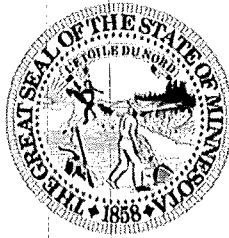


STATE OF MINNESOTA
Executive Department



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JUL 2 2022

Governor Tim Walz President of the Senate

NOTICE OF APPOINTMENT

Jessica Cook

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

Principal

Professional Educator Licensing and Standards Board

Effective: July 5, 2022

Expires: January 6, 2025

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it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled by me or other lawful authority or by any law of this State.

Signed and sealed June 28, 2022.



Handwritten signature of Tim Walz in black ink.

Tim Walz
Governor

Handwritten signature of Steve Simon in black ink.

Steve Simon
Secretary of State

Replacing: Ryan Vernosh

Filed June 28, 2022
Office of the Minnesota
Secretary of State
Steve Simon

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Jessica Cook, Ph.D.
jessalynn531@gmail.com

President of the Senate

Education

- Certification Superintendent, Director of Special Education, Principal
Saint Mary's University of Minnesota, January 2021
- Ph.D. P-12 Studies / Special Education & Differentiation
Capella University, June 2011
Strength Within: Impacts of an assertiveness training curriculum on the self-esteem of elementary students with learning disabilities
- M.A. Cross-Categorical Special Education Instruction
University of Wisconsin - Superior, June 2006
Beyond the Facts: Teaching think-aloud math strategies to students with learning disabilities
- B.A. Elementary Education (K-8), Science Instruction (5-8)
University of Minnesota - Duluth, June 2002
- A.A. Liberal Arts
Fond du Lac Tribal & Community College, May 2000

Certifications

- Minnesota: K-12 Principal, Director of Special Education, Superintendent Current
Minnesota: Elementary Education (Grades K-6) Current
Minnesota: Science (Grades 5-8) Current
Minnesota: Special Education (K-12) (LD/EBD) Current

Professional Experience

- Principal (Grades PK-5) 2021 - Present
Duluth Public School District #709, Duluth, MN
- Assistant Principal (Grades 6-12) 2020 - 2021
Lake Superior School District #381, Two Harbors, MN.

Provide building level leadership in order to establish a positive school climate for staff and students. Work with colleagues to implement strategies and initiatives that convey the district mission/vision. Managed the Special Education department and facilitated building Child Study and Intervention Teams. Assist with student behavior management, attendance, truancy, and safety plans. Complete teacher evaluations and worked with the building personnel team on staffing. Attend school board meetings and provide input for upcoming district initiatives.

Special Education Teacher (Grades 9-12, LD/EBD) 2019-2021
Duluth School District #709, Duluth, MN. 2015-2018

Served as department chair for staff of 15. Managed a caseload of approximately 25 students in a cross-categorical special education setting in grades 9-12. Facilitated due process meetings and compliance checks. Served as a mentor for new staff within the department each year. Assisted in resource classroom and co-teaching setting with general education staff. Worked with Vocational Rehabilitation and other transition agencies to assist students with employment and post-secondary goals after graduation. Served on the building assessment committee and Student Support Team (MTSS/RTI).

Accommodation Specialist 2018-2019
Wisconsin Indianhead Technical College, Superior, WI.

Assisted college students with requesting and implementing reasonable accommodations for courses. Worked with the university to meet compliance guidelines under the Americans with Disabilities Act and Section 504. Collaborated with outside agencies on gainful employment opportunities for graduates in the community. Maintained a caseload of approximately 250 students and assisted with career counseling and academic planning. Provided leadership to faculty on how to meet learning needs of students in their university courses.

Special Education Teacher (Grades K-8, Cross Categorical) 2006-2015
Cheyenne Mountain School District #12, Colorado Springs, CO.

Served as department chair for staff of 20. Worked in a variety of cross-categorical settings, managing 28 students in grades K-8. Assisted with transition planning for students moving from elementary to junior high. Served on an assistive technology committee working specifically on augmented communication devices for students in early elementary grades. Managed a paraprofessional staff of five and provided co-teaching opportunities with general education teachers. Served as a mentor for new staff in the department each year. Served on the building assessment committee, safety team, and RTI team.

