

thomAgenda Notes

July 14, 2025

Regular Meeting- Hinckley 7:00 PM

- The meeting will be streamed on the District You-Tube channel

Hinckley-Finlayson Public Schools is the place where every person is known, valued, and challenged to succeed.

[Agenda Outline](#)

1. Call to order by the chairman of the meeting.
2. Roll call of attendance by clerk of the school board
3. Agenda Approval

4. Open forum-

Rules for open forum. Three minutes per speaker. Open forum shall not take more than a total of 15 minutes. No complaints about individual staff members, about students, or about other persons at a public meeting. All presenters will conduct their business in a manner that meets community standards for decorum. The board will not take action on items presented in the Open Forum. The board may respond in writing at a later date.

5. Consent Agenda-

- A. [Special June Board Minutes - 2025](#)

- B. Bank Accounts- June 2025 Bank Numbers

Total District Funds 6/30/2025	\$7,316,097.45
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Comparison to June 2024

Total District Funds 6/30/2024	\$5,628,821.29
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Bank account information is not made available digitally. If you wish to review financial information please contact the District office.

C. Employment-

1. Alex Gustafson, HES SPED Teacher, BA Step 2, \$47,785. Replaces Morgan Danaher.
2. Kirsten Barnick, HS SPED Teacher, BA+30 Step 4, \$51,702. Replaces Kristi Davis.
3. Sara Ranger, [Negotiation Details](#).
4. Tawnya Norlander, Pool Attendant, Range III Step 1, \$17.92. Effective July 1, 2025.
5. Haley Geiger, Lifeguard, \$14.04. Effective May 19, 2024.

6. Phoebe Moyer, Lifeguard/WSI, \$14.04. Effective August 18, 2024.
7. Isabella Marchand, Lifeguard, \$14.04. Effective June 21, 2025.
8. Alex Irizarri, PCTP Teacher, BA + 20 Step 4, \$50,753. Replaces Annie France.
9. Annie France, Employment Adjustment from PCTP Teacher to TOSA, MA Step 13, \$70,502. Replaces John Atella.

D. Resignations-

1. Erich Richter, Assistant Varsity Track Coach, effective July 2, 2025.
2. Samantha Tagg, SLPa. Effective June 23, 2025.
3. Bryan Blowers, WSI/Lifeguard/Pool, effective July 15, 2024.
4. Mary Reuter, WSI/Lifeguard, effective July 15, 2024.
5. Violet Albrecht, WSI/Lifeguard, effective September 13, 2024.
6. Lauren Thom, WSI/Lifeguard, effective January 15, 2025.

E. Depository- Continue with two depositories. Woodlands National Bank Hinckley and Minnesota Liquid Asset Fund.

F. Investment/Legal Counsel/District Policies- Recommend the continuation of the policy to authorize the Superintendent and/or Treasurer to invest available funds in legal securities and to sell such securities as needed for the operation of the district during the 2025 - 2026 school year.

G. Activity Fund Signatories- Recommend the following:

Hinckley

N/A - Under Board Control

Finlayson

To Transfer Funds Only

Suzie Geiger

Brian Masterson

Vonda Beckman

Bonnie Scullard

Bridget Knudson

H. Imprest Fund/ Arbiter Pay- Recommend we continue with Imprest Fund at \$1500 and fund \$4,500 per month in Arbiter Pay.

Signature authorization - Bridget Knudson, Julie Nelson, Jill Carlier, Vonda Beckman, and Brian Masterson.

I. Enrollment Requests- Recommend the Board continue to authorize the Superintendent to approve appropriate enrollment requests between school districts. Superintendent will update the board annually on open enrollment status.

J. Bill Prepayment- Recommend continued authorization for the superintendent to pay selected bills prior to board approval. The bills approved include those that provide a discount for early payment, need to be paid in order to avoid late fees or finance charges, and/or bills that have prior approval from the board through the regular budget process will be paid before board approval. In addition to the bills that provide a discount for early payment or those that need to be paid in order to avoid late fees, we would like to include a statement that all invoices should be paid within 30 days. By law, school districts have 45 days to pay invoices, however it is good business practice to pre-pay when possible.

