



| Executive Director – Karen Schaub |

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### Committee Meetings

**ETHICS COMMITTEE – 8:00 AM - 10:00 AM - Rm E306**

- Closed Meeting/No Public

**LICENSING COMMITTEE – 10:00 AM - 11:00 AM - Rm E304**

[Zoom Link](#)

Passcode: 008207

**PROFESSIONAL DEVELOPMENT AND PROGRAM REVIEW COMMITTEE – 11:00 AM - 12:00 PM - Rm E306**

[Zoom Link](#)

Passcode: 997073

## **Board of School Administrators Board Meeting Minutes**

**DATE:** February 26, 2024

**ROOM:** E304

**TIME:** 12:00 PM - 2:00 PM

[Zoom Link](#)

**Passcode:** 209146

The public is welcome to attend in-person at the above address. All board members are in-person, except Director Reimer.

### **I. Roll Call**

#### **a. Board Member:**

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

- b. **Staff Present:** Executive Director Schaub and Office and Administrative Specialist Wilms
- c. **Guest:** NA

**I. Approval of Agenda/Agenda Adjustment/Approval of Minutes/Announcements**

- a. Board Member Hildenbrand MOVED to APPROVE the agenda, and agenda adjustments, the [January 22, 2024 Minutes](#), and the announcements of [BOSA Executive Secretary \(Director\) Evaluation](#)
- b. Board Member Antoine SECOND
- c. Roll Call Vote:
  - i. Antoine **Aye**
  - ii. Fridgen **Aye**
  - iii. Gustafson **Aye**
  - iv. Hildenbrand **Aye**
  - v. Lofald **Aye**
  - vi. Osorio Absent
  - vii. Reimer **Aye**
  - viii. Schaller **Aye**
  - ix. Siverson-Hall **Aye**
  - x. Sundin **Aye**
- d. Abstain:
- e. Motion **PASSED**

**II. Committee Reports**

- a. Ethics Committee
  - i. Conduct Reviews: 7
  - ii. Cases Open/Continued: No new cases, reviewed 15 cases
  - iii. Complaints Dismissed: 0
  - iv. Cases Closed: 0
- b. Licensing
  - i. Variance Requests**
    - 1. Board Member Siverson-Hall MOVED to APPROVE the variance request for Pacelli Catholic Schools - ISD 492 seeking a variance for Jean McDermott (#252139) for a five-year continuing lapsed license.
    - 2. Board Member Schaller SECOND
    - 3. Roll Call Vote:
      - a. Antoine **Aye**
      - b. Fridgen **Aye**
      - c. Gustafson **Aye**
      - d. Hildenbrand **Aye**
      - e. Lofald **Aye**
      - f. Osorio Absent
      - g. Reimer **Aye**

- h. Schaller **Aye**
- i. Siverson-Hall **Aye**
- j. Sundin **Aye**
- 4. Abstain:
- 5. Motion **PASSED**
  
- 6. Board Member Schaller MOVED to APPROVE the variance request for Carlton Public Schools - ISD 93 seeking a variance for Kari Solarz (#462913) for a K-12 Principal license.
- 7. Board Member Lofald SECOND
- 8. Roll Call Vote:
  - a. Antoine **Aye**
  - b. Fridgen **Aye**
  - c. Gustafson **Aye**
  - d. Hildenbrand **Aye**
  - e. Lofald **Aye**
  - f. Osorio Absent
  - g. Reimer **Aye**
  - h. Schaller **Aye**
  - i. Sivertson-Hall **Aye**
  - j. Sundin **Aye**
- 9. Abstain:
- 10. Motion **PASSED**
  
- 11. Board Member Lofald MOVED to APPROVE the variance request for North St. Paul-Maplewood-Oakdale Schools - ISD 622 seeking a variance for Kayla Campanelli (#496579) for a Director of Special Education license for the position of Program Supervisor.
- 12. Board Member Schaller SECOND
- 13. Roll Call Vote:
  - a. Antoine **Aye**
  - b. Fridgen **Aye**
  - c. Gustafson **Aye**
  - d. Hildenbrand **Aye**
  - e. Lofald **Aye**
  - f. Osorio Absent
  - g. Reimer **Aye**
  - h. Schaller **Aye**
  - i. Siverson-Hall **Aye**
  - j. Sundin **Aye**
- 14. Abstain:
- 15. Motion **PASSED**

- c. Professional Development and Program Review
  - i. Board Member Hildenbrand MOVED to APPROVE the [Alternative Pathway Manual Toward Superintendency](#).
  - ii. Board Member Lofald SECOND
  - iii. Roll Call Vote:
    - 1. Antoine **Aye**
    - 2. Fridgen **Aye**
    - 3. Gustafson **Aye**
    - 4. Hildenbrand **Aye**
    - 5. Lofald **Aye**
    - 6. Osorio Absent
    - 7. Reimer **Aye**
    - 8. Schaller **Aye**
    - 9. Siverson-Hall **Aye**
    - 10. Sundin **Aye**
  - iv. Abstain:
  - v. Motion **PASSED**
- d. Form E - Updates to come next board meeting.
- e. [Individual CEU Request Form - DRAFT](#) - Bringing back to the Board next month.
- f. How far back should we grant CEUs? - MN Rule states that BOSA can grant approval for CEU Programs for two years. Proposing to grant back two years for CEU Requests. More discussion to come.

### **III. MDE Report**

### **IV. Board Member Report**

- a. Hildenbrand - Ethics can receive public complaints that are opened, reviewed, on file, or filed with other entities. Due to legal processes, it can take months for cases to reach a resolution.

### **V. Public Comments**

### **VI. Discussion Topic: Update on the BOSA / PELSB separation**

- a. [Language Change for PELSB- 2017](#)
- b. [Duties PELSB Performs for BOSA](#)

### **VII. Business**

- a. Annual Meeting Update - Moved to March 2024 meeting

### **VIII. Executive Director's Report**

- a. Annual Fee Update:
  - i. [Board of School Administrators \(BOSA\)- Annual Fee FAQ](#) - new

- ii. Collected \$445,500 in fees
  - iii. Total number of licenses: 7,250
    - 1. 3,727 renewals at \$100
    - 2. 950 inactive or retired at \$50
    - 3. 2,598, who we have not heard from
- b. Legislative Update
- i. [Sec. 9. Minnesota Statutes 2022, section 124E.12, subdivision 2, HF3484](#) is amended to read: A, a significant reform of charter schools, was also heard by the committee. Charter schools are not required to have licensed principals. The bill has many new requirements. This section requires 25 hours of annual training for individuals functioning as unlicensed administrators in charter schools.
- c. New documents are being developed.
- i. FAQ Documents
    - 1. [BOSA Annual Fee FAQ](#)
    - 2. [BOSA Licensing FAQ](#)
    - 3. [BOSA Ethics FAQ](#)
    - 4. [BOSA CEU FAQ](#)
    - 5. [BOSA FAQ](#)
  - ii. [Accredited University CEU Opportunities](#)
  - iii. [BOSA Letter to Graduate Students](#)

**Next Meeting**  
**March 25, 2024**  
12:00 PM – 2:00 PM