

STATE OF MINNESOTA



MARK DAYTON  
GOVERNOR

NOTICE OF APPOINTMENT

**Tracy Reimer**

RECEIVED

931 Acacia Circle South  
Annandale, MN 55302  
County of Wright  
Congressional District 6

APR 19 2017

President of the Senate

Because of the special trust and confidence I have in your integrity, judgment, and ability, I have appointed and commissioned you to have and to hold the office of:

**HIGHER EDUCATION FACULTY MEMBER  
BOARD OF SCHOOL ADMINISTRATORS**

Effective: April 23, 2017

Term Expires: January 4, 2021

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled by me or other lawful authority or by any law of this State.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the Capitol in the City of Saint Paul, April 18, 2017.



  
\_\_\_\_\_  
Governor

  
\_\_\_\_\_  
Secretary of State

Replacing: Jean Haar

**Breems, Nancy (OSS)**

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**From:** Abel, Tom (OSS)  
**Sent:** Friday, December 09, 2016 10:43 AM  
**To:** Appointments, Open (OSS)  
**Subject:** A New Application has been submitted!

Nancy! We have received a new application for Commissions and Appointments.

**Agency Name::**  
Board Of School Administrators  
**Position Sought::**  
member  
**First Name::**  
Tracy  
**Last Name::**  
Reimer  
**Street Address::**  
931 Acacia Cir S  
**City::**  
Annandale  
**State::**  
Minnesota  
**Zip::**  
55302-3580  
**Have you ever been convicted of a felony::**  
No  
**Phone::**  
320-493-8784  
**Email::**  
t-reimer@bethel.edu  
**County::**  
Wright  
**MN House of Representatives District::**  
29A  
**US House of Representatives District::**  
6  
**Did the Appointing Authority suggest that you submit an application?:**  
Yes  
**Cover Letter or other information helpful to the appointing authority::**  
Dear Governor Dayton and Executive Director Mohr,

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President of the Senate

Governor  
12/14/2016

Please accept this letter as an application for the position of Board of School Administrators Member.

I serve as the Assistant Director for the EdD Leadership in K-12 Administration Program at Bethel University. Throughout my four years in this position, I have been an active member of the Minnesota Board of School Administrators University Collaborative and have contributed to multiple BOSA task forces as well as effectively carried out the responsibilities of an accreditation team member on multiple university administrative license program reviews. Most recently, I volunteered to assist with a study

focused on aligning Minnesota administrative licensing competencies with the nationally recognized 2015 Professional Standards for Educational Leaders (PSEL).

Prior to post-secondary employment, I taught at the elementary level for five years, served as the K-12 District Curriculum Coordinator for Annandale Public Schools for two years, and successfully led Bendix Elementary School as Principal for ten years. I attained a B.A. in Psychology and Elementary Education, M.S. in Curriculum and Instruction, Sixth Year Degree in Educational Administration, and Ph.D. in Education, Curriculum and Instruction: Literacy Education.

As you will see on my resume, my strong educational background and diverse occupational experiences have prepared me to serve on the Board of School Administrators and fulfill the duties as described in MN Statute 122A.14. My commitment to integrity, ethics, and service will be well matched with the tasks of the Board of School Administrators.

I am hopeful for the opportunity to discuss the position with you. I can be reached on my cell phone (320) 493-8784 at your convenience.

Thank you for considering this letter.

Sincerely,  
Tracy Reimer, Ph.D.

**Resume or other information helpful to the appointing authority::**

Tracy Reimer  
931 Acacia Circle Annandale, Minnesota 55302  
t-reimer@bethel.edu (320) 493-8784

EDUCATIONAL ACHIEVEMENT  
University of Minnesota, Minneapolis, Minnesota 2010  
Ph.D. Education, Curriculum and Instruction: Literacy Education

St. Cloud State University, St. Cloud, Minnesota 2002  
Sixth Year Degree Educational Leadership and Administration  
K-12 Principal License, Superintendent License

St. Cloud State University, St. Cloud, Minnesota 2000  
M.S. Curriculum and Instruction

Bethel University, St. Paul, Minnesota 1996  
B.A. Psychology and Elementary Education  
Grades 1-6 Teaching License

PROFESSIONAL EXPERIENCE

Assistant Director, Leadership in K-12 Administration  
Bethel University, St. Paul, MN 2013 – present