K. Policy Renewal- Recommend renewal of all district policies as of July 1, 2025.

L. Indian Education Parent By-laws - Recommend re-approval for compliance in several categorical aids and grants.

M. Bond Payments- Payment of bond interest from MSDLAF+ on July 24th as follows:

2016A - \$ 7,350.00

2017A - \$ 18,105.00

2017B - \$ 29,100.00

2018A - \$147,150.00

2019A - \$ 17,387.50

N. District Legal Counsel- Recommend continuing with the same firm with a new name (due to retirements of partners) - Squires, Waldspurger & Mace, P.A. as legal counsel. As per past practice, the Superintendent, Board Chair, and Principals are authorized to contact legal counsel. This authority can be delegated to other staff, such as St. Croix River Education staff by the Superintendent in writing.

6. Bills- June 2025

ACTION ITEM

7. Reports-

A. Superintendent's report

8. Communications-

A.

9. Budget Calendar/ Unfinished Business-

A. Budget Calendar

July 2025-

- a. **Staff Actions**- Ordering and receiving materials for the new school year. Begin implementing the capital budget.
- b. **Admin Actions** - Budget implementation begins, monitor enrollment closely over the summer. Communicate with all staff affected by budget decisions.

10. New Business-

A. Jaguar Pride-

1. To all the staff in the District who helped run a successful summer school.
2. Thank you to R&S Hardware for donating some paint for a facelift on a wall by the playground.
3. Thank you to Pam Riggle and the Community Education Advisory Committee for planning fun and engaging classes for the summer.
4. Thank you to the anonymous donor for the materials for the fence project at Berquist Field.

B. Meeting Details- Regular meetings have been rotated between Hinckley and Finlayson with all special meetings and committee meetings held in Hinckley. The meeting dates have been the second Monday of the month at 7:00 PM. There has also been a three hour time limit unless a unanimous vote is taken to extend the meeting. **Recommend continuing meeting schedule without changes.**

1. [Board reports and education schedule 2025- 26](#)
2. [Board policy review cycle 2025-26](#)

*** ACTION ITEM ***

C. Committees 2025 - 26

Committees- We do not have a committee policy. Superintendent can draft policy if the board wishes to have policy on committees. Past practice is that board members request committees and the Board Chair appoints members to each committee.

*** ACTION ITEM ***

D. Fees- Recommend the following for 2025 - 2026

- | | |
|----------------------------------|--|
| 1. Instrument Rental- | Currently \$50 (paid by Nov. 1)
Recommend \$50
students are encouraged to rent from Music Connection in Forest Lake.
Local average \$48 (6 responded to survey) |
| 2. Drivers Ed, Behind the Wheel- | Current \$260 (last raised in 2024-25).
Recommend \$260
Continue hourly of \$30 for instructor
Local average \$280 (some combine with classroom costs for behind the wheel (2 schools responded to survey) |
| 3. Athletic participation- | Currently \$55
Recommend \$55
Local avg. of \$100 (7 schools reported) |
| 4. Non-sports activity fees*- | Currently \$35 (raised in 23-24)
Recommend \$35
Local Average of \$62
(8 schools reported) |

*charged activity fee- One Act Play, FCCLA, Knowledge Bowl, Fall Play, FFA, Robotics. Lower fees are due to lower cost- less transportation, less official/judge costs.

5. Combined athletics and activity fee max Current \$130

Recommend \$130

Local Average of \$199

(2 districts reported no maximum).

(6 schools reported a maximum per child)

6. Hockey/Co-op sports fee

Up until the 2023-24 school year, parents have been billed in the past for any amount over \$1,000. The last two school years the board changed this to cover the cost up to \$2500 and required the HF athletic fee. **(recommend continuing this to cover the cost up to \$2500 and still requiring the HF \$50 athletic fee)**. There was no fee to families for Girl's Hockey as the hockey boosters pay. There was also no additional fee for Boy's Hockey. There was no cost for wrestling (since under \$1,000) this year and we did not have any gymnastic athletes. The agreement with girl's hockey states that the boosters pay about \$750 per year.

