

STATE OF MINNESOTA
Executive Department



Governor Tim Walz

NOTICE OF APPOINTMENT

Melissa Schaller

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

Special Education Director Representative
Board of School Administrators

Effective: April 3, 2024

Expires: January 3, 2028

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it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled by me or other lawful authority or by any law of this State.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 March 29, 2024.



Handwritten signature of Tim Walz in black ink.

Tim Walz
Governor

Handwritten signature of Steve Simon in black ink.

Steve Simon
Secretary of State

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MAR 29 2024

Filed March 29, 2024
Office of the Minnesota
Secretary of State
Steve Simon

Reappointment

President of the Senate

**Application for the position Special Education Director Rep Application Date: 10/31/2023
10:20:00 AM**

Note: If your application needs to be amended, including updates to any uploaded documents, contact open.appointments@state.mn.us. Please provide your name, board, position you've applied to, and any other documentation you'd like included in your application along with a brief summary of your request.

Part I: Position Sought

Agency Name: Board of School Administrators

Position: Special Education Director Rep

Part II: Applicant Information

Name: Melissa Rae Schaller

Phone: (651) 230-9825

County: Ramsey

Recommended by the Appointing Authority: False

Mn House District: 38B

US House District: 4

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.	

Part V: Signature

Signature: Melissa Rae Schaller

Date: 10/31/2023 10:20:00 AM

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President of the Senate

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Melissa Schaller

President of the Senate

5119 Wild Marsh Drive White Bear Lake, MN 55110
 mrschaller1972@gmail.com 651-230-9825

PROFESSIONAL PROFILE

Experienced educational administrator with a Doctor of Philosophy in Educational Policy and Leadership. Highly motivated, collaborative leader with demonstrated success in building relationships and delivering superior results. Dedicated to the pursuit of learning and development for staff and students through thoughtful utilization of resources and focused, high-quality systems. Invested in creating a superior educational program to meet the needs of a diverse population as demanded by stakeholders.

PROFESSIONAL EXPERIENCE

Executive Director of Student Services	Intermediate School District 917, Rosemount, MN	July 2020 – PRESENT
Director of Special Education	Intermediate School District 917, Rosemount, MN	August 2008 – JUNE 2020
Director of Special Services	Austin Public School District, Austin, MN	July 2004 – August 2008
Acting Director of Special Education	Mahtomedi Public School District, Mahtomedi, MN	August 2003 – February 2004
Director of Special Education Intern	Mahtomedi Public School District, Mahtomedi, MN	September 2001 – July 2003
Adjunct Faculty Member	Minnesota State University, Mankato, MN	September 2010 – April 2011
Adjunct Faculty Member	Augsburg College, Rochester, MN	January 2007 – March 2009
Work Experience Coordinator	Mahtomedi High School, Mahtomedi, MN	August 1999 – June 2004
Special Education Teacher	McGuire Jr. High School, Lakeville, MN	August 1995 – June 1999

PROFESSIONAL HIGHLIGHTS

LEADERSHIP AND COLLABORATION

- Collaborate with nine member districts to ensure services provided meet and exceed needs of more than 550 students served and comply with state and federal mandates regarding special education
- Manage approximately 500 licensed and non-licensed personnel including hiring, evaluating, and providing professional development in order to sustain a staff with a clear vision for serving students of Intermediate School District 917
- Lead administrative team including a director of teaching and learning, director of social/emotional learning and support six assistant directors/principals, and six deans through direct communication, support, and ongoing implementation of vision
- Develop strategies to achieve vision set collaboratively with district and department administrative teams
- Consult with key professionals to guide direction for the district that addresses needs of constituent groups
- Facilitate meetings with leadership team, student support professionals, and others focused on continuous improvement to provide exceptional educational services to meet student needs
- Report monthly to the school board highlighting successes, initiatives, and short-term and long-range projects
- Facilitate aspects of district growth, including: equity, crisis response, human resources, program development, and facility development
- Deliver results in key areas including advocating for the needs of students served by the intermediate, addressing needs of member districts with expanded services, and providing support for staff

FINANCIAL MANAGEMENT

- Develop and maintain a budget of approximately 40 million dollars and facilitate various financial processes including structuring opportunities for input from administrative team
- Monitor fiscal compliance to state and district expectations in concert with executive director of business services
- Collaborate to manage district facilities, including: architectural planning for new building sites, renovation of existing space and facilities, and deferred maintenance
- Assess issues and requirements of district and students while utilizing resources to address needs with innovative and responsible application of funding sources and budget expectations

