

## **OFFICIAL MINUTES – REGULAR MEETING**

Board of Education  
Independent School District No. 423  
November 10, 2025

**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: Garrett Luthens, Michael Massmann, Danny Olmstead, Diane Jankowski, and Sara Pollmann. Also present were Dan Deitte, Superintendent; Rebecca Boll, Director of Business Finance; Michael Scott, Director of Teaching and Learning; William Tschida, Activities Director; and Ava Knorr and Eleanor Barnard, Student Representatives. Partners present included Justin McGraw (Conway, Dueth & Schmiesing) and Jodie Zesbaugh (Ehler's Financial). Members absent: Erin Knudtson.

**PUBLIC COMMENTS** – None.

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

- Approval of the Minutes from the [October 13, 2025 regular meeting](#) and [October 27, 2025 work session](#).
- Ratified the [October 8 through October 31, 2025 claims](#) in the amount of \$3,663,814.49.
- Approved the following employment:

***Change in Assignment***

Bashans, Gina - Education Assistant/Supervision, West Elementary, 10/6/25  
Davies, Ellie - Special Education Assistant, Middle School, 9/2/25  
Rieke, Lori - Special Education Assistant/Bus Rider, Park Elementary, 10/20/25  
Schmidt, Bonnie - Lead Custodian, Park Elementary, 10/2/25  
Weber, Hunter - Custodian, Middle School, 10/20/25

***Community Education***

Berscheit, Leah - Lifeguard, Parks, Recreation & Community Education, 10/15/25  
Fettig, Thomas - Community Education Instructor, PRCE, 3/25/26-3/25/26  
Rautiola, Emily - Community Education Instructor, PRCE, 1/15/26-1/15/26

***Extended Employment***

Johnson, Abigail - Homebound Instructor, Tiger Elementary, 10/27/25-12/1/25

***Extended School Year***

Walling, Jody - Special Education Assistant/Bus Rider, Transition Assistance Program, 7/15/25-7/31/25

***Extra-curricular***

Beffert, Brian - Admin Supervision, District-wide, 10/10/25  
Boeckers, Mackenzie - Event Worker, High School, 10/9/25  
Langins, John - Assistant Basketball Coach, High School, 11/10/25  
Strachota, Melanie - Assistant Softball Coach, High School, 3/9/26

***Leaves of Absence (full or intermittent)***

Knoll, Jodi - Education Assistant-Title I, Tiger Elementary, 1/5/26-4/13/26  
Losievski, Savanna - Special Education Assistant, 1/4/26-4/13/26  
Meyers, Reiley - Grade 1 Teacher, West Elementary, 4/13/26-6/8/26  
Olmscheid, Amanda - Special Education Assistant, West Elementary, 9/2/25-11/14/25  
Vorliceck, Tina - Office Manager, District Office, 4/1/25 - 4/1/26

***New***

Bollin, Kimberly - Long-term Substitute Special Education Assistant, Park Elementary, 10/21/25-12/18/25  
Bollingmo, Andrea - Cook, Park Elementary, 11/18/25

DeVries, Lillian - Special Education Assistant, Middle School, 10/21/25  
Johnson, Connie - Substitute Cook Lead, Tiger Elementary (Districtwide), 10/24/25  
Landfair, Shelley - Cook Lead, Tiger Elementary, 11/4/25

***Resignations***

Giese, Brianna - Float Nurse, West Elementary, 11/7/25  
Heerdt, Karissa - Education Assistant - Sibling Care, West Elementary, 7/30/25  
Rostberg, Andy - Assistant Girls Basketball Coach, High School, 3/15/25

***Retirements***

Drahos, Rochelle - FACS Teacher, Middle School, 2/4/26  
Jaeger, Annette - Education Assistant EL, Middle School, 12/23/25

***Targeted Services***

Carrigan, Leah - Teacher, West Elementary, 10/20/25-5/29/26  
Lloyd-McDonald, Rebecca - Teacher, Middle School, 10/23/25-5/28/26

***Terminations***

- Day, Adria - Health Assistant, Middle School, 10/14/25
- Approved the extended fieldtrip for [Wrestling, LaCrosse, Wi, December 28 - 30, 2025](#)

**STUDENT HIGHLIGHTS** - Ava Knorr and Eleanor Barnard, Student Representatives, highlighted recent and upcoming events.

**TIGER TIME** - Bill Tschida, Activities Director, recognized the District's nominees for the MSHSL ExCEL Award: Matthew Ortloff and Isabella Berthiaume, and the nominee for the MSHSL Triple A Award: Naomi Sickmann. MSHSL updates were also provided about baseball/softball competitions, competitive placement, and Special Olympics state bowling.

