



# MINUTES

## PALADIN CAREER & TECHNICAL HIGH SCHOOL

NOVEMBER 17, 2022

7:30 a.m. - 8:30 a.m.

[www.pcths.org](http://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.*


<b><u>Board Members</u></b>	<b><u>Present</u></b>	<b><u>Staff &amp; Guests Present</u></b>
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	Walt Stull - IQS Cadre Member (Operations Oversight)
Nick Garcia – Parent Member Seat	Y	
Sarah Sannes – Teacher Member Seat <i>*Sarah Sannes using interactive technology and joining remotely from St. Paul, MN</i>	V	
Brandon Wait, Ex-Officio – Non-voting member	Y	
Eric Gieseke, Ex-Officio – Non-voting member	Y	

1. Call to Order (7:33am)
2. Approve Consent Agenda
  - a. Quorum (5 out of 5 Board Members present, Sarah Sannes is virtual due to COVID protocols, using interactive technology from St. Paul, MN and following the guidelines of our Board Bylaws and MN Statute 13D.02)
  - b. Agenda
  - c. Review Paladin Board Minutes from [Paladin Board Minutes 102922](#)
  - d. Approval of Consent Agenda as presented and the Board Meeting Minutes from 10/29/22
    - i. Motion: William Best
    - ii. 2nd: Nick Garcia
    - iii. Further Discussion: None
    - iv. Unanimous approval
3. Closed Meeting with Counsel As Necessary
  - a. No closed meeting is necessary
4. Financial Report - Eric Gieseke

a. Review of Financial Statements:

- i. [Finance Summary](#) & [Current Cash Flow](#) through 10/31/2022
  1. Still awaiting lease aid which is waiting on one more Fire Marshall inspection.
- ii. Van Loans Update
  1. (ask Eric for what was stated.)
- iii. Line of Credit Update
  1. This has now been finalized. We have been approved for a \$150,000 line of credit.
- iv. FY22 Budget Update
  1. For FY22 we ended with a final ADM of 185.44. We had budgeted for an ADM of 191. This leaves us with a \$50,000 shortfall from what we budgeted. Due to a final lower ADM and in addition to \$36,000 in property taxes and some unexpected expenses moving and having two buildings in June.
  2. Sarah asked what repercussions might happen if the bondholders are not satisfied with the financial circumstances, and Frank explained that this could result in a corrective action plan, however, there is not a strong likelihood of that being needed.
  3. William expresses that he is confident in Paladin's financial circumstances and Eric's presentation of the financial position
- b. Annual Financial Bond Holder Meeting December 9th
  - i. Eric and Brandon will be putting together a financial presentation for the annual meeting that is scheduled for December 9th.
  - ii. Finance Committee Meeting Notes 11/16/22
    1. 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.
  - iii. Approval of Financial Report as presented
    1. Motion: William Best
    2. 2nd: John Klockeman
    3. Further Discussion: None
    4. Unanimous approval
  - iv. Review and Approve FY23 Vendors List
    1. [Vendor FY23 List Document](#)
    2. John Klockeman mentions that Paladin is spending more money at ACE Hardware compared to Home Depot, given that ACE has not recognized our Tax Exempt status. John suggested that we should pursue acquiring a tax-exempt card from them, as well as joining their rewards program.
    3. Approval of Vendor FY23 List as presented
      - a. Motion: William Best
      - b. 2nd: Nick Garcia
      - c. Further Discussion: None
      - d. Unanimous approval

