



**Superintendent's Notes**  
**June 27, 2022**  
**Regular School Board Meeting 7:00 p.m**

*John Engelking, Superintendent*  
*School Board Members: Clerk: Lynn Peterson, Chair: Jennifer McDonald, Vice-Chair: Amy Pocrnich, Kimberly Parmeter, Jim Podgornik, Larry Shelton, and Joe Ward*

**Regular School Board Meeting**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Approval of the Minutes of the Regular School Board Meeting of June 13, 2022.**
- VI. Finance**
  - A. Approve the payment of bills dated June 27, 2022, in the amount of \$307,030.09 covering checks 113384 through 113533.
  - B. Void the following checks:
 

<u>Check No.</u>	<u>Issued To</u>	<u>Reason</u>
110080	Heather Gould	Never received check
110851	Darren Sheldon	Official misplaced check
113204	Scott Anderson	Incorrect Amount
	Leadership Forum	
  - C. Approve the electronic transfers and payrolls for May 2022.

<b>Electronic Transfer Reports: May 2022</b>
--

Date	Account Transferred From	Account Transferred Into	Amount
5/3/22	MSDLAF - Liquid	First National Bank of Proctor	\$400,000.00
5/12/22	MSDLAF - Max	First National Bank of Proctor	\$300,000.00
5/13/22	MSDLAF - Liquid	First National Bank of Proctor	\$500,000.00
5/16/22	MSDLAF - Max	First National Bank of Proctor	\$600,000.00
5/25/22	MSDLAF - Max	First National Bank of Proctor	\$200,000.00
	<b>Total</b>		<b>\$2,000,000.00</b>

<b>Payrolls: May 2022</b>
---------------------------

<b>Date</b>	<b>Payroll Type</b>	<b>Check Number</b>	<b>Amount of Check</b>	<b>Direct Deposits</b>	<b>Tax Wires</b>	<b>Grand Total</b>
5/13/22	Regular	141645-141661	\$253,887.47	420,501.70	262,524.23	\$936,913.40
5/17/22	Coaching	141662	\$3,788.48	59,580.51	41,653.01	\$105,022.00
5/27/22	Regular	141663-141678	\$59,022.84	411,070.97	257,925.84	\$728,019.65
		<b>Total</b>				<b>\$1,769,955.05</b>

**VII. Commendations/Congratulations**

- A. Congratulations to the following baseball players for making All-Conference:
  - Tanner Olson, 1st Team
  - Andrew Reyelts, 2nd Team
  - Kennan Reyelts, Honorable Mention
- B. Congratulations to the following trap shooters for advancing to the State meet: Ryan Schubitzke, Tanner Olson, Allana Carlson, Owen Forstrom, Jacob Jorgenson. Alternates are - Kyle Ward and Thor Forstrom.

**VIII. Public Comment**

**IX. Consent Agenda**

- A. Personnel Items
  1. Accept the resignation letter from Josalyn Olson, Coordinator of Registration/Proctor Area Community Center (PACC) Coordinator, effective July 1, 2022.
  2. Accept the resignation letter from Jennifer Olson, special education teacher at Bay View Elementary, effective June 21, 2022.
  3. Approve the request for a leave of absence from Erionne Litman, grade 1 teacher at Bay View Elementary, beginning August 31, 2022, through December 9, 2022.
  4. Approve the recommendation to hire Olivia Thornburg into the 1.0 FTE vocal and classroom music long-term substitute teacher position at the secondary site, based on BA Step 1 (\$42,097), for the 2022-2023 school year. This is to cover Suzy Hartwick's approved leave of absence.
  5. Approve the recommendation to hire Jayme Thorson into the 1.0 FTE grade 5 teacher position at Bay View Elementary, based on MA Step 7 (\$65,651), beginning in the 2022-2023 school year. Jennifer Wilson previously held this position.
  6. Approve the recommendation to hire Cara Towers into the 40 hours per week District-wide Head Cook position, Pay Grade 13 (\$17.97/hr) of the Local 66 contract, effective July 1, 2022. Sarah Rose previously held this position.
  7. Approve the recommendation to hire Amber Pietrusa as the 9th grade assistant volleyball coach at a stipend of \$3,469 beginning in the 2022-2023 volleyball season.
  8. Accept the recommendation from the Superintendent and the Individual Contract

Committee to approve the contract for Robert Priolo, Assistant Transportation Director/Shop Assistant, for the 2022-2024 school years. This contract calls for a 2% increase in year one and a 2.75% increase in year two.

