



**MINUTES**  
**PALADIN CAREER & TECHNICAL HIGH SCHOOL**  
**NOVEMBER 30, 2023**  
8:00 a.m. - 9:00 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, Information & Technology Director
Summer Anderson – Teacher Member Seat	Y	Kristyn Buterin, Administrative Assistant
William Best, Treasurer/Secretary – Community Member Seat	Y	Walt Stull - IQS (Finance & Operations)
Nick Garcia – Parent Member Seat	Y	Larry Ronglien - IQS (Governance)
Sarah Sannes, Vice Chair - 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)
  - a. Approve Consent Agenda
  - b. Quorum
  - c. Review Paladin Board Minutes [PCTHS Board Minutes 102823](#)
  - d. Approval of Consent Agenda as presented and the Board Meeting Minutes from 10/28/23
    - i. Motion: William Best
    - ii. 2nd: Sarah Sannes
    - iii. Further Discussion: None
    - iv. Unanimous Approval
2. Closed Meeting with Counsel As Necessary
  - a. No meeting was necessary.
3. Financial Report - Eric Gieseke
  - a. Review of Financial Statements:
    - i. [Finance Summary](#) & [Current Cash Flow](#) through 10/31/23
    - ii. FY23 End of Year Financial Statements
      1. [FY 23 P&L](#)
      2. [FY 23 Balance Sheet](#)

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- b. Finance Committee Meeting Notes 11/29/23
- c. FY23 End of Year Financial Statement. Due to property taxes, the failure and purchase of a new rooftop unit, unexpected moving costs, and a reduction in projected revenue due to lower ADM, we had a fund balance decrease of \$154,676.
  - 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. William added that our revenue is lower because our student body has increased, our air conditioner unit, etc., which culminated in a lower revenue, but we've met our goals.
  - ii. Eric added that we are waiting on the bank to approve a loan for three additional vans. We currently have 20 vans.
- d. Financial Auditor Approval and Update and Approval
  - i. Wipfli LLP | Assurance, Accounting, Tax, and Consulting will be our new auditing firm <https://www.wipfli.com/>
  - ii. Approval of the Financial Report as presented and to approve our Financial Auditor
    - 1. Motion: Williams Best
    - 2. 2nd: Summer Anderson
    - 3. Further Discussion: None
    - 4. Unanimous Approval
- 4. Unfinished / Recurring Business
  - a. Introduction of Walt and Larry, from IQS
    - i. Walt overseas and supports IQS Scorecard Areas 4 and 5 (Finance and Operations, respectively)
    - ii. Larry overseas and supports IQS Scorecard Area 2 (Governance)
  - b. Cruz-Guzman Update
    - i. There is no update at this time; we are all patiently waiting for the MN Supreme Court to come down with its decision.
  - c. Review Policy 5.5.7 Pupil Transportation Safety Policy
    - i. A plan for the rest of the year and a transition plan will be brought to the January Board meeting, which will include a phase-out plan.
  - d. Board Member Annual Board Training Status
    - i. Requirements: School Law, Board Roles & Responsibilities, and Human Resources
    - ii. Sarah Sannes, Frank Stucki, and Brandon Wait have completed annual training.
    - iii. MACS November training and mncharterboard.com video options
    - iv. MSBA has a conference in January that William, Summer, Nick and Brandon are looking at attending.
- 5. New Business / Discussion Items
  - a. Student Disciplinary Concerns and Possible Expulsion/Exclusion Process
    - i. Student C.B. was caught on school time violating our 5.4.4 STUDENT DISCIPLINE, which includes assaulting another student.
    - ii. After conferring with legal counsel the suggestion was that the Board move to table the expulsion process for the student for one calendar year.

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1. Motion initiates the expulsion/exclusion process of students C.B. for violating 5.4.4 STUDENT DISCIPLINE for one calendar year from the incident.
  2. Motion: William Best
  3. 2nd: Nick Garcia
  4. Further Discussion: Table the expulsion/exclusion decision for up to one year.
    - a. Motion: William Best
    - b. 2nd: Nick Garcia
    - c. Unanimous Approval
6. Action Items
  - a. Approve Financial Auditor
7. Director's Report - Brandon Wait
  - a. Compliance / Reporting Update
    - i. Tuition Acknowledgments to Resident Districts submitted
    - ii. Monthly CLiCS Claims Submitted
    - iii. Monthly Financial / Operating Filing for Paladin Career & Technical High School and PCTHS Building Report Submitted
    - iv. MDE Pupil Transportation Annual Report - In Process
      - i. Annual Immunization Status Report (AISR) Report Submission to MDE on 11/16/23
      - ii. Assurance of Compliance (AOC) submission for Paladin Career And Technical High School 4104-07 has been received and is complete for the 23-24 school year on 11/14/23
      - iii. Quarterly Seclusion Report submitted (4x per year) on 10/15/23
      - iv. Post-School Outcomes Surveys submitted for 29 students on 10/27/23
      - v. WBL Renewal Application + artifacts submitted (done every 5 years) - 11/1/23
      - vi. WBL/SEPAC Committee meeting to be held on 12/14/23
8. Grant Writing / Scholarship / Donations Update
  - a. Anoka County Community Social Services & Behavioral Health Department Local Homeless Prevention Assistance Funds Grant of \$6,000
  - b. Papworth Family donated \$1,000 during Give to the Max Day
  - c. Miss Kendra's Donation of \$15,000 for SY23-24
  - d. SHIP Grant \$5000 and Outdoor Classroom West corner of our property
9. Marketing / Enrollment Update
  - a. Student Enrollment, ADM, and Waitlist
    - i.  Paladin Enrollment, Membership, Attendance and Waiting List Data...
    - ii. Active Students as of 11/29/23: 240
    - iii. Students on Waitlist: 12
    - iv. Additional Student Enrollment Inquiries: 7
    - v. Estimated New Student Starts on 1/2/24: 13 families to date
  - b. Guide Ads and Listings
    - i. Official Coon Rapids Community Resource &
      1. Residents Guide 2024 - 1/4 Page - 4-Color Ad
    - ii. Official Blaine Community Resource & Residents
      1. Guide 2024 - 1/4 Page - 4-Color Ad

