



MINUTES
PALADIN CAREER & TECHNICAL HIGH SCHOOL
JUNE 23RD, 2022
7:30 a.m. - 8:30 a.m.
www.pcths.org



Mission

Paladin Career & Technical High School nurtures a learning community that empowers students in their pursuit of social, emotional, and academic growth, thereby creating a foundation for a successful future.

Vision



Paladin Career & Technical High School seeks to inspire education systems to cultivate resilience in all students by engaging their strengths through innovative, individualized learning with a restorative and trauma-responsive approach.


<u>Board Members</u>	<u>Present</u>	<u>Staff & Guests Present</u>
Frank Stucki, Board Chair – Community Member Seat	Y	Adam Forsgren, Director of Information & Technology
John Klockeman, Vice-Chair – Teacher Member Seat	Y	Sylvia Kennedy Admissions & Operations Director
William Best – Treasurer/Secretary – Community Member Seat	Y	Nick Garcia - Student Parent
Kelly Leuca – Parent Member Seat	N	
Sarah Sannes – Teacher Member Seat	Y	
Brandon Wait, Ex-Officio – Non-voting member	Y	
Eric Gieseke, Ex-Officio – Non-voting member	Y	

1. Call to Order (7:31am)
2. Approve Consent Agenda
 - a. Quorum (4 out of 5 board members present)
 - b. Agenda
 - c. Review Paladin Board Minutes from
[Paladin Board Minutes 051922](#)
 - d. Move the “Board Appointment of Parent Member Vacancy” before the Closed Meeting section of the Agenda and move the “Parent Compliant Update” to the Closed Meeting Section
 - e. Approval of Consent Agenda as presented with the two changes presented and the Board Meeting Minutes from 5/19/22
 - i. Motion: William Best
 - ii. 2nd: John Klockeman
 - iii. Unanimous approval
3. Board Appointment of Parent Member Vacancy
 - a. Kelly Leuca - Parent Member’s student graduated, therefore her term ends June 30th. Kelly’s daughter graduated on June 10th, and she is no longer a “parent” of a current student.

- b. Parent of current student S.G, Nick Garcia, has voiced interest in this position and the Board can appoint to fill the remainder of the term which ends June 2023. Nick Garcia introduces himself as a parent of a Paladin student. He is a military veteran and has other experience in electrical work and construction. He was an alternative school graduate who took advantage of lots of PSEO opportunities. He is excited to contribute to Paladin's mission and join the Board.
 - i. Board Appointment of Parent Member Nick Garcia to fill the remainder of the Parent Member seat until the term ends June 30th, 2023. Effective immediately.
 - 1. Motion: John Klockeman
 - 2. 2nd: William Best
 - 3. Unanimous approval
- 4. Closed Meeting with Counsel As Necessary
 - a. Closed meeting regarding Parent Compliant Update at 7:59am
(recording started)
 - i. Public Notes: Paladin staff in question shared the BOSW results to the PCTHS Board to review. The MN BOSW investigation has dismissed and resolved the complaint.
 - 1. *"After reviewing the report and your response, the Compliance Panel has closed the investigation and dismissed the complaint." - MN BOSW*
 - ii. Considering the MN BOSW investigation conclusion and after consultation with council, the PCTHS Board also considers the parent complaint to the Board resolved and closed.
- 5. Financial Report - Eric Gieseke
 - a. Review of Financial Statements:
 - i. [Finance Summary](#) & [Current Cash Flow](#) through 5/31/2022
 - ii. Current enrollment is 179, current ADM is 188.4.
 - 1. However this is still not taking PSEO students into calculation. We believe the final ADM will be closer to 186.
 - iii. Ending at a balance of approximately \$600,000, which lines up with the desired 60-day cash on hand.
 - iv. We've paid property taxes on the new location for the first 6 months, but our legal counsel determined that we should be exempt from such taxes moving forward.
 - v. This year is likely to be a break-even for financials. No significant increase or decrease in our overall fund balance since the end of last year.
 - b. Finance Committee Meeting Notes 6/22/22
 - i. Committee reviewed credit cards, payables, and bank statements with no irregularities or discrepancies. The Finance Committee reviewed and approved this - nothing was out of line or concerning.
 - ii. Line of Credit Update
 - 1. This is still in process and Eric is working with the bank manager at MidCountry bank.
 - iii. Budget Discussion

