

# Superintendent Search Proposal For BELMOND-KLEMM COMMUNITY SCHOOLS



By

**ED**ucational & Business Consulting  
**WISE**, LLC

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**EDWise Mission Statement—EDWise Team Members aim to provide quality consulting services while supporting educational leadership for PK-12.**

# EDWISE, LLC

June 6, 2023

Dear Directors of the Belmond-Klemme Board of Education:

This proposal comes with enthusiasm for collaboration to generate applicants and identify your next Superintendent of Schools. EDWise's process and experience will reduce your anxiety, tension, and other stressors as you seek to select a new Superintendent.

The mission of EDWise is to provide quality consulting services while supporting educational leadership for PK-12 school systems. This mission is accomplished by dedication to extraordinary services for the school system (i.e., students, parents, and staff), the Board of Education and many District stakeholders.

While most advertising is accomplished online, recruiting also occurs through networks established by EDWise. EDWise also takes advantage of personal connections to over 2,500 administrators through our website and via email in Iowa and other states to seek desired candidates. Also, we generate candidates and their background information through connections and relationships with colleges/universities, Iowa Association of School Board (IASB) and School Administrators of Iowa (SAI).

All of our efforts to find the best Superintendent candidates are driven by the information collected from your Board members and focus group members. This information is matched to candidate background and references to determine the best fit for your District.

Our proposal outlines a process that will successfully find a new leader for the Belmond-Klemme Community Schools. We are looking forward to finding a leader that meets your desired qualities. If you have any further questions, please feel free to contact me at [paul.tedesco@edwise.llc](mailto:paul.tedesco@edwise.llc) or call 712-730-2248.

Sincerely,



Dr. Paul Tedesco, President  
EDWise, LLC

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## INTRODUCTION – EDWise TEAM MEMBERS



**Dr. Paul Tedesco, President of EDWise**, has served forty-four years in the field of education, thirty-eight as an administrator. Administrative experiences include: Administrator of Educational Service Agency #11, Holdrege, NE (2011-2017), Superintendent at Storm Lake, IA (2005-2011), Superintendent at Emmetsburg, IA (1998-2005), Superintendent at Boyer Valley, Dunlap, IA (1992-1998), Superintendent of Schools, Harris-Lake Park, Lake Park, IA (1989-1992), High School Principal & Athletic Director, Ida Grove, IA (1983-1989), High School Principal & Athletic Director, Elk Horn-Kimballton, Elk Horn, IA (1979-1983) and Paul taught and coached in Nebraska School Districts of Trenton, Omaha Cathedral and Neligh-Oakdale.

Paul earned his Doctorate from Colorado State University (2004), his Certificate of Advanced Studies (Superintendent’s endorsement) from Iowa State University (1988), his Master’s in Administration from the University of Nebraska at Omaha (1979) and his Bachelor of Art in Education from Wayne State College (1973).



**Kathy Enslin** has served forty-one years in the field of education, twenty-five as an administrator. Administrative experiences include: School Administrators of Iowa (SAI) District Consultant (2016-2020); Assistant Chief/Human Resource Director at Central Rivers/AEA 267 Cedar Falls, IA (2013-2016); Superintendent at Denver, IA (2002-2013); Superintendent, Elementary Principal & Special Education Director at North Kossuth, Swea City, IA (1998-2002); Elementary Principal/Curriculum & Special Education Director at North Kossuth, Swea City, IA (1996-1998); Teacher of English/Speech/TAG, Swea City, IA (1984-1996). Kathy taught in Philadelphia, PA and Selma, AL at the start of her career. Plus, she taught English in Brighton, England many summers during the 1980’s for the EF exchange students’ program.

Kathy earned her Educational Specialist degree from Minnesota State University (2002), her Superintendent’s endorsement and a Master’s in Educational Administration from Mankato State University (1990), and her Bachelor of Art in English/Secondary Education from Iowa State University (1980).

Kathy continues being directly connected to education as she now serves on the Central Rivers AEA Board of Directors. Kathy is driven by her desire to provide leadership in an organization that values innovation, structure, success and children by supporting School Boards and educational leaders and educators to reach their highest potential.



**Dave Herold** has served in education for thirty years, sixteen as an administrator. Administrative experiences include: Superintendent at Allamakee Community School District, Waukon, IA (2006-2018); Superintendent at Rudd-Rockford-Marble Rock (RRMR), Rockford, IA (2005-2006); Principal at Waukon High School, Waukon, IA (2003-2005); Principal at Orient-Macksburg Middle/High School, Orient, IA (2002-2003). David was also an English teacher, athletic director, and coach at Crestwood High School, Cresco, IA (1991-2002) and Cresco Notre Dame, Cresco, IA (1988-1991).

