

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

**Date: March 23,2023 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: 6:01pm**

**Board Attendance**

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

**Approve the Agenda**

Motion made March 23, 2023 to accept the agenda for The Journey School Board meeting on such date. Moved by Brittany Barth and seconded by Angela Silver.

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

- o Motion unanimously approved by the board

**Financial Reporting and Approval:**

Motion made March 23,2023 to approve the February 2023 financials. Moved by Brittany Barth and seconded by Michelle Ji.

	Yay	Nay
Barth	X	
Ji	X	
Neumann	X	
Silver	X	
Zagrzebski	X	
Mattson	X	

- o Motion unanimously approved by the board

**Approve the Minutes**

Motion made March 23, 2023 to approve the February 2023 minutes. Moved by Brittany Barth and

seconded by Michelle Ji.

	Yay	Nay
Barth	x	
Ji	X	
Neumann	X	
Silver	X	
Mattson	X	
Zagrzebski	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*

<b>Description</b>	<b>Measurement(s)</b>
Financials	More to come next month.
Enrollment	130
ELL Students	
ELS Students	
Free and Reduced Lunch	
Prospects/Recruitments	
Test Scores	

<b>Other?</b>	
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**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?

<b>Actions/Steps Required</b>	<b>Resources Needed</b>	<b>By Date</b>	<b>Point Person</b>	<b>Outcome/Measurement</b>
Lease review	Legal/lawyer	Next Board Meeting April 2023	Brittany Barth	
Buy Gala tickets and support donations.	Board and spread the word.	Now tell Gala	Board	
Submit Gala Proposal to Old National Bank		ASAP	Brittany Barth	

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

<b>Priority</b>	<b>Topic</b>	<b>Solution</b> (Who does what by when?)
	Financials	The finance committee is working with landlord and UBC (unaffiliated building company)

	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	145
	Fund Development	<ul style="list-style-type: none"> <li>• Gala in spring, Restaurant fundraiser once a month. Come up with ideas to increase engagement, Wednesday at 4:30pm starting January. Set up calendar invite, bi weekly meetings may 6 5pm, Thurs/Fri/sat to setup/ theme mascaraed ball/Donation letters in process/encourage staff to attend. Setup booked/tables and chairs booked.</li> <li>• Staff engagement</li> <li>• Companies to start purchasing tables</li> <li>• Goal: 20,000</li> <li>• Looking for donation for silent auctions</li> <li>• Mandy or Michelle will send out the letter.</li> <li>• Gertains up and posted tell April 6th</li> <li>• Chuck Rowe helped us brainstorm, calendar, list to call, different types of grants and activities we want to target.</li> <li>• Collecting auction items now at TJS</li> <li>• Bid sheets being done, website is live and able to buy tickets.</li> <li>• Donation link, links to pay pal. Check on link.</li> <li>• March 29 Wed 4:30pm google</li> </ul>

		meets
	Board Training	Log on and start when complete sent copy of certificate to Mandy and Michelle
	Conflict of Interest Forms	

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

- Review and Recap To-Do List

Promote Gala

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

- Lender comes back with solution, may need to vote on as a board.
  - Would call a special meeting.
- **Conflict of interest review:**
- **Cascading Messages:** (What needs to be communicated? By/to whom, how, when?)
- **Rate this meeting:** (1-10) = (How can we improve?): 9,10,9,9,10,10,9
- **Next Meeting Date/Time/location:**
  - 4/27/2023 at 6 p.m.
  - TJS (775 Lexington Pkwy N, St Paul, MN 55104) – Zoom if needed
- **Meeting closing:6:26pm**