

Superintendent Search Proposal Waukee Community Schools



from:



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



January 25, 2019

Dear Waukee Board of Education Members:

This proposal comes to you with enthusiasm to work collaboratively to generate applicants and identify your next Superintendent of Schools. The selection and employment of a Superintendent is the primary and most important task undertaken by the School Board.

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

While most advertising is accomplished online some recruiting occurs through networks established by EDWise. EDWise takes advantage of personal connections to administrators in Iowa and other states to seek desired Candidates. EDWise, also, generates Candidates and background information through connections and relationships to 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 the Board 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 Waukee Community Schools. Looking forward to finding a leader that meets your desired qualities. If you have any further questions, please feel free to contact me at ptedesco@gmail.com or call 712-730-2248.

Sincerely,

A handwritten signature in black ink that reads "Paul Tedesco".

Dr. Paul Tedesco, President
EDWise, LLC

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Introduction -- EDWise

EDWise, LLC utilizes the experience of retired administrators that have served anywhere between 30-44-year during their educational careers. Careers dedicated to serving school districts including students, parents, teachers, and School Boards.

EDWise, LLC started actively to pursue consulting services in the spring of 2018. Our first Superintendent search was conducted for AHSTW of Avoca, Iowa. Since the spring of 2018, the EDWise Team members have grown to include five Consultants. EDWise Consultants have combined for over 100 years of School Administrative experience in hiring highly qualified leaders.

EDWise, LLC Team Members

Dr. Paul Tedesco, President of EDWise
Alta, IA

Patrick O'Donnell
Sioux Center, IA and Arizona

Lou Howell
Urbandale, IA and Florida

Dave Herold
Cresco, IA

Lori Porsch
Storm Lake, IA

Initial meeting with School Board at District:

EDWise Consultant(s) will provide several options for consideration by the Board before an agreement on the timeline and other details sets the process in motion. Your search will be customized to meet the needs and expectations of the Board and your School Community. The customization of your Superintendent search includes discussion of EDWise's suggested interview options, see page 8.

EDWise Consultant(s) will collaborate with your Board to define the type of leadership desired in your next Superintendent. Also, the Board will identify the various groups to involve in the determination of the characteristics of the new Superintendent. EDWise collects information from the Board and others identified by the Board electronically. This input can be collected from the School Community as a whole or only from the groups identified by the Board.

Once collected, this input will be shared with the Board and used by EDWise after approval by the Board to guide the advertising and recruiting of Candidates for your Superintendent's position. We will work with the District to supply a brochure highlighting the District and the Superintendent opening.

Also, the Board will complete a 6-question survey about leadership style preferences. The Board results will be compared to the Candidates leadership style self-assessment survey results to aide in selection of the right fit for your next Superintendent.

And, at this initial meeting with the Board, 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 provides required application form online and screening of applications.

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

Solicit input from Board and identified groups/community:

EDWise Consultant(s) will collect input from the Board 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.

Follow up to Consultant meeting with Focus Groups and School Board:

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

Consultant(s) will communicate with Focus Groups and the Board to select 12-14 interview questions. The questions can be from their suggested questions and/or mixed with sample questions from EDWise.

Advertise Position:

Advertising can begin online within one week of engaging EDWise to conduct your search. Your position will be advertised on Teachlowa; EDWise website (ptedesco.com) and EDWise Facebook page. Upon completion of Board and Focus Group input, the advertising may be adjusted, if necessary. EDWise will make personal contact with potential Candidates who have registered with EDWise an interest in seeking a Superintendent position.

National advertising, if desired by the Board, can be easily accommodated by EDWise. National advertising, an estimated \$600-\$900, is a cost to the Board above and beyond EDWise search fee.

Screen Applicants:

EDWise Consultant(s) conduct a thorough background check of each Candidate. Our background and reference checking include personal telephone conversations, eliciting online references about the Candidate and completion of leadership styles and behavior assessments by the Candidate and his/her current Board Members.

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 School Administrators of Iowa and Iowa Association of School Board leadership to gather more input on each Candidate.

