

**ISU Laboratory Schools
Citizen's Advisory Council
University High School, Library
November 14, 2023, 6:00 – 7:30 pm**

CAC Members:

Liz Austin (end term 2026)- P	Jennifer McDade, Booster Representative-A
Megan Bozarth (end term 2026)- P	Christine Chiodo, PTO Representative- P
Meredith Diaz (end term 2025)-P	Jacob Davis, Faculty Representative-P
Mike Jones (end term 2026)-P	David Sulzberger, Faculty Representative-P
Heather Marshall (end term 2025)-A	Antonio Causarano, ISU Representative-A
Kathy Murdoch (end term 2024)-P	Anthony Jones, Director-P
Ryan Scritchlow (end term 2024)-P	Stacey Meyer, Budget Manager-A
Rishi Shukla (end term 2024)-P	
Jeremy Wilcox (end term 2025)-P	

- I. Call to Order- Dr. Jones called the meeting to order at 6:04 pm.
- II. Roll Call- please see above
- III. CAC Purpose
 - A. To assist the superintendent in maintaining a viable relationship between the Illinois State University Laboratory Schools and the University, community, and State regulatory systems
 - B. To provide recommendations regarding both short- and long-term goals of the Laboratory Schools
 - C. To promote parent and community representation on committees as determined by the superintendent
 - D. To provide a liaison between the administration, faculty, and parents of students attending the Laboratory Schools
- IV. Minutes of Prior Regular Meeting
 1. Discussion- No Discussion
 2. Approval of Prior Regular Meeting Minutes from September 12, 2023
 1. Motion: Meredith
 2. Second: Kathy
- V. Announcements
 1. Metcalf Principal search: beginning soon; waiting for final Metcalf parent representative; goal: post position by December
 1. Q from Kathy- was the possibility of an appointment discussed?
 1. Dr. Jones- yes. MLT and Staff wanted to go through full Principal search.
 2. Q from Meredith- will Dr. Bergman apply? Dr. Jones- there has been some encouragement. Q- is there still a requirement for the Metcalf Principal to have a Doctorate? Dr. Jones- in discussion; there will be a search advocate

VI. Reports from the Director

1. Parent Open Forum follow-up
 1. Request for feedback from Dr. Jones
 1. Christine- if you are willing to do more Open Forums, parents are willing to attend; one parent surprised next forum was not until March
 2. Kathy- opportunity for improvement- conversation revolved around Metcalf expansion; need for clear communication- plan was inherited and parents have received little communication
 2. Dr. Jones expressed desire to be thorough with the plan review and intent to connect with stakeholders that are impacted by the “bubble group”
 3. Dr. Jones glad Dr. Bergman and Mrs. Markert were able to attend; in terms of structure for next forum, Dr. Jones suggested a panel discussion with Principals, possibly facilitated by a CAC member
 4. Suggestion for next forum- have parents introduced themselves (i.e. Kathy, child at Metcalf)
2. Evidenced-Based Funding Spending Plan requirement – Bilingual Parent Advisory Group requirement
 1. Metcalf- 37 families that receive ESL services
 2. Next year- need for this group; reported to ISBE
 3. Q from Megan- this is an important step toward our Summative Designation with ISBE; when can we expect a Summative Rating? Dr. Jones- working toward it
 4. Q from Jake- to provide ELL services, do we receive revenue from ISBE? Dr. Jones- Yes.
3. 5 Essentials Survey results
 1. Both buildings reviewing information
 2. Dr. Jones- 33% of Metcalf parents responded to survey; U-High- 20.7%
 3. Request from Jake- inform stakeholders to expect 5 Essentials Survey before we receive email from state; communicate importance of taking it
 4. Dr. Jones wants to utilize CAC Parent Survey, too, for additional feedback

VII. Open Discussion

1. Proposal for Name Change – Lab Schools Advisory Council
 1. Jeremy- we’ve thought about this for 4 months; in an effort to move forward- motion to adopt name
 2. Second- Meredith
 3. All in favor; no discussion; new name: Lab Schools Advisory Council
2. Review Bylaw Amendments (provided by Kathy at last meeting)
 1. Motion to approve: Ryan
 2. Second- Christine
 3. All in favor; no discussion; bylaws approved
 4. Dr. Jones will communicate this to Stacey
3. Floor opened to new discussion
 1. Jeremy: no Zoom option in the bylaws; if a member wished to Zoom or phone in, their attendance should count
 2. Kathy: student safety/need for SRO; what do we need to do to establish that?

1. Dr. Jones- more event oriented; maybe we should look at more of establishing relationships with students
3. Megan expressed need for SRO and safety concerns
 1. Review of SROs in Unit 5- purpose, daily work, communication with administration, etc
 2. Discussion of swatting incident
4. Dr. Jones reviewed safety procedures and Crisis Management Plan; communication procedures- Emergency Management, ISU PD, Normal PD; Dr. Jones attended training on swatting with Lab School Administration
5. Dr. Jones- the area we have to improve on is communication
6. Q from Megan- concern for student safety with outside students being let into the building and lack of communication after incident; has there been reflection? Will practice change?
 1. Discussion: feedback from Jake- proactive actions of Faculty
 2. Concern from Meredith: students are grouped and individual students not held accountable for their actions; fear of retaliation
 3. Jeremy expressed the need for communication to build trust; that happened with the Confederate Flag incident and the writing on the desk incident; difference was how locker room incident was communicated
7. Kathy- Dr. Jones has a Superintendent's license; will your title change; will you be able to join professional groups and have a seat at the table with other Superintendents?
 1. Opportunity to share what is happening in the Lab Schools with other leaders throughout the state
 2. Dr. Jones- title change was aligned with the university
8. Q from Kathy- laws regarding admissions and identifying information; Florida statutes/examples; can we change the law? Concern for economic diversity
 1. Dr. Jones- this is great information to have; works with General Counsel on admissions process to ensure we follow state statutes
 2. Rishi highlighted data from prior to 2015; racial and ethnic diversity have increased
 3. Dr. Jones referenced Diversity Committee, admissions, heat map, encouraging people to apply- what are the barriers?
 4. Concern from Kathy- blind process referenced last night, applications not read
 5. Request from Rishi- socioeconomic data for D87, Unit 5, and Lab Schools
 6. Q from Mike- are we tracking data of students that choose to leave the lab schools?
9. Liz- is it possible to vote on survey? Rishi would like to see the survey. Others agreed. Meredith- can we revisit, send to CAC for feedback, with goal to send after Winter Break?

VIII. CAC Meetings for FY 2024

1. Dates: December 12th, January 9th, February 13th, March 5th, April 9th, May 14th, June 11th, & July 9th
2. Time: 6:00 – 7:30 pm

3. Location: UHS Library or via Zoom
- IX. Next Meeting Date: December 12th ~~January 9th~~ from 6:00 – 7:30 pm
- X. Adjourn
1. Motion: Meredith
 2. Second: Jeremy