



MINNESOTA
BOARD OF SCHOOL
ADMINISTRATORS

| Executive Director – Karen Schaub |
| 400 NE Stinson Blvd. | Minneapolis, MN 55413 | 651-582-8236 | <http://bosa.mn.gov> |

May 22nd, 2023
Board of School Administrators Board Room
St. Paul College
317 Marshall Ave
St. Paul, Minnesota

Committee Meetings

ETHICS COMMITTEE –

8:00 – 9:30 AM Closed Meeting/No Public

LICENSING COMMITTEE –

9:00 – 9:45 AM

PROFESSIONAL DEVELOPMENT AND PROGRAM REVIEW COMMITTEE –

10:00 -10:45 AM

Board of School Administrators
Board Meeting Agenda

DATE: April 24th, 2023

TIME: 11:00 AM – 1:00 PM

- I. Approval of Agenda/Agenda Adjustment**
- II. Convene –**
- III. [Approval of Minutes](#) –**
- IV. Committee Reports**
 - A. Licensing Committee
 - B. Professional Development and Program Review
 - a. [Updated Calendar of Program Reviews](#)
 - C. Ethics Committee
 - D. Legislation and Communications Committee
- V. MDE Report**

Board Members

Chair: Nancy Antoine

Dr. Jinger Gustafson, Jill Lofald, Christine Osorio, Dr. Melissa Schaller, Dr. Tracy Reimer,
Louise Sundin, Drew Hildenbrand, Marty Fridgen, Brian Siverson-Hall

VI. Board Member Report

VII. Public Comments

VIII. Business

a. Action item: 2023-2024 Board Assignments - Chair Antoine

b. Action item: Staffing Recommendations 2023-2024

1. 1 FTE Executive Director (current)
2. 1 FTE Administrative Assistant
3. .35 FTE Licensing Specialist- name change from Out-of-State Licensing Specialist (addition of 5 hours a week and no longer temporary position)
4. .5 New position temporary position for 1 year
 - a. Duties such as : CEU processing, scanning files to digital documents
 - b. Communication and marketing

c. Information and Action Moving Update-

- i. Contract begins July 1, 2023 - 5 year contract
 1. Office Space 812 sq ft and storage space 151 sq ft
 2. address 2 Pine Tree Drive , Arden Hills
 3. Contract Draft - approval
 - a. Cost Per year \$17,372.52
 - b. Contract will be sent when we have final
- ii. New office Furniture - discussion
- iii. Board table discussion
- iv. Request to move June Board Meeting to Anderson Building.

d. BOSA Fee Update- Action Item

- i. Second letter - going out this week
- ii. Total unduplicated licenses 7,011
 1. Inactive paid Administrators 510 individuals (as of 5-17-23)
 2. Active Administrators paid 2103 individuals (as of 5-17-23)
- iii. Fees collected for 2022-23 - \$234,450
- iv. Fees collect in 22-23 that were late payments for 21-22 \$24,000
- v. Non-payment of BOSA fee by Administrators- next step
 1. [BOSA MN Statute 122A.14 Subd. 9. requiring BOSA Fee](#)

IX. Executive Directors Report

a. Budget Report- Information: End of the Year Budget Projection

- i. 2023 Legislative additional Funding
 1. \$64,000 for additional staffing and department needs
 2. \$22,000 for implementation of new law [MN Stat. 214.035](#)
 3. Total funding for 2023-24 to \$405,000
 4. Projected end of year (22-23) [Budget](#) - not including Odyssey Transfers
 5. 2023-24 Budget Discussion

b. Information- 2023-2024 Odyssey Projects- \$100,000

- i. **Objective:** Provide both School Administrators and BOSA staff with an improved workflow process that improves external communications, reduces administrative burden and increases the value of service BOSA provides. (MINT Projects)
 1. Automated Employment Verification: Add this capability for Administrators moving from a 2-year Provisional to a 5-year license. This will require additional development time and integration with PELSB's renewal workflow.
 2. Combine Payment System records with PELSB license records. This will provide the BOSA Exec. Director a complete view of all fees collected and those remaining to be paid. This will require moving the payment system from OHE to BOSA's system and automating license data transfer from PELSB.
 3. Upgrade AppSheet Licensing to the Enterprise version. This will provide increased record storage and user capacity as more administrator workflows are brought into the system.
 4. External Web site redesign
 5. Build automated workflows for all variance processes.
 6. Create automated email workflows for BOSA's 7K+ license holders to remind them of renewal dates, annual fee reminders, and other BOSA updates.
 7. Create automated Ethics complaint workflow. This will allow for more effective tracking and follow-up.
 8. Create a database system for maintaining license records per retention policies.
 9. Automated Legislative Report gathering

X. Adjournment

Next Meeting

June 24th, 2023- 11:00 AM – 1:00 PM