

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

**Date: December 12, 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: 4:47pm**

**Board Attendance**

<b>Board Member</b>	<b>Present</b>	<b>Excused Absence</b>	<b>Unexcused Absence</b>
Brittany Barth	x		
Michelle Ji		x	
Angela Silver		x	
Alainna Mattson	x		
Cherese Williams	x		
Latasha Williams	x		

**Participants: Michelle Cambrice, Keith Nicholson, Rikee Regino, and Amanda Neumann**

**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 December 12, 2023 to accept the agenda for The Journey School Board meeting on December 12, 2023. Moved Alaina Mattson seconded by Latasha Williams.

Board Member	Voted Yay	Voted Nay
Barth	x	
Mattson	x	
C Williams	x	
L Williams	x	

- Motion unanimously approved by the board

**Other Approvals:**

Motion made on December 12, 2023 to accept the board development policy in accordance with Minnesota Statue 124E.07SUB7. Moved by Brittany Barth and seconded by Latasha Williams.

Board Member	Voted Yay	Voted Nay
Barth	x	
Mattson	x	
C Williams	x	
L Williams	x	

- Motion unanimously approved by the board

**Approve the Minutes:**

- Motion made December 12, 2023 to approve the November 2023 minutes. Moved by Brittany Barth and seconded by Alainna Mattson.

Board Member	Voted Yay	Voted Nay
Barth	x	
Mattson	x	
C Williams	x	
L Williams	x	

- Motion unanimously approved by the board

Policy Review: Accounting Policy

**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	Resources	By Date	Point	Outcome/Measurement
<b>Required</b>	<b>Needed</b>		<b>Person</b>	
Lease review	Legal/lawyer	On Hold	Brittany Barth	Meeting happen, complete. Anyone know pro bono lawyer to look at the lease.
Enrollment	All staff	2023-24 school year	Mandy Neumann	170 is the goal, ongoing. Need enrollment recruiter.
TJS Beautification Go Fund Me – Spread the word	All	\$1000 and Ongoing	Mandy Neumann	Raise \$5,000 Will close?

Review Board Development Plan	Brittany	Nov 8, 2023	Brittany Barth	Next month's meeting Dec 13, 2023
Bussing		In progress	Angela Silver	
Grants	All board members	Nov 15, 2023	Latasha Williams	Researching grants, grant writing experience, etc. L. Williams has a grant writer willing to do two grants pro bono. Look for unrestricted grants. Partner up! Sent list of 3 available now (state, gov, fed) and more come beginning of year. Meeting with Ms. Cambrice
Enrollment initiatives	Cherese and Tasha, Alaina	Jan 24, 2024		Middle schools and preschools Brainstorm with tjs staff

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

Priority	Topic	Solution (Who does what by when?)
1	Building and Bond Work	On hold
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	Look into rules for out of state board members. Next election is in the spring.
5	Financials	
6	Fund Development	Gala May 4, 2024. Murder Mystery, sponsor and gala letter out before Jan. Red black and silver (Mystery Night)

7	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.
8	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?). Angela to send out Bus summary. Michelle Ji contact Danica Cambrice. Brittany follow up with Michelle Ji. Brittany and Michelle will follow up with Keith.
- **Rate this meeting:** (1-10) = (How can we improve) 8,9,9,9,8,10,8
- **Next Meeting Date/Time/location:**
  - January 24, 2023 at 4:45pm
  - **TJS (775 Lexington Pkwy N, St Paul, 55105)**
- **Meeting closing: 5:16pm**