



# MINUTES PALADIN CAREER & TECHNICAL HIGH SCHOOL

JUNE 22ND, 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	Y	Adam Forsgren, Director of Information & Technology
Summer Anderson – Teacher Member Seat	N - School Camping Trip	Kristyn Buterin, Administrative Assistant
William Best – Treasurer/Secretary – Community Member Seat	Y	Laurie Schroeder, IQS
Nick Garcia – Parent Member Seat	Y	
Sarah Sannes – Teacher Member Seat - attending with interactive technology per <i>MN Statute Section 13D.015</i> <i>Location:</i> <i>Tunnel Mountain Resort</i> <i>502 Tunnel Mountain Rd</i> <i>PO Box 1070, T1L 1H8</i> <i>Banff, Alberta</i>	Y	
Brandon Wait, Ex-Officio – Non-voting member	Y	
Eric Gieseke, Ex-Officio – Non-voting member	Y	

1. Call to Order (7:32am)
2. Approve Consent Agenda
  - a. Quorum (4-out-5 of Board Members Present)
  - b. Agenda
  - c. Review Paladin Board Minutes from [Paladin Board Minutes 051623](#)
  - d. Approval of Consent Agenda as presented and the Board Meeting Minutes from 5/16/23
    - i. Motion: William Best
    - ii. 2nd: Nick Garcia
    - iii. Further Discussion: None
    - iv. Unanimous Approval
3. Introduction of Laurie Schroeder
  - a. Started working with Paladin this past October
    - i. Draft contract and performance agreement

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1. Framework - important category 3
2. Scorecard - Addendum 1, 5 different categories, student performance section
3. Last addendum - how Paladin did over the past 5 years
  - a. Average score is 3.0 - we are exceeding expectations (3.0 or higher)
  - b. Genuinely excited to continue for 5 more years, starts Jul 1, 2023 .
4. Frank Stucki invited the IQS board for the tour and expressed his gratitude for the partnership
- ii. Approval of IQS Charter Authorizer 5-year Agreement as presented
  1. Motion: William Best
  2. 2nd: Sarah Sannes
  3. Further Discussion: None
  4. Unanimous approval
4. Closed Meeting with Counsel As Necessary
  - a. No meeting was necessary
5. Financial Report - Eric Gieseke
  - a. Review of Financial Statements:
    - i. [Finance Summary](#) & [Current Cash Flow](#) through 5/31/23
    - ii. Finance Committee Meeting Notes 6/21/23
    - iii. William and Frank looked at finances yesterday and feel that we are very close to projection and they feel we have done a great job in year 1 of our new building.
    - iv. ESSER II spent down.
    - v. We are now submitting for ESSER III
  - b. Staffing changes:
    - i. Addition of a current care team member as a full time employee (currently working through a grant), addition of an Education Support Professional (ESP) and 4 new education staff.
    - ii. Salaries are at 63.8 percent of our annual budget, which is in-line with what we've been doing the last several years, used as a measure.
    - iii. We are receiving funds for 245 students, 160 are returning next year. Brandon added he is excited for the incoming numbers.
    - iv. Staff will receive a 3-5% pay increase. 4% was the average and goal.
    - v. Covid stipend, one year remaining. Eric confirmed is already in the budget with ESSER funds
  - c. Review and Approve the FY24 Budget with 235 ADM
    - i. Approval of Budget for next year
      1. Motion: William Best
      2. 2nd: Nick Garcia
      3. Further Discussion: None
      4. Unanimous approval
  - d. Review Insurance Policy Update/Changes

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- i. Medica came back at under a 2% increase. When it's over 5%, its recommended that you look elsewhere. William added that our policy is reviewed every year.
    - ii. Eric collected signatures for insurance forms from the board members.
  - e. Approval of the Financial Report, FY24 Lease Aid, Insurance Policy, and FY24 Budget as presented
    - i. Motion: Nick Garcia
    - ii. 2nd: William Best
    - iii. Further Discussion: None
    - iv. Unanimous approval
- 6. Unfinished / Recurring Business
  - a. Cruz-Guzman Update
    - i. There is a funding request/push by all charter schools. The ask is for every school to give \$2-\$3 per student. If we reach this goal we as a charter school community unlock matching funding from the National Alliance of Public Charter Schools.
      - 1. Frank suggested \$5000. Brandon suggested we use the formula provided and round up to something like \$1000-\$1500.
      - 2. Decided donation to support from Paladin is \$1,500.
  - b. Review Transportation Policy Review and Walking Transportation Zone Amendment
    - i.  5.5.7 PUPIL TRANSPORTATION SAFETY POLICY
    - ii. Walking Zone Draft:  walking map.png
    - iii. Postpone until August Board meeting
  - c. Review 5.1.1 Admissions & Enrollment Policy and review our Enrollment Cap of 230 for FY24
    - i.  5.1.1 ADMISSIONS & ENROLLMENT & LOTTERY
      - 1. No change to the policy yet, still a lot to figure out.
      - 2.  0a - Cover Page
      - 3. Postpone until August Board meeting
  - d. Review Paladin Building Use and Rental Policy
    - i. Postpone until August Board meeting
    - ii. We are a public school, it's not really a money maker (but not a loser, either), it's more of a 'give back to the community' and a great community builder.
- 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/ Eric Gieseke, Sarah Sannes, and William Best
    - i. Present and Certify Board Election Results

