

The Journey Schools (TJS): Level 10 Meeting Agenda**Date: December 16,2024 at 4:45 p.m. Where: TJS (775****Lexington Pkwy N, St Paul, MN 55104****Meeting Start Time:****Board Attendance**

Board Member	Present	Excused Absence	Unexcused Absence
Brittany Barth			
Michelle Ji			
Alainna Mattson			
Cherese Williams			
Latasha Williams			
Scott Kloetzke			

Karen Ruth-Jarmon			
Taylor Skoglund			

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 December 16, 2024 to accept the agenda for The Journey School Board meeting on December 16,2024. Moved by x seconded by x.

Board Member	Voted Yay	Voted Nay
Barth		
Ji		
Kloetzke		
L Williams		
C Williams		
Skoglund		
Mattson		
Ruth-Jarmon		

- Motion unanimously approved by the board

Financial Reporting and Approval:

- Motion made December 16,2024 to approve the October and November 2024 financials. Moved by x and seconded by x.

Board Member	Voted Yay	Voted Nay
Barth		
Ji		
Kloetzke		
L Williams		
C Williams		
Skoglund		
Mattson		
Ruth-Jarmon		

- Motion unanimously approved by the board

Approve the Minutes:

Motion made December 16,2024 to approve the October and November 2024 minutes. Moved by x and seconded by x.

Board Member	Voted Yay	Voted Nay
Barth		
Ji		
Kloetzke		
L Williams		
C Williams		
Skoglund		
Mattson		
Ruth-Jarmon		

o Motion unanimously approved by the board

Other Approvals:

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

Library material reconsideration form	Amanda Neumann and Mr. Lindstrom	Nov21,2024	Amanda Neumann	
Give to the max	Scott Kloetzke and Karen Ruth-Jarmon	Nov 21,2024	Scott Kloetzke	
organize policies and procedures. Clarify them on the website.	Amanda Neumann & Shannon G	Nov21,2024	Brittany Barth	
Line of credit	Taylor Skoglund and Brittany Barth	Nov 21,2024	Brittany Barth	
Start Board Training within 6 months of starting board.	Everyone HR/Finance/Governance	Dec.	Brittany Barth	
Policy Review	Finalize for next month's approval	Nov 21,2024	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. As a board see if you can find opportunity.

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)

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

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

● **Meeting closing:**