

**Minutes & Action Items - (highlighted)**

- **Heather / Marilyn** - Send overview email to Rebecca Woodberry & Tom Swaninger (REF: template sent by Paul on 1/22 @ 12:10pm with attachments).
- **Class updates** (see 2/6 update details below & summary grid at the end of this email)
  - **Video Editing** has a confirmed instructor. CBM Marketing Solutions (Cottonwood) will be sending their newly-hired videographer. **Paul** is the committee lead for communication. Thanks to the Chamber for the referral!
  - **Volunteering** has Melissa Pointikes (President of the Friends of the Forest) that is interested. **Paul** to speak with her on Monday, 2/9 to confirm details. Thanks to Jennifer Bowles for asking Melissa at the recent FOF board meeting!
  - **Fashion** is still at risk, but **Jennette** has a lead and will confirm next week.
- Four students have no selections for one or more of the class groups. Paul communicated the names to **Marilyn**, who will sit down with each of the four students before our next meeting.
- **Marilyn** to send "day-of" information for committee review before our next meeting (also to share with presenters). Details discussed include:
  - **Schedule:** arrive by 11am to check in and collect presenter packet; student council member escorts presenter to their room; classes at 11:30 / 12:30 / 1:30; wrap up & photo in conference room across from main office; leave by 3pm
  - **Presenter packet:** Name badge; class name confirmation; room assignment; attendance lists for each session (school representative to facilitate attendance taking)
  - **Student name tags** for all SRRJHS participants.
  - **Individualized student schedules** to be distributed at lunch, immediately before Life Skills Day
- **Marilyn** to set next meeting for Friday, 2/13 at 10am via Google Meet - **COMPLETED**
  - This 2/13 meeting is our internal deadline for getting committed instructors for each class.
  - Final student schedules to be generated at this time & communication plan.

**Life Skills Day**

Date: 2/27/2026

Time: 11:30-2:30pm

Format: 3x 50-minute sessions, with short breaks between

Location: RRJHS