Legislative Committee-State and Federal, 2012-PRESENT
Nominations Committee Chair, 2012-2014
Nominations Committee, 2012-PRESENT
Strategic Planning Committee Co-Chair, 2010-2011, 2020-PRESENT
Professional Development Planning Committee, 2004-PRESENT
MASA Special Education Component Representative, Metro, 2021-PRESENT

MINNESOTA ASSOCIATION OF SCHOOL ADMINISTRATORS

ACTIVE MEMBER 2003 – PRESENT
Special Education Component Representative, Metro, 2021-PRESENT

COUNCIL FOR EXCEPTIONAL CHILDREN

ACTIVE MEMBER 1992 – PRESENT
Board of Directors, Minnesota CEC, 1997-2010
Past President, Executive Board, Minnesota CEC, 2005-2006
President, Executive Board, Minnesota CEC, 2004-2005
President Elect, Executive Board, Minnesota CEC, 2003-2004
Secretary, Executive Board, MN CEC, 1999-2000
Conference Committee, 2004-2010
Conference Committee Chairperson, 2004
Minnesota CEC/CCBD Special Education Conference 2003-2004

COUNCIL FOR CHILDREN WITH BEHAVIOR DISORDERS, ACTIVE MEMBER 2000 – PRESENT

DIVISION ON CAREER DEVELOPMENT AND TRANSITION, ACTIVE MEMBER 2000 – PRESENT

COUNCIL OF ADMINISTRATORS OF SPECIAL EDUCATION, ACTIVE MEMBER 2004 – PRESENT

REGION 10 DIRECTORS, ACTIVE MEMBER 2004 – 2008
Secretary, Executive Board 2007-2008

WINONA STATE UNIVERSITY ALUMNI ADVISORY BOARD, ACTIVE MEMBER 2018 – 2022

ZONTA, ACTIVE MEMBER 2006 – 2008
Board of Directors 2007-2008

CEDAR VALLEY SERVICES, BOARD OF DIRECTORS 2007 – 2008

AWARDS & HONORS

MASE Special Education Administrator of the Year 2014

Winona State University Distinguished Young Alumni Award 2013

ACADEMIC PREPARATION

UNIVERSITY OF MINNESOTA, Minneapolis, Minnesota GRADUATED 2020
Doctor of Philosophy (PhD): Educational Policy and Leadership
Dissertation Topic: Leadership Support for the Implementation of High-Leverage Teaching Practices

UNIVERSITY OF ST. THOMAS, St. Paul, MN GRADUATED 1999
Master of Arts: Special Education
Graduated Summa Cum Laude

WINONA STATE UNIVERSITY, Winona MN GRADUATED 1995
Bachelor of Science – Teaching: Elementary Education and Special Education
Graduated Cum Laude

LICENSURE & CERTIFICATION

STATE OF MINNESOTA, DEPARTMENT OF EDUCATION

Superintendent
Director of Special Education
Elementary Education – 1-6
Special Education – K-12
Emotional/Behavioral Disorders
Mild to Moderate Mental Impairments
Specific Learning Disabilities
Teacher/Coordinator Work Experience Handicapped – 9-12

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- Manage multiple grants to provide funding for professional development, paraprofessionals, and assistive technology needs

SPECIAL EDUCATION, ALTERNATIVE EDUCATION SPECIALIST

- Active in legislative advocacy for education at the state and federal level, including: restrictive procedures, teacher workload, professional development, and maintenance of effort
- Experience with alternative education efforts with focus on the provision of work experience for students
- Serve as active member of workgroups for the Minnesota Department of Education. Critical educational issues and trends addressed include restrictive procedures and teacher shortage collaboration.
- Taught graduate level lectures and coursework as adjunct faculty on administration of special programs. Topics included: special education, early childhood education, English learners, gifted and talented, and multi-tiered systems of support
- Taught undergraduate and graduate level lectures and coursework as adjunct faculty in special education teacher preparation programs. Key topics: facilitating meetings, due process, and curriculum development

WORKGROUPS

- RESTRAINT AND SECLUSION**, Quarterly meetings with stakeholders to review data and provide guidance 2012 – 2022
- SPECIAL EDUCATION WORKFORCE**, Quarterly meetings to develop state strategic plan to address teacher shortage 2017 – 2018

