



| Executive Director – Karen Schaub |
| 2 Pine Tree Drive, Suite 306 | Arden Hills, MN 55112 | 651-582-8888 | 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: 665233

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

[Zoom Link](#)

Passcode: 486732

Board of School Administrators Board Meeting Agenda

DATE: December 18, 2023

ROOM: E304

TIME: 11:00 - 1:00 PM

[Zoom Link](#)

Passcode: 750929

- I. **Approval of Agenda/Agenda Adjustment/Roll Call**
- II. **Approval of Minutes**
 - a. [November 27, 2023 Meeting Minutes](#)
- III. **Committee Reports**
 - a. Ethics Committee
 - i. Conduct Reviews:
 - ii. Cases Open/Continued:
 - iii. Complaints Dismissed:
 - iv. Cases Closed:
 - b. Licensing
 - i. Variance Request Recommendations
 1. Daniel Carpenter - Middle School Principal
 2. Dr. Klint Willert - Community Education Director

- ii. Approval of Alt Pathway Superintendent Recommendation- Director Osorio
 - iii. Updated Variance Form DRAFT - [Link](#)
- c. Professional Development and Program Review

IV. MDE Report

V. Board Member Report

VI. Public Comments

VII. Discussion Topic:

- a. Policy & Practice Brief - Overarching Recommendations - [Link](#)
- b. Please read and think about the impact this has on Administrators, BOSA, and Universities
 - i. What excites you about this document?
 - ii. What wonderings do you have about this document?
 - iii. What concerns you?

VIII. Business

- a. **Second Reading - Data Integrity Policies - 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](#)
 - b. 2024 BOSA Meeting Calendar - [Link](#)
 - i. Recommendation for in-person meetings, except when the BOSA Chair, chief legal counsel, or BOSA Executive Director determines that an in-person meeting or a meeting conducted under section [13D.015 or 13D.02](#) is not practical or prudent because of a health pandemic or an emergency declared under chapter 12. That determination should be stated on the record at the beginning of the meeting and noted in the meeting minutes. Notice will be provided as soon as practicable before the scheduled meeting.
 - c. [MN Statute 15.86](#)
 - i. **The Purpose of the Plan:** The agency filed a plan with the Legislative Reference Library to eliminate any potential for violence in and around the agency workplace, and it is available for public inspection.
 - ii. BOSA Workplace Violence Plan Draft - [Link](#)
- e. Public Comment Process for Review - [Link](#) - Approval

IX. Executive Director's Report

- a. Annual fee update
 - i. Fees collected from November 1, 2023 - December 13, 2023

1. Checks - \$46,250
 - a. Administrators paid: 470
 - b. Number of checks mailed into BOSA: 66 (*new this year*)
 2. Online payments - \$186,650
 - a. Administrators paid - 2024
 3. Payments for last year's \$29,750 fees (July 1-October 31)
 4. Number of emails received after the last mailing: 300+
 5. Number of phone calls after the last mailing: 100+
 6. Non-delivered emails: 100+
- b. History of BOSA and PELSB - Working document/Timeline
 - c. MN Boards & Commissions - Open Seats Update - Information
 - i. Two Directors of Special Education
 - ii. Five Public applicants

X. Adjournment

Next Meeting
January 22, 2024
12:00 PM – 2:00 PM