



| 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

- Closed Meeting/No Public

LICENSING COMMITTEE – 2:00 PM - 3:00 PM

[Zoom Link](#)

Passcode: 626451

PROFESSIONAL DEVELOPMENT AND PROGRAM REVIEW COMMITTEE – 3:00 PM - 4:00 PM

[Zoom Link](#)

Passcode: 815945

Board of School Administrators Board Meeting Minutes

DATE: August 19, 2024

TIME: 4:00 PM - 6:00 PM

[Zoom Link](#)

Passcode: 471975

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

I. Roll Call

a. Director:

- i. Antoine Present
- ii. Fridgen Present
- iii. Gustafson Present
- iv. Hildenbrand Absent
- v. Lê Present
- vi. Lofald Absent
- vii. Tucci Osorio Present
- 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 Antoine moved to APPROVE the agenda and the [July 22, 2024 Minutes](#).

i. Director Lê second.

1. Roll Call Vote:

- a. Antoine Aye
- b. Fridgen Aye
- c. Gustafson Aye
- d. Hildenbrand Absent
- e. Lê Aye
- f. Lofald Absent
- g. Tucci Osorio Aye
- h. Reimer Aye
- i. Schaller Aye
- j. Siverson-Hall Aye

ii. Motion PASSED

I. **Committee Reports**

a. Ethics Committee

- i. Conduct Reviews: 10
- ii. Cases Reviewed: 16
- iii. Cases Opened: 1
- iv. Cases Closed: 2

b. Licensing

i. Director Siverson-Hall moved to APPROVE the variance request from Eastern Carver County Schools #112 for an extension for Danielle Fields (#485328) to obtain a Special Education Director License.

1. Director Tucci Osorio second.

a. Roll Call Vote:

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

2. Motion PASSED

- ii. Director Tucci Osorio moved to APPROVE the variance request from St. Cloud Area School District for Jermika Craft (#1036032) to obtain a Principal K-12 License contingent upon: submitting school board minutes that show action was taken regarding a variance request, a copy of the email notifying the executive director of the appropriate professional association that the entity asks for a variance, notifying any licensed individual who applied for the position that the district is seeking a variance to hire a non-licensed individual for the position they applied for, and completing the fingerprinting portion of her application.
 - 1. Director Schaller second.
 - a. Roll Call Vote:
 - i. Antoine Aye
 - ii. Fridgen Aye
 - iii. Gustafson Aye
 - iv. Hildenbrand Absent
 - v. Lê Aye
 - vi. Lofald Absent
 - vii. Tucci Osorio Aye
 - viii. Reimer Aye
 - ix. Schaller Aye
 - x. Siverson-Hall Aye
 - 2. Motion PASSED
 - c. Professional Development and Program Review
 - i. No items to bring forward at this time.
 - ii. Continuing to revise and review Form E for program reviews for accredited universities. The committee wants to ensure they are evaluating the university programs to ensure compliance with the laws and keeping positive changes at the forefront of program review documents.

II. MDE Report

III. Board Member Report

- a. Antoine - Missed the last board meeting due to her husband's health issues. Thankful for his health.
- b. Tucci Osorio - Excited for the new school year!
- c. Schaller - Excited for the new school year and filling positions within the district.

IV. Public Comments

V. Discussion Topic - NA

VI. Business

- a. Director Reimer moved to APPROVE the [Proposed 2025 BOSA Board Meeting Dates](#).
 - i. Director Tucci Osorio second.
 - 1. Roll Call Vote:
 - a. Antoine Aye
 - b. Fridgen Aye
 - c. Gustafson Aye
 - d. Hildenbrand Absent
 - e. Lê Aye
 - f. Lofald Absent
 - g. Tucci Osorio Aye
 - h. Reimer Aye
 - i. Schaller Aye
 - j. Siverson-Hall Aye
 - 2. Motion PASSED
- b. [BOSA Bylaw Changes and Recommendations](#) - for September Meeting discussion
 - i. Officers to be elected in June and start in July
 - ii. Annual Meeting and Annual Report would take place in September instead of February.
 - 1. Proposing to switch Annual Report and Annual Meeting to September to better match the fiscal year.
 - 2. Proposing to change officer election to give members more time to learn about BOSA and the committees.
 - 3. This will be voted on at the September Meeting.

VII. Executive Director's Report

- a. August Newsletter - any feedback?
 - i. 45 administrators viewed the link [on how to update the email associated with their license\(s\)](#).
 - ii. 5 administrators unsubscribed to the BOSA Newsletter
 - iii. 3 administrators reached out requesting more information relating to their individual situations and the August Newsletter.
 - 1. Recommended to add to BOSA website.
 - 2. Other options: S'more and Mail Chimp
- b. [AGO Board Manual with Revisions for 2024](#)
 - i. Read through and ensure BOSA is following AGO Board Manual
- c. The Executive Director attended MSBA, MDE/MASA Back to School Conferences, etc. She will be attending more conferences this coming school year and graduate classes to provide more information about BOSA and school administrators.

**Tentative Meeting
September 4, 2024**

4:00 - 5:00 PM

via Zoom

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