



| 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: 642303

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

[Zoom Link](#)

Passcode: 992926

## **Board of School Administrators Board Meeting Minutes**

**DATE:** March 24, 2025

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

[Zoom Link](#)

**Passcode:** 214655

All Directors are attending in person.

The Board Meeting was called to order at 12:02 PM.

### **I. Roll Call**

a. Director:

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

**b. Staff Present:**

- i. Executive Director Schaub
- ii. Licensing Specialist Janet Pladson
- iii. CEU Specialist Gabby Caron
- iv. Administrative Assistant Allyson Wilms

**c. Guest(s): Brennan Kent -**

Assistant Professor with Minnesota State University, Moorhead.

**I. Approval of Agenda/Agenda Adjustment/Approval of Minutes**

- a. Director Antoine moved to approve the agenda and the [February 24, 2025 Minutes](#).
  - i. Second by Director Osorio. Agenda and minutes were approved unanimously.

**II. Committee Reports**

- a. Ethics Committee
  - i. Reviewed 16 Cases during the Committee Meeting.
  - ii. 1 Stipulation Agreement to present to the Board later in the meeting.
  - iii. The [Ethics Template 2024.pdf](#) is informative. This document is what the Ethics Committee uses when reviewing Public Complaints.
  
- b. Licensing
  - i. Variances
    1. Director Siverson-Hall moved to approve the variance extension for Southwest West Central Service Cooperative #991 for Jill Stiefvater (#444332) for a Director of Special Education license.
      - a. Second by Director Schaller. Variance extension was approved unanimously.
  - ii. Licensing Committee reviewed and discussed [BOSA Licensing FAQ for Stakeholders](#)
  
- c. Professional Development and Program Review
  - i. Director Fridgen moved to approve Concordia University, Saint Paul's Program Review for Director of Special Education. This approval would be until Concordia's Five-Year Program Review in October 2026.
    1. Second by Director Hildenbrand. Director Antoine abstained  
Concordia University, Saint Paul's Program Review for Director of Special Education was approved unanimously.
      - a. [Concordia Program Approval Site Review Letter - SPED - March 2025.docx](#)
  - ii. Director Antoine moved to approve Bethel University's Program Review for Principal K-12, Superintendent, and Director of Special Education. This approval would be until Bethel University's Five-Year Program Review in 2030.

1. Second by Director Fridgen. Director Hildenbrand abstained. Bethel University's Program Review was approved unanimously.
  - a. [Bethel Program Approval Site Review Letter - March 2025.docx](#)
2. The Professional Development and Program Review Committee discussed BOSA and University requirements for Program Reviews, and how to balance all the requirements.

### **III. PELSB Report**

- a. NA

### **IV. Board Member Report**

- a. Director Antoine shared an update on her husband's health concerns. Director Antoine also shared highlights from her time serving on the BOSA Board.
- b. Executive Director Schaub and Director Tucci Osorio shared positive memories from working with Director Antoine.
- c. Director Tucci Osorio shared about hosting an event for Attorney Generals.

### **V. Public Comments**

### **VI. Discussion Topic**

- a. Federal Government School Investigation Form
  - i. [US Department of Education Form](#)
    1. Discussed US Department of Education Form
- b. The Executive Director is attending Small Agency Meeting monthly.

### **VII. Business**

- a. MN Legislation
  - i. [PELSB Bill 1418](#) - Informative
    1. Reviewed PELSB Bill 1418
- b. Closed Session:
  - i. As permitted by [Minn. Stat. § 13D.02, subd. 2](#), for the Board to exercise quasi-judicial functions involving disciplinary proceedings for one licensed administrator.
- c. The Ethics Committee recommended a stipulation regarding licensee Ryan Larson (#396638) to the Board.
  - i. Following discussion, Director Antoine moved to adopt the Stipulation.
  - ii. Second by Director Siverson-Hall.
  - iii. Director Gustafson, Hildenbrand, and Osorio Abstained.
  - iv. All other members voted to adopt the Stipulation. The Motion was approved unanimously.

**VIII. Executive Director's Report**

- a. New Board Members will be approved on March 28, 2025.
  - i. Discussed possible newly appointed Board Members
- b. [2025 Approval Process for Administrative License Handbook](#)
  - i. Discussed Approval Process for Administrative License Handbook
- c. 2024-2025 BOSA Annual Fee
  - i. Discussed 2024-2025 Annual Fee.
- d. Fun Facts
  - i. 104 new Superintendent licenses
  - ii. 250 new Principal K-12 licenses
  - iii. 52 new Director of Special Education licenses
  - iv. No new Community Education Director licenses
- e. Outreach Activities:
  - i. MASA/MASE Spring Conference
  - ii. New Superintendent Training
    - 1. Executive Director attended MASA/MASE Spring Conference and the New Superintendent Training.

**IX. Adjournment**

**Next Meeting**  
**April 28, 2025**  
**12:00 - 2:00 PM**