

**OFFICIAL MINUTES**  
ANNUAL REORGANIZATION MEETING  
Board of Education  
Independent School District No. 423  
January 13, 2025

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

**OATH OF OFFICE** - Acting Chair Garrett Luthens administered the oath of office to newly elected member Diane Jankowski.

**ROLL CALL** - Members present: Diane Jankowski, Erin Knudtson, Garrett Luthens, Michael Massmann, Danny Olmstead, and Sara Pollmann. Also present were Dan Deitte, Superintendent; Michael Scott, Director of Teaching and Learning; Becky Boll, Director of Business and Finance; and Tina Vorlicek; Recording Secretary. Members absent: Brie Kobow, Student Representative.

**PLEDGE OF ALLEGIANCE, DISTRICT MISSION STATEMENT AND CORE VALUES** – Acting Chair Garrett Luthens led the meeting in the pledge of allegiance.

**ELECTION OF CHAIR** - Garrett Luthens and Michael Massmann were nominated for the position of Chair. **Garrett Luthens** was elected (4-2) per the results of a paper ballot vote with Diane Jankowski, Erin Knudtson, Garrett Luthens, and Sara Pollmann voting for Garrett Luthens and Michael Massmann and Danny Olmstead voting for Michael Massmann.

**ELECTION OF VICE-CHAIR** - Erin Knudtson was nominated for the position of Vice-Chair. No additional nominations were received. **Erin Knudtson** was the only candidate nominated for the office of Vice-Chair and is hereby declared elected by acclamation.

**ELECTION OF CLERK** - Michael Massmann was nominated for the position of Clerk. No additional nominations were received. **Michael Massmann** was the only candidate nominated for the office of Clerk and is hereby declared elected by acclamation.

**ELECTION OF TREASURER** - Sara Pollmann was nominated for the position of Treasurer. No additional nominations were received. **Sara Pollmann** was the only candidate nominated for the office of Treasurer and is hereby declared elected by acclamation.

**OFFICIAL NEWSPAPER** - Moved by Michael Massmann, seconded by Erin Knudtson, with all members present voting aye, to continue to post notices at the local library and District website until an official newspaper is established in the Hutchinson School District.

**OFFICIAL DEPOSITORIES** - Moved by Erin Knudtson, seconded by Danny Olmstead, with all members present voting aye, official depositories were named for the ensuing year, contingent upon meeting Board policy on collateral requirements.

- BPA Utica Trust
- Citizens Bank & Trust Company
- MidCountry Banks

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

**INVESTMENTS** - Moved by Michael Massmann, seconded by Erin Knudtson, with all members present voting aye, the Board authorized the Superintendent, Board Treasurer, Director of Business and Finance, and District Controller to invest District funds; and Becky Boll, Director of Business and Finance; Cindy Longhenry, Controller; Jenny Rannow, Payroll and Benefits Coordinator; and Cheryl Olson, Accountant to make wire transfers with approval of the Superintendent or Director of Business and Finance.

**SCHOOL BOARD SALARY** - Moved by Danny Olmstead, seconded by Sara Pollmann, with all members present voting aye, affirming the new Board salary schedule as approved at the December 9, 2024 regular Board meeting, effective January 2025 and moving forward.

**MILEAGE** - Moved by Michael Massmann, seconded by Sara Pollmann, with all members present voting aye, the Board set the mileage reimbursement rate at current IRS guidelines.

**BOARD MEETING DATES AND TIMES** - Moved by Sara Pollmann, seconded by Danny Olmstead, with all members present voting aye, 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.

**SHORT-TERM EMPLOYMENT** - Moved by Michael Massmann, seconded by Danny Olmstead, with all members present voting aye, to authorize the Superintendent to employ persons within the confines of the adopted District budget for short-term employment at 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.

**PETTY CASH** - Moved by Sara Pollmann, seconded by Michael Massmann, with all members present voting aye, the Board authorized petty cash accounts 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		

**COMMITTEE APPOINTMENTS** - Chair Luthens appointed Board committees as follows.

Board Compensation	Massmann / Pollmann
Book Review	Jankowski
Comprehensive Achievement and Civic Readiness	Jankowski / Pollmann
Educator Licensure & Teacher Quality	Jankowski
Facilities	Jankowski / Knudtson / Olmstead
Finance	Luthens / Massmann / Pollmann
Hearing Representative	Knudtson
High School League	Olmstead (primary) / Massmann
Insurance	Luthens
Legislative Liaison	Pollmann
Meet & Confer	Jankowski / Luthens / Pollmann
Parks, Recreation & Community Education	Knudtson
Policy Review	Jankowski / Knudtson / Pollmann
Student Health & Wellness	Knudtson
Technology	Massmann / Olmstead
Transportation	Pollmann / Massmann

**ADJOURNMENT** - Moved by Michael Massmann, seconded by Danny Olmstead, with all members present voting aye, the meeting adjourned at 5:42 pm.



Garrett Luthens, Chair

2/10/2025  
Date



Michael Massmann, Clerk

2/10/2025  
Date