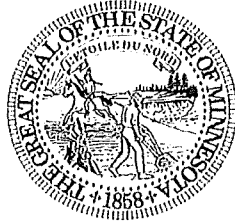


STATE OF MINNESOTA



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JAN 09 2020

TIM WALZ  
GOVERNOR

President of the Senate

NOTICE OF APPOINTMENT

**Melissa Schaller**

5119 Wild Marsh Drive  
White Bear Lake, MN 55110  
County of Ramsey  
Congressional District 4

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:

**Director of Special Education**

**BOARD OF SCHOOL ADMINISTRATORS**

Effective: January 13, 2020

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it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled by me or other lawful authority or by any law of this State.

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, January 8, 2020



Handwritten signature of Tim Walz in black ink.

Governor

Handwritten signature of Steve Pinnon in black ink.

Secretary of State

Replacing: Daniel Naidicz

# Application for the position Special Education Director Rep

## Part I: Position Sought

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**Agency Name:** Board Of School Administrators  
**Position:** Special Education Director Rep

## Part II: Applicant Information

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**Name:** Melissa Rae Schaller  
**Phone:** (651) 230-9825  
**County:** Ramsey  
**In House District:** 38B  
**S House District:** 4  
**Recommended by the Appointing Authority:** True

## Part III: Appending Documentation

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### 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

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**Signature:** Melissa Rae Schaller  
**Date:** 11/12/2019 6:18:11 PM

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President of the Senate

# Melissa R. Schaller

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5119 Wild Marsh Drive White Bear Lake, MN 55110  
[mrschaller1972@gmail.com](mailto:mrschaller1972@gmail.com) 651-230-9825

November 4, 2019

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 sixteenth as a director of special education. I began my administrative career in Austin, Minnesota. Serving in greater Minnesota allowed me the opportunity to learn about the challenges facing education in a new way as we worked to provide exemplary services for our students and their families in an area of the state with more limited resources than exist in the Twin Cities metropolitan area. This perspective has continued to inform my actions as the current director of special education for Intermediate School District 917. 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 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. The ability to communicate, collaborate, develop strategies, and initiate programs to provide for the unique needs of the students has been rewarding and inspiring.

To continue to grow and develop professionally, I have served in various roles on the Minnesota Administrators for Special Education. I am also pursuing a PhD in Educational Policy and Leadership at the University of Minnesota. It is my desire to use my voice, resources, network, and administrative skills to hone 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, creativity, and informed decision-making 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 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 benefit the Board of School Administrators and the state of Minnesota.

Sincerely,

President of the Senate

  
Melissa R. Schaller

# Melissa R. Schaller

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5119 Wild Marsh Drive White Bear Lake, MN 55105  
mrschaller1972@gmail.com 651-230-9825

## PROFESSIONAL PROFILE

Experienced educational administrator and PhD candidate. 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

Director of Special Education	Intermediate School District 917, Rosemount, MN	August 2008 – PRESENT
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 of five assistant directors/principals 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: 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 business manager
- 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
- 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 including, 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 including, 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 – PRESENT
- SPECIAL EDUCATION WORKFORCE**, Quarterly meetings to develop state strategic plan to address teacher shortage 2017 – 2018

## PRESENTATIONS

- **SPECIAL EDUCATION IN THE UNITED STATES, PRESENTATION TO CHINESE DELEGATIONS**  
University of Minnesota Annually, 2015 – 2017, 2019
- **NEW DIRECTORS, MASE** Fall, 2009-2010, Fall, 2018-2019
- **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.

## MINNESOTA ADMINISTRATORS FOR SPECIAL EDUCATION

### ACTIVE MEMBER

- Past President, Executive Board, 2012-2013
- President, Executive Board, 2011-2012
- President Elect, Executive Board, 2010-2011
- Legislative Committee Co-Chair, 2014-2017
- Legislative Committee-State and Federal, 2012-PRESENT
- Nominations Committee Chair, 2012-2014
- Nominations Committee, 2012-PRESENT
- Strategic Planning Committee Co-Chair, 2010-2011
- Executive Development Planning Committee, 2004-Present

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**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

**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

2015 – PRESENT

Doctorate 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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