



MINUTES
PALADIN CAREER & TECHNICAL HIGH SCHOOL
SEPTEMBER 23, 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

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	John Cairns - Legal Counsel - Virtual
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 John Cairns, legal council are virtual). Paladin Board Bylaws are followed for remote board members))
 - b. Agenda
 - c. Review [Paladin Board Minutes from 8/26/21](#)
 - d. Approval of Consent Agenda and Board Meeting Minute notes from 8/26/21
 - i. Motion: John Klockeman
 - ii. 2nd: William Best
 - iii. Unanimous approval
3. Closed Meeting with Counsel As Necessary
 - a. No closed meeting is necessary
4. Financial Report - Eric Gieseke

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- a. Review of Financial Statements: Finance Summary & Current Cash Flow through August 31, 2021
 - b. Currently Enrolled 197 | Current to-date ADM 186.4
 - c. We currently have \$804, 918.61 in cash balance
 - d. Eric added notes about ESSER fund status and project funds based on the request from the last Board meeting.
 - e. Finance Committee Meeting Notes 09/22/21
 - 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. We are projected to add \$60,000 - \$70,000 to be added from FY'21.
 - f. Approval of Financial Report as presented
 - 1. Motion: William Best
 - 2. 2nd: Sarah Sannes
 - 3. Unanimous approval
5. Unfinished / Recurring Business
- a. Cruz-Guzman Mediations Update
 - i. A court hearing was held on Monday, September 13th, we are waiting to hear back from the judge on the next steps.
 - b. Board Member Annual Board Member Training Status
 - i. IQS Board Training / MACS
 - c. New Paladin Facility Building / PCTHS Building Co. Update
 - i. September 16, 2021 unanimous approval with the City Planning Commission approval for the Conditional Use Permit for Paladin's new site.
 - ii. September 21, 2021 unanimous approval with the City of Independence meeting to agree to hold our Tax-Exempt and Taxable Lease Revenue Bonds and is going through the process of approval.
 - iii. Bond Sale documents are currently being worked on with plans to be submitted and closed on November 3rd
 - iv. We are anticipating the month of August for moving into the new facility.
 - v. We expect to close on or before November 15th
 - vi. Regarding the new building, Frank notes that if construction goes according to plan, we should be ready to move in for the month of August 2022. There will be significant time and labor required to complete that move. This could be a good Board Retreat discussion.
 - vii. Frank Stucki is talking with our current landlord about Paladin's last day at Northtown. We will likely need to extend our lease a month or so as we don't know how the construction will go over the winter and our move will most likely be a time consuming process. A building permit will be applied for early next week
 - viii. Other than that, everything seems to be on track!
 - d. John Klockeman wanted to provide some updates on the New Building process.

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- i. A rough draft of Appendix A was submitted on September 22, we have a meeting with Colliers next week on September 29th for a drafting session on September 29th.
 - ii. We secured phase one environmental study
 - iii. We have marked up and resubmitted to Rochon the electrical plan for the building
 - iv. We are in the process with the Paladin staff of selecting paint, wood, stone, carpet, and other material finishes for the interior of the building.
 - 1. Sarah notes that a staff member approached her about asking for input from staff by way of a vote about these decisions.
 - 2. John explained that we are moving through this process by getting input from staff on a one-on-one conversation basis.
 - v. We are hoping to push the November 3rd closing date up to an earlier point, if at all possible.
 - vi. After William asked about which components of our Northtown site will be transferred to the Coon Rapids location, John explained that our kitchen equipment and new ventilation system will be moving from our current facility to our new one.
 - e. Safe Learning Plan Update / COVID-19 Response
 - i. [Paladin's Safe Return to In-Person Learning Plan](#)
 - 1. We have had our first known case of COVID at Paladin. The good news is the student was not on-site long and after following the Quarantine Decision Making Tree, only one other student is on quarantine, and two received notices of possible close contact and to monitor symptoms.
 - 2. Paladin teachers and the school hope to stay in-person as long as possible and feel the mask requirement policy is what is keeping our positive COVID cases numbers down in the school.
 - 3. We are also preparing ourselves to change to Blended or Online as needed.
- 6. New Business / Discussion Items
 - a. Review and Approval of New Hire / Licensed Staff Position
 - i. New Paladin Team Member
 - 1. Karissa Thomson teacher license #1010501
 - a. Communication Arts/Literature (5-12)
 - b. [Staff Licenses / Special Permissions 2021-2022](#)
 - ii. Approval of New Hire Karissa Thomson for FY'22
 - 1. Motion: Sarah Sannes
 - 2. 2nd: John Klockemam
 - 3. Unanimous approval
 - b. Board Retreat October 29th at 9am
 - i. Due to where we are at in the design/build process at this time, Frank suggests moving the retreat to the beginning of 2022, perhaps on Saturday, March 26th.

