

OFFICIAL MINUTES – REGULAR MEETING

Board of Education

Independent School District No. 423

June 10, 2024

CALL TO ORDER – Chair Garrett Luthens called to order the regular meeting of the Board of Education of Independent School District No. 423, Hutchinson, MN, at 5:30 pm in the City Council Chambers at City Center.

ROLL CALL - Members present: Tiffany Barnard, Garrett Luthens, Erin Knudtson, Michael Massmann, Danny Olmstead, and Sara Pollmann. Also present were Dan Deitte, Superintendent; Becky Boll, Director of Business Finance; Michael Scott, Director of Teaching and Learning; and Tina Vorlicek, recording secretary. Members absent: none.

PUBLIC COMMENTS – No public comments were offered.

CONSENT AGENDA – Moved by Erin Knudtson, seconded by Sara Pollmann, with all members present voting aye, to approve the consent agenda as follows:

- Approved the minutes of the May 13, 2024 regular meeting.
- Ratified the May 15 through June 5, 2024 claims in the amount of \$2,237.989.36 (including wire transfers).
- Authorized the following employment:

Casual

Amborn, Amanda - Casual Custodial, Middle School, 6/3/24-8/30/24
Knoll, Jodi - Casual Custodial, West/Tiger Elementary, 6/3/24-8/30/24

Change in Assignment

Bergsma, Shawn - Special Education Assistant, Tiger Elementary, 5/6/24
Borstad, Amy - Education Assistant, Middle School, 7/1/23
Danks, Sheryl - Cook Lead, Tiger Elementary, 5/6/24-5/24/24
Kleindl, Jodi - K-1 Interventionist, West Elementary, 8/26/24
Merten, Johanna - Grade 4 Teacher, Park Elementary, 8/26/24
Padrnos, Cassie - Grade 2 Teacher, Tiger Elementary, 8/26/24
Runke, Brittany - Special Education Assistant, West Elementary, 5/6/24
Schumaci, Chelsey - K-1 STREAM Teacher, West Elementary, 8/26/24
Shorkey, Lauren - .75 FACS Teacher/.25 work Based Learning Teacher, High School, 8/26/24
Vallacher, Billie - Education Assistant-Title I, Park Elementary, 9/3/24
Van De Steeg, Brenda - Education Assistant, West Elementary, 8/21/24
Young, Angela - Education Assistant, Middle School, 9/3/24

Extended Employment

Farenbaugh, Kristine - LPN, District-wide, 6/3/24-8/1/24
Graf, Rebecca - HR Coordinator, District Office, 6/24/24-6/28/24
Hjerpe, Madison - Speech Services, 6/10/24-8/23/24
Longhenry, Cindy - Controller, District Office, 10/1/20-6/30/24
Schmalz, Fabiola - Administrative Assistant Support, District Office, 6/3/24-8/30/24
Redmann, Kristie - School Psychologist, West Elementary/Tiger Elementary, 6/3/24-8/23/24

Extended School Year

Adamski, Robyn - Education Assistant, Park Elementary, 7/9/24-7/25/24
DeWolfe, Abigayle - Education Assistant, West Elementary, 7/9/24-7/25/24
Dettman, Robin - Speech Pathologist, West Elementary, 6/3/24-8/23/24
Ellis, Paula - Education Assistant, Transition Assistance Program, 7/9/24-7/25/24

Field, Mark - Teacher, West-Tiger Elementaries, 7/8/24-7/25/24
Fischer, Yvette - Education Assistant, Transition Assistance Program, 7/9/24-7/25/24
Hjerpe, Madison - Teacher, West Elementary, 7/8/24-7/26/24
Koehring, Emelia - Teacher, West Elementary, 6/3/24-8/23/24
Kurth, Allyson - Teacher, West Elementary, 6/3/24-8/23/24
Miesbauer, Rebeka - Occupational Therapist, West Elementary, 6/3/24-8/23/24
Nikolaison, Kari - Education Assistant, Transition Assistance Program, 7/9/24-7/25/24
Schmidt, Diana - Education Assistant, West Elementary, 7/9/24-7/25/24
Sellner, Kaytlin - Education Assistant, West Elementary, 7/9/24-7/25/24

Extra-curricular

Hantge, Christie - Head Boys Track Coach, High School, 5/15/24-6/8/24
Simondet, Lindsey - Jazz Band, Middle School, 10/23/23

