

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

**Date: September 25,2024 at 4:45 p.m.**

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

Guests may join in person or by zoom:

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

**Meeting Start Time: 4:46PM**

**Board Attendance**

<b>Board Member</b>	<b>Present</b>	<b>Excused Absence</b>	<b>Unexcused Absence</b>
Brittany Barth	x		
Michelle Ji	x		
Alainna Mattson	x		
Cherese Williams	x		
Latasha Williams	x		
Scott Kloetzke		x	
Karen Ruth-Jarmon	x		
Taylor Skoglund	x		

**Participants :** Michelle Cambrice 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 September 25, 2024 to accept the agenda for The Journey School Board meeting on September 25,2024. Moved by Brittany Barth seconded by Alainna Mattson.

Board Member	Voted Yay	Voted Nay
Barth	x	
Mattson	x	
Ji	x	
L Williams	x	
C Williams	x	
Karen Ruth-Jarmon	x	
Taylor Skoglund	x	

- Motion unanimously approved by the board

**Financial Reporting and Approval:**

- Motion made September 25,2024 to approve the June and August 2024 financials. Moved by Brittany Barth and seconded by Michelle Ji.

Board Member	Voted Yay	Voted Nay
Barth	x	
Mattson	x	
Ji	x	
L Williams	x	
C Williams	x	
Karen Ruth-Jarmon	x	
Taylor Skoglund	x	

- Motion unanimously approved by the board

**Approve the Minutes:**

Motion made September 25,2024 to approve the August 2024 minutes. Moved by Brittany Barth and seconded by Cherese Williams.

Board Member	Voted Yay	Voted Nay
Barth	x	
Mattson	x	
Ji	x	
L Williams	x	
C Williams	x	
Karen Ruth-Jarmon	x	
Taylor Skoglund	x	

- Motion unanimously approved by the board

**Other Approvals:**

- Motion made September 25, 2024 to approve Michelle Cambrice revoking the school’s election to use St. Paul Public School District transportation and revise its transportation election to receive transportation funds directly. Michelle Cambrice is also to directly notify St. Paul Public Schools and MDE of this decision. Moved by Brittany Barth and seconded by Alainna Mattson.

Board Member	Voted Yay	Voted Nay
Barth	x	
Mattson	x	
Ji	x	
L Williams	x	
C Williams	x	
Karen Ruth-Jarmon	x	
Taylor Skoglund	x	

- Motion unanimously approved by the board
- Motion made September 25, 2024 to approve using Student Safe Transportation for bussing services for the 2024/2025 school year. Moved by Brittany Barth and seconded by Michelle Ji.

Board Member	Voted Yay	Voted Nay
Barth	x	
Mattson	x	
Ji	x	
L Williams	x	
C Williams	x	
Karen Ruth-Jarmon	x	
Taylor Skoglund	x	

- Motion unanimously approved by the board

**Policy Review:** Library and Student Journalism

**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...)

**Director's Report:** (time allotted for Director's report including enrollment, school activities, academic performance, etc.)

**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
organize policies and procedures. Clarify them on the website.	Amanda Neumann & Shannon G	Oct 29,2024	Brittany Barth	
Start Board Training within 6 months of starting board.	Everyone HR/Finance/Governance	Dec.	Brittany Barth	
Policy Review	Send comments ahead of time to Brittany Barth	Oct 29,2024	All Members	Send comments to Brittany Barth

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

Priority	Topic	Solution (Who does what by when?)
	Enrollment	Brainstorm ideas to reach out.
	Financials	Audit Successful
	Fund Development	Continue to look for Grant Opportunity /Gala planning May 3,2024. Candy land theme.
	Grants	Karen Ruth-Jarmon looking up give to the Max. Waiting to hear back about the Minnesota Grant.

		As a board see if you can find opportunity.
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**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.

- **Rate this meeting:** (1-10) = (How can we improve) 8,10,8,8,9,8,9,8

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

October 29, 2024 at 4:45pm at **TJS** (775 Lexington Pkwy N, St Paul, 55104) – Zoom Guests Only

- **Meeting closing: 5:26PM**