

**October 31, 2022**

**11:00 am – 1:00 pm**

**Board Members Present:** Nancy Antoine, Melissa Schaller, Jinger Gustafson, Drew Hildenbrand, Mary Frances Clardy, Christina Osorio, Louise Sundin, and Jill Lofald joined via Zoom.

**Staff:** Karen Schaub and Janet Pladson

**Guests:** Brian Severson-Hall (applicant for BOSA Board), Gabrielle Caron (new BOSA Administrative Assistant), and Kala Kopliski (SMSU)

1. **CONVENE: The meeting was called to order by Chair Antoine at 11:08 AM**
2. **Director Schaller MOVED** to approve the agenda of 10/31/2022

**Director Hildenbrand SECOND. MOTION CARRIED**.

1. **APPROVAL 10.31.2022 MINUTES: Director Clardy MOVED** to approve the minutes. **Director Hildenbrand SECOND. MOTION CARRIED**.
2. **Committee Reports:**
   1. **Licensing Committee:**
      1. Did not meet on 10.31.2022
   2. **Professional Development & Program Review**
      1. **APPROVAL** of the BOSA site review team’s recommendation for the five-year re-certification of Walden University for K-12 Principal licensure. **Director Gustafson MOVED. Director Clardy SECOND. MOTION CARRIED.**
      2. **APPROVAL** of the University of Minnesota request that the condition from the BOSA five-year program review regarding the advisory board, be rescinded. The recommendation from the Professional Development and Program Review Committee was to rescind the condition and shift to an area for improvement. **Director Gustafson MOVED**. **Director Clardy SECOND. MOTION CARRIED**
   3. **Ethics Committee**-
      * 1. No New Cases
        2. Five open cases.
        3. One new case for licensing.
   4. **Legislative Committee:**
      1. Did not meet on 10.31.2022
3. **MDE Report – None**
4. **Board Member Reports: None**
5. **Public Comments: None**
6. **Discussion Items:**
   1. Continuing Education Credits (CEUs)
      1. Several stakeholders have been reached out to for input and information compiled including a review of the Rule.
         1. How does the Board of School Administrators review and offer CEUs?
         2. Can administrators receive CEUs for teacher training?
         3. Is there a limit to the number of CEUs approved for one training?
         4. Are the CEU requests administrator and/or teacher based?
      2. Examples of CEUs that have been limited (i.e., book studies, site supervisors for administrative licensure candidates).
7. **Business:**
   1. Welcome Gabrielle Caron, the new administrative assistant starting November 9, 2022.
   2. Updates on new Continuing Education Units (CEU) Form:
      1. Executive Director Schaub shared this is an attempt to streamline the application and confirmation process for CEUs.
      2. Rich Westgard provided a demonstration of a potential provider and shared options. The cost will depend on the level of use. Director Schaub shared that dollars had been set aside, by former Executive Director Kinkel, in the Odyssey Account.
   3. Open Board positions
      1. Director of Community Education
         1. Waiting to hear from Governor’s office
      2. Current openings for Higher Education Administrator, Secondary Principal, and Classroom Teacher.
         1. Executive Director meeting with representatives from the Governor’s Office to learn more about expectations.
         2. Positions filled by March 2023
         3. Individuals can apply by November 7 or until position are filled.
         4. Announcement email sent to Minnesota Association of Secondary School Principal (MASSP).
   4. 2023-2024 and 2024-2025 Budget Request
      1. Executive Director Schaub has been working through the budget process with Minnesota Management and Budget. BOSA, annually, brings in approximately $400,000.00. The budget is approximately $319,000.00.
      2. Executive Director Schaub has requested a .50 for additional personnel and increase current support staff five more hours. Memberships in variety of organizations (for outreach). Approximately $64,000. New legislative mandate surrounding licensure data for individuals to be licensed. BOSA will also receive a $22,000.00 increase.
      3. Even though Executive Director had to submit the budget, the submitted budget will be brought forward to the Board at the November 2022 meeting.
8. **Executive Director’s Report**
   1. Conference Attendance
      1. Executive Director Schaub reported how helpful it has been to attend Association Conferences (i.e., Superintendent’s Conference, MASE, MCEA).
9. **Adjournment**

**Director Osario, MOVED** and **Director Clardy, SECOND. MOTION PASSED.**