

**m1 MINNESOTA**  
**BOARD OF SCHOOL**  
**ADMINISTRATORS**

| Executive Director – Karen Schaub |  
| 2 Pine Tree Drive, Suite 306 | Arden Hills, MN 55112 | 651-582-8888 | [bosa.mn.gov](http://bosa.mn.gov) |

**Committee Meetings**

**ETHICS COMMITTEE – 8:00 AM - 9:00 AM - Rm E306**

- Closed Meeting/No Public

**LICENSING COMMITTEE – 9:00 AM - 10:00 AM - Rm E304**

[Zoom Link](#)

Passcode: 176808

**PROFESSIONAL DEVELOPMENT AND PROGRAM REVIEW COMMITTEE – 10:00 AM - 11:00 AM - Rm E306**

[Zoom Link](#)

Passcode: 360398

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

**DATE:** November 27, 2023

**ROOM:** E304

**TIME:** 11:00 - 1:00 PM

[Zoom Link](#)

**Passcode:** 611234

- I. Approval of Agenda/Agenda Adjustment**
  - a. Roll Call
  
- II. Approval of Minutes**
  - a. [October 24, 2023 Meeting Minutes](#)
  
- III. Committee Reports**
  - a. Ethics Committee**
    - i. Conduct Reviews:
    - ii. Cases Open/Continued:
    - iii. Complaints Dismissed:
    - iv. Cases Closed:
    - v. [Public Complaint Form](#)
  - b. Licensing**
    - i. Variance Request - Robin Courier

**c. Professional Development and Program Review**

- i. [Form E Draft](#)

**IV. MDE Report**

**V. Board Member Report**

**VI. Public Comments**

**VII. Discussion Topic:**

- a. [History of BOSA and PELSB](#)  
b. [Technology Modernization Fund Program FY24 Grants](#)

**VIII. Business**

- a. [2024 Board Meeting Dates](#) - For Approval
- i. Zoom Meetings Requirements: Both board members and members of the public can hear all of the Board member's discussion
  - ii. At least one board member attends from the Board's regular in-person meeting location (at Bethel)
  - iii. All votes via role-call
  - iv. The board (1) posts a notice on its website at least ten days before the meeting, (2) on the door of its regular meeting room at least three days before the meeting, and (3) mails notice to anyone who has specifically requested to receive mailed notices.
- b. **Board Meeting Time - For Approval**
- i. The Committee Chairs and Board Chair met with the Executive Director on Monday, November 20th. Recommendations that the board meets from 12 noon to 2 pm to allow enough meeting time in the morning for committee work.
    1. Committee Schedule:
      - a. 8 - 10 am - Ethics
      - b. 10- 11 am - Licensing Committee
      - c. 11 - 11:50 am - Professional Development and Program Review.
- c. **Annual Fee Update-** Information/Discussion
- i. Any reactions to the BOSA fee email?
  - ii. Fees collected from November 1- November 21st
    1. Checks - \$10,850
    2. Online payments - \$144,250
    3. Payments for last year's \$29,750 fees
    4. Approximately 927 have paid the BOSA Fee
    5. Number of Licensed Adm currently working in school 3390

- 6. Number of non-duplicated 7,225
  - a. Supt - 1,575
  - b. Principals - 6,133
  - c. Special Education- 1,072
  - d. Community Education - 363
- 7. Number of duplicated licenses - 9,594
- iii. Additional Reminder emails to pay the fee:
  - 1. Next email
    - a. January 8, 2024
    - b. February 5, 2024
  - 2. Determine next steps for those who do not pay after January 31, 2024
- iv. Learned from this year's BOSA Fee.
  - 1. People are happy that they can pay by mail
  - 2. Retirees do not want to pay for the BOSA Fee
  - 3. We need an email address for only BOSA Fees
  - 4. People are still confused

**d. MN Boards & Commissions - Open Seats - Information**

- i. Two Seat open for 4-year terms
  - 1. Four Public Applications
  - 2. Two Applications for the Director of Special Education
- ii. Application Website: [Board/Commission Details \(state.mn.us\)](https://www.state.mn.us/boardcomms/)-
  - 1. Announcement in February
  - 2. New Board members will be sworn in at the March Board meeting

**e. Data Integrity Policies - First Reading - Approve**

- i. Please review both documents and note a few changes from the last reading.
  - 1. [2023 BOSA Policy on Data Subjects DRAFT](#)
  - 2. [2023 BOSA Policy on Requesting Public Data DRAFT](#)

**IX. Executive Director's Report**

- a. MN Rural Educator Conference
- b. U of M Executive Directors Breakfast
- c. Up-coming Alt Path Superintendent Panel - December 14, 2023
- d. CEU New Form launch date - January 5, 2024

**X. Adjournment**

**Next Meeting**  
**December 18, 2023**  
 11:00 AM – 1:00 PM