



| Executive Director – Karen Schaub |  
| 2 Pine Tree Drive, Suite 306 | Arden Hills, MN 55112 | 651-582-8888 | [bosa.mn.gov](http://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 Minutes**

**DATE:** March 25, 2024

**ROOM:** E304

**TIME:** 12:00 PM - 1:30 PM

[Zoom Link](#)

**Passcode:** 991365

The public is welcome to attend in-person at the above address. All board members are attending via Zoom except Chair Schaller, Board of Director Gustafson, and Executive Director Schaub.

### **I. Roll Call**

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

- 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 Absent
- x. Sundin **Present**
- b. **Staff Present:** Executive Director Karen Schaub, Licensing Specialist Janet Pladson, CEU Specialist Gabby Caron, and Administrative Specialist Allyson Wilms
- c. **Guest(s):** Emily Busta, Debby Odell, Michelle Vaught, and Yelena Bailey

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

- a. Board Member Lofald MOVED to **APPROVE** the agenda, agenda adjustments, and the [February 26, 2024 Minutes](#)
- 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 **Aye**
  - vii. Reimer **Aye**
  - viii. Schaller **Aye**
  - ix. Siverson-Hall Absent
  - x. Sundin **Aye**
- d. Abstain:
- e. Motion **PASSED**

**II. Committee Reports**

- a. Ethics Committee
  - i. Cases Reviewed: 16
  - ii. Cases Open: 12
  - iii. Stipulation Orders: 2
- b. Licensing
  - i. Variance Requests
    - 1. Board Member Schaller MOVED to **APPROVE** the variance request for ISD 748 - Sartell-St. Stephen Public Schools for Jenny Traver (#380313) for a Community Education Director license.
    - 2. Board Member Osorio SECOND
      - a. Roll Call Vote:
        - i. Antoine **Aye**
        - ii. Fridgen **Aye**
        - iii. Gustafson **Aye**
        - iv. Hildenbrand **Aye**

- v. Lofald **Aye**
- vi. Osorio **Aye**
- vii. Reimer **Aye**
- viii. Schaller **Aye**
- ix. Siverson-Hall Absent
- x. Sundin **Aye**

- b. Abstain:
- c. Motion **PASSED**

ii. Discussed updated [Variance for a Lapsed License](#) updated form.

c. Professional Development and Program Review

i. Board Member Antoine MOVED to **APPROVE** the READ ACT CEUs for Administrators. CARIALL would consist of 25 CEUs. OL & LA would consist of 20 CEUs. LETRS would consist of 25 CEUs for Volume 1 and 25 CEUs for Volume 2. LETRS for Administrators would consist of 25 CEUs.

ii. Board Member Gustafson 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 Absent
- j. Sundin **Aye**

2. Abstain:

3. Motion **PASSED**

iii. Board Member Fridgen MOVED to APPROVE going back two years when granting BOSA approved CEUs to professional development events that meet competencies and did not request approval prior to the training. This is effective July 1, 2024.

iv. Board Member Schaller 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 Absent
- j. Sundin **Aye**
- 2. Abstain:
- 3. Motion **PASSED**

v. Continuing development of Form E

**III. MDE Report**

**IV. Board Member Report**

- a. Antoine - Continue focusing on students during the last push of the school year.

**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.
    - 1. Goal: Teachers and Administrators do not have to use two separate renewal processes
    - 2. Will one FTE cover licensing needs?
      - a. This licensing individual would be in-house with PELSB before transitioning over to BOSA
    - 3. Will PELSB and BOSA continue to prioritize syncing license renewal?
      - a. Hopefully syncing licenses will not be impacted
    - 4. How can we avoid two renewal fees?
      - a. Perhaps BOSA can waive fees for individuals who hold a teaching and administrative license?
    - 5.
  - 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 Consent Order agreements and performance evaluation of BOSA Executive Director Karen Schaub under Minn. Stat. § 13D.05, subd. 3.**

**IX. Re-opening the Board Meeting**

- a. Board Member Gustafson MOVED to **APPROVE** the Censure Letter for Greg Slaathaug (#383995).
- b. Board Member Antoine SECOND.

- i. Roll Call Vote:
    - 1. Antoine **Aye**
    - 2. Fridgen **Aye**
    - 3. Gustafson **Aye**
    - 4. Hildenbrand
    - 5. Lofald **Aye**
    - 6. Osorio **Aye**
    - 7. Reimer
    - 8. Schaller **Aye**
    - 9. Siverson-Hall Absent
    - 10. Sundin Absent
  - ii. Abstain: Reimer Hildenbrand
  - iii. Motion **PASSED**
- c. Board Member Antoine MOVED to **APPROVE** the Censure Letter for Lai “John” Alberts (#357646).
- d. Board Member Osorio SECOND.
- i. Roll Call Vote:
    - 1. Antoine **Aye**
    - 2. Fridgen **Aye**
    - 3. Gustafson **Aye**
    - 4. Hildenbrand
    - 5. Lofald **Aye**
    - 6. Osorio **Aye**
    - 7. Reimer
    - 8. Schaller **Aye**
    - 9. Siverson-Hall Absent
    - 10. Sundin Absent
  - ii. Abstain: Hildenbrand Reimer
  - iii. Motion **PASSED**

**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