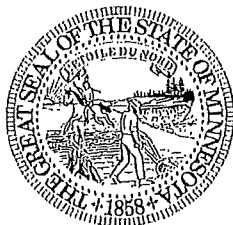


STATE OF MINNESOTA



TIM WALZ
GOVERNOR

NOTICE OF APPOINTMENT

Kimberly Hartung

12 Black Oak Road
North Oaks, MN 55127
County of Ramsey
Congressional District 4

RECEIVED

JUL 25 2019

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 ADMINISTRATOR

MINNESOTA BOARD OF SCHOOL ADMINISTRATORS

Effective: July 3, 2019

Term Expires: January 2, 2023

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it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled by me or other lawful authority or by any law of this State.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 State Capitol in the City of Saint Paul, June 28, 2019.



Governor

Secretary of State

Reappointment

November 25, 2018

Office of the Secretary of State, Open Appointments
180-State Office Building
100 Rev. Dr. Martin Luther King, Jr. Blvd.
St. Paul, MN 55155-1299

Dear Appointment Selection Committee,

I am writing to express my continued interest to serve as Higher Education Administrative Representative on the MN Board of School Administrators. As Director for Administrative Licensure at Hamline University, it would be an honored to retain this position the board. This has been a very fulfilling role for me these past few years. As a returning board member, it will be possible for me to support the important work of the board as we transition to a new chairperson. It is also my desire to create a greater focus on supporting and encouraging persons of color to seek and serve in leadership positions in MN schools and districts.

In addition to the above, my continuing interest in this position, and desire to remain an active member the board, are important to my current role as Director of an Administrative Licensure program, as well as my desire to be civically engaged. As a person who promotes and fosters collaborative work, learning, and teaching, I can commit to on-going work, research and action related to school and district leadership. My daily work with aspiring school administrators has been and will also remain a strong asset to the board.

As a member of the Board of School Administrators, I have served on the Ethics Committee, where I retain the responsibility as alternate member. Currently, my service is to the Professional Development and Program Review Committee. My participation of these committees is one I take great pride in, and take very seriously, since the outcomes of decisions made by these committees determine continued, interrupted, or loss of licenses and/or program approval. Thus, the board's expectation for ethical and quality standards influence licensure preparation and learning for the program I lead at Hamline.

As Director of Administrative Licensure, I am also a member of the MN Higher Education Collaborative of BOSA, which is facilitated by the Executive Director of BOSA. This collaborative works to maintain quality preparation of MN Administrative Licensure programming and an important voice in the rulemaking process for MN Rule 3512. My position on the board has encouraged my collaborative work with these members, thus I have also served on the Principal Evaluation, Professional Development, and Alternative Licensure committees, in addition to conducting MN principal preparation collaborative research.

