



**MINUTES**  
**PALADIN CAREER & TECHNICAL HIGH SCHOOL**  
**AUGUST 26, 2021**  
7:30 a.m. - 8:30 a.m.



**Hybrid Meeting (on-site and virtual option)**

Join Hangouts Meet | [meet.google.com/dme-okkh-pyb](https://meet.google.com/dme-okkh-pyb)

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**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, Director of Information & Technology
John Klockeman, Vice Chair – Teacher Member Seat	Y	Paul Kinsley - IQS Cadre Member - Virtual
William Best – Treasurer/Secretary – Community Member Seat	Y	
Kelly Leuca – Parent Member Seat	V	
Sarah Sannes – 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 ((5 out of 5 members present- Kelly Luca and guest Paul Kinsely are virtual due to the global pandemic). Paladin Board Bylaws are followed for remote board members))
    - i. Thank you Paul Kinsely for joining us!
  - b. Agenda
  - c. Review [Board Meeting Minutes from 6/24/21](#)
  - d. Approval of Consent Agenda and Board Meeting Minute notes from 6/24/21
    - i. Motion: John Klockeman
    - ii. 2nd: Sarah Sannes
    - iii. Unanimous approval
3. Closed Meeting with Counsel As Necessary
4. Financial Report - Eric Gieseke
  - a. Review of Financial Statements: Finance Summary & Current Cash Flow through July 31

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- i. FY'21 EOY ADM was 187.73. Fund Balance Total is \$764,559, but we are looking at adding around \$100,000 from the FY21 to our fund balance. The current cash on hand is \$809,749.58.
  - ii. Finance Committee Meeting Notes 08/25/21
    1. 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.
    2. William Best asked that Eric Gieseke add additional footnotes for clarification to the finance summary for clarification around Federal Grants coming in (ex. ESSER funds).
    3. The audit schedule is around MEA Break with completion on or before November 30th.
  - iii. Approval of Financial Report as presented
    1. Motion: William Best
    2. 2nd: Sarah Sannes
    3. Unanimous approval
5. Unfinished Business
- a. Cruz-Guzman Mediations Update
    - i. Court hearing Monday, September 13th
  - b. COVID-19 Vaccines and Paladin Sick Leave
  - c. Approval of [PCTHS Board Bylaws Rev. 4.23.20](#)
    - i. Treasure to Treasurer, although we want to acknowledge that Willam Best is a Treasured Treasurer :-)
      1. Approval of the PCTHS Board Bylaws with the edits/changes presented and to be posted to our website.
        - a. Motion: William Best
        - b. 2nd: John Klockeman
        - c. Unanimous approval
6. New Business
- a. Review IQS Paladin Annual Review FY21
    - i. [IQS Paladin Annual Review FY21.pdf](#)
    - ii. Composite Score 3.7
      1. Sarah Sannes notes that the lowest score is in the area of Governance, with a 3.3 out of 4. She suggests that we make note of IQS comments on how we could improve that score. Part of this is in regards to board composition.
        - a. This would be a good topic for a Board Retreat.
        - b. Paul Kinsley notes that Paladin's board governance was effective and well managed in the 20-21 school year, and that a score of 3.3 is commendable.
  - iii. Performance Summary: The Paladin Board of Directors, *"Leadership team, and all staff should be incredibly proud of their work this past school year. Even though the school year looked and felt nothing like before, Paladin offered a quality*

*program that addressed the unique needs of each student. They held true to their mission and continual improvement, specifically by offering new learning opportunities to students and addressing needs in student attendance and engagement. In addition, they are moving forward on a building plan that will improve opportunities to students and staff. Congratulations on an outstanding year!”*

- iv. Paladin Assigned Cadre Members. The good news is we have consistency and familiarity with this team. Same team as FY'21.
  - 1. Mission: Nathan Streng
  - 2. Governance: Paul Kinsley
  - 3. Performance: Nora Whalen
  - 4. Finance: Walt Stull
  - 5. Operations: Walt Stull
- b. Review and Approval of New Hires and Licensed Staff Positions
  - i. [Staff Licenses / Special Permissions 2021-2022](#)
    - 1. New Paladin Team Members
      - a. Michele Hickman - Student Engagement Coordinator
      - b. Jacob “Jake” Sayre - Specialized Ed. Services Coordinator
      - c. Nikki Evens - Specialized Ed. Services Coordinator
    - 2. Approval of New Hires and Licensed Staff Positions for FY'21
      - a. Motion: Sarah Sannes
      - b. 2nd: William Best
      - c. Unanimous approval
  - c. Student Enrollment Cap and Waitlist to 210
    - i. John suggested a cap of 200, Brandon asked for consideration 200-205. Sarah asked for clarification on how the waitlist works. Frank suggests a cap of 210 students to ensure that we meet our budgeted ADM. Kelly asked about night school and if the 210 would include night schools. Hearing that night school and day school count towards the total ADM, the team feels a cap of 210 makes the most sense. Brandon shared our detailed enrollment lottery policy and process with the board, [click here](#).
      - 1. Approval of Enrollment Cap for FY'22 to 210
        - a. Motion: William Best
        - b. 2nd: John Klockeman
        - c. Unanimous approval
    - d. New Paladin Facility Building / PCTHS Building Co. Update
      - i. Bond Sale documents are currently being worked on with plans to be submitted
      - ii. The City of Independence has agreed to hold our Tax-Exempt and Taxable Lease Revenue Bonds and is going through the process of approval.

