



# BOARD MINUTES

Striving for Comprehensive Achievement and Civic  
Readiness (Formerly WBWF) Annual Planning Meeting  
PALADIN CAREER & TECHNICAL HIGH SCHOOL

AUGUST 22, 2024

7:30 a.m. - 8:30 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	V - Adam Forsgren, Information & Technology Director
Summer Anderson – Teacher Member Seat	Y	<del>Kristyn Buterin, Registrar /</del> <del>MARSS Coordinator</del>
Nick Garcia, Treasurer/Secretary – Community Member Seat	Y	Skylar Fehlen Administrative Assistant / Front Office Coordinator
Tiffany Salak – Parent Member Seat	N	
Sarah Sannes, Vice Chair - Teacher Member	Y (7:45)	
Brandon Wait, Ex-Officio – Non-voting member	Y	
Eric Gieseke, Ex-Officio – Non-voting member	Y	

1. Call to Order (7:31am)
  - a. Approve Consent Agenda
  - b. Quorum (3 out of 5 present; Sarah Sannes was a little late making it 4 out of 5)
  - c. Review Paladin Board Minutes [PCTHS Annual Board Minutes 062724](#)
  - d. Approval of Consent Agenda as presented and the Board Meeting Minutes from 6/27/24
    - i. Motion: Summer Anderson
    - ii. 2nd: Nick Garcia
    - iii. Further Discussion: None
    - iv. Unanimous Approval
2. Financial Report - Eric Gieseke Review of Financial Statements:
  - i. [Finance Summary](#) & [Current Cash Flow](#) through 6/30/24
    1. Expected to add around \$150,000 to fund balance
    2. ESSER III funds have all been spent.

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3. We are still waiting to hear back on any update on our Employee Retention Credit (ERC) Application
  - ii. Finance Committee Meeting Notes 8/21/24
    1. 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.
    2. Frank mentioned that there was a larger Staples purchase that he inquired on. We bought 50 new student Chromebooks.
  - i. Review and sign Board Member Assurances
  - ii. Review and sign Board Member Conflict of Interest Disclosure Form
  - iii. Review and sign Board Member Background Checks
  - iv. Approval of Financial Report and Committee Meeting Notes as Presented
    1. Motion: Summer Anderson
    2. 2nd: Nick Garcia
    3. Further Discussion: None
    4. Unanimous Approval
  - b. Marketing / Enrollment Update w/ Adam Forsgren
    - i. Student Enrollment, ADM, and Waitlist
      1.  Paladin Enrollment and Waiting List Data - 8/15/24
      2. Budgeted ADM for 2024-25 School Year: 250
      3. Enrollment Cap for 2024-25 School Year: 260
      4. Returning Students from 2023-24: 179
      5. New Students Enrolled for Start of Year: 81
      6. New Students Processing / on Waitlist: 25
      7. Enrolled Students for Start of Year 24-25: 260
3. Unfinished / Recurring Business
  - a. Cruz-Guzman Update
    - i. No updates
  - b. Review  2024-25 Board Meeting Notice
  - c. Review and Approval Cell Phone Policy per MN Statute 121A.73 to be updated in the Student Handbook and our School Policies.
    - i.  Phones & Technology Use 6.27.24
      1. Schools must adopt a policy on students' possession and use of cell phones in schools by March 15, 2025
      2. Sarah asked if students are able to take video outside of seminars, the new policy removes video taking throughout all locations all day long.
      3. Summer asked if the "Why" will be a part of the letter home to families.
      4. Approval Cell Phone Policy per MN Statute 121A.73 to be updated in the Student Handbook and our School Policies as presented
        - a. Motion: Nick Garcia
        - b. 2nd: Sarah Sannes
        - c. Further Discussion: None
        - d. Unanimous Approval