Leave of Absence

Marshall, Scott - Head Boys Track Coach, High School, 5/13/24-3/10/25

New

Boor, Zachary - Garden Assistant Manager, Farm Site, 6/3/24-9/30/24
Dean, Taylor - Garden Assistant, Farm Site, 6/3/24-9/30/24
Graf, Rebecca - HR Coordinator, District Office, 7/1/24
Graham, Luke - Social Studies Teacher, High School, 8/26/24
Huntley, Andrea - Music Teacher, West Elementary, 8/26/24
Huntley, Jacob - Choir Teacher, High School, 8/26/24
Johnston, Brianna - Grade 1 Teacher, West Elementary, 8/26/24
Koopmeiners, Cindi - K-5 Title 1 Teacher, Nonpublic Schools, 8/26/24-6/5/25
Messner, Emily - K-3 Behavior Interventionist, West Elementary/Tiger Elementary, 8/26/24
Messner, Rebecca - Grade 1 Teacher, West Elementary, 8/26/24
Oberstar, Lindsey - Long-term Substitute Grade 2 Teacher, Tiger Elementary,
8/26/24-10/16/24
Smith, Kaite - LPN, District-wide, 9/3/24
Werowinski, Patrick - Garden Assistant, Farm Site, 6/3/24-9/30/24
Westad, Holly - 9-12 Life Science Teacher, High School, 8/26/24
Zachmeyer, Stella - Garden Assistant, Farm Site, 6/3/24-9/30/24

Other

Johnson, Connie - Clerical, Remote, 5/24/24-6/11/24

Resignation

Campa, Nickolas - Education Assistant-ADSS, Middle School, 5/29/24
Coblentz, Kayla - Special Education Assistant, High School, 5/29/24
Fleck, Amber - Grade 1 Teacher, West Elementary, 5/30/24
Machemehl, Amanda - Student Council Advisor, 5/30/24
Miller, Megan - Occupational Therapist/Behavior Analyst, West Elementary, 5/30/24
Rattavong, Kaylee - Special Education Assistant, Middle School, 5/29/24
Robuck, Quinlan - English Teacher, High School, 5/30/24
Robuck, Quinlan - Girls Tennis Coach, Middle School, 10/7/23
Robuck, Quinlan - Softball Coach, Middle School, 5/17/24
Robuck, Quinlan - Speech Coach, High School, 4/8/24
Starke, Randy - C Team Boys Basketball Coach, High School, 3/23/24
Wehler, Monica - Human Resources Generalist, District Office, 5/28/24
Westlund, Abby - Grade 4 Teacher, Park Elementary, 5/30/24
Wichman, Gwen - Special Education Assistant, High School, 5/29/24

Retirement

Card, Todd - Computer/Business Teacher, Middle/High School, 5/30/24

Card, Todd - Head Boys Tennis Coach, High School, 6/7/24
Card, Todd - Head Girls Tennis Coach, High School, 10/27/23
Card, Todd - Head Wrestling Coach, High School, 3/2/24
Lokensgard, Patty - Education Assistant-Title I, Park Elementary, 5/17/24

