

The Journey School (TJS)

Board of Directors Meeting Agenda

Date: October 28, 2026

Time: 4:45 p.m.

Location: The Journey School
775 Lexington Parkway N., St. Paul, MN 55104

Virtual Attendance Option:

Google Meet: <https://meet.google.com/yco-ocpd-nqv>

Call to Order: ____4:50____ p.m.

1. Roll Call and Determination of Quorum

Board Attendance

Board Member	Present	Excused	Absent
Crystal Grundmeier	☒	☐	☐
Karen Ruth-Jarmon	☒	☐	☐
Marcus Fitzgerald	☐	☒	☐
Scott Kloetzke	☒	☐	☐
Sharice McCain	☒	☐	☐
Tatyana Beck	☐	☒	☐
Taylor Skoglund	☒	☐	☐
Zayed Ahmed	☒	☐	☐

Guests/Staff Present: Michelle Cambrice, 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.

2. Board Development and Engagement

Check-In (Segue): (5 minutes)

Conflict of Interest Review

- ☒ No Conflicts Disclosed
- ☐ Conflict(s) Disclosed

Comments:

People Headlines (5 Minutes)

Recognition of staff, students, volunteers, partners, and community achievements.

3. Consent and Approval Agenda

A. Approval of Agenda

Motion: Approve the October 28, 2026, Board Meeting Agenda.

Moved by: __Zayed Ahmed__

Seconded by: __Taylor Skoglund__

Board Member	Voted Yay	Voted Nay	Absent
Crystal Grundmeier	☒	☐	☐
Karen Ruth-Jarmon	☒	☐	☐
Scott Kloetzke	☒	☐	☐
Sharice McCain	☒	☐	☐
Taylor Skoglund	☒	☐	☐
Zayed Ahmed	☒	☐	☐

Result:

- ☒ Unanimously Approved
- ☐ Approved
- ☐ Not Approved

Comments: _____

B. Approval of September 2026 Meeting Minutes

Motion: Approve the September 2026 Board Meeting Minutes.

Moved by: ____Crystal Grundmeier____

Seconded by: ____Taylor Skoglund____

Board Member	Voted Yay	Voted Nay	Absent
Crystal Grundmeier	☒	☐	☐
Karen Ruth-Jarmon	☒	☐	☐
Scott Kloetzke	☒	☐	☐
Sharice McCain	☒	☐	☐
Taylor Skoglund	☒	☐	☐
Zayed Ahmed	☒	☐	☐

Result:

- ☒ Unanimously Approved
- ☐ Approved
- ☐ Not Approved

Comments:

C. Other Approvals:

Motion made October 28, 2026, to approve the September 2026 financials.

Moved by: __Taylor Skoglund____

Seconded by: ____Crystal Grundmeier____

Board Member	Voted Yay	Voted Nay	Absent
--------------	-----------	-----------	--------

Crystal Grundmeier	☒	☐	☐
Karen Ruth-Jarmon	☒	☐	☐
Scott Kloetzke	☒	☐	☐
Sharice McCain	☒	☐	☐
Taylor Skoglund	☒	☐	☐
Zayed Ahmed	☒	☐	☐

Result:

- ☒ Unanimously Approved
- ☐ Approved
- ☐ Not Approved

Comments:

D. Policy Review

1. Credit Card and Debit Card Use Policy

4. Director's Report:

- Operational updates (enrollment, staffing, school activities, community partnerships)
- Strategic Plan (strategic initiatives update, key accomplishments, challenges and opportunities)
- Academics performance (progress monitoring, FASTBridge Results, MCA data review, student achievement trends)
- Annual Report
- Staff Benefits – Medical and Dental Insurance
- Staff and Student - Headlines (positives, concerns, etc.)

5. Board Strategic Plan / Goal Review:

Outstanding Board Action Items

Action Item	Owner	Status
Add Board Member to Finance Committee	CG / TS	☐ O ☒ C
Propose Specialty name for TJS rebrand	SK / MC	☐ O ☒ C
Secure Gala Sponsorships and Donations	MJ	☐ O ☒ C

Document Board Election Procedures	BB	☐ O ☒ C
Board Succession Planning	ZA	☐ O ☒ C
Quarterly Check-in with school leadership in strategic plan progress	MC	☒ O ☐ C
Quarterly update and tracking on all board training	ZA	☒ O ☐ C
Conduct monthly meetings for the school board	ZA	☒ O ☐ C
Review interest of potential new board members	ZA	☒ O ☐ C
Hold quarterly reviews with the finance committee and monthly reviews for approval of all financials	TS / ZA	☒ O ☐ C

○ o- ongoing, c- complete

6. Board action items

Action/Step Required	Resources Needed	Due Date	Point Person	Outcome/Measurement
Develop updated goals for the 2026–2027 school year. Brainstorm and propose new board goals for discussion.	Current Strategic Plan; IQS recommendations; Bylaws	November 2026 Board Meeting	All Board Members	Draft goals developed and reviewed by the Board.
Update the Board Training Tracker and ensure all completed training is documented.	Google Drive; Excel/Google Sheets tracking form	Nov 2026 board meeting.	Taylor Skoglund / Zayed Ahmed	Training tracker updated and shared with all board members. Amanda Neumann to resend access information.
Increase parent and family engagement opportunities.	School calendar; community partners; potential speakers	November 2026	All Board Members; Tatyana Beck; Karen	Incorporate into the goals. At least one parent engagement opportunity identified and planned. Possible topics include

Identify topics, speakers, and events that support families.			Ruth-Jarmon	financial literacy and mental health. Tatyana Beck to provide follow-up information.
--	--	--	-------------	--

7. IDS – Identify, Discuss, Solve (60 Minutes)

Current Issues List: Prioritize discussion items and focus on the top three priorities. Start with #1- #3

Priority	Topic	Solution / Action Steps (Who will do what by when?)
	Financials	Review current financial performance, budget status, and variances. Identify any corrective actions needed and assign follow-up responsibilities.
	Fund Development	Discuss fundraising opportunities, sponsorships, donor engagement, and upcoming development activities. Establish next steps and ownership.
	Grants	Continue identifying grant opportunities and potential funding sources. Explore engagement with a grant writer and determine next steps for pursuing grant funding. Assign responsibility for research and outreach.

Discussion Notes and Decisions:

We will discuss and decide whether to change our monthly board meetings to every other month next year.

8. Board Reflection / Conclusion

- a. Review/ Recap To-do list
- b. Cascading Messages (What needs to be communicated following this meeting? By/to whom, how, when)
- c. Meeting Evaluation (rating 1-10) 9,9,9,8,9,10,9,9

9. Adjournment

Next Meeting

Date: ___November_19___, 2026

Time: 4:45 p.m.

Location: The Journey School

775 Lexington Parkway N., St. Paul, MN 55104

Adjournment

Meeting Adjourned: __5:30_____ p.m.

Motion to Adjourn: _____Scott Kloetzke_____

Second: _____Sharice McCain_____

Approved: ☒ Yes ☐ No