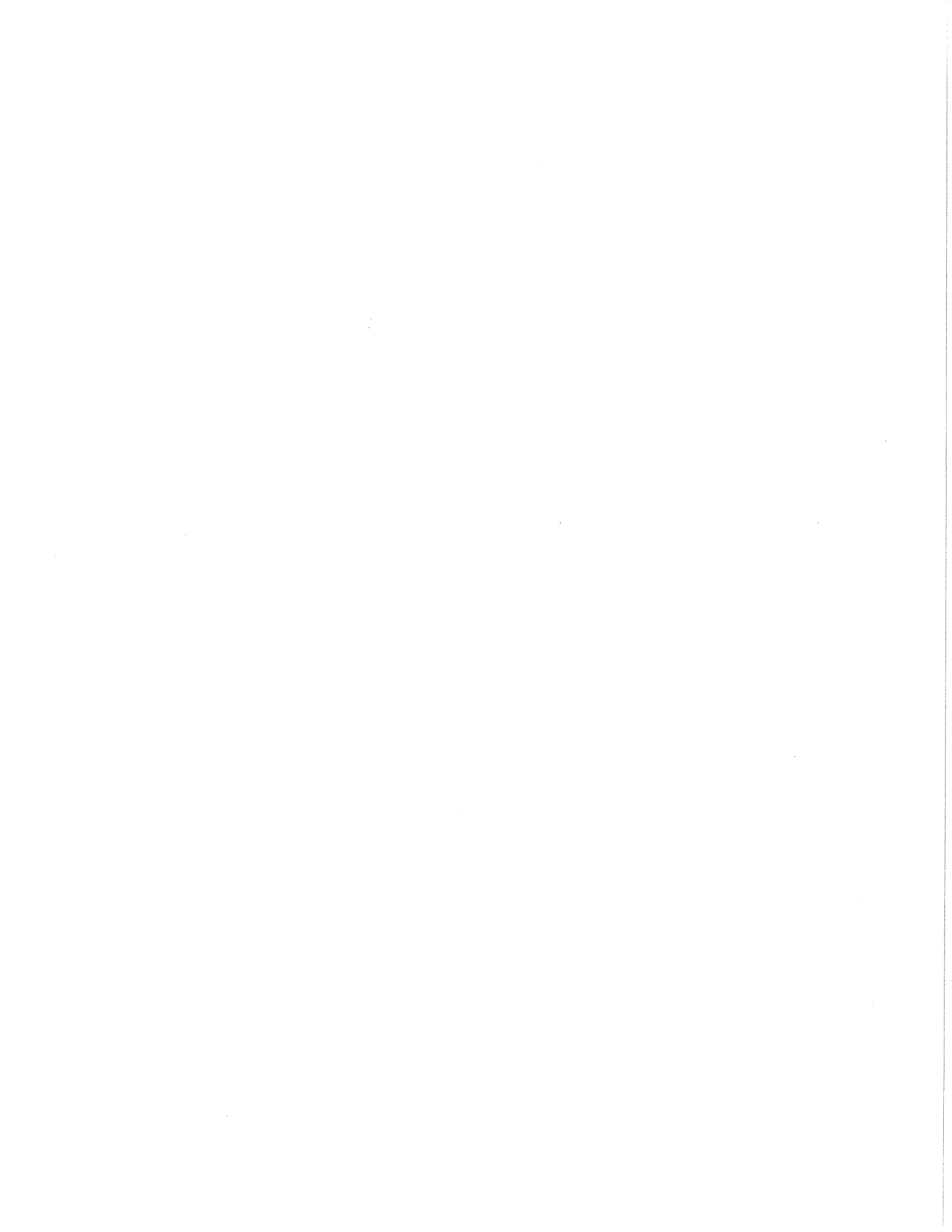
I know the commitment needed to effectively and positively serve the board, school administrators, and the state of MN. As a director for administrative licensure, I take great pride and satisfaction by being involved and impacting educational leaders beyond the university level. Therefore, my hope is to be able to continue serving a larger community of educators and leaders with a renewed appointment to the MN Board of School Administrators as the Higher Education Administrator representative.

Sincerely,

Kim Hartung, EdD
Director for Administrative Licensure
Hamline University School of Education
1536-Hewitt Ave MS-1720A
St. Paul, MN 55104-1284
khartung02@hamline.edu
651.532.2928

JUL 25 2019

President of the Senate



KIM HARTUNG, Ed.D.
12 Black Oak Road
North Oaks, MN 55127
Office: 211 West Hall
Cell Phone: 651.324.8886
Office Phone: 651.523.2928
khartung02@hamline.edu

PURPOSE: To obtain tenure and promotion to Associate Professor at Hamline University

EDUCATION

District Superintendent Licensure	Hamline University, St. Paul, MN	2014
Educational Doctorate	Hamline University, St. Paul, MN	2005
Dissertation Research: <i>Professional collaboration at the high school level</i>		
Secondary Administrative Licensure	University of Minnesota, Minneapolis	1996
Masters of Education	University of Minnesota, Minneapolis	1995
Secondary Teacher Licensure	College of St. Catherine, St. Paul, MN	1985
BA: Home Economics	University of Minnesota, Duluth	1980

