



| 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: 048741

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

[Zoom Link](#)

Passcode: 232447

Board of School Administrators Board Meeting Agenda

DATE: May 20, 2024

ROOM: E304

TIME: 12:00 PM - 1:00 PM

[Zoom Link](#)

Passcode: 447638

I. Approval of Agenda/Agenda Adjustment/Approval of Minutes/Roll Call

- a. Roll Call votes needed today
- b. [April 22, 2024 Minutes](#)

II. Oath of Office

Julie Lé - Robbinsdale, MN

MN Board of School Administrators

Effective: April 3, 2024

Term Expires: January 3, 2028

III. Committee Reports

- a. Ethics Committee
 - i. Cases Reviewed:
 - ii. Cases Opened:
 - iii. Cases Closed:

- b. Licensing
 - i. Variance Requests
 - 1. **The SWWC Service Cooperative** seeks a variance for **Jill Stiefvater (FFN 444332)** to obtain a **Director Of Special Education License**.
 - 2. Approval of Alt Pathway Superintendent Recommendation- Director Lofald
- c. Professional Development and Program Review

IV. MDE Report

V. Board Member Report

VI. Public Comments

VII. Discussion Topic

VIII. Business

- a. Budget Update
- b. Website Update
 - i. [Current Website](#)
 - ii. Current concerns with the website
 - iii. Changes/Additions
 - iv. Request approximately \$20,000 for a new website from our Odyssey dollars.
 - v. Request funding for a PR firm to rewrite our materials on the website.
- c. Newsletter- Quarterly- Possible topics
 - i. July- Your license, Variances,
 - ii. October - BOSA Fee
 - iii. January - CEUs, who needs them, and how do you get them
 - iv. April- License renewal: how do you move to a five-year license?
- d. Monthly Zoom for Administrators
 - i. When is the best way to do this?
 - ii. Ten minutes on a topic and the rest open for questions?

IX. Executive Director's Report

- a. Collaborative Meeting - May 2, 2024 - Update
- b. MASBO - Conference Workshop and Vendor - May 9, 2024
- c. Fee Update - Plan for the summer
 - i. Paid Administrators- 4,183

- ii. Retired or inactive- 1,201
- iii. Total payments received: 5,384 out of 7,552
- iv. Total fees collected so far: \$471,750
 - 1. \$29,250 were late payments from 2022-2023
- v. The last reminder letter is going out in June.
 - 1. [BOSA Annual Fee Flowchart](#)
- vi. New data Spreadsheet being developed, list:
 - 1. File number
 - 2. email address
 - 3. First name
 - 4. Middle name
 - 5. last name
 - 6. Licensure Description
 - 7. School year
 - 8. STARS Number
 - 9. Last reported employee
 - 10. BOSA fee paid
 - 11. Of the 7552 individuals 1,822 have not been connected to school for a while.

Next Meeting
June 24, 2024
12:00 PM – 2:00 PM