

The Board of Directors of the Cedar Falls Community School District in the County of Black Hawk, State of Iowa, met in special work session pursuant to the laws and rules of said Board at the James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, Iowa, at 5:00 p.m. The meeting was called to order by the President and the roll being called there were present Deon Senchina in the chair, and the following named Directors: Jim Brown, James Kenyon, Susan Lantz, Jenny Leeper, David Williams and Joyce Coil. Others in attendance were: Douglas Nefzger, Director of Business Affairs and Dr. Adrian Talbot, Director of Human Resources. Also in attendance: Dr. David Else, Tina Hinz and Ann Spurr.

President Senchina called the meeting to order and reported that the business and action to be taken at tonight's meeting will be focused on student achievement.

President Senchina introduced Dr. David Else from the Else Leadership Group. Dr. Else reviewed the itinerary for the superintendent search, the assessment form Board members will use during the interview process and the following strategies for interviewing:

1. List competencies based on qualification and job descriptions.
2. Establish objectives for the interview (what do you want to find out).
3. Structure the interview in a balanced format & sequence.
4. Develop a way to record aspects of the candidate's responses.

Dr. Else reviewed the following characteristics of an excellent leader:

1. Leaders have a clear sense of their own unique purpose in life, which include service to others.
2. Leaders display a high level of interacting with others and communicate with people in a manner which builds positive harmonious relationships
3. Leaders appreciate unique abilities and what motivates others to do their very best.

The Board of Education then worked with Dr. Else on developing the frame work for the interview questions. The interview questions will be designed around the qualifications and the job description previously established by the Board.

The Board then discussed the location for the interviews, format, participation in the community reception portion of the daily itinerary and other general matters associated with the superintendent search.

#### Adjournment

Director Williams moved and Director Lantz seconded the motion to adjourn. Directors voting in favor of the motion: Brown, Kenyon, Coil, Senchina, Williams, Lantz and Leeper. Those voting "no" none. Motion carried. The meeting adjourned at 6:50 p.m.

---

Secretary

---

President