

**Public Review Committee (PRC)  
Special School District of St. Louis County**

**Meeting Documentation**

**MEETING DATE: March 11, 2014    TIME: 6:00 PM**  
**LOCATION: SSD Central Office – Executive Board Room**

**ATTENDEES:** Mike Aiken, Rob Castle, Bruce Major, Anne Mitchell, Shelly Shray, Jack Williams

**HANDOUTS:** Agenda  
Minutes from February 25, 2014 Meeting  
Print Out of PRC Web Page  
Draft Email to Agencies/POS/SNAP

All handouts emailed prior to meeting

TOPIC	DISCUSSION
<b>Call to Order</b>	Shelly Shray, Co-Chair called the meeting to order at 6:32 p.m.
<b>Approval of Minutes</b>	A motion was made by Mr. Bruce Major and seconded by Mr. Mike Aiken to approve the minutes from the February 25, 2014 meeting. Motion passed unanimously.
<b>Survey Subcommittee</b>	<p>Mr. Terry Jones recommends meeting the week of March 24<sup>th</sup> to identify the information needs for each of the surveyed groups. He would then prepare the draft questionnaires and distribute them by email. Mr. Jones would like to meet again the week of March 31<sup>st</sup> to review and finalize the draft questionnaires.</p> <p>The subcommittee will meet with Mr. Jones on March 25<sup>th</sup> prior to the regular scheduled PRC meeting.</p> <p>Nancy Ide, SSD Chief Communication Officer, shared with the group that at this time 12 partner districts have agreed to give Mr. Jones the email address for their general education teachers for the survey.</p>
<b>Emails, Quorums &amp; Sunshine Law</b>	<p>The PRC decided to move agenda item IV. b) Other, i. Review Emails, Quorums &amp; Sunshine Law up on the agenda to make sure there was enough time to discuss.</p> <p>The PRC reviewed the rules and regulations of the Sunshine Laws for statute committees in correlation to emails and quorums.</p>
<b>Letters-DESE POS/SNAP</b>	<p>The PRC agreed the letter to DESE is ready. The letter will be sent via email.</p> <p>The PRC reviewed the draft email for Purchase of Service (POS), Private Parochial (SNAP) and Agencies. The PRC has created three (3) specific questions for the</p>

email in the areas of: 1) Partnership; 2) Student Outcomes; and 3) Delivery of Services.

The PRC decided to send a separate email for Purchase of Service (POS) without the three questions as they do not pertain to POS. The email for POS will ask about partnership.

A sentence will be inserted in both emails for them to contact Rita Boughan to be added to the agenda if they would like to attend a meeting. An agenda item of "Public Comments" will be added to the agendas.

Updates will be made and final email completed at the next meeting.

The PRC email is active. The PRC has decided the emails will bounce to Rita Boughan and she will forward correspondence to all PRC members. The PRC would like an automatic reply to every email.

### **PRC Webpage**

The PRC decided to have the approved minutes added to the webpage. Also future scheduled meeting dates will be added with a disclaimer that dates are subject to change and a contact phone number for questions.

A motion was made by Mr. Bruce Major and seconded by Mr. Mike Aiken to approve the webpage with additions. Motion passed unanimously.

### **Review/Additional Information**

The PRC continued with reviewing the nine (9) areas of the report: 1) Structure; 2) Governance; 3) Administration; 4) Financial Management; 5) Delivery of Services; 6) Cooperation with Component School Districts; 7) Role as an advocate for handicapped and severely handicapped children; 8) Compliance with 162.850-162.859, RSMo, regarding conflicts and responsiveness to the needs and concerns of the citizens of the Special School District; and 9) Vocational Education.

The PRC reviewed the areas of Cooperation with Component School Districts and Role as an advocate for Handicapped Children.

#### Cooperation with Component School Districts

- Partnership Agreement/Assurance Plan
- Selection of SSD Staff
- Universal Staff Development

The PRC discussed combining the topics of Delivery of Service and Cooperation with Component School Districts as one (1) topic in the final report.

#### Role as an advocate for Handicapped Children

- Change Wording from Handicapped to Disabled & Significantly Disabled
- Resource Issues (Classroom Locations)
- Advocate for Students with 504 Plans

- Legislative/Lobbing
- Advocate with DESE

The PRC has decided to invite Mr. John Cary, SSD Superintendent to a future meeting to discuss legislation and lobbying along with any additional information/topics the PRC needs clarification on.

**Adjourn**

A motion was made by Mr. Mike Aiken and seconded by Mr. Bruce Major to adjourn. The meeting was adjourned at 8:28 p.m.

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Dr. Randy Charles, Co-Chair

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Ms. Shelly Shray, Co-Chair

**Next Scheduled Meetings:**

**Tuesday, March 18, 2014 – Room 60 (Lower Level)**

**Tuesday, March 25, 2014 – Room 60 (Lower Level)**