

December 12, 2022
11:00 am – 1:00 pm

Members Present: Jinger Gustafson,

Remote: Nancy Antoine, Melissa Schaller, Louise Sundin, Tracy Reimer, Drew Hildenbrand, Mary Frances Clardy, Jill Lofald Excused: Christine Osorio

Staff Present: Karen Schaub, Janet Pladson, Gabby Caron

Guests: Richard Westgard, Barb Nicols

I. Convene – The meeting was called to order by Chair Antoine

Note: this will be a zoom meeting with most Board members on zoom. However, we will still have the Board Room open, and the public will be welcome to join our meeting in person.

II. Director Clardy MOVED to approve the agenda of 12.12.22

Director Gustafson SECOND. MOTION CARRIED

III. APPROVAL 11.21.22 of MINUTES: Director Clardy MOVED to approve the minutes. Director Schaller SECOND. MOTION CARRIED. Roll Call Taken.

Gustafson - Aye Lofald - Aye Clardy - Aye Reimer - Aye Osorio - Aye Schaller - Aye Sundin
- Aye Hildenbrand - Aye Antoine - Aye

IV. Committee Reports:

a. Licensing Committee –

Director Osorio **MOVED** to approve the request for a Director of Community Education variance for Jeremy Rupp of Duluth Public Schools District #709. The variance expires in January 2024. **Director Schaller, SECOND. MOTION CARRIED. Roll Call Taken.**

Gustafson - Aye Lofald - Aye Clardy - Aye Reimer - Aye Osorio - Aye Schaller - Aye Sundin
- Aye Hildenbrand - Aye Antoine - Aye

Director Lofald **MOVED** to approve the request for a K-12 Principal variance for Karla Weishalla of Bertha-Hewitt Public Schools District #786. The variance

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

expires June 30th, 2023. **Director Schaller, SECOND. MOTION CARRIED. Roll Call Taken.**

Gustafson - Aye Lofald - Aye Clardy - Aye Reimer - Aye Osorio - Aye Schaller - Aye Sundin
- Aye Hildenbrand - Aye Antoine - Aye

Director Schaller **MOVED** to approve the request for the Superintendent of Litchfield to serve as the Director of Community Education until August 1st, 2023, when the new incumbent receives their Director of Community Education license.
Director Osorio, SECOND. MOTION CARRIED. Roll Call Taken.

Gustafson - Aye Lofald - Aye Clardy - Aye Reimer - Aye Osorio - Aye Schaller - Aye Sundin
- Aye Hildenbrand - Aye Antoine - Aye

b. Professional Development & Program Review

Capella University completed its program review with two conditions. Capella University has one condition that remains unmet. Director Schaub sent a letter asking for clarification. Director Schaub will provide an update at the next Board meeting on January 23rd, 2023.

c. Ethics Committee

No new cases to report

Five pending cases

1 case recently closed

d. Legislation and Communications Committee- none

V. MDE Report - NA

VI. Board Member Report

Director Clardy reports that this will be her last Board meeting, and it has been a pleasure serving on the Board of School Administrators.

VII. Public Comments

VIII. Business

A. Survey Results Bar Nicol:

i. BOSA Stakeholder Survey

Conducted in October online via Survey Monkey

The survey was sent to 49 Key stakeholders

- ii. BOSA Stakeholder Final Questions
- iii. BOSA Survey multiple choice summary
There is a general awareness of the Board of School Administrators but at a basic level.

Goals moving forward – Create regular communication channels, develop relationships, serve as a trustworthy resource, and use the survey to advocate for future funding.

- iv. Draft survey to all licensed administrators

Mr. Westgard is assisting in gathering the email addresses of the licensed administrators

- v. Questions

Director Reimer- Asked for updates on the survey as it progresses to build off and continue making progress in the future.

B. 1st Draft of the Revised By-Laws- for discussion -attached

A. Revised By-Laws

Director Schaub is wondering if an annual meeting should be time to annual discuss and review bylaws. The Board agrees with the decision.

B. Current By-Laws

The first reading of the By-Laws will be discussed at the January 23rd, 2023, Board meeting

C. CEUs form update – Rich Westgard

Mr. Westgard has been working on creating an app to help with CEU approval. There will be an onboarding section for new users to learn how to utilize the app and all its features. The final draft of the app is scheduled to be completed on December 16th, 2023. Director Gustafson offered to be a tester for the new system.

IX. Executive Directors Report

In January or February 2023, Director Schaub would like to invite back the staff/Board members who have left the Board of School Administrators to honor them in a celebration to thank them for their time and talents.

X. Adjournment

Chair Antoine, MOVED, and Director Reimer, SECOND. MOTION PASSED

XI. Next Meeting January 23, 2022

11:00 am – 1:00 pm