



MINUTES

PALADIN CAREER & TECHNICAL HIGH SCHOOL

JANUARY 19TH, 2023

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 | Walt Stull - IQS Cadre Member (Finance & Operations Oversight) |
| Nick Garcia – Parent Member Seat | Y | Paul Kinsley - IQS (Governance Oversight) - Virtual |
| Sarah Sannes – Teacher Member Seat | Y | |
| Brandon Wait, Ex-Officio – Non-voting member | Y | |
| Eric Gieseke, Ex-Officio – Non-voting member | Y | |

Video call link access: <https://meet.google.com/dme-okkh-pyb>


1. Call to Order (7:30am)
 - a. Welcome Walt Stull, IQS Cadre member (Finance, Operations)
 - b. Welcome Paul Kinsley, IQS (Governance Oversight)
2. Approve Consent Agenda
 - a. Quorum (4 out of 5 Board Members present to start, William Best joined late due to inclement weather and road conditions)
 - b. Agenda
 - c. Review Paladin Board Minutes from [Paladin Board Minutes 111722](#) and [Paladin Special Board Minutes 120722](#)
 - d. Approval of Consent Agenda as presented and the Board Meeting Minutes from 11/17/22 and 12/07/22
 - i. Motion: Sarah Sannes
 - ii. 2nd: Nick Garcia

- iii. Further Discussion: John Klockeman would like to give an update to the Board on his decision of his Board Seat Term after retirement from Paladin teaching to be added to the “new business” section of the agenda.
 - 1. Friendly amendment: Sarah Sannes
 - 2. 2nd: Nick Garcia
 - 3. 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 12/31/2022
 - 1. Lease Aid was submitted in December and approved last week
 - 2. John Klockeman asks for clarification on deferred maintenance expenses regarding Paladin and the building company, giving an example of the rooftop air unit that needs to be replaced. Eric explained that these types of expenses are the direct responsibility of the school.
 - 3. As a follow up, John asks if there is a board approval process for major improvements like the one previously described. Frank suggests that any expense beyond, as an example, \$10,000, requires approval by the board. This will be further discussed at the February board meeting.
 - ii. Finance Committee Meeting Notes 1/18/23
 - 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. FY23 Budget Update and Discussion
 - 1. An updated budget proposal will be brought to the board in February.
 - iv. And Audit Summary and Management Report and EAS for FY'22
 - 1. Reports submitted to MDE, our authorizer, and on our website.
 - 2. [2021-2022 Executive Audit Summary and Management Report](#)
 - 3. [2021-2022 Financial Statements and Supplemental Information](#)
 - 4. Approval of Financial Report, Audit Summary, and Management Report and EAS for FY'22 as presented
 - a. Motion: John Klockeman
 - b. 2nd: Nick Garcia
 - c. Further Discussion: None
 - d. Unanimous approval
- 5. Unfinished / Recurring Business
 - a. Cruz-Guzman Update
 - i. December 13th, 2022 the MN Supreme Court agreed to hear the Appeal of the Plaintiffs (Petitioners) in the Cruz-Guzman case. The Supreme Court also agreed that the ACLU and ACLU of Minnesota, as well as the group of law professors, may submit amici curiae in support of the petitioners. The Petitioners now have 30 days to submit their brief to

the Court. At some point after the various parties in the case submit their response to the Petitioner's brief, the Supreme Court will have a live hearing before the court.

- ii. December 28th, 2022 – Three requests to participate as amici curiae from (1) Education Law Center and the Constitutional and Education Law Scholars, (2) Ed Allies group and (3) Southern Minnesota Regional Legal Services. SMRLS and ELC/CELS will be supporting appellants. - As expected, the Court granted all amici requests.
 - b. New Paladin Facility Building / PCTHS Building Co. Updates - w/ John Klockeman & Brandon Wait
 - i. Annual Financial Bond Holder Meeting December 9th
 - 1. Eric and Brandon will be putting together a financial presentation for the annual meeting that is scheduled for December 9th.
 - ii. Punchlist has never been closer to being complete
 - iii. We have a warranty list and some things
 - c. 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. FY23 Budget Update and Discussion
 - b. FY22 Certified Public Accountant (CPA) Audited Financial Statement: Audit Summary and Management Report and EAS for FY'22
 - i. [2021-2022 Executive Audit Summary and Management Report](#)
 - ii. [2021-2022 Financial Statements and Supplemental](#)
 - c. Review and Approve [FY22 Annual Report](#)
 - i. Acknowledgment and approval of our Annual Report
 - 1. Motion: Nick Garcia
 - 2. 2nd: William Best
 - 3. Further Discussion: None
 - 4. Unanimous approval
 - d. Review and Approve FY22 World's Best Workforce Report Summary
 - i. [2021-22 World's Best Workforce Report Summary](#)
 - ii. Acknowledgment and approval of our WBWF Report
 - 1. Motion: John Klockeman
 - 2. 2nd: Sarah Sannes
 - 3. Further Discussion: None
 - 4. Unanimous approval
 - e. Review and Update E-Learning Days vs. Flexible Learning Days
 - i.  E-Learning Days vs. Flexible Learning Days
 - 1. John Klockeman notes a couple of minor type errors in the document that needed correction. Those were made.
 - ii. Approval of our updated E-Learning and Flexible Learning Days

MINS CONT.

