



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

Committee Meetings

ETHICS COMMITTEE – 9:00 AM - 11:00 AM on Thursday, October 24, 2024

- Closed Meeting/No Public

LICENSING COMMITTEE - 11:00 AM - 12:00 PM

[Zoom Link](#)

Passcode: 205611

PROFESSIONAL DEVELOPMENT AND PROGRAM REVIEW COMMITTEE – Canceled

Board of School Administrators Board Meeting Minutes

DATE: October 28, 2024

TIME: 12:00 PM - 2:00 PM

[Zoom Link](#)

Passcode: 932725

The public is welcome to attend in-person at the above address. All Directors are attending in-person except for Director Antoine and Director Hildenbrand 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 12:01 PM.

I. Roll Call

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

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

I. Approval of Agenda & Minutes

- a. Director Lofald moved to APPROVE the October Agenda and [September 23, 2024 Minutes](#).
 - i. Second by Director Tucci Osorio.
 - ii. Roll Call Vote:
 - 1. Antoine Aye
 - 2. Fridgen Aye
 - 3. Gustafson Aye
 - 4. Hildenbrand Aye
 - 5. Lê Aye
 - 6. Lofald Aye
 - 7. Tucci Osorio Aye
 - 8. Reimer Absent
 - 9. Schaller Aye
 - 10. Siverson-Hall Aye
 - iii. Motion PASSED

II. Committee Reports

- a. Ethics Committee
 - i. Two Conduct Reviews
 - 1. The Committee processed one conduct review. The Committee is waiting for more information to process the other one.
 - ii. Closed thirteen cases
 - iii. Sent out two Letters of Censure
 - iv. Two Stipulation Agreements are in process.
 - 1. One will be brought to the board at the meeting today.
- b. Licensing
 - i. Variances
 - 1. Director Siverson-Hall moved to APPROVE a variance request from Meeker and Wright Special Education Cooperative #0938 for Laura Holmquist (#450011) to obtain a Principal K-12 License.
 - a. Director Schaller second.
 - b. Roll Call Vote:
 - i. Antoine Aye
 - ii. Fridgen Aye
 - iii. Gustafson Aye
 - iv. Hildenbrand Aye
 - v. Lê Aye

- vi. Lofald Aye
- vii. Tucci Osorio Aye
- viii. Reimer Absent
- ix. Schaller Aye
- x. Siverson-Hall Aye

c. Motion PASSED

- 2. Discussion on how BOSA processes variances. More information to come.

c. Professional Development and Program Review

- i. The Professional Development and Program Review Committee Meeting was canceled, therefore there is no committee report.

III. MDE Report

IV. Board Member Report

V. Public Comments

VI. Discussion Topic -

- a. PELSB/BOSA Timeline
 - i. BOSA Staff is continuing to finalize Legislative Request for FY25
 - ii. BOSA Staff is putting together a handbook for procedures, timelines, and job descriptions.
- b. Update: Collaborative Meeting - October 16, 2024
 - i. [October 16, 2024 Collaborative Minutes](#) - DRAFT
 - 1. Discussed main topics from October Collaborative Meeting including ethics, discussion with organizations, Form E, and the upcoming Legislative Request.

VII. Business

- a. Director Hildenbrand moved to APPROVE [BOSA Bylaw Changes and Recommendations](#). This is the second and final reading.
 - i. Second by Director Lofald.
 - ii. Roll Call Vote:
 - 1. Antoine Aye
 - 2. Fridgen Aye
 - 3. Gustafson Aye
 - 4. Hildenbrand Aye
 - 5. Lê Aye
 - 6. Lofald Aye
 - 7. Tucci Osorio Aye
 - 8. Reimer Absent
 - 9. Schaller Aye

- 10. Siverson-Hall Aye
 - iii. Motion PASSED
- b. [BOSA Board Member Openings](#) in November
 - i. Elementary Principal
 - ii. Higher Education Faculty
 - 1. Applications are open on October 31, 2024
- c. Closed session as permitted by [Minn. Stat. § 13D.02, subd. 2](#), for the Board to exercise quasi-judicial functions involving disciplinary proceedings.
 - i. The Ethics Committee recommended a stipulation regarding licensee Astein Osei (#427468) to the Board. Following discussion, Director Lofald moved to adopt the stipulation, Board Member Gustafson seconded. Board members Antoine, Fridgen, Gustafson, Lê, Lofald, Tucci Osorio, Schaller, and Siverson-Hall voted to adopt the stipulation. Hildenbrand abstained. Motion PASSED.

VIII. Executive Director's Report

- a. Late October/Early November - Fall Newsletter
 - i. BOSA Staff is working on the Fall Newsletter. More information to come soon.
- b. 2024-2025 BOSA Annual Fee
 - i. BOSA Staff is working on putting together a notification for the 2024-2025 BOSA Annual Fee
- c. Meeting with Commissioner Jett
 - i. Executive Director Schaub is meeting with the Commissioner shortly.
- d. St Cloud State University Program Review - October 21- 22, 2024
 - i. Board Director Lê joined the program review team.
- e. Southwest University Program Review - November 12-14, 2024
 - i. Upcoming review. BOSA Staff putting documents and a review team together.
- f. Conferences Attended
 - i. Executive Director Schaub attended MCEA conference
 - ii. BOSA Staff is putting together online sessions/recordings for conferences

IX. Meeting adjourned at 12:58 PM.

Next Meeting
November 25, 2024
12:00 - 2:00 PM
in-person