

The Journey Schools (TJS): Level 10 Meeting Agenda

Date: December 17th at 4:45 p.m.

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

Meeting Start Time: NO QUORUM

Board Attendance

Board Member	Present	Excused Absence	Unexcused Absence
Brittany Barth	X		
Michelle Ji		X	
Scott Kloetzke		X	
Crystal Grundmeier	X		
Karen Ruth Jarmon	X		
Taylor Skoglund		X	
Zayed Lamu		X	

Participants: Michelle Cambrice, Amanda Neumann, Marcus Fitzgerald

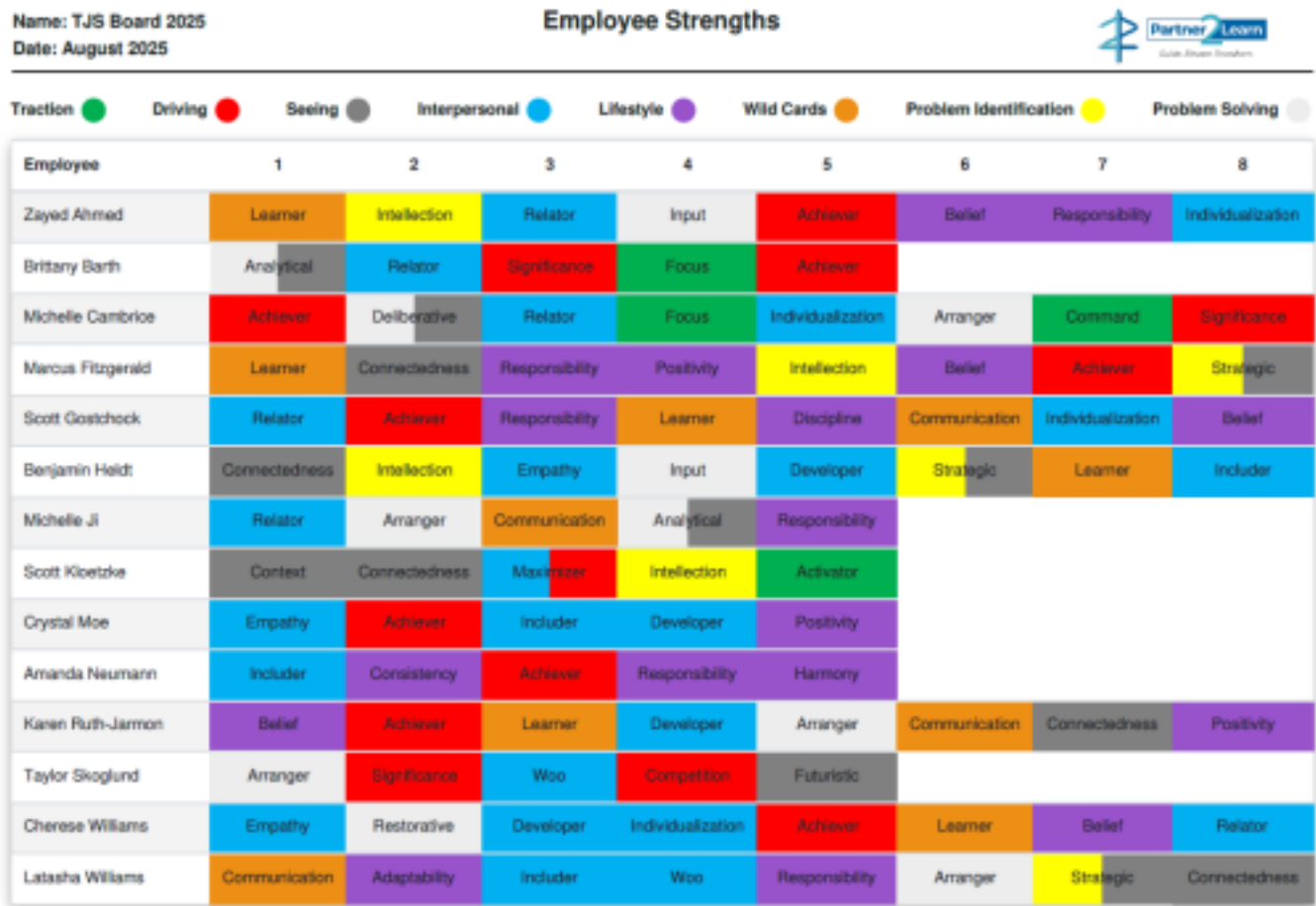
Mission: “To provide all students with the values, skills and knowledge needed to embark on a life-long journey to success.” This is what The Journey School will do every day for all the children. In the long-term we want to be known as a school where: **“All students love to learn, have access to a 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 December 17, 2025 to accept the agenda for The Journey School Board meeting on December 17, 2025. Moved by xx seconded by xx.

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

- Motion unanimously approved by the board

Reporting and Approval:

- Motion made December 17, 2025 to approve the November 2025 financials. Moved by xx and seconded by xx.

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

Motion made December 17, 2025 to approve the November 2025 Financials. Moved by xx and seconded by xx.

Board Member	Voted Yay	Voted Nay
Michelle Ji		
Brittany Barth		

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

- Motion unanimously approved by the board

Approve the Minutes:

Motion made December 17, 2025 to approve the November 2025 minutes. Moved by xx and seconded by xx.

Board Member	Voted Yay	Voted Nay
Michelle Ji		
Brittany Barth		
Crystal Grundmeier		
Taylor Skoglund		
Karen Ruth Jarmon		
Scott Kloetzke		
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...

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

Goal Review:

To-Do List: (5 minutes) Insert action items from meeting. Done or not done?

90-day plan (December of 2025)	Owner	On	Off	Complete?
Expansion team formed to research multiple sites and potential high school	TS	x		
Strengthen fundraising team to achieve even higher goals - pick Gala theme and set and conduct regular meetings	MJ/MN	X		
Strengthen progress monitoring and creating a testing team for TJS	CG	x		
Continue to recruit and enroll students utilizing current strategies and team and renew contract with Taylor Wiz Recruiting	MC	x		Contract Ended
Create community presence enhancement team	KRJ/ZA		x	
Quarterly check-in with school leadership on strategic plan progress	BB	x		
Quarterly update and tracking on all board trainings	BB	x		
Gather needed materials for audit on a quarterly basis	MC	x		Done
Conduct monthly meetings for school board	BB	x		
Evaluate terms and commitment for current and potential school board members	BB	x		
Conduct background checks on any new board members as required	MC	x		Done
Review any and all conflict of interests	MC	x		Done
Hold quarterly reviews with finance committee and monthly reviews for approval of all financials	TS/BB	x		

Hold quarterly meetings as needed per any legal issues	MC/CK	x		
Review and set new 90-day goals	BB	x		

Actions/Steps Required	Resources Needed	By Date	Point Person	Outcome/measurement
Contact Creative Planning regarding Treasurer change		End of Nov	BB	

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

Priority	Topic	Solution (Who does what by when?)
	Enrollment/Taylor Wiz Recruiting	
	Financials	ON Track, working budget ready and sent off week after thanksgiving. Able to review in Dec.
	Fund Development	Run for the roses: Ahead, centerpieces figured out. Setup ordered, Music and DJ secured, wine secured.
	Grants	

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) 9,10,10,10,10,9,10,9,10,9

- **Next Meeting Date/Time/location:** January 28, 2026 at 4:45pm at TJS (775 Lexington Pkwy N, St Paul, 55104)

- **Meeting closing:** xxpm