Special Education Teacher (Grades 7-12, LD/EBD) 2005-2006
Barnum School District #91, Barnum, MN.

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Worked in a cross-categorical setting case managing 20 students in grades 7-12. Served on building a problem solving team. Collaborated with district special education cooperative services for student needs. Worked with outside agencies on transition planning for students after high school graduation.

Full Academic Appointments

University of Wisconsin - Superior 2018-2019
Assistant Professor, Educational Leadership – Special Education

Adjunct Academic Appointments

Saint Mary's University of Minnesota 2019-Present
Assistant Professor (online instruction – Engage, Blackboard, Canvas)
College of St. Scholastica 2018-Present
Faculty (online instruction - Blackboard, Brightspace, Canvas)
University of Wisconsin - Superior 2015-Present
Assistant Professor (online instruction D2L, Canvas)
Morningside College 2018-2019
Faculty (online instruction - Moodle)
Regis University 2011-2016
Adjunct Faculty (online instruction - Worldclass)

University Courses Taught

Saint Mary's University of Minnesota
EDSE 656: Application & Assessment: Learning Disabilities
EDSE 657: Advanced Instruction & Methods: Learning Disabilities
EDSE 698: Research Methods
EDSE 699: Action Research Methods
College of St. Scholastica
EDU 3670/5670: Fundamental Characteristics Mild/Moderate Disabilities
EDU 5605: Clinical Field Supervision
EDU 5650: Assessment Strategies in Special Education
University of Wisconsin - Superior
TED 752: Educational Research Project
SPED 375: Individual Educational Assessment and IEP Development
SPED 704: Assessment of Learners with Exceptionalities
SPED 750: The Exceptional Learner
SPED 758: Methods of Adaptive Instruction
SPED 760: Behavior Analysis and Intervention
SPED 764: Math Assessment and Strategies

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- SPED 769: Collaboration and Transition
- SPED 772: Consultation and Collaboration
- SPED 775: Special Education Internship
- SPED 780: Action Research Methodology
- SPED 784: Action Research Project

Morningside College

- EDUC 698: Data Collection and Analysis
- EDUC 699: Interpreting and Reporting Educational Research

Regis University

- EDFD 620: Exceptional Child in the Regular Classroom
- EDSP 620: Universal Design for Learning: Framework for Teaching and Learning
- EDSP 643: Understanding Math Concepts and Instruction
- EDSP 663: Assessment of Exceptional Students

Instructional Design

College of St. Scholastica

- EDU 5650: Assessment Strategies in Special Education 2018-2019

Grant Review

United States Department of Education - Office of Postsecondary Education

- Post Secondary Programs for Students with Intellectual Disabilities 2021
- Ranked university applications and disbursed \$16 million in funding awards

- Institutional Resilience and Expanded 2020 Postsecondary Opportunity Grant 2020
- Ranked university applications and disbursed \$25 million in funding awards

Practicum/Student Teacher Supervision

- ABS Licensure/Special Education: College of St. Scholastica 2019-Present
- Cross-Categorical SPED K-12: University of Wisconsin 2018-2019
- Secondary Special Education: University of Minnesota 2018
- Secondary Special Education: College of St. Scholastica 2018
- Elementary SPED: University of Colorado 2012-2015

Professional Organizations/Affiliations

- Minnesota Association of Secondary School Principals MASSP Current
- School Superintendents Association (AASA) Current
- Association for Supervision and Curriculum Development (ASCD) Current
- Minnesota Association of School Administrators (MASA) Current
- Minnesota Administrators for Special Education (MASE) Current

Council for Exceptional Children (CEC)	2006-Current
Council for Children with Behavioral Disorders	2017-Current
Teacher Education Division – Council for Exceptional Children	2017-Current

