

**John Bergs**  
Activities Director  
**Margot Hansen**  
Director of Teaching & Learning  
**Jeff Heine**  
Buildings & Grounds Director



**Chuck Keller**  
Business Director  
**Angie Kahle**  
Student Support Services Director  
**Dorothy Koller**  
Community Education Director

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**ORGANIZATIONAL BOARD MEETING**  
**District Office, 130 South Willow Street, Belle Plaine, MN 56011**  
**6:00 PM Monday, January 7, 2013**

***Our mission is to pursue excellence in academics, programming, and the social and emotional development of our students. Fostering a culture of kindness, inclusion, and pride in ourselves, our school, and our community.***

**1. Call to Order:**

**2. Election of 2013 School Board Officials:**

**1. Chair**

**2. Vice-Chair**

**3. Clerk**

**4. Treasurer**

**3. Acknowledgment of Visitors:**

**4. Other Items as Brought Before the Board & Consideration of Agenda:**

**5. Consensus Items:**

**1. 2013 Official Depository**

**2. Official Newspaper**

**3. ISD #716 Authorization Resolution**

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**4. Establish Mileage Reimbursement**

**5. Personnel**

**6. Student Enrollment**

**7. Donations**

**6. Discussion Items:**

**1. Superintendent Update**

**7. Action Items:**

**1. 2013 Regular Board Meeting Dates 6**

**2. Organizational Structure 7**

**3. Board Member Compensation**

**8. Upcoming Meetings:**

**9. Adjourn:**

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Board Clerk

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Date

## CORPORATE AUTHORIZATION RESOLUTION

By: Belle Plaine Independent School District 716  
130 S Willow Street  
Belle Plaine, MN. 56011

A. I, \_\_\_\_\_, certify that I am Secretary (clerk) of the above named School District organized under the laws of Minnesota, Federal Employer I.D. Number 416008375, engaged in business under the name of Belle Plaine, Ind. School Dist. 716, and that the following is a correct copy of resolution adopted at a meeting of the Board of Directors of this corporation duly and properly called and held on January 07, 2013. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

B. Be it resolved that,

- (1) The Financial Institution (State Bank of Belle Plaine) is designated as a depository for the funds of this school district.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by this Financial Institution.
- (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of this school district with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (4) Any of the persons named below, so long as they act in a representative capacity as agents of this corporation, are authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with this Financial Institution, concerning funds deposited in this Financial Institution, moneys borrowed from this Financial Institution or any other business transacted and between this school district and this Financial Institution subject to any restrictions stated below.
- (5) Any and all prior resolutions adopted by the Board of Directors of this school district and certified to this Financial Institution as governing the operation of this school district's account(s), are in full force and effect, unless supplemented or modified by this authorization.
- (6) This school district agrees to the terms and conditions of any account agreement, properly opened by any authorized representative(s) of this school district, and authorizes the Financial Institution named above, at any time, to charge this school district for all checks, drafts, or other orders, for the payment of money, that are drawn on this Financial Institution, regardless of by whom or by what means the facsimile signature(s) may have been affixed so long as they resemble the facsimile signature specimens in section C. (or the facsimile signature specimens that this school district files with this Financial Institution from time to time) and contain the required number of signatures for this purpose.

C. If indicated, any person listed below (subject to any expressed restrictions) is authorized to:

(A) Chuck Keller, Business Manager

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(B) Amy Franck, Payroll

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(C) Kelly D. Smith, Superintendent

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Indicate A, B, and/or C

\_\_\_\_\_ C \_\_\_\_\_ (1) Exercise all of the powers listed in (2) through (6).

\_\_\_\_\_ A or C \_\_\_\_\_ (2) Open any deposit or checking account(s) in this school district.

\_\_\_\_\_ A, B, or C \_\_\_\_\_ (3) Endorse checks and orders for the payment of money and withdraw funds on deposit with this Financial Institution.

Number of authorized signatures required for this purpose \_\_\_\_\_ 2 \_\_\_\_\_.

\_\_\_\_\_ A & C \_\_\_\_\_ (4) Borrow money on behalf and in the name of this school district, sign, execute and deliver promissory notes or other evidences of indebtedness.

Number of authorized signatures required for this purpose \_\_\_\_\_ 2 \_\_\_\_\_.

\_\_\_\_\_ A & C \_\_\_\_\_ (5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owed or acquired by this school district as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.

Number of authorized signatures required for this purpose \_\_\_\_\_ 2 \_\_\_\_\_.