1. 220 ADM budget for 22-23 is to move forward as planned
 2. We already have 30 new students in the enrollment process for next year, and many returning students have already submitted their intent to return and re-enrollment paperwork.
 - iv. Approval of Financial Report as presented
 1. Motion: Sarah Sannes
 2. 2nd: John Klockeman
 3. Unanimous approval
6. Unfinished / Recurring Business
 - a. Cruz-Guzman Update
 - i. MN Court of Appeals is holding an oral hearing on Cruz-Guzman Case on June 30th
 - ii. Fundraising efforts underway in coordination with MACS. Together we will be sending out a letter to all Board Chairs and Executive Directors throughout the state covering where we are at with the need to raise funds.
 - b. Safe Learning Plan Update / COVID-19 Response
 - i. No updates at this time.
 - c. New Paladin Facility Building / PCTHS Building Co. Update - w/ John Klockeman & Brandon Wait
 - i. Address: 10220 Goldenrod St NW Coon Rapids, MN 55448
 - ii. Update from weekly construction meeting
 1. Review of Paladin - ■ Field Obs. Report 21.pdf
 2. Much progress is being made. Flooring, paint, ceiling tiles, and lights have been installed. Wow factors, including the ceiling sound dampeners and gym interior painting are exciting to see. Tiles are being added to the single-use bathrooms. The front office is starting to form, including beautiful skylights. Parking lot striping is done. Cabinets and built-ins are being installed.
 - iii. A Temporary Occupancy Permit has now been approved by the Coon Rapids Fire Marshal as of next Wednesday, 6/29
 - iv. All contingency funds have been utilized for this project, but the line of credit should get us across the finish line without difficulty.
7. New Business / Discussion Items
 - a. Annual Board Meeting
 - i. *Our bylaws section 4 - An annual meeting of the Board of Directors shall be held in June of each year for the purpose of installing newly elected Directors, electing officers, setting dates and times of regular Board meetings, and transacting other business as comes before the Board*
 - b. Election Committee Update w/ William Best, John Klockeman, Eric Gieseke
 - i. [Election Results](#)

1. Frank Stucki, Community Member Board Seat received 15 of the 18 votes. Three ballots cast abstained from voting for the community member board seat candidate and also did not write in anyone.
2. Sarah Sannes, Teacher Member Board Seat received 17 of the 18 votes. One ballot cast abstained from voting for the community member board seat candidate and also did not write in anyone.
 - a. Approval of Board Election Results as Presented
 - i. Motion: JK
 - ii. 2nd: WB
 - iii. Unanimous approval
- ~~c. Board Appointment of Parent Member Vacancy~~
- d. Appointment of Board Positions and Committees 2022-23
 - i. Frank Stucki - Board Chair
 - ii. John Klockeman - Vice Chair
 - iii. William Best - Board Treasurer / Secretary
 - iv. Appointment of Finance Committee
 1. Frank Stucki and William Best
 - v. Appointment of Board Positions and Committees 2022-23
 1. Motion: John Klockeman
 2. 2nd: Sarah Sannes
 3. Unanimous approval
- e.  2022-23 Board Meeting Notice with Dates and Times of Regularly Scheduled Board Meetings
 - i.  2022-23 Board Meeting Notice
 1. Meetings will be held on the 3rd Thursday of each month unless otherwise noted (** denotes an irregular scheduled date/time*).
 2. Board opens at 7:30 a.m. located at PCTHS
 3. Scheduled Trainings - TBD by Board
 4. Brandon noticed that October 8 is not needed (was a special meeting in 2021) and will be removed from this notice.
 - ii. Board Retreat is scheduled for Friday, March 25th (Flexible Learning Day at Paladin)
 1. Regarding the timing of the Board Retreat, John K suggests that all board members schedules and availability be taken into account.
 2. John K also suggests that the retreat be in October. We may need some new equipment or facilities decisions to be made, or even possible adjustments to the budget. Deferred expenses, maintenance, long-term property ownership / management considerations.
 3. William B agrees that a fall retreat would be more strategic to enable the board to make changes as needed. We could get feedback from staff and students on what is working and what is needed.

