**Special Meeting Minutes**

*Feb. 7, 2018 /*7:00 PM | *Meeting called to order by* Leah Studaker

# **In Attendance**

Angela Guse- Via Phone, Leah Studaker, Rocky Martin, Maritza Pechan

# **Approval of Minutes**

Not Necessary

# **New Business**

1. Final Approval of TRM Logo

Maritza Motioned the vote, Angela seconds the vote, all in favor. Approval of logo in the Attachment

2. Final Approval of our Grades for First School Year 2018-2019- if we get Space/Staff

FIRST YEAR PER CLASSROOM

1 teacher, 1-2 teaching assistant; 60 Minimum/ Best if 70 Students

* 3 classrooms planned 20 per classroom with all 3 grades in each classroom not to exceed 27 total kids
* First grade 10 students
* Second grade 6 students
* Third Grade 4 students

Maritza motion to approve all the above, second by Rocky, all in favor, motion carried.

3. Final Approval of Student Application & Process to Apply Via Email

* Final list of Interested Families from Leah & Chris send to Maritza by Sun. 2/11.
* Email to go out on Feb. 19th. Effective day of email, postmarked by March 16th will be the final date..
* Angela to buy the post office box by the Cub Saturday 2/10. Send info. to Maritza.
* Mail Option for Apps. to PO BOX.
* To the Admin. Email address.
* Email submission if able.

Rocky motion to approve the final application, invitation to apply letter, and admissions policy. Angela seconds, all in favor, motion carried.

4. Final Approval of our Teacher/Staff hiring procedures job descriptions: Prepared by Rocky

a. Personnel hiring procedures- Maritza made motion to approve policy, rocky seconds, all in favor.

b. School Director position description document- Maritza made the motion, Angela seconds, all in favor.

# **Next Meeting**

**Monday Feb. 26th| 6-8 at the Elk River Perkins**

Motion to adjourn by Rocky, Second by Lisa, all if favor. Meeting adjourned.