- Student Service Provision - serve as academic cohort advisor for learners within the program, maintain a teaching load, serve as University Supervisor for principal internships and superintendent internships, serve as an advisor and reader on dissertation committees
- Personnel - serve as a subject matter specialist for the Leadership in K-12 Administration Program, provide support and encouragement for program faculty, supervise and evaluate instructors which includes a review of course evaluation results and developmental discussions when necessary
- Program Development - collaborate in the maintenance and expansion of the Doctor of Education

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- Program, provide primary leadership for K-12 accreditation preparation, update and develop principal internships, superintendent internships, and director of special education internships
- Curriculum - provide curriculum and instructional leadership within the Ed.D. Program, assist in the design and implementation of summer residencies, develop on-line courses to incorporate best practice standards, implement program course review cycle and processes with a focus on program outcomes and license competencies
  - Finance - oversee the Ed.D. department budget, collaborate and communicate with university staff and department team

#### Elementary Principal

Bendix Elementary School, Annandale, MN 2003 – 2013

- Instructional Leadership – increased student achievement, implemented data driven decision making, developed SMART goals for core subject areas, monitored curriculum and instruction, initiated at-home reading program, organized after school reading and math programs, implemented authentic Response to Intervention (RtI)
- School Culture for Learning – cultivated a professional learning community, facilitated book studies, organized and led professional development, increased staff capacity
- Staff Supervision –utilized Charlotte Danielson’s Framework for Teaching, created a probationary staff support program
- School-Community Relations – created Community Reader Day, organized Visit Your School Day, coordinated Breakfast with Parents, co-facilitated Parent Staff Advisory Committee, presented to local community service organizations, authored monthly newsletters and media publications
- Title I Coordination – scheduled Title I staff, conducted staff observations, monitored intervention program curriculum, organized paraprofessional training to meet federal mandates, facilitated Title I Advisory Committee, wrote grant narratives, implemented grant programming, monitored fiscal expenditures, completed end of year reports
- School Behavior Management Oversight – implemented Positive Behavior Intervention System (PBIS) based on Responsive Classroom strategies, Restorative Justice, and Choice Theory
- Fund Raising Initiatives – solicited donations from area community-service organizations, authored grant applications, organized a silent auction and shirt sales

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#### Curriculum Coordinator

Annandale Public Schools, Annandale, MN 2001- 2003

- Curriculum Review Facilitation – procured curriculum recommendations, content development, and material purchases, co-authored yearly Accountability Report, maintained recommendations from previous curriculum review studies
- Federal Education Acts (ESEA, NCLB) Coordination – aligned curriculum, instruction, and assessment and the Minnesota Academic Standards, co-facilitated Minnesota high school graduation requirement transition, monitored schools’ and district adequate yearly progress (AYP), communicated information to media, School Board, and district staff
- Summer School Oversight – solicited student referrals, obtained enrollment permission, hired teachers and paraprofessionals, monitored curriculum, attendance, and academic progress

#### Elementary Teacher

Bendix Elementary, Annandale, MN 1996-2001

- Fourth Grade (1999-2001) and First Grade (1996-1999) – instructed balanced literacy program, ELL experience, “hands on” math curriculum, co-chair F.O.C.U.S. committee, cluster (gifted and talented) instructor, technology trainer for elementary staff, Parent Staff Advisory Committee, Health Curriculum Committee, organized and lead student school meetings, team teaching classroom, assisted in IEP implementation, created 504 plans, team leader responsible for resource allocations, delegation, and organizational oversight, Discipline Committee, Staff Development Committee

## PRESENTATIONS

- Principal as Lead Learner: It Begins with Self-Awareness – Minnesota Elementary School Principal Association (MESPA) Institute, 2016
- University License Program Review Process – Minnesota Board of School Administrators (BOSA) Collaborative, 2015
- The Changing Role of the Principal: Authentic Coach & Lead Learner – National Association of Elementary School Principals, 2015, St. Cloud State University, 2015
- K-12 Reading Interventions – Howard Lake-Waverly School District, 2014
- PBIS Simplified – Minnesota Elementary School Principal Association (MESPA) Institute, 2014
- Be an Administrator. Be a Difference Maker! – Bethel University, 2012, 2013 and 2014
- Balance Literacy Framework – Glencoe-Silver Lake School District, 2011, Howard Lake -Waverly School District, 2005 & 2006
- Authentic RtI: Embedded Implementation – Minnesota Elementary School Principal Association (MESPA) Institute, 2011
- Data Driven Decision Making – St. Cloud State University, 2011, St. Mary's University, 2008
- Impact of Gender Inequities in Education – Bethel University, 2004