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- iii. New site building tour will be available 2pm Friday for Paladin Staff and Board Members as part of this week's staff development.
- iv. September 16 is the next City Planning Commission Meeting to approve Conditional Use Permit for Paladin's new site.
- v. Resolution by the Board of Directors of Paladin Career and Technical High School ("Paladin") regarding purchase to a new school site to be located in the City of Coon Rapids, Minnesota

- 1. Recitals: In accord with prior approvals, Paladin created an affiliated building company in order to acquire property in Coon Rapids, Minnesota and to renovate/expand the building thereon. Paladin will move to the new site effective July 1, 2022. In the process of closing the purchase of the Property, on advice of counsel there will be documents to be executed prior to the closing of financing to acquire the Property. Shortly before closing, the Board will adopt and final resolution to complete the financing and ratify all prior actions taken by Officers or Directors of Paladin. PCHTS will adopt identical resolutions.

Now therefore be it resolved that:

Prior actions by Officers and Directors shall be and hereby are ratified.

Further, that any Officer or Director shall be and hereby is authorized to take such actions and execute such documents, all on advice of counsel, to move from August 26, 2022 accomplish the interim matters prior to closing of the sale of Tax-Exempt and Taxable Lease Revenue Bonds to be issued by the City of Independence, MN.

- a. Approve adoption ratification of cost reimbursement resolution
    - i. Board Resolution regarding purchase to a new school site to be located in the City of Coon Rapids, Minnesota as presented
      - 1. Motion: William Best
      - 2. 2nd: John Klockeman
      - 3. Unanimous approval
- e. Safe Learning Plan Update / COVID-19 Response
  - i. [Paladin's Safe Return to In-Person Learning Plan](#)
  - ii. [8.24.2021 Paladin Summer Update - COVID Safety Plan](#)
    - 1. Back to School Letter was emailed to all parents.
  - iii. We've applied for both the MDE Online and Blended Learning - Program Proposal and Assurances Form.
    - 1. Online and Blended Learning Options overview, districts and charter schools must use this form to notify MDE of their intent to offer online and/or certain blended learning options for their own enrolled students in the 2021-22 school year.

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2. We will not be able to simultaneously offer all three learning programs. Whatever learning program option the school is in (in-person, blended (hybrid), or online (distant), is what we will expect our students to be in.
  3. Current case rates in Anoka County are 167 per 100,000 per past 7 days or 33 average per 10,000 per 14-day
- f. Review and Revise: [Families First Coronavirus Response Act Paladin Board Policy](#)
- i. *According to the US Department of Labor, that requirement expired on December 31, 2020. The law did provide that if employers chose to provide paid sick leave for COVID between January 1, 2021 and September 30, 2021 they could be eligible for an employer tax credit.*
  - ii. The requirement for paid sick leave was not extended after December 31st, 2020, unless the Employer chose to extend it for their employees.
- g. Review Paladin Staff Coronavirus Sick Leave Response Board Policy
- i. [COVID-19 Response Sick Leave - Paladin Board Policy 8.26.21](#)
    1. You may take emergency paid sick leave if you are unable to work remotely, you have tested positive to COVID-19, and because:
      - a. You have been advised by a health care provider to self-quarantine. A written medical note is required.
      - b. You are caring for a child whose school or place of care is closed, or whose child care provider is unavailable, due to COVID-19 precautions; or
      - c. Staff who choose not to follow MDH guidelines of wearing a mask while at school will not be eligible for emergency pay.
      - d. Staff may contact the Executive Director and HR to discuss any extenuating circumstances that fall outside of the above.
    2. Sarah Sannes suggests moving the content that reads “Staff who choose not to follow MDH guidelines of wearing a mask while at school will not be eligible for emergency pay. Staff may contact the Executive Director and HR to discuss any extenuating circumstances that fall outside of the above.” out of the list of Qualified Reasons for Leave, but keep them in the document
    3. Employees will have up to 40 hours / 5 days of leave to use from September 7th, 2021, through June 10th, 2022, for the purposes stated above.
      - a. Approval of COVID-19 Response Sick Leave as presented
        - i. Motion: John Klockeman
        - ii. 2nd: William Best
        - iii. Unanimous approval