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- d. Review MACS New Law Primers from the 2024 Legislative Session Law Changes
  - i. The 2024 Session of the Legislature enacted significant changes in education funding, laws, and expectations for public schools – including chartered public schools.
    1. [Special Education](#): Mn Statutes 125a
    2. [Read Act 2.0](#): Reduction In Required Instructional Hours 120b.123 Subd.5
    3. [High School Coach Contracts](#): Mn Statutes 122a.33, Subd.2
    4. [American Indian And Indigenous Education](#): Religious And Cultural Observances 120a.35
    5. [Cell Phone Policy](#): Mn Statutes 121a.73
    6. [English Learners](#): Language Access Plans 123b.32
    7. [Four Day School Week](#): Mn Statute 124d.12-27
    8. [Schools And Media Materials](#) Mn Statutes 121a.80, 134.51
    9. [Authorizers](#) – (Mn Statutes 124e.05)
    10. [Procurement Policy Requirement](#) – (Mn Statutes 124e.26)
    11. [Charter School Provisions](#) – (Mn Statutes 124e)
    12. [Student Attendance Pilot](#) Laws 2024, Chapter 115, Article 1, Sec. 20
    13. [Examining Paraprofessional Qualification Requirements](#) Laws 2024, Chapter 115, Article 5, Sec. 21
    14. [Mental Health Education](#) 120b.21
4. New Business / Discussion / Action Items
  - a. Review and Approve 7.2.3 PROCUREMENT POLICY - Exemplar Procurement Policy
    - i.  7.2.3 PROCUREMENT POLICY - Exemplar Procurement Policy
      1. *“Purchases Less than \$25,000. The director shall be responsible for implementing purchases within these limits. The director shall, when reasonably practicable, use processes to endeavor to obtain competitive market rates or purchase at reasonably competitive available prices or rates.”*
      2. *“Purchases of \$25,000 Or More. Prior to any purchase of \$25,000 or above, the director shall obtain bids or quotations from at least two sellers or vendors or, if market conditions for a purchase are such that sellers or vendors will not respond to a request for bids or quotations, shall otherwise endeavor to compare the prices of a least two sellers or vendors, in all cases endeavoring to ensure that each of the bids, quotes, or comparison prices reflects substantially equal quantity and quality.”*
      3. Any contracts or individual purchases costing more than \$25,000 have to have competitive bids and processes.
      4. \$75,000-\$100,000 is recommended for board approval. At Paladin board must approve anything over \$100,000
      5. As as example our SPED, Designs contract, will have to go through the competitive process starting next year
        - a. Approval of 7.2.3 PROCUREMENT POLICY - Exemplar Procurement Policy as presented



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- i. Motion: Nick Garcia
  - ii. 2nd: Sarah Sannes
  - iii. Further Discussion: None
  - iv. Unanimous Approval
- b. Review and Paladin Staff Coronavirus Sick Leave Response Board Policy
  - i. [COVID-19 Response Sick Leave - Paladin Board Policy 8.26.21](#)
    - 1. This policy expired on June 12, 2024.
    - 2. The CDC has now lumped COVID along with the Flu, RSV, and other airborne illnesses, therefore, there is no longer a need for a COVID-19 Sick Leave policy at Paladin.
- c. Review and Approve Graduation Plan Checklist - Class of 2027 Version w/ Sarah Sannes
  - i. [Graduation Plan Checklist - Class of 2026 and Before Version](#)
    - 1. This version has the same credit requirements as it has been for the last few years, and this is what we will be using for our 11th and 12th-grade graduating classes.
  - ii. [Graduation Plan Checklist - Class of 2027 Version](#)
    - 1. NEW. This credit requirement will start for the class of 2027 and beyond (current 9th and 10th graders).
    - 2. Same 4 credit in LA, new need .5 media lit
    - 3. The 1 credit requirement for Science Elective / Experiential Science has been moved to 1 credit of Earth and Space Science
    - 4. What was a .5 credit Civics requirement has now changed to .25 credit for 9th/10th grade Civics, and .25 credit for US gov and politics
    - 5. In addition to the .5 credit requirement for Economics, we have added a .5 credit requirement for Personal finance.
    - 6. To keep the same overall 22 credit graduation requirement, we decreased our previous 1 PE credit down to a .5 credits of PE. This is in alignment with many other schools who require 1 combined credit of Health and PE.
    - 7. Approval Cell Phone Policy per MN Statute 121A.73 to be updated in the Student Handbook and our School Policies as presented
      - a. Motion: Nick Garcia
      - b. 2nd: Summer Anderson
      - c. Further Discussion: None
      - d. Unanimous Approval
- d. Review and Approval of New Hires and all Licensed Staff Positions for FY25
  - i. 43.5 total Paladin Staff for the 24-25 school year
  - ii. [Staff Licenses / Special Permissions 2024-2025](#)
  - iii. [New Paladin Pals Staff Bios 24-25](#)
  - iv. Shane Wiebusch | Specialized Ed. Services Coordinator
  - v. Steven Bailey | Education Support Professional / Transition Specialist
  - vi. Cheron Adams | Education Support Professional
  - vii. Lutonya Stigger | Education Support Professional
  - viii. Cassie Hallsten | Student Success Coordinator/ Language Arts Specialist

