

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

**Date:** August 27th at 4:45 p.m.

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

**Meeting Start Time:** 4:52pm

### **Board Attendance**

<b>Board Member</b>	<b>Present</b>	<b>Excused Absence</b>	<b>Unexcused Absence</b>
Brittany Barth		x	
Michelle Ji	x		
Scott Kloetzke	x		
Crystal Grundmeier	x		

### **New/Renewing Members:**

Karen Ruth-Jarmon	x		
Taylor Skoglund	x		
Zayed Lamu	x		

**Participants :** Michelle Cambrice, Amanda Neumann, Scott Gostchock, Ben Heldt, Marcus Fitzgerald, and Ann Borgwardt

**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:**

### **Board Elections**

- Motion made August 27, 2025 to approve the appointment of Zayed Lamu as a new member of the board, serving as Parent Member, effective August 27<sup>th</sup> 2025 for a period of 3 years in addition to renewal of terms for Karen Ruth-Jarmon 3 years and Taylor Skoglund 3 years as Community Members. Moved by Michelle Ji and seconded by Crystal Grundmeier.

Board Member	Voted Yay	Voted Nay
Michelle Ji	x	
Scott Kloetzke	x	
Crystal Grundmeier	x	

- Motion unanimously approved by the board

### **Approve the Agenda**

- Motion made August 27, 2025 to accept the agenda for The Journey School Board meeting on August 27, 2025. Moved by Michelle Ji seconded by Taylor Skoglund.

Board Member	Voted Yay	Voted Nay
Michelle Ji	x	
Scott Kloetzke	x	
Crystal Grundmeier	x	
Taylor Skoglund	x	
Karen Ruth-Jarmon	x	
Zayed Lamu	x	

- Motion unanimously approved by the board

### **Reporting and Approval:**

- Motion made August 27, 2025 to approve the June 2025 financials. Moved by Michelle Ji and seconded by Karen Ruth-Jarmon.

Board Member	Voted Yay	Voted Nay
Michelle Ji	x	

Scott Kloetzke	x	
Crystal Moe	x	
Taylor Skoglund	x	
Karen Ruth-Jarmon	x	
Zayed Lamu	x	

- Motion unanimously approved by the board

### **Approve the Minutes:**

Motion made August 27, 2025 to approve the June 2025 minutes. Moved by Taylor Skoglund and seconded by Karen Ruth-Jarmon.

Board Member	Voted Yay	Voted Nay
Michelle Ji	x	
Scott Kloetzke	x	
Crystal Grundmeier	x	
Taylor Skoglund	x	
Karen Ruth-Jarmon	x	
Zayed Lamu	x	

- Motion unanimously approved by the board

### **Other Approvals:**

Motion made August 27, 2025 to approve the TJS Rights & Responsibilities, Handbook for Students, Staff and Families. Moved by Taylor Skoglund and seconded by Scott Kloetzke.

Board Member	Voted Yay	Voted Nay
Michelle Ji	x	
Scott Kloetzke	x	
Crystal Grundmeier	x	
Taylor Skoglund	x	
Karen Ruth-Jarmon	x	
Zayed Lamu	x	

- Motion unanimously approved by the board

Motion made August 27, 2025 to approve the updated Procurement Policy. Moved by Michelle Ji and seconded by Crystal Grundmeier.

Board Member	Voted Yay	Voted Nay
Michelle Ji	x	

Scott Kloetzke	x	
Crystal Grundmeier	x	
Taylor Skoglund	x	
Karen Ruth-Jarmon	x	
Zayed Lamu	x	

- Motion unanimously approved by the board

Motion made August 27, 2025 for Michelle Cambrice to revoke 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 Saint Paul Public Schools and MDE. Moved by Taylor Skoglund and seconded by Scott Kloetzke.

Board Member	Voted Yay	Voted Nay
Michelle Ji	x	
Scott Kloetzke	x	
Crystal Grundmeier	x	
Taylor Skoglund	x	
Karen Ruth-Jarmon	x	
Zayed Lamu	x	

- Motion unanimously approved by the board

Motion made August 27, 2025 to approve using Student Safe Transportation for bussing services for the 2025/2026 school year. Moved by Michelle Ji and seconded by Scott Kloetzke.

Board Member	Voted Yay	Voted Nay
Michelle Ji	x	
Scott Kloetzke	x	
Crystal Grundmeier	x	
Taylor Skoglund	x	
Karen Ruth-Jarmon	x	
Zayed Lamu		

- Motion unanimously approved by the board

Motion made August 27, 2025 to approve allowing teachers to administer inhalers. Moved by Michelle Ji and seconded by Crystal Grundmeier.

Board Member	Voted Yay	Voted Nay
Michelle Ji	x	
Scott Kloetzke	x	
Crystal Grundmeier	x	
Taylor Skoglund	x	
Karen Ruth-Jarmon	x	
Zayed Lamu	x	

- Motion unanimously approved by the board

**Policy Review:** completed above

**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... Michelle and Scott will connect Crisis Management, and Michelle Ji will check on security window film S2400 for The Journey School.

**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
Summer Kickback		July 2025	Latasha Williams Michelle Cambrice	Street access, vendors, food truck 10-20% goes back to school. Create community partnerships.
Open House	Shannon, Michelle, Mandy	June, July, & Aug 2025	Michelle Cambrice	Coffee hour/visit.
Hold yearly Board Elections	Template in Google Forms	August 27 <sup>th</sup> , 2025	Brittany Barth	
Michelle and Scott will connect Crisis Management		Sept	Michelle C and Scott	

Michelle Ji will check on security window film S2400 for The Journey School.		Sept	Michelle Ji	
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**IDS – Identify/Discuss/Solve:** (60 minutes) Current Issues List - Prioritize. Start with #1-#3.

Priority	Topic	Solution (Who does what by when?)
1	Enrollment/Taylor Wiz Recruiting	Going well. Want to use again. Renew the contract.
	Financials	After Sept, re due budget based on student enrollment.
	Fund Development	Start Sept 4pm
	Grants	Adsis received funding. Before and after school grant, will announce on Sept 2026. Language Grant Sauer family foundation Working with Marcus Fitzgerald.

**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. Michelle Ji will follow up with Brittany Barth on updates.

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

● **Next Meeting Date/Time/location:** **September 24, 2025 at 4:45pm at TJS (775 Lexington Pkwy N, St Paul, 55104)**

● **Meeting closing:** 5:41pm