SCHOLARSHIP

Publications

Using social media for induction and school leadership development, *National Social Science Journal*, 2017 Volume 47 #2, 20

Social media as a professional support system for educational leaders: Our Google+ Hangout journey, *Planning for Higher Education Journal*, Volume 43 #4, published online July-September 2015. (Co-authored with Trish Harvey)

Teacher survey for principal development and evaluation, August 2016, Submitted by McREL and MDE to the MN State Legislature [MN Department of Education (MDE) Work Group publication]

Measuring principal performance in MN: A report, a model and recommendations, February 2012, Submitted by MDE, MESPA, MASSP to the MN State Legislature [MN Department of Education (MDE) Work Group publication]

A comprehensive principal development program for MN, March 2014, Submitted by MN BOSA Principal Performance Assessment Work Group to State Legislature [Board of School Administrators (BOSA) Work Group publication]

Grant Work

Truth and Racial Healing and Transformation Grant, Hamline University (Summer-Fall 2018)
Formed a Network for Leaders of Color to support their preparation, development of confidence and mission, create as network for aspiring leaders of color in Hamline's Administrative Licensure Program.

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MN Department of Education Collaborative Urban Education Grant, Goal #5 (2014-15, 2015-16)
Prepared a diverse cadre of educators in entry-level leadership positions to support new teachers and other school personnel in addressing issues of diversity and achievement, but providing a comprehensive one-year program to ensure and enhance effectiveness for persons new to school leadership <https://www.hamline.edu/education/ceut/>

National Presentations

Presented *Preparing and supporting administrators for culturally responsive leadership* at the University Council for Educational Administration (UCEA) National Conference, in Houston, TX, November 2018

Presented *How new school leaders perceive their leadership preparation at MN private colleges* at the Technology & Social Science Conference for the National Social Sciences Association in Las Vegas, NV, March 2018

Presented *Using social media tools to support learning for students and new or adjunct faculty* at the Technology & Social Science Conference for the National Social Sciences Association in Las Vegas, NV, April 2017

Presented *Social media for induction and professional support* at the Technology & Social Science Conference for the National Social Sciences Association in Las Vegas, NV, March 2016

Democratic and Ethical Educational Leadership Conference Presentation Philadelphia, PA, *MN principal evaluation: What can be learned from three districts*, May 2013

University Council of Educational Administration National Presentation: *MN tied principal licensure and performance assessment*, Pittsburgh, PA, Nov 2011

Presented at Solution Tree National Conference on *Leadership capacity as an outcome of working in professional learning communities*, Rosemount, MN, August 2005

Invited Talks

Invited to be part of the *National conversation on principal preparation* sponsored by Wallace Foundation & University Council for Educational Administrators (UCEA) in Las Vegas, NV, February 2016

Regional Presentations

Co-presented *Social media for induction and professional support* at the Higher Ed Spring Leadership Institute at St. Cloud State University, April 2016

Co-presented *Social media for induction and professional support* at MN Association of Colleges for Teacher Education (MACTE), November 2015

Co-presented *What you need to know about MN Board of School Administrators*, MN Association of Secondary School (MASSP) Leaders Summer Conference, June 2014

Facilitated Small Group Dialogues for *Ruth's Table* at the MN Association of School Administrators (MASA), March 2014 and March 2015

Co-presented *Instructional Leadership Institutes*, Grand Rapids, MN, January and February 2013
Trained MN Turn-Around School Principals on *Turn-around dispositions and implementing change initiatives for their school improvement grants*, St. Paul and St. Cloud, MN, August-September 2010.

