

**m** **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 Minutes**

**DATE:** January 27, 2025

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

[Zoom Link](#)

**Passcode:** 138545

All Directors are attending in person except for Director Hildenbrand and Director Lofald who are participating via Zoom. The Board will be completing a roll call vote for each agenda item.

The Board Meeting was called to order at 12:00 PM.

**I. Roll Call**

**a. Roll Call**

**i. Director:**

1. Antoine Present
2. Fridgen Present
3. Gustafson Present
4. Hildenbrand Present
5. Lê Present
6. Lofald Present
7. Tucci Osorio Present
8. Reimer Present

- 9. Schaller Present
- 10. Siverson-Hall Present
- ii. **Staff Present:** Executive Director Schaub, Licensing Specialist Dr. Pladson, and Administrative Assistant Allyson Wilms
- iii. **Guest(s):** NA

## II. Approval of Agenda and Minutes

- a. Director Antoine moved to approve the agenda and the [December 16, 2024 Minutes](#).
- b. Seconded by Director Lê
- c. 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 Aye
  - ix. Schaller Aye
  - x. Siverson-Hall Aye
- d. Motion PASSED

## III. Committee Reports

- a. Ethics Committee
  - i. Conduct Reviews: 2
    - 1. Committee processed one and is awaiting more information for the other.
  - ii. Reviewed 16 cases
  - iii. Did not move forward with any new cases
  - iv. Letter of Censure: 2 letters to be reviewed later at this meeting
- b. Licensing
  - i. Variances
    - 1. Director Lofald moved to approve the variance extension for North St. Paul-Maplewood-Oakdale Schools #622 for Kayla Campanelli (#496579) to obtain a Special Education Director license.
      - a. Seconded by Director Schaller
      - b. Roll Call Vote:
        - 1. Antoine Aye
        - 2. Fridgen Aye
        - 3. Gustafson Aye
        - 4. Hildenbrand Aye

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

ii. Motion PASSED

2. Director Siverson-Hall moved to approve the variance request for Becker Public Schools #726 for Jennifer Johnson (#1034544) to obtain a Community Education Director License. This approval is contingent upon receiving school board minutes.

a. Seconded by Director Lofald.

b. 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 Aye
9. Schaller Aye
10. Siverson-Hall Aye

ii. Motion PASSED

3. Director Tucci Osorio moved to approve a variance for Randolph Public Schools #195 for Rio Severson (#1003016) to obtain a Director of Special Education License.

a. Seconded by Director Schaller.

b. Roll Call Vote:

1. Antoine Abstain
2. Fridgen Aye
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

4. Director Siverson-Hall moved to approve a one-time nonrenewable one-year license ([MN Rule 3512.2300 Subp. 4b](#)) for David Krenz (#251246) for Albert Lea Public Schools.
  5. Seconded by Director Tucci Osorio
  6. 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 Aye
    - ix. Schaller Aye
    - x. Siverson-Hall Aye
- b. Motion PASSED

c. Professional Development and Program Review

- i. Director Tucci Osorio moved to approve the [St. Cloud State University Program Approval Letter](#).

1. Seconded by Director Reimer.

2. 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 Aye
- ix. Schaller Aye
- x. Siverson-Hall Aye

b. Motion PASSED

**IV. PELSB Report**

- a. NA

**V. Board Member Report**

- a. Schaller:

- i. Please complete the Economic Interest Statement if you have not already done so.
- ii. Please complete the Executive Assistant (Director) Review for Executive Director Karen Schaub before February Board Meeting.

- b. Reimer:

- i. Dr. Janet Pladson is receiving a Retired Principal's Leadership Award from MESPA.

## VI. Public Comments

## VII. Discussion Topic

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

## VIII. 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.
      1. Discussed Legislation Separation of PELSB and BOSA Duties
      2. BOSA's goal is to make processing licenses and license renewal as streamlined for the administrator as possible.

Director Hildenbrand left the meeting at 12:50 PM.

2. Director Tucci Osorio moved to approve Executive Director Schaub's request to have the authority granted under [MN Rule 3512.2300 Subp. 4b](#) to make decisions regarding the issuance of a Superintendent License under the following specific conditions:
  - a. Condition 1: The School District currently lacks a licensed Superintendent 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.
      1. Seconded by Director Schaller
        - a. Roll Call Vote:

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

ii. Motion PASSED

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.

1. Creating an FAQ document for these situations and circumstances.

Director Hildenbrand returned at 1:07 PM.

Director Hildenbrand left the meeting at 1:15 PM.

4. 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.

- a. The Ethics Committee recommended a stipulation regarding licensee Todd Huisman (#1028728) to the Board.
  - i. Following discussion, Director Antoine moved to adopt the Letter of Censure
  - ii. Seconded by Director Lofald.
  - iii. Roll Call Vote:
    - a. Antoine Aye
    - b. Fridgen Aye
    - c. Gustafson Abstain
    - d. Hildenbrand Absent
    - e. Lê Aye
    - f. Lofald Aye
    - g. Tucci Osorio Aye
    - h. Reimer Abstain
    - i. Schaller Aye
    - j. Siverson-Hall Aye

2. Motion PASSED

- b. The Ethics Committee recommended a stipulation regarding licensee Lee Pederson (#1006865) to the Board.
  - i. Following discussion, Director Gustafson moved to adopt the stipulation.
  - ii. Seconded by Director Antoine.
  - iii. Roll Call Vote:
    - a. Antoine Aye
    - b. Fridgen Aye
    - c. Gustafson Abstain
    - d. Hildenbrand Absent
    - e. Lê Aye
    - f. Lofald Aye
    - g. Tucci Osorio Aye
    - h. Reimer Abstain
    - i. Schaller Aye
    - j. Siverson-Hall Aye

2. Motion PASSED

Director Tucci Osorio left the meeting at 1:27 PM.

5. MMB (Minnesota Management and Budget) - Risk Assessment Compliance
  1. Completed annually and kept in the department
  2. Not required to be submitted this year but will be a requirement in 2026
  3. Requesting MMB has staff to help develop the document.
  4. [2024 Agency Risk Assessment Plan](#)

- a. Discussed MMB Risk Assessment Compliance. The Board supports the decision to request MMB's assistance in Risk Assessment.

**IX. Executive Director's Report**

- a. 2024-2025 BOSA Annual Fee
  - i. Goal to launch payment system by February 3, 2025
- b. BOSA Board Seats - Higher Ed Faculty Member in an Educational Administration Program & Elementary School Principal
  - i. Executive Director will be calling Governor's Office to appoint new Board Members
- c. January Collaborative Meeting - January 29, 2025
  - i. Meeting this Wednesday with Accredited Universities
- d. Outreach Activities:
  - i. MSBA
  - ii. Community Education Zoom on BOSA
  - iii. Charter School Boot Camp
  - iv. CEHD Policy Breakfast

**X. Adjournment**

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