Civic Engagement

PTA member and classroom volunteer, Congdon Elementary School	2018-Present
Co-Owner and sponsor of Zen Community Action Initiative	2017-Present

Professional Development

MASSP Summer Conference	2021
MASBO Winter Conference	2021
MASSP Winter Conference	2021
American Association of School Administrators	2021
Association for Curriculum Development	2021
Council for Exceptional Children - ECSE	2021
National Staff Development Council	2020
Council Association of Special Education Administrators	2020
Minnesota Association of Special Education Administrators (MASE)	2020
Courage to Risk - Special Education Leadership	2021
ASCD - Educational Leadership Conference	2020
Teaching and Learning Conference – College of St. Scholastica	2019
Mindful Leadership Training – University of Arizona	2019
College of Optometrists in Vision Development Conference, Kansas City, MO	2019
UWS Communities of Practice – High Impact Practices	2019
Northern Bridge Group and Tools for Transition Conference – Proctor, MN.	2018
Wisconsin Department of Public Instruction / Collaborative / COP ASD/DD	2018
Quality Matters Online Course Development – Denver, CO.	2018
Council for Exceptional Children National Conference – Tampa, FL.	2018
Degrees not Debt Lobbyist (Lake Superior Division) – St. Paul, MN.	2018
Mental Health First Aid training – Superior, WI.	2018

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Selected Grants Received

Education Minnesota Foundation - Professional Development (\$1,500)	2020
Education Minnesota Foundation – Professional Development (\$1,500)	2018
Duluth Superior Area Community Foundation (\$2,000)	2018
Duluth East Foundation (\$1,500)	2017
Duluth East Teacher Grant (\$500)	2016

Presentations

Baule, S. M. & Cook, J. (2020, June 19). Engaging students in asynchronous online courses. Scholarship of Teaching and Learning Homegrown Program. UW-Superior.

Baule, S. M. & Cook, J. (2020, April 16). Improving student engagement in online discussion forums. The Joys of Teaching and Learning. UW-Madison.

Baule, S. M. & Cook J. (2020, March 11). Improving student engagement in online discussion forums. Scholarship of Teaching and Learning Poster Showcase. UW-Superior.

Cook, J. (2019, May). Use of Open Educational Resources within a college setting and integrations to online instruction. Department of Educational Leadership. UW-Superior.

Cook, J. (2019, April 15). Differences between high school and college accommodations. College Showcase. Wisconsin Indianhead Technical College.

Baule, S. M., Cook, J., & Graetz, R. (2019, January). Effective methods of searching for OER materials. UW-Stevens Point Teacher Conference.

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Jessica Cook, Ph.D.
719-502-0078 • jessalynn531@gmail.com

MN Professional Educator Licensing and Standards Board

December 20, 2021

I am writing to express interest in the PELSB principal leadership role posted on your website. I have had a chance to carefully review the requirements and feel I would be an excellent candidate to bring both my experience and knowledge to the role. I recently completed a school administration program through Saint Mary's University of Minnesota and have had an opportunity to work in a leadership capacity as both an assistant principal and principal. While I am a relatively new administrator, my educational background and extensive experience with special education are areas that I see as assets to the team. My extensive and varied experiences in education are something I would be excited to talk more about with you about. You may reach me via email at jessalynn531@gmail.com or by phone at (719-502-0078).

Thank you for your time and consideration

Sincerely,

Jessica Cook

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President of the Senate

Part I: Position Sought

Agency Name: Professional Educator Licensing and Standards Board
Position: Principal

Part II: Applicant Information

Name: Dr. Jessica Cook
Phone:
County: St. Louis
Mn House District: 07A
US House District: 8
Recommended by the Appointing Authority: False

Part III: Appending Documentation

Cover Letter and Resume

Type	File Type
Cover Letter	application/pdf
Resume	application/pdf

Additional Documents (.doc, .docx, .pdf, .txt)

Type	File Name
No additional documents found.	

Veteran: No Answer

Part V: Signature

Signature: Jessica Cook
Date: 12/20/2021 8:05:36 PM

EVO PDF Tools Demo

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