## CONSULTING

- Administrative Licensure Program Approval Process: Handbook of Procedures and Protocol, Minnesota Board of School Administrators Program Approval – Minnesota Department of Education, 2015
- Literacy Curriculum & Instruction Audit – Blue Earth Area Schools, 2014
- 21st Century Scheduling & Programming – Maranatha Christian Academy, 2014

## PUBLICATIONS

- Reimer, T. (2014). Recognition, appreciation, and celebration. MESPA Advocate, December, 44(2).
- Reimer, T. (2014). From faltering to award winning. Principal, May/June, 42.
- Reimer, T. (2010). Professional learning communities: Transforming the culture of a school. MESPA Advocate, December, 9.
- Reimer, T. (2010). A Study on the Principal's Role in the Development of Professional Learning Communities in Elementary Schools that "Beat the Odds" in Reading – University of Minnesota
- Reimer, T. (2008). Dimensions of leadership. MESPA Advocate, 11.
- Reimer, T. (2007). Sustainability; More than instructional leadership. MESPA Advocate, March, 5-11.
- Numerous articles for the Annandale Advocate (local newspaper)
- Monthly newsletters for Bendix Elementary School families
- Reimer, T. (2001). The Impact of Gender Inequities on Females in a Fourth Grade Classroom - St. Cloud State University

## COURSES & DIRECTED STUDIES OFFERED AT BETHEL UNIVERSITY

EDUC805 Principles of Organizational Leadership

EDUC835 Measurement and Assessment

EDUC855 Leaders as Agents of Change

EDUC886 Principal Internship

EDUC887 Superintendent Internship

EDUC888 Teaching Internship

Supervised numerous directed studies on topics such as: Implementing a Literacy Framework, Principal Mentorship, Curriculum & Instruction at the Secondary Level

## INSTITUTIONAL SERVICE (Bethel University)

Faculty Colleague/Mentor, 2016

Faculty Development Task Force, 2015 - current  
Faculty Affairs Committee (FAC) Chair, 2015-2016  
Faculty Policy Review Committee, 2015-current  
CAPS and GS Highly Qualified Faculty Guidelines Subcommittee, 2015-2016  
Faculty Affairs Committee (FAC) Vice-Moderator, 2014-2015  
Fall Advance Planning Committee, 2014-current  
Faculty Leadership Council, 2014-2016  
Woven Lives Mentor, 2014-current  
Innovation PLC; Innovation Summit, 2014  
CAPS and GS Assessment Committee Member, 2013-current  
Academic Quality Committee (AQC) Course Reviewer, 2013-current  
Graduate Education Team, 2013-current  
Dissertation Advisor, 2011-current  
Dissertation Reader, 2011-current

#### AWARDS

National Blue Ribbon School Award, 2013  
Minnesota School of Excellence, 2012  
Minnesota Reward School, 2011 & 2012  
Minnesota Academic Excellence Foundation (MAEF) Spotlight Award, 2008

#### MEMBERSHIP (2002-2016)

Minnesota Board of School Administrators (BOSA):  
- Collaborative for Educational Administration  
- Principal License Comprehensive Redesign Advisory Group  
- Administrative Licensure Program Approval Process Work Group  
National Association of Elementary School Principals (NAESP)  
Minnesota Department of Education (MDE) Principals and Evaluators Resource Group  
Minnesota Elementary School Principals' Association (MESPA):  
- Leadership Board, Central Division School of Excellence Representative  
Minnesota Rural Education Association (MREA)  
Cardinal Athletic Foundation (CAF)  
International Reading Association (IRA)  
Association for Supervision and Curriculum Development (ASCD)  
Annandale Kiwanis – Board Member  
St. John's Lutheran Church  
Annandale High School Parent Advisory Committee  
Scholia

#### REFERENCES AVAILABLE UPON REQUEST

**Gender::**

Female

**Age::**

42

**Hispanic, Latino, or Spanish Origin?:**

No

**Race::**

White or Caucasian

**If you answered Other Race, please specify.:**

**Disability::**

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No

**Party::**

No Party Preference

**If you answered "Other" for Political Party, please state name of Political Party or Political Affiliation::**

**Applicant Name:**

Tracy Reimer

**Date:**

12/9/2016 12:00:00 AM

**Enter 3 numbers followed by 3 letters:**

117tr