Presented *Collegial dialogues on instructional practice*, MN Middle Schools Association Annual Conference, Bloomington, MN, December 2009

Presented *Instructional coaching: Strategies for supervisors and mentors* for Archdiocesan Catholic School Principals' Assoc., St. Paul, MN, February 2009

Presented as a National Institute for School Leaders (NISL) and MN Principal's Academy
Nationally certified trainer on *Principals as change agents* for Principal Cohorts in Minneapolis, St. Paul, Hibbing, Anoka-Hennepin Schools and for three (3) State-wide cohorts, June 2009 – June 2016

Presented on *Promoting reflective practice in schools*, MN Non-Public School Administrators, St. Paul, MN, October & November 2008

Trained on *Classroom walk-throughs* for Archdiocesan Catholic School Principals' Assoc., St. Paul, MN, February 2008

Presented *Classroom walk-throughs* break-out sessions, MN Middle Schools Association Annual Conference, Bloomington, MN, November 2007

Presented *Classroom walk-throughs follow-up*, MN Non-Public Schools Accrediting Association Annual Meeting, St. Paul, MN, November 2007

Presented *Classroom Walk-through* sessions, MN Association of Catholic Schools Annual Conference, Minneapolis, MN, August 2007

Trained faculty for *Collaborative teaming*, Byron HS, Byron, MN, January 2007

Presented *Protocols: Looking at student work*, Summer Institute for the Metropolitan Principals' Academy (MPA), July 2004

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Local Presentations

Consulted for *Equity Training for student achievement* at Minnetonka High School, Minnetonka, MN, June 2016-April 2017

Consulted for *Culturally proficient leadership*, Fridley Schools, Feb 2012 - February 2013

Consulted and Trained for *Q-Comp coaching for administrators and teacher leaders*, Fridley School District, September 2009-March 2010

President of the Senate

Consulted for and Presented at Eastview High School Administration on *Promoting School-wide reflective practice*, Apple Valley, MN, October 7, 2008

Trained instructional leaders and administrators for *Teacher observation and coaching for MN Q-Comp*, St. Anthony District, September-December 2006

Trained principals and teacher leaders in Fridley School District for *Peer Coaching and Professional collaboration for MN Q-Comp*, Aug-Nov 2006

Consulted for and trained Minnetonka District, *Building and teacher leaders for professional learning communities and Q-Comp coaching*, July 2006

Trained principals and instructional leaders in St. Louis Park District for *Teacher Observations and coaching for MN Quality Compensation*, July 2006-Feb 2007

Consulted and trained at Northwest Suburban Integration District on *Professional Collaboration and learning communities*, April-September 2006

Consulted with and trained at Adams Spanish Immersion faculty on *Professional learning communities*, St. Paul, MN, January-March 2006

Consulted & Trained for Osseo Schools and District to *Implementing and sustaining Professional learning communities district-wide*, May 2005-Sept 2006

Presented on *Professional learning communities* at Eagan HS, March 2005

Presented *Learning styles* as an Elementary In-service, Edina, MN, August 2004

Co-presented *Protocols: Looking at student work*, Forest Lake District, Jan & Feb 2004

Trained staff on *Teacher evaluation program*, Forest Lake School District, Feb 2008

Designed and conducted *New Teacher-Mentor workshops*, Centennial HS, 2000-01

Co-designed and trained *School-to-Career homeroom program* Centennial HS, 2000-01

Co-facilitated *Reading-Across-the-Curriculum* In-service, Centennial HS, 2000-01

Provided training for *Infinite Campus on-line registration* for staff, students and parents, Centennial School District January 1999 & January 2000

Professional Organizations, Specialized Training, Fellowship

Schools for Equity in Education (SEE)	2017-Present
MN Association of Metropolitan School Districts (AMSD)	2015-Present
National Social Science Association	2015-Present
Cognitive Coaching Train-the-Trainer	2009-2010
Educational Policy Fellow Sponsors: University of MN and Institute of Educational Leadership (IEL)	2008-2009

