

Minnesota Board of School Administrators

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Legislative Committee on Educator Licensing August 23, 2016 Minnesota State Office Building

The Board of School Administrators (BOSA) appreciates the opportunity to work collaboratively with the Minnesota Department of Education (MDE) and the Board of Teaching (BOT) to reflect on best practices related to educator licensure. The Board of School Administrators has met with MDE and BOT leadership to review recommendations provided by the Office of the Legislative Auditor over the past several weeks.

The Board of School Administrators has determined that our current structure works well for BOSA and for the constituents we serve. The Minnesota education administration organizations representing superintendents, principals, special education directors and community education directors support this decision. The current structure in place for licensing both in-state and out-of-state applicants works well.

BOSA is much smaller in size than the Board of Teaching with four licensure areas, fourteen university preparation programs and 6877 licensed school administrators.

The Board would prefer no changes to our current operation. However, BOSA will continue to work with MDE and BOT as they work towards resolving matters related to the recommendations in the OLA report.

BOSA Governance Structure with Minnesota Department of Education and MN.IT

The Board of School Administrators (BOSA) and the Minnesota Department of Education (MDE) maintain a successful governance model, pursuant to MN Statute 122A.14, subd. 7.

1. MDE provides the following services:

- Human Resources and Administrative Services
 - ✓ Mailroom functions.....
 - ✓ Facility support - maintenance, copier use.....
- Agency Finance
 - ✓ Encumbrances
 - ✓ Accounts Payable and Receivable Activities
 - ✓ Budget and Financial Reporting
- Audit
 - ✓ Audit Support

2. **MN.IT provides the following services:**
 - Information Technology – Telephone, General IT services, Software updates, Computer, monitors, and access to other equipment
3. **BOSA rents office space within the MDE building for two employees.**
4. **BOSA and MDE Educator Licensing work collaboratively on administrative license applications.**

Legislative Appropriation: BOSA FY17 appropriation is \$231,000.

BOSA Organizational Structure and Key Facts

- **History:** The Minnesota Board of School Administrators (BOSA) is an autonomous body created by the Minnesota Legislature in 2001 with the support of Minnesota educational administration organizations.
- **Purpose:** The Board of School Administrator is (a) to establish and maintain high standards for a quality administrator licensing system for Minnesota public schools, and (b) to ensure that the highest quality administrators serve the needs of Minnesota citizens.
- **Board Composition:** The board consists of ten (10) board members appointed by the governor. Board members are appointed to four (4) year terms and must be active in the professional capacity they represent to remain seated on the board. Members of the Board and the professionals they represent are:

Board Members	Represents
Mary Mackbee, Board Chair	Secondary Principals
Nancy Antoine	Elementary Principals
Dr. Kim Hartung	Higher Education Faculty, Administration Preparation
Dr. Jean Haar	Dean of Education, MSU Mankato
Dr. Deb Henton	Superintendents
Denise Kapler	Teachers
Daniel Naidicz	Directors of Special Education
Robert Meyer	Directors of Community Education
Dr. Tracine Asberry	School Board Members
Louise Sundin	Public
STAFF	
Executive Director	
Administrative Assistant	
Assistant Attorney General	

- **Board Committees:** Ethics, Licensing, Professional Development and Program Review, Legislative/Communication
- **Board Meetings:** Eleven meetings held the second Monday of each month.
- **Board Duties:** Pursuant to [MN Statute 122A.14](#).
 1. **Licensing** of Minnesota School Administrators* - four licensure categories:
 - ✓ Superintendent
 - ✓ Principal
 - ✓ Director of Special Education
 - ✓ Director of Community Education
 2. **Preparation Programs** are offered at fourteen universities: 7-Private and 7-State

Administrative Licensure Preparation Programs in MN		
Principal	14	
Superintendent	13	
Director of Special Education	10	
Director of Community Education	5	
		TOTAL 42
Preparation programs are reviewed on a 5-year rotation by teams of administrative practitioners. (MN Rule 3512)		

3. **Continuing Education Professional Development** requirements are set by the Board to promote continuous improvement and acquisition of new and relevant skills by school administrators. One hundred twenty five (125) Board approved professional development clock hours are required for a 5-year license renewal.

2015/16 Continuing Education Professional Development Programs Approved	TOTAL 1630
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4. **Code of Ethics** (MN Rule 3512.5200 and MN Statute 122A.20)
 - ✓ Disciplinary matters are reviewed by the Board’s Ethics Committee. These committee members are practicing administrators.

2015/2016 Disciplinary Matters Reviewed	
Conduct	56
Mandated Reports/Complaints	48
TOTAL 104	

***2015/2016 Licensing Data**

# New Licenses	Category License		Renewals	Category License
8	District Superintendent		285	District Superintendent
8	Elementary Principal	Provisional Only	86	Elementary Principal
7	Secondary Principal	Provisional Only	112	Secondary Principal
61	Principal K-12		1294	Principal K-12
6	Director of Special Education		194	Director of Special Education
11	Community Education Director		73	Community Education Director
TOTAL NEW LICENSES = 101			TOTAL 2044	
<u>Active</u> 3078	<u>Inactive</u> 3799	TOTAL ADMINISTRATIVE LICENSES = 6877		
VARIANCES	TOTAL 36			
ALTERNATIVE SUPERINTENDENT LICENSES	TOTAL 2			