\_\_\_\_\_ A & C \_\_\_\_\_ (6) Enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in this Financial Institution.

Number of Authorized persons required to gain access and to terminate the lease \_\_2\_\_.

D. I further certify that the board of Directors of this school district has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolutions and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same.

In Witness Whereof, I have hereunto subscribed my name and signature

\_\_\_\_\_ January 7 ,2013

\_\_\_\_\_  
Secretary/Clerk

Belle Plaine Ind. School Dist. 716 Authorization Resolution

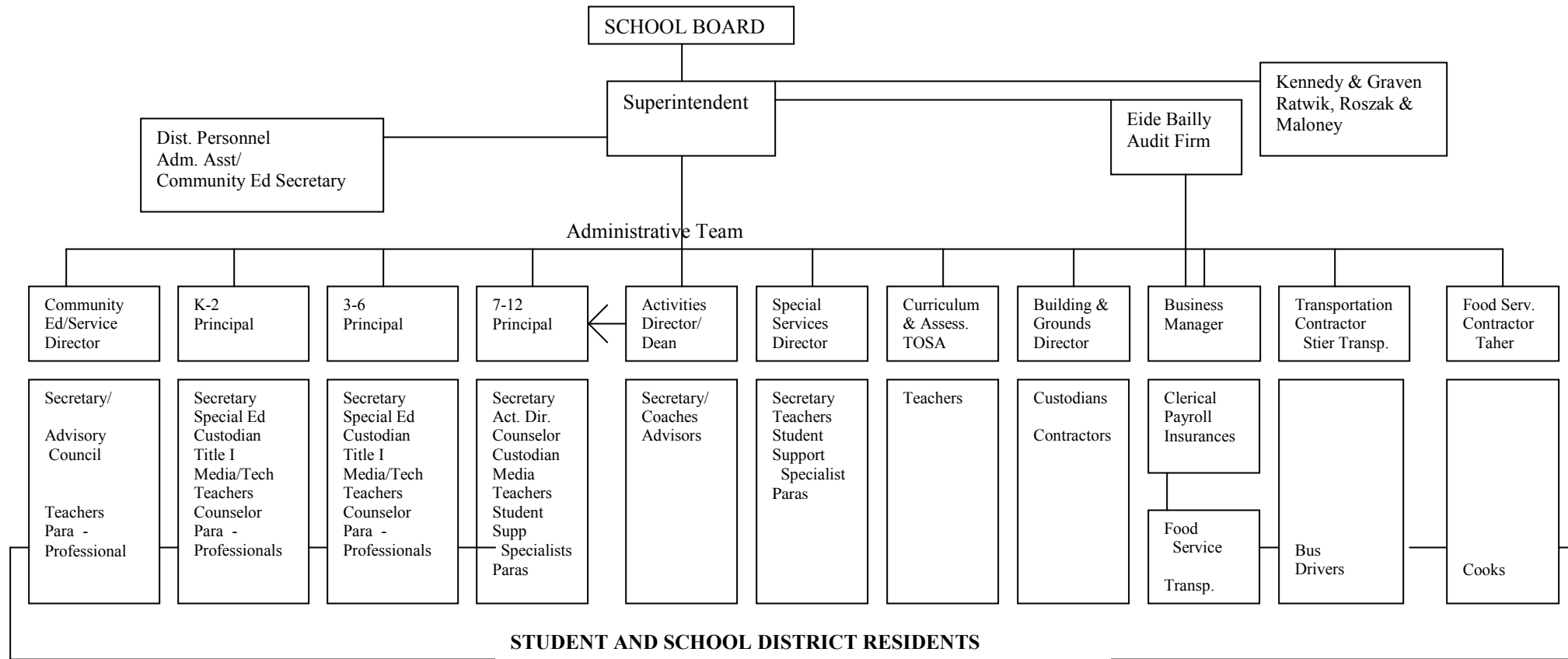
## 2013 Meeting Schedule Belle Plaine School Board

