

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

**Date: September 27, 2023 at 4:45 p.m.**

**Zoom Meeting**

<https://pmqh.zoom.us/j/7062566311?pwd=Zk9QelZXdGZqa204MVFTSIZNVkMxZz09>

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			
Alainna Mattson			
Nicole Zagrzebski			

**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.

**Community/Public Comments:** (5-10minutes)

*Comment is the only open forum of tonight’s meeting. It is an opportunity to present an issue or concern to the Board of Directors. There is a maximum of ten minutes set aside for Community Comment. Each presentation should be limited to no more than two minutes. If your item needs follow-up from the board and/or staff, or will require research etc., a decision may not be made*

during tonight's meeting. Thank you for coming

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

**Conflict of Interest Review:**

**Approve the Agenda**

- Motion made September 27, 2023 to accept the agenda for The Journey School Board meeting on September 27, 2023. Moved by xxx and seconded by xxx.

Board Member	Voted Yay	Voted Nay
Barth		
Mattson		
Silver		
Ji		
Zagrzebski		

- Motion unanimously approved by the board

**Other Approvals:**

**Financial Reporting and Approval:**

- Motion made September 27, 2023 to approve the August 2023 financials. Moved by xxx and seconded by xxx.

Board Member	Voted Yay	Voted Nay
Barth		
Mattson		
Silver		
Ji		
Zagrzebski		

**Approve the Minutes:**

- Motion made September 27, 2023 to approve the August 2023 minutes. Moved by xxx and seconded by xxx.

Board Member	Voted Yay	Voted Nay
Barth		
Mattson		
Silver		
Ji		
Zagrzebski		

- 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 updating at September meeting.*

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

**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	On Hold	Brittany Barth	Meeting happen, complete.
Enrollment	All staff	2023-24 school year	Mandy Neumann	170 is the goal, ongoing.
Total Gala	Shannon	July 1,2023	Brittany Barth	\$20,000
TJS Beautification GoFundMe – Spread the word	All	\$850 and Ongoing	Mandy Neumann	Raise \$50,000
Review Board Development Plan	Brittany	Wed, Sept 27	Brittany Barth	

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

<b>Priority</b>	<b>Topic</b>	<b>Solution (Who does what by when?)</b>
1	Building and Bond Work	
2	Future meetings location	Starting January 2024 meeting. Move board meeting to fourth Wednesday of every month at 4:45pm (Wed, Sept 27,2023 etc...) Add to school calendar.
3	Enrollment	Brainstorm ideas to reach out.
4	Board Members	Min of 5. Parent and teacher. Have two parents that want to join and Scott Kloetzke. Goal is 9 members. Invite next week and make motion to approve them as board members and except Nicole resignation as well.
	Financials	
	Transportation	

	Fund Development	
	Board Development Plan	Per statue: must be approved by the Board and followed that includes the yearly training and the initials required training for the new Board members and included in the annual report.
	Conflict of Interest Forms	

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

- Review and Recap To-Do List

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

- **Cascading Messages:** (What needs to be communicated? By/to whom, how, when?) Reach out to potential future board members, and send date and elect at that time.
- **Rate this meeting:** (1-10) = (How can we improve?):
- **Next Meeting Date/Time/location:**
  - 
  - **TJS** (775 Lexington Pkwy N, St Paul, MN 55104) – Zoom if needed

● **Meeting closing:**