**Board of School Administrators**

**Board Meeting Minutes**

February 27th, 2023

**Members Present:** Jinger Gustafson, Nancy Antoine, Melissa Schaller, Louise Sundin, Tracy Reimer, Drew Hildenbrand, Christine Osorio,

**Remote**: Jill Lofald

**Staff Present:** Karen Schaub, Janet Pladson, Gabby Caron

**Guests**: Richard Westgard and Brian Siverson-Hall

1. **Convene –**The meeting was called to order by Chair Antoine at 11:04 a.m.  **all votes will be roll call today**
2. Director Hildenbrand MOVED to approve the agenda of 01.23.23 Director Schaller SECOND. MOTION CARRIED Roll Call Taken No agenda adjustments

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

1. **APPROVAL 01.23.23** of MINUTES: Director Rei. MOTION TO APPROVE AS AMENDED Director Gustafson. SECOND by Director Hildebrand. MOTION CARRIED.

Roll Call Taken.

Gustafson – Aye Antoine – Aye Schaller – Aye Sundin – Aye

Reimer-Aye Hildenbrand – Aye Osorio – Aye Lofald - Aye

1. **Committee Reports**
2. Licensing Committee

Director Schaller MOVED that a year variance be approved for Monticello School District seeking a variance for Michael Carr (301479) for an administrative variance for a 5-year lapse license.   Mr. Carr retired during COVID, did not intend to work in education again, and needs to have all of the 125 CEUs needed to renew his license. Director Osorio, SECOND. Roll call vote was taken.

Gustafson – Aye Antoine – Aye Schaller – Aye Sundin – Aye

Reimer-Aye Hildenbrand – Aye Osorio – Aye Lofald - Aye

1. Professional Development and Program Review-
   1. Process for a Mini University Review will be developed.
   2. Motion made by Reimer to remove the Variance for approval for a continuing education program from the BOSA website. Motion Seconded by Gustafson. Roll call vote was taken. MOTION passes

Gustafson – Aye Antoine – Aye Schaller – Aye Sundin – Aye

Reimer-Aye Hildenbrand – Aye Osorio – Aye Lofald - Aye

* 1. New Chair of the PPDPR was announced as Director Gustafson

1. Ethics Committee
   1. Director Hildebrand reported:

The Ethics Committee is reviewing the new MN Stat.214.035, which takes place on July 1, 2023

Eight conduct reviews, all dismissed

Five opened

Four continued cases

Two seeking more information

1. Legislation and Communications Committee- None
2. **MDE Report- NONE**
3. **Board Member Report**

What is the rule on attending Board Meetings via Zoom?

* + Director Osorio is recommending seeing if there is flexibility around the meeting law
  + Director Lofald stated she would look further into the meeting law to provide more clarity for the Board

1. **Public Comments- None**
2. **Business**
3. Director Reimer MOVED to approve the [**2nd Reading of the Revised By-Laws**](https://docs.google.com/document/d/1-vZfP0pFa22DYxdW1cgfDQgzNopuaOek/edit?usp=sharing&ouid=103409176482781205975&rtpof=true&sd=true)of Director Schaller SECOND. MOTION CARRIED Roll Call Taken No agenda adjustments
   1. **New CEUs test from results – Rich Westgard/ Gabby Caron**

Gabby Caron and Rich Westguard met via zoom with a group of individuals to test out the new CEU request process. The individuals provided Gabby and Rich with their feedback. Rich will take the feedback and make the requested changes within the app.

* 1. **Collaborative Meeting- January 31, 2023 – Jinger Gustafson**
     1. **Consumer Guide Updated – website**

Director Schaub and Director Gustafson co-chaired the Collaborative meeting on January 31st via zoom. A lot was accomplished. The Program Directors appreciated coming together as a group. The group collected a handful of helpful data on when the collaborative meetings should be held, how many times a year, etc. The next Collaborative meeting is yet to be decided.

Dr. Pladson talked about provisional licenses and what that entails. Gabby Caron is working on updating the Consumer Guides to reflect the University’s current information.

1. **Executive Directors Report**
   1. **BOSA member survey open until March 3, 2023**

The Administrative BOSA survey went out, and we have heard back from about one thousand individuals.

So far, the responses are that people are ‘somewhat’ aware of what BOSA is, appreciate seeing us out at conferences, have questions about the BOSA fee, and appreciate us asking for their perspective on BOSA.

Results will be gathered and shared with the Board.

* 1. **BOSA fee statements going out the week of March 13, 2023**

Director Schaub would like to send a thank you note to all who completed the survey. After the thank you is sent, the BOSA payment fee for 2023 will go out.

* 1. **Applications for the BOSA Board position open**

Director Schaub will reach out to each candidate to connect with them, and make them aware of the open Board meeting dates and responsibilities, and answer any questions they have.

* 1. **New email address on the Ethic Public Complaint Form**

The new email address to submit Ethic Complaints is – [bosa.ethics.committee.mde@state.mn.us](mailto:bosa.ethics.committee.mde@state.mn.us)

1. **Other – Board Meeting Schedule**

Director Schaub asks for the Boards input on potentially changing the committee meeting dates and/or times. Director Schaub states that meetings are rushed, and there needs to be more time to conduct all that needs to be done. It is suggested that the Chairs of each Committee meet and discuss the possibility of changing the committee meeting dates. Director Osorio suggested committee meetings meet the Thursday or Friday before the Monday Board meeting.

1. **Adjournment**

**Next Meeting**

March 24, 2023

11:00 AM – 1:00 PM