



MCPHERSON *M* JACOBSON, LLC

EXECUTIVE RECRUITMENT & DEVELOPMENT

11725 ARBOR STREET, SUITE 220 ♦ OMAHA, NEBRASKA 68144 ♦ 402-991-7031/888-375-4814
FAX: 402-991-7168 ♦ EMAIL: MAIL@MACNJAKE.COM ♦ WEBSITE: WWW.MACNJAKE.COM

***Norwood Public Schools
Norwood, Colorado***

**INTERIM SUPERINTENDENT
APPLICATION SUMMARY**

FOR

Mr. Todd L. Bissell

Record of Professional Education:

Degrees and Institutions:

- * Colorado State University: Fort Collins, Colorado - Educational Administration , Bachelor of Arts (12/1983)
- * Colorado State University: Fort Collins Colorado - Master of Arts (05/1990)

Record of Professional Experience:

- * Assistant Principal/Athletic Director/Faculty Assistant - New Vision Charter School: Loveland, Colorado (08/2017 - 03/2024)
- * Erie Middle School Principal - St. Vrain Valley School District: Longmont, Colorado (08/2009 - 08/2016)
- * Highland Middle School Principal/DAC - Weld RE 9 Schools: Ault, Colorado (08/2003 - 08/2009)
- * Superintendent/Principal - Liberty J4 Schools: Joes, Colorado (08/1999 - 08/2003)

Summary completed: May 2024



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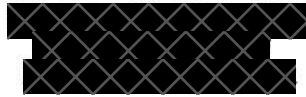
Norwood Public Schools

Todd Bissell

Summary of Reference Check Calls and Application Form:

- Very student focused
- knowledgeable
- Foster a positive environment
- 39 years of experience in education
- Reliable and makes good decisions
- Calm and quiet person
- Has good understanding of superintendent position in rural areas
- Straight forward in is communication
- Builds relationships with staff and communications
- Strong moral and ethical values
- Very good in his communication
- Holds people accountable but is compassionate
- Believes in chain of command
- Good listener
- Creative thinker
- Very genuine about student education and well being
- "Do the right thing, do the best you can, and show people you care"
- Very organized
- Displays professionalism
- Creative problem solver
- Understands rural education been a number of years since in rural area
- Very dedicated and determined
- Hard worker
- Open communications
- Team builder
- Encourages certain staff
- Innovative thinker
- Supports rural education and understands tradition and history of a district
- Collaborate effectively with various stakeholders

Todd Bissell
Norwood Public Schools, Norwood, CO - Interim Superintendent (330)



COVER LETTER

Cover Letter

Please type your personalized cover letter here.

Cover Letter

5/1/2024

**Norwood Schools
Norwood Colorado**

Dear Selection Committee,

It is with great interest that I am submitting my application for the Norwood School District Interim Superintendent position.

My 15 years of experience as a Social Studies teacher and 24 years of experience as an Administrator have provided me with the background knowledge and skills as well as personal qualities to be an excellent candidate.

During my time in education I have striven to create a safe, caring, challenging and rigorous learning environment for the students. Building strong relationships and collaborating with students, parents, and staff assisting in the development of this goal.

Over the years I have served our School Communities as a teacher, coach, Assistant Principal/Athletic Director, Principal and Superintendent. In these various administrative roles, I had the opportunity to work closely with staff, parents and students to develop and implement a strong mission, vision, and curriculum for our students. We collaborated to generate a strong Staff Development program to support our teachers and provide our students with a solid educational foundation.

After being involved in Public Education for 35 years, I decided to retire. However I missed being with students, staff, and parents and over the past 5 years I have served as an Administrator at New Vision Charter School.

I enjoy working with, mentoring, and challenging students and staff. Through these experiences I know I could be an asset to Norwood Schools as your Interim Superintendent.

Thank you for your time. I look forward to hearing from you.

