

ISU Laboratory Schools
Laboratory Schools Advisory Council
University High School, Library
January 9, 2024, 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)-A	Jacob Davis, Faculty Representative -P
Mike Jones (end term 2026) P	David Sulzberger, Faculty Representative- P
Heather Marshall (end term 2025)-P	Antonio Causarano, ISU Representative -P
Kathy Murdoch (end term 2024)-P	Anthony Jones, Director -P
Ryan Scritchlow (end term 2024) -A	
Rishi Shukla (end term 2024)- P	
Jeremy Wilcox (end term 2025)- P	

- I. Call to Order - call to order at 6:02pm
- II. Roll Call-

LSAC 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
- III. Minutes of Prior Regular Meeting MSA (Motioned, Second, Passed)- Passed
 1. Discussion- none
 2. Approval of Prior Regular Meeting Minutes from December 12th, 2023- Passed
- IV. Announcements
 1. Metcalf's Montage: Saturday, January 27th
 1. 80s/90s Throwback Theme at the Castle Theater
 2. Open Houses
 1. Metcalf- February 7th @6pm
 2. U-High- January 31 @ 6pm
 3. Lab Schools application opens: February 1st
 1. opens February 1st and closes March 1st
 2. Hopefully, April 15th acceptance letters go out

V. Reports from the Director

1. Update on Morning Bus transportation
 1. 17 students attending U-High for classes. Dr. Bergman will be driving the bus to bring the students back to U-High
 2. 14 students took the bus the first day it was running
 3. Had to send out wavers to families to allow them to ride the bus
 4. Student workers apply to make that a part of their duties, still finalizing
 1. Q- could a staff member bring Metcalf children to u-high after school
A-Dr. Jones will bring the question up, some other conversations are going on to revisit possible future buss uses and current
 2. Q- could the advanced math class be offered at Metcalf and have the teacher come to Metcalf?
A- Yes, there are some state requirements that Dr. Jones is looking into and this is something that is being looked into
2. Election for Notetaker- looking for a notetaker and not a secretary. This person will take the notes and share them with Stacy M. Discussed that Dr. Jones will have a Google Drive folder created where the agenda and minutes are posted and live. This way everyone can go access the notes in the folder.
 1. Christine, Heather and Liz are willing.
 2. Kathy- Chair and vice-chair are listed in the bylaws. What if those people are responsible for taking the notes.
3. Review updated LSAC bylaws- reminder to review them and be familiar with them.
 1. Rishi- noted that on the university site the bylaws are not updated
 2. Kathy- think about the chair and vice chair to elect next month. Read through the responsibilities to see what each would be doing. This person will be responsible for working with Dr. Jones to help with the agenda and attendance. Maybe boosters should rethink about who they are sending. Can change the person they send, but needs to be consistent. The last 2 years boosters was swapping Pres and VP.
 1. Dr. Jones asked to remind to be followed up with Boosters and Jennifer McDade. He will follow up and report back to LSAC.
4. CAC open positions- there are 3-4 rolling off this year. Kathy is formally asking if those people who could now qualify for 1 more year if they need to fill out the application.
 1. Go out April 1 and decide at the end of May.
 2. Dr. Jones- usually send parents the notices of open positions
 3. Send to Dr. Jones office in March

VI. Open Discussion

1. Parent Survey -Continue work and finalize
 1. Liz- the cost of the app (TypeForm)she is using will cost \$1000, what other options are there. She likes the ease of use and data

2. Rishi- suggests using Microsoft SharePoint to create the survey, can export as excel or PowerBi
 3. Kathy- make sure we are stating-his will not be linked to your family, there will be no individual connect and please feel free to speak freely
 4. Group-Form Stack- phasing out and Qualtrics is another option
 5. Rishi- how are we ensuring this is only going to parents-we would have to limit that only 1 email address is used.
 6. Dr. Jones- we could send him the questions, they would create the survey, and we could get in to view the results to analyze
 7. Discussion of survey-each question reviewed
 8. Finalize the survey at the February meeting and send out just after parent the teacher conferences Feb 26 and return by March 25th -this will give parents 4 weeks to fill out
2. We have the option to Zoom iDr. Jones will send out by 3pm if we will have a virtual meeting

VII. LSAC Meetings for FY 2024

1. Dates: February 13th , March 5th , April 9th , May 14th , June 11th , July 9th (Dr. Jones mentioned possible canceling the July meeting and taking the month of)
1. Time: 6:00 – 7:30 pm
2. Location: UHS Library or via Zoom

VIII. Next Meeting Date: February 13th from 6:00 – 7:30 pm

IX. Adjourn-MSA 7:33pm

Minutes taken by Chrisitne Chiodo