Each Candidate completes a twenty-two (22) question leadership styles and behaviors self-assessment survey. The results will indicate the dominant leadership styles and behaviors used by each Candidate. EDWise will have at least three (3) of the Candidate's current Board Members complete the same survey about each Candidate. The comparison of these survey results will be used to validate the Candidate's leadership styles and behavior preferences. The survey results will be shared and discussed with the Waukee School Board Members.

EDWise Consultant(s) will provide a summary of the background and reference check information to the Waukee School Board when reviewing all of the Candidates with the Board. The Waukee School Board must secure the State of Iowa required Background Check of their desired Candidate prior to employment.

Consultant(s) Meeting with Board to Review Applicants and Select Candidates for Interviews:

EDWise Consultant(s) will arrive during the workday to help Central Office staff make a copy of Candidate application materials for review by the Board in a Closed Session. Copies can be made by EDWise prior to the Closed Session, however, most schools eliminate this search cost by allowing the copies to be made in their Central Office.

After the review and discussion of Candidates, EDWise Consultant(s) will provide a recommendation of 5-6 Candidates for the Waukee School Board to consider for an interview. Once the Board has determined the Candidates to be interviewed, the EDWise Consultant(s) will call each Candidate to secure their presence. If the Board selected Screening Interviews Option A-see page 8, then the Candidate names remain Confidential at this point in time.

If the Board is starting interviews using Option B-see page 8 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 Waukee School Board to provide a public announcement of Candidates being interviewed by the Board and their Focus Groups.

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

Interview Options

Option A—Conduct Screening Interviews

The Board may choose to conduct 'Screening Interviews'. Screening interviews are when the Board 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, the names of Candidates invited for a Screening interview remain Confidential.

Screening interviews take about an hour with each Candidate. EDWise Consultant(s) will also be in attendance at the Screening interviews. Each Board member will use the EDWise Interview Rating form at the conclusion of each interview.

When all of the Screening interviews have been completed and each Candidate rated by the Board, then the EDWise Consultant(s) will review the ratings of each Candidate with the Board. After the review and while in Closed Session, the EDWise Consultant(s) will facilitate the Board's discussion and selection of Candidates to invite back for an interview with selected Focus Groups and Board.

Once the selection of Candidates for interviews with the Focus Groups has been made, then the EDWise Consultant(s) will contact each Candidate. The 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 and Focus Groups and Selection of New Superintendent (This option 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 their interview. EDWise uses an online Google Form to collect Focus Group ratings/input on each Candidate.

After all interviews have been completed and while in Closed Session, the EDWise Consultant(s) will share the Focus Group ratings of each Candidate's interview, including the

Board's rating of each Candidate. The Consultant(s) will facilitate the Board's deliberation to select a new Superintendent.

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. The Consultant(s) will make personal contact to inform all interviewees about the Board's selection and thank them for their time and efforts. And, all Focus Group members will be informed of the Board's decision and thanked for their time and insights.

Notifications, Press Release & Application Materials:

Upon hiring of the new Superintendent, the Consultant(s) will notify all other Candidates about the Board's 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 Waukee School Board. 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 approved.

EDWise SEARCH FEE

EDWise fee for conducting your Superintendent search is \$6,500.00, plus expenses. EDWise fee is due in two installments the first payment of \$3,250.00 at time of hiring and the remaining \$3,250.00 upon completion of the search and the new Superintendent being hired. The last payment will include an invoice with expenses itemized to be paid in addition to the \$3,250.00.

PERFORMANCE CONTRACT

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

GUARANTEE

If the Board is dissatisfied with the new Superintendent within first-year of employment of the Superintendent and if either party dissolves that relationship by resignation or termination within the first-year of employment, EDWise will conduct a new Superintendent search at no cost to the District.

REFERENCES

Bryon Simonsen, AHSTW Board President

Email: mormac@walnutel.net

Bernadette Hatch, AHSTW Board Vice-President

Email: hatch90@outlook.com

“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