

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

Meeting Documentation

MEETING DATE: February 25, 2014 TIME: 6:00 PM
LOCATION: SSD Central Office – Room 57

ATTENDEES: Mike Aiken, Rob Castle, Craig Larson, Bruce Major, Shelly Shray, Jack Williams and Anne Mitchell arrived at 7:45 p.m.

HANDOUTS: Agenda
Minutes from February 18, 2014 Meeting
Minutes from February 24, 2014 Meeting
Internet Survey Tasks from Terry Jones
SSD Staff Survey from 2013 from Nancy Ide

Handouts Emailed Prior to Meeting: Agenda, Minutes from February 18, 2014 Meeting, Minutes from February 24, 2014 Meeting and Internet Survey Tasks from Terry Jones

TOPIC	DISCUSSION
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Call to Order Shelly Shray, Co-Chair called the meeting to order at 6:11 p.m.

Approval of Minutes A motion was made by Dr. Jack Williams and seconded by Dr. Craig Larson to approve the minutes from the February 18, 2014 meeting. Motion passed unanimously.

Ms. Shelly Shray requested an amendment on the February 24, 2014 minutes, under the Outcome of the “Vocational Technical Education – Possible groups to Survey” to add: “as Dr. Bauer informed the PRC he will be addressing these areas next year”.

A motion was made by Mr. Mike Aiken and seconded by Mr. Bruce Major to approve with amendment the minutes of the February 24, 2014 meeting. Motion passed unanimously.

SSD Staff Survey Ms. Nancy Ide, SSD Chief Communications Officer, presented the PRC with a handout of a SSD Staff Survey from 2013 done by K-12 Insight. After the results go to the SSD Board of Education the first meeting in April 2014 the PRC can have the results. The survey will be done again with SSD staff in April of 2014.

The PRC will review this survey to align and compare data, not in place of the PRC survey.

Survey Proposal The PRC reviewed the meeting on February 24, 2014 with Terry Jones for members who were unable to attend.

The PRC reviewed the Internet Survey Tasks Proposal from Terry Jones.

A motion was made by Mr. Mike Aiken and seconded by Mr. Bruce Major to approve the Internet Survey Tasks Proposal from Terry Jones. Motion passed unanimously.

Survey Subcommittee The PRC discussed and asked for volunteers for a subcommittee to work with Terry Jones on the surveys. Dr. Jack Williams and Mr. Rob Castle volunteered. Mr. Larry Felton was nominated and has accepted as the third member of the subcommittee. Mr. Bruce Major and Ms. Shelly Shray volunteered to be substitutes for the subcommittee if one of the three members is unable to attend a meeting.

A motion was made by Dr. Craig Larson and seconded by Mr. Rob Castle to give the Survey Subcommittee full authority for decision making on the surveys in combinations of two (2) or three (3) members. Motion passed unanimously.

The final surveys will go to the entire PRC for approval after completion.

Letters-DESE POS/SNAP The PRC reviewed the letters sent by the 2010 PRC. The PRC has decided to send an email with a link to PRC information inviting the organizations to give feedback.

Nancy Ide will create a web page with the PRC Agendas, Statute and 2010 PRC report.

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 Administration and Delivery of Services (see group notes).

Administration:

- Administration Structure and Operational Audit
- Baldrige
- Assurance Plan
- Area Coordinator Process

The PRC decided they would like to invite Lynne Midyett, Assistant Superintendent of Partner Districts, to a future meeting to discuss the process for selection, evaluation and retention of Area Coordinators.

Delivery of Services:

- Communication with SSD and Partner District Staff
- Accountability
- Professional Development
- Educational Equity
- Parents understanding the “Menu of Services”

The PRC decided to invite Joann Noll, Parent Education and Diversity Awareness, to a future meeting.

Adjourn

A motion was made by Mr. Bruce Major and seconded by Mr. Mike Aiken to adjourn. The meeting was adjourned at 8:56 p.m.

Dr. Randy Charles, Co-Chair

Ms. Shelly Shray, Co-Chair

Next Scheduled Meetings:

Tuesday, March 11, 2014 – 6:00-8:00 p.m. – Executive Board Room (Upper Level)

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

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