**APPROVAL OF FISCAL YEAR 2025 AUDIT REPORT (Boll)** - Moved by Sara Pollmann, seconded by Danny Olmstead, with all members present voting aye, to approve the fiscal year 2025 audit report as presented.

**APPROVAL OF 2025-2026 EMPLOYEE WEATHER HANDBOOK (Deitte)** - Moved by Danny Olmstead, seconded by Sara Pollmann, with all members present voting aye, to approve the 2025-2026 Employee Weather Handbook as presented.

**SECOND/FINAL READING - POLICY 902W AND POLICY 902F (Deitte)** - Moved by Michael Massmann, seconded by Diane Jankowski, with all members present voting aye, to approve the second/final reading of policy 902W and 902F. School board policies are posted on the school district website.

**APPROVAL OF POLICY 902F EMPLOYEE ACKNOWLEDGEMENT FORMS (Deitte)** - Moved by Danny Olmstead, second by Diane Jankowski to approve Policy 902F forms for HYBA and Hutchinson Youth Wrestling. Future forms will be approved via consent agenda.

**FIRST READING - POLICIES 304, 304F AND 304P (Deitte)** - Moved by Sara Pollmann, second by Diane Jankowski to approve the first reading of policies 304, 304F and 304P. Proposed changes are posted on the school district website.

**SUPERINTENDENT UPDATE (Deitte)** - 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.

**AMERICAN EDUCATION WEEK, NOVEMBER 17-21, 2025 (Deitte)** - Tiffany Meulners provided an overview of the upcoming week's happenings for all staff appreciation. On behalf of the Board and Administration, Superintendent Deitte thanked all District staff for the great work they do for the students and families of our District.

**2025A GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS PRESALE REPORT (Boll)** - Jodie Zesbaugh, Senior Municipal Advisor at Ehlers, the school district's financial advisor, presented the Pre-Sale Report for General Obligation Refunding Bonds, Series 2025A. Administration recommends a partial refunding which will save tax payers due to a decline in market interest rates.

**RESOLUTION ESTABLISHING PARAMETERS FOR 2025A GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS** - Board Chair Garrett Luthens introduced the following resolution:

**RESOLUTION STATING THE INTENTION OF THE SCHOOL DISTRICT TO ISSUE GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS, SERIES 2025A, IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED APPROXIMATELY \$31,500,000; AND TAKING OTHER ACTIONS WITH RESPECT THERETO**

BE IT RESOLVED by the School Board (the "Board") of Independent School District No. 423 (Hutchinson Public Schools), McLeod, Meeker and Renville Counties, Minnesota (the "District"), as follows:

1. Background. It is hereby determined that:
  - (a) On February 10, 2016, the District issued its General Obligation School Building Bonds, Series 2016A (the "Series 2016A Bonds"), in the original aggregate principal amount of \$41,650,000, pursuant to Minnesota Statutes, Chapter 475, as amended (the "Act") and a special election held November 3, 2015, to finance the acquisition and betterment of school sites and facilities, including the demolition of the classroom wings of the existing Hutchinson High School facility, the construction of parking, drop-off, pedestrian access, and traffic flow improvements to the high school site, and the repair, renovation, remodeling, upgrading, equipping and construction of additions and improvements to the high school site and facility; the acquisition and installation of improved heating, ventilation, mechanical, and electrical systems and improved technology and technology systems; and the construction of secure entries and safety and security improvements to all school sites and facilities districtwide. The Series 2016A Bonds are currently outstanding in the aggregate principal amount of \$32,870,000, of which \$31,340,000 is subject to optional redemption and prepayment on or after February 1, 2026.
  - (b) The District is authorized by Section 475.67 of the Act ("Section 475.67") to issue and sell its general obligation bonds to refund outstanding bonds when determined by the Board to be necessary and desirable for the reduction of debt service costs of the District.
  - (c) The Board hereby finds and determines that it is necessary and desirable for the reduction of debt service costs to the District that the District issue its General Obligation School Building Refunding Bonds, Series 2025A (the "Bonds") in the aggregate principal amount not to exceed approximately \$31,500,000, pursuant to the Act, including Section 475.67, to optionally redeem and prepay all or a portion of the Series 2016A Bonds.
2. Covenant as to State Credit Enhancement.