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MN Principals Academy's National Training/MN Trainer	2008-2016
MN Association of Colleges for Teacher Education member	2007- Present
MN's American Council on Education (ACE) Women's Network	2007-2011
MN Board of School Administrators (BOSA) Collaborative & Committees	2007- Present
MN Principals Academy's National Institute of School Leadership Training by National Council of Education & the Economy (NISL)	2006-2008
MN Quality Compensation (Q-Comp) Network	2006-2007
Intermediate School District 287 Staff Development Network member	2005-2007
MN Department of Education's AYP External Provider Training	2005-2006
National Staff Development Council member (NSDC)	2004-2008
Seeking Educational Equity and Diversity Training (SEED)	2003-2004
Metropolitan Principal's Academy member(MPA)	1999-2007
National/MN Assoc. of Secondary School Principals (NASSP/MASSP)	1996- Present
Association for Supervision and Curriculum Development (ASCD)	1994- Present

Scholarship Advising and Evaluating

University Council for Educational Administration Proposal Evaluator	2013-Present
Hamline University Dissertations Advisor Topics: School Leadership, School Climate, Learning in K12 Settings, HS Leadership Teams, MS Leadership Models, New Teacher Mentoring and Supports	2011-Present
Reader Hamline University MAEd Capstone	2009-Present
Advisor Topics: Leadership, Curriculum, School Climate, Professional Learning	2009-Present

Scholarship in Progress

Co-Authored Writing in Progress

Member of the MN Board of School Administrators (BOSA) Work Group
Revising *MN Rule 3512* for the Rulemaking process scheduled for 2018

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Grant Proposal for Current Scholarship

MN Department of Education Collaborative Urban Education Grant, 2017-18

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Per the Center for Urban Teaching's (CEUT) activity posted on the website:

Provide scholarship and professional support for promising educator candidates from populations that are under-represented in the profession as they seek initial administrative licenses from the state of Minnesota.

President of the Senate

Online Teaching and Instructional Tools-Continuous Scholarship

Online Faculty Learning Community member for AY 2017-18
MN Learning Commons of monthly eLearning webinars 2017-Present
Regular participant in CTL's professional development for online teaching and learning
Application of knowledge and skills from sources above
Share knowledge, skills and application outcomes with adjunct faculty in my program

TEACHING

Associate Professor in Advanced Degrees and Administrative Licensure, January 2010-Present

Teach the following courses for Administrative Licensure:

- *GED 8145: Introduction to Administrative Licensure*-This class introduces the concept of Culturally Competent Instructional Leadership, which is the goal of Hamline's Administrative Licensure Program.
- *GED 8150: Initial Leadership Assessment*-In this course, candidates complete a self-evaluation of the licensure competencies and are introduced to human relations issues and concepts that to prepare them to be effective and equitable school/district leaders.
- *GED 8126-36-46: Additional Leadership Assessment*-These classes provide procedures for self-assessment of licensure requirements by students seeking an additional administrative license.
- *GED 8175-85-95: Field Experience Plan*-This initial course for the 320-hour field experience creates a plan for interns with the main site supervisor in the major field site.
- *GED 8176-86-96: Field Experience Portfolio*-This second field experience class assesses the licensure candidate in the field site while guiding development of the exit portfolio.
- *GED 1877-867-97: Exit Process* -This course is the culminating process for exiting the licensure program and meeting state requirements for MN administrative licenses.
- *GED 8497: Independent Study for Alternative Licensure Pathway*-This independent study course allows students who hold a MN educator license, but do not have the 3 years of teaching experience, complete MN Rule 3512 Alternate Teaching Requirements.

Advise all principal licensure candidates

Instruct/advise selected Master of Arts in Education (MAEd) students with the Capstone process

Instruct/advise selected Educational Doctorate (EdD) students with the Dissertation process

Serve on EdD Dissertation committees for selected Administrative Licensure EdD students

Faculty Director for Administrative Licensure, January 2010-Present

Coordinate the Administrative Licensure program

Work with inquiring students in collaboration with the Graduate Admissions Office

Oversee curriculum development, instruction, and assessment for three licensure areas

- K12 Principals
- District Superintendents
- Directors of Special Education

Review and coordinate licensure procedures to meet requirements of MN Rule 3512

Complete program reports for university accreditation, HLC, assessment, and program review