David received his administrative certification from Winona State University (2002), Master's Degree in exercise and sport science from the University of Wisconsin-La Crosse (1998), and Bachelor of Science Degree in physical education/minor in English from Upper Iowa University in 1988.

David has served on numerous state organizations including the Iowa High School Athletic Association (IHSAA) Board of Control (2011-2017); IHSAA Representative Council (2008-2011); and Iowa Girls High School Athletic Union (IGHSAU) Representative Council (2008-2015). David has also served on numerous community organizations such as the Waukon Chamber (2006-2018/President 2010-2018) and Waukon Economic Development Corporation (WEDC).



**Lou Howell** has served in education for fifty-two years, thirty-six in an administrative capacity. Administrative experiences include: Interim Superintendent at Treynor (2017-2019); Independent Educational Consultant (2003-Present); Director of Instructional Services at Arrowhead AEA 5 & Prairie Lakes AEA 8 (1999-2003); Associate Superintendent at Urbandale (1994-1999); Director of Curriculum and Academic Programs at Carroll (1989-1994); Associate Principal Yuma Arizona High School (1988-1989); Vice Principal Keokuk Senior High (1986-1988). Lou was also a secondary teacher at Kearney, Nebraska, Treynor and Keokuk in Iowa (1969-1986).

Lou received her Superintendent's endorsement from Drake University (1988), Master's Degree in Secondary Administration from Drake University (1987) and her Bachelor of Arts in Education from the University of Nebraska at Kearney (1969).

Your most important job is hiring. When you select your superintendent and other key leaders in your district, you are taking the first and most important step in creating a culture that enables excellence and supports innovation in learning to assure your students grow and thrive not only in your schools but in life. Let our experiences help you make the right decision for the future of your district and your students.



**Bill Mowinkel** was an educator for forty-two years with thirty-seven years in school administration. Administrative experiences include: Administrator at Educational Service Unit #8 in Neligh, Nebraska (2013-2019); Superintendent of Hall Co #38 - Grand Island Northwest (1989-2012); Principal/Superintendent of Osmond Public Schools (1981-1989); Middle School teacher and coach at Neligh-Oakdale Public Schools (1976-1981).

Bill was named the Nebraska Rural Schools and Nebraska Association of School Administrators, Superintendent of the Year in 2012.

Having two children involved in educational administration he remains passionate about education in the State of Nebraska.



**Lori Porsch** has served thirty-eight years in the field of education, thirty-two as an administrator. Administrative experiences include: Curriculum and Special Education Director at Storm Lake, Iowa (2002-2014); Supervising Consultant and Regional Supervisor of Arrowhead Area Education Agency (now Prairie Lakes Area Education Agency) (1984-2002) and Lori taught and coached in Marshalltown, Iowa and Storm Lake, Iowa school districts prior to her administrative experiences.

Lori earned her Director of Special Education endorsement from the University of Northern Iowa (1990), her Master's in Special Education from the University of Northern Iowa (1980) and her Bachelor of Arts in Education from the University of Northern Iowa (1977). She also has completed graduate studies in administration of English Language Learning programming and completed Mediation and Advanced Mediation Training through Iowa Peace Institute.

**DR. ROBERT OLSON** has been an educator for 44 years and served as a teacher (3), coach (7), and administrator (41). After teaching and coaching at Dysart-Geneseo (1976-79) for three years, he attended graduate school full-time at the University of Northern Iowa and served as a graduate assistant in the school of Administration and Counseling. Before finishing his master's in administration degree, he accepted a 7-12 principal position (1979-1984) that allowed him to also teach and coach. He then served as high school principal at Clarion Community School District (1984-1989) for five years before becoming superintendent for both Clarion and Goldfield School Districts. While in Clarion, he served twice as a shared superintendent and facilitated two district reorganizations (ClarionGoldfield and Clarion-Goldfield-Dows) (1989-2020). Bob continues to serve on the faculty of the Iowa Superintendent Financial Leadership Consortium (ISFLC) after retirement to help superintendents and school business officials to develop and present school budgets. Bob earned his Doctorate from Drake University in 1989, his Superintendent endorsement (1984) and Master's (1980) from the University of Northern Iowa, and Bachelor of Arts at Augustana College at Rock Island, Illinois in 1976 where he was a three-sport athlete and coach.

