



MINUTES

PALADIN CAREER & TECHNICAL HIGH SCHOOL

SEPTEMBER 21ST, 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.

Board Members	Present	Staff & Guests Present
Frank Stucki, Board Chair – Community Member Seat	Y	Adam Forsgren, Director of Information & Technology
Summer Anderson – Teacher Member Seat	N	Kristyn Buterin, Administrative Assistant
William Best, Treasurer/Secretary – Community Member Seat	Y	Kyle Murphy, Facilities & Transportation Coordinator
Nick Garcia – Parent Member Seat	Y	
Sarah Sannes, Vice Char - Teacher Member Seat	Y	
Brandon Wait, Ex-Officio – Non-voting member	Y	
Eric Gieseke, Ex-Officio – Non-voting member	Y	

1. Call to Order (7:30am)
2. Approve Consent Agenda
 - a. Quorum (4-out-5 of Board Members Present)
 - b. Agenda
 - c. Review Paladin Board Minutes from
[Paladin WBWF Annual Planning Board Minutes 082423](#)
 - d. Approval of Consent Agenda as presented and the Board Meeting Minutes from 08/24/23
 - i. Motion: William Best
 - ii. 2nd: Nick Garcia
 - iii. Further Discussion: Brandon would like to update 6. C, to add Policy 5.4.2 STUDENT BULLYING PROHIBITION 514
 - iv. Unanimous Approval
3. Closed Meeting with Counsel As Necessary
 - a. No meeting was necessary
4. Financial Report - Eric Gieseke
 - a. Review of Financial Statements:
 - i. [Finance Summary](#) & [Current Cash Flow](#) through 8/31/23

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- ii. Start of the year student enrollment is 245, our budgeted enrollment is for 235.
 - b. Finance Committee Meeting Notes 9/20/23
 - i. The 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. Explore ETC Employee Tax Credit Discussion
 - 1. Eric will seek consultation with our bank as a first step in pursuing
 - c. Financial Auditor Update
 - i. Auditor update - Paladin's Auditor for recent years has quit the profession unexpectedly. Eric will send a letter to the state notifying them of this and will pursue alternative Auditors.
 - d. FY24 Vendor List
 - i.  Vendor List FY24.pdf
 - ii. Approval of the Financial Report and Vendor list as presented
 - 1. Motion: Sarah Sannes
 - 2. 2nd: Nick Garcia
 - 3. Further Discussion: None
 - 4. Unanimous Approval
- 5. Unfinished / Recurring Business
 - a. Cruz-Guzman Update
 - i. No update at this time.
 - b. Review Policy 5.5.7 Pupil Transportation Safety Policy Review w/ Kyle Murphy.
 - i.  5.5.7 PUPIL TRANSPORTATION SAFETY POLICY
 - ii. Review Transportation Area Supported
 - 1. Kyle Murphy displayed maps showing where all enrolled students live. The area stretches from Zimmerman to Hastings, to very far south.
 - 2. We have approximately 110 students on vans with 14 routes. This will change with 2 new staff members back to driving soon and will include a Coon Rapids route. This will bring us to 130-ish students receiving van transport.
 - 3. A mega-stop was created at a McDonald's in the northwest that picks up 5 students at one stop. Kyle said that it's working really well.
 - 4. Providing van transport to students in the Brooklyn Park/Brooklyn Center area is challenging because they must take a bus to downtown Minneapolis to get back to Northtown to catch our shuttle.
 - 5. Our waiting list of new enrollment students shows that most of our students on the waiting list are living north of Hwy 610. We are not seeing as much enrollment coming from the Fridley and Columbia Heights areas.
 - 6. We have a boundary for Coon Rapids High School that we need to fulfill. Kyle suggests we make changes to our

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transportation supported boundary by moving away from Minneapolis and the Brooklyn Park/Center area to meet the current needs in Coon rapids area.

7. Brandon suggested that we do a phase-out route and draw the line at 694. Sarah suggested a super stop in the Lowry area. Kyle added that we have a staff member who is licensed to drive a bus.
8. Brandon felt that we would need to discuss this further and should move it to a Board retreat discussion, and the Board agreed.


c. Board Member Annual Board Training Status

- i. Annual Board Member Training: IQS Board Training happened this summer / MACS training / opportunities are ongoing.
- ii. Requirements: School Law, Board Roles & Responsibilities, and Human Resources
 1. Sarah Sannes and Brandon Wait have completed it.
 2. Brandon will send out other resources to Board members.

6. New Business / Discussion Items

- a. John Klockeman and REBUILD STUDIO | LLC have been retained to work on our HVAC concerns and warranty process on an hourly basis.
- b. Student Disciplinary Concerns and Possible Expulsion Process
 - i. Student B.W. was caught on school time violating our drug-free school policy.
 - ii. Student L. L. was caught on school time violating our drug-free school policy.
 - iii. After conferring with legal counsel the suggestion was that the Board move to table the expulsion process for the two students for one calendar year.
 - iv. Motion initiates the expulsion process of both students B.W.. and L. L.. for violating Policy 5.5.2 DRUG FREE SCHOOL ZONE and Policy 5.5.2.1 CHEMICAL USE AND ABUSE for one calendar year from the incident(s).
 1. Motion: Sarah Sannes
 2. 2nd: Nick Garcia
 3. Further Discussion: Table the expulsion decision for up to one year pending the conversations Brandon has with the students and parents.
 4. Unanimous Approval
- c. Review and Approve Student Handbook 2023-24
 - i. Move to October Board Meeting
- d. Review and Approve Revised Policy 5.4.2 STUDENT BULLYING PROHIBITION
 - i. **5.4.2 STUDENT BULLYING PROHIBITION 514**
 - ii. This revised update meets the statutory requirements of Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
 1. This needs to be on our website, our handbook, and everywhere it can be found, per Brandon Wait.
 2. The text in red is revised and added

