



| Executive Director – Karen Schaub |  
| 400 NE Stinson Blvd. | Minneapolis, MN 55413 | 651-582-8454 | <http://bosa.mn.gov> |



**March 27<sup>th</sup>, 2023**  
**Board of School Administrators Board Room**

**Board of School Administrators**  
**Board Meeting Minutes**

**DATE:** March 27<sup>th</sup>, 2023

**TIME:** 11:00 AM – 1:00 PM

**Members Present:** Jinger Gustafson, Melissa Schaller, Tracy Reimer

**Remote:** Jill Lofald, Drew Hildenbrand

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

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

**Absent:** Nancy Antoine, Louise Sundin, Christine Osorio

**I. Convene – The meeting was called to order by Vice Chair Schaller at 11:04 AM. All votes will be roll call today.**

**II. Approval of Agenda/Agenda Adjustment**

Director Reimer MOVED to approve the agenda of 03.27.23 Director Gustafson SECOND.  
MOTION CARRIED Roll Call Taken No agenda adjustments

**Gustafson – Aye Schaller – Aye Reimer-Aye Hildenbrand – Aye Lofald - Aye**

**III. Approval of Minutes –**

**[Minutes from February 27th, 2023](#)**

MINUTES: Director Gustafson’s MOTION TO APPROVE. SECOND by Director Lofald.  
MOTION CARRIED. Roll Call Taken.

**Gustafson – Aye Schaller – Aye Reimer-Aye Hildenbrand – Aye Lofald - Aye**



**Board Members**

**Chair:** Nancy Antoine

Dr. Jinger Gustafson, Jill Lofald,  
Christine Osorio, Dr. Melissa Schaller, Dr. Tracy Reimer, Louise Sundin, Drew Hildenbrand

#### **IV. Committee Reports**

- A. Licensing Committee  
No meeting this month.
- B. Professional Development and Program Review
  - a. Updates shared regarding updates for two abbreviated site reviews
    - i. additional licensure program being added at a University
    - ii. combination of programs at a University
- C. Ethics Committee
  - Conduct Review - 5
  - Complaints Dismissed - 11
  - Complaints Needing More Info - 6
  - Cases Open - 0
  - Cases Closed - 1
  - Cases Continued - 1
- D. Legislation and Communications Committee
  - a. No meeting this month and further information in Executive Directors report.

#### **V. MDE Report**

- a. **no one present from MDE**

#### **VI. Board Member Report**

- a. **no reports from Board members**

#### **VII. Public Comments**

NA

#### **VIII. Business**

- a. BOSA Administrative Survey Results  
[Survey Results](#)  
The survey received 1,167 responses  
BOSA staff members will continue to review the comments from survey participants and make necessary changes to assist Administrators better.
- b. Moving BOSA Office- action item  
[Anderson Center](#)  
The Anderson Center is located on the Bethel Campus in Arden Hills  
BOSA staff members had the opportunity to view two available spaces at the Anderson Center.

The Board decides to move forward with the available space on the third floor of the Anderson Center.

Director Gustafson MOVED to approve moving forward with the third-floor space at the Anderson Center and working with the Relator to get a contract set in place. Director Reimer SECOND. MOTION CARRIED Roll Call Taken.

**Gustafson – Aye Schaller – Aye Reimer-Aye Hildenbrand – Aye Lofald - Aye**

- c. HF 1773- MNEEP  
[Copy of Bill](#)
- d. CEUs for BOSA Board members
  - i. Proposal for Annual CEUs will be handed out to Board Members in July of each year.

**IX. Executive Directors Report**

- a. BOSA open Board seats  
Executive Director Schaub continues to be in touch with the Governor's office. At this point, no new information is available. Executive Director Schaub will continue to contact the Governor's Office and let the Board know when a date has been decided.
- b. Legislative Update- none
- c. 2022-23 BOSA Fee  
The email to Administrators will go out on April 3rd, 2023.  
Based on the results from the Administrator survey, information about BOSA, where to/how to pay the fee, and helpful documents will also be included
- d. Outreach
  - i. Executive Director Schaub continued outreach to professional organizations and Universities.

**X. Adjournment**

**Next Meeting**  
April 24<sup>th</sup>, 2023  
11:00 AM – 1:00 PM