January 7	Organizational Meeting
January 14	Board & Administration Planning Session at Kingsway (1 pm)
January 28	Regular Board Meeting
February 11	Board Work Session
February 25	Regular Board Meeting
March 11	Board Work Session
March 25	Regular Board Meeting (This is Spring Break Monday)
April 8	Board Work Session
April 22	Regular Board Meeting
May 13	Board Work Session
May 28 (T)	Regular Board Meeting
June 10	Board Work Session
June 24	Regular Board Meeting
July 22	Regular Board Meeting
August 12	Board Work Session
August 26	Regular Board Meeting
September 9	Board Work Session
September 23	Regular Board Meeting
October 14	Board Work Session (Columbus Day Observed)
October 28	Regular Board Meeting
November 11	Board Work Session
November 25	Regular Board Meeting
December 9	Board Work Session/Truth in Taxation Hearing
December 23	Regular Board Meeting
January 6	Organizational Meeting

- \* Board Work Sessions begin at 6 p.m.
- \* Regular Board Meetings begin at 6 p.m. and are preceded by a Finance Committee Meeting beginning at 5:30 p.m.
- \* Meetings in June, July and August will begin one hour later (6:30 p.m. & 7 p.m.)
- \* Meeting schedule will be reviewed annually to ensure maximum attendance by board members
- \* All regular meetings are held in the Board Room located on the second floor of the District Center at 130 S Willow Street, Belle Plaine, MN

*Adopted 01/07/2013*

# 2013 BELLE PLAINE SCHOOL DISTRICT ORGANIZATIONAL PLAN



## STUDENT AND SCHOOL DISTRICT RESIDENTS

### STAFFING

Superintendent  
 Business Manager  
 Chatfield Elementary Principal  
 Oak Crest Elementary Principal  
 Junior-Senior High Principal  
 Special Services Director  
 Curriculum & Assessment TOSA  
 Community Ed. Director  
 Activities Director/Dean  
 Technology Director  
 Building & Grounds Director  
 Food Service Contractor

### PERSON

Dr. Kelly Smith  
 Chuck Keller  
 Kim DeWitte  
 Dr. Liann Hanson  
 David Kreft  
 Tricia Denzer  
 Carol Lagergren  
 Nelson Ladd  
 Mindy Sparby  
 Ken Wick  
 Jeff Heine  
 Taher/Carrie Donovan

### LOCATION

District Office  
 District Office  
 Chatfield Elem. School  
 Oak Crest Elem. School  
 Jr.-Sr. High School  
 District Center  
 Jr./Sr. High School  
 District Center  
 Jr./Sr. High School  
 Jr./Sr. High School  
 Jr./Sr. High School  
 Elementary School

### SUPPORT

Kris Davis, Administrative Assistant  
 Amy Franck, Payroll/Human Resource, Kris Davis, Accounts Payable  
 Patti Edberg, Chatfield Elementary Secretary  
 Janis Buesgens, Oak Crest Elementary Secretary  
 Jill Leonard, Jr.-Sr. High Secretary  
 Barb Loomis, Special Services Secretary  
 Teri Kiewatt, Student Data (MARSS) Specialist/Activity Funds  
 Pandey Anderson, Community Service Secretary, Kris Davis, Adm. Asst.  
 Jane Claggett, Activities Secretary  
 Lindsay Sawatzky, Information Technology Specialist  
 Kris Davis, Adm. Asst., Chuck Keller, Business Manager  
 Kris Davis, Adm. Asst., Chuck Keller, Business Manager

### SCHOOL BOARD COMMITTEE APPOINTMENTS

MSHSL Rep - Matt Lenz, Alt. Kelly Smith  
 Community Services – Mike Daly, Matt Lenz, Mike Ludvik & Kelly Smith  
 Administration Salaries – Entire Board  
 Non-Licensed Salaries – Matt Bigaouette, Judy Nagel & Mike Ludvik  
 Licensed Salaries –Mike Daly, Gary Steinhagen & Matt Lenz  
 MRVSEC- Judy Nagel, Alt. Kelly Smith  
 Transportation – Matt Bigaouette & Gary Steinhagen  
 Wellness – Matt Lenz  
 Academic and Curriculum Advisory – Judy Nagel & Mike Ludvik

Legislative & School for Equity In Education (SEE) – Mike Daly, Mike Ludvik & Kelly Smith  
 Meet and Confer – Entire Board  
 Insurance Committee – Mike Daly, Matt Bigaouette & Kelly Smith  
 Finance Committee – Committee of the Whole  
 Bldg & Grounds – Judy Nagel, Matt Bigaouette & Gary Steinhagen  
 Carver Scott Educational Coop. – Judy Nagel, Alt. Kelly Smith  
 District Technology Committee –Matt Lenz & Mike Ludvik  
 Public Relations – Judy Nagel, Gary Steinhagen & Mike Daly