



| Executive Director – Karen Schaub |

| 2 Pine Tree Drive, Suite 306 | Arden Hills, MN 55112 | 651-582-8888 | bosa.mn.gov |

Committee Meetings

ETHICS COMMITTEE – 1:30 PM - 2:30 PM - Rm E306 (*or after the monthly Board Meeting is completed*)

- Closed Meeting/No Public

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

[Zoom Link](#)

Passcode: 348534

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

[Zoom Link](#)

Passcode: 265374

Board of School Administrators Board Meeting Minutes

DATE: July 22, 2024

ROOM: E304

TIME: 12:00 PM - 1:00 PM

[Zoom Link](#)

Passcode: 394490

The public is welcome to attend in-person at the above address. All present Directors are attending in-person except for Director Hildenbrand who is attending via Zoom.

I. Roll Call

a. Director:

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

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

II. Approval of Agenda/Agenda Adjustment/Approval of Minutes

- a. Director Lofald moved to APPROVE the agenda and the [June 24, 2024 Minutes](#).
 - i. Director Reimer second.
 - 1. Roll Call Vote:
 - a. Antoine Absent
 - b. Fridgen Absent
 - c. Gustafson Aye
 - d. Hildenbrand Aye
 - e. Lê Absent
 - f. Lofald Aye
 - g. Osorio Absent
 - h. Reimer Aye
 - i. Schaller Aye
 - j. Siverson-Hall Aye
 - ii. Motion PASSED

III. Committee Reports

- a. Ethics Committee - no report - meeting this afternoon
- b. Licensing
 - i. Variance Requests:
 - 1. Director Siverson-Hall moved to DENY the variance request from Watershed High School #4092 for Chloe Smith (#512703) to obtain a Director of Special Education License. At this point, there is not enough information and the variance request is incomplete.
 - a. Director Schaller second.
 - i. Roll Call Vote:
 - 1. Antoine Absent
 - 2. Fridgen Absent
 - 3. Gustafson Abstain
 - 4. Hildenbrand Aye
 - 5. Lê Absent
 - 6. Lofald Aye
 - 7. Osorio Absent
 - 8. Reimer Aye
 - 9. Schaller Aye
 - 10. Siverson-Hall Aye
 - b. Motion PASSED

2. Director Siverson-Hall moved to APPROVE the variance request from Intermediate School District #917 for Trevor Bailey (#498198) to obtain a Principal K-12 License.
 - a. Director Lofald second.
 - i. Roll Call Vote:
 1. Antoine Absent
 2. Fridgen Absent
 3. Gustafson Aye
 4. Hildenbrand Aye
 5. Lê Absent
 6. Lofald Aye
 7. Osorio Absent
 8. Reimer Aye
 9. Schaller Abstain
 10. Siverson-Hall Aye
 - b. Motion PASSED
3. Director Lofald moved to APPROVE the variance request from Pine Island School District #255 for Steven Jex (#1007256) to obtain a Director of Special Education License.
 - a. Director Schaller second.
 - i. Roll Call Vote:
 1. Antoine Absent
 2. Fridgen Absent
 3. Gustafson Aye
 4. Hildenbrand Aye
 5. Lê Absent
 6. Lofald Aye
 7. Osorio Absent
 8. Reimer Abstain
 9. Schaller Aye
 10. Siverson-Hall Aye
 - b. Motion PASSED
4. Director Schaller moved to APPROVE the variance request from Marshall Public Schools #413 for a lapsed license for retired administrator Stephen Fredrickson (#229666) for a K-12 Principal license.
 - a. Director Siverson-Hall second.
 - i. Roll Call Vote:
 1. Antoine Absent
 2. Fridgen Absent
 3. Gustafson Aye
 4. Hildenbrand Aye

5. Lê Absent
6. Lofald Aye
7. Osorio Absent
8. Reimer Aye
9. Schaller Aye
10. Siverson-Hall Aye

b. Motion PASSED

5. Director Siverson-Hall moved to DENY the variance request for a lapsed license for Christopher Priebe (#426141) to obtain a lapsed Principal K-12 license.

a. Director Schaller second.

i. Roll Call Vote:

1. Antoine Absent
2. Fridgen Absent
3. Gustafson Aye
4. Hildenbrand Aye
5. Lê Absent
6. Lofald Aye
7. Osorio Absent
8. Reimer Aye
9. Schaller Aye
10. Siverson-Hall Aye

b. Motion PASSED

6. Director Siverson-Hall moved to APPROVE the variance extension request from Waconia Public Schools #110 for Samantha Jung (#461634) to obtain a Director of Special Education license.

a. Director Schaller second.

i. Roll Call Vote:

1. Antoine Absent
2. Fridgen Absent
3. Gustafson Aye
4. Hildenbrand Aye
5. Lê Absent
6. Lofald Aye
7. Osorio Absent
8. Reimer Aye
9. Schaller Aye
10. Siverson-Hall Aye

b. Motion PASSED

c. Professional Development and Program Review

i. Discussion Topic: Updated Individual CEU Request Form

1. Made some changes to the form post approval and pre approval

IV. MDE Report

V. Board Member Report

- a. Schaller - Attending the Special Education Summit in Washington D.C. next week.
- b. Reimer - Executive Director Schaub spoke to first-year Bethel students and received positive feedback.

VI. Public Comments

VII. Discussion Topic

- a. PELSB - BOSA next steps legislative action for 2025
 - i. Proposal for 2025:
 1. [Draft 2025 Legislative Request](#)
 2. [Full Fiscal Note 2024](#)
 - a. The draft for the 2025 Legislative period includes a request for adding 1.3 FTE to BOSA, changing the title in Statute from Executive Assistant to Executive Director, and updating the Conduct Review form to match MN Rule 3512.2000.
 - b. The Board discussed the proposed changes, emphasized the need to add more FTE as BOSA takes over licensing, and discussed next steps, including inviting Executive Director Yelena Bailey of PELSB to the September Board Meeting.
 - c. Full Fiscal Note 2024 was not discussed at this meeting and was informational.

VIII. Business

- a. Director Hildenbrand moved to APPROVE the recommendations for the Teacher and Paraprofessional Compensation Working Group for Dr. Theresa Battle, Matt Schultz, Carrie Cabe, Tina Burkholder, and John Carlson.
- b. Director Gustafson second.
 - i. Roll Call Vote:
 1. Antoine Absent
 2. Fridgen Absent
 3. Gustafson Aye
 4. Hildenbrand Aye
 5. Lê Absent
 6. Lofald Aye
 7. Osorio Absent
 8. Reimer Aye
 9. Schaller Aye

10. Siverson-Hall Aye

IX. Executive Director's Report

- a. [August Newsletter](#) - Update
 - i. The Board reviewed the August newsletter. The newsletter will be sent starting August 1, 2024.

Next Meeting
August 19, 2024
4:00 PM – 5:30 PM
via Zoom

Tentative Meeting
September 4, 2024
4:00 - 5:00 PM
via Zoom

September Meeting
September 23, 2024
12:00 - 2:00 PM
in-person