

**COMFREY PUBLIC SCHOOL  
BOARD MEETING MINUTES**

**July 17, 2024**

**Members Present:** Nathan Hesse, Gabe Hirsch, Pete Samuelson, Stacie Simon, and Andrea Toll.

**Member Absent:** Brandon Anderson.

**Also, Present:** Kirsten Hutchison and Tammy Hesse.

**Meeting called to order at 7:04 p.m. by Chairman Samuelson.**

**Reading of Comfrey Public School's Vision and Mission Statement.**

**Recognition/Acceptance of donations:** \$100.00 donation from Care & Share in Mt. Lake for School Readiness Program, \$500.00 from Pete Samuelson for National Skills USA trip.

**Consent Agenda.**

Agenda of July 17, 2024.

Bills in the amount of \$64,231.69 and Payroll related checks were not available at meeting time.

Minutes of the June 18, 2024 Regular Meeting.

Minutes of the June 21, 2024 Special Meeting. Motion to approve by Hesse, Hirsch. M/C

**Approval of T & C Service Center bill for \$180.00.** Motion by Hesse, second by Hirsch to approve as presented. M/C Abstained: Toll.

**Public Forum** – none.

**Accept Milk and Bread bids.** Motion by Simon, second by Hirsch to accept the milk bid of Prairie Farms and the bread bid of Bimbo USA. M/C

**Accept Fuel Quotation** – none received.

**Approve LTFM Plan and Budget.** Resolution introduced by member Hirsch, second by member Toll to approve FY26 Long-Term Facilities Maintenance Ten-Year-Plan. All voted in favor. M/C

**Approve Kirsten Hutchison as Identified Official with Authority.** Motion by Hesse, second by Hirsch to approve. Roll call vote: all in favor. M/C

**Approve Electronic Fund Transfer Authorization for Kris Evers.** Motion by Hesse, second by Hirsch to approve. M/C

**Approve 2024-2025 Student Handbook.** Motion by Hirsch, second by Toll to approve the 2024-2025 student handbook with Administrative changes. M/C

**Review Safe Back-to-School Plan for 2024-2025.** The Safe Back-to-School Plan was reviewed.

**Approve Policy 102 Revision.** Motion by Hirsch, second by Simon to approve with edit. M/C

**Approve Policy 425 Revision.** Motion by Hirsch, second by Hess to approve with edit. M/C

**Approve Policy 503 Revision.** Motion by Toll, second by Simon to approve with edit. M/C

**Approve Policy 507 Revision.** Motion by Simon, second by Hirsch to approve with edit. M/C

**Approve Policy 513 Revision.** Motion by Hirsch, second by Simon to approve with edit. M/C

**Approve Policy 613 Revision.** Motion by Hirsch, second by Toll to approve with edit. M/C

**Approve Policy 620 Revision.** Motion by Hirsch, second by Hesse to approve with edit. M/C

**Approve maternity leave for Katelyn Hirsch.** Motion by Hirsch, second by Toll to approve. M/C

**Approve Cyril Andone's contract as high school science teacher.** Motion by Hirsch, second by Hesse to approve. M/C

**Approve Daycare Operations contract.** Motion by Hirsch, second by Toll to approve with committee recommendations. M/C

**Administrator's Report** – given by Superintendent Hutchison.

**Committee Reports.**

Policy: met on July 17. Member Anderson was absent.

Daycare: met on July 16.

**Meeting adjourned at 8:20 pm.**

---