5. Unfinished / Recurring Business

- a. Welcome Walt Stull, IQS Cadre member (Finance, Operations)
  - b. Cruz-Guzman Update
    - i. No update
  - c. New Paladin Facility Building / PCTHS Building Co. Updates - w/ John Klockeman & Brandon Wait
    - i. Fire Marshall will be out soon for a final inspection
    - ii. The HVAC system still needs some work to give us full control
    - iii. Keys, doors, and locks will all be ready by next Wednesday
    - iv. Mag Lock for Security Doors will be installed on secure doors next week as well
    - v. Extra Planter boxes will be installed under the canopy in the SE corner of the building. The planters will be placed to help direct traffic for queuing for student pick-up and drop-off
    - vi. Exterior lights under the canopy are now operating.
  - d. Board Member Annual Board Training Status
    - i. Annual Board Member Training: IQS Board Training happened this summer / MACS training/opportunities are ongoing.
      - 1. Requirements:
        - a. School Law, Board Roles & Responsibilities, and Human Resources
        - b. All Board Members have completed the Annual Required Board Trainings.
6. New Business / Discussion Items
- a. Review and Approve FY23 School Improvement Plan (IQS)
    - i.  **Paladin FY23 School Improvement Plan**
    - ii. **John Klockeman** mentioned that students and families really value the new SBG feedback process. At conferences last week, teachers presented the takeaways from block 1 using this new system, and it had a very positive impact. In 12 years, this is the most meaningful and valuable feedback he has given as a teacher. It is also very time-consuming, so finding the right balance is needed.
      - 1. Approval of Vendor FY23 List as presented
      - 2. Motion: John Klockeman
      - 3. 2nd: William Best
      - 4. Further Discussion: None
      - 5. Unanimous approval
  - b. Review MN Statute [13D.02 OTHER ENTITY MEETINGS BY INTERACTIVE TECHNOLOGY.](#)
7. Action Items
- a. Approval FY23 Vendors List
  - b. Approval FY23 School Improvement Plan (IQS)
8. Director's Report - Brandon Wait
- a. Compliance / Reporting Update
    - i. Tuition Acknowledgement to Resident Districts submitted
    - ii. Monthly CLiCS Claims Submitted
    - iii. Annual Immunization Status Report (AISR) submitted 11/11/22
    - iv. Special Education Data Reporting Application (SEDRA) updated

- v. 2022-23 Lease Aid Update
    - 1. Lease Aid will be filed once we receive documentation from the State Fire Marshal. He is due back for final expectation next week
  - b. Grant Writing / Scholarship / Donations Update
  - c. Marketing / Enrollment Update
    - i. Student Enrollment Update
      - 1. Currently Active Students: 218
      - 2. Inquiries (yet to receive paperwork / schedule): 10
    - ii. Collin Hays - Paladin Alumni 2013
      - 1. Making promotional video(s)
    - iii. Business Spotlight: Coon Rapids Community Resource Guide 2023™  
■ Buisness Spotlight.pdf
  - d. Paladin Success Stories / Updates
    - i. Paladin Fall Fest 10/31
      - ii. Lots of costumes, fun activities that all students and staff seemed to have really enjoyed
    - iii. Paladin Fall Family-Student-Teacher Conferences 11/11
      - 1. 125 Conferences Held!
    - iv. Paladin Student Elections 11/8
9. Discussion on staff morale
- a. Reviewing Board Minutes form 11/18/21 Brandon noticed a similar feeling on staff morale. Maybe it's this time of year during the school year, but just like what was shared on 11/18/21, Brandon shared that he is concerned about the overall well-being of our teachers, their, mental health, and compassion fatigue. With the number of new students and the quirks of a new school building,t his year seems particularly challenging for our teachers and staff.
  - b. Professional Development / Conferences
    - i. Sarah Sannes & Katy Berglund - MSCA Conference 11/7 - 11/8
    - ii. Dr. David Johnson PD on-site with Paladin Staff on 11/10
  - c. Experiential Learning Update
    - i. Sarah S. took 8 students to IDC Springs, where alumni Krillin Yang now works for a CTE preview.
    - ii. Multiple College Tours over the last couple of weeks
10. Testing/Assessment Report w/ Adam Forsgren
- a. NWEA MAP Winter Assessment - All Students 1/10/23 - 1/26/23
    - i. A three-week period of assessments to best capture as many students as possible
11. Upcoming Event Announcements
- a. Family Turkey Dinner, Tuesday, Nov 22
12. Future Business
- a. 2022-23 Lease Aid Update
  - b. WBWF Summary Report
  - c. FY22 Certified Public Accountant (CPA) Audited Financial Statements
  - d. Review Employee Handbook 2022-23
  - e. Review Crisis Management Handbook 2022-23

13. Upcoming Important Dates / Announcements

- a. November 22nd: Paladin Family Turkey Dinner
- b. November 23rd: Flexible Learning Day / End of Block 2
- c. November 24th and 25th: No School / Fall Break
- d. November 28th: No School / Staff Development
- e. November 29th: Start of Block 3: Knightly Commitment Resilience
- f. December 8th: WBWF / SPAC / Title 1 - Community Night / Talent Show
- g. December 9th: Flexible Learning Day / Feedback Day
- h. NO December Board Meeting
- i. December 19th - December 30th: No School / Winter Break
- j. January 4th: School Resumes
- k. January 16th: No School - MLK Day
- l. January 17th: No School / Staff Development
- m. January 18th: Start of Block 4: Start Knightly Commitment Curiosity
- n. Next Board Meeting Meeting: Thursday, January 19th at 7:30 a.m.

14. Adjournment (8:35 am)

- a. Motion: John Klockeman
- b. 2nd: William Best
- c. Unanimous approval