



**MINNESOTA**  
BOARD OF SCHOOL  
ADMINISTRATORS

| Executive Director – Karen Schaub |  
| 400 NE Stinson Blvd. | Minneapolis, MN 55413 | 651-582-8454 | <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

**Members Present:** Jinger Gustafson, Melissa Schaller, Marty Fridgen, Jill Lofald, Christine Osorio, Tracy Reimer, Louise Sundin, Brian Siverson-Hall, Nancy Antoine, Drew Hildenbrand

**Remote:** Jill Lofald, Drew Hildenbrand

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

**Guests:** Richard Westgard

**Board of School Administrators**  
**Board Meeting Agenda**

**DATE:** May 22nd, 2023

**TIME:** 11:00 AM – 1:00 PM

- I. Convene – The meeting was called to order by Chair Antoine at 11:03 AM. All votes will be roll call today.**

**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

**II. Approval of Agenda/Agenda Adjustments –**  
**Director Schaller MOVED** to approve the agenda of 5.22.23. **Director Gustafson**  
**SECOND. Motion CARRIED. Roll Call Taken.** No agenda adjustments.

Gustafson – Aye Lofald – Aye Osorio – Aye Schaller – Aye Reimer – Aye Sundin – Aye Fridgen – Aye  
Silverson-Hall – Aye Antoine – Aye

**III. [Approval of Minutes](#) –**  
**Director Gustafson MOVED** to approve the minutes from 5/22/2023. **SECOND by**  
**Director Schaller. MOTION CARRIED. Roll Call Taken.**

Gustafson – Aye Lofald – Aye Osorio – Aye Schaller – Aye Reimer – Aye Sundin – Aye Fridgen – Aye  
Hildenbrand – Aye Silverson-Hall – Aye Antoine – Aye

**IV. Committee Reports**

A. Licensing Committee –

**Director Schaller MOVED** to approve the request for a 60-day extension of  
Principal Todd Wynne’s provisional license. **Director Osorio SECOND.**  
**MOTION CARRIED. Roll Call Taken.**

Gustafson – Aye Lofald – Aye Osorio – Aye Schaller – Aye Reimer – Aye Sundin – Aye Fridgen – Aye  
Hildenbrand – Aye Silverson-Hall – Aye Antoine – Aye

**Director Lofald MOVED** to approve the request for a variance for Chad Johnson,  
Director of Special Education with Elk River School District. **Director Schaller**  
**SECOND. MOTION CARRIED. Roll Call Taken.**

Gustafson – Aye Lofald – Aye Osorio – Aye Schaller – Aye Reimer – Aye Sundin – Aye Fridgen – Aye  
Hildenbrand – Aye Silverson-Hall – Aye Antoine – Aye

B. Professional Development and Program Review

a. [Updated Calendar of Program Reviews](#)

**Chair Antoine MOVED** to approve Moorhead University’s 5 year Site Review.  
Remier **SECOND. MOTION CARRIED. Roll Call Taken.**

Gustafson – Aye Lofald – Aye Osorio – Aye Schaller – Aye Reimer – Aye Sundin – Aye Fridgen – Aye  
Hildenbrand – Aye Silverson-Hall – Aye Antoine – Aye

**Chair Antoine MOVED** to approve Mankato University’s 5-year Site Review.  
Remier **SECOND. MOTION CARRIED. Roll Call Taken.**

Gustafson – Aye Lofald – Aye Osorio – Aye Schaller – Aye Reimer – Aye Sundin – Aye Fridgen – Aye  
Hildenbrand – Aye Silverson-Hall – Aye Antoine – Aye

Director Schaub will be scheduling a mini-program review the week of June 19<sup>th</sup> with Winona University. Winona wants to add a Director of Special Education license to their program.

C. Ethics Committee

Cases Closed - 1

Cases Open - 4

Continuing - Several

Conduct Reviews – 4

D. Legislation and Communications Committee

Nothing to report

**V. MDE Report**

Nothing to report

**VI. Board Member Report**

Director Schaub believes it would be beneficial to create a document to start referencing decisions that have been made to be able to go back and reference. Board members agreed to the idea. The suggestion was made that each committee consider developing this plan.

**VII. Public Comments**

Nothing to report

**VIII. Business**

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

Board Assignments for Committees

- Brian Siverson-Hall – Licensing Committee
- Marty Fridgen – Professional Development and Program Review Committee

Chair Assignments

Jinger Gustafson – Professional Development and Program Review

Drew Hildenbrand – Ethics

Jill Lofald – Licensing

Legislative Communication Committee – Sundin

Melissa Schaller – Board of School Administrators – July 1<sup>st</sup>, 2023

Nancy Antoine – Board of School Administrators Vice Chair

b. Action item: Staffing Recommendations 2023-2024

- 1 FTE Executive Director (current)
- 1 FTE Administrative Assistant
- .35 FTE Licensing Specialist- name change from Out-of-State Licensing Specialist (addition of 5 hours a week and no longer temporary position)

**Sundin MOVES** to approve the position title change from Out of State Licensing Specialist to Licensing Specialist. **Fridgen SECOND. MOTION CARRIED. Roll Call Taken.**

Gustafson – Aye Lofald – Aye Osorio – Aye Schaller – Aye Reimer – Aye Sundin – Aye Fridgen – Aye  
Hildenbrand – Aye Silverson-Hall – Aye Antoine – Aye

The Board of School Administrators received \$22,000 to add an additional position.

- .5 New position temporary position for 1-year
  - Duties such as CEU processing, scanning files to digital documents
  - Communication and marketing

c. Information and Action Moving Update-

- i. Contract begins July 1, 2023 - 5-year contract

**Hildenbrand MOVES** to approve the 5-year contract with the Anderson Center beginning July 1<sup>st</sup>, 2023. **Sundin SECOND. MOTION CARRIED. Roll Call Taken.**

Gustafson – Aye Lofald – Aye Osorio – Aye Schaller – Aye Reimer – Abstain Sundin – Aye Fridgen – Aye  
Hildenbrand – Aye Silverson-Hall – Aye Antoine – Aye

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  
Gabby has been working with MinnCor on selecting furniture for the new offices. The current furniture being used is the property of St. Paul College.
- iii. Board table discussion  
It is uncertain if the current board table will be coming to the new location. It may be too large for the new space.
- iv. Request to move June Board Meeting to Anderson Building.

Gabby will reach out to Rob with the Anderson Building to determine if it will be possible to have our next Board meeting at the new location.

**d. BOSA Fee Update- Action Item**

i. Second letter –

The second payment reminder is scheduled to go out this week.

ii. Total unduplicated licenses 7,011

1. Inactive paid Administrators- 510 individuals (as of 5-17-23)

2. Active Administrators paid 2,103 individuals (as of 5-17-23)

iii. Fees collected for 2022-23 - \$234,450

iv. Fees collected 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

A more formal budget will be brought forth next meeting.

**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 the 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 an 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 26th, 2023- 11:00 AM – 1:00 PM