- (a) The District hereby covenants and obligates itself to notify the Commissioner of Education (the "Commissioner") of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 (the "Credit Enhancement Act") to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the paying agent for the Bonds (the "Paying Agent"), or any successor paying agent, three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner that it will be unable to make all or a portion of that payment. The Paying Agent is authorized and directed to notify the Commissioner if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds on deposit with the Paying Agent to make that payment. The District understands that as a result of its covenant to be bound by the provisions of the Credit Enhancement Act, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.
  - (b) The District further covenants to comply with all procedures now and hereafter established by the Minnesota Departments of Management and Budget and Education pursuant to subdivision 2(c) of the Credit Enhancement Act and otherwise to take such actions as necessary to comply with that section. The Board Chair, Clerk, Treasurer, Superintendent, or Director of Business and Finance of the District are authorized to execute any applicable Minnesota Department of Education forms.
- 3. Sale of Bonds. The Board has retained Ehlers and Associates, Inc. (the "Municipal Advisor"), to serve as the District's independent municipal advisor with respect to the offer and sale of the Bonds and, therefore, is authorized by Section 475.60, subdivision 2(9), of the Act to sell the Bonds other than pursuant to a competitive sale.
  - 4. Procedure for Review of Proposals and Selection of Purchaser. The Board hereby authorizes and directs the Superintendent or Director of Business and Finance and any Board member (the "Authorized Officials"), with the advice of the Municipal Advisor, to review proposals for the purchase of the Bonds and award the sale of the Bonds to the prospective purchaser (the "Purchaser") based on the recommendation of the Municipal Advisor and the following parameter: a minimum estimated future value savings amount of \$100,000.
  - 5. Acceptance of Proposal. The Board shall meet at the time specified in the Preliminary Official Statement or at such other time designated by the Board to receive and consider proposals for the purchase of the Bonds and take any other appropriate action with respect to the Bonds.
  - 6. Authority of Municipal Advisor. The Municipal Advisor is authorized and directed to assist the District in the preparation and dissemination of a Preliminary Official Statement to be distributed to potential purchasers of the Bonds. The Municipal Advisor is further authorized and directed to assist the District in the award and sale of the Bonds on behalf of the District after receipt of written proposals and to assist the District in the preparation and dissemination of a final Official Statement with respect to the Bonds.
  - 7. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, is authorized to act as bond counsel for the District ("Bond Counsel"), and to assist in the preparation and review of necessary documents, certificates, and instruments related to the Bonds. The officers, employees, and agents of the District are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

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

**PROCESS FOR SUPERINTENDENT SEMI-ANNUAL EVALUATION (Luthens)** - The Board will conduct a semi-annual performance evaluation of the Superintendent at the December 8, 2025 Board meeting.

**COMMITTEE REPORTS** - Committee reports were presented as follows:

- Educator Licensure & Teacher Quality (Jankowski) - The committee processed forms to approve teacher licensure.
- Facilities (Jankowski) - An update was provided on the Park and Tiger window project. Facility use forms were reviewed. De-icing strategies were discussed.
- Finance (Pollmann) - The committee discussed the annual audit, bond refunding, negotiations, revenues, expenses and the check/wire register.
- Parks, Recreation & Community Education (Knutdson/Pollmann) - Not available.
- Technology (Olmstead) - Infosync/cyber security training is ongoing. The widespread Google outage was discussed.

**UPCOMING BOARD MEETINGS -**

- **Work Session** - November 24, 2025, 5:30 pm, District Office Conference Room
- **Regular School Board Meeting** - December 8, 2025, 5:30 pm, City Center

**UPCOMING COMMITTEE MEETINGS -**

- **Technology** - November 13, 2025, 3:45 pm, District Office Conference Room
- **Negotiations (HESP)** - November 13, 2025, 6:00 pm, Middle School Media Center
- **Negotiations (Local 284)** - November 14, 2025, 1:00 pm, District Office Conference Room
- **Negotiations (Local 284)** - November 25, 2025, 1:00 pm, District Office Conference Room
- **Parks, Recreation & Community Education** - December 1, 2025, 5:15 pm, Location to be Determined
- **Negotiations (HESP)** - December 1, 2025, 5:30 pm, Middle School Media Center
- **Finance** - December 4, 2025, 4:00 pm, District Office Conference Room
- **Facilities** - December 5, 2025, 9:00 am, Location to be Determined
- **Comprehensive Achievement and Civic Readiness** - December 8, 2025, 3:30 pm, High School Forum
- **Negotiations (HESP)** - December 15, 2025, 5:30 pm, Middle School Media Center
- **Negotiations (Local 284)** - December 19, 2025, 1:00 pm, District Office Conference Room

**ADJOURN** - Moved by Michael Massmann, seconded by Danny Olmstead, with all members present voting aye, to adjourn the regular meeting at 7:02 pm.



Garrett Luthens, Chair

12/8/2025  
Date



Michael Massmann, Clerk

12/8/2025  
Date