

**ISU Laboratory Schools
Laboratory Schools Advisory Council
University High School, Library
March 5, 2024, 6:00 – 7:30 pm**

Zoom Link: <https://illinoisstate.zoom.us/j/93037439346>

CAC Members:

Liz Austin (end term 2026)

Megan Bozarth (end term 2026)

Meredith Diaz (end term 2025)

Mike Jones (end term 2026)

Heather Marshall (end term 2025)

Kathy Murdoch (end term 2024)

Ryan Scritchlow (end term 2024)

Rishi Shukla (end term 2024) - Zoom

Jeremy Wilcox (end term 2025)

Jennifer McDade, Booster Representative

Christine Chiodo, PTO Representative

Jacob Davis, Faculty Representative

David Sulzberger, Faculty Representative

Antonio Causarano, ISU Representative

Anthony Jones, Director

Call to Order

Call to order at 6:10PM

I. Roll Call

Present: Liz Austin, Megan Bozarth, Meredith Diaz, Kathy Murdoch, Ryan Scritchlow, Rishi Shukla (Zoom), Jake Davis, David Sulzberger, Anthony Jones

Absent: Mike Jones, Heather Marshall, Jeremy Wilcox, Jennifer McDade, Christine Chiodo, Antonio Causarano (Spain)

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

II. Minutes of Prior Regular Meeting

- o Discussion
- o Approval of Prior Regular Meeting Minutes from February 13^h, 2024
Meredith - Motion
Ryan - Second

Passed - minutes approved.

III. Announcements

- **Spring Break: March 11- 15**
- **Metcalf's Principal update**

Dr. Jones will have an update for everyone on 3/6/2024 by 3:00PM. There will be an official announcement. An email will be sent out with all the necessary information to all parents, faculty, etc.

Both candidates received a good amount of feedback. The committee gave good feedback to Dr. Jones regarding their presentations.

Jake Davis: Big thank you to the search committee, especially to Cory Culberton.

Parents appreciated the ability to Zoom. They were well attended, the questions were addressed & overall, it went well.

- **Kathy mentioned the passing of [Pete Parmantie](#), UHigh English teacher. He taught from 1961 - 1997 & received the Carlock Moore Teaching Award four times. "This is what makes the labs schools so special"**

IV. Reports from the Director

- **LSAC Survey Update**

We have 297 responses thus far & overall, the comments are positive.

Dr. Jones will send out a reminder email out to parents - will be closed March 19th.

- **Visioning Workshop Update**

Met with [Dr. Scott Kuffel](#) (Leadership Consultant) on Thursday, February 29th. He helped the committee work on their process to establish the Vision / Mission / Values of the Lab schools as a whole.

Jake & Meredith attended - Jake appreciated Dr. Kuffel coming, his insight. He took a lot of data & helped them analyze it into themes. They're moving closer to a shared vision that can be communicated. His expertise was timely & well received from the group.

He was a good leader & knowledgeable - he was able to take big things and narrow down the main points. They had students at the meeting, they were able to voice their thoughts.

Dr. Jones will send out a summary of the feedback & themes.

LINK HERE:

https://docs.google.com/document/d/1TxLlKBI9aT3nfpVK6loX0iTRWzoSj9fw/edit?usp=drive_link&oid=112668848081633471293&rtpof=true&sd=true

It was a vision workshop specifically for the Lab Schools : Vision / Mission / Values - a

shared vision.

Activity: Took the pillars & had questions already written & had to place questions on each pillar. It identified gaps in each pillar.

He provided the question: How do you provide standards & metrics for the pillars? This will provide clarity for faculty and staff.

Next steps: District team leadership meeting was today, March 5th & they talked about bringing him back to help them thread things together. Dr. Jones is debating whether to include more faculty & associates to get more input to work towards strategic goals.

V. Open Discussion

o Review LSAC Bylaws

Talked about electing a chair & vice chair for the LSAC.

Discussed creating a proposed amendment to our ByLaws for a Secretary position.

- Secretary doesn't have to be a position, it can rotate and/or be responsible for arranging minutes.

Discussion:

The Chair / Vice Chair would work with Dr. Jones to set the agenda & send it out. Would meet with him before the meeting.

Stacey reserves the UHigh Library. Who would be responsible for this? Can we hold meetings anywhere? Yes - discussed the possibility of someone's home.

Past processes – would the process be the same as electing new members?

ACTION: Dr. Jones to put most recent Bylaws into the shared google drive

COE has been working on updating website

Do we need a secretary position or should the chair assign someone each meeting?

MOTION: Ryan - to create a Secretary position / Second by Meredith – 12 month terms to be seated in their position in July of each year - voted on in June.

VOTE: All present “aye” no opposition

Passed a Secretary position

MOTION: Ryan - to create a Chair & Vice Chair position – 12 month terms to be seated in their position in July of each year - voted on in June. / Second by Meredith

Discussion: Should the Vice Chair become Chair – naturally extending their position on the LSAC?

Should we vote in June or July - should we include the newly appointed members of the

LSAC into the vote or the candidates.

Do we have to have an annual meeting for voting? Usual Boards will have an annual meeting, open to the public to provide a platform for their voice. Determined that we do not because we are no

VOTE: All present “aye” no opposition

Passed on the terms of the Chair / Vice Chair position

LINK: [2015 Bylaws](#)

Kathy has document of bylaws that will send to Dr. Jones with explanations of chair roles. It will be placed in the LSAC shared folder.

There were 3 amendments / 1 addition to Bylaws

Will zoom be an appropriate option for attendance?? Do we adjust the terminology? Less is more – don’t be too specific.

Questions: Can guests attend? Yes - it’s already put.

DISCUSSION: Admission Numbers were shared during the open house but were not posted. Interested parents are interested in availability. There seemed to be confusion on where the information was presented.

How much is the expansion / attrition issues going to impact Metcalf now & in the near future?

Need to figure out space / class size & facility availability.

New facilities campaign — ask donors / state legislation / who wants to partner with the lab schools. There were 1400 students who wanted to attend the lab schools last year – the issue isn’t people don’t want to attend the lab schools, it’s space.

Think about numbers with additional needs.

Dr. Jones still getting questions about having Special Education student at the lab schools.

What are we doing for the current students who need additional support? Connect current students to the psychology department.

Should we be utilizing resources at ISU more? Reestablishing the partnerships with ISU.

Announcement: March 26th Parent Form at Metcalf 7:00 - 8:00 PM

Megan - Thank you from Megan & second by Liz. The Lab Schools are on a great path. Parents are feeling confident.

Dr. Jones - credit to the team at Metcalf & leadership team - Dr. Bergman has done a great job.

VI. LSAC Meetings for FY 2024

- Dates: April 9th, May 14th, June 11th
- Time: 6:00 – 7:30 pm
- Location: UHS Library or via Zoom

VII. Next Meeting Date: March 5th from 6:00 – 7:30 pm

VIII. Adjourn

Meredith - motion to adjourn / Megan - second

Adjourn at 7:43 PM