4. Brandon suggests either Monday, Oct 17 or Saturday, Oct 29.
 5. The Board agrees that 8am on Saturday October 29th, would work best for the board retreat.
 6. As such, remove the March board retreat listing on the 24th, and change the meeting date to a regular 3rd Thursday date, March 23rd.
 - iii. Approval School Board Notice Meeting Calendar and Annual Board Meeting for the 2022-23 school year as amended.
 1. Motion: Sarah Sannes
 2. 2nd: Nick Garcia
 3. Unanimous approval
 - f. Financial Auditor for the 2022-23 School Year
 - i. The suggestion was to continue the use of Chuck Rinkey as the schools financial auditor.
 - ii. Approval of Chuck Rinkey as Paladin's financial auditor for the 2022-23 school year.
 1. Motion: Nick Garcia
 2. 2nd: John Klockeman
 3. Unanimous approval
8. Action Items
 - a. Approval of Board Appointed Parent Member Vacancy
 - b. Approval of Board Election Results as presented
 - c. Appointment of Board Positions and Committees 2022-23
 - d. Approval School Board Notice Meeting Calendar 2022-23 and Annual Board Meeting
 - a. Approval of Financial Auditor for the 2022-23 School Year
9. Director's Report - Brandon Wait
 - a. Compliance / Reporting Update
 - i. Monthly CLiCS Claims Submitted
 - ii. Tuition Acknowledgement to Resident Districts submitted
 - iii. Submitted District School Site Verification System 6/2/22
 1. New address and website updated.
 - iv. Submitted Sped Assurance of Compliance 6/1/21
 - v. 2022-23 Lease Aid Update
 1. Lease Aid will be filed once we receive full occupancy status from the Fire Marshal in the new building.
 - vi. Continuing Education Clock Hours Due 6/30/22
 - vii. MARSS EOY21 Due 7/1/22
 - viii. 419 - Special Education Due 7/1/22
 - ix. District Incident and Reporting System (DIRS) Due 7/1/22
 - x. Minnesota Comprehensive Assessment (MCA) Science - Invalidated Tests
 1.  MCA Science - Family Letter 2022
 - a. Unfortunately we had a few students who had only partially completed their assessment and

were unable to finish the test before the testing window closed on May 13, 2022. As a result, 8 student's tests were marked "invalid" rather than with a score of "does not meet," "partially meets," "meets," or "exceeds." Due to a number of extenuating circumstances during that time, including staff being out with COVID and our scheduled testing date being near the end of the testing window, students who did not finish on the day of testing didn't have an opportunity to complete their test prior to the testing window being closed.

- b. This will not negatively affect our student's grades, credits, transcript, or testing record in any way. This will not have any impact on their ability to pursue post secondary education at any college or certification program in any way.

xi. ACCESS Test Plagiarism Report - Adam Forsgren


- 1. MDE's Testing department brought to our attention that one student had plagiarized a response to a question on the speaking portion of the ACCESS assessment this spring. That section of the assessment has been invalidated for that student, and Paladin's testing team conducted an investigation as to how this occurred. A Test Security Notification was drafted, including signed statements from Paladin's district and school assessment coordinators, as well as the test monitor who was proctoring when the event took place. A plan has been developed to ensure that plagiarism like this does not happen again, and we have since received notice from MDE that, based on our response and actions, the incident is considered resolved with due diligence.


b. Grant Writing / Scholarship / Donations Update

- i. The Anoka County SHIP program is highlighting Paladin as a partner that has been the most innovative and active with our funding. They are currently writing an article to put out to press about our partnership.

c. Marketing Update

- i. Paladin Website redesign
 - 1. Went live on 5/17/22!
- ii. Banners being created for Gymnasium Wall of our new building printed and being hung
- iii. Updating University Billboard to reflect our move

