Minutes

Independent School District No. 704
Proctor, Minnesota
Regular School Board Meeting
Monday, April 13, 2026

REGULAR SCHOOL BOARD MEETING

1. **Call to Order/Pledge of Allegiance**
   The meeting was called to order by Joe Ward, School Board Chair, at 7:03 p.m.

2. **Roll Call**

   MEMBERS PRESENT: Jennifer McDonald, Lynn Peterson, Amy Pocrnich, Jim Podgornik, Larry Shelton, Tammy Sundbom, and Joe Ward
   MEMBERS ABSENT: None
   STUDENT LIAISON MEMBERS: Claira Krzewinski

   Also in Attendance: Tim Rohweder, Superintendent, and Business Manager Garret Hultgren

3. **Vision and Mission Statement -** *"Driven by Purpose and Powered by Community to Educate, Engage, and Inspire"*

4. **Adoption of Agenda**

   MOTION: Moved by Amy Pocrnich and seconded by Tammy Sundbom to adopt the Agenda as submitted.
   Motion approved by unanimous vote.

5. **Approval of the Minutes of the Regular School Board Meeting of March 23, 2026.**

   MOTION: Moved by Jennifer McDonald and seconded by Larry Shelton to approve the Minutes of the Regular School Board meeting of March 23, 2026, as submitted.
   Motion approved by unanimous vote.

6. **Public Comment**
   a. Moved 10. b. Linda Hughes presented the trip to Belize, February 13-21, 2027. The cost is $4,695.00. Students will fundraise.
   b. Moved 10. b. Katie Sandor presented information regarding the music trip to Florida, April 1-4, 2027. The cost will be approximately $2,100 per student. Students will fundraise.
   c. Moved 9. a. 1. Pre-approved presentation - Ted Kiefat spoke on their trip to Tampa for the Student Television Convention and said he would send a copy of the film from their trip.

Tanner Hargraves, junior, commented on the Crazy Eights group. They did a morning show and went to an art fair to make a film. He also mentioned the pressure involved while producing a film. Tanner Hall discussed the atmosphere at the convention and the technical aspects. Rylee Rogge talked about the fun and the stress involved with the trip. He further commented on communication and compromise. Mollie Haag said the group hit the ground as soon as they arrived in Florida; this was not a vacation - there was no downtime.

d. Moved 10. b. Ted Kiefat presented on the trip to Long Beach, CA, scheduled for March 18-21, 2027. The cost will be approximately $1,800.00 per student.

7. Communications

a. Commendations/Congratulations
   i. Congratulated and commended our Valedictorians: Anna Evans, Sophie Folkestad, Isabella McPhee, and Lola Witty; and our Salutatorian, Chloe Carlson.
   ii. Congratulate and commend the following seniors for receiving high academic honors with a grade point average of 3.8 or higher: Chloe Carlson, Camryn Carter, Anna Evans, Sophie Folkestad, Nolan Isaacs, Kooper King, Carter Krzewinski, Hannah Lynch, Zander McCorison, Bodee McFadden, Isabella McPhee, Olivia Morin-Swanson, Olena Murray, Wyatt Nelson, Rylan Robertson, Logan Scanlon, Tobias Schunk, Zoey Stuber, and Lola Witty.
   iii. Thanked our administrative professionals across the district for everything they do each day. Their organization, care, and behind-the-scenes work keep our schools running smoothly and support the success of our students and staff. Administrative Professionals Week is April 19-25. Administrative Professionals Day is April 22.
   iv. Commended Erica Amborn, physical education teacher at Bay View Elementary, for organizing the Jump Rope for Heart fundraiser. The students raised a total of $1,337.64 for the American Heart Association.

b. Student Liaisons' Comments - see the website for the updated report.

c. Communications - Media
   i. Items relating to the District from the *Proctor Journal*:
      1. March 26, 2026 Edition: "Another snow day causes school calendar to adjust," "17 PHS musicians earn top ratings, Proctor High School - Student of the Week: Samantha Schirmer," "PHS Polar Plunge raises $6K for Special Olympics," "PHS Robotics Team qualifies for state,"
      2. April 2, 2025 Edition: "Superintendent Rohweder testifies for Swimming Pool Levy Authority," "BV Kindergarten class could grow by 8%," "Proctor High School - Student of the Week: Kendra Johnson," "School looking at make up day options," "Hinks is Star of Innovation recipient," "PHS Math Team 2nd at state, top public school in Minnesota."
      3. April 9, 2026 Edition: "PHS launches 'Proctor U' college credit program," "Safe schools funding boost from state sought for first time in 13 years," "Proctor High School - Student of the Week: Michael McDougall, Jr.," "Safe school funding boost from state sought for first time in 13 years."

