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2023 BOSA Annual Report

March 1, 2023 - February 29, 2024

The Legislature created the Minnesota Board of School Administrators (BOSA) in 2001 with the support of Minnesota educational administration organizations. Nine Board members were appointed in August 2001, and the first Board meeting was held in September 2001. The Legislature added a tenth member to the Board in 2003 to represent Directors of Community Education. This board is appointed by the governor and confirmed by the MN Senate. The BOSA is an autonomous body created by the Minnesota Legislature.

BOSA supports approximately 7,225 (9,325 duplicated) licensed/inactive licensed school administrators;

- 1,757 Superintendents
- 6,133 Pre K-12 Principals
- 1,072 Special Education Directors
- 363 Community Education Directors

Duties of Board of School Administrators in Accordance with MN Statute 122A.14

- Providing fair, responsive counsel in the areas of ethics and standards of practice in the event a complaint is made against an administrator.
- Licensing of Minnesota school administrators.
- Processing requests for licensure variances.
- Reviewing and approving preparation programs for school administrators and alternative programs for administrators.
- Processing requests for issuing continuing education units (CEUs or clock hours) for educational administrative professional development.

Board of School Administrators Board Members

Special Education Director

Dr. Melissa Schaller

Term Expires: 01/01/2024

Elementary Principal

Nancy Antoine

Term Expires: 01/06/2025

Higher Education Administrator

Dr. Jinger Gustafson

Term Expires: 01/04/2027

Secondary Principal

Drew Hildenbrand

Term Expires: 01/04/2027

School Board Member

Jill Lofald

Term Expires: 01/05/2026

Community Education Director

Brian Siverson-Hall

Term Expires: 01/05/2026

Public Member

Louise Sundin

Term Expires: 01/01/2024

Higher Education Faculty

Dr. Tracy Reimer

Term Expires: 01/06/2025

Classroom Teacher

Marty Fridgen

Term Expires: 01/04/2027

Superintendent

Christine Tucci Osorio

Term Expires: 01/05/2026

***Note:** Two new Board Members joined the board in 2023 - Brian Siverson-Hall and Marty Fridgen.

Board of School Administrators Committee Members

Chair: Dr. Melissa Schaller (*terms March 2023-2025*)
Vice Chair: Nancy Antoine (*terms March 2023-2025*)

Ethics Committee

Chair: Drew Hildenbrand
Members: Dr. Tracy Reimer

Licensing Committee

Chair: Jill Lofold
Members: Dr. Melissa Schaller
Christine Osorio
Brian Siverson-Hall

Professional Development and Program Review Committee

Chair: Dr. Jinger Gustafson
Members: Louise Sundin
Dr. Tracy Reimer
Nancy Antoine
Marty Fridgen