- iv. Google Ads to reach new families
 - d. Paladin Success Stories / Updates
 - i. Paladin Graduation Commencement
 - 1. Commencement Ceremony: June 3rd
 - a. [Paladin Commencement Celebration 2022 Livestream](#)
 - 2. Recognition of 53 Paladin High School Graduates!
 - ii. Block 9 Credit CoH and Credit Attainment
 - iii. Staff Development
 - 1. June 13, 14, 15 were dedicated to moving
 - iv. Summer School Success
 - 1. June 20th: Summer School Week One
 - a. Experiential Learning focused
 - i. Monday: MN Landscape Arboretum
 - ii. Tuesday: Crystal Cave Tour
 - iii. Wednesday: PE Day Hiking & Moving
 - iv. Thursday: Twins Game
 - v. Friday: Wabasha Street Caves and Stillwater
 - 2. June 27th: Summer School Week Two will be online only only for students
 - e. Staffing Updates
 - i. We've hired a math teacher, Blaise and a special education teacher, Tana. .
 - ii. We are still hiring for a science teacher and SSC
 - iii. Info and Board approve to be in Aug once all of our staffing is set
 - f. Professional Development / Conferences
 - i. Our Lead Team Retreat is planned for next Monday, Tuesday, Wednesday to review and celebrate the year of 21-22 and plan our continuous improvement for 22-23.
 - g. Experiential Learning Update
 - i. J-Term Success!
 - 1. The Paladin Triathlon
 - 2. Beach Party
 - 3. Summer Chillin'
 - 4. DO Go Chasing Waterfalls!
 - 5. State Park Fishing and Beach Volleyball
 - 6. City Exploration & Escape
 - ii. 14.5 credits earned from the week of Experiential Learning
10. Testing/Assessment Report - Adam Forsgren
 - a. Spring MAP Assessments Update and Reflection
 - i. [Analytics from the 21-22 testing year are available here](#)
 - ii. Students showed growth consistent with or above levels we saw pre-pandemic. However,
 - b. Block 1-9 Credit Analysis -  Block 9 Credit Analysis (21-22)
 - i. Block 9 Notes
 - 1. 116.9 credits earned - This is a new record yet again!

2. 28 Court of Honor Members
3. Ten students earned Court of Honor membership every block this school year. The record for this in the past was four students.
 - ii. The economic indicator opportunity gap increased to 12%.
 - iii. The opportunity gap based on gender remained at 10%, with females out-earning their male peers.
 - iv. Our Black / African American students earned about 4% fewer credits than their white peers this month.
- c. 5-Year Credit Analysis -  Annual Credit Analysis (17-18 - 21-22)
 - i. The opportunity gap based on gender has decreased since the 18-19 school year.
 - ii. The economic indicator opportunity gap has increased since the Pandemic began in the spring of 2020.
 - iii. The opportunity gap between Black / African American students and their white peers has fluctuated, but also decreased to its smallest level on record in the 21-22 school year.
 - iv. Credit attainment by all student groups reached their highest levels on record in the 21-22 school year. This has trended upward every year since the 17-18 school year, except for 20-21, when the disruptive changes between distance and hybrid learning negatively impacted most student groups.
 - v. Since the 17-18 school year, students earning Court of Honor have also increased, albeit at an unsteady pace.

11. Future Business

- a. Review and Approve Liability Insurance
- b. 2022-23 Lease Aid Update
- c. Review Student Cap for FY23
- d. IQS Annual Board Training
- e. Board Retreat Agenda Items

12. Upcoming Important Dates / Announcements

- a. June 20th: Summer School Week One
- b. June 27th: Summer School Week Two
- c. July 1st: Move out of Northtown
- d. August 5th - New Site Ready - Moving in!
- e. August 23rd: Staff Development Begins
- f. **Next Board Meeting Meeting: Thursday, August 25th @ 7:30 a.m.**
- g. September 1st: OPEN HOUSE!
- h. First Day of School Tuesday, September 6th
- i. HAVE A GREAT SUMMER!

13. Adjournment (9:11am)

- a. Motion: John Klockeman
- b. 2nd: Sarah Sannes
- c. Unanimous approval