Summer

Arriaga Rodriguez, Alicia - Targeted Services Education Assistant, Middle School, 6/17/24-7/18/24
Boehme, Jenny - Targeted Services Teacher, Tiger Elementary, 6/17/24-7/25/24
Brown, Alex - Exploratory Camp, Middle School, 6/3/24-6/6/24
Carrigan, Leah - Targeted Services Teacher, West Elementary, 6/17/24-7/25/24
Cederstrom, Emily - Targeted Services Teacher, Park Elementary, 6/17/24-7/25/24
Draeger, Grace - Targeted Services Teacher, Tiger Elementary, 6/17/24-7/25/24
Durheim, Jason - Targeted Services STREAM Teacher, West-Tiger-Park Elementaries, 6/17/24-7/25/24
Eggert, Loriley - Cook 1, West Elementary, 6/3/24-8/22/24
Ellefson, Dave - Targeted Services Social Studies Teacher, Crow River Area Learning Center/High School, 6/3/24-7/18/24
Fritsch, Katelyn - Targeted Services HS101 Teacher, High School, 6/3/24-6/18/24
Garcia Delgado, Gabriela - Assistant Cook, Tiger Elementary, 6/3/24-8/1/24
Hamlow, Ruth - Targeted Services English Teacher, Crow River Area Learning Center/High School, 6/3/24-7/18/24
Harlander, Darcy - Targeted Services Substitute Teacher, Park Elementary, 6/17/24-7/25/24
Heilman, Emily - Garden Assistant Manager, Farm Site, 6/3/24-9/30/24
Houseman, Ryan - Targeted Services Science Teacher, Crow River Area Learning Center/High School, 6/3/24-7/18/24
Hubbard, Rhoda - Targeted Services HS101 Teacher, High School, 6/3/24-6/18/24
Koehring, Gary - Exploratory Camp, Middle School, 6/3/24-6/6/24
Krueger, Nikki - Cook Lead, West Elementary, 6/10/24-8/22/24
Kucera, Dave - DAPE Teacher, District-wide, 7/8/24-7/26/24
Lopez Alfaro, Laura - Cook, West Elementary, 6/3/24-8/22/24
Moreno, Maria - Targeted Services Education Assistant, High School, 6/3/24-6/13/24
Miller, Megan - Occupational Therapist, West Elementary, 7/8/24-7/26/24
Nava, Maria - Targeted Services Education Assistant, High School, 6/17/24-6/27/24
Neubarth, Kari - Targeted Services Substitute Teacher, Park Elementary, 6/17/24-7/25/24
Och, Renee - Targeted Services Teacher, Tiger Elementary, 6/17/24-7/25/24
Olson, Kari - Cook Lead, Park Elementary, 6/3/24-8/22/24
Platz, Judy - Targeted Services Teacher, Tiger Elementary, 6/17/24-7/25/24
Rausch, Pam - Targeted Services Teacher, High School, 6/3/24-6/27/24
Renning, Abrah - Targeted Service Teacher, West Elementary, 6/17/24-7/25/24
Rude, Corey - Targeted Services Math Teacher, Crow River Area Learning Center/High School, 6/3/24-7/18/24
Sitz, Lisaann - Cook, Park Elementary, 6/3/24-8/22/24
Steece, Timothy - Physical Therapist, District-wide, 6/3/24-8/23/24
Steinbach, Joanie - Cook Lead, Tiger Elementary, 6/3/24-8/22/24
Tavary, Meredith - Targeted Services Teacher, High School, 6/3/24-7/18/24
Theis, Shelly - Targeted Services Elementary Substitute Teacher, 6/17/24-7/25/24
Thode, Courtney - Targeted Services Teacher, West Elementary, 6/17/24-7/25/24
Thode, Tim - Targeted Services Teacher, Middle School, 6/17/24-6/27/24
Wersal, Ryan - Targeted Services Education Assistant, Middle School, 6/17/24-7/18/24
Zaffke, Stephen - Targeted Services Teacher, High School, 6/26/24-6/27/24

- Approved the Joint Agreement for Employment of Food Service Director - effective July 1, 2024; Park Elementary Lease Agreement - effective July 1, 2024 through June 30, 2028; and Agreement to Extend Probationary Period for Michele Jozwick - effective July 1, 2024 through June 30, 2025.
- Approved insurance providers for 2024-2025.
 - Dental, Life, and Long Term Disability Insurance - Reliance Standard
 - Employee-paid Vision Insurance and Short Term Disability - Reliance Standard
 - 2024-2025 Health Insurance Rates - HealthPartners

2023-2024 Plans and Rates (HealthPartners)		2024-2025 Plans and Rates (HealthPartners)	
\$1,500 Deductible		\$2,500 Deductible	
Single	\$685.81	Single	\$858.84
Family	\$1,915.18	Family	\$2,398.39
\$3,500 HSA Deductible		\$4,000 HSA Deductible	
Single	\$613.09	Single	\$732.89
Family	\$1,712.10	Family	\$2,046.66
\$5,500 HSA Deductible		\$5,500 HSA Deductible	
Single	\$518.54	Single	\$689.73
Family	\$1,448.06	Family	\$1,926.12
\$7,000 HSA Deductible		\$8,050 HSA Deductible	
Single	\$515.43	Single	\$653.01
Family	\$1,439.39	Family	\$1,823.59

2024-2025 PRELIMINARY BUDGET PRESENTATION - The administrative team presented the proposed fiscal year 2025 budget using the Modified Zero Based Budgeting process. Each Decision Unit Manager presented their department's budget. Questions about the proposed budget should be directed to the Director of Business and Finance, the Superintendent, or any of the Decision Unit Managers. The final budget will be presented for adoption at the Special Board meeting on June 24, 2024.

ACTIVITY FEES INCREASE PROPOSAL (Tschida) - Moved by Michael Massmann, seconded by Tiffany Barnard, with all members present voting aye, to increase gate fees by one dollar, increases passes by fifteen dollars, and increase activity fees by ten percent (rounded to the nearest dollar).