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3. Motion to approve the revised Student Bullying Prohibition language:
 - a. Motion: William Best
 - b. 2nd: Nick Garcia
 - c. Further Discussion: None
 - d. Unanimous Approval
- e. October Board Retreat Agenda Discussion
 - i. Transportation - review and analyze
 1. This is a lengthy discussion, Brandon suggested that perhaps this is a plan that is formed and reviewed/revised at the November meeting
 - ii. Other possible agenda items
 1. 5-year Strategic Plan?
 2. IQS School Improvement Plan Review?
 3. FY24-28 Scorecard Review
 4. Student / Staff Handbook Review?
 5. Board Training in School Law, Board Roles & Responsibilities, or Human Resources Training
 - a. This might be better kept to independent work time rather than taking place during the board retreat
7. Action Items
 - a. Approve FY24 Vendor List
 - b. Approve Student Handbook
 - c. Approve Policy 5.4.2 STUDENT BULLYING PROHIBITION
8. Director's Report - Brandon Wait
 - a. Compliance / Reporting Update
 - i. Tuition Acknowledgments to Resident Districts submitted
 - ii. Monthly CLiCS Claims Submitted
 - iii. Titles I, II, and IV were submitted by due date
 - iv. MARSS EOY23 Submitted 9/15/23
 - v. FY24 Charter School Assurances Submitted 9/20/23
 - vi. School Calendar submitted to MDE 8/28/23
 - vii. Financial / Operating Filing for Paladin Career & Technical High School and PCTHS Building Report Submitted
 - viii. MDE Pupil Transportation Annual Report - In Process
 - b. Grant Writing / Scholarship / Donations Update
 - i. SHIP Grant was received for \$5000.
 1. Eric added that we have previously used it for gym equipment, however, we are exploring other options.
 - c. Marketing / Enrollment Update
 - i. Student Enrollment, ADM, and Waitlist
 1.  Paladin Enrollment, Membership, and Waiting List ...
 2. Active Students as of 9/20/23: 241
 3. Processing Students on Waitlist: 28
 4. Student Enrollment Inquiries: 25
 5. Estimated New Student Starts on 10/9: 5

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- ii. Summer New Student Informational Nights / Open Houses:
 - 1. Last night, we had 13 inquiries students' families show up, some with inquiries into next year, and most plan to submit their enrollment application
 - 2. The next New Student Information Tourt is Tuesday, October 17, 2023 from 1pm - 4pm
- iii. Community Magazines (Blaine and Coon Rapids)
- iv. The 20th Year Celebration is TONIGHT! Thursday, Sept 21st
 - 1. Dunk Tank, shirts, gym, music, etc - total celebration
- d. Paladin Success Stories / Updates
 - i. First three weeks
 - 1. Average Attendance for the year is at about 90%, In Week three, we've been averaging 83% attendance.
 - 2. Last year on this date, we were at 77% average attendance overall, with the same for week 3.
 - ii. Finishing Trades Students started this week!
 - iii. Tree Trust Presentation was yesterday with our interested students.
 - iv. Our technical and certification programs are up and running!
- e. Professional Development / Conferences
 - i. Sept. 22 | 2023 School Law Seminar - Brandon
- f. Experiential Learning Update
 - i. October 5th | National College Fair
 - ii. October 5th - 6th | MAAP Fall Leadership Conference. Staff John Coleman and 5-6 student leaders
- 9. Testing/Assessment Report w/ Adam Forsgren
 - a. NWEA MAP Fall Assessments
 - i. September 26 - 28 & October 3 - 5
 - ii. 75% - 84% completion Incentive – Frozen Treats
 - iii. 85%+ Incentive – Brandon Wait will camp on the Paladin roof!
 - iv. Results from testing should be available in our October board meeting.
- 10. Future Business
 - a. Review and Approve Employee Handbook 2023-24
 - b. Review and Approve Crisis Management Handbook
 - c. Review Paladin Building Use and Rental Policy
 - d. Review Paladin Facility Use Policy
- 11. Upcoming Important Dates / Announcements
 - a. September 21 | 20th Anniversary and Family Night
 - b. September 22 | Flexible Feedback Day
 - c. September 26 - 28 | NWEA MAP Fall Assessments
 - d. September 28 | MACS Annual Meeting & Celebration
 - e. October 9 | Indigenous Peoples Day
 - f. October 16 | Flex Learning Day / End of Block 1
 - g. October 17 | No School / Staff Development
 - h. October 18 - 20 | No School / Fall Break
 - i. October 23 | Start of Block | Knightly Commitment IDENTITY

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- j. **Next Board Meeting Meeting: Saturday, *October 28, 2023 (Saturday)
@ 7:30 a.m.**
- k. October Board Meeting Followed by Board Retreat: Saturday, October
28th 9am -1pm
- 12. Adjournment (8:52am)
 - a. Motion: Nick Garcia
 - b. 2nd: William Best
 - c. Further Discussion: None
 - d. Unanimous approval