

Hutchinson Public Schools

Excellence in Academics, Activities, and Character

**OFFICE OF THE SUPERINTENDENT
INDEPENDENT SCHOOL DISTRICT NO. 423
Reorganization Meeting
Monday, January 13, 2025, 5:30 pm
City Council Chambers - 111 Hassan St SE**

I. CALL TO ORDER (Acting Chair)

II. OATH OF OFFICE (Chair)

III. ROLL CALL (Acting Chair)

Members Present:

Members Absent:

IV. PLEDGE OF ALLEGIANCE (Acting Chair)

V. ELECTION OF CHAIR (Acting Chair)

Nomination(s) _____

VI. ELECTION OF VICE-CHAIR (Chair)

Nomination(s) _____

VII. ELECTION OF CLERK (Chair)

Nomination(s) _____

VIII. ELECTION OF TREASURER (Chair)

Nomination(s) _____

IX. OFFICIAL NEWSPAPER (Chair)

Superintendent Deitte recommends continuing to post notices at the local library and District website until an official newspaper is established in the Hutchinson School District.

X. OFFICIAL DEPOSITORIES (Chair)

Administration recommends the following official depositories for the 2025 calendar year, contingent upon meeting board policy on collateral requirements.

- BPA Utica Trust
- Citizens Bank & Trust Company
- Home State Bank
- Matrix Trust Company-Minnesota Healthcare Consortium VEBA Trust
- MidCountry Banks
- MN School District Liquid Asset Fund
- PMA Public Funds
- Security Bank & Trust Co.
- Wells Fargo

Motion_____

Second_____

XI. INVESTMENTS (Chair)

It is the recommendation of the administration that authority is given to the Superintendent, Board Treasurer, Director of Business and Finance, and District Controller to invest District funds as they become available.

It is further recommended that Becky Boll, Director of Business and Finance; Cindy Longhenry, Controller; Jenny Rannow, Payroll and Benefits Coordinator; and Cheryl Olson, Accountant, be authorized to make electronic (wire) transfers between approved financial institutions with approval of the Superintendent or Director of Business and Finance.

Motion_____

Second_____

XII. SCHOOL BOARD SALARY (Chair)

Affirming the new Board salary schedule as approved at the December 9, 2024 regular Board meeting, effective January 2025 and moving forward.

Motion_____

Second_____

XIII. MILEAGE (Chair)

It is recommended that the mileage reimbursement rate be set at current IRS guidelines.

Motion_____

Second_____

XIV. BOARD MEETING DATES AND TIMES (Chair)

It is required that the board establishes official meeting dates and times for regular board meetings. It is recommended that regular meetings continue to be held on the second Monday of each month (regular meeting exception: move the March meeting to Monday, March 17, 2025) and that work sessions be held on the fourth Monday of each month (work session exceptions: move the March meeting to Monday, March 31 and the May meeting to Tuesday, May 27 and no meeting in December). All regular meetings are held in the Council Chambers at City Center. Work sessions will generally be conducted at one of the District schools. Unless otherwise determined, all regular and work session meetings will commence at 5:30 pm.

Motion_____

Second_____

XV. SHORT TERM EMPLOYMENT (Chair)

The Superintendent requests authorization to continue employing persons within the confines of the adopted District budget for short-term employment at the various levels in the District. This includes part-time employees such as substitutes, consultants, curriculum work, adult programs, and employment created by board approved grants. Rates will be paid according to existing statute or school labor agreements.

Motion_____ Second_____

XVI. PETTY CASH (Chair)

The administration recommends petty cash authorizations as follows:

District Office	50	Gate Ticket Box #1	650
Park Elementary Office	50	Gate Ticket Box #2	650
West Elementary Office	50	Gate Ticket Box #3	650
Tiger Elementary Office	50	Gate Ticket Box #4	650
Middle School Office	50	Gate Ticket Box #5	650
High School Office	50	Gate Ticket Box #6	650
Food Service (Garden)	170	Concessions #1	350
Food Service (Summer Feeding)	660	Hutch Spirit Items #1	200
Community Education	50		

Total Petty Cash \$5,630

Motion_____ Second_____

XVII. COMMITTEE APPOINTMENTS (Chair)

**Committee appointments could change pending the outcome of the reorganization meeting.*

Board Compensation	Insurance
Book Review	Legislative Liaison
Comprehensive Achievement and Civic Readiness	Meet & Confer
Educator Licensure & Teacher Quality	Parks, Recreation & Community Education
Facilities	Policy Review
Finance	Student Health & Wellness
Hearing Representative	Technology
High School League	Transportation

XVIII. OTHER ITEMS OF BUSINESS (Chair)

XIX. ADJOURNMENT (Chair)

Motion_____ Second_____