



MINUTES
PALADIN CAREER & TECHNICAL HIGH SCHOOL
JANUARY 20, 2022
7:30 a.m. - 8:30 a.m.



Hybrid Meeting (on-site and virtual option)

Join Hangouts Meet | meet.google.com/dme-okkh-pyb

Join by phone | +1 402-856-0104 PIN: 689 134 380#

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	Paul Kinsley - IQS Cadre Member (Virtual)
Kelly Leuca – Parent Member Seat	Y (7:40)	
Sarah Sannes – Teacher Member Seat	Y	
Brandon Wait, Ex-Officio – Non-voting member	Y	
Eric Gieseke, Ex-Officio – Non-voting member	Y (7:35)	

1. Call to Order (7:30am)
2. Approve Consent Agenda
 - a. Quorum ((4 out of 5 members present - Paul Kinsley: IQS Cadre Member is virtual). Paladin Board Bylaws are followed for remote board members))
 - b. Agenda
 - c. Review Paladin Board Minutes from
[Paladin Board Minutes 111821](#)
 - d. Approval of Consent Agenda and Board Meeting Minutes from 11/18/21
 - i. Motion: William Best
 - ii. 2nd: John Klockeman
 - iii. 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 December 31, 2021
 - ii. Expenses include 192K in reimbursed construction costs, \$47K in reimbursable technology, \$40K in SPED prepaid exp., \$10K in New Building Ins. Exp
 - iii. Fund Balance addition FY21 \$62,625
 - b. Finance Committee Meeting Notes 1/19/22
 - i. Committee reviewed credit cards, payables, and bank statements were all reviewed with no irregularities or discrepancies. This was reviewed and approved by the Finance Committee - nothing was out of line or concerning.
 - ii. The Committee noticed Chad's credit card statements were missing documentation for each line item, but he was out and Frank gave him a pass. :-) Chad needs to document when he comes back
 - iii. Low voltage was discussed and our desire to equip our new facility with the best security measures. Additional bids with alternative contractors will be sought to ensure that the best price bid can be selected. The Board is willing to add \$\$\$ (I'll add more here)
 - c. Approval of Financial Report as presented
 - i. Motion: Sarah Sannes
 - ii. 2nd: William Best
 - iii. Unanimous approval
 - b. Review Audit Report for Paladin District 4104-07 the EAS for Fiscal Year 2021.
 - i. These links have been posted to our website and submitted to MDE on time
 - ii. [2020-2021 Executive Audit Summary and Management Report](#)
 - iii. [2020-2021 Financial Statements and Supplemental Information](#)
 - 1. Discussion and review of highlights, fund balance, food service, etc.
 - 2. Approval Motion: John Klockeman
 - 3. 2nd: Sarah Sannes
- 5. Unfinished / Recurring Business
 - a. Cruz-Guzman Update
 - i. Preparing for the possibility of Supreme Court
 - b. Board Member Annual Board Member Training Status
 - i. All Board Members statutory board member training complete and documented
 - c. New Paladin Facility Building / PCTHS Building Co. Update - w/ ~~John Cairns~~ and John Klockeman
 - i. Update from weekly construction meeting
 - 1. Review of Paladin Field Observation Reports
 - 2. Gym walls are up and the building is on track.

3. Interior walls are getting installed, making it easier to visualize how the space will look when finished.
 - ii. Handout and review of current budget for
 1. Furniture, Fixtures, & Equipment
 2. IT / Technology
 3. Owner's Contingency (5%)
 4. 540,842.77 we have, \$508,307.62 has been claimed
 - d. Safe Learning Plan Update / COVID-19 Response
 - i. [Paladin's Safe Return to In-Person Learning Plan](#)
 1. Our continued safety measures and mitigation plans seem to be working well.
 2. We still have had no known COVID transmission at Paladin.
6. New Business / Discussion Items
 - a. Review and Board Approve the Paladin School Improvement Plan FY'22
 - i. "Section 2.2(e) of the IQS contract with its charter schools requires the annual development of a School Improvement Plan (SIP). This plan is to be based upon the results specified in the school's Annual Report as well as any areas of deficiency and/or area of special focus that is found in the school ScoreCard. The School Improvement Plan (SIP) will identify the action steps to be taken by the School in its efforts to continuously improve its performance."
 - ii.  **Paladin FY22 School Improvement Plan**
 1. 3.g - Attendance currently at 65.6%
 - a. Michele Hickman as our new Student Engagement Coordinator is helping quite a bit.
 2. 4.c - Paladin's Fund Balance is now in excess of 15% of operating budget, so this score should improve to a 3 or greater.
 3. IQS member Paul mentions the need to post this to the school website, but that Paladin is doing great things to make progress and continue improving. Given that each area of the Scorecard has a combined score of 3 or greater, we are making good decisions and moving our school in the right direction.
 4. Motion to post: John Klockeman
 5. 2nd: William Best
 - b. Review and Board Approve Paladin's 2020-2021 Annual Report
 - i.  **2020-2021 Annual Report - Web.pdf**
 1. Discussion
 - a. Review and correct Kelly Leuca's term dates, this is her second year.
 - b. Correct John Klockeman's name spelling on pages 9 & 11
 2. Motion to post: John Klockeman
 3. 2nd: Sarah Sannes

