

STATE OF MINNESOTA
Executive Department



Governor Tim Walz

NOTICE OF APPOINTMENT

Heidi Hahn

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

Cooperative Unit Administrator

Professional Educator Licensing and Standards Board

Effective: May 17, 2020

Expires: January 1, 2024

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it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled by me or other lawful authority or by any law of this State.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 May 12, 2020.



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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Reappointment

Filed on May 13, 2020
President of the Senate
Office of Minnesota
Secretary of State,
Steve Simon

Application for the position Administrator of a Cooperative Unit - who oversees a Special Education Program

Part I: Position Sought

Agency Name: Professional Educator Licensing and Standards Board
Position: Administrator of a Cooperative Unit - who oversees a Special Education Program

Part II: Applicant Information

Name: Dr. Heidi M. Hahn
Phone: (218) 839-2953
County: Crow Wing
Mn House District: 10A
US House District: 8
Recommended by the Appointing Authority: False

Part III: Appending Documentation

Cover Letter and Resume

Type	File Type
Cover Letter	application/vnd.openxmlformats-officedocument.wordprocessingml.document
Resume	application/vnd.openxmlformats-officedocument.wordprocessingml.document

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

Type	File Name
No additional documents found.	

Part V: Signature

Signature: Dr. Heidi M. Hahn
Date: 11/20/2019 8:58:24 PM

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President of the Senate

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

November 15, 2019

To Whom It May Concern:

I am writing to express my interest in continuing my work with the Minnesota Professional Educator Licensing and Standards Board. I have learned so much in my short tenure with the board and I feel I am just beginning to fully understand my position and role. I am currently the Vice Chair of the PELSB Board and I serve on both the executive and licensing committees.

Currently I am the Assistant Superintendent for Brainerd Public Schools. Brainerd Public Schools serves approximately 7,000 students in 13 buildings. Brainerd is a county seat and due to this, Brainerd provides a myriad of specialized services for surrounding school districts. Prior to becoming the Assistant Superintendent, I served as both the Assistant Director and the Director of Special Education for the Paul Bunyan Education Cooperative. The Paul Bunyan Education Cooperative serves 9 school districts across three counties. Brainerd is the host site for the Paul Bunyan Education Cooperative, and due to this, I continue to support and administer many special education programs.

The Minnesota Administrators for Special Education and the Minnesota Association of School Administrators continue to support my work on behalf of PELSB. These organizations provided the following:

"The Minnesota Administrators for Special Education is pleased to endorse Dr Heidi Hahn's application to serve an additional term as a member of the PELSB Board. Dr. Hahn clearly understands the specific attributes that special educators must bring to their job each and every day in order to serve Minnesota's students with disabilities. Dr. Hahn has also proven to be a strong communicator and has effectively shared the work of the PELSB Board to other members of the professional community. We have also appreciated her willingness to reach out to our members in order to better understand the potential implications of proposed licensure changes."

My short tenure on the PELSB Board has been both challenging and rewarding. It is an honor to work alongside the PELSB staff and to collectively work on behalf of all educators in the state of Minnesota. I am excited to continue to be of service and hope that I have an opportunity to continue to learn and grow with our professional colleagues as we work to implement one of the most historical changes in teacher licensure.

Yours in service - Dr. Heidi M. Hahn

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Dr. Heidi M. Hahn

13135 Preserve Circle
Baxter, MN – 56425
(218) 839-2953

Professional Objective:

To obtain an administrative position which will utilize a strong commitment and focus on staff efficacy and engagement, student-centered problem solving skills and exceptional human relation and interpersonal skills.

Education:

St. Cloud State University - St. Cloud, Minnesota

Doctorate of Education – May, 2013
Educational Administration and Leadership
GPA: 4.0

Licensed K-12 Principal and Director of Special Education
October, 2007 GPA: 4.0

Licensed K-12 EBD Teacher
July, 2004 GPA: 3.92

Licensed K-12 Guidance Counselor
May, 2003 GPA: 4.0

Montana State University - Bozeman, Montana

Master of Science – May, 1995
Education, Health and Human Development
Major: Child Development and Family Science – Emphasis in Children’s Mental Health
GPA: 3.85

Bachelor of Science – May, 1993
Major: Child Development and Family Science
GPA: 3.7, GPA in Major: 3.89

Concordia Academy - Roseville, MN

Diploma – May, 1989
Honor Student – GPA 3.6

Work Experience:

Assistant Superintendent Brainerd Public Schools

Brainerd, MN

Responsible for assisting the Superintendent of Schools in all facets of district operations. Brainerd Public Schools serves approximately 7,000 students across 13 buildings. Main responsibilities include overseeing district administration, student support services and teaching and learning. Work closely with all department directors to ensure efficient and effective delivery of services. Work to provide timely response to student, family and community needs and concerns.