- h. Review Paladin Quarantine Plan
    - i. [PCTHS Quarantine/Isolation Decision Making Model - Board Approved 8.26.21](#)
    - ii. [Decision Making Flowchart.pdf](#)
    - iii. Sarah Sannes asked about how we can identify which students are vaccinated or not, so as to inform our quarantine decisions
      - 1. Brandon explained that we have access to a data portal that can help us with that information.
      - 2. Sarah suggested that the board examine this at the board retreat in October.
    - iv. Approval of PCTHS Quarantine / Isolation Decision Making Model as presented
      - 1. Motion: John Klockeman
      - 2. 2nd: Sarah Sannes
      - 3. Unanimous approval
  - i. Review and Revise: [MSBA-MASA Paladin Face Covering Policy Board Approved .pdf](#)
    - i. [Paladin Face Covering Policy Board Approved #808](#)
    - ii. Sarah noted the plexiglass provision in IV - C - 9, and noted that this could impact the determination for quarantining / PTO / confusing expectations
    - iii. John K, William B, and Frank S all agree that this provision should be removed. Sarah also agrees.
      - 1. This section will be removed.
    - iv. Approval of Paladin Face Covering Policy Board Approved #808 as presented
      - 1. Motion: John Klockeman
      - 2. 2nd: William Best
      - 3. Unanimous approval
  - j. Review and Revise: [PCTHS Face Covering Exemption Form](#)
    - i. Approval of Paladin Face Covering Policy Board Approved #808 as presented
      - 1. Motion: John Klockeman
      - 2. 2nd: William Best
      - 3. Unanimous approval
  - k. Annual Board Member Training: IQS Board Training / MACS
    - i. Friday, July 30th from 8:30 am - 12:00 pm: School Law, Board Roles & Responsibilities, and Human Resources
    - ii. Frank attended the entire training, and Sarah attended the finance component of the training.
7. Action Items
- a. Review and sign Board Member Assurances
  - b. Review and sign Board Member Conflict of Interest Disclosure Form
  - c. Review and sign Board Member Background Checks
  - d. Approve [PCTHS Board Bylaws Rev. 4.23.20](#)
  - e. Approve of New Hires and All Licensed Staff Positions
  - f. Approve Paladin Staff Coronavirus Sick Leave Response Board Policy (formerly FFCRA Policy)
  - g. Approve Paladin Quarantine Plan

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- h. Approve updated Mask Policy
- 8. Director's Report - Brandon Wait
  - a. Compliance/Reporting Update
    - i. DIRS Submitted by 7/1/20
    - ii. Lease Aid Submitted 7/1/20. Approved 8/2/21
    - iii. MARSS EOY21 Upload - Submitted 7/21/21
    - iv. District and School Site Verification - Verified 7/22/20
    - v. Annual Food and Nutrition Application - Submitted 8/2/21
    - vi. MDE Pupil Transportation Annual Report - Submitted 8/25
    - vii. Minnesota Immunization Information Connection (MIIC) - Applied 8/23
    - viii. Blended/Online Learning Application - Submitted
  - b. Grant Writing/Scholarship/Donations Update
  - c. Marketing Update
    - i. Newly added New Student Info Tour Nights
      - 1. Thursday: Aug, 19th (3pm - 6pm)
        - a. 17 students
      - 2. Tuesday: Aug, 24th (330pm - 530pm)
        - a. 18 students
      - 3. Student Enrollment Update for the start of 2021-22
        - a. Returning Enrolled Students: 140
        - b. Completed New Student Enrollments 53
        - c. Outstanding New Student Enrollment: 12
        - d. Total Anticipated Enrollment Day One: 193 - 205!
    - ii. New YouTube videos:
      - 1. [Paladin | Staff that Cares](#)
      - 2. [Paladin's Trauma-Responsive Approach](#)
      - 3. [Learn at your own pace | Student-Centered](#)
      - 4. [Discover Paladin's Learning Opportunities](#)
      - 5. [A Better High School Experience](#)
    - iii. Website redesign by a professional design company in process.
  - d. Paladin Success Stories / Updates
  - e. Professional Development / Conferences
    - i. August 23rd through September 3rd
  - f. Experiential Learning Update
- 9. Testing/Assessment Report - Adam Forsgren
  - Review: [2020-21 Data Review - All Staff](#)
- b. Future Business
  - a. Staff Handbook
  - b. Employee Handbook
  - c. Retreat Action Items
    - i. Retreat: Friday, September 29th
- 10. Upcoming Important Dates / Announcements
  - a. [2021-22 Board Meeting Notice.pdf](#)
  - b. Staff Development runs August 23rd through September 3rd
  - c. New Student Info Tour Night, Aug. 23rd: 3pm - 530pm

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- d. Open House / Meet the Staff / Community Needs: Sept. 2nd from 4pm - 7pm
  - e. First Day of School September 7th: Only new students onsite
  - f. First Day of School September 9th: All Students
  - g. Block One SEL: Empathy
  - h. Next Board Meeting: Thursday, \*September 23th at 7:30am
  - i. October Board Meeting Followed by Retreat: Friday, September 29th
11. Adjournment (8:51)
- a. Motion: John Klockeman
  - b. 2nd: Sarah Sannes
  - c. Unanimous approval