

**Belmond-Klemme Community School District**  
**Minutes of the Organizational Meeting of the Board of Directors**

Held in the Belmond-Klemme High School Library  
411 Tenth Avenue Northeast, Belmond, Iowa 50421

**Thursday November 14, 2024**

The Board of Directors for the Belmond-Klemme Community School District met for an organizational board meeting at the above date in the Belmond-Klemme High School Library at 8:03 P.M. Board Secretary McKenna Parshall called the meeting to order.

Board Secretary Parshall called the roll. Present for the meeting were Gary Berkland, Joel Buseman, Michelle Murphy, Kevin Ring, and Jim Swenson. Absent were Rick McDaniel and Ryan Meyer. Also, present were Superintendent Jenn Peter and Board Secretary Parshall. Board Secretary Parshall determined a quorum was present.

**Seating of the New Board**

Board Secretary Parshall asked for a nomination for President. Swenson nominated Gary Berkland. No other nominations were made. The board voted as follows: Gary Berkland, Joel Buseman, Michelle Murphy, Kevin Ring, and Jim Swenson voted for Gary Berkland. Board Secretary McKenna Parshall administered the Oath of Office to newly elected Board President Gary Berkland.

President Berkland proceeded with the meeting.

President Berkland asked for Vice President nominations. Swenson nominated Ryan Meyer. No other nominations were made. The board voted as follows: Gary Berkland, Joel Buseman, Michelle Murphy, Kevin Ring, and Jim Swenson voted for Ryan Meyer.

**Determination of Time and Place of Regular School Board Meetings**

Regular board meetings for the 2024-2025 school year will be the third Thursday of each month at 7:00 P.M. in the Belmond-Klemme High School Library, with the exception of January 23, March 20 at 5:30 PM, April 24, and November 13. Moved by Swenson, seconded by Ring. Motion carried 5/0.

**Resolution to Adopt Rules and Procedures that will be Followed in Conducting Meetings**

WHEREAS, for the orderly conduct of business, a public body should adopt some basic rules for conducting its meeting; and

WHEREAS, *Robert's Rules of Order, Newly Revised* is the guide preferred by most professional parliamentarians for being fair and complete; and

WHEREAS, *Robert's Rules of Order, Newly Revised* is familiar to many people, having

already been used by many other societies.

NOW, THEREFORE, be it resolved by the board:

That the rules contained in the current edition of *Robert's Rules of Order, Newly Revised* and the rules the Board of Directors has identified in Board Policy Number 210.7R1 shall govern the Belmond-Klemme Board of Directors in all cases to which they are applicable and in which they are not inconsistent with school board policy or the *Code of Iowa*.

PASSED AND APPROVED this 14th day of November, 2024.

Gary Berkland, President of the Belmond-Klemme Board of Directors.

Attest: McKenna Parshall, Board Secretary

Director Buseman moved to approve the Resolution to Adopt Rules and Procedures that will be Followed in Conducting Meetings; seconded by Swenson.

The following voted in favor thereof: Berkland, Buseman, Murphy, Ring, Swenson.

And the following voted against the same: None.

Appoint Board Secretary and Board Treasurer

Director Murphy moved to appoint McKenna Parshall as Board Secretary, seconded by Buseman. Motion carried 5/0.

Director Swenson moved to appoint Theresa Greenfield as Board Treasurer, seconded by Buseman. Motion carried 5/0.

President Berkland administered Oath of Office to newly elected Board Secretary McKenna Parshall and newly elected Board Treasurer Theresa Greenfield.

President Berkland administered Oath of Office to Will Hayes and Will Simonson to serve as appointed Student Representative.

Resolution to Authorize the Interim Payment of Bills Pursuant to Policy 705.3

BE IT THEREFORE RESOLVED by the Board;

That the board authorizes the board secretary and business manager, upon approval of superintendent to issue payment for verified bills, for reasonable and necessary expenses, when the board is not in session. The board secretary will examine the claims and verify bills. The board will approve the bills at its next regular meeting.

PASSED AND APPROVED this 14th day of November 2024.

Gary Berkland, President of the Belmond-Klemme Board of Directors.

Attest: McKenna Parshall, Board Secretary

Moved by Murphy, seconded by Ring.

The following voted in favor thereof: Berkland, Buseman, Murphy, Ring, Swenson.

And the following voted against the same: None.

Resolution to Authorize the Activities Director to Sign Game Officials' Contracts

WHEREAS, Iowa Code 291.1 assigns the duty of signing all contracts to the school board president, and

WHEREAS, Iowa Code allows the board of directors to designate an individual to sign documents as determined by the school board, and

WHEREAS, game officials can change very rapidly with games rescheduled with short

notice with new officials, and

WHEREAS, the contracts of game officials are not transmitted electronically,

BE IT THEREFORE RESOLVED, by the Board of Directors of the Belmond-Klemme Community School District, as follows:

That the Board of Directors hereby authorizes the district's activities director to sign the contracts of game officials.

PASSED AND APPROVED this 14th day of November, 2024.

Gary Berkland, President of the Belmond-Klemme Board of Directors

Attest: McKenna Parshall, Board Secretary

Moved by Swenson, seconded by Buseman.

The following voted in favor thereof: Berkland, Buseman, Murphy, Ring, Swenson.

And the following voted against the same: None.

Resolution Designating Official Newspaper

BE IT THEREFORE RESOLVED, by the Board of Directors of the Belmond-Klemme Community School District, as follows:

That the Board of Directors hereby designates the Belmond Independent as the official news publication for notices for the school district.

PASSED AND APPROVED on the 14th day of November, 2024.

Gary Berkland, President of the Belmond-Klemme Board of Directors.

Attest: McKenna Parshall, Board Secretary.

Moved by Swenson, seconded by Murphy.

The following voted in favor thereof: Berkland, Buseman, Murphy, Ring, Swenson.

And the following voted against the same: None.

Committee Assignments

Wright County Conference Board- Jim Swenson

Hancock County Conference Board- Ryan Meyer

School Improvement Advisory Council- Gary Berkland & Michelle Murphy

Wellness Committee- Ryan Meyer

Compensation (Contract Bargaining) with Education (Teacher) Association- Gary Berkland & Rick McDaniel

Compensation (Contract Bargaining) with service (Support Staff) Association- Gary Berkland & Jim Swenson

Finance Committee- Jim Swenson & Rick McDaniel

Facilities Committee- Jim Swenson & Joel Buseman

Set School Board Action Calendar

Superintendent Peter presented the board action calendar. Director Swenson moved to approve the calendar, seconded by Buseman. Motion carried 5/0.

Board Members Discuss Vision for the District

President Berkland discussed visions for the district working with the board and superintendent goals.

Board Comments and Future Agenda Planning

Superintendent Peter reminded board members of the work session on November 25<sup>th</sup>.

Adjourn

President Berkland asked for a motion to adjourn the meeting. With no further business there was a motion to adjourn moved by Swenson, seconded by Murphy. Meeting adjourned at 8:26 P.M.

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Gary Berkland, Board President

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Date

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McKenna Parshall, Board Secretary

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Date