



| Executive Director – Karen Schaub |
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Committee Meetings

ETHICS COMMITTEE – 8:00 AM - 10:00 AM

Closed Meeting

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

[Zoom Link](#)

Meeting ID: 161 835 5674

Passcode: 558865

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

[Zoom Link](#)

Meeting ID: 160 838 9143

Passcode: 292380

Board of School Administrators Board Meeting Minutes

DATE: January 26, 2026

[Zoom Link](#)

Meeting ID: 161 660 5855

Passcode: 846619

I. Call to Order

The Board Chair called the meeting to order at 12:00 PM.

II. Attendance

Present Directors

In-Person: Osorio, Rivera, Schaller, Siverson-Hall, and Romero-Rodriguez
Virtual: Gustafson, Hildenbrand, Kent, and Lofald, Smith.

Present Staff

Executive Director Karen Schaub, Licensing Specialist Janet Pladson, and Administrative Assistant Allyson Wilms

Note: The Board’s protocol states that a roll-call vote will be conducted if a Director attends virtually.

III. Consent Agenda

Motion: Director Osorio moved to approve the agenda as written and approve the Board meeting minutes from December 15, 2025.

Second: Director Hildenbrand

Discussion: No discussion

Gustafson - Y Hildenbrand - Y Kent - Y Lofald -Y Osorio - Y
Rivera - Y Romero-Rodriguez - Y Schaller - Y Siverson-Hall - Y Smith - Y

IV. Public Comments

There were no public comments.

V. Business

Ethics Committee (Director Hildenbrand, Committee Chair)

The Ethics Committee processed four conduct reviews, reviewed a total of sixteen cases, opened one case, and closed three cases.

A Stipulation Agreement will be reviewed by the Board later in the meeting.

Licensing Committee (Director Osorio, Committee Chair)

Variances

Motion: Director Rivera moved to approve a variance for Eastern Carver County Schools #112 for Alicia Fischer (#389761) for a Community Education Director license contingent upon receiving proper School Board minutes.

Second: Director Schaller

Discussion: No discussion

Gustafson - Y Hildenbrand - Y Kent - Y Lofald -Y Osorio - Y
Rivera - Y Romero-Rodriguez - Y Schaller - Y Siverson-Hall - Y Smith - Y

Motion: Director Lofald moved to approve a variance for Aspen Academy #4184 for Rachel Mong (#503174) for a Principal K-12 license contingent upon receiving proper School Board minutes.

Second: Director Osorio

Discussion: No discussion

Gustafson - Abstain Hildenbrand - Y Kent - Y Lofald -Y Osorio - Y
Rivera - Y Romero-Rodriguez - Y Schaller - Y Siverson-Hall - Y Smith - Y

Motion: Director Kent moved to approve the variance for Intermediate School District #917 seeks a variance for Tara Precht (#505268) for a Director of Special Education license contingent upon receiving proper School Board minutes.

Second: Director Rivera

Discussion: No discussion

Gustafson - Y Hildenbrand - Y Kent - Y Lofald -Y Osorio - Y
Rivera - Y Romero-Rodriguez - Y Schaller - Abstain Siverson-Hall - Y Smith - Y

The Licensing Committee discussed and reviewed the requirements for the Alternative Pathway toward Superintendency.

Professional Development and Program Review (Director Kent, Committee Chair)

The Professional Development and Program Review Committee discussed Saint Mary's University of Minnesota's Program Review that was conducted on November 12, 2025 and November 13, 2025.

Winona State University's Program Review is scheduled for February 2, 2026 and February 3, 2026. The review team and BOSA staff will be conducting the review next week.

The committee discussed the relevancy of appropriate university credits utilized for BOSA CEUs.

Motion: Director Siverson-Hall moved to approve moving the November 2026 meeting from November 23, 2026 to November 16, 2026, and moving the December 2026 meeting from December 21, 2026 to December 14, 2026.

Second: Director Smith

Discussion: No discussion

Gustafson - Y Hildenbrand - Y Kent - Y Lofald -Y Osorio - Y
Rivera - Y Romero-Rodriguez - Y Schaller - Y Siverson-Hall - Y Smith - Y

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.

The Ethics Committee recommended a stipulation agreement regarding licensee Michael Neubeck (#325549) to the Board. Following the discussion, Director Osorio moved to adopt the Stipulation. Second: Director Rivera. Director Gustafson, Hildenbrand, and Siverson-Hall abstained. All other members voted to adopt the Stipulation. The Motion was approved unanimously.

VI. Discussion Topics

No discussion topics today.

VII. Board Member Reports

The Directors discussed the climate of the State of Minnesota and how it is affecting their schools and communities.

Director Lofald shared the positive experience of presenting on BOSA at the MSBA 2026 Conference. Congratulations to Director Lofald for joining the MSBA Board of Directors.

VIII. Executive Director's Report

2025-2025 BOSA Annual Fee

BOSA has collected roughly \$350,000 in annual fees as of 1/26/2026.

The second notice was sent on 1/21/2026 to administrators who have not yet paid the BOSA annual fee.

BOSA Staff is partnering with MNIT to create a new process for submitting BOSA approved CEU requests, collecting fees for the BOSA annual fee, and an updated website.

BOSA is continuing to work with out-of-state individuals who are interested in obtaining a Minnesota administrative license.

BOSA staff are preparing for the Winona State University program review.

IX. Adjournment

Next Meeting
February 23, 2026
12:00 PM - 2:00 PM