



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

Board of School Administrators Board Meeting Minutes

DATE: July 24, 2023

TIME: 11:00 AM – 1:00 PM

Directors Present: Jinger Gustafson, Melissa Schaller, Marty Fridgen, Jill Lofald, Christine Osorio, Tracy Reimer, Louise Sundin, Nancy Antoine, Drew Hildenbrand

Absent: Brian Silverson-Hall

Staff Present: Karen Schaub, Janet Pladson, Gabby Caron

Guests: Allen Barr

I. Convene – The meeting was called to order by Chair Antoine at 11:03 AM.

II. Approval of Agenda/Agenda Adjustment

**Modification to move closed meeting – Hildenbrand motion Gustafson second
MOTION CARRIED.**

III. Approval of Minutes – [Minutes from May 22nd, 2023](#)

Director Schaller MOVED to Approve the minutes from 5/22/2023. **SECOND by
Director Lofald. MOTION CARRIED.**

IV. Committee Reports

A. Licensing Committee

- 1. Director Lofald MOVED to Approve** the request by Robbinsdale Area Schools to the variance for Superintendent David Engstrom to extend his Provisional Superintendent Licensure to October 31, 2023. Supt Engstrom’s summer two classes will not be completed until the end of June 2023.
Director Osorio SECOND. MOTION Passed.
- 2. Director Lofald MOVED to Approve** the request of Kyle DeWitt to extend his principal’s Variance until December 2023. Mr. DeWitt is enrolled in the Minnesota State University Moorhead, and his original variance request stated that he would not complete his

coursework until December 2023.

Director Osorio SECOND. MOTION Passed.

3. **Director Schaller MOVED to Approve** the request **St. Paul Public Schools** seeks a variance **Julie Hutcheson-Downwind** for K-12 Principal. Ms. Hutchinson-Downwind will complete her Concordia University licensing program in August 2023; St. Paul Schools would like her to be the Interim Principal for the 2023-24 School year.

Director Lofald SECOND. MOTION Passed.

4. **Director Schaller MOVED to Approve** the **St. Paul Public Schools** seeks a variance **Kehinde Olafeso** for K-12 Principal. Mr. Olafeso will complete his Concordia University licensing program on August 23, 2023. He has worked in St. Paul schools since 2016 as a School Support Liaison.

Director Osorio SECOND. MOTION Passed.

5. **Director Osorio MOVED to Approve** the **St. Paul Public Schools** seeks a variance **Kenneth Turner, Jr.** for a five-year continuing lapsed license. Dr. Turner is a Principal in the St. Paul Schools and believes he will complete the remaining CEUs needed by the 55 start of the fall school year.

Director Schaller SECOND. MOTION Passed. Gustafson Abstain.

6. **Director Lofald MOVED to Approve** the **Sartell-St. Stephens** seeks a variance for **Kevin Hillman** for a five-year continuing lapsed license. Mr. Hillman is a K-12 Principal. He was moved to a 5-year license in 2017. Not realizing what had happened, he did not have the 125 CEUs for renewal this June 2023.

Director Schaller SECOND. MOTION Passed.

7. **Director Lofald MOVED to Approve** the **Intermediate School District 917** seeks variance for **David Stoll** for an administrative variance for a five-year continuing lapsed license. Mr. Stoll is licensed as a Director of Special Education. Due to retirement, he does not have the clock hours to return to the District and sub when needed.

Director Osorio SECOND. MOTION Passed. Director Schaller Abstain.

8. **Director Osorio MOVED to Approve** the **Hill City School District** seeking a variance for **Zac Erickson** for a non-licensed K-12 Principal. Mr. Erickson is enrolled in Bethel University and will complete his program in October 2023.

Director Schaller SECOND. MOTION Passed. Dr. Reimer Abstain

B. Professional Development and Program Review

Director Gustafson MOVED to Approve the addition of a Special Education Director at the University of Winona. **Director Sundin SECOND. Motion Passed.**

In April, St. Thomas completed its 5-year Site Review. There are no updates at this time, as the review is currently in the discussion phase.

Director Schaub suggests a second CEU be developed for individuals who attend national conferences that don't offer CEUs. The form would be completed by the individual who participated in the conference and submitted for approval.

C. Ethics Committee

- Conduct review - 17
- Ongoing Complaints - 18
- Open Cases - 2
- Cases Closed - 1
- Cases Continued - 6

D. Legislation and Communications Committee

Director Sundin stated they would get the committee together to work on a plan

V. MDE Report - NA

VI. Board Member Report – NA

VII. Public Comments - NA

VIII. Business

a. [Contract for Anderson](#)

Executive Director Schaub responded to the local Senator's question about why we were moving to a non-state location.

Executive Director Schaub responded that the Anderson Center was more affordable and cost-effective.

b. The slate of Officers presented for a vote.

i. An election is for a two-year term from July 2023 to February 2024. This election will be by ballot.

1. Chair Melissa Schaller
2. Vice-Chair Nancy Antoine

Director Hildenbrand makes a MOTION to Approve Director Schaller as Board of School Administrator Chair and Director Antoine as Vice-Chair. Director Lofald SECOND. Motion Carries.

c. Ethics Committee Change in meeting date July 2023

The new meeting date is Thursday, July 20th at 8:00 AM

d. Document Board decisions

i. [Google spreadsheets](#)

ii. Resolutions Model

Information can be organized by using the tabs at the bottom of the

spreadsheet.

Information pertaining to the Ethics Committee would be locked and only viewable to those who serve on the committee.

**IX. Closed Sessions - for the purpose of reviewing two Stipulations and Conduct Order
(materials available during the closed session.)**

IIX. Re-open Board Meeting

- a. **Director Schaller MOVED to Approve** a Stipulation Agreement and Consent Order with Patricia Welte #518611. **Director Lofald SECOND.**

Roll call vote:

Gustafson – Aye Lofald – Aye Osorio – Aye Schaller – Aye Reimer – Aye
Sundin – Aye Fridgen – Aye

Abstain: Directors Hildenbrand, Reimer, Antoine **Absent:** Director Silverson-Hall

Motion Passed

- b. **Director Gustafson MOVED to Approve** a Stipulation Agreement with George Terry #518611. **Director Sundin SECOND.**

Roll call vote:

Gustafson – Aye Lofald – Aye Osorio – Aye Schaller – Aye Reimer – Aye
Sundin – Aye Fridgen – Aye

Abstain: Directors Hildenbrand, Reimer, Antoine **Absent:** Director Silverson-Hall

Motion Passed

IX. Executive Directors Report

- a. Office Staffing

- i. Position Posted for Administrative Assistant

The position will be posted on the State website in the following weeks.

- ii. Gabby Caron will be moving to temporary unassigned for up to one year or until we formalize our new part-time position

- b. Fall meeting with nonpartisan Senate and House staff

- c. New office up-date on moving

New paint and carpet are being installed. The tentative move-in date is July 5, 2023

- d. Committee Meeting Yearly Planning

X. Adjournment

Next Meeting
August 21, 2023

Zoom
4:00 – 5:30 PM
Anderson Center