Sincerely,

**Todd Bissell
NVCS**

PERSONAL DATA

Personal Data

How did you hear about this position?	McPherson & Jacobson website	Title	Mr.
First Name	Todd	Middle Initial	L.
Last Name	Bissell	Suffix	
Email	XXXXXXXXXXXX	Primary Phone	XXXXXXXXXX
Alternate Phone	XXXXXX		

PERSONAL INFORMATION

Present Address

Street	XXXXXXXXXXXX	City	XXXXXX
	XXXXXX		XXXXXXXXXXXX

Permanent Address

(If different from Present Address)

Street	City
State	Zip Code/Postal Code

Work Authorization

Are you legally able to work in the U.S.? **Yes**

EDUCATION

Undergraduate Institution #1

Type of School	College/University	Name of School	Other: Colorado State University
City	Fort Collins	State	Colorado
Attended From (mm/yyyy)	08/1980	Attended To (mm/yyyy)	12/1983
Graduation Date (mm/yyyy)	12/1983	Degree	Bachelor of Arts
Subject	Educational Administration		

Undergraduate Institution #2

Type of School	Name of School
City	State
Attended From (mm/yyyy)	Attended To (mm/yyyy)
Graduation Date (mm/yyyy)	Degree
Subject	

Undergraduate Institution #3

Type of School	Name of School
City	State
Attended From (mm/yyyy)	Attended To (mm/yyyy)

Graduation Date
(mm/yyyy)

Degree

Subject

Graduate Institution #1

Name of School	Other: Colorado State University	City/State	Fort Collins Colorado
Graduation Date (mm/yyyy)	05/1990	Degree	Master of Arts

Graduate Institution #2

Name of School	City/State
Graduation Date (mm/yyyy)	Degree

Major/Course of Study

Undergraduate	Social Studies Education	Master's	Education Administration
Specialist's		Doctorate	
Publications		Activities/Honors	

EXPERIENCE

Current Employment

Employer Name	New Vision Charter School	From (mm/yyyy)	08/2017
To (mm/yyyy)	03/2024	Assignment	Assistant Principal/Athletic Director/Faculty Assistant
Reason For Leaving	Still Employed/Seeking Superintendent position	Supervisor Name	Marian Hejl
Supervisor Phone Number	9705936827	Supervisor Email	mhejl@newvisioncharterschool.org
Employer City	Loveland	Employer State	Colorado
May we Contact this Employer	Yes		

Professional Experience #2

Employer Name	St. Vrain Valley School District	From (mm/yyyy)	08/2009
To (mm/yyyy)	08/2016	Assignment	Erie Middle School Principal
Reason For Leaving	Retirement	Supervisor Name	Don Haddad
Supervisor Phone Number	303-776-6200	Supervisor Email	haddad_don@stvrain.k12.co.us
Employer City	Longmont	Employer State	Colorado
May we Contact this Employer	Yes		

Professional Experience #3

Employer Name	Weld RE 9 Schools	From (mm/yyyy)	08/2003
To (mm/yyyy)	08/2009	Assignment	Highland Middle School Principal/DAC
Reason For Leaving	Opportunity to serve a larger district	Supervisor Name	Robert Ring
Supervisor Phone Number	970-834-1345	Supervisor Email	rring@weldre9.org
Employer City	Ault	Employer State	Colorado
May we Contact this Employer	Yes		

Professional Experience #4

Employer Name	Liberty J4 Schools	From (mm/yyyy)	08/1999
To (mm/yyyy)	08/2003	Assignment	Superintendent/Principal
Reason For Leaving	Family	Supervisor Name	Bob Ketcher
Supervisor Phone Number	970-358-4288	Supervisor Email	
Employer City	Joes	Employer State	Colorado
May we Contact this Employer	Yes		

Experience Summary

Years of administrative experience **25**

DISCLOSURES

Disclosures

Contract Status Are you currently under contract? **Yes**

If Yes, When does it expire? **05/2024**

Superintendent Certification

Do you have a Superintendent Endorsement for the state represented by the position listed on this Application Form?

