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 November 25, 2019.
VI. Finance
   A. Approve the payment of bills dated December 16, 2019, in the amount of $358,584.51 covering checks 105525 through 105765.
   B. Approve the electronic transfers and payrolls for November 2019.

Electronic Transfer Reports: November 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Account Transferred From</th>
<th>Account Transferred Into</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/29/19</td>
<td>MSDLAF - MAX</td>
<td>First National Bank of Proctor</td>
<td>$500,000.00</td>
</tr>
<tr>
<td></td>
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<td></td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$500,000.00</td>
</tr>
</tbody>
</table>

Payrolls: November 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Payroll Type</th>
<th>Check Number</th>
<th>Amount of Check</th>
<th>Direct Deposits</th>
<th>Tax Wires</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/15/19</td>
<td>Regular</td>
<td>139358-139682</td>
<td>$208,977.87</td>
<td>395,663.52</td>
<td>247,309.92</td>
<td>$851,951.31</td>
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<tr>
<td>11/29/19</td>
<td>Regular</td>
<td>139683-139707</td>
<td>$52,479.48</td>
<td>388,682.30</td>
<td>240,979.31</td>
<td>$682,141.09</td>
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<td></td>
<td></td>
<td></td>
<td>$1,534,092.40</td>
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<tr>
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</table>
VII. Commendations/Congratulations
   A. Commend the Proctor High School Band, their directors Gordy Westendorf and Katie Sandor, as well as our cheer squad and their advisors Lindsay Moen and Natalie Beaupre, for their outstanding performance at the Christmas City of the North Parade.
   B. Congratulate the Special Olympics Bowling Team for their outstanding performance at the State Bowling Tournament on Friday, November 22nd.
   C. Congratulate Barb Rands, secondary secretary, on being named the Minnesota School Office Professional of the Year by the Minnesota Association of Secondary School Principals.
   D. Congratulate Rachel Burlet, school psychologist, on earning her Doctorate and National certification.

VIII. Public Participation
   A. Jason Seguin - presentation to RailsTV

IX. Consent Agenda
   A. Personnel Items
      1. Approve the request for a leave of absence from Megan Allen, grade 4 teacher at Pike Lake Elementary, beginning November 6, 2019, through approximately April 3, 2020.
      2. Revise the Pay Grade for Sarah Jauhola, cook assistant at the secondary site, from Pay Grade 20 to Pay Grade 19, effective November 20, 2019. Sarah successfully completed the requirement of obtaining her ServSafe Certification
      3. Decrease the hours of Marcie Keppers, educational assistant at the secondary site, from 36.25 hours per week to 34.6 hours per week effective January 6, 2020. (Student no longer attends Proctor.)
      4. Approve the following sixth assignments for second semester of the 2019-2020 school year:
         ● Jim Savre - Prob and Stats
         ● Brianne Johnson - MS Concepts of Science
         ● Glen Gilderman - MS 7 Habits of Highly Successful Teens Encore
         ● Tyler Blom - Small Engines
         ● Steve Johnson - Women in Technology
         ● Lowell Harnell - Construction Careers
         ● Suzy Hartwick - Chamber Choir
         ● Lindsay Moen - PE 6
         ● Danielle Wines - MS Concepts of Science
         ● Sara Yost - Speech
   B. Approve and adopt the second reading of suggested District policy changes. (These policies were included in your November 25th Board Packet.)
      1. Policy 516 - Student Medication
      2. Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPS from School Grounds
      3. Policy 603 - Curriculum Development
      4. Policy 703 - Annual Audit
      5. Policy 713 - Student Activity Accounting
      6. Policy 720 - Vending Machines
      7. Policy 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources
      8. Policy 730 - Purchasing
9. Policy 802 - Disposition of Obsolete Equipment and Material
   C. Approve and adopt District policies with minor changes. (In accordance with Policy 208 the Board may approve policies at one meeting with minor or no changes.)
      1. Policy 402 - Disability Nondiscrimination
      2. Policy 523 - Policies Incorporated by Reference
      3. Policy 904 - Distribution of Materials on School District Property by Nonschool Person

X. Items for Individual Action
   A. Adopt Resolution of Accepting Gifts Received.
      Date
      | Received | Donor                             | Gift   | Suggested Use         |
      |----------|-----------------------------------|--------|-----------------------|
      | 10/18/19 | Proctor Federal Credit Union      | $50.00 | Community Education   |
      | 10/18/19 | National Bank of Commerce         | $200.00| Community Education   |
      | 11/08/19 | Donald & Darlene Borgaro         | $300.00| High School Choir     |
      | 11/22/19 | Wells Fargo-William Haugen        | $2,364.00| High School          |
      | 11/22/19 | Wells Fargo-Heidi Hinks           | $60.00 | Bay View              |
      | 12/06/19 | Wells Fargo-Heidi Hinks           | $60.00 | Bay View              |
      | 12/06/19 | Donald & Darlene Borgaro         | $100.00| Military Kids Club    |
      | 12/06/19 | Elizabeth & John Kelly           | $100.00| Military Kids Club    |


C. Approve the Staff Development Plan for the 2019-2020 school year. Mark Hagemeyer will be present to answer any questions.

XI. Items for Discussion/Information
   A. Superintendent Update
   B. Initial discussion of the preliminary draft calendar for the 2020-2021 school year
   C. Social Media review and report from #SocialSchool4EDU
   D. Public Relations Update
      1. Items relating to the District from the Proctor Journal:
         a) November 27, 2019 Edition: “City, school, county set budget hearings,”
            “Proctor High School - Student of the Week: Natalie McNeil,” “Jedlicka Middle School 1st Quarter Dean’s List,” “Bay View second-graders share turkey recipes.”
         b) December 5, 2019 Edition: “Board updates tobacco-free policy,” “Proctor High School - Student of the Week: Lucas Lysher.”
         c) December 12, 2019 Edition: “School Board to set budget, levy,” “Editorial” Truth in taxation: Know what you are paying,” “Proctor High School -Student of the Week: Samantha Parendo,” “School Holiday concerts listed,” “Proctor school superintendent John Engelking presents board members Amy Pocrnich and Lynn Peterson with their Leadership Development Certificate from the Minnesota School Board Association (MSBA).”
XII.  Reports  
   A.  Enrollment Report for December 2019  

XIII. Communications  
   A.  School Board Comments and Observations  
   B.  Student Liaison Board Member Comments  
   C.  Township and City Communications  

XIV. Adjourn