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### 10. Paladin Success Stories / Updates

- a. Fall Fest 10/31/23
  - i. The Annual Fall Fest was an absolute blast for students and staff
- b. Fall Student-Led Conferences Nov. 10
  - i. The number of student conferences held was 151!
- c. ABC News article - TBD
  - i. Brandon, Sam, and Adam were interviewed about Paladin's successes. We are expecting the release of this soon.
- d. Annual Paladin Basketball | Staff Vs. Students Nov. 22
  - i. Just before we released for Fall break we had our annual staff vs. student basketball game. It was the first time this game was on display for the entire student body. It was a great team-building event, and for those wanting to know the score, staff are 16-0 for the last 16 years.
  - ii. Student-Driven Newspaper
    - The Chosen Source Sports Edition 23-24, 2.2.pdf
- e. ■ Paladin Family Update 11.22.23.pdf
- f. Fall Break Nov. 23 - 24 = A well-deserved time off for all of us.
- g. RMS Manufacturing Visit - Sarah Sannes reported that we are trying to get some students working over there - options for 16 & 17 year olds to work there if they take a safety course. Most of the interested students are 18 and older.

### 11. Professional Development / Conferences

- a. Nov. 27 | All Staff Development | FERPA, Data Privacy, Positive Behavior Interventions and Plan
- b. Dec. 5-8 | 2023 National Sex Ed Conference Gabby & Morgan. A lot of other smaller public schools do not teach this after inquiring, Paladin's belief is that it should be more important.
- c. MAAP conference is coming up in February. We have a number of staff both interested in attending and wanting to present.

### 12. Experiential Learning Update

- a. Nov. 17 | Block 2 FDE
- b. Also, various day trips, including the Mille Lacs Indian Museum, Guthrie Theater performance, RMS Machining, Orano Lake, the Rum River Art Center, and college visits

### 13. Testing/Assessment Report w/ Adam Forsgren

- a. ■ Paladin 2023 Fall Family Conference Feedback
- b. Court of Honor Stats
  - i. Block 2 had 65 Court of Honor members, up from 42 last year!
  - ii. These students will get to go on an exclusive trip to Cheapskate next week
- c. [Block 2 Credit Analysis](#)
  - i. Much like in block 1, there were virtually NO credit attainment disparities between any population groups. The largest opportunity gap was a mere 4% by gender. Again, there were NO gaps between students based on economic status.
  - ii. 167 credits and 65 court of honor members is a huge achievement, up slightly from 162 credits and 56 CoH members in block 1 of this year, and significantly increased from what we saw in block 2 of last year. Sarah added that our increase to attendance is remarkable - at 83% attendance, we've gone up 11% in one year.

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### 14. Future Business

- a. Review and Approve Employee Handbook 2023-24
- b. Review Paladin Fund Balance Policy
- c. Review and Approve Crisis Management Handbook
- d. Review Paladin Building Facility Use and Rental Policy

### 15. Upcoming Important Dates / Announcements

- a. Nov 28 — Start of Block 3 | Knightly Commitment Resilience
- b. Dec. 8 — Feedback Day | Mid-Block
- c. Dec 14 — December 14th: Community Night 5-730pm
- d. Dec 15 — Community Lunch and Early Release | Holiday Party
- e. December 18 — Flexible Learning Day
- f. December 18 — Finishing Trades Academy CTE Completion Ceremony (5 Paladin students graduating here)
- g. December 19 — Staff Development
- h. Dec 20-Jan 1— Winter Break
- i. Jan 2 — Return to school
- j. Jan 12 —Flex Day, End of Block 3.
- k. NO DECEMBER BOARD MEETING
- l. Next Board Meeting Meeting: \*Thursday, January 18th, 2024 @ 7:30 a.m.
  - i. Add to the agenda Board Elections and upcoming Board Seats

### 16. Adjournment (8:20am)

- a. Motion: Sarah Sannes
- b. 2nd: William Best
- c. Unanimous Approval