## ENDORSEMENTS & TESTIMONIALS

*"Working with Paul was a very positive experience for us. He was always professional, accessible, honest, and easy to work with. His experience, judgement, and process resulted in the hiring of a great candidate to lead our District into the future. Thank you, Paul!"*

Bryan Simonsen, AHSTW Board President

April 29, 2018

*"I truly appreciate EDWise for their professionalism and calm demeanor to get us through an intense process of hiring a school superintendent. Paul and Dave led the discussions, and we provided the top six characteristics we wanted in a new superintendent. This helped us get focused as a board and was so beneficial in aligning our top characteristics with a candidate. Paul and Dave also provided answers to our questions based on experiences and gave valuable insight to tough questions. They were outstanding and I highly recommend EDWise!!"*

Jon Turnquist, Alta-Aurelia Board Vice President

April 25, 2019

*"I am thankful to Dr. Paul Tedesco and Lou Howell from EDWise for their genuine desire to help us find the "right qualities" in a superintendent for our district. With their assistance and experience to draw from I feel we have found someone special to lead our district. Their expertise and guidance was invaluable."*

Greg Jones, Clarinda CSD Board President

January 14, 2020

*"From beginning to end, Dr. Paul and the EDWise team provided a very personal service to our school, taking time to get to know board members, staff and community members, and confirm the priorities for our hiring process. By using the questions that our interview teams generated, EDWise structured a comprehensive process that culminated in individual feedback from each interview team member rather than a group rank order. EDWise recruited quality candidates, leaving us with an extremely difficult decision. Dr. Paul put in a very long evening with our board and negotiated a contract that was kind to our budget. Despite the COVID-19 pandemic, the EDWise team made adjustments to the schedule and facility setup, while utilizing technology and social distancing to allow for full participation and ensure the health and safety of the candidates and the interview teams. We are thrilled with our new hire, and very satisfied with the service and support from EDWise!"*

Teresa Coenen, Woodbine CSD Board President

April 13, 2020

*"I have worked with EDWise as both a candidate and a contractor. In both cases I have found them to be both thorough and professional. The information they provide about potential job candidates has been vital in our selection process. The service they provide is timely and up to date. Paul has also been a professional resource for both myself and our principals. I highly recommend them for any administrative search you may have in the future."*

Bill Walters, Superintendent, Alta-Aurelia

January 12, 2021

*“Dr. Tedesco and his team at EDWise were difference makers for us. Their team was professional, honest and thoughtful from the first conversation to our final meeting. I am confident we would not have found the exceptional candidate we hired, without EDWise. Furthermore, they went above and beyond in ensuring the process was integrity filled and each member of the vast hiring panel was pleased with the outcome.”*

Justin Wagner, Superintendent, Woodbine Community Schools  
January 14, 2021

*Dr. Tedesco and the EdWise team implemented the highest level of professionalism in our school district’s search for a Superintendent. As former educators themselves, their vast knowledge and extensive resources enable a seamless experience with outstanding results in this unexpectedly competitive market.*

Elizabeth Heistand, Board Vice-President of Boyer Valley Community Schools  
December 4, 2022

## REFERENCES

Bryon Simonsen, AHSTW Board President  
Email: [mormac@walnutel.net](mailto:mormac@walnutel.net)

Bernadette Hatch, AHSTW Board Vice-President  
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Jon Turnquist, Alta-Aurelia, Board Vice-President  
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Greg Jones, Clarinda, Board President  
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Teresa Coenen, Woodbine, Board President  
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## INITIAL MEETING WITH SCHOOL BOARD MEMBERS IN DISTRICT

EDWise consultant(s) will provide several options for consideration by the Board members before an agreement on the timeline and other details set the process in motion. Your search will be customized to meet the needs and expectations of the Board members and your school community. The customization of your superintendent search includes discussion of EDWise’s suggested interview options (see page 11).



EDWise consultant(s) will collaborate with your Board members to define the type of leadership desired in your next superintendent. Also, the Board members will identify the various groups to involve in the determination of the characteristics of the new superintendent. EDWise collects information from the Board members and others identified by the Board members electronically.

This input can be collected from the school community as a whole or only from the groups identified by the Board members. Once collected, this input will be shared with the Board members and used by EDWise after approval by the Board members to guide the advertising and recruiting of candidates for your superintendent's position. EDWise provides a required application form online and screening of applications.