** past boys hockey fees-

14- 15 = \$302

15- 16 = \$427

16- 17 = No high school hockey players

17- 18 = \$801

18- 19 = \$832

19- 20 = \$1,329

20- 21 = \$977

21- 22 = \$1,133

22- 23 = \$1,186

7. Admissions to events -

all events, (concerts free)

\$6 adults (avg of 8 schools = \$6.85)

\$3 students (avg of 8 schools= \$2.00)

\$45 Adult pass (avg of 6 schools= \$103)

\$25 student pass (avg of 2 schools = \$50)

free- Sr. Citizen (65 and older)

free- School Board Members/ Admin & guest

free- All H-F staff

8. iPad/laptop rental -

Current \$30. **Recommend \$30** (8 district avg. \$39)

This will be the tenth year of having iPads/laptops and we had very few complaints about the laptop rental. Students who do not wish to take technology home may use them at school each day. We do struggle to collect these fees.

Family Maximum \$100

This will include \$30 for accidental damage-

Cost allows us to lower damage costs.

*** ACTION ITEM ***

E. Mileage Rate- **Recommend we continue with the IRS rate, which is now 70 cents per mile.** Past practice in our district has followed IRS guidelines, IRS increased mileage rates this year. We encourage staff to use a district vehicle when available and on district business. This keeps cost down for staff development, etc.

*** ACTION ITEM ***

F. Substitute Teacher Pay- **Recommend starting at \$155 but moving to \$170 after subbing 10 days.** \$77.50 minimum for half day substitute teaching. **Recommend \$170** for teachers retired from H-F schools but moving to **\$180** after 10 days. Increase for retired teachers is sustained by not paying into TRA for retired teachers. H-F retired teachers are preferred by many staff as they know day to day routines and, usually, students. **Local average of \$160 of 7 schools reporting.** Recommending that we continue to pay the substitute's background check and substitute license if they sub 10 or more days. This is the same as we had in place for the 2024-25 school year.

*** ACTION ITEM ***

G. Lunch/Breakfast rates-

For the 2025-26 School Year, we know the state will be giving one free breakfast and one free lunch to all students. Reimbursement rates have not yet been released.

Current Rates - Lunch

Adult Meal	\$ 5.00
Milk	\$ 0.50

Current Rates - Breakfast

Adult Breakfast	\$ 3.00
Milk	\$ 0.50

Notes on lunch program-

a. Milk bids did increase slightly for the 2025-26 school year.

b. Past student lunch rates-

2013-14=	\$2.15 per student lunch
2014-15=	\$2.15 per student lunch
2015- 16=	\$2.35 per student lunch
2016- 17=	\$2.50 per student lunch
2017- 18=	\$2.60 per student lunch
2018- 19=	\$2.70 per student lunch
2019- 20=	\$2.70 per student
2020- 21=	\$2.70 per student- paid by Fed. Govt.
2021-22=	\$2.70 per student- paid by Fed. Govt.
2022-23=	\$3.00 per student
2023-24=	paid by the State Govt.
2024-25=	paid by the State Govt.
2025-26=	paid by the State Govt.

d. Current State recommendation for an Adult lunch be priced at \$4.95

Meal Recommendations -

1. **Adult Breakfast = \$3.00**
2. **Adult Lunch = \$5.00**
3. **Milk (that isn't included in the lunch) = \$0.50**

- These could change if the state comes out with updated minimum requirements - there have been no updates for 2025-26 as of this writing.

*** ACTION ITEM ***

H. Employee/Board Member Meal reimbursements- Recommend reimbursements remain the same, these were last raised in 2010-11. To be in line with comparables, **the following changes are recommended.**

- \$10 (up from \$9) Breakfast
- \$15 (up from \$12) Lunch
- \$20 (up from \$17) Dinner

*** ACTION ITEM ***

I. School Board Compensation- **No changes recommended** to School Board compensation.

1. Officer pay

- | | |
|----------------|--------------------------|
| a. Chair- | \$600 annual |
| b. Vice Chair- | \$15 per meeting chaired |
| c. Clerk- | \$315 annual |
| d. Treasurer- | \$315 annual |

2. Meeting Pay

- | | |
|---|----------------------------|
| a. Regular Meeting (attended)- | \$60 per meeting (current) |
| b. Regular Meeting (missed) | \$20 per meeting |
| c. Special Meeting/committee meetings (in district) | \$60 per meeting |
| d. Special meetings, conferences, or meetings over 4 hours (out of district meetings) | \$100 per meeting |

3. Board pay notes-

- a. 21 schools reported - avg is \$558 per meeting (3 school pays \$3200 annually or more). Average without those three would be \$70.00
- b. Special meeting rate was raised in 2010 - 11.
- c. Officer pay increased 2013 - 14.
- d. Chair pay was raised in 2022 - 23.
- e. Mileage is paid at official rate from home to meeting site, please carpool whenever possible. Check with the Superintendent on out of district meetings for van and/or carpool options.