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1. 247 ballots went out - 16 were casted this year.
- ii. [Election Results](#)
- iii. Nick Garica, Parent Member Board Seat received 15 of the 16 votes. One ballot cast abstained from voting for the parent member board seat candidate and also did not write in anyone.
- iv. Approval and Certification of Board Election Results as Presented - Nick Garcia abstained
  1. Motion: William Best
  2. 2nd: Sarah Sannes
  3. Unanimous approval
- c. Appointment of Board Positions and Committees 2023-24
  - i. Frank Stucki - Board Chair
  - ii. Sarah Sannes - 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 2023-24 as discussed
    1. Motion: Nick Garcia
    2. 2nd: William Best
    3. Unanimous approval
- d. Review and Approve FY23-28 IQS Renewal Agreement w/ Laurie Schroeder
  - i. [FY23 Paladin Authorizer Contract DRAFT](#)
- e. Review and Approve the 23-24 Board Meeting Notice with dates and times of regularly scheduled board meetings
  - i. [2023-24 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. Board Retreat is scheduled for Saturday, October 28th
    5. Move November's meeting on the 16th to the 30th
  - ii. Approval School Board Notice Meeting Calendar and Annual Board Meeting for the 2023-24 school year as amended.
    1. Motion: Nick Garcia
    2. 2nd: William Best
    3. Unanimous approval
- f. Review Mission / Vision Statements
  - i. 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.
  - ii. Vision: Paladin Career & Technical High School seeks to inspire education systems to cultivate resilience in all students by

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engaging their strengths through innovative, individualized learning with a restorative and trauma-responsive approach.

- iii. Reviewed and all members feel we are living both our mission and vision which was highlighted/showcased over and over again during our graduation ceremony this year.

8. Action Items

- a. Approval of Lease Aid
- b. Approval the FY24 Budget with 235 ADM
- c. Approval of Board Election Results as presented
- d. Appointment of Board Positions and Committees 2023-24
- e. Approval of the FY23-28 IQS Renewal Agreement
- f. Approval School Board Notice Meeting Calendar 2023-24 and Annual Board Meeting

9. 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
  - iv. Submitted District School Site Verification System 6/6/23
  - v. Submitted State and Federal Sped Statement of Assurances 6/1/23
  - vi. Test WES Posttest Edit successfully completed 6/9/23
  - vii. 2023-24 Lease Aid Update
  - viii. Continuing Education Clock Hours Due 6/30/23
  - ix. MARSS EOY21 Due 7/1/23
  - x. 419 - Special Education Due 7/1/23
  - xi. District Incident and Reporting System (DIRS) Due 7/1/23
- 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, ADM, and Waitlist
    - 1.  Paladin Enrollment, Membership, and Waiting List ...
    - 2. Anticipated returning students for 23-24: 160
    - 3. Anticipated newly enrolled students for start of 23-24: 75
    - 4. Anticipated enrollment number for start of 23-24: 235
  - ii. Summer Open Houses:
    - 1. Last of of the 22-23 school year is tonight:
    - 2. 6/22/23 from 330pm-5pm
  - iii. Promo Video: Track & Field Day video promo made by Paladin alumni Collin Hays
    - 1.  Paladin Track and Field Day 2023
  - iv. Community Magazines (Blaine and Coon Rapids)
  - v. We need to start thinking about the 2023-24 School Year. This will be our 20th Year!!!

