

Hutchinson Public Schools

Excellence in Academics, Activities, and Character

INDEPENDENT SCHOOL DISTRICT NO. 423

Regular Meeting of the Board of Education

August 12, 2024, 5:30 pm

City Council Chambers - 111 Hassan St SE

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **PUBLIC COMMENT** (Opportunity for public comment on agenda items)
- V. **CONSENT AGENDA**
 - MINUTES, CLAIMS, EMPLOYMENT, EXTENDED FIELD TRIPS, ADULT MEAL PRICES
- VI. **PROGRAMS**
 - A. SUPERIOR TRANSPORTATION (Schieffert)
 - B. TIGER TIME (Rettmann)
- VII. **ADMINISTRATIVE REPORTS**
 - A. SECOND POLICY READING: POLICY SERIES 400, 500, 600 AND POLICIES REVIEWED ANNUALLY/AS NEEDED (Administration)
 - B. FIRST POLICY READING: POLICIES 204, 207, AND 708 (Administration)
 - C. TENURE FOR PROBATIONARY TEACHERS (Principals)
 - D. SUPERINTENDENT UPDATE (Deitte)
 - E. DIRECTOR OF TEACHING AND LEARNING UPDATE (Scott)
- VIII. **BOARD MEMBER TOPICS**
 - A. RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION (Luthens)
 - B. RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE POLLING PLACES WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION (Luthens)
 - C. COMMITTEE REPORTS
 - D. FINALIZE SCHOOL BOARD HANDBOOK
- XI. **OTHER ITEMS OF BUSINESS**
 - A. UPCOMING BOARD MEETINGS
 - B. UPCOMING COMMITTEE MEETINGS
 - C. CLOSED SESSION: PURCHASE AND SALE OF PROPERTY
 - D. ADJOURN TO OPEN SESSION / BOARD ACTION, IF ANY
- X. **ADJOURN**

The regular meeting of the Board of Education of Independent School District No. 423, Hutchinson, Minnesota, will be held on Monday, August 12, 2024, 5:30 pm, in the City Council Chambers at City Center. The following items are listed for your consideration:

I. CALL TO ORDER

II. ROLL CALL

Members Present:

Members Absent:

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENT

Qualifications and Procedure:

- School Board meetings are meetings held in the public, not public meetings.
- Public comment is reserved for students, parents of students, district employees, and members of the community within the boundaries of the school district.
- Board members will listen to public comments; not engage in a discussion.
- Public comment is included on each regular meeting, special meeting and work session agenda and limited to 30 minutes.
- Each speaker is allowed three minutes to speak about items on the agenda.
- Prior to making a comment, state your qualification (student, parent of a student, district employee, or member of the community within the boundaries of the school district).
- Those wishing to address the Board concerning any agenda items are requested to form an orderly line down the center aisle (or designated space).
- The Board Chair may modify the procedure as needed.

V. CONSENT AGENDA (one motion)

The purpose of the "Consent Agenda" is to enable the board to efficiently act on routine business, allowing more time on agenda discussion items. Upon receipt of the agenda, board members may wish to contact the superintendent's office with questions about items included in the Consent Agenda. At the board meeting, the chairman will ask if any board member wants discussion of any Consent Agenda item(s). At that time, board members may request that the board chairman remove any item from the Consent Agenda for separate consideration. The board will proceed by taking action first on the remaining Consent Agenda. Then those individual items, lifted from the agenda, will be considered. For each such item a motion, second, discussion and vote becomes necessary.

Motion _____

Second _____

VI. PROGRAMS

A. SUPERIOR TRANSPORTATION (Schieffert)

B. TIGER TIME (Rettmann)

VII. ADMINISTRATIVE REPORTS

- A. SECOND POLICY READING: POLICY SERIES [400](#), [500](#), [600](#) AND POLICIES REVIEWED [ANNUALLY/AS NEEDED](#) (Administration)

Administrators have read these policies and are offering proposed changes for a second and final reading. The policies and a summary of changes are posted on the District [website](#).

Motion _____ Second _____

- B. FIRST POLICY READING: [POLICIES 204, 207, AND 708](#) (Administration)

Administrators have read these policies and are offering proposed changes for a first reading. The policies and a summary of changes are posted on the District [website](#).

Motion _____ Second _____

- C. TENURE FOR PROBATIONARY TEACHERS (Principals)

The teachers listed below have met the requirements for tenure.