Lead/prepare the MN Board of School Administrators (BOSA) Annual Report

Created to meet licensure requirements or recreated meet university needs/requirements

- Introduction to Administrative Licensure (Recreated 2011)
- Initial Leadership Assessment (New 2011)
- Field Experience Plan (Recreated 2011)
- Field Experience Portfolio (Recreated 2011)
- Alternative Licensure Pathway (New 2012, Recreated 2014)
- Additional Leadership Assessment (Recreated 2012 & 2017)
- Human Relations in Organizations (New 2016)

Implement and maintain a Curriculum Review Cycle for Administrative Licensure

Work with the Advisory Board, twice annually, for program/curriculum review and development

Maintain program evaluations and data for program changes, updates, and improvements

Hire and train Administrative Licensure part-time and adjunct faculty

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Provide professional development training for program faculty in the following:

- School/Program Procedures and Policies
- Online learning, tools, and facilitation
- Adult Facilitation and Instructional Strategies
- Course content for Admin Licensure and Master of Arts in Education (MAEd)

Part-time Faculty in MAEd, EdD and Administrative Licensure (MEDAL), March 2007-Jan 2010

Taught the following Master of Arts in Education (MAEd) courses on and off campus:

- GED 8020: Explorations: Reflection, Community building & knowledge
- GED 8021: Designing Effective Learning Environments
- GED 8022: Action Research
- GED 8023: Capstone Practicum
- GED 8024: Equity and Social Justice
- GED 8025: Educational Policy

Assistant Director for Outreach (MEDAL) (March 2007-Jan 2010)

Provide outreach to potential MAEd, Administrative Licensure, and EdD students

Establish and support MAEd Learning Communities throughout MN

Hire, coordinate, and provide program training for MAEd Adjunct Faculty Interns

Coordinated and provided Professional Development for Adjunct Faculty for the MAEd

Hire, train, and coordinate strategies and activities for MAEd Recruiters/Liaisons

Advised MAEd, Admin Licensure, and EdD applicants

Represent School of Ed at Professional State Conferences, Organizations, Workshops

Professional Involvement and Background for Teaching

Coordinator Metropolitan Principals' Academy, Metro Ed Coop Service Unit, 2004-2007

Coordinated all services of the Metropolitan Principals' Academy

Identified and retained national speakers for the MPA Leadership In-service Series

Designed and implemented additional learning opportunities for MPA members

Facilitated dialogues/learning of the monthly meetings for 8 Principal Collegial Groups

Facilitated Topical Dialogues on leadership topics for principals and district personnel

Coordinated all communication and membership registration for MPA

Maintained a library of written, audio and AV materials for MPA members

Served as a resource and provide resources for MPA members

Facilitated meetings of the MPA Advisory Board

Served on Metro ECSU committees as MPA representative

Conducted professional development for MPA/Metro ECSU schools/districts

Designed & facilitated professional development for MPA/Metro ECSU members

Collaborated with MN education organizations on professional development

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Interim and Assistant Principal, Forest Lake High School, Forest Lake, MN, 2001-2004

Administrative team member for up to 150 staff members and 1800 students

Served as Interim Principal during principal's absence, October-December 2002

Duties assigned included:

- Supervision of faculty, staff and students
- Student guidance and attendance
- Hiring and evaluation of faculty, staff, and administrators
- District and School Strategic and Academic Planning

- Coordination and implementation of state and federal high school assessments
- Administrative liaison for all building Special Education programming
- Department Administrative Lead for World Languages and Vocational Education Areas
- Managing Performance Plus, a positive student behavior program
- Collaborating with Alternative School on remediation & summer programming
- Planning and coordinating parent and community involvement initiatives
- Curriculum Committee member for World Languages and Language Arts/Reading
- District and Building Crisis Response Team member

Assistant Principal, Dean of Students, Teacher, Centennial High, Circle Pines, MN, 1986-2001