8. Consent Agenda

MOTION: Moved by Jennifer McDonald and seconded by Lynn Peterson to approve the consent agenda as submitted.
Motion approved by unanimous vote.

a. Accepted William Gates' retirement as a 4th grade teacher at Bay View Elementary, effective at the end of the 2025-2026 school year.
b. Ended the employment of Sonja Goldsworthy, playground supervisor at Bay View Elementary, effective March 20, 2026.
c. Accepted James (Travis) Bridges' resignation as the WEB Leader #1 at Jedlicka Middle School, effective June 2, 2026.
d. Accepted Keith Harries' resignation as the food service driver, effective at the end of the 2025-2026 school year.
e. Accepted Kayla Leino's resignation as a cook assistant at the secondary site, effective April 24, 2026.
f. Accepted Sherry Marek's resignation as an educational assistant at the secondary site, effective at the end of the 2025-26 school year.
g. Accepted Bryce Boeselager's resignation as an evening custodian at the secondary site, effective April 10, 2026.
h. Accepted Gabriella Lanning's resignation as an evening custodian at the secondary site, effective April 10, 2026.
i. Approved the request for a leave of absence from Tammy Revier, educational assistant at the secondary site, beginning May 28, 2026, through the remainder of the school year.
j. Approved the placement of Sarah Carlson into the 30 hour per week cook assistant position at the secondary site, Pay Grade 16 ($18.52/hr) of the Local 66 contract, effective April 20, 2026. Lynnette Hansen previously held this position.
k. Approved the recommendation to hire Halie Lochner as a one-on-one educational assistant for the Middle School Track and Field program for the 2026 season, $18.52 per hour.
l. Approved the recommendation to hire Ashley Bosiacki as a 32.5 hour per week educational assistant at Bay View Elementary, Pay Grade 16 ($18.52/hr) of the Local 66 contract, effective April 6, 2026. This position was created at the March 9th Board meeting.
m. Approved the recommendation to hire Abbi Parenteau as a 20 hour per week cook assistant at the secondary site, Pay Grade 16 ($18.52/hr) of the Local 66 contract, effective April 6, 2026. Kayla Leino previously held this position.
n. Approved a recommendation from the ATPPS Council to continue the assignment of Mark Hagemeyer in the District-wide ATPPS and Staff Development Coordinator TOSA position, effective for the 2026-2030 school years.
o. Granted Mark Hagemeyer a leave of absence to continue his assignment as a Teacher on Special Assignment as the District-wide ATPPS and Staff Development Coordinator for the 2026-2030 school years.

9. Informational Items and Reports

a. Pre-approved Presentations
    i. AV Leadership Group - update on their trip to Tampa for the Student Television (STN) Convention. (See Public Comments)
b. Superintendent Report - see the website for the updated report.
c. Strategic Plan Update
d. Reports
    i. School Board/District Committees - policy committee met this evening.

ii. Enrollment Report for April 2026
iii. Legislative Updates - None
iv. Board Goals - None
v. Township and City Communications - None

10. Action Items (Items for Individual Action)

a. Finance Director's Report and Approval of Treasurer's Report
i. Finance Director's Report - Garret reviewed the cash flow and fund balance.
ii. Approved the payment of bills dated March 23, 2026, in the amount of $219,046.62 covering checks 126299 through 126379; and all ACH transfers.
iii. Approved the payment of bills dated March 30, 2026, in the amount of $76,753.64 covering checks 126380 through 126413.
iv. Approved the payment of bills dated April 6, 2026, in the amount of $163,506.87 covering checks 126414 through 126484; and all ACH transfers.
v. Approved the electronic transfers and payrolls for March 2026.