Yes

Background Check

I understand that if I am selected as a finalist for this position, I will need to complete a background check.

Yes

Birkman Personality Questionnaire

I understand that if I am selected as a finalist for this position, I may be required to complete a Birkman International Questionnaire. The results of the questionnaire will be shared with the consultants and the school district.

Yes

ATTACHMENTS

Attachments

Resume

Transcript

Other



BACKGROUND INFORMATION

Legal Information

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain **N/A**

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain **N/A**

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from the employment of another school district?

No

If yes, please give the name of the district, the date and the reason for the resignation or termination

N/A

Background

Have you ever been placed on leave by your employer for any alleged misconduct? **No**

If yes, explain. **N/A**

I authorize my listed references, current and past employers and educational institutions, and anyone else who has information about my work history, education qualification, or fitness to provide such information to the school district for which I have completed an employment application. I release the school district and all persons providing this information to the school district, from any liability whatsoever for obtaining and providing that information, regardless of the results.

Yes

Indicate you have read and agree to these terms by placing both your INITIALS and DATE in the text box.

TLB 5/1/2024

NORWOOD PUBLIC SCHOOLS, COLORADO - INTERIM CRITERIA

Norwood Public Schools, Colorado - Interim Criteria

Please describe your strengths and abilities as they relate to the listed criteria.

The Norwood Public Schools Board of Education is seeking a highly qualified, fully certified, educational leader to serve as Interim Superintendent with the following desired characteristics:

- *Leadership: A collaborative leader who works to keep the momentum of the district going with a strategic focus. A team player who seeks to understand the current workings of the district and will work with staff strengths. A leader with site leadership experience. A humble, competent, confident leader who always seeks to understand the people they serve. A leader who sets and models high expectations for themselves as well as promotes and sets high expectations for staff and students. A leader who loves the rural community and is willing to live in the community for the long term.*
- *Educator: An inspirational leader with classroom experience and prior principal experience. An instructional leader who has an appetite to learn and has a love for children. A leader who will listen to the staff while shaping a curriculum focus. An educator who works toward meeting the needs of all students.*
- *Communication: A leader who listens to everyone impacted by a decision before deciding. A person who is willing to be the "Face" of the district. A person who wants to be present in the Norwood community. A person who writes, speaks, and reads on a professional level. A person who values the presence of others.*
- *Innovator: A person who thinks outside of the box. A leader who loves research and will keep what is working and build a system of improvement throughout the district. A leader who treasures diversity as a base for learning.*

EVALUATION/PERSONNEL MANAGEMENT:

Knowledge of employment law and No Child Left Behind regulations.

• **Knowledge of Colorado Teacher Licensure requirements.**

• **Recruited, developed, and supervised teams (5-45) of diverse paid and volunteer educational groups.**

• **Utilized excellent Human Relation Skills, respecting and being sensitive to staff needs and concerns, building relationships are key.**

• **Provided leadership to district evaluation committees responsible for the development of evaluation instruments**

directly related to state standards, grade level expectations, and results.

• **Provide ongoing mentoring, coaching, and evaluation of professional, support and volunteer staff through regular assessment of student progress as related to staff contribution and assistance.**

• **Facilitated perpetual professional growth through an annual staff development program designed to improve classroom-teaching strategies utilizing standards, grade level expectations, and achievement data.**

ACADEMIC ACHIEVEMENT/DATA USAGE:

• **Provided leadership to K-12 staff in the effective utilization of multiple sources of norm referenced, criterion referenced, and teacher developed student achievement results.**

Initiated programs and strategies to align K-12 curriculum with state standards and grade level expectations resulting in a seamless educational program.

• **Increased student achievement performance by 11% in each of the past two school years through effective leadership, mentoring and coaching strategies.**

Developed and implemented an ACT preparation program for all juniors and seniors that resulted in improved scores by 15%.