And, at this initial meeting with the Board members, EDWise consultant(s) will discuss potential salary and benefit packages. Plus, we will review current superintendent contract language and discuss new contract language, if appropriate. EDWise will consult with the Board's legal counsel to have the agreed upon contract language approved by your attorney before negotiating with newly selected superintendent.

Throughout the search process, EDWise consultant(s) will be in constant communication with the Board members to keep everyone informed on the progress during the search.

## **SOLICIT INPUT FROM BOARD MEMBERS AND IDENTIFIED GROUPS/COMMUNITY**

EDWise consultant(s) will collect input from the Board members identified groups and/or from the school community as a whole. These individuals are asked to provide their desired leadership qualities in their next superintendent; what they are proud of in their school; what concerns might need to be addressed; and what they would like to see their new superintendent do in the first 3 months on the job.

In addition to the collection of desired superintendent characteristics, the consultant(s) will work with the selected focus groups to be involved in the interview process. EDWise consultant(s) will review the do's and don'ts of interview questions; the time allotted for questioning; and seek suggested interview questions from the focus group members. We will collect a rating of each candidate from the focus group members at the conclusion of each interview. The focus group ratings will be shared and reviewed with the Board members prior to selection of your new superintendent.

## **FOLLOW UP TO CONSULTANT MEETING WITH FOCUS GROUPS AND BOARD MEMBERS**

This input, gathered electronically, will be shared with the Board members, and used in our recruiting of candidates. Adjustment(s), if necessary, to our advertising will be made based on this input and made public after being approved by the Board members.

Consultant(s) will communicate with focus groups and the Board members to select interview questions. The questions can be from suggested questions and/or mixed with questions from EDWise.

## **ADVERTISE POSITION**

EDWise will advertise on Teachlowa; the District's website; EDWise website ([www.edwise.illc](http://www.edwise.illc)) and EDWise Facebook page, Twitter and online nationwide advertising. Upon completion of Board members and focus group input, the advertising may be adjusted to include other advertising networks. EDWise will also make personal contact with potential candidates who have registered with EDWise an interest in seeking a superintendent position.

## **SCREEN APPLICANTS**

EDWise consultant(s) conduct a thorough reference check of each candidate. Our reference checks include personal telephone conversations, licensure, eliciting online references about the candidate. The personal telephone conversations and the online reference checks are conducted on individuals listed by the candidate and other individuals familiar with the candidate identified by EDWise. EDWise consultant(s) speak directly to the leaders of School Administrators of Iowa and Iowa Association of School Board to gather additional input on each candidate.

And EDWise will provide the DISC Assessment results on all finalists, if desired by the Board. The DISC assessment measures work and personal behaviors that contribute to or impede job performance.

EDWise consultant(s) will provide an individual summary of the our reference check information to the Board members when reviewing all the candidates with the Board. EDWise will secure the State of Iowa required background check of your selected candidate prior to employment.

## **CONSULTANT(S) MEETING WITH BOARD MEMBERS TO REVIEW APPLICANTS AND SELECT CANDIDATES FOR INTERVIEWS**

EDWise consultant(s) will arrive during the normal central office workday to prepare the room for the Directors of the Belmond-Klemme Board to review each candidates' application materials in a closed session. After the review and discussion of all candidates, EDWise consultant(s) will provide a recommendation of 5-6 candidates for the Board members to consider for an interview. Once the Board members have determined the candidates to be interviewed, the EDWise consultant(s) will call each candidate to secure their presence. If the Board members selected screening interviews Option A (see below page 11), then the candidate names remain confidential.

If the Board members are starting interviews using Option B (see page 11 for more detail), then each selected candidate will be given a detailed interview schedule and other district information for their spouse/guest. EDWise consultant(s) will collaborate with the Board members to provide a public announcement of candidates being interviewed by the Board members and their focus groups.

Prior to starting interviews using Option B, EDWise would recommend the Board members collect the required criminal, civil litigation, social security, motor vehicle records check for the top candidates. Therefore, the Board members will be able to make an offer to an already approved candidate following the interview process.

## **INTERVIEW OPTIONS – OPTION A TO CONDUCT SCREENING INTERVIEWS**

The Board members may choose to conduct “Screening Interviews”. Screening interviews are when the Board members has selected 5 or 6 candidates to be interviewed and these interviews are conducted in closed session. If this option is selected by the Board members, the names of candidates invited for a screening interview remain confidential.

Screening interviews are conducted via electronic methods such as a recording of the candidate or a Zoom meeting. These screening interviews take about 20-30 minutes with each candidate, and they are followed by 10-15 minutes for Board members to complete the EDWise Interview Rating form. EDWise consultant(s) will also attend the screening interviews.