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- d. Paladin Success Stories / Updates
  - i. June 2nd, Paladin Commencement / Graduation Ceremony
    - 1. 42 out of our 43 graduating students attended our ceremony, crossed the stage, and embarked on their next chapter!
      - a. Nick Garcia suggested that we hire current students to help with child care during graduation night to help with interruptions. This will be reviewed at a later date but felt it was a great idea.
  - ii. Summer School Success
    - 1. June 20th - 23rd: Summer School Week One
    - 2. June 26th - 30th: Summer School Week Two
      - a. Ghost tours
      - b. Mural Painting
      - c. Trail Blazing & Microscope Lab
      - d. MN Twins Game
      - e. North Shore Camping
      - f. Culinary Lab
      - g. Poetry Seminar
  - iii. Alumni Day, Saturday June 24th hosted by Paladin staff member Gabby Frenstad-Kirk
    - 1. We are anticipating a big turn out. One of the goals is to maintain communication with our students, build community and networking with our former graduates, and allow alumni to use our facilities to network, meet, and support one another in the future.
    - 2. The hope is that alumni could rent out our space for a meeting or sport, if needed. No charge?
  - iv. Trail Blazing - Gabby is also leading the trail creation on our property bedding the building. Pretty exciting!
  - v. July 19th is our final walkthrough....
- e. Professional Development / Conferences
  - i. June 12th - 14th | End of Year Staff Development
    - 1. Staff participated in collaborative planning sessions to identify what is working well, what could use a change, and what we'd like to leave behind. Our staff had incredibly productive sessions discussing Project-Based Learning (PBL), The Court of Honor (COH) program, day structure and scheduling, Fifth Day Experience (FDE), Success Coordination, Standards-Based Grading (SBG), and Learning Lab Management / Student Engagement
    - 2. Individual end-of-year reflection meetings were held with individual staff who requested one.
  - ii. Paladin Lead Retreat is planned for next Sunday, Monday, and Tuesday to review and celebrate the year of 22-23 and plan our continuous improvement for the 23-24 school year.
  - iii. High Tech High Project Professional Development Workshop

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1. Caitlin H 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/>
- f. Experiential Learning Update
  1. J-Term Success!
  2. Hiking and Fishing Fun
  3. Multicultural Exploration + Chill
  4. Art-Is-Everything
  5. Nature and Ice Cream
  6. Beach Days
  7. Summer Camp
  8. Kalipalooza
  9. City Exploration
- ii. Summer School expedition to Savannah State Park
- iii. Yearbook mention
10. Testing/Assessment Report w/ Adam Forsgren
  - a. [Annual Student Attendance Analytics](#) - overall attendance and specific demographics (Free and Reduced Lunch, hispanic, etc)
  - b. [Block 6 and Annual Credit Attainment Analytics](#) - Blocks 1 & 6 are higher because they are the longest blocks. We have more male students than females for the first time in a while. SPED students are slightly outperforming their gen ed peers.
  - c. [Career & College Transitions Scorecard Measure](#)
    - i. New Scorecard Target Goal: At least 40% but less than 50% of continuously enrolled 10th, 11th, and 12th grade students will earn credit through Postsecondary Enrollment Option (PSEO) courses, off-site CTE opportunities, or Work-Based Learning (WBL) / Career Experience opportunities.
  - d. [Social / Emotional Support Scorecard Measure](#)
    - i. New Scorecard Target Goal: Between 55% and 74% of continuously enrolled students will receive social skills and emotional health support through any of the following programs: 1) MTSS interventions, 2) special education services, 3) mental health seminars or 4) social skills groups.
  - e. [Student End of Year Survey Results](#) - 106 completed a survey. Students feel safe with us at 91% increase from previous school. They feel like we are meeting their needs and we are offering something that they didn't receive in previous years. Worthy of note, and surprising, 65% agree rate for Paladin preparing me for College and Career. It was added that it is slowly declining and perhaps we excluded 9th and 10th graders for a truer number. We added new questions this year that students felt seen and fifth day experience input, and I was given meaningful feedback to help me grow. All three questions received high response in agreement
11. Future Business
  - a. Review and Approve Paladin Building Use and Rental Policy
  - b. Review and Approve Transportation Policy Review and Walking Transportation Zone Amendment

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- c. Review Paladin Facility Use Policy
  - d. Review and Approve Crisis Management Handbook 2022-23
  - e. Review and Approve Employee Handbook 2023-24
12. Upcoming Important Dates / Announcements
- a. June 20th - 23rd | Summer Camp Week 1
  - b. June 26th - 30th | Summer Camp Week 2
  - c. August 21st | Fall Staff Development Begins
  - d. Next Board Meeting Meeting: Thursday, August 24th at 7:30 a.m.**
  - e. August 31st | Open House | Community Needs
  - f. September 5th | First Day of the 23-24 School Year!
  - g. HAVE A GREAT SUMMER!
13. Adjournment (9:15am)
- a. Motion: William Best
  - b. 2nd: Nick Garcia
  - c. Further Discussion: None
  - d. Unanimous approval