



| 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 - 10:30 AM - 11:00 AM

[Zoom Link](#)

Passcode: 509844

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

[Zoom Link](#)

Passcode: 782879

Board of School Administrators Board Meeting Minutes

DATE: September 23, 2024

TIME: 12:00 PM - 2:00 PM

[Zoom Link](#)

Passcode: 398197

The public is welcome to attend in-person at the above address. All Directors are attending in-person except for Director Lofald and Executive Director Karen Schaub who are attending via Zoom. The Board will be completing a roll call vote for each agenda item.

The Board Meeting was called to order at 12:04 PM.

I. Roll Call

a. Director:

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

- ix. Schaller Present
 - x. Siverson-Hall Present
 - b. **Staff Present:** Executive Director Karen Schaub, Licensing Specialist Janet Pladson, and Administrative Assistant Allyson Wilms
 - c. **Guest(s):** Michelle Vaught, Chief of Staff, Professional Educator Licensing and Standards Board (PELSB)

 - II. Director Hildenbrand moved to APPROVE the Agenda, [August 19, 2024 Minutes](#), and [September 4, 2024 Minutes](#).
 - a. Second Director Lê
 - b. Roll Call Vote:
 - i. Antoine Aye
 - ii. Fridgen Absent
 - iii. Gustafson Aye
 - iv. Hildenbrand Aye
 - v. Lê Aye
 - vi. Lofald Aye
 - vii. Tucci Osorio Aye
 - viii. Reimer Aye
 - ix. Schaller Aye
 - x. Siverson-Hall Aye
 - c. Motion PASSED
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- III. **Committee Reports**
 - a. Ethics Committee
 - i. Opened 1 Ethics Case
 - ii. 1 Conduct Review on hold
 - iii. Reviewed 14 Ethics Cases

 - b. Licensing
 - i. Variances
 - 1. Director Tucci Osorio moved to APPROVE a variance request from Duluth Public Schools #709 for Anthony Bonds (#517581) to obtain a Director of Community Education License contingent upon receiving School Board Minutes and a copy of the notification for the Minnesota Community Education Association (MCEA).
 - a. Director Siverson-Hall second.
 - i. Roll Call Vote:
 - 1. Antoine Aye
 - 2. Fridgen Absent
 - 3. Gustafson Aye
 - 4. Hildenbrand Aye
 - 5. Lê Aye

6. Lofald Abstain
7. Tucci Osorio Aye
8. Reimer Aye
9. Schaller Aye
10. Siverson-Hall Aye

ii. Motion PASSED

2. Director Lofald moved to APPROVE a variance request from Walker-Hackensack-Akeley #113 for Nichole Christofferson-Weston (#378604) to obtain a Director of Special Education License contingent upon receiving a copy of the notification to Minnesota Administrators for Special Education (MASE)

a. Director Schaller second.

i. Roll Call Vote:

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

ii. Motion PASSED

c. Professional Development and Program Review

- i. Discussed CEU FAQ Draft document.
- ii. Discussed revising Form E document used on program review accreditation
- iii. Thank you to the BOSA Staff for your work on the CEU process.

IV. MDE Report

V. Board Member Report

- a. Hildenbrand - Talked about the continuing to update and improve the Ethics process.

VI. Public Comments

VII. Discussion Topic

VIII. Business

- a. [PELSB/BOSA Discussion](#) - Michelle Vaught, Chief of Staff PELSB
 - i. Transfer of Power
 - 1. The creation of the Professional Educator Licensing and Standards Board shall be considered a transfer by law of the responsibilities of the Board of Teaching and the Minnesota Department of Education with respect to licensure and credentialing of teachers and school personnel to the PELSB Professional Educator Licensing and Standards Board for purposes of Minnesota Statutes
 - ii. Budget Request
 - 1. PELSB wants to ensure BOSA is appropriately staffed to take over BOSA Licensure.
 - 2. PELSB wants to ensure BOSA is prepared to completely take over administrative licensure.
 - 3. Adding 1.3 BOSA FTE. These FTEs would be housed at PELSB to receive proper training for licensing applications.
 - 4. PELSB and BOSA want to ensure licensure responsibilities meet the law.
 - iii. Rulemaking
 - 1. Be specific with what rule is being opened.
 - 2. Working with PELSB would be the most cost effective when making changes or revising the BOSA Conduct Review Statement.
 - 3. BOSA would be reviewing new Conduct Review Statements/newly flagged materials instead of reviewing conduct during each two or five year renewal.
 - 4. Request for Comment - 60 Days for the public to make comments to rulemaking revision.
 - iv. Questions/Thoughts
 - 1. BOSA wants to be cost effective for administrator's license renewal
 - 2. 1.0 FTE would be the Licensing Specialist and 0.3 would be for administrative support
 - 3. This would be a legislative proposal and would be completed through interagency agreements.
 - 4. How soon would we be able to hire? Fall 2025
 - a. PELSB would be happy to share job descriptions to update and change BOSA staff job descriptions
- b. [BOSA Bylaw Changes and Recommendations](#) - **First** Reading & Discussion
 - i. Changes-
 - 1. Officers are to be elected in June and start in July.
 - 2. The annual meeting and report will occur in September instead of February.
 - 3. We reorganized the Committee's purposes to start with general purposes and then move to each committee's specific purpose.
 - 4. Committee Minutes

a. Discussed: Do we need minutes of committee work out of the Board minutes?

c. Legislative Data & Report Summary

i. [2023 Report Summary](#)

1. BOSA Staff is currently updating and making changes to how Legislative Data is collected by universities in the future.
2. Discussed the possibility of collecting demographics for all licensed administrators in the State of Minnesota in the future.

IX. Executive Director's Report

a. Late October/Early November - Fall Newsletter

b. Discussed when the newsletter will be sent out.

i. Add positives for how many administrators paid for the 2023-2024 Annual Fee

ii. Discussed that BOSA will have a different payment system for the BOSA Annual Fee

iii. Program Reviews are coming up!

c. 2024-2025 BOSA Annual Fee is upcoming

d. St Cloud State University Program Review - October 21, 2024 - October 22, 2024

e. Southwest University Program Review - November 12-14, 2024

X. Adjournment - 1:35 PM

Next Meeting
October 28, 2024
12:00 - 2:00 PM
in-person