Q COMP ANNUAL REPORT (Hamlow/Meuleners) – Q Comp Coaches Ruth Hamlow and Tiffany Meuleners presented the 2023-2024 Q Comp Annual Report.

RESOLUTION ACCEPTING DONATIONS (Barnard) – Chair Garrett Luthens introduced the resolution.

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education."; and

WHEREAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Hutchinson Public Schools, ISD 423, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Minneapolis Foundation, Understand Native Minnesota Fund	\$2,000.00	Tiger Elementary - expand our indigenous resources
Carl Hoeft	\$155.24	Park Elementary - STREAM Programming
Jeffrey Kuhlman	\$75.00	Amanda Zakrzewski's English Class
Stearns Foundation Inc.	\$1,050.00	8th Grade Valley Fair Field Trip
Stearnswood Inc.	\$1,050.00	8th Grade Valley Fair Field Trip
MillRock Packaging	\$250.00	Tiger Path Job Fair
Hutchinson Dental Center	\$100.00	Girls Softball
State Farm Insurance- Steve Kropp	\$100.00	Girls Softball
Hutchinson Co-op	\$100.00	Girls Softball
Citizens Bank & Trust	\$200.00	Girls Softball
Hometown Realty	\$100.00	Girls Softball
David Larson Financial & Insurance	\$100.00	Girls Softball
The Hair Lounge	\$50.00	Girls Softball
Jay Malone Motors	\$100.00	Girls Softball
Nuvera Communications, Inc	\$250.00	Robotics
Dobratz Hantge Chapel	\$30.00	Girls Softball
Carpets Plus Color Tile	\$100.00	Girls Softball
State Farm Insurance-Michael McGraw-	\$50.00	Girls Softball
Meeker Cooperative Electric Trust	\$750.00	Robotics
West Central Sanitation, Inc	\$250.00	Robotics
JP Whittington	\$577.62	Showstoppers/Dance
Woodstone Senior Living -Hutchinson	\$250.00	Girls Softball
Hutchinson Elks Lodge #2427	\$250.00	Girls Softball
Southpoint Financial	\$50.00	Girls Softball
CenBank	\$100.00	Girls Softball
Vivian Kirkpatrick	\$460.00	Robotics
Curtiss-Wright	\$500.00	Robotics
Citizens Bank & Trust	\$200.00	Boys Soccer (re-issued)
MidCountry Bank	\$100.00	Reach
Tokyo Grill	\$500.00	Speech
J.Burich Foundation	\$1,200.00	Solar eclipse event on 4/8/24
J.Burich Foundation	\$2,500.00	Summer exploratory camps for manufacturing & healthcare
Jack Ewert	\$600.00	Tickets to State Theatre for TAP
Anonymous	\$6,090.00	MS Valleyfair Tickets
Bayer Fund/Dean Loncorich	\$5,000.00	America's Farmers Grow Communities donation for FFA
Crow River Sno Pro's Inc	\$750.00	Senior Class Party
3M	\$1,300.00	FIRST Robotics Donation
Quarterly Total	\$27,287.86	
Year-to-Date Total, 2023-2024	\$159,692.34	

The motion for adoption of this resolution was made by Tiffany Barnard and duly seconded by Sara Pollmann, and upon a roll call vote being taken, the following members voted in favor of the motion: Tiffany Barnard, Garrett Luthens, Erin Knudtson, Michael Massmann, Danny Olmstead, and Sara Pollmann. And the following members voted against the motion: none. Whereupon the resolution was declared duly passed and adopted.

RESOLUTION ESTABLISHING DATES FOR FILING AFFIDAVITS OF CANDIDACY – Chair Garrett Luthens introduced the resolution.

RESOLUTION ESTABLISHING DATES FOR FILING AFFIDAVITS OF CANDIDACY

BE IT RESOLVED by the School Board of Independent School District No. 423, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 423 shall begin on July 30, 2024 and shall close on August 13, 2024. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 13, 2024.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 423
HUTCHINSON PUBLIC SCHOOLS
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 423 shall begin on July 30, 2024, and shall close at 5:00 o'clock pm on August 13, 2024.

The general election shall be held on Tuesday, November 5, 2024. At that election, three members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from Tina Vorlicek at the District Office, 1365 South Grade Road SW, Suite #2, Hutchinson, MN. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock pm on August 13, 2024.

