

BETTENDORF COMMUNITY SCHOOL DISTRICT  
**BETTENDORF, IOWA**

Unofficial Minutes of the November 25, 2019 Special Meeting  
of the Board of Education  
(*pending Board approval*)

1. Call to Order.

The Board of Directors of the Bettendorf Community School District, in the County of Scott, State of Iowa, met in open session according to Iowa law for a special Board meeting at the Administration Center, 3311 18<sup>th</sup> Street, Bettendorf, Iowa, on November 25, 2019. President Holland called the meeting to order at 7:15 p.m. Colleen Skolrood, Board Secretary, verified that the meeting notice had been posted and mailed to the media as required by law.

Members present: Directors Castro, Champion, Doerder, Eastman, Holland, Lynch

Members absent: Director Pyevich

Other officials present: Brietta Collier, Director of Finance and Business Services; Heather Stocking, Director Of Human Resources; Celeste Miller, Director of Communications; Colleen Skolrood, Board Secretary.

2. Agenda Approval.

Motion by Director Lynch, seconded by Director Champion, to approve the agenda as printed.

Ayes: 6 Directors Castro, Champion, Doerder, Eastman, Holland, Lynch

Nays: 0

Absent: 1 Director Pyevich

Motion carried 6-0-1

3. Discussion Item.

3.01 Discussion of the 33 Qualities Survey Results.

The board discussed the results of the survey conducted in the district that asked board members, employees and other constituents to select the ten most desirable characteristics from the thirty-three listed in the survey instrument. The data was reported in a manner so that no group overpowered another by sheer size. Each of the thirty-three items were totaled according to rank. The consultants looked for those characteristics chosen most in common by the various groups and indicated those recommended or those thought to be worthy of consideration. On some occasions, two of the items were combined when they were closely related in context. Those items that seemed to be important to some groups but not to others may be used in the recruitment of candidates and as questions during the interview process by the board.

Recommended Qualities:

- Is willing to listen to input, but is a decision maker.
- Possesses the leadership skills required to respond to the opportunities and challenges presented by an ethnically and culturally diverse community.
- Inspires trust, has high levels of self-confidence and optimism, and models high standards of integrity and personal performance.
- Is a strong communicator; speaking, listening and writing.
- Has experience recruiting and maintaining exceptional staff for the district and

schools.

- Is able to delegate authority appropriately while maintaining accountability.
- Possesses excellent people skills and can present a positive image of the district.
- Is strongly committed to a “student first” philosophy in all decisions.
- Is capable of developing short and long-range district goals as well as developing and communicating a vision of quality education for the future to the Board, staff and community.
- Promotes positive student behavior conducive to a healthy and safe learning environment.
- Provides leadership in the planning, implementation, and assessment of relevant professional development for all staff members as well as promoting a positive and professional learning environment for district employees and Board.

### 3.02 Discussion of Promotional Flyer.

Celeste Miller, Communications Director, put together a promotional flyer for the new superintendent search. It provides information about the district, lists the superintendent qualities the district is looking for, and provides information for applicants.

### 3.03 Discussion of Superintendent Job Description.

This is a standard job description for superintendents. Board Policy 302.4, Superintendent of Schools - Functions was reapproved by the board on February 20, 2018.

## 4. Action Items.

### 4.01 Approval of the 33 Qualities Survey Results.

Motion by Director Lynch, seconded by Director Champion, to approve the list of recommended qualities.

Ayes: 6 Directors Champion, Doerder, Eastman, Holland, Lynch, Castro

Nays: 0

Absent: 1 Director Pyevich

Motion carried 6-0-1

### 4.02 Approval of the Promotional Flyer.

Motion by Director Doerder, seconded by Director Castro, to approve the Promotional Flyer.

Ayes: 6 Directors Doerder, Eastman, Holland, Lynch, Castro, Champion

Nays: 0

Absent: 1 Director Pyevich

Motion carried 6-0-1

4.03 Approval of the Superintendent Job Description.

Motion by Director Champion, seconded by Director Castro, to approve the Superintendent Job Description.

Ayes: 6 Directors Eastman, Holland, Lynch, Castro, Champion, Doerder

Nays: 0

Absent: 1 Director Pyevich

Motion carried 6-0-1

5. Adjournment.

Motion by Director Eastman to adjourn the meeting at 7:31 p.m.

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Adam Holland, President

ATTEST:

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Colleen Skolrood, Secretary