Developed Technology and data analysis skills.

FISCAL MANAGEMENT:

• **Developed and executed million dollar operating budgets for K-12 educational system.**

• **Improved operational efficiency of the school district resulting in an increase in contingency reserves of approximately 25%.**

• **Raised approximately 10% of the operating budget through the identification, cultivation, and development of various fundraising strategies.**

• **Developed staffing structure and operating budgets for a new deconsolidated school district**

ORGANIZATIONAL DEVELOPMENT:

• **Facilitated the deconsolidation and reorganization of the West Yuma School District based upon the need to improve the financial posture and educational services of the new district.**

• **Researched, developed, and implemented all district policies and operational procedures for the new Liberty School District J-4.**

• **Provided advice and counsel, in collaboration with the Colorado Association of School Boards, to the newly elected Liberty School District Board of Education.**

• **Developed and facilitated the implementation of educational programs and services for the new district including program planning, staffing, operational scheduling, staff development, projecting operational revenues/expenditures, and establishing of programmatic and fiscal management control systems.**

• **Created class, activity, athletic and organizational schedules (K-12)**

- Collaboratively worked with school community to insure open communication with all aspects of the educational system

Essential Functions/Additional Responsibilities Experience

1) Assist and support implementation of approved district curriculum

- Developed and established district curriculum for the new Liberty School District J4
- Implemented district curriculum at Nucla High School
- Implemented district curriculum in the Poudre Schools
- In-service training on curriculum

2) Supervise, schedule and evaluate staff

- Visible, weekly classroom visits
- Develop K-12, individual junior high and senior high class schedules
- Evaluate 15 certified and 10 classified staff per year average

3) Communicate student needs/concerns with parents/teachers

- Inform parents of student progress
- Discuss discipline with parents/teachers
- Facilitate parent/student/teacher meetings
- IEP meetings

4) Provide opportunities and encourage on-going training and education for staff

- Developed in-service training for staff with staff input
- Communicate with staff concerning upcoming training opportunities
- Support staff in their efforts to reach their highest potential

5) Develop, Supervise and coordinate school programs

- Schedule activities, athletics, and classes
- Parent/Teacher conferences, open houses, back to school picnics
- CSAP and other assessment tests schedules
- Attend and be visible at school functions

6) Establish guidelines and expectations for appropriate student behavior

- Respect, integrity, citizenship, cooperation, responsibility, honesty, self-control, and patience are essential
- Developed student policy handbook for district and school
- Created school safety plan

7) Administer discipline when appropriate

- Fair, firm and consistent
- Use common sense

8) Assist with planning/coordinating of school wide budget

- Developed complete budget for Nucla High School, Liberty Elementary, Liberty Junior High and Liberty High School

- Created entire district wide budget for Liberty School District J4

- Supervise spending and fund balances throughout the year

9) Assist Principal with the hiring of new teachers and office staff

- Have hired 12-15 new teachers
- Have hired 4 office staff

10) Participate in social, cultural, interscholastic and extra-curricular activities

- Attend all sporting events
- Attend FFA, FBLA, FCCLA activities
- Attend music, drama and art programs
- Started Open House Community Picnic
- Community Breakfast Club
- Lions Club

DISCLAIMERS AND AFFIRMATION

District Policy

McPherson & Jacobson, L.L.C. and the client we represent are an Equal Opportunity Employer. McPherson & Jacobson, L.L.C. ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability. McPherson & Jacobson, L.L.C. has a policy of active recruitment of qualified minority applicants. Any individual needing assistance in making application for any opening should contact McPherson & Jacobson, L.L.C.

Application Confirmation Statement

I certify that the information provided herein is true and complete to the best of my knowledge.

Applicant hereby waives his/her right to confidentiality with regard to his/her work record or criminal record and consents to and authorizes the release of information from current and former employers and/or law enforcement personnel upon inquiry under this application.