Legislative/Communication Committee

Meets at the call of the Chair

Chair: Louise Sundin
Members: Christine Osorio

Board of School Administrators Meeting Dates

March 27, 2023

11:00AM – 1:00PM
in person

April 24, 2023

11:00AM – 1:00PM
in person

May 22, 2023

11:00AM – 1:00PM
in person

June 26, 2023

11:00AM – 1:00PM
in person

July 24, 2023

11:00AM – 1:00PM
in person

August 21, 2023

4:00PM – 5:00PM
Zoom

September 25, 2023

11:00AM – 1:00PM
in person

October 23, 2023

11:00AM – 1:00PM
in person

November 27, 2023

11:00AM – 1:00PM
in person

December 18, 2023

11:00AM – 1:00PM
in person

December 18, 2023

11:00AM – 1:00PM
in person

January 22, 2024

12:00 PM - 2:00 PM
in person

February 26, 2024

12:00 PM - 2:00 PM
in person

Website Link with Meeting Agendas and Minutes

<https://bosa.mn.gov/BOSA/BoardMeetDateMinute/index.html>

Board of School Administrators Staff Members

Karen Schaub
Executive Director
FTE 1.0

Dr. Janet Pladson
Licensing Specialist
FTE 0.25

Allyson Wilms
Administrative Assistant
FTE 1.0

Gabby Caron
CEU Specialist
FTE 0.25

2023 BOSA Annual Meeting Reflections and Accomplishments

Ethics

1. Number of conduct reviews - 75
2. Number of public complaints - 60
3. Number of stipulations and consent orders - 2
4. Number of licenses denied - 2
5. Digitized agendas and filing to better document cases reviewed, evidence, and Ethics Committee action.
6. Improved communication process when a public complaint is submitted to multiple investigation organizations (OCR, MDE).
7. Improved system for reviewing conduct reviews; in particular, conduct reviews previously completed by BOSA Ethics committees.
8. The Attorney General's Office, in connection with the BOSA Executive Director, rewrote several letters of correspondence for complainants and BOSA members, as well as the letters of censure.
9. Revised [Ethics Public Complaint Form](#) (revised 11/27/2023)
10. Ethics Committee Meetings changed to two hours
11. Created [Background History Preliminary Application](#)
12. Discussed BOSA's role in charter school ethical concerns

Future Development

- A. Explore Public Complaint App
- B. Continue improving system for reviewing conduct reviews
- C. Continue emphasis on documentation (i.e. dates, notes) of public complaints that may/may not lead to an open case.

Licensing

1. Number of variances granted - 36
 - a. Number of granted lapsed license variances - 4
 - b. Number of non-licensed administrative variances - 32
2. Number of variances denied - 2
3. Number of out-of-state inquiries - 105
4. Revised [Alternative Pathway Manual Toward Superintendentcy](#) (2/26/2024)
 - a. Number of Alternative Pathway Candidates - 1
5. Revised [Administrative Variance for Hiring a Non-Licensed Administrator Form](#) (12/7/2023)

Future Development:

- A. Explore Variance App
- B. Discuss field experience requirements
- C. Discuss out-of-state applicants and "substantially equivalent in content" requirements
- D. Discuss adding a university rep to licensing committee
- E. Revise Administrative Variance for a Five-Year Continuing Lapsed License Form

Professional Development & Program Review

1. Program Reviews
 - a. Continuous improvement process that has led us to:
 - i. Pre-meetings with Review Team
 - ii. Materials distributed to the Review Team two-weeks ahead of Program Review
 - iii. Program Reviews changing from three days to two days
 - iv. Changing how materials are shared (materials are now shared electronically)

- v. Southwest Minnesota State added Director of Special Education license.
 - vi. Program Reviews at St. Thomas and Moorhead
- 2. Number of CEU requests - 1,083
- 3. [CEU App](#) (2/1/2024)
- 4. Licensing renewal process for international and out-of-state administrators
- 5. Non-BOSA CEU approval (national conferences)
- 6. Discussion around Form E

Future Development:

- A. [Individual CEU Request Form](#)
- B. [Updated Form E](#)
- C. [CEU Opportunities from Accredited Universities](#)
- D. Expand discussion with non-public, parochial, and charter schools regarding CEU responsibilities

Miscellaneous

- 1. Collaborative Meetings with Accredited Universities - 13 Universities and 39 Licensed Programs
 - a. [October 11, 2023](#)
 - b. [January 29, 2024](#)
- 2. Revised [Data Practices Policies for the Public](#)
- 3. [Revised Data Policies on Data Subjects](#)
- 4. Moved to a new office! (7/1/2023)
- 5. Number of STARS violations - 5
- 6. Added 0.25 FTE
- 7. Restructured job titles and responsibilities
- 8. Attended major educational conferences
- 9. Executive Director presented/attended approximately 8 conferences
- 10. Became a vendor at two educational conferences
- 11. Board Meeting materials are now available through Google Docs
- 12. Developed a new BOSA Annual Fee Process
 - a. Increased revenue by 27%
 - b. [BOSA Annual Fee FAQ](#)
 - c. November 1st - new date for fee renewal

Future Development:

- A. New Website
- B. Expanding BOSA's visibility through networking opportunities
- C. Licensing Transition Plan under development between PELSB and BOSA
- D. Updating FAQ Documents
- E. More communication with MN administrators
- F. Continue to clean up BOSA files from the old system to the new one