

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

**Date:** September 24th at 4:45 p.m.

**Where:** 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 Ji         |                |                        |                          |
| Scott Kloetzke      |                |                        |                          |
| Crystal Grundmeier  |                |                        |                          |
| Karen Ruth-Jarmon   |                |                        |                          |
| Taylor Skoglund     |                |                        |                          |
| Zayed Lamu          |                |                        |                          |

---

**Participants :** Michelle Cambrice, Amanda Neumann, Ben Heldt, and Marcus Fitzgerald

**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 24, 2025 to accept the agenda for The Journey School Board meeting on September 24, 2025. Moved by xx seconded by xx.

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

- Motion unanimously approved by the board

**Reporting and Approval:**

- Motion made September 24, 2025 to approve the August 2025 financials. Moved by xx and seconded by xx.

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

- Motion unanimously approved by the board

**Approve the Minutes:**

Motion made September 24, 2025 to approve the August 2025 minutes. Moved by xx and seconded by xx.

| Board Member | Voted Yay | Voted Nay |
|--------------|-----------|-----------|
|--------------|-----------|-----------|

|                    |  |  |
|--------------------|--|--|
| Michelle Ji        |  |  |
| Scott Kloetzke     |  |  |
| Crystal Grundmeier |  |  |
| Taylor Skoglund    |  |  |
| Karen Ruth-Jarmon  |  |  |
| Zayed Lamu         |  |  |

- Motion unanimously approved by the board

### **Other Approvals:**

### **Policy Review:**

**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?

| <b>Actions/Steps Required</b>                                                | <b>Resources Needed</b> | <b>By Date</b> | <b>Point Person</b>  | <b>Outcome/measurement</b> |
|------------------------------------------------------------------------------|-------------------------|----------------|----------------------|----------------------------|
| 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          |                            |

**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.<br>Before and after school grant, will announce on Sept 2026.<br>Language Grant<br>Sauer family foundation<br>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

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

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

- **Meeting closing:**