I agree to the terms **Affirm**
above

Initials **TLB**

Affirmation Date **05/01/2024**

TODD L. BISSELL

ADMINISTRATION EXPERIENCE:

July 2018-Present, *Faculty Assistant/Athletic Director* New Vision Charter School, Loveland Colorado
June 2009 to June 2016, *Principal* Erie Middle School, Erie Colorado
June 2003 to June 2009, *Principal/Athletic Director/District Assessment Coordinator*, Highland Middle School Ault, Colorado.
July 1999 to June 2003, *Superintendent/Principal*, Liberty School, K-12, Joes, Colorado.
July 1997 to July 1999, *Principal*, Nucla High School, Nucla, Colorado.
April 1993 to June 1993, *Interim Assistant Principal*, Webber Junior High, Fort Collins, Colorado. **August 1991 to June 1992**, *Internship*, Webber Junior High.
August 1992 to June 1997, *Administrative Assistant*, Webber Junior High, as needed.

TEACHING EXPERIENCE:

August 1990 to June 1997, Webber Junior High, Fort Collins, Colorado. Seventh grade world cultural geography, Colorado history, study skills and physical education; eighth grade American history; Team Leader.
August 1985 to July 1990, Lincoln Junior High, Fort Collins, Colorado. Seventh grade block, world cultural geography, Fort Collins history, Colorado history and geography; eighth grade American history; ninth grade civics; Green Block Leader.
August 1984 to June 1985, Blevins Junior High, Fort Collins, Colorado. Ninth grade civics; seventh grade world cultural geography.
January 1984 to June 1984, Substitute teacher for Poudre School district, Fort Collins, Colorado. **September 1983 to January 1984**, Lincoln Junior High. Student teaching in American history and civics.

COACHING EXPERIENCE:

Basketball. J.V. Liberty School, 1999 to 2000. Head coach, 1986 to 1997, Lincoln and Webber Junior High Schools. Assistant coach, 1983 to 1984, Lincoln Junior High.
Football. J.V. and C team Defensive Coordinator, 1994 to 1996 seasons, Rocky Mountain High School Football Head coach, 1986 to 1993, Lincoln and Webber Junior High Schools, Assistant coach, 1983 and 1985, Lincoln Junior High.
Volleyball. Head coach, 1984 to 1997, Lincoln and Webber Junior High Schools.
Wrestling. Assistant coach, 1983 to 1987, Lincoln Junior High School.
Baseball. Assistant coach, 1981 to 1983, Briggsdale High School.

EDUCATION:

Masters Degree in Education Administration, May 1990, Colorado State University.
Bachelor of Arts in Education with a major in Social Studies, December 1983, Colorado State University.
High School Diploma, May 1980, Briggsdale High School, Briggsdale, Colorado.

LICENSES:

Professional Administrator License, Superintendent, State of Colorado, 2/2024 to 2/2031.
Professional Principal, Administrator, State of Colorado, 12/1992 to 10/2024.
Professional Teacher, Social Studies, State of Colorado, 6/1984 to 6/2028.

INTERESTS:

Sports and music. Enjoy all sports and could successfully sponsor or coach a variety of activities.

AREAS OF EXPERTISE, RESPONSIBILITIES, RESULTS

EVALUATION/PERSONNEL MANAGEMENT:

- Knowledge of employment law and No Child Left Behind regulations.
- Knowledge of Colorado Teacher Licensure requirements.
- Recruited, developed, and supervised teams (5-45) of diverse paid and volunteer educational groups.
- Utilized excellent Human Relation Skills, respecting and being sensitive to staff needs and concerns, building relationships are key.
- Provided leadership to district evaluation committees responsible for the development of evaluation instruments directly related to state standards, grade level expectations, and results.
- Provide ongoing mentoring, coaching, and evaluation of professional, support and volunteer staff through regular assessment of student progress as related to staff contribution and assistance.
- Facilitated perpetual professional growth through an annual staff development program designed to improve classroom-teaching strategies utilizing standards, grade level expectations, and achievement data.