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- ii. Frank suggests that the currently scheduled March 24th board meeting be moved to the morning of the board retreat on the 26th.
 - iii. Brandon suggests that the current, irregularly scheduled October 29th meeting should be moved to Thursday the 28th.
 - 1. Approval of adjusting the October and March board meetings to the 28th and 26th, respectively, and to reschedule the board retreat from October 29th to March 26th starting at 8am.
 - a. Motion: John Klockeman
 - b. 2nd: William Best
 - c. Unanimous approval
 - iv. Location and Agenda
 - 1. Location:
 - a. TBD
 - b. Possibly Springbrook
 - 2. Agenda:
 - a. Board Member/Chair Succession Plan
 - b. Review IQS Paladin Scorecard FY'22
 - c. Strategic plan of 1-year, 3-year, and 5-year.
 - c. Review of FY'22 Vendors
 - i. We added a few new vendors to the list: Ex, Rubild Studios, Rochoan, HeadRush, etc. but overall the list from year to year doesn't change a lot.
 - ii. Approval of the vendor list as presented (but William would like to see it presented with a larger font size in the future)
 - 1. Motion: William Best
 - 2. 2nd: John Klockeman
 - d. Review Student Handbook 2021-22
 - i. [Student Handbook 2021 - 2022 - Working Copy](#)
 - 1. See COVID update
 - e. Review Employee Handbook 2021-22
 - i. [Employee Handbook 2021-22 - Working Copy](#)
 - 1. See COVID update
 - ii. Approval of the Employee and Student handbook for the 21-22 school year
 - 1. Motion: John Klockeman
 - 2. 2nd: Sarah Sannes
7. Action Items
- a. Approve of New Hires and All Licensed Staff Positions
 - b. Approve of FY'22 Vendors
 - c. Approve Student Handbook 2021-22
 - d. Approve Employee Handbook 2021-22
8. Director's Report - Brandon Wait
- a. Compliance/Reporting Update
 - i. UFARS upload 9/13/21
 - ii. Innovative Program Permissions (IPPs) have been submitted to PELSB for approval 9/14/21

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1. Allows the school to fill licensure gaps due to licensure shortages and/or allows teachers to be innovative in our teaching ensuring all content areas are taught.
 - iii. ACT Test Reimbursement Request Submissions to MDE 9/16
 - iv. MARSS EOY21 Submitted 9/16/21 w/o errors
 - v. Assurance of Compliance Submitted 9/23/20
 - vi. Charter School Assurances Submitted 9/23/20
 - vii. Title I, II, IV submitted 9/24/21 (met the approved extension date)
 - viii. Grant Writing/Scholarship/Donations Update
 - b. Marketing Update
 - i. 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](#)
 - ii. Website redesign by a professional design company in process.
 1. Adding peths.org as our primary domain
 2. When we have our Open House / Ribbon cutting ceremony we will also launch our updated email and website address. Our new website design should be live in the next few months.
 - c. Paladin Success Stories / Updates
 - i. First three weeks of school
 - ii. Our staff are meeting the energy of our students. The positive vibes around the school are great to see. Everyone appears to be excited about being fully back to in-person learning.
 - d. Professional Development / Conferences
 - i. Brandon Wait will be attending the School Law Seminar hosted by Rupp, Anderson, Squires, & Waldspurger
 - ii. MAAP 101 - Oct. 8th
 1. Brandon Wait is presenting and new staff are encouraged to attend.
 - e. Experiential Learning Update
 - i. Our first overnight camping trip is expected to go out next week
9. Testing/Assessment Report - Adam Forsgren
- MAP Assessment / Progress Checks: September 21st - 24th
 - All students are expected to complete a Math and Reading progress check. They will do so in the Great Room during their unstructured hours (PBL & Independent reading / math time).
 - This model is less disruptive to seminars and less staff intensive.
 - Court of Honor membership depends on completing both progress checks!
 - The three success teams with the most students to test will get a buffalo wild wings lunch
 - So far, 70 students completed the reading progress check, and 30 have completed the math check.

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- b. Future Business
 - a. Retreat Action Items
 - 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. Start of Block 1: Empathy September 7, 2021
 - b. Annual Parent Meeting - Title 1/ESSA/Open House September 23, 2021
 - c. End of Block 1 / Flexible Learning Day: October 1, 2021
 - d. Staff Development: October 4, 2021
 - e. Start of Block 2: Curiosity October 5, 2021
 - f. Minnesota's Virtual College Exploration October 5th - 7th
 - g. Next Board Meeting: *Friday, October 29th at 7:30am*
 - i. Board Retreat was moved to the spring, thus Octovers Meeting is moved back a day to Thursday, October 28th.
 - 1. Note this is the last week of October due to MEA
 - h. October Board Meeting Followed by Annual Board Retreat: Friday, October 29th at 9am
 - i. This was moved to Saturday, March 26th at 8am.
- 11. Adjournment (8:23)
 - a. Motion: John Klockeman
 - b. 2nd: William Best
 - c. Unanimous approval