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**MINUTES**  
**SPECIAL MEETING OF THE BOARD OF EDUCATION**  
**CAPE GIRARDEAU SCHOOL DISTRICT NO. 63**  
**Monday, November 19, 2007, 4:00 p.m.**  
**Board of Education Office**  
**301 N. Clark St.**

**BOARD MEMBERS PRESENT:**

**Dr. Steve Trautwein, President, Mr. Kyle McDonald – Vice-President, Ms. Laura Sparkman, Ms. Martha Hamilton, Mr. Charles Bertrand, Mr. Paul Nenninger, and Mr. Tom Reinagel**

**OTHERS PRESENT:**

**Dr. Jerry Waddle, and Ms. Lindy Bavolek.**

**A quorum being present and due notice having been mailed and published, the special session of the Board of Education of Cape Girardeau School District No. 63 was called to order on Monday, November 19, 2007 at 4:00 p.m. by Dr. Steve Trautwein, President.**

**MSBA Superintendent Search Service**

**Dr. Jerry Waddle, representative from MSBA, outlined a potential timeline for the steps in the superintendent search process. He described the two other focus groups that he will conduct: one composed of district staff and one composed of community members.**

**The main purpose of the meeting was to have a Board focus group in determining characteristics desired by the Board in a new superintendent. Dr. Waddle solicited information from individual Board members. Dr. Waddle also distributed questionnaires for each Board member to fill out.**

**No formal action was taken by the Board.**

**Adjournment**

**At 4:55 p.m. the meeting was adjourned to go into another special Board meeting at 5:00 p.m.**

**Respectfully Submitted,**

**Laverne Smith**  
**Secretary to the Board of Education**