



# MINUTES PALADIN CAREER & TECHNICAL HIGH SCHOOL

MAY 18TH, 2023

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>Board Members</b>	<b>Present</b>	<b>Staff &amp; Guests Present</b>
Frank Stucki, Board Chair – Community Member Seat		Adam Forsgren, Director of Information & Technology
John Klockeman, Vice-Chair – Teacher Member Seat		<del>Kristyn Buterin,</del> Administrative Assistant
William Best – Treasurer/Secretary – Community Member Seat		Summer Anderson, Team Lead / Student Success Coordinator
Nick Garcia – Parent Member Seat		
Sarah Sannes – Teacher Member Seat		
Brandon Wait, Ex-Officio – Non-voting member		
Eric Gieseke, Ex-Officio – Non-voting member		

1. Call to Order (7:30am)
2. Approve Consent Agenda
  - a. Quorum (5-out-5 of Board Members Present)
  - b. Agenda
  - c. Review Paladin Board Minutes from [Paladin Board Minutes 042023](#)
  - d. Approval of Consent Agenda as presented and the Board Meeting Minutes from 4/20/23
    - i. Motion: John Klockeman
    - ii. 2nd: William Best
    - iii. Further Discussion: None
    - iv. Unanimous Approval
3. Closed Meeting with Counsel As Necessary
4. Financial Report - Eric Gieseke
  - a. Review of Financial Statements:
    - i. [Finance Summary](#) & [Current Cash Flow](#) through 4/30/23
    - ii. Finance Committee Meeting Notes 5/17/23
      1. Holding student enrollment at 221, PSEO enrollment calculation has not been taken into consideration with this number.
      2. Revenues and expenditures are in line with student and staff days.

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3. Discussion regarding 60-day cash on hand and fund balance additions
4. 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 the Financial Report as presented
  1. Motion: Nick Garcia
  2. 2nd: Sarah Sannes
  3. Further Discussion: None
  4. Unanimous approval
5. Unfinished / Recurring Business
  - a. Cruz-Guzman Update
    - i. On Tuesday, May 2<sup>nd</sup> the Minnesota Supreme Court heard the Cruz-Guzman Case Appeal. The session was held at Richfield High School as part of the Minnesota Supreme Court Traveling Oral Argument Program. The question before the Court is whether schools that are segregated by the decisions of individuals (de-facto) violate the education clause of the state constitution.
    - ii. [Here is a link](#) to the video recording of the hearing.
  - b. Update on Working FY24 Budget with 232 ADM
    - i. Frank mentions that MN education budget increase of 4%, but Brandon explains that this is not the true increase due to other new expenses which include increases with Unemployment Insurance, FMLA, TRA, PERA, etc.. There is concern that public perception is schools are “fully funded” but with an increase of only 4% for FY24 and only 2% in FY25, we will be anything but fully funded.
    - ii. A few other financial impacts, include fewer Paladin students this year qualify for Free/Reduced lunch, which will directly impact our compensatory aid to the effect of approximately \$80,000 for FY24.
    - iii. Regarding staff increases going into 23-24. We will replace any end of year staff transitions, we plan to still hire one more Special Ed case manager, one math teacher has already been hired, and two ESPs (Cody and Maggie) have already been added. Katy Berglund, one of our school counselors, will be changing from 2-days-per-week to 3, we will add to our Care Team.
    - iv. Brandon and Frank suggest that the ADM budget be increased to 235 to provide additional funds for staff pay increases and a greater chance to add to the fund balance.
    - v. John Klockeman notes that the mindset should be comparing 232 to 325 rather than thinking of the current budget’s 220 compared to 235
    - vi. Sarah Sannes reminds the board that many PSEO / CTE students will not be on site as often, impacting the number of students in the building each day. This also impacts ADM calculations.
    - vii. Sarah Sannes mentions that raises are important, especially considering how hard inflation is hitting right now. Brandon mentioned that the current budget plan includes roughly a 3% raise for all staff, but that is already stretching.

