

**ISU Laboratory Schools
Laboratory Schools Advisory Council
University High School, Library**

August 11, 2026, 6:00 – 7:30 p.m.

Zoom Link: <https://illinoisstate.zoom.us/j/84526088785>

LSAC Members

Miles Bardell (end term 2029)
Christine Chiodo (end term 2027)
Meredith Diaz (end term 2028)
Christina Doxsie (end term 2028)
Kathy Murdoch (end term 2027)
Brian Peterson (end term 2029)
Mindy Prescott (end term 2029)
Ryan Scritchlow (end term 2027)
Andy Shirk (end term 2028)

Cat Poffenbarger, PTO Representative
Erin Easter, Booster Representative
Ginell Barke, Faculty Representative
Katherine Smith, Faculty Representative
Deborah MacPhee, ISU Representative
Bryan Zugelder, Dean COE

I. Call to Order

II. Roll Call

Present: Miles Bardell, Christine Chiodo, Meredith Diaz, Christina Doxsie, Kathy Murdoch, Mindy Prescott, Ryan Scritchlow, Andy Shirk (Zoom), Cat Poffenbarger, Erin Easter, Ginell Barke, Katherine Smith, Deborah MacPhee, Bryan Zugelder

Absent: Brian Peterson

Guests: Jordan Harrison, Kurt Richardson

III. LSAC Purpose

- A. To assist the director 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 family and community representation on committees as determined by the director
- D. To provide a liaison between the administration, faculty, and families of students attending the Laboratory Schools

IV. Minutes of Prior Regular Meeting

- A. Discussion - none
- B. [Approval of May Prior Regular](#) - Approved
- C. [Approval of July Prior Regular](#) - Approved

V. Announcements

- A. PTO updates

1. Chalk Talk is Friday - parents can stay to get to know each other; Jasper's Java will be there!
2. We are keeping the move-in changes from last year that went well
- B. Boosters updates
 1. Boosters had a booth at registration to gain membership
 2. The first meeting is 9/1
- C. Upcoming events - First Day of School, Friday, August 14, 2026 (1pm Dismissal)
 1. No after school care on this day at Metcalf

VI. **Reports from the Director (Dean)**

- A. COE Leadership Retreat
 1. Every unit head in the college attended, including the lab school principals, Jordan Harrison, and Stacy Meyer
 2. Focused on how we center our work, the strategic plan of the university, and how we intersect with the lab schools
 3. Cross pollination between unit leaders and lab school administrators
 4. Thursday morning - Welcome back breakfast for COE
- B. HILIA Update
 1. Not able to share any details but can share that we received notice from the HILIA Board to terminate agreement with ISU effective June 2027; ISU administration has met with any employees affected by this
 2. HILIA is still committed to continuing to offer services but unsure who the provider of the services will be
- C. Infinite Campus - Update from Jordan Harrison
 1. Still working out some kinks but most aspects are ready to roll out
 2. Teachers are being trained during the institute days. The tech team will continue to troubleshoot as we come across issues
 3. Email is up and running
 4. If parents have issues, you can contact the main office
 5. Question about fees - There is a 4% surcharge that goes to the credit card processing company (Stripe) when paying fees online by credit card or \$0.35 flat for an e-check. Are there other options to pay to avoid these fees?
 - a) Families can still send in a check or cash
 - b) Lab School Administration will work on the messaging to make sure parents know there are other payment options to avoid the 4% fee
 6. Jordan is in communication with Infinite Campus and the counseling department to make sure GPAs are weighted accurately within the new system
- D. Emergency Operations Plan (EOP) - Update from Jordan Harrison
 1. Administration met and decided that all emergencies will be communicated through Crisis Go for consistency between the two buildings. It will send out communication to parents, students, and faculty in the event of an emergency.
 2. Contact information is automatically pulled from Infinite Campus - parents do NOT need to download anything extra to receive these emergency alerts
 3. Administration did a walk through across both buildings to make sure "In an Emergency" posters are hung in all public spaces throughout both

buildings; this is a state of IL training; faculty and staff will be trained on this during institute days; students will also be trained at an appropriate level for their age group; families will receive a video training as well

E. School Resource Officer

1. Continued discussions about this with multiple layers of stakeholder feedback before we make a decision
2. The process: If we decide we want a SRO, we would do a joint request from Student Affairs and Academic Affairs to pay jointly for this position; it would initially mean the two schools would share the SRO (ex: alternate weeks or days)
3. Position Duties: Full time assignment would be at the lab schools; require certification and training to be an SRO (not necessarily law enforcement - more community based and meant to build community); MUST be an ISU officer; Also involved in Drivers Education and attend athletic events (we currently are charged by ISU Athletics to have officers attend)

VII. **Open Discussion**

A. Bylaws

1. Goal is to discuss and agree on the principles of the bylaws rather than get into the weeds with sentence structure
2. A subset of this group can work on wording after this for ISU legal council to review
3. Issues to discuss tonight
 - a) Membership selection and terms
 - (1) Discussion regarding how to balance maintaining historical knowledge of members with obtaining a broader representation of family voices and keeping things innovative
 - (2) Suggestion of changing the term-length to two years instead of 3 and/or changing the maximum number of terms to 2 instead of 3.
 - (3) Discussion about the selection process and the voices we might be missing when this committee self-selects its members
 - (4) Discussion about trying to "balance" UHigh and Metcalf representation and how to get a wider variety of applicants
 - b) Eligibility of members
 - c) Representation
 - d) Roles and responsibilities
 - e) Officers - needed to add vice chair and secretary, but are there other officer roles we are missing?
 - (1) There does not seem to be a need for other roles beyond chair, vice chair, and secretary
 - f) Other (open meetings act, rules, etc.)
 - (1) Meetings called w/out director
 - (2) Suggestion to have a smaller sized board of 7 people and to have time limits or time targets for certain agenda items

B. Survey Process

1. BZ reviewed the surveys in more detail and we will talk about this process next meeting

- C. In between meetings, talk in small groups and come with proposal about:
1. Member selection process - want to hear a diverse perspective of how we select members

VIII. LSAC Meetings for FY 2026-27

Dates: 9/8/2026, 10/13/2026, 11/10/2026, 12/8/2026, 1/12/2027, 2/9/2027, 3/9/2027, 4/13/2027, 5/11/2027

Time: 6:00 – 7:30 pm

Location: UHS Library or via Zoom

IX. Next Meeting Date: September 8, 2026

X. Adjourn at 7:31