ACADEMIC ACHIEVEMENT/DATA USAGE:

- Provided leadership to K-12 staff in the effective utilization of multiple sources of norm referenced, criterion referenced, and teacher developed student achievement results.
- Initiated programs and strategies to align K-12 curriculum with state standards and grade level expectations resulting in a seamless educational program.
- Increased student achievement performance by 11% in each of the past two school years through effective leadership, mentoring and coaching strategies.
- Developed and implemented an ACT preparation program for all juniors and seniors that resulted in improved scores by 15%.
- Developed Technology and data analysis skills.

FISCAL MANAGEMENT:

- Developed and executed million dollar operating budgets for K-12 educational system.
- Improved operational efficiency of the school district resulting in an increase in contingency reserves of approximately 25%.
- Raised approximately 10% of the operating budget through the identification, cultivation, and development of various fundraising strategies.
- Developed staffing structure and operating budgets for a new deconsolidated school district

ORGANIZATIONAL DEVELOPMENT:

- Facilitated the deconsolidation and reorganization of the West Yuma School District based upon the need to improve the financial posture and educational services of the new district.
- Researched, developed, and implemented all district policies and operational procedures for the new Liberty School District J-4.
- Provided advice and counsel, in collaboration with the Colorado Association of School Boards, to the newly elected Liberty School District Board of Education.
- Developed and facilitated the implementation of educational programs and services for the new district including program planning, staffing, operational scheduling, staff development, projecting operational revenues/expenditures, and establishing of programmatic and fiscal management control systems.
- Created class, activity, athletic and organizational schedules (K-12)
- Collaboratively worked with school community to insure open communication with all aspects of the educational system

Essential Functions/Additional Responsibilities Experience

- 1) Assist and support implementation of approved district curriculum
 - Developed and established district curriculum for the new Liberty School District J4
 - Implemented district curriculum at Nucla High School
 - Implemented district curriculum in the Poudre Schools
 - In-service training on curriculum
- 2) Supervise, schedule and evaluate staff
 - Visible, weekly classroom visits
 - Develop K-12, individual junior high and senior high class schedules
 - Evaluate 15 certified and 10 classified staff per year average
- 3) Communicate student needs/concerns with parents/teachers
 - Inform parents of student progress
 - Discuss discipline with parents/teachers
 - Facilitate parent/student/teacher meetings
 - IEP meetings
- 4) Provide opportunities and encourage on-going training and education for staff
 - Developed in-service training for staff with staff input
 - Communicate with staff concerning upcoming training opportunities
 - Support staff in their efforts to reach their highest potential
- 5) Develop, Supervise and coordinate school programs
 - Schedule activities, athletics, and classes
 - Parent/Teacher conferences, open houses, back to school picnics
 - CSAP and other assessment tests schedules
 - Attend and be visible at school functions
- 6) Establish guidelines and expectations for appropriate student behavior
 - Respect, integrity, citizenship, cooperation, responsibility, honesty, self-control, and patience are essential
 - Developed student policy handbook for district and school
 - Created school safety plan
- 7) Administer discipline when appropriate
 - Fair, firm and consistent
 - Use common sense
- 8) Assist with planning/coordinating of school wide budget
 - Developed complete budget for Nucla High School, Liberty Elementary, Liberty Junior High and Liberty High School
 - Created entire district wide budget for Liberty School District J4
 - Supervise spending and fund balances throughout the year
- 9) Assist Principal with the hiring of new teachers and office staff
 - Have hired 12-15 new teachers
 - Have hired 4 office staff
- 10) Participate in social, cultural, interscholastic and extra-curricular activities
 - Attend all sporting events
 - Attend FFA, FBLA, FCCLA activities
 - Attend music, drama and art programs
 - Started Open House Community Picnic
 - Community Breakfast Club
 - Lions Club