PRESENTATIONS

- **MENTAL HEALTH**
MASA Great Start Spring 2021
- **SPECIAL EDUCATION IN THE UNITED STATES, PRESENTATION TO CHINESE DELEGATIONS**
University of Minnesota Annually, 2015 – 2017, 2019
- **NEW DIRECTORS, MASE** Fall, 2009-2010, Fall, 2018-present
- **THE ROLE OF THE SPECIAL EDUCATION DIRECTOR, OLPD 5396: Field Experience in PK-12 Administration**
University of Minnesota, Lynn Searcy, Nancy Rajanen – Instructors Each Semester, 2013 – 2017
- **SPECIAL EDUCATION FINANCE, EDLD 679: Advanced School Administration and Finance**
MSU-Mankato, Jennifer Wilson – Instructor Each Semester, 2013 – 2015
- **OPTIONS FOR THE PROVISION OF MENTAL HEALTH SERVICES IN SCHOOL SETTINGS**
MASE Fall Leadership Conference Fall 2014
- **HOW TO WRITE AN IEP**, Metro ECSU Twice annually, 2006 – 2010
- **ADMINISTRATION OF SPECIAL PROGRAMS, EDLD 673**
Mankato State University, Candace Raskin – Instructor Fall 2009
- **HISTORICAL AND LEGAL PERSPECTIVES IN SPECIAL EDUCATION, EDU 605**
Bethel College, Chuck Strand – Instructor Fall 2005 – 2007
- **SPECIAL EDUCATION PLANNING AND PROGRAMMING, EDUCATOR PANEL, EDU 625**
Bethel College, Chuck Strand – Instructor Each Semester, 2000 – 2006

PROFESSIONAL MEMBERSHIPS & LEADERSHIP ROLES

Consistent professional involvement has provided opportunities to influence the field of education, as well as providing a supportive professional community with valuable opportunities to develop professionally and build collegial relationships. Involvement in service organizations has allowed for the development of community connections and an opportunity to contribute meaningfully to impact the lives of families and students.

BOARD OF SCHOOL ADMINISTRATORS

- ACTIVE MEMBER** 2020 – PRESENT
Chair, 2023-PRESENT
Licensing Committee, 2020-PRESENT

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MINNESOTA ADMINISTRATORS FOR SPECIAL EDUCATION

- ACTIVE MEMBER** 2003 – PRESENT
Past President, Executive Board, 2012-2013
President, Executive Board, 2011-2012
President Elect, Executive Board, 2010-2011
Legislative Committee Co-Chair, 2014-2017

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Melissa Schaller

5119 Wild Marsh Drive White Bear Lake, MN 55110
mrschaller1972@gmail.com 651-230-9825

October 31, 2023

To Whom It May Concern,

Please accept this letter, and enclosed resume in application for the open position of representing directors of special education on the Minnesota Board of School Administrators. The current opening provides an opportunity to serve others and to continue to ensure high quality leadership in our state's schools.

This year marks my twentieth year as a director of special education. I have had the opportunity to serve as a director in greater Minnesota as well as in the metro area. Throughout my experiences my focus has continued to be as an advocate for the needs of our students, their families, and our staff as well as our member districts. With this focus I have guided program and facility growth and contraction to meet identified needs; ensured accountability, specifically in finances and operations; facilitated strategic, long-term visioning and goal setting; and collaborated effectively with a myriad of stakeholders. Especially now, a great deal of time and energy is spent considering the best way to maintain quality services for students while also managing shortages for all staff including licensed staff and paraprofessionals. The ability to communicate, collaborate, and develop strategies to provide for the unique needs of the students has been rewarding and inspiring.

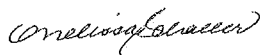
To continue to grow and develop professionally, I have been active in many organizations. I currently serve as the chair of the Board of School Administrators. Additionally, I have served in various roles on the Minnesota Administrators for Special Education and as a special education component representative for the Minnesota Association of School Administrators. It is my desire to use my voice, network, and skills to provide opportunities for children receiving special education services in the state of Minnesota. I am committed to use my communication, collaboration, and visioning skills to ensure Minnesota is at the forefront in delivering special education services.

The enclosed resume will provide an overview of the highlights of my administrative and educational journey. Essential to the leadership decisions, relationships created, and resources allocated are these foundational core values:

- Collaboration that allows input, innovation, and transparency leads to quality results
- Advocating for a diverse student population demands an informed and passionate voice
- Research provides guidance for the creation of a focused, high-quality system
- Visionary leadership actively listens, learns, engages, explores, and evaluates

Thank you for the opportunity to apply for the position to continue representing directors of special education on the Minnesota Board of School Administrators. I feel my experience with independent districts, greater Minnesota, collaboratives including intermediates, and metropolitan districts gives me unique perspectives regarding education in Minnesota. I appreciate your consideration of the ways in which my leadership style would continue to benefit the Board of School Administrators and the state of Minnesota.

Sincerely,



Melissa Schaller

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