9. Accept the recommendation from the Superintendent and the Individual Contract Committee to approve the salary market adjustment of \$5,000 for Philip Paulson, Coordinator of Student Information Systems, for the 2021-2022 school year and a 2.75% increase for 2022-2023 school year.
10. Accept the recommendation from the Superintendent and the Individual Contract Committee to approve the salary market adjustment of \$5,000 for Lori Johnson, Assistant to the Superintendent, beginning in the 2022-2023 school year.
11. Accept the recommendation from the Superintendent and the Individual Contract Committee to approve the salary market adjustment of \$5,000 for Robin Hanson, Payroll/Benefits Coordinator, beginning in the 2022-2023 school year.
12. Accept the recommendation from the Superintendent and the Individual Contract Committee to approve the salary market adjustment of \$5,000 for Amber Lowell, Finance Clerk, for the 2021-2022 school year and a 2.75% increase for the 2022-2023 school year.

**X. Items for Individual Action**

- A. Approve the Specific Services Contract between Arrowhead Regional Computing Consortium (ARCC) and Proctor Public Schools for the 2022-2023 school year.
- B. Adopt the budget for the 2022-2023 school year.
- C. Approve the student handbook for Proctor High School for the 2022-2023 school year.
- D. Approve the first reading of suggested District policy changes.
  1. Policy 601 - School District Curriculum and Instruction Goals
  2. Policy 605 - Alternative Educational Services
- E. Approve and adopt District policies with minor changes. (In accordance with Policy 208 the Board may approve policies in one meeting with minor or no changes.)
  1. Policy 602 - Organization of School Calendar and School Day
  2. Policy 603 - Curriculum Development
  3. Policy 606 - Textbooks and Instructional Materials
  4. Policy 606A - Curriculum Objection Addendum
  5. Policy 607 - Organization of Grade Levels
  6. Policy 607.1 - Early Entrance to Kindergarten
  7. Policy 608 - Instructional Services - Special Education
  8. Policy 609 - Religion
  9. Policy 610 - Field Trips
  10. Policy 610F - Overnight Field Trip Request Form and Itemization of Estimated Costs of Overnight Travel
  11. Policy 611 - Homeschooling
  12. Policy 613 - Graduation Requirements
  13. Policy 618 - Assessment of Standard Achievement
  14. Policy 619 - Staff Development
  15. Policy 620 - Credit for Learning

- 16. Policy 624 - Online Learning Options
- 17. Policy 630 - Supervision During At-Home Instruction

**XI. Items for Discussion/Information**

- A. Superintendent Update
- B. Social Media Report Card
- C. Public Relations Update
  - 1. Items relating to the District from the *Proctor Journal*:
    - a) June 16, 2022 Edition: "Rails win silver at state softball championship," "Eli Ruth named Minnesota School Patroller of the Year," "Hearing Monday to determine fate of former football player."
    - b) June 23, 2022 Edition: "School takes step toward its energy future," "Special Ed. fund gap \$1.7M cost to ISD 704," "There is nothing like high school sports," "A BIG THANK YOU to all who donated to the PHS All Night Grad Party," "John Prouty gets PHS diploma after 63 years."

**XII. Reports**

- A. School Board Committee Reports
  - 1. Policy Committee Report

**XIII. Communications**

- A. School Board Comments and Observations
  - 1. School Board Celebrations
- B. Student Liaison Board Member Comments
- C. Township and City Communications

**XIV. Adjourn**