Electronic Transfer Reports: March 2026

Date	Account Transferred From	Account Transferred Into	Amount
3/4/26	MNTrust	First National Bank of Proctor	$325,000.00
3/12/26	MNTrust	First National Bank of Proctor	$650,000.00
3/16/26	MNTrust	First National Bank of Proctor	$950,000.00
3/19/26	MNTrust	First National Bank of Proctor	$300,000.00
3/30/26	MNTrust	First National Bank of Proctor	$1,000,000.00
	Total		$2,900,000.00

Payrolls: March 2026

Date	Payroll Type	Check Number	Amount of Check	Direct Deposits	Tax Wires	Grand Total
3/13/26	Regular	0143390-0143406	$349,215.39	484,438.86	457,093.67	$1,290,747.92
3/31/26	Regular	0143407-0143423	$71,592.69	490,279.41	314,304.18	$876,176.28
		Total				$2,166,924.20

MOTION: Moved by Amy Pocrnich and seconded by Jennifer McDonald to approve the payment of bills dated March 23, 2026, in the amount of $219,046.62 covering checks 126299

through 126379, and all ACH transfers; approve the payment of bills dated March 30, 2026, in the amount of $76,753.64 covering checks 126380 through 126413; approve the payment of bills dated April 6, 2026, in the amount of $163,506.87 covering checks 126414 through 126484, and all ACH transfers; and approve the electronic transfers and payrolls for March 2026 as submitted.
Motion approved by unanimous vote.

b. Items that Require Board Approval
    i. Approved the recommendation by Tim Rohweder, Superintendent, and the administrative team to amend the 2025-2026 calendar to make May 15th a half student-contact day district-wide to make up for weather-related closures that occurred this year.

MOTION: Moved by Jennifer McDonald and seconded by Tammy Sundbom to approve the recommendation by Tim Rohweder, Superintendent, and the administrative team to amend the 2025-2026 calendar to make May 15th a half student-contact day district-wide to make up for weather-related closures that occurred this year as submitted.
Motion approved by unanimous vote.

ii. Approved the overnight trip request from Ted Kiefat to take the AV Leadership group to Long Beach, California, for a Student Television Network (STN) Convention, March 18-21, 2027.

MOTION: Moved by Amy Pocrnich and seconded by Jennifer McDonald to approve the overnight trip request from Ted Kiefat to take the AV Leadership group to Long Beach, California, for a Student Television Network (STN) Convention, March 18-21, 2027, as submitted.
Motion approved by unanimous vote.

iii. Approved the overnight trip request from Linda Hughes to take a high school group to Belize to study tropical and coral reefs from February 13-21, 2027.

MOTION: Moved by Lynn Peterson and seconded by Amy Pocrnich to approve the overnight trip request from Linda Hughes to take a high school group to Belize to study tropical and coral reefs from February 13-21, 2027, as submitted.
Motion approved by unanimous vote.

iv. Approved the overnight trip request from the music department to take a high school group to Orlando, Florida, from April 1-4, 2027.

MOTION: Moved by Amy Pocrnich and seconded by Tammy Sundbom to approve the overnight trip request from the music department to take a high school group to Orlando, Florida, from April 1-4, 2027, as submitted.
Motion approved by unanimous vote.

c. Resolutions
   i. Adopted the resolution of acceptance of gifts and donations received.

Donor	Gift	Suggested Use
Ferguson	Copper Tubing ($1,500)	Industrial Arts Program

WHEREAS, Independent School District No. 704 (Proctor Public Schools) has determined that the gifts listed above do benefit the school district; therefore, BE IT RESOLVED that Independent School District No. 704 (Proctor Public Schools) does accept these gifts.

MOTION: Moved by Amy Pocrnich and seconded by Tammy Sundbom to adopt the resolution of accepting gifts and donations received as submitted.

Roll Call Vote: 7 - Yes (JM, LP, AP, JP, LS, TS, JW)
0 - No
0 - Abstain

Motion approved.

11. Board Member Comments

a. Lynn thanked the community for their support of the spring musical *Annie* and acknowledged a donation that came after the performance.
b. Joe Ward mentioned his dentist's daughter published a book and would present her book at BV in the library.
c. Bill Gates gave his heartfelt thanks for working in the district and the benefits of having a career in Proctor.

12. Adjourn

MOTION: A motion was made by Amy Pocrnich and seconded by Jennifer McDonald, and unanimously approved to adjourn the meeting at 8:03 p.m.

Respectfully submitted:

_____ _____

Lynn Peterson, Clerk Joe Ward, Chair