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- ix. Barb Harris | Student Success Coordinator / Business Administration Specialist
  - x. Dain Van Epps | Education Support Professional
  - xi. Morgan Ubbelohde | Student Success Coordinator / Science Specialist
    - 1. Approval of of New Hires and all Licensed Staff Positions for 24-25 as presented
      - a. Motion: Sarah Sannes
      - b. 2nd: Nick Garcia
      - c. Further Discussion: None
      - d. Unanimous Approval
  - e. Review and Approve the Pledge of Allegiance Requirement Waiver
    - i. *“Paladin offers students the right to pledge their allegiance to the flag of the United States of America. The recitation shall be conducted by each individual Student Success Coordinator or the Coordinator surrogate. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. As per MN Statute, A local school board or a charter school board directors may annually, by majority vote, waive this requirement. Paladin Board has waived this requirement.”*
    - ii. Approval of Pledge of Allegiance Requirement Waiver as presented
      - 1. Motion: Nick Garcia
      - 2. 2nd: Sarah Sannes
      - 3. Further Discussion:None
      - 4. Unanimous Approval
  - f. Board Member Annual Board Training Status
    - i. Requirements:
      - 1. School Law, Board Roles & Responsibilities, and Human Resources
    - ii. Frank Stucki, Tiffany Salak, Summer Anderson, and Brandon Wait have completed the IQS Board Trainings, other board members will need to do some training to complete.
  - g. PCTHS and MSBA Policy Update
5. 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. Special Education Data Reporting Application (SEDRA) updated
    - v. Annual Verification of District and School Site Information for Fiscal Year (FY) 2024-25 - Verified 7/08/24
    - vi. 2024-25 Lease Aid - Approved 8/12/24
    - vii. SY24-25 School Calendar Submitted to MDE - 8/6/24
  - b. Grant Writing / Scholarship / Donations Update
    - i. In Process: \$50,000 Grant for “Innovation in Service Learning Grants – State Fiscal Years 2024-25”
  - c. Paladin Success Stories / Updates
    - i. New floor in Oasis (Consumer Science) Lotus (Science)

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- ii. We've started! All staff returned on August 19th, and our fall staff dev days run through August 30th.
  - iii.  Paladin Family Update 8.9.24 WELCOME BACK NIGHT
- d. College & Career Update
  - i. None at this time.
- e. Professional Development / Conferences
  - i. Trauma-Informed Care & Restorative Approach
    - 1. Brain and ACEs, Mindset, Beliefs, Best Practices around Trauma-Informed Care and the Restorative Approach w/ Dr. Justin Tiarks
  - ii. Advisory Model & Hope Workshop w/ James Leqicki and Dr. Steve Rippe
- f. Experiential Learning Update
  - i. FDE Calendar, our first Experiential Learning Day will be Friday, September 13th
- 6. Testing/Assessment Report w/ Adam Forsgren
  - a. **Striving for Comprehensive Achievement and Civic Readiness (SCACR) (Formerly WBWF) Annual Planning Meeting**
    - i.  2023-24 Striving for Comprehensive Achievement and Civic Readiness
    - ii. Review of 23-24 Goals
      - 1. Closing Opportunity Gaps (Credit Attained by Groups) - On Track
      - 2. Closing Opportunity Gaps (Credit-to-population Ratio) - On Track
      - 3. College & Career Ready (PSEO/CTE/CE/WBL) - On Track
      - 4. Graduation (1-Year Graduation Rate) - On Track
    - iii. 24-25 Goal Setting
      - 1. Goals 1 - 3 remain in place through the 25-26 school year.
      - 2. Goal 4 will be adjusted to a recurring goal rather than a 5-year growth goal.
        - a. Where should the benchmark for success fall between 80-85%? Note that our IQS target benchmark is 80%, but we have been at or above 85% for the last three years.
        - b. The board discussed the options, and decided upon an 80% 1-year graduation rate goal.
      - 3. Approval of Pledge of Allegiance Requirement Waiver as presented
        - a. Motion: Nick Garcia
        - b. 2nd: Sarah Sannes
        - c. Further Discussion: None
        - d. Unanimous Approval
- 7. Future Business
  - a. Review and Approve PCTHS (MSBA) Board Policies
  - b. Review and Approve Lead Testing and Remediation
  - c. Review and Approve Employee Handbook 2024-25
  - d. Review and Approve Student Handbook 2024-25
  - e. Review and Approve Earned Sick and Safe Time (ESST)
  - f. Review and Approve Crisis Management Handbook
- 8. Upcoming Important Dates / Announcements
  - a. August 19th through Aug 30th | Staff Development Runs

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- b. August 29th from 4pm - 7pm | Welcome Back Night / Meet the Staff / Community
  - c. September 3rd | First Day of School New Students
  - d. September 6th | First Day of School All Students
  - e. September 9th | Block One SEL Knight Commitment: Empathy
  - f. September 13th | FDE - Experiential Friday
  - g. September 16th | Night School Starts
  - h. September 19th | Open House / ESSA / SEPAC / WBL / Title I
  - i. September 20th | Staff Development
  - j. September 24 - 26 | NWEA MAP Fall Assessments
  - k. September 27th | FDE - Midblock Feedback/By Invitation
  - l. Next Board Meeting Meeting: Thursday, September 19, 2024 @ 7:30 a.m.**
  - m. October Board Meeting Followed by Retreat: Saturday, October 26th (4th Saturday)
9. Adjournment (8:56 am)
- a. Motion: Summer Anderson
  - b. 2nd: Sarah Sannes
  - c. Unanimous Approval