When all screening interviews have been completed and each candidate rated by the Board members, then the EDWise consultant(s) will review the ratings/input of each candidate with the Board members. After the review and while in closed session, the EDWise consultant(s) will facilitate the Board discussion and selection of candidates to invite back for an interview with selected focus groups and the Board members.

Once the selection of candidates for interviews with the focus groups has been made, then the EDWise consultant(s) will contact each candidate. The selected candidates will be given a detailed interview schedule and other district information for their spouse/guest. The second part of Option A is to complete Option B below.

### **OPTION B – INTERVIEW DAYS WITH BOARD MEMBERS AND FOCUS GROUPS AND THE SELECTION OF THE NEW SUPERINTENDENT (Option B may be used without Option A)**

The EDWise consultant(s) will bring copies of the interview questions for each focus group and distribute them prior to each candidate’s interview. Prior to the interviews, the consultant(s) will check the arrangement of each interview room for proper set up and amenities for the comfort of the candidate and the focus group members.

The consultant(s) will remind all focus group members of the legal interview techniques. And the consultant(s) will keep each interview on schedule, including time for rating each candidate immediately following completion of his/her interview. EDWise uses an online Google Form to collect focus group ratings/input on each candidate. The candidates interview with the Board members will include a 10-minute presentation on a topic selected by the Board members and questions for the candidate to respond to for the Board members.

After all interviews have been completed and while the Board members are in closed session, the EDWise consultant(s) will share the focus group ratings/input of each candidate’s interview, including the Board members rating/input on each candidate. The consultant(s) will facilitate the Board members deliberation to select a new superintendent. Selection of a new superintendent will be made in Open Board Session.

Once the selection has been made and contract details have been discussed, then the consultant(s) will

assist the Board President and/or make the call to offer the position on behalf of the Board. After the candidate and the Board have finalized the contract, and the contract has been signed, the consultant(s) will make personal contact to inform all interviewees about the Board members selection and thank them for their time and efforts. And all focus group members will be informed of the Board members decision and thanked for their time and insight.

## **NOTIFICATIONS, PRESS RELEASE AND APPLICATION MATERIALS**

Upon hiring of the new superintendent, the consultant(s) will notify all other candidates about the Board members choice and wish them well on future endeavors. EDWise will collaborate with the Board Secretary to file all application materials with the district.

The consultant(s) will prepare a press release announcing the new superintendent to be used or modified for use by the board members. The EDWise consultant(s) will coordinate and collaborate with the Board President and Board Secretary to finalize remaining details of search process such as reimbursement of candidate travel expenses for interview if Board members approve the expense.

## **BUDGET MENTORING WITH NEW SUPERINTENDENT**

Upon hiring of the new superintendent, the consultant(s) will work with the new superintendent to develop budget monitoring and understanding of both districts financial position. EDWise budget mentoring will include access to a full day consultation from an EDWise consultant.

## **ENTRY PLAN WITH BOARD AND NEW SUPERINTENDENT**

During the superintendent search process, EDWise consultant(s) will review and discuss a first-year superintendent entry plan of work. Upon hiring of the new superintendent, the consultant(s) will collaborate with the new superintendent and the Board members to develop and approve an entry plan to guide the new superintendent in the districts.

## **EDWise SEARCH FEE STRUCTURE**

EDWise's proposal stated above is for a comprehensive search and post hiring follow up actions. The fee for EDWise's proposed comprehensive search is \$11,950.00 (all expenses included). And if desired by the board, EDWise can modify the assistance provided to the board and thus reduce the search fee. For example, the board may start with a comprehensive search and decide later to include the post hiring follow up actions by EDWise. This example would result in the EDWise fee being \$10,700.00 for comprehensive search portion of our services to your district. These modifications and more, if desired, can be discussed at EDWise's presentation to the board members.

EDWise search fee is due in two installments. The first payment for 25% of the contract is due at the time of hiring and the remaining 75% upon completion of the search with your Superintendent hired.

## **PERFORMANCE CONTRACT**

Upon Board members action to engage EDWise services. EDWise will provide a written contract between the Board members and the consulting firm for the Board members approval and signature to start the search.

## **GUARANTEE**

**If the Board members are dissatisfied with the new superintendent within the initial two years of employment of the superintendent and if either party dissolves that relationship by resignation or termination within the initial two years of employment, EDWise will conduct a new superintendent search at no cost to the district.**