



| 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 - 10:00 AM - Rm E306

- Closed Meeting/No Public

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

[Zoom Link](#)

Passcode: 810729

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

[Zoom Link](#)

Passcode: 074584

ANNUAL MEETING - 1:30 PM

[Zoom Link](#)

Passcode: 991365

[Agenda Attachment](#)

Board of School Administrators Board Meeting Agenda

DATE: March 25, 2024

ROOM: E304

TIME: 12:00 PM - 1:30 PM

[Zoom Link](#)

Passcode: 991365

Note: Majors of the board will be attending via Zoom, and the board will roll call all votes today.

- I. **Approval of Agenda/Agenda Adjustment/Approval of Minutes/Roll Call**
 - a. [February 26, 2024 Minutes](#)

- II. **Committee Reports**
 - a. Ethics Committee
 - i. Conduct Reviews:

- ii. Cases Reviewed:
- iii. Cases Moving Forward

b. Licensing

i. Variance Requests

1. ISD 748 - Sartell-St. Stephen Public Schools seeks a variance for Jenny Traver (#380313) for a Community Education Director license
2. ISD 2898—Westbrook Walnut Grove Public Schools seeks a variance for Derrick Jenniges (#408278) to obtain a K-12 Principal license.

ii. Updated Form: [Variance for a Lapsed License](#) - *to be approved*

c. Professional Development and Program Review - *for approval*

i. READ ACT CEUs for Administrators

1. Recommendation for approval:

- a. CARIALL - 25 CEUs
- b. OL & LA - 20 CEUs
- c. LETRS - 25 CEUs for Volume 1 and 25 CEUs for Volume 2
 - i. LETRS for Administrators 25 CEUs

ii. How far back should we grant CEUs? **The recommendation** is to go back two years, effective July 1, 2024.

iii. [Individual Request for Approval of a Continuing Education Program](#)

III. MDE Report

IV. Board Member Report

V. Public Comments

VI. Discussion Topic: NA

VII. Business

a. PELSB/BOSA Transition

- i. PELSB Executive Director Yelena Bailey and Chief of Staff Michelle Vaught will attend our meeting to discuss the transfer of licensing duties.
- ii. Fiscal Note prepared for [HF 4361](#) and [SF 4560](#)

VIII. Closed Session—Review disciplinary proceedings under Minn. Stat. § 13D.01, subd. 2(2) for two Stipulation and Conduct Order agreements and performance evaluation of BOSA Executive Director Karen Schaub under Minn. Stat. § 13D.05, subd. 3.

- a. Agreement materials will be available at the closed session

- b. Performance evaluation will be provided for review at the closed session by the Board Chair.
- IX. **Re-opening the Board Meeting**
 - a. Vote on Stipulation Agreements
 - b. Share an overview of the discussion of the evaluation of Exe Director Schaub.
- X. **Executive Director's Report**
 - a. Board appointments will be announced by the Governor's Office next Friday.

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