- [Dan Buker](#) - Math Teacher, Middle School
- [Samantha Chan](#) - Special Education DCD Teacher, Park Elementary
- [Deborah Janssen](#) - ECSE Teacher, West Elementary
- [Cindi Koopmeiners](#) - K-5 Title I Nonpublic Teacher
- [Courtney Kramer](#) - Special Education EBD Teacher, Park Elementary
- [Michelle Lundin](#) - Grade 1 Teacher, West Elementary
- [Paige Mlinar](#) - Special Education Teacher, West Elementary
- [Michelle Nonnemacher](#) - Science Teacher, Middle School
- [Renee Och](#) - Grade 3 Teacher, Tiger Elementary
- [Julie Olson](#) - English Teacher (part-time), High School
- [Kelsa Plowman](#) - Kindergarten Teacher, West Elementary
- [Larissa Rohlik](#) - Counselor, Park Elementary
- [Heidi Ronning](#) - Grade 1 Teacher, West Elementary
- [Troy Scheuble](#) - German/Social Studies Teacher, High School
- [Amanda Zakrzewski](#) - Reading Teacher, Middle School

- D. SUPERINTENDENT UPDATE (Deitte)

- E. DIRECTOR OF TEACHING AND LEARNING UPDATE (Scott)

VIII. BOARD MEMBER TOPICS

- A. [RESOLUTION](#) RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION (Luthens)

Motion _____ Second _____ Roll Call Vote

- B. [RESOLUTION](#) ESTABLISHING COMBINED POLLING PLACES FOR MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE POLLING PLACES WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION (Luthens)

Motion_____

Second_____

Roll Call Vote

C. COMMITTEE REPORTS

- Facilities (Barnard/Knudtson/Olmstead)
- Finance (Luthens/Massmann/Pollmann)
- Parks, Recreation & Community Education (Pollmann)

D. FINALIZE [SCHOOL BOARD HANDBOOK](#)

The draft School Board Handbook was updated per Board discussion at the April 22, 2024 work session. Changes are highlighted in yellow.

Motion_____

Second_____

IX. OTHER ITEMS OF BUSINESS

A. UPCOMING BOARD MEETINGS

- **Work Session** - August 26, 2024, 5:45 pm, Middle School Media Center
- **Regular School Board Meeting** - September 9, 2024, 5:30 pm, City Center

B. UPCOMING COMMITTEE MEETINGS

- **Facilities** - September 6, 2024, 10:00 am, Location to be Determined
- **Finance** - September 9, 2024, 1:00 pm, District Office Conference Room
- **Striving for Comprehensive Achievement and Civic Readiness** - September 9, 2024, 3:30 pm, High School Forum
- **Parks, Recreation & Community Education** - October 7, 2024, 5:15 pm, Location to be Determined
- **Technology** - September 6, 2024, 7:15 am, Virtual

C. CLOSED SESSION: PURCHASE AND SALE OF PROPERTY

Pursuant to Minnesota Statutes section 13D.05, subdivision 3(c), the meeting will close to consider the purchase or sale of property.

Motion_____

Second_____

D. ADJOURN TO OPEN SESSION / BOARD ACTION, IF ANY

Motion_____

Second_____

XI. ADJOURN

Motion_____

Second_____

CONSENT AGENDA
August 12, 2024

Minutes

The minutes of the [July 8, 2024 regular meeting](#) and [July 22, 2024 work session](#) are submitted for review and approval.

Claims

The administration recommends ratification of the [July 11 through August 5, 2024 claims](#) in the amount of \$4,867,374.47.

Employment

Change in Assignment

Cederstrom, Emily - Targeted Services Teacher, Park Elementary, 6/17/24-7/25/24
Grand, Lyndsey - EL Teacher, Middle School/Park Elementary, 8/26/24
Johnson, Gwen - Extended School Year Education Assistant, Community, 7/9/24-7/25/24
Landsman, Loni - Special Education Assistant, Tiger Elementary, 9/3/24
Liepold, Lara - Music Teacher, Middle School/Park Elementary, 8/26/24
Mielke, Jacalynn - Education Assistant/Student Supervisor, Middle School, 9/3/24
Peik, Crystal - Special Education EBD Teacher, Middle School, 8/26/24
Rannow, Wanda - Special Education Assistant, Tiger Elementary, 9/3/24
Seay, Sonia - Extended School Year Education Assistant, Community, 7/9/24-7/25/24

