

The Journey Schools (TJS): Level 10 Meeting Agenda

Date: October 27 at 6 p.m.

Zoom Meeting

(Scott will send out a Zoom Invite for all)

TJS (775 Lexington Pkwy N, St Paul, MN 55104)

Meeting Start Time: 6:02pm

Board Attendance

Board Member	Present	Excused Absence	Unexcused Absence
Brittany Barth	x		
Michelle Cambrice	x		
Scott Gostchock	x		
Michelle Ji		x	
Angela Silver	x		
Nicole Zagrzebski		x	
Scott Kloetzke	x		

Amanda Neumann	x		
Alainna Mattson	x		

Participants:

Mission: “To provide all students with the values, skills and knowledge needed to embark on a life-long journey to success.” This is what The Journey School will do every day for all the children. In the long-term we want to be known as a school where: “**All students love to learn, have access to a high-quality, individualized, technology embedded, standards-based curriculum with clearly defined and measurable expectations; presented by highly effective teachers and leaders in a safe, structured, creative, and nurturing learning environment that includes parent and community engagement. Students are empowered to be productive and contributing individuals in their school, local community, and the global society.**”

Meeting Norms: Turn off devices. Start promptly. Full involvement and attention from all. Mute themselves, when not speaking.

Segue: (5 minutes) Share a personal highlight since the last meeting

Financial Reporting and Approval:

- Motion made September 22, 2022 to approve the June and August (includes July) 2022 financials. Moved by Brittany Barth and seconded by Scott Kloetzke.

Board Member	Voted Yay	Voted Nay
Gostchock	X	
Barth	X	
Zagrzebski	X	
Silver	X	
Kloetzke	X	

Neumann	X	
Mattson	X	
Ji	X	

- Motion unanimously approved by the board

Scorecard: (5 minutes) Report numbers relative to goals. Move issues to Identify – Discuss – Solve (IDS)

● *Review Principal's Report*

Description	Measurement(s)
Financials	
Enrollment	
ELL Students	
ELS Students	
Free and Reduced Lunch	
Prospects/Recruitments	

Wrap-Around Enrollment	
Test Scores	
Other?	

Rock Review: (5 minutes) Review status of each leadership team rock (“on track” or “off track”). (if a rock is off track or something is standing in the way of the rock completion immediately move to *Issues List*)

(Owner does not have to do it all, but has to own/be accountable to say “on track” or “off track”)

People Headlines: (5 minutes) (a moment where everyone in the room has an opportunity to share a negative or positive about someone in the organization, vendor, etc. that is important for all to know...

To-Do List: (5 minutes) Insert action items from meeting. Done or not done?

Actions/Steps Required	Resources Needed	By Date	Point Person	Outcome/Measurement
Scott G to contact new board members for board training		11/7/2022	Scott G.	

IDS – Identify/Discuss/Solve: (60 minutes) Current Issues List - Prioritize. Start with #1-#3.

Priority	Topic	Solution (Who does what by when?)
	Financials	Financials where reviewed and approved.
	Transportation	We have a bus company, need to approve, need to add 10 students to cover cost.
	Building and Bond Work	Discussions continue with EPI for building and bond work. Evaluation should be completed 3-6 months.
	Enrollment	Discussed and looking to increase by 10 students minimum.
	Fund Development	Monthly fundraisers for different restaurants. Planning for the gala is in process.
	Board Training	Michelle Cambrice sent out a link for board training. Human resources and governance. Audit presentation will count for training for finance. Finish by the end of school year. When finish please send certificate of completion to aneumann@thejourneyschool.org to track.
	Conflict of Interest Forms	Michelle Cambrice sent out forms, read, sign, and send out to Michelle Cambrice. If conflict contact Scott to discuss.

	Background Checks	Every 3 years, board members go through a background check.
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- Motion made September 22, 2022 to accept the resignation of Craig Kepler from The Journey School Board. Moved by Scott Gostchock and seconded by Scott Kloetzke.

Board Member	Voted Yay	Voted Nay
Gostchock	X	
Barth	X	
Zagrzebski	X	
Silver	X	
Kloetzke	X	
Neumann	X	
Mattson	X	
Ji	X	

- Motion unanimously approved by the board

Conclusion: (5 minutes) Tie up loose ends.

- Review and Recap To-Do List

New To-Do List:

do-list (5 minutes) Insert new action items from today's meeting – see above to

- **Conflict of interest review:**

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- **Cascading Messages:** (What needs to be communicated? By/to whom, how, when?)

Scott will reach out to Michelle Ji and Nicole Zagrzebski.

- **Rate this meeting:** (1-10) = (How can we improve?): 10,9,9,9,9,10,9 = 9.4 average

● **Next Meeting Date/Time/Location:**

- **Tuesday, 11/22/2022 at 6 p.m. (Brittany Barth will lead meeting)** ○
TJS (775 Lexington Pkwy N, St Paul, MN 55104) – Zoom if needed

- **Meeting closing: 6:42pm**