1. Motion: William Best
 2. 2nd: Sarah Sannes
 3. Further Discussion: None
 4. Unanimous approval
- f. Board decision update with John Klockeman
 - i. After much consideration, John has decided to not continue on the Paladin school board after his retirement at the end of this year.
 - ii. His board term lasts through June of 2024, so an appointment by the Board will be needed by July.
 - iii. Another board member will also need to take on the vice chair position he currently holds to be determined at our Annual Board Meeting.
7. Action Items
 - a. Approve Audit Report for Paladin District 4104-07 the EAS for FY22
 - b. Approval of FY22 Annual Report
 - c. Approval of FY22 World's Best Workforce Report Summary
 - d. Approval of Updated E-Learning Days vs Flexible Learning Days
8. Director's Report - Brandon Wait
 - a. Compliance / Reporting Update
 - i. Minnesota Common Course Catalog (MCCC) 2021-22 Reporting -Submitted 12/6/22
 - ii. 2021-22 Combined World's Best Workforce Summary and Achievement and Integration Progress Report 12/8/22
 - iii. STAR Report 12/15/22
 - iv. 2022-23 Lease Aid Submitted 12/15/22**
 - v. Extended Time / Extended Year Application 12/15/22
 - vi. Annual Community Night | Talent Show | WBWF | SEPAC | Title 1 Committee held on December 8th
 - vii. Audit Summary and Management Report and EAS for FY'22 submitted
 - viii. Annual Report submitted
 - ix. Tuition Acknowledgement to Resident Districts submitted
 - x. Monthly CLiCS Claims Submitted
 - xi. Special Education Data Reporting Application (SEDRA) updated
 - b. Grant Writing / Scholarship / Donations Update
 - i. Toys for Tots - Led by Maria Hartwell and Care Team
 1. Qualifying Paladin students and their families were able to participate in Toys for Tots
 - c. Marketing / Enrollment Update
 - i. Student Enrollment Update
 1. Currently Active Students: 219
 2. Inquiries (yet to receive paperwork / schedule): +16
 3. Tentative new starts: 1/23, 1/30, 2/13, 3/6
 - ii. Collin Hays - Paladin Alumni 2013
 1. Making promotional video(s)
 2.  The Paladin Experience
 - d. Paladin Success Stories / Updates

- i. View Our Most Recent Paladin Press: [Paladin Press Newsletter - December/January 2022-23](#)
 - ii. Paladin in the news! Check out 1/11/23 WCCO's interview showcasing Paladin student Jordan and one of Paladin's Partnership Programs, the Finishing Trades Institute of the Upper Midwest.
▶ Free program hopes to set up metro students for success, jumpsta...
 - iii. Winter Community Night / WBWF / SEPAC / Title I / Talent Show, Thursday, December 8th
 1. It was a great event with multiple students performing, a project showcase, an animal sanctuary, and families practicing in school meetings (WBWF / SEPAC / Title I). We even had a student's family that runs a taco truck to provide meals for family night.
 - e. Professional Development / Conferences
 - i. Staff Holiday Party, December 16th: Bowlero in Blaine
 1. Nearly all staff participated and it was a fun way to kick off winter break. We feel all of us needed a night away from school to enjoy each other's company and laugh without the stress the school can sometimes bring.
 - ii. MAAP Annual Conference 2023: We have 17 staff members attending, presenting at the MN Association of Alternative Programs Conference
 - f. Experiential Learning Update
 - i. January 12th, a group of staff and students went to Feed My Starving Children
 - ii. More and more day trips are now going out whether that be college tours, art museums, or winter hikes.
 - iii. January 31st - February 2nd: Bear Head State Park Experiential Learning Trip
9. Testing/Assessment Report w/ Adam Forsgren
- a. NWEA MAP Winter Assessment Update
 - i. 113 students completed the Math progress check last week
 - ii. Reading progress checks and Make up opportunities next week.
 - b. Block 3 Analysis
 - i. ☰ Block 3 Credit Analysis (22-23)
 - ii. Our opportunity gaps have decreased block 1 through block 3. A gap based on ethnicity is now the largest gap at 6%, with Black / African American students earning slightly fewer credits compared to their white and latinx peers.
 - iii. Students qualifying for Free/Reduced lunch earned 2% more credits proportionally than their peers who qualify for paid lunch. This is the first time in years that this has been the case.
 - c. 2022-23 School Year Attendance Data - Jan 13, 2023
 - i. ☰ 2022-23 School Year Attendance Data - Jan 13, 2023
 - ii. Our enrollment number has jumped dramatically this year, with 29 more students enrolled than last year at this time. Additionally, our average attendance rate this year has similarly jumped by 7% compared to last year and the highest we have on record.

- iii. We have often observed that inconsistent attendance is one of the greatest barriers to our students' success, so this data shows the opportunity that lies before us. Never before have our students been so present, so engaged, and so productive. Our student credit attainment is also the highest it's been.
- iv. Huge shout out to our teachers, SSCs, and our Engagement Coordinator for their combined efforts to keep our students engaged in school!

10. Future Business

- a. Review Staff Mid-Year Survey
- b. Review Paladin's Safe Return to In-Person Learning Plan (Rev. 8.22.22)
- c. Review Crisis Management Handbook 2022-23
- d. Review Employee Handbook 2022-23

11. Upcoming Important Dates / Announcements

- a. January 18th: Start of Block 4: Knightly Commitment Curiosity
- b. January 22nd: Miss Alice O. Lynch Day
- c. January 24th - 26th: NWEA MAP Winter Assessment - All Students
- d. February 2nd: Pop-Up Health Mobile Clinic @ Paladin
- e. February 8th - 10th: MAAP Annual Conference 2023
- f. February 8th: Early Release
- g. February 9th: Flexible Learning Day / Feedback Day
- h. February 10th: No School / Staff Development
- i. Next Board Meeting Meeting: Thursday, February 16th at 7:30 a.m.

12. Adjournment (8:46am)

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