

**The Journey Schools (TJS): Level 10 Meeting Agenda**

**Date: December 15 at 6 p.m.**

**Zoom Meeting**

**(Brittany will send out a Zoom Invite for all)**

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

**Meeting Start Time:**

**Board Attendance**

<b>Board Member</b>	<b>Present</b>	<b>Excused Absence</b>	<b>Unexcused Absence</b>
Brittany Barth			
Michelle Cambrice			
Michelle Ji			
Angela Silver			
Nicole Zagrzebski			
Scott Kloetzke			
Amanda Neumann			
Alainna Mattson			

**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

**Approve the Agenda**

Motion made December 15, 2022 to accept the agenda for The Journey School Board meeting on such date. Moved by x and seconded by x

Board Member	Voted Yay	Voted Nay
Barth		
Silver		
Kloetzke		
Neumann		
Mattson		
Ji		

- o Motion unanimously approved by the board

**Approve the Minutes**

Motion made December 15,2022 to approve the November 2022 minutes. Moved by x and seconded by x

	Yay	Nay
Barth		
Silver		
Kloetzke		
Ji		
Neumann		
Mattson		

Motion unanimously approved by the board

**Financial Reporting and Approval:**

Motion made December 15,2022 to approve the November 2022 financials. Moved by x and seconded by x

	Yay	Nay
Barth		
Silver		
Kloetzke		
Ji		
Neumann		
Mattson		

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*

<b>Description</b>	<b>Measurement(s)</b>
Financials	
Enrollment	142
ELL Students	
ELS Students	
Free and Reduced Lunch	
Prospects/Recruitments	

Test Scores	Will share at Dec meeting.
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
Discuss TJS and Son Employees		December 1, 2022	Michelle Cambrice	

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

Priority	Topic	Solution (Who does what by when?)
	Financials	
	Transportation	Current bussing going smoothly. Small bus was Donated from Pilgrim at TJS now. Needs updates. Van has a route again.
	Building and Bond Work	

	Enrollment	142
	Fund Development	Gala in spring, Restaurant fundraiser once a month.
	Board Training	Brittany will resend link out. Financial training completed by board from Abdo
	Conflict of Interest Forms	

**Conclusion:** (5 minutes) Tie up loose ends.

- Review and Recap To-Do List

Talk to SON about Staff. Link sent out for more board training.

**New To-Do List:** (5 minutes) Insert new action items from today's meeting – [see above to do-list](#)

- **Conflict of interest review:**

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

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

- **Next Meeting Date/Time/location:**

- 1/ at 6 p.m.
- TJS (775 Lexington Pkwy N, St Paul, MN 55104) – Zoom if needed

- **Meeting closing:**