July, 2018 - Present

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Director of Special Education Paul Bunyan Education Cooperative - Brainerd, MN

Responsible for Special Education Administration for six school districts and three charter schools. Directly supervise special education and related service professionals, oversee federal funds and special education programs in member districts. Ensure that all due process guidelines are met and followed, and ensure that objectives for student education are met. Interpret laws, rules and regulations to students, parents and staff regarding special education. Ensure that services are in place for member districts to provide a Free and Appropriate Public Education for all students.

June, 2013 - June, 2018

Assistant Director of Special Education Paul Bunyan Education Cooperative - Brainerd, MN

Responsible for supporting and supervising all special education services within ISD #181 - Brainerd Public Schools. Duties include ensuring that all due process and compliance requirements are followed, supporting teachers and case managers as they evaluate, develop and implement individual education plans, and developing and supporting quality programming for students age birth to 21. Position includes working with district administration, certified and non-certified staff, and county service agencies.

May, 2008 - June, 2013

EBD Teacher

Brainerd Public Schools - Brainerd, MN

Responsible for case managing 40 plus EBD students annually. Main responsibilities included the daily monitoring of and responding to the emotional and behavioral needs of students. Duties required working closely with the student's parent/guardians, and classroom instructors to assist the student with their day-to-day functioning in their academic setting. The position required regular contact and communication with social services, probation, and mental health service providers throughout the county. The position demanded the ability to build and develop strong and positive rapport with students, to think quickly, and to de-escalate volatile situations. EBD services were provided in the elementary, high school, and alternative education settings.

August, 2003 - May, 2008

Family Therapist

Mille Lacs Academy - Onamia, MN

Responsible for providing individual and family therapy to young men ages 15-18 years of age in a residential setting. Worked with these young men to identify how their sexual offenses impacted their families and their victims. In addition, worked with counseling and program staff to re-integrate the young man back into his home and/or community based setting.

April 2003 - September 2003

IMPACT Day Treatment Program Coordinator Franklin Jr. High School, Brainerd, MN

Responsible for developing and implementing a new day treatment program at the junior high level. Duties included group, individual and family therapy on a daily basis, completing diagnostic assessments, writing treatment plans, compiling authorizations for insurance companies, and billing. Position included working with teachers, social workers, probation officers, and other mental health professionals to provide services for at-risk students.

August, 1999 - May, 2003

Mental Health Practitioner - Reach Day Treatment, WMS - Brainerd, MN

Responsible for providing group and family therapy daily. Duties included developing social skills and daily living skills curriculum, writing treatment plans, and assisting school staff in guiding at-risk students through their school day. Position required intensive case management and coordination of services from a variety of professional agencies and service providers.

July, 1996 - August, 1999

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Honors and Awards:

Concordia Academy Athletic Hall of Fame - 2017
Brainerd Educator of the Year - 2015
New Special Education Leader - MASE - 2015
Richard Green Scholar - MASA - 2014
Minnesota Volleyball Coaches Association Hall of Fame - 2013
Stenswick-Benson Scholarship - 2007
Elaine Leech - Women in Leadership Scholarship - 2007
President of the Minnesota Volleyball Coaches Association - 2005-2007
Section 8 AAA Volleyball Coach of the Year - 1999
Una B. Herrick Award - 1993-1994 (One of the top ten honors at Montana State University)
Dean's Award of Excellence for the College of Education, Health, & Human Development - 1993
Dean's List - 1990, 1991, 1992, 1993
Outstanding Senior in Child Development and Family Science - 1993
Harrison Award - 1992 & 1993 (Community Service Award)
Bachelor of Friendship Award (Big Brothers and Sisters) - 1992
President - Mortar Board, 1992-1993
Vice-President, Phi Upsilon Omicron, 1992-1993
Big Sky Volleyball All-Conference Academic 1990, 1991 and 1992

Professional Presentations:

Keynote Speaker - Minnesota Speech-Language-Hearing Association - April, 2018
Presenter - "Symposium of Women Education Leaders" - April, 2018
Keynote Speaker - "Charting the C's Conference" - April, 2017
Keynote Speaker - "First Annual Minnesota School Based PT/OT Conference" - Oct., 2016
Presenter - "Symposium of Women Education Leaders" - April, 2016
Presenter - "MASE Spring Conference" - April, 2016
Presenter - "MASE Fall Conference" - October, 2015
Presenter - "MASA Fall Conference" - October, 2014

Professional Committees:

Professional Educator Licensing and Standards Board - October, 2017 to Present
MASE New Leader Trainer - 2014 to 2019
MASE/MASA Professional Development Committee - 2013 to 2019
MASE New Members Committee - 2014 to 2019

Professional Research:

Leadership Practices and Their Impact on Teacher Job Satisfaction
Why Teachers Teach
Principal Evaluation - What Impacts Professional Growth

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