



mn 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 |

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 Minutes**

DATE: November 27, 2023

ROOM: E304

TIME: 11:00 - 1:00 PM

[Zoom Link](#)

Passcode: 611234

The public is welcome to attend in-person at the above address. Most Board members will be in-person. Board of Director Lofald will be joining via Zoom.

I. Roll Call

a. Board of Director:

- i. Antoine **Present**
- ii. Fridgen **Present**
- iii. Gustafson **Present**
- iv. Hildenbrand **Present**
- v. Lofald **Present**
- vi. Osorio **Present**
- vii. Reimer **Present**
- viii. Schaller **Present**
- ix. Siverson-Hall **Present**
- x. Sundin **Present**

- b. **Staff Present:** Executive Director Schaub, Licensing Specialist Dr. Pladson, Administrative Specialist Wilms
- c. **Guest:** NA

II. Approval of Agenda/Agenda Adjustment

- a. **Antoine MOVED** to **APPROVE** agenda for **11/27/2023**.
- b. **SECOND Director Hildenbrand.**
 - i. **Roll Call Vote:**
 - ii. Antoine **Aye**
 - iii. Fridgen **Aye**
 - iv. Gustafson **Aye**
 - v. Hildenbrand **Aye**
 - vi. Lofald **Aye**
 - vii. Osorio **Aye**
 - viii. Reimer **Aye**
 - ix. Schaller **Aye**
 - x. Siverson-Hall **Aye**
 - xi. Sundin **Aye**
- c. Abstain:
- d. Motion **PASSED**

III. Approval of Minutes

- a. [October 24, 2023 Meeting Minutes](#)
- b. **Director Antoine MOVED** to **APPROVE** the minutes from **10/24/2023**.
- c. **SECOND by Director Fridgen.**
 - i. **Roll Call Vote:**
 - 1. Antoine **Aye**
 - 2. Fridgen **Aye**
 - 3. Gustafson **Aye**
 - 4. Hildenbrand **Aye**
 - 5. Lofald **Aye**
 - 6. Osorio **Aye**
 - 7. Reimer **Aye**
 - 8. Schaller **Aye**
 - 9. Siverson-Hall **Aye**
 - 10. Sundin **Aye**
 - ii. Abstain:
 - iii. Motion **PASSED**

IV. Committee Reports

- a. **Ethics Committee**
 - i. Conduct Reviews: 6
 - ii. Cases Open/Continued: 5
 - iii. Complaints Dismissed: 0
 - iv. Cases Closed: 0

v. [Public Complaint Form](#)

b. **Licensing**

- i. **Director Siverson-Hall MOVED to APPROVE** the request for a variance for **Nicollet Public Schools - ISD 507** for Robin Courrier (**#287761**) for the 2023-2024 school year. Ms. Courrier will work as a **Superintendent** in **ISD 507**. The previous district superintendent is on unexpected medical leave.
- ii. **Director Osorio SECOND.**

1. **Roll Call Vote:**

- a. Antoine **Aye**
- b. Fridgen **Aye**
- c. Gustafson **Aye**
- d. Hildenbrand **Aye**
- e. Lofald **Aye**
- f. Osorio **Aye**
- g. Reimer **Aye**
- h. Schaller **Aye**
- i. Siverson-Hall **Aye**
- j. Sundin **Aye**

2. Abstain:

3. Motion **PASSED**

c. **Professional Development and Program Review**

- i. [Form E Draft](#)
 1. Continuing to make edits to Form E
- ii. CEU App Discussion - Launching January 8, 2024!

V. **MDE Report**

VI. **Board Member Report**

- a. **Director Hildenbrand** - Many administrators asking why BOSA changed fee due date from April to November
- b. BOSA changed the fee due date to better match the current school year.
- c. **Board Chair Schaller** - Applicants for open board positions
 - i. 2 Special Education Representative applicants
 - ii. 5 Public Member Representative applicants
 - iii. Governor's Office will follow-up with a decision in February

VII. **Public Comments**

VIII. **Discussion Topic:**

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

IX. 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. **Director Hildenbrand MOVED to APPROVE** the 2024 Board Meeting Dates including May 20th, 2024 **AND** for August 19th, 2024 and September 4th, 2024 to be virtual.
- c. **Director Osorio SECOND.**
 - i. **Roll Call Vote:**
 1. Antoine **Nay**
 2. Fridgen **Aye**
 3. Gustafson **Aye**
 4. Hildenbrand **Aye**
 5. Lofald **Aye**
 6. Osorio **Aye**
 7. Reimer **Aye**
 8. Schaller **Aye**
 9. Siverson-Hall **Aye**
 10. Sundin **Aye**
 - ii. Abstain:
 - iii. Motion **PASSED**
- d. **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 12:00 PM to 2:00 PM to allow enough meeting time in the morning for committee work. This would begin on January 22nd
 - ii. Committee Schedule:
 1. 8:00 AM - 10:00 AM - Ethics
 2. 10:00 AM - 11:00 AM - Licensing Committee
 3. 11:00 AM - 11:50 AM - Professional Development and Program Review.
 4. 12:00 PM - 2:00 PM - Board Meeting
 - iii. **Director Hildenbrand MOVED to APPROVE** the 2024 Board and Committee Meeting Times.
 - iv. **Director Reimer SECOND.**

1. **Roll Call Vote:**
 - a. Antoine **Nay**
 - b. Fridgen **Aye**
 - c. Gustafson **Aye**
 - d. Hildenbrand **Aye**
 - e. Lofald **Aye**
 - f. Osorio **Aye**
 - g. Reimer **Aye**
 - h. Schaller **Aye**
 - i. Siverson-Hall **Aye**
 - j. Sundin **Aye**
2. Abstain:
3. Motion **PASSED**

e. **Hybrid Board Meetings**

- i. **Director Sundin MOVED** to **TABLE** the discussion for **Hybrid** BOSA Board Meetings

- ii. **Director Osorio SECOND.**

1. **Roll Call Vote:**
 - a. Antoine **Aye**
 - b. Fridgen **Aye**
 - c. Gustafson **Aye**
 - d. Hildenbrand **Aye**
 - e. Lofald **Aye**
 - f. Osorio **Aye**
 - g. Reimer **Aye**
 - h. Schaller **Aye**
 - i. Siverson-Hall **Aye**
 - j. Sundin **Aye**
2. Abstain
3. Motion: **PASSED**

f. **Annual Fee Update-** Information/Discussion

- i. Any reactions to the BOSA fee email?
- ii. Fees collected from November 1- November 21st
 1. Checks - \$18,950
 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 3,390
 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
- g. MN Boards & Commissions - Open Seats - Information**
 - i. Two Seat open for 4-year terms
 - 1. Five Public Applications
 - 2. Two Applications for the Director of Special Education
 - ii. Application Website: [Board/Commission Details \(state.mn.us\)](https://state.mn.us/board-commission-details)-
 - 1. Announcement in February
 - 2. New Board members will be sworn in at the March Board meeting
- h. Data Integrity Policies - First Reading - Approve**
 - i. 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](#)

X. Executive Director's Report

- a. MN Rural Educator Conference
- b. U of M Executive Directors Breakfast
- c. Upcoming Alt Path Superintendent Panel - December 14, 2023
- d. CEU New Form launch date - January 8, 2024

XI. Adjournment

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