

**mn** MINNESOTA  
BOARD OF SCHOOL  
ADMINISTRATORS

| 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**

- Closed Meeting/No Public

**LICENSING COMMITTEE - 10:00 AM - 11:00 PM**

[Zoom Link](#)

Passcode: 870098

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

[Zoom Link](#)

Passcode: 769056

**Board of School Administrators  
Board Meeting Agenda**

**DATE:** January 27, 2025

**TIME:** 12:00 PM - 2:00 PM

[Zoom Link](#)

**Passcode:** 138545

- I. **Approval of Agenda/Agenda Adjustment/Approval of Minutes/Roll Call**
  - a. Roll Call: The Board will be completing a roll call vote for each agenda item.
  - b. [December 16, 2024 Minutes](#)
  
- II. **Committee Reports**
  - a. Ethics Committee
  
  - b. Licensing
    - i. Variances
      1. North St. Paul-Maplewood-Oakdale Schools #622 seeks a variance extension for Kayla Campanelli (#496579) to obtain a Special Education Director license.
      2. Becker Public Schools #726 seeks a variance for Jennifer Johnson (#1034544) to obtain a Community Education Director License.
      3. Randolph Public Schools #195 seeks a variance for Rio Severson (#1003016) to obtain a Director of Special Education License.

4. One-time nonrenewable one-year license ([MN Rule 3512.2300 Subp. 4b](#)) for David Krenz (#251246) for Albert Lea Public Schools

- ii. Discussion Items

- c. Professional Development and Program Review

- i. [St. Cloud State University Program Approval](#) - Recommendation

### III. PELSB Report

### IV. Board Member Report

### V. Public Comments

### VI. Discussion Topic

- a. BOSA Newsletter

- i. [BOSA Winter 2024 Newsletter](#)
- ii. [BOSA Winter 2024 Newsletter Analytical Report](#)

### VII. Business

1. Legislation Discussion: Separation of PELSB and BOSA Duties

- a. Background:

- i. The Governor's budget proposal did not include a request for funding to separate the duties of the Public Employees Labor Services Board (PELSB) and BOSA.
  1. PELSB will continue to advocate for the necessary funding to separate these duties at the legislature.
  2. PELSB will request that the BOSA Executive Director testify in support of this funding request.
  3. PELSB may/will need to request an interagency agreement to process licensure requests.
- ii. Explore and discuss alternative options for achieving the separation of duties between PELSB and BOSA.

2. Executive Director Schaub requests the authority granted under [MN Rule 3512.2300 Subp. 4b](#) to make decisions regarding the issuance of an administrative license under the following specific conditions:

- a. Condition 1: The School District currently lacks a licensed administrator at the time of the request.
- b. Condition 2: The next scheduled BOSA Board meeting is over 10 business days away.
- c. Condition 3: The School Board has offered a contract to a candidate with the explicit condition that they obtain the required administrative license before the start of their contract.
  - i. *Note:* The board has the authority to allow the Executive Director to make this decision as long as the Board officially votes on this topic.

3. Hiring of Unlicensed Interim Superintendents by School Boards
  - a. School Boards are hiring Superintendents (Interim) who may not be currently licensed. I have been:
    - i. Schedule meetings with Superintendent Consulting Companies to discuss best practices and potential solutions to address this issue.
    - ii. Coordinate with the Minnesota School Boards Association (MSBA) to understand their perspective, existing guidance, and potential support.
  - b. Discussion Points:
    - i. Examine the current practice of School Boards hiring Interim Superintendents who may not possess current licensure requirements.
    - ii. Schedule meetings with Superintendent Consulting Companies to discuss best practices and potential solutions.
    - iii. Coordinate with the Minnesota School Boards Association (MSBA) to understand their perspectives and any existing guidance on this issue.
    - iv. Explore other relevant factors and potential courses of action.
4. MMB (Minnesota Management and Budget) - Risk Assessment Compliance
  - a. Completed annually and kept in the department
  - b. Not required to be submitted this year but will be a requirement in 2026
  - c. Requesting MMB has staff to help develop the document.
  - d. [2024 Agency Risk Assessment Plan](#)
5. Closed session as permitted by [Minn. Stat. § 13D.02, subd. 2](#), for the Board to exercise quasi-judicial functions involving disciplinary proceedings for one licensed administrator.

#### **VIII. Executive Director's Report**

- a. 2024-2025 BOSA Annual Fee
- b. BOSA Board Seats - Higher Ed Faculty Member in an Educational Administration Program & Elementary School Principal
- c. January Collaborative Meeting - January 29, 2025
- d. Outreach Activities:
  - i. MSBA
  - ii. Community Education Zoom on BOSA
  - iii. Charter School Boot Camp

iv. CEHD Policy Breakfast

**IX. Adjournment**

**Next Meeting  
Annual Meeting  
February 24, 2025  
12:00 - 2:00 PM**