

OFFICIAL MINUTES – REGULAR MEETING

Board of Education

Independent School District No. 423

August 12, 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 5:31 pm in the City Council Chambers at City Center.

ROLL CALL - Members present: Tiffany Barnard, Garrett Luthens, Erin Knudtson, Michael Massmann, 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: Danny Olmstead.

PUBLIC COMMENTS – No public comments were offered.

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

- Approved the minutes of the July 8, 2024 regular meeting and July 22, 2024 work session.
- Ratified the July 11 through August 5, 2024 claims in the amount of \$4,867.374.47 (including wire transfers).
- Authorized the following 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

- Approved Extended Field Trips
 - Girls Soccer - Osseo, Minnesota, August 19-20, 2024
 - Cross Country - Bloomington, Minnesota, September 27-28, 2004
- Approved Adult Meal Prices for 2024-2025
 - The adult meal prices for 2024-2025 will be \$3.25 for breakfast and \$5.00 for lunch.

SUPERIOR TRANSPORTATION - Joe Schieffert, Owner, provided an introduction and overview of Superior Transportation, the District's new student busing provider.

TIGER TIME - Bailey Rettmann, West Elementary Principal, provided an overview of the Kindergarten Connection program (practice Kindergarten).

SECOND POLICY READING: POLICY SERIES 400, 500, 600 AND POLICIES REVIEWED ANNUALLY/AS NEEDED

(Administration) - Moved by Tiffany Barnard, seconded by Michael Massmann, with all members present voting aye, to approved the second and final reading of policy series 400, 500, 600, and policies reviewed annually/as needed.

FIRST POLICY READING: POLICIES 204, 207, AND 708 (Administration) - Moved by Michael Massmann, seconded by Erin Knudtson, with all members present voting aye, to approved the first reading of policies 204, 207, and 708.

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

SUPERINTENDENT UPDATE - Dan Deitte, Superintendent, provided an update.

DIRECTOR OF TEACHING AND LEARNING UPDATE (Scott) - Michael Scott, Director of Teaching and Learning, provided District highlights and an update from the past month.

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION (Luthens) - Chair Garrett Luthens introduced the resolution.

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

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

It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the fifth (5th) day of November, 2024.

Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least eighty-four (84) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.


The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

GENERAL ELECTION BALLOT








INDEPENDENT SCHOOL DISTRICT NO. 423
HUTCHINSON PUBLIC SCHOOLS

NOVEMBER 5, 2024

INSTRUCTIONS TO VOTERS:

To vote, completely fill in the oval(s) next to your choice(s) like this: 

SCHOOL BOARD MEMBER - 4 YEAR TERM
Vote for up to three

-  Candidate U
-  Candidate V
-  Candidate W
-  Candidate X
-  _____
write-in, if any
-  _____
write-in, if any
-  _____
write-in, if any
-

The motion for the adoption of this Resolution was made by Erin Knudtson and duly seconded by Michael Massmann and upon a vote being taken thereon, the following voted in favor of the Resolution: Tiffany Barnard, Garrett Luthens, Erin Knudtson, Michael Massmann, and Sara Pollmann.

And the following voted against the Resolution: none.

Whereupon this Resolution was declared duly passed and adopted.

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) - Chair Garrett Luthens introduced the resolution.

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

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district

which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated for use as a polling place by a county or municipality. The following combined polling place is established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election in the calendar year following the adoption of this resolution:

<u>Combined Polling Place</u>	<u>Precincts Being Served at Combined Polling Place</u>
Hutchinson Recreation Center 900 Harrington St SW Hutchinson, MN 55350	All precincts within the territory of District 423 located in McLeod, Meeker, and Renville Counties, Minnesota

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.
4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.
5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

The motion for the adoption of this Resolution was made by Erin Knudtson and duly seconded by Tiffany Barnard and upon a vote being taken thereon, the following voted in favor of the Resolution: Tiffany Barnard, Garrett Luthens, Erin Knudtson, Michael Massmann, and Sara Pollmann.

And the following voted against the Resolution: none.

Whereupon this Resolution was declared duly passed and adopted.

COMMITTEE REPORTS - Committee reports were presented as follows:

- Facilities (Knudtson) - The committee continues to discuss the bus terminal options (moving forward with applications for permits and zoning for farm site land while also exploring other off-site locations).
- Finance (Massmann) - The committee reviewed 2023-2024 enrollment (2626 - 8 more than the projected 2618), down 20 from prior year; annual audit work begins August 13 as well as a summer food service audit; reviewed a Level 3 request for additional behavior support for in-school suspensions at the Middle School (grant approved for funding); and the adult meal price for 2024-2025 was increased five-cents.
- Parks, Recreation & Community Education (Knudtson) - The Fall brochures will be out this week. The aquatic center closes at the end of the week. There are increases in some fees for facilities and services for 2024-2025. Amy Scheele is the new Community Education Program and Facilities Coordinator. The VFM Grandstand project has begun.

FINALIZE SCHOOL BOARD HANDBOOK - Moved by Sara Pollmann, seconded by Erin Knudtson, with all members present voting aye, to approve the School Board Handbook.

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

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

CLOSED SESSION: PURCHASE AND SALE OF PROPERTY - Moved by Michael Massmann, seconded by Tiffany Barnard, with all members present voting aye, to close the session at 6:28 pm pursuant to Minnesota Statutes section 13D.05, subdivision 3(c), to consider the purchase or sale of property.

ADJOURN TO OPEN SESSION - Moved by Michael Massmann, seconded by Sara Pollmann, with all members present voting aye, to adjourn to open session at 7:19 pm.

ADJOURN - Moved by Michael Massmann, seconded by Erin Knudtson, with all members present voting aye, to adjourn the regular meeting at 7:20 pm.



Garrett Luthens, Chair

9/9/2024
Date



Tiffany Barnard, Clerk

9/9/2024
Date