Dated: June 10, 2024
BY ORDER OF THE SCHOOL BOARD
Tiffany Barnard
School District Clerk

The motion for adoption of this resolution was made by Tiffany Barnard and duly seconded by Erin Knudtson, and upon a roll call vote being taken, the following members voted in favor of the motion: Tiffany Barnard,

Garrett Luthens, Erin Knudtson, Michael Massmann, Danny Olmstead, and Sara Pollmann. And the following members voted against the motion: none. Whereupon the resolution was declared duly passed and adopted.

OFFICIAL DISTRICT NOTIFICATIONS – Per new legislation, official notifications will be published on the District website and at the Hutchinson Public Library. (Sec. 20. ALTERNATIVE TO PUBLISHING. (a) Notwithstanding any law to the contrary, when a qualified newspaper designated by a school district ceases to exist for any reason except consolidation with another newspaper, the school district may publish its proceedings on the school district's website instead of publishing the proceedings in a newspaper. The school district must also request that the same information be posted at each public library located within the school district for the notice's publication period. This section expires August 1, 2026. (b) If, before August 1, 2026, there is a newspaper located within a school district's boundaries that is qualified to be designated as the school district's official newspaper pursuant to Minnesota Statutes, section 331A.04, then the exemption provided in this section shall not apply, provided that the qualified newspaper's legal rate is not more than ten percent above the rate charged by the school district's previous official newspaper and the qualified newspaper provides some coverage of the activities of the school district that is publishing the notice.)

COMMITTEE REPORTS - Committee reports were presented as follows:

- Educator Licensure & Teacher Quality (Massmann) - It is important to continue having a Board representative on this committee to see and hear the ongoing learning required for teacher licensure.
- Facilities (Knudtson) - Research continues on a bus terminal. Thank you to the facilities team for moving District Office staff members to their temporary locations. The District Office/TAP project is on time and on budget. Reviewing 10-year plan and summer projects.
- Finance (Pollmann) - The committee reviewed bills, budget, construction projects, and the Park Elementary lease agreement.
- Parks, Recreation & Community Enduction (Pollmann) - The goats are here and doing their job (eating invasive weeds), summer programming has begun, sign-up for activities.
- Book Review (Massmann) - Legislative changes will not impact the District's policy.

UPCOMING BOARD MEETINGS -

- **Special School Board Meeting** - June 24, 2024, 5:30 pm, City Center
- **Regular School Board Meeting** - July 8, 2024, 5:30 pm, City Center
- **Work Session** - July 22, 2024, 5:30 pm, Middle School Media Center

UPCOMING COMMITTEE MEETINGS -

- **Finance** - June 24, 2024, 2:30:00 pm, Middle School, Superintendent's Office
- **Facilities** - Tentative: July 2, 2024, 9:00 am, Location to be Determined
- **Finance** - July 8, 2024, 1:00 pm, Middle School, Superintendent's Office
- **Parks, Recreation & Community Education** - August 5, 2024, 5:15 pm, Location to be Determined

CLOSED SESSION: PERSONNEL - Moved by Danny Olmstead, seconded by Michael Massmann, with all members present voting aye, to closed the meeting at 7:24 pm pursuant to Minnesota Statutes section 13D.05, subdivision 2(b) for preliminary consideration of allegations against an employee of the District.

ADJOURN TO OPEN SESSION / BOARD ACTION IF ANY - The motion for adoption of the resolution proposing discipline was made by Garrett Luthens and duly seconded by Danny Olmstead, and upon a roll call vote being taken, the following members voted in favor of the motion: Tiffany Barnard, Garrett Luthens, Erin Knudtson, Michael Massmann, Danny Olmstead, and Sara Pollmann. And the following members voted against the motion: none. Whereupon the resolution was declared duly passed and adopted.

CLOSED SESSION: SUPERINTENDENT'S SEMI-ANNUAL PERFORMANCE EVALUATION - Moved by Michael Massmann, seconded by Sara Pollmann, with all members present voting aye, to closed the meeting at 8:09

pm pursuant to Minnesota Statutes section 13D.05, subdivision 1-b to conduct a performance evaluation of the Superintendent.

ADJOURN TO OPEN SESSION

ADJOURN - Moved by Erin Knudtson, seconded by Danny Olmstead, with all members present voting aye, to adjourn the regular meeting at 8:56 pm.



Garrett Luthens, Chair

6/24/2024
Date



Tiffany Barnard, Clerk

6/24/2024
Date