

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

Meeting Documentation

MEETING DATE: June 17, 2014 TIME: 6:00 PM

LOCATION: SSD Central Office – Executive Leadership Conf. Room

ATTENDEES: Mike Aitken, Rob Castle, Larry Felton, Bruce Major, Shelly Shray and Jack Williams.

HANDOUTS: Agenda
Minutes from June 10, 2014 PRC Meeting
Survey Cross Reference for Selected Questions

All handouts emailed prior to meeting

TOPIC	DISCUSSION
Call to Order	Ms. Shelly Shray, Co-Chair called the meeting to order at 6:20 p.m.
Approval of Minutes	A motion was made by Dr. Jack Williams and seconded by Mr. Rob Castle to approve the minutes from the June 10, 2014 meeting. Motion passed unanimously.
Public Comments	None
Surveys Results Summary	Dr. Jack Williams reviewed the Survey Cross Reference for selected question. The PRC discussed how the survey results will be useful for the report.
Report Outline	Mr. Larry Felton reviewed the table of content and updated report outline. The PRC discussed the process they will use to write the report. The PRC divided up the writing responsibilities by assigning an area to each member. The Executive Summary and Acknowledgements will be written last. One member of the PRC will be responsible for editing the final report and putting it into one voice.
Adjourn	A motion was made by Mr. Mike Aitken and seconded by Mr. Bruce Major to adjourn. Meeting was adjourned at 7:44 p.m.

Dr. Randy Charles, Co-Chair

Ms. Shelly Shray, Co-Chair

Next Scheduled Meeting:

Tuesday, June 24, 2014, 6:00-8:00 p.m. – Executive Board Room (Upper Level)
Tuesday, July 1, 2014, 6:00-8:00 p.m. – Executive Leadership Conf. Room (Upper Level)