- c. Review and Board Approve 2020-2021 WBWF Summary
 - i.  2020-2021 WBWF Summary.pdf
 - 1. Submitted
 - 2. Motion: John Klockeman
 - 3. 2nd: William Best
- d. COVID-19 Response w/ COVID Coordinator Maria Hartwell
 - i. Reflection of Paladin's efforts
 - 1. No cases of community spread have been detected within Paladin. We largely attribute this to our mask wearing, quarantine protocols, ionization system and good ventilation, and other safety measures.
 - 2. However, even given those factors, the Omicron variant is very virulent, and 12 students are out with COVID currently, with 21 more quarantining due to close contact from home. 2 staff are isolating after getting a positive COVID test. A few other staff are quarantining due to close contact outside our school.
 - ii. Review and implementation of CDC and MDH Guidelines
 - iii. COVID-19 Protocols 1.20.22
 - 1. Paladin Quarantine Decision Making Tree and Contact Tracing
 - 2.  COVID-19 Protocols 1.20.22
 - 3. William suggests that Paladin increase efforts to get students vaccinated, perhaps by offering an incentive.
 - a. Maria notes that we will continue to do everything we can to educate our community about the importance of vaccines.
 - 4. Transition to Online Learning As Needed
 - a. If on any day, Paladin has 25% or more of teaching staff absent, students and families will receive a notice from the school. If this absence rate is projected to continue for more than 3 days, students' families will be notified about a temporary shift to virtual learning.
 - b. We also recognize that staffing shortages in other areas and other factors may warrant an immediate shift to virtual learning. In this event, we will provide families and staff with as much notice as possible.
 - i. William notes that it might be beneficial to articulate this 'consequence' is more likely if students and staff don't follow the protocols enumerated in the above item.
 - ii. "We could be required to move to distance learning."
- 5. Board Approval
 - a. Motion: John Klockeman

- b. 2nd: Kelly Leuca
- c. Unanimous Approval

7. Action Items

- a. Approve Audit Report for Paladin District 4104-07 the EAS for Fiscal Year 2021.
- b. Approve the Paladin School Improvement Plan FY'22
- c. Approve Paladin's 2020-2021 Annual Report
- d. Approve 2020-2021 WBWF Summary
- e. Approve Paladin's COVID-19 Response

8. Director's Report - Brandon Wait

- a. Compliance/Reporting Update
 - i. WBWF submitted 12/8/21
 - ii. MCCC Report Submission waived for 20-21 school year due to student information system change from Foundry to Headrush.
 - iii. Extended Time Revenue submitted on December 16th.
 - iv. Annual Community Night | Talent Show | WBWF | SEPAC | Title 1 Committee held on December 9th
 - v. STAR report upcoming
 - vi. Child Count/Comp Rev Final Submission 1/6/22
 - vii. MARSS upload on 1/6/22
 - viii. Mandated Reporting Training with Staff w/ Maria Hartwell 11/15/21
 - ix. Most recent IQS Visit - Nora Whelan 12/6/21 - Brandon has now met with all cadre members
- b. Grant Writing/Scholarship/Donations Update
 - i. SHIP Grant Approval for FY22
 - 1. \$7,000
 - ii. Emergency Connectivity Fund (ECF)
 - 1. \$47,000 - 245 - Chromebooks now being deployed to new students.
 - iii. DonorsChoose - "Who Rescues Who?" Animal Rescue Sanctuary Program - Led by Heidi Rybarczyk.
 - 1. Heidi received \$1,000 for the program
 - iv. Free Laptop List - Led by Amanda Tkaczik secured a free laptop for all graduating students
 - v. 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 Update
 - i. Paladin Website redesign - Projecting to go live in the next month or two
- d. Paladin Success Stories / Updates
 - i. Block 4 credit CoH and credit attainment

MINs CONT.

