulations.
- Assists building principals and program managers with evaluation and discipline matters involving Learner Support Services staff and students as needed for the purpose of providing support and complying with federal, state, and district policies.
- Plans and facilitates training for staff to ensure that personnel remain current in issues affecting the delivery of special education services and related services.

This description describes the general nature and worked expected of an individual assigned to this position. Employees may be required to perform other job-related duties as assigned by his/her supervisor. All requirements are subject to possible modifications to reasonably accommodate individuals with a disability.

Hazardous Working Conditions: Generally, work is performed under normal office conditions. Frequent travel to other buildings or out of the district meetings, including required attendance at state level meetings. Occasional exposure to students with severe emotional and behavioral difficulties.

Physical Job Requirements associated with this position can be best summarized as follows:
Light Duty: Mostly typical office conditions. Position requires periods of sitting and working at computer office equipment, standing, walking throughout buildings.

Physical Job Requirements: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		✓		
Walk		✓		
Sit			✓	
Use hands dexterously (use fingers to handle, feel)		✓		
Reach with hands and arms		✓		
Climb or balance		✓		
Stoop/kneel/crouch or crawl		✓		

Talk or hear				✓
Taste of smell		✓		
Physically (Lift and carry) up to 10 pounds			✓	
Up to 25 pounds		✓		
Up to 50 pounds assisted		✓		
Up to 75 pounds assisted		✓		
Up to 100 pounds assisted		✓		
More than 100 pounds assisted		✓		

Physical Job Requirements: Indicate according to essential duties/responsibilities:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.



College of Education and Human Services
Department of Leadership and Learning
320-220-4553 T
Michael.coquyt@mnstate.edu

October 2022

Dear Reader,

Holly Ward asked me to provide a letter of recommendation on her behalf. It is with pleasure that I recommend Holly for a leadership position in your district. I have known Holly since January 2021 when she first entered the Educational Leadership program at MSUM. I feel qualified to provide this recommendation since I have served as both instructor and advisor. Holly is a high performer from both perspectives. I would strongly encourage consideration of Holly's candidacy for Learner Support Services Director for Thief River Falls. I would expect Holly to finish her coursework for her Special Education Director license in late July, 2022. If you have any questions, please contact me at 320-220-4553 or Michael.coquyt@mnstate.edu

Sincerely,

A handwritten signature in black ink that reads 'M. Coquyt'.

Dr. Mike Coquyt, EdD
Professor of Educational Leadership and Curriculum & Instruction
Coordinator of the Curriculum and Instructor Graduate Program
Department of Leadership and Learning
Minnesota State University Moorhead

Regular Board Meeting
Independent School District 564 – Board of Education
October 25, 2021
6:00 p.m.
DSC Board Room

A Regular Meeting of Independent School District #564 Board of Education was held Monday, October 25, 2021, beginning at 6:00 p.m. in the DSC Board Room. The following board members were present: Mike Spears, Misty Hempel, Michelle Westerman, Ryan Walseth and Craig Mattson. Members absent were: Wayne Nomeland and Chris Melbye.

Staff members present were: Melissa Bushy, Bob Wayne, Scott Brekke, Kelly Weets, and Tanya Monson-Ek.

Also present were: Marlene Anderson and Dave Hill.

The Pledge of Allegiance was recited.

Vice Chair Misty Hempel called the meeting to order at 6:00 p.m. and Clerk Mike Spears confirmed that a quorum was present.

A motion was made by Mike Spears and seconded by Michelle Westerman to approve the October 25, 2021 agenda as amended. Motion carried.

A motion was made by Craig Mattson and seconded by Mike Spears to approve the minutes of the October 12, 2021 Regular Board Meeting as presented. Motion carried.

A motion was made by Mike Spears and seconded by Ryan Walseth to approve the bills as submitted and on file in the School District Business Office. Motion carried.

Public Comment: None.

Superintendent's Report:

Our COVID numbers look good. Shout out to our school cleaners and our building staff for keeping our buildings clean, sanitized and safe for students and staff.