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- viii. Nick Mentions covid ESSER funds, and Brandon explains that next year is the last year for that to be available.
- ix. Frank suggests moving the cap to 240 or 245.
- x. William asks about increasing the cap even higher, but after discussion the board agrees that the cap should be below 250.
- xi. Board reviewed the Admissions, Enrollment & Lottery policy regarding enrollment capacity and waiting list to develop appropriate verbiage.
  - 1. **5.1.1 ADMISSIONS & ENROLLMENT & LOTTERY**
- xii. Approval of working budget of 235 with some flexibility in the enrollment cap to begin at 245, giving the lead team the ability to adjust the cap accordingly based on staffing, enrollment, and student attendance
  - 1. Motion: John Klockeman
  - 2. 2nd: Sarah Sannes
    - a. Further Discussion: None
    - b. Unanimous approval
- c. Review Transportation Policy Review and Walking Transportation Zone Amendment
  - i. **5.5.7 PUPIL TRANSPORTATION SAFETY POLICY**
  - ii. Walking Zone Draft:  walking map.png
- d. Review 5.1.1 Admissions & Enrollment Policy and review our Enrollment Cap of 230 for FY24
  - i. **5.1.1 ADMISSIONS & ENROLLMENT & LOTTERY**
  - ii. **0a - Cover Page**
- e. Review 2.1.0 Board Election Process
  - i. **2.1.0 BOARD ELECTION PROCESS**
    - 1. *May – The balloting process will follow the election window shown in the Electronic Election Procedure above. Ballots will be emailed to eligible voters. All votes will be due by 11:59pm on the day of the graduation commencement ceremony.*
    - 2. *After elections close – Election results compiled, Board Chair contacts all candidates to confirm continued interest, and the Board confirms elections at the June meeting. Once confirmed, winners' names appear in the meeting minutes and are published on the website.*
    - 3. *Assumption of Office – Newly elected members shall attend the June meeting as “members in training” and are seated at the June meeting. New members are requested to participate in all meetings between their election and their assumption of the office so they can make informed decisions. Outgoing members attend the June meeting to assist with the transition until the new business is addressed. The induction will take place before New Business at which point voting privileges transfer from old members to new members.*
- 6. New Business / Discussion Items
  - a. Enrollment, ADM, and Waitlist
    - i. Currently Active Students: 221
    - ii. **Paladin Enrollment, Membership, and Waiting List Data - 5/15/23**


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- b. Board Elections Update
    - i. Eligible voters will be emailed information about the upcoming board election in the coming week, and will be emailed again when the voting window opens.
    - ii. The election shall be held during the week of the graduation commencement ceremony and will close at 11:59pm on the day of the ceremony.
  - c. Discussion of Student Enrollment Cap
  - d. Discussion of Financial Auditor, Chuck Rinkey as school auditor.
    - i. Motion: William Best
    - ii. 2nd: Nick Garcia
    - iii. Unanimous Approval
  - e. Discussion of Paladin Building Use and Rental Policy
    - i. A local basketball group and driver's school have expressed interest in using Paladin facilities. No policy for such rental use currently exists, but one will be brought to the June board meeting to review. This is not something that would be a large revenue stream, and would require some limited staffing.
7. Action Items
- a. Approve Enrollment Cap for FY24
  - b. Approve Financial Auditor Chuck Rinkey as school auditor.
8. Director's Report - Brandon Wait
- a. Compliance / Reporting Update
    - i. Tuition Acknowledgement to Resident Districts submitted
    - ii. Monthly CLICS Claims Submitted
    - iii. Special Education Data Reporting Application (SEDRA) updated
  - b. Grant Writing / Scholarship / Donations Update
    - i. Extended time revenue request granted on 1.20.23
    - ii. AmeriCorps Promise Fellow Host Site Application for 23-24 submitted - awaiting approval.
  - c. Marketing / Enrollment Update
    - i. Student Enrollment Update
      - 1. Summer Open Houses: More in June as well as a Parade
  - d. Paladin Success Stories / Updates
    - i. Teacher Appreciation Week May 8th - 12th
      - 1. The Lead Team prepared a hot breakfast (with fauxmosas) on Monday, students delivered letters of appreciation on Tuesday, a snack table was set up in the Staff Nest on Wednesday, Office supplies were given on Thursday, and meditation and massage sessions were offered on Friday.
    - ii. May 15 - 19th, Spirit Week
      - 1. Monday - Anything but a Backpack Day
      - 2. Tuesday - Dress for Success/Formal Attire
      - 3. Wednesday - We wear Pink
      - 4. Thursday - Decade Day
      - 5. Friday - Paladin Pride (Grades by Color)
    - iii. May 19th, FTIUM Completion Ceremony