- Student guidance and attendance
- Hiring and evaluation of faculty
- Created the Master Schedule, special schedules, and supervision schedules
- Coordinated registration with the Guidance Offices at the junior and senior highs
- Creating and implementing a New Teacher-Mentor Program
- Developing and coordinating School-to-Career initiatives/activities for all grades
- Initiating a student leadership group to promote a positive school climate
- Assisting in the creation and implementation of an after-school tutor program
- Researching and consulting for establishment of a Four-Period Day schedule
- Grant Writing Team Co-coordinator and Recipient of a *Gate's Foundation Grant*
- Created, implemented and trained for the HS and MS Peer Mediation Programs
- Principal's Advisory Committee
- Taught four courses of both Child Development and Foods/Nutrition

SERVICE

Administrative Licensure program/Advanced Degrees Department (HSE) Service

Administrative Licensure Advisory Committee	2009-Present
MAEd Facilitator and Advisor	2007-2010
<ul style="list-style-type: none"> ▪ Co-advisor for Lakeville MAEd Learning Community ▪ Advisor for the Forest Lake MAEd Learning Community 	2007-2009 2008-2010
Administrative Licensure Advisor	2010-Present
<ul style="list-style-type: none"> ▪ Advisor for all K12 Principal candidates ▪ Approximately 75 initial licensure students per year ▪ Returning additional licensure students ▪ All alternative licensure students 	

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School of Education (HSE) Service

Doctoral Written Exams Reviewer	2018-Present
Student Appeals Committee	2015-Present
HSE Director (Coordinators) Planning Meetings	2014-Present
Masters' Capstone and Curriculum Revisions	2014-Present
Elected to HSE Academic Affairs Committee for two 2 year terms	2012-2016
<ul style="list-style-type: none"> ▪ Co-chair 	(2014-2016)
Diversity and Student Retention Committee	2012-2017
Curriculum Restructuring for Master of Arts in Teaching (MAT) Committee	2012-2013
Elected as HSE Faculty Facilitator to two 2 year terms	2010-2014
<ul style="list-style-type: none"> ▪ Tri-Chair ▪ Co-Chair 	(2012-2014) (2010-2012)

President of the Senate

Doctoral Oral Presentations Reviewer	2009-Present
Charter School Research and Authorization	2008-2011
Human Subjects Research/IRB	2008-2010
Educational Doctorate Redesign Committee	2008-2009
Enrollment Management	2007-2012

University Service

Re-elected to Faculty Council for another 2-year term	2017-Present
<ul style="list-style-type: none"> ▪ Executive Committee ▪ Constitution Committee 	
Elected to Faculty Council for two 2-year terms	2011-2015
<ul style="list-style-type: none"> ▪ Executive Committee ▪ Handbook Committee 	2014-2015 2011-2014
University Diversity Initiatives	
<ul style="list-style-type: none"> ▪ Participated in University-wide Diversity Trainings ▪ Co-implemented Intercultural Diversity Inventories (IDI) 	2012-Present 2012-2014

Service to the Profession

MDE Charter School Committee	2018-Present
MR 3512 Rulemaking Work Group member	2016-Present
MN Board of Teaching (BOT) and BOSA Legislative Committee	2015-2016
MN Principal Survey Work Group member	2015-2017
Appointed by the Governor Dayton for two 4-year terms to MN BOSA	2007-Present
<ul style="list-style-type: none"> ▪ Executive Board member ▪ Ethics Committee member ▪ Professional Development Committee member 	2011-Present 2011-Present 2011-Present
MN BOSA Review and Program Approval Teams	
<ul style="list-style-type: none"> ▪ St. Cloud State University, MN (5-Year Review) ▪ University of Minnesota-Duluth (5-Year Review) ▪ Bethel University, Arden Hills, MN (5 Year Review) ▪ Moorhead State, Moorhead, MN (5-Year Review) ▪ Southwest Minnesota State University, Marshall, MN (Approval) 	May-Oct 2016 April 2015 December 2014 March 2013 April-June 2012

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