It is our expectation that all students who are participating in a school overseas trip, get vaccinated. This includes those going to New York for the Choir trip. We just can't take the chance of a student getting sick, or not being able to attend an event where a vaccine is required. We don't know all the rules overseas and we believe this is the best way to keep everyone safe and ensure they can return home when the trip is completed.

We are preparing for the next step in our Director of Special Education licensure. The current Director contract will expire at the first of the year, so the district will apply for a variance in order for Holly Ward, our current coordinator, to become adequately licensed.

Our Referendum vote is just around the corner on November 2. I think we have done everything we can to get the information out to our community, so hopefully they feel like they are informed. We have one last listening session that will take place on November 1, from 6-7 pm in the LHS Commons. This is for anyone who still has questions. However, anyone can always just reach out if they have questions.

Committee Reports:

Donita Stepan gave a recap from the October 13, 2021 MEC Joint Powers Committee meeting.

Student Reports:

LHS Seniors, Daniella Niebuhr and Kaden Mostrom, were in attendance and provided an update on upcoming events at Lincoln High School.

Recognitions:

- A. Congratulations to LHS students Avery Skaar, Abby Flaagan and Brooklyn Broadwell for making it to the Girls Tennis Section Tournament. Abby and Brooklyn won Section doubles and will advance to the MN State Tournament October 28-29, 2021. They beat the #1 team from the South, 6-1 and 6-1.

Presentations:

Scott Brekke and Kelly Weets gave a presentation on their LHS Fall Building Vision Cards.

Kelly Weets presented the two options for the Academic Calendar for the 2022-23 school year. The school board will vote and approve the calendar at the November 8 school board meeting.

Real World Authentic Opportunities:

A motion was made by Craig Mattson and seconded by Michelle Westerman to approve the request to add Red Lake County Central to our current Wrestling Cooperative Agreement with Warren, Newfolden, and Goodridge. Motion carried.

Voice and Choice:

A motion was made by Ryan Walseth and seconded by Mike Spears to approve the contract with Amy Rinowski, an Independent Service Provider, to provide Deaf and Hard of Hearing services from October 13, 2021 - June 3, 2022. Motion carried.

Equitable Experiences:

A motion was made by Ryan Walseth and seconded by Craig Mattson to approve the Facilities Use Request from the TRF Backcourt Club to use Challenger Elementary School Gyms 1-4 on Sundays beginning November 1, 2021 through March 20, 2022 from 5 -7 pm. Motion carried.

Safety (Strategic Direction D):

Staff Growth:

- A. A motion was made by Mike Spears and seconded by Michelle Westerman to approve the Consent Agenda and as appropriate, per negotiated contract, salary and benefits and an acceptable background check. Motion carried.

Personnel:

1. Approve the employment of **Conner Fawcett**, Cleaner, effective October 25, 2021.
2. Accept the resignation of **Gerald Gonsorowski**, Bus Driver, effective October 22, 2021.
3. Approve the termination of **Tasha Nissen**, Cleaner, effective October 25, 2021.
4. Approve the leave of absence for **Mark Paulson**, Mechanic, from October 4, 2021 until approximately December 31, 2021.
5. Approve the leave of absence for **Mary Anderson**, Special Education Teacher, FMS, from November 29, 2021 until approximately January 10, 2022.

6. Approve the leave of absence for **Cassie Berg**, Teacher, FMS, from approximately March 25, 2022 until June 6, 2022.

B. A motion was made by Michelle Westerman and seconded by Mike Spears to approve the Memorandum of Agreement with the Thief River Falls Education regarding the HRA/HSA contributions. Motion carried.

C. A motion was made by Craig Mattson and seconded by Michelle Westerman to approve the 2021-23 General Terms and Conditions of Employment for Unaffiliated Cleaner Employees. Motion carried.

D. A motion was made by Mike Spears and seconded by Ryan Walseth to Establish and Post for the following positions: Motion carried.