Extended Employment

Backen, Jacqueline - Administrative Assistant, District Office, 7/1/24-8/16/24
Giese, Brianna - LPN, District-wide, 7/29/24-8/16/24
Langan, Jody - Grade 3 Teacher, Tiger Elementary, 7/26/24-8/16/24
Rannow, Jenny - Payroll and Benefits Coordinator, District Office, 5/1/24-8/30/24
Reeves, Lauren - Art Teacher, Middle School, 7/23/24-8/16/24
Rettmann, Bailey - Interim Director of Special Services, 3/1/24-6/30/24
Strauss, Katie - Substitute LPN, District-wide, 7/29/24-8/30/24

Extended School Year (ESY)

Defries, Sandra - Education Assistant, Community, 7/16/24-7/25/24
Koehring, Emelia - Teacher, West Elementary, 7/23/24-7/25/24

Extra-Curricular

Graham, Luke - Girls Tennis Coach, Middle School, 8/19/24
Huntley, Jacob - Musical Assistant, High School, 7/29/24

Independent Contracts

Boll, Rebecca - Director of Business and Finance, 2024-2027
Buckentin, Jocelynn - Technology Innovation Specialist, 2024-2026
Hendrickson, Shannon - Administrative Assistant, District Office, 2024-2026
Lickfelt, Jennifer - Student Reporting Specialist, 2024-2026
Myers-Reinarts, Mary - Early Learning Coordinator, 2024-2026
Olson, Cheryl - Accountant, District Office, 2024-2026
Scheele, Amy - Community Education Coordinator, 2024-2026
Schmalz, Fabiola - Food Service Specialist, District Office, 2024-2026
Scott, Michael - Director of Teaching and Learning, 2024-2025
TenEyck, Justin - Director of Buildings and Grounds, 2024-2026

Leaves of Absence

Becker, Toni - Lead Custodian, High School, 7/17/24-8/1/24
Betker, Kelsie - Social Worker, Park Elementary, 12/6/24-3/17/25

Hoffman, Tayla - Grade 2 Teacher, Tiger Elementary, 1/2/25
Kanne, Faith - LPN, Tiger Elementary, 10/13/24-1/1/25
Koehring, Emelia - ECSE Teacher, West Elementary, 1/6/25
Meyers, Reiley - Grade 1 Teacher, West Elementary, 8/26/24-10/7/24
Sanken, Sara - Special Education Teacher, Middle School, 9/16/24-12/9/24
Vasek, Cleone - Speech Language Pathologist, Tiger Elementary, 8/20/24

New

Armstrong, Sharon - Coordinator Training, Parks Recreation Community Education, 7/17/24-10/11/24
Berscheit, Leah - Special Education Teacher, High School, 8/26/24
Giese, Brianna - LPN, District-wide, 8/19/24
Olson, Julie - English Teacher (.255 FTE), High School, 8/26/24

Resignation

Bedard, Louis - Special Olympics/Unified Coach, High School, 6/23/24
Carlson, Bill - Football Coach, Middle School, 10/17/23
Darnell, Wendy - Extended School Year Education Assistant, Park Elementary, 7/8/24
Elliott, Julia - Grade 9 Volleyball, High School, 11/11/23
Johnson, Natalie - Special Education Assistant, Community, 5/26/24
Marelic, Cheryl - Special Olympics Assistant Coach, High School, 6/30/24
Peetsch, Shelly - Special Education Assistant/Casual Custodial, Tiger Elementary/Middle School, 7/12/24
Pohlman, Max - Special Education Assistant, Park Elementary, 5/29/24
Schmidt, Alexander - Casual Custodial, High School, 7/8/24
Smith, Katie - LPN, District-wide, 6/28/24
Utter, Kayla - Special Education Assistant, Community, 5/29/24
VonBerge, Matthew - Football Coach, Middle School, 10/17/23

Summer

Bacon, Nicolos - Kindergarten Connection Special Education Assistant, West Elementary, 7/22/24-7/25/24
Greve, Karen - Substitute Cook, West Elementary/Tiger Elementary/Rec Center, 7/8/24-8/16/24
Schmidt, Jeff - Casual Custodial, Middle School, 7/10/24-8/23/24
Shafer, Wendy - Substitute Cook, West Elementary/Tiger Elementary/Rec Center, 7/8/24-8/16/24
Wersel, Ryan - Casual Custodial, Middle School, 7/22/24-8/30/24

Extended Field Trips

[Girls Soccer](#) - Osseo, Minnesota, August 19-20, 2024
[Cross Country](#) - Bloomington, Minnesota, September 27-28, 2004

Adult Meal Prices

The adult meal prices for 2024-2025 will be \$3.25 for breakfast and \$5.00 for lunch.