



MINUTES

ADVISORY COUNCIL ON THE EDUCATION OF GIFTED AND TALENTED CHILDREN

Monday, January 13, 2014

Meeting 1

Venue:

Governor Office Building
200 Madison Street, Room 315, Jefferson City, MO 65101

Handouts:

- Advisory Council Agenda for January 13, 2014
- Missouri Statute - Section 161.249
- Let the Sunshine In! Missouri's Open Records and Open Meetings Law Chapter 610 PowerPoint
- A Guide to Responding to a Sunshine Law Request
- Sunshine Law Presentation Outline for Advisory Council
- Missouri Sunshine Law 2011 Booklet
- Roster of Council Members
- MO Dept. of Elementary and Secondary Education Organizational Chart
- Office of Quality Schools Organizational Chart

| TOPIC | NOTES |
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| Members Present | David Welch, Patty Cookson, Robin Lady, Sally Holt, Beth Winton, Lenae Lazzelle, Nancy Pate, Linda Smith, and Renee Hasty. |
| Members Absent | None |
| Opening Remarks | Welcome by David Welch. Linda Smith noted our need to define what our practices will be so others can take over when current members move on. Proposed agenda for January 13, 2014 approved by all members. Members introduced themselves. |
| Sunshine Law | Since the advisory council is a statutorily established committee, we are under the Sunshine Law. Tom Durkin, public relations' specialist, and Peggy Landwehr, lawyer from the Attorney General's Office, gave a presentation on the requirements of the Sunshine Law and answered questions from members of the Council for clarification on these requirements. |
| Background of Senate Bill 17 | Kyna Iman, governmental liaison with the Gifted Association of Missouri (GAM), addressed the group with a brief history behind the legislation creating the Council and describing what the Gifted Association of Missouri and the legislator's sponsoring the bill hoped the Council would provide. They hoped the Council would help mold the future of gifted education in Missouri. |
| Introduction at the State Board Meeting | All members of the Advisory Council on the Education of Gifted and Talented Children were introduced to the Missouri State Board of Education. |
| Organizational Structure of Gifted in the Department | David Welch explained the overall organization structure of the Department and how the Gifted Education Section functioned within that organizational structure. |
| Establishing the Council's Organizational Policies and Procedures | Recommended operating procedures: 1 – On an annual basis, we will send a report to the Commissioner of Education, Deputy Commissioner of Education and Assistant Commissioner of the Office of Quality Schools. We will request the opportunity to present an annual report to the State Board of Education. |

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| <p>Establishing the Council's Organizational Policies and Procedures (continued)</p> | <p>2 – David Welch is the designated liaison between the State Board of Education and this advisory council.</p> <p>3 – This advisory council shall meet at a minimum 3 times a year, but more often as needed.</p> <p>4 – This advisory council will have its regular meetings from 10:00 a.m. to 3:00 p.m. in Jefferson City unless otherwise specified by the Council.</p> <p>5 – Emails between the advisory council members that relate to Council business should go to all seven members and copy David Welch and Renee Hasty. Only copy the Gifted Association of Missouri if appropriate.</p> <p>6 - Public input at open advisory council meetings shall be through the submission of (1) completion of a request form and submission of written input to the advisory council or (2) a form will be made available at all open council meetings that must be completed by any individual wishing to address the Council. The form shall include the individual's name, school district they reside in and contact information for further follow up if necessary. Anyone not completing the form will not be allowed to provide input to the council. Individuals will be allowed a maximum of three minutes to address the council Public comments will be limited to a maximum of 30 minutes at any council meeting. The advisory council will not respond to comments at the meeting where the comments are first verbalized or received. Comments provided to the Council will be taken under considered by the council and if appropriate will be responded to at a future meeting. <u>David Welch</u> will draft the form for written input to the advisory council and the form seeking permission to address the advisory council at its next meeting.</p> <p>7 - A quorum is defined as five members being present in order for the council to conduct official business.</p> <p>8 - Motions will be considered passed if approved by four voting members.</p> |
| <p>Establish Future Agenda Items or Tasks</p> | <p><u>David Welch</u> was instructed to draft a written policy regarding access to public meetings and records. A model for this is included in the Missouri Sunshine Law 2011 Handbook.</p> <p>Renee Hasty will be designated as the custodian records.</p> <p><u>David Welch</u> will draft a summary of procedures outlining how members are appointed to serve on the council.</p> <p><u>David Welch</u> and <u>Renee Hasty</u> will check into the possibility of having a separate web page for the council linked on the Gifted Education page.</p> <p><u>David Welch</u> will send the contact information sheet of the advisory council to all members.</p> <p>At the next meeting, we should formulate short-term and long-term goals, and discuss the availability of state data on gifted education, and a review of the program procedures manual.</p> |
| <p>Adjournment</p> | <p>Motion made and carried to adjourn at 3:03 p.m.</p> <p>Next meeting is scheduled for Monday, March 3, 2014 in Jefferson City.</p> |