- f. Payment claim forms must be turned in by the first of the month in order to be processed that month.
- g. Mileage forms should be turned in monthly. **Mileage not turned in for over 60 days is taxable.**

*** ACTION ITEM ***

J. Official Newspaper-

Recommend we continue with North Pine County News as the official paper for 2025 - 26. North Pine County News has raised their rate and this will be approximately \$5,000 annually.

*** ACTION ITEM ***

K. Policy First Read -

1. #416 [Drug, Alcohol, and Cannabis Testing](#)
2. #418 [Drug-Free Workplace/ Drug Free School](#)
3. #425 [Staff Development and Mentoring](#)
4. #512 [School Sponsored Student Publications and Activities](#)
5. #516 [Student Medication and Telehealth](#)
6. #515 [Protection and Privacy of Pupil Records](#)
7. #802 [Disposition of Obsolete Equipment and Material](#)

*** Discussion Item ***

L. Election calendar update -

Four seats will be open for school board elections. Expiring Seats are Jodi Storlie, Angela Grochowski, Heather Hanson, and Toby Hickie.

Notice of Filing Date

Filing period is 29th of July through the 12th of August at 4pm.
Filing cost is \$2.00

*** Discussion Item Only ***

M. Upper Lakes Food Agreement

Superintendent is recommending joining Pine City School District to work together with Upper Lakes Food for the 2025-26 school year.

[Upper Lakes Food Agreement](#)

*** ACTION ITEM ***

N. Recommend renewal of Life Insurance and Long Term Disability

Life Insurance

Increased from \$0.115 per \$1,000 to \$0.13 per \$1,000

On a \$50,000 policy it goes from \$69 per year to \$78

Group Long term disability policy

Our rates remain the same

*** ACTION ITEM ***

O. Superintendent Evaluation-

Recommend closed session according to MN statute 13D.05 Subd. 3(a) to discuss employee evaluation, Superintendent annual review.

*** ACTION ITEM ***

11. Adjourn-

*** ACTION ITEM ***

[Agenda Outline](#)

Hinckley-Finlayson Public Schools is the place where every person is known, valued, and challenged to succeed.

2025 - 2026 School Board Goals

Hinckley-Finlayson Public Schools is the place where every person is known, valued, and challenged to succeed. The District will strive for excellence in all levels of leadership and organizational support using the following assumptions:

- The District will share opportunities, challenges and barriers to implementation and suggest recommendations to address them
- Staff are critical partners in reaching District goals and will be encouraged to share input and ideas
- Families are critical partners in their students' success and in reaching District goals. Families will be encouraged to share input and ideas with District leadership.
- Student voice is valued and will be solicited to support District goals, as often as practical.

1. Continue to Improve school climate and staff morale

ACTION PLAN TO INCLUDE -

A. Maintain strong communication between staff, administration, school board and community to

foster a positive climate.

- B. Maintain a strong professional development program to foster a well trained and confident staff.
- C. Encourage all staff to join at least one committee in order to foster staff ownership on all district programs.

2. Student academic growth and achievement

ACTION PLAN TO INCLUDE -

- A. Consistent and predictable dialogue between administration, staff, and school board on areas of academic improvement.
- B. Strive for deeper content knowledge and understanding that impacts lifelong learning, while increasing assessment proficiency.
- C. Through data-based decision making, we will continue to implement our Multi-Tiered System of Support (MTSS) framework to best meet students' needs through standards-based core instruction and well-aligned layers of support.

3. Fiscal responsibility

ACTION PLAN TO INCLUDE -

- A. Strive to uphold the responsibilities and accountabilities to the taxpayer of the Hinckley-Finlayson School District
- B. Manage all funding sources to maintain the District financial health.
- C. Regular communication between the school board, staff, and community on fiscal position and priorities.