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1. Paladin had four students graduate! They gained skills in drywall preparation, painting and glazing but they also learned so many bigger lessons about life, teamwork, finances, responsibility and the joy of being part of a team that takes care of each other.
- iv. May 20th, Paladin Prom!
  1. Grand Duchess, Hudson WI (98 Walnut Street Hudson, Wisconsin)
  2. Grand March before dinner
  3. Dinner served at 630
  4. Boat docks by 10PM
- v. June 2nd, Paladin Commencement / Graduation
  1. Location: Earle Brown Heritage Center - Carriage Hall 6155 Earle Brown Drive Brooklyn Center, MN 55430
  2. Time: 7:00 p.m. Ceremony
- e. Professional Development / Conferences
  - i. High Tech High Project Professional Development Workshop
    1. Caitlin Heller attended a conference at their school to learn more about their PBL-focused workshop to consider bringing back to Paladin in this fall. <https://hthgse.edu/professional-learning/>
  - ii. Friday, May 12th - Projects, Pedagogy, and Play Conference 2023 (Brandon, Caitlin, Sam, Brooke, Karissa)
- f. Experiential Learning Update
  - i. April 25th - 27th - Experiential Learning Trip | Frontenac State Park State Park w/ Ejay & Summer
  - ii. April 27th - Bell Museum
  - iii. April 28th - Birchbark Books
  - iv. May 3rd - Coon Rapids Dam
  - v. MAAP STARS Annual Events Conference: May 5th - 6th
    1. Staff Members John Coleman and Jovon Dukes took Paladin MAAP STAR students and student leaders to compete in the annual MAAP STARS Conference in Mankato.
  - vi. May 8th - May 12th - Whitewater State Park
  - vii. May 11th - Fort Snelling Tour
  - viii. May 11th - Mercado Central Visit
  - ix. May 11th and 12th: Hawks Ridge Experiential Overnight (Jay Cooke)
  - x. May 15th What's your BIG Career IDEA?
  - xi. May 16th - 17th: Zollman Zoo Experiential Overnight
9. Testing/Assessment Report w/ Adam Forsgren
  - a. Spring MAP Assessment Reflection
    - i. Student participation in Spring MAP was slightly lower than in Fall/Winter, with 140 completed math & reading assessments compared to around 150 in earlier windows.
    - ii. Math RIT scores showed very little growth (+ 0.48) on average over the school year (Fall to spring).
    - iii. Reading RIT scores showed even smaller growth (+ 0.1) on average from fall to spring.
    - iv. Strategies to improve student MAP assessment results:
      1. Moving to a two window testing schedule in 23-24 from a three window schedule this year (avoid over-testing students)

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2. Moving up the Spring MAP to take place before the MCA assessment (to cut down on burnout)
  3. More schoolwide reading initiatives to better improve those skills.
  4. Developing a new incentive system based on score improvement and meeting grade level norms
- b. MCA Science Assessment
  - i. Completed by 15 students. Preliminary results show that 2 students scored a “Meets standards”, 5 students scored a “Partially Meets”, and the remaining 8 did not meet standards.
- c. Credit Attainment via Fifth-Day Experience (FDE) / Credit on the Spot (CotS)
  - i.  2022-23 Credit Attainment by Source 5.17.23
  - ii. These activities contribute to our school’s SEL and experiential learning focuses, but constitute less than 10% of the total credits our students receive in an average block.
10. Future Business
  - a. Review and Approve Paladin Building Use and Rental Policy
  - b. Review and Approve Transportation Policy Review and Walking Transportation Zone Amendment
  - c. Review Paladin Facility Use Policy
  - d. Review and Approve Crisis Management Handbook 2022-23
  - e. Review and Approve Employee Handbook 2023-24
11. Upcoming Important Dates / Announcements
  - a. May 19th | Credit Deadline for Graduating Students
  - b. May 20th | Paladin Prom
  - c. May 22nd | No School
  - d. May 26th | Early Release
  - e. May 29th | No School / Memorial Day
  - f. June 2nd | No School / Staff Development
  - g. June 2nd | Commencement Ceremony at Earle Brown Heritage Center
  - h. June 5th - June 9th | J-Term
  - i. June 9th | Last Day of School
  - j. June 12th - 14th | End of Year Staff Development
  - k. June 20th - 23rd | Summer Camp Week 1
  - l. June 26th - 30th | Summer Camp Week 2
  - m. Next Board Meeting Meeting: Thursday, June 22nd at 7:30 a.m.**
  - n. First Day of the School Year 9/5/23!
12. Honoring John Klockeman’s Retirement and Board Position
  - a. Approval of thanking John Klockeman for being an amazing math teacher, respected member of the board, and visionary designer of our new school building. Once a Paladin Knight, always a Paladin Knight.
13. Appointment of Teacher Board Seat by the Board
  - a. Appointment of Summer Anderson
    - i. Motion: William Best
    - ii. 2nd: Sarah Sannes
    - iii. Further Discussion: None
    - iv. Unanimous approval
14. Adjournment (8:59am)
  - a. Motion: Sarah Sannes

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- b. 2nd: Nick Garcia
- c. Further Discussion: None
- d. Unanimous approval