



| 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: 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 Minutes**

**DATE:** May 20, 2024

**ROOM:** E304

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

[Zoom Link](#)

**Passcode:** 447638

The public is welcome to attend in-person at the above address. All board members are attending in-person except Board of Director Hildenbrand, Lofald, and Siverson-Hall who are attending via Zoom

### **I. Roll Call**

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

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

- x. Siverson-Hall Absent
- b. **Staff Present:** Executive Director Karen Schaub, Licensing Specialist Janet Pladson, Administrative Specialist Allyson Wilms
- c. **Guest(s):** NA

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

- a. Board Member Osorio MOVED to **APPROVE** the agenda, any agenda adjustments, and the [April 22, 2024 Minutes](#).
- b. Director Fridgen **SECOND**
- c. Roll Call Vote:
  - i. Antoine Absent
  - ii. Fridgen **Aye**
  - iii. Gustafson **Aye**
  - iv. Hildenbrand **Aye**
  - v. Lê **Aye**
  - vi. Lofald **Aye**
  - vii. Osorio **Aye**
  - viii. Reimer **Aye**
  - ix. Schaller **Aye**
  - x. Siverson-Hall Absent
- d. Motion **PASSED**

**II. Oath of Office**

**Julie Lê - Robbinsdale, MN**  
MN Board of School Administrators  
Effective: April 3, 2024  
Term Expires: January 3, 2028  
Took oath of office

**III. Committee Reports**

- a. Ethics Committee
  - i. Cases Reviewed: 5
  - ii. Cases Open: 10
  - iii. Cases Closed: 4
- b. Licensing
  - i. Variance Requests
    - 1. Board of Director Osorio MOVED to APPROVE a variance for **The SWWC Service Cooperative** for **Jill Stiefvater (#444332)** for a **Director Of Special Education License**.
    - 2. Board Chair Schaller **SECOND**.
    - 3. Roll Call Vote:
      - a. Antoine Absent
      - b. Fridgen **Aye**

- c. Gustafson **Aye**
  - d. Hildenbrand **Aye**
  - e. Lé **Aye**
  - f. Lofald **Aye**
  - g. Osorio **Aye**
  - h. Reimer **Aye**
  - i. Schaller **Aye**
  - j. Siverson-Hall Absent
4. Motion **PASSED**
5. Director Osorio MOVED to APPROVE Alternative Pathway Toward Superintendency Candidate **Craig Holje (#338195)** for a Superintendent License.
6. Director Lofald SECOND.
7. Roll Call Vote:
- a. Antoine Absent
  - b. Fridgen **Aye**
  - c. Gustafson **Aye**
  - d. Hildenbrand **Aye**
  - e. Lê **Aye**
  - f. Lofald **Aye**
  - g. Osorio **Aye**
  - h. Reimer **Aye**
  - i. Schaller **Aye**
  - j. Siverson-Hall Absent
8. Motion **PASSED**

- c. Professional Development and Program Review
  - i. Nothing to bring forward for approval

**IV. MDE Report**

**V. Board Member Report**

**VI. Public Comments**

**VII. Discussion Topic**

**VIII. Business**

- a. Budget Update
  - i. Carrying money over to FY25
  - ii. Planning to use money for future projects and technology upgrades
- b. Website Update
  - i. [Current Website](#)

- ii. Current concerns with the website
  - 1. Lengthy pages
  - 2. Information can be difficult to understand
  
- 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?
    - 1. One afternoon and one morning session
  - ii. Ten minutes on a topic and the rest open for questions?
    - 1. Use newsletter topics for Zoom sessions
    - 2. Use google form for Q/A on newsletters

**IX. Executive Director's Report**

- a. Fee Update - Plan for the summer
  - i. Compare list of unpaid/paid administrators
  - ii. Send license suspension notice to schools before July

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