1. Special Education Paraprofessional

Effective Date: Immediately

a. 1.0 FTE

2. Targeted Services - CES - November 8, 2021- March 7, 2022

a. One (1) Coordinator - up to 75 hours

b. Up to Twelve (12) Gr. 1-5 teachers - up to 50 hours each

c. Up to Three (3) Paraprofessionals - up to 50 hours each

Strong Fiscal Management:

Other Items:

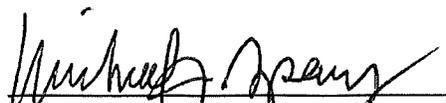
A. Policies:

1. A motion was made by Ryan Walseth and seconded by Craig Mattson to approve the renewal of **MSBA 102 Equal Education Opportunity** policy with changes. Motion carried.
2. A motion was made by Mike Spears and seconded by Michelle Westerman to approve the renewal of **MSBA 406 Public and Private Personnel Data** policy w/ changes. Motion carried.

Adjournment:

Vice Chair Hempel adjourned the meeting at 7:07 pm.


Wayne Nomeland, Chair


Mike Spears, Clerk



Amber Lindgren <amber.lindgren@myprowler.org>

Variance for a Special Education Director

1 message

Amber Lindgren <amber.lindgren@myprowler.org>

Thu, Nov 11, 2021 at 3:25 PM

To: jpklaber@gmail.com

Cc: Amber Lindgren <amber.lindgren@myprowler.org>

Good Afternoon,

I am writing because our District is applying for a variance for a Special Education Director. We lost our Director right before the start of the school year. We immediately posted and started recruiting for the open position. We only had one licensed applicant, who was an internal candidate, and she ended up turning down the position. Since, we are contracting out Special Education Director services through Northwest Regional Interdistrict Council, but they are only able to offer their services through the end of 2021. In addition, we have found a candidate who we feel is a great fit for our District. She has a special education background, and she is currently finishing up educational programs that will allow her to apply for both a Director of Special Education and a K-12 Principal license.

Thank you.

--

Amber Lindgren

Human Resources Director

Independent School District #564

230 Labree Ave. South

Thief River Falls, MN 56701

218.681.8711 ext. 5225

m MINNESOTA
BOARD OF SCHOOL
ADMINISTRATORS

1500 Highway 36 West, Roseville, MN 55113

Administrative variance for a lapsed license

Minnesota Rule 3512 requires that an administrator who allows their continuing license to lapse for more than 60 days and is currently employed as an administrator or supervisor, must obtain a variance from the Board of School Administrators (BOSA) while the board renews the license. The Licensing Committee of the Board of School Administrators reviews the variance request. The Committee meets once a month except for August and sometimes December.

An administrative licensure variance may be granted to allow the candidate to complete the requirements for re-licensure.

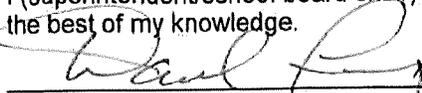
To be considered for a variance, an individual must complete the following:

1. Verify that the annual BOSA fee of \$100, which is due April 1 of each school year, has been paid. Annual fees are paid electronically on the BOSA website.
2. Include a \$55 check made out to the Board of School Administrators.
3. Complete the Request for Administrative Variance Form below. Lapsed licenses for non-superintendents require the signature of the superintendent. Lapsed licenses of superintendents requires the signature of the school board chair.

Request for Administrative Variance Form

- District/Charter School Name and District Number: 499
- Name of the individual for whom the variance is requested: Jennifer Backer-Johnson
- Minnesota Licensure File Folder #: 400899
- Administrative area of the variance request:
 Superintendent (or assistant supt.) K-12 Principal (or assistant principal)
 Director of Community Education Director of Special Education (or assistant)
- Why were you not able to renew your license on time? Forgot it was time to renew.
- If this variance were to be granted, do you have enough BOSA-approved clock hours to qualify for renewal? Yes, I have over 200 verified hours.

I (superintendent/school board chair) attest that the information stated in this request for a variance is true to the best of my knowledge.



Date: 11/16/21

**If the superintendent or school board chair refuses to sign the form, you may record the date that you made the request and put that on the line.*