1. 80.5 credits earned! This is a 33% increase from previous years' average.
2. 39 Court of Honor Members for Block 4, this is a 86% increase from previous years' average.
- ii. Front Office Position
 1. We filled the front office / school safety & restorative practice specialist / lead driver position - Michael Cooper!
- iii. Winter Community Night / WBWF / SEPAC / Title I / Talent Show, Thursday, December 9th
 1. It was a great event with multiple students and staff performing, project showcase, animal sanctuary, families practiced in school meetings)WBWF / SEPAC / Title I). We even had a student's family that runs a taco truck provide meals for family night.
 2. Quotes for the night,
 - a. "This was exactly what we needed"
 - b. "I've been to a lot of talent shows, and I have never been to a talent show that is so supporting and welcoming as this one was"
- iv. Staff Holiday Party - Whirleyball & Laser Tag on Tuesday, December 21st
 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.
- e. Professional Development / Conferences
 - i. MAAP Annual Conference 2022 -Theme: From Surviving to Thriving
 1. This will be held virtually in light of upticks in COVID transmission
 2. Will have around 20 Paladin staff attending, 5 presenting
- f. Experiential Learning Update
 - i. Vibrance Retreat (w/ Gabby F.K., Sarah W., Maria H., Katy B. and Promise Fellows Seven and Lillie) took 25+ students on an overnight young women empowerment retreat Nov. 18th - 19th to Singing Hills
 - ii. Bear Head Lake State Park Experiential Learning Trip (w/ Tyler P. & Summer A.) Dec 14th-16th.
 - iii. Students on overnight trips all required to take rapid Covid test
9. Testing/Assessment Report - Adam Forsgren
 - a. MAP Progress Check Analytics - [Link](#)
 - i. Student growth was relatively average compared to like schools in non-pandemic years. Students seem to have improved more in Math than in Reading across the Fall to Winter windows.
 - ii. The number of students to complete both reading and math assessments was significantly higher than last year, but still slightly below what we saw pre-pandemic. We are looking forward to a good spring testing window to get more good data.

- b. Upcoming testing - ACT (3/8 flex day for non-testers), MCA (3/6 window opens 10th+11th grade), ACCESS (1/31 window opens)
 - c. 3i - Parent Satisfaction - [Link](#)
 - i. Many questions we have asked for years saw the highest positive response rates on record, including for “I would recommend Paladin” and “Compared to other schools, Paladin has positively impacted my students’ social, emotional, and academic success.”
 - ii. We will continue to gather perception data from families during conferences and through re-enrollment paperwork over next summer.
 - d. Staff Mid-Year Survey will be conducted and analyzed before next month’s board meeting.
 - e. Block 1-4 Credit Analysis - [Block 4 Credit Analysis \(21-22\)](#)
 - i. The opportunity gap based on gender stands at 4%, with males slightly out-earning their female peers.
 - ii. The largest opportunity gap is still based on economic indicator, which expanded from 12% to 16% this block.
 - iii. Our Black / African American students earned only slightly less credit than their White peers with a gap of only 3%
 - iv. Students qualifying for EL/ML services continue to earn credits at a faster rate than their non-EL peers, continuing a gap of 6%
 - v. Students receiving Special Education services outearned their General Education peers with a gap of 6%.
 - a. Future Business
 - f. Retreat Action Items -to be discussed in the next meeting
 - i. Board Member/Chair Succession Plan
 - ii. New Building Discussions and Planning
 - iii. Review IQS Paladin Scorecard FY’22
 - iv. Strategic plan of 1-year, 3-year, and 5-year.
10. Upcoming Important Dates / Announcements
- a. January 4th: Start of Block 5 SEL: Belonging
 - b. January 21st: Miss Alice O. Lynch Day Observed
 - c. January 22nd: Miss Alice O. Lynch Day of Service
 - d. January 27th: End of Block 5
 - e. January 28th: No School / Staff Development
 - f. January 31st: Start of Block 6
 - i. Curiosity - “Being open to explore the unknown.”
 - g. February 3rd: Flexible Learning Day
 - h. February 4th: Staff Development
 - i. February 16th: MAAP Legislative Day
 - j. Next Board Meeting: *Thursday, February 17th at 7:30am*
11. Adjournment (9:06)
- a. Motion: John Klockeman
 - b. 2nd: Sarah Sannes
 - c. Unanimous approval