

ISU Laboratory Schools
Laboratory Schools Advisory Council
University High School, Library
September 10, 2024, 6:00 – 7:30 p.m.

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

LSAC Members:

Liz Austin (end term 2026)
Megan Bozarth (end term 2026)
Christine Chiodo (end term 2027)
Meredith Diaz (end term 2025)
Mike Jones (end term 2026)
Heather Marshall (end term 2025)
Kathy Murdoch (end term 2027)
Ryan Scritchlow (end term 2027)
Jeremy Wilcox (end term 2025)

Tim King, Booster Representative
Lyndsey Carney, PTO Representative
Katherine Smith, Faculty Representative
Andy Goveia, Faculty Representative
Antonio Causarano, ISU Representative
Anthony Jones, Director

I. Call to Order @ 6:04pm

II. Roll Call

Present- Kathy Murdoch, Meredith Diaz, Lyndsey Carney, Christine Chiodo, Heather Marshall, Katherine Smith, Jeremy Wilcox, Megan Bozarth, Ryan Scritchlow, Anthony Jones, Liz Austin, Tim King

Absent- Mike Jones, Antonio Causarano

III. LSAC Purpose

1. To assist the superintendent in maintaining a viable relationship between the Illinois State University Laboratory Schools and the University, community, and State regulatory systems
2. To provide recommendations regarding both short- and long-term goals of the Laboratory Schools
3. To promote parent and community representation on committees as determined by the superintendent
4. To provide a liaison between the administration, faculty, and parents of students attending the Laboratory Schools

IV. Minutes of Prior Regular Meeting

1. Discussion -none
2. Approval of Prior [Regular Meeting Minutes from August 20, 2024](#)- passed, no opposed

V. Announcements

1. LSAC Pictures-
2. Family Forum dates (Repeat)
 - U-High: Monday, November 18th 7pm -8pm (will need to reschedule)
 - Monday, November 11th 7-8pm will provide a zoom option

- Metcalf: Monday, February 24th 7pm -8pm
3. Facilities update
- Shout out to both admins at both buildings- Fitz doing wonderful with facilities, emergency procedures, and making connections to restore relationships that have allowed things to move quicker. Any delays will be due to the process.
 - Metcalf playground equipment- the bid was turned in last week for only one company. We are hoping they are able to provide what the parents and students expect. We are only working with one company- Braun Russo. Timeline is looking at mid-spring. We hope kids will be able to play open it before the end of the year. Looking to balance all the asks for the playground.
 - Metcalf AC-it has taken us years to get AC, we have a temporary cooling unit and it is doing its job and look to utilize it through the end of the month, still waiting on purchasing for a definitive date when they will begin the process. Some of the AC funds went to purchase the temporary AC unit the school is using.
 - The coolant system will not cost as much as originally thought.
 - The facilities has figured how to utilize the current system to add in the coolant
 - The Lab Schools originally thought it would take around \$300,000
 - High School-Chemistry lab delays due to issues with the pipes above and below the lab. That pushed back the testing that is needed. Looking to start the science labs before the students return in August 2025.
 - Cameras in the buildings- both Metcalf and UHigh have installed more cameras
 - Put in a request for a new security door for Rachel Cooper in Fairchild. Looking to complete this over the summer and ready for August 2025
 - Dr. Jones is aware that both auditoriums need updates and that will be a next focus after the previously mentioned updates
 - Metcalf the gym is showing some cracks and need to work with ISU facilities on the upkeep.
 - Mentioned the issue with asbestos at Metcalf. If 3 ceiling tiles fall the school will need to be closed down until the asbestos is mitigated. Discussing plan b if this were to happen. A discussion about school would try to be relocated to an alternate location. That will be decided with the emergency management team with ISU-responding to fire martial input.
4. Emergency Operations Procedures (EOP)
- Q-Are these published for public consumption?
 - A-Not at this time
 - Dr. Jone has been meeting with Eric Hodges and Liz Flinley (from ISU emergency management) to bring together multiple plans into the one EOP. Making sure all the documents are together and located in a place so all stakeholders have easy access.
 - Part of the team are the social workers, counselors, teachers and admins from each building, ISU police
 - Redevelop the reunification day and ask parents to be a part of the plan and day. It was canceled last year due to communications with parents
 - Discussion about incident at NCHS last year with a gun in a school
 - multi-law enforcement and agency will be involved since the local home town police may not be able to handle the incident
 - One of the additions before the last reunification drill- a few admins attended a training last year with law enforcement and they discussed the law enforcement were all using different codes. It was great due to being put into a scenario and walk through of an event. Collaboration with another district was beneficial to see how they plan and carry out the crisis.
 - The EOP plan is never finished. We just were told we need a cardiac arrest plan. However, all staff have CPR and defibrillator training.
 - Need to recognize when there is some form of crisis in our schools and how staff deal with the multitude of issues

- Dr. Jones attended crisis communication training with officers who were involved in school and community crises. In attendance were local districts, ISU to hear about Highland Park shooting, Kentucys shooting.
- Discussion and follow up about the U-High drill
 - What do we do for kids with mobility issues, need to share with students who may be injured temporarily (crutches, cane, wheelchair) or a permanent mobility issue , parents need to be informed about the alternate plans with these students.
 - Megan-shared about the drill (stop and think) in her school building and the communications that were had within the school. Being proactive and plan in case it will happen. A Lot of value for the staff and students.The SRO assisted with the drill.
 - Ryan-access to an alternative to the drill if a students has mobility issues
- Q- What is the process?
 - Getting all the documents together in one location and each school has made sure each school has defined processed and addressed items for both building
- Q-Timeline
 - Have something drafted by spring break
- Q- Will the final EOP be available to the parents?
 - Yes
- Tim- discussion about his personal experience with a crisis situation . He recommends:
 - FAST (first aid for severe trama) or BE FAST training
 - CPR
 - Defibrillator training

VI. Reports from the Director

1. Laboratory Schools Vision Statements Feedback

- Please get Dr. Jones your feedback if you have not yet.
- Vision planning team met to go over the vision statements- one of the top priorities is to go back and revisit the language and make it more understandable for all
- The team will send the vision statements to the families to get feedback
 - a) Dr. Jones meeting with Scott Kuffle on Sept 20-he is the facilitator from ISU who is assisting with the visioning process

VII. Open Discussion

1. Remote learning- there is no approval for this at this time
2. Parent survey week of Oct 2, we will be sending the exact email and survey,
 - sending-week of October 2- Sunday, September 29
 - ending-Sunday, October 13
 - review at November meeting
 - Share results before Winter Break to all stakeholders
 - Q- can we get an idea of the number of families at the lab school so we can have an identifier?
 - A-Yes, Dr. Jones will look into
 - Discussion- about removing the neutral option from the survey. Will leave for this October survey, but may want to include in the results that we will be removing the neutral option in the next surveys.
 - Discussion on the language to communicate to parents and the results
 - Assuming we are getting 1 survey per family at the lab schools

3. Is there any way we can get the 25-26 calendar? ISU calendars are already established and can we get some of the major or big break details?
 - Dr. Jones will add it to the conversation. Discussion about setting the calendars 2 years out and including professional development on the agenda
 - Calendar committee to meet at a future date
 - Discussion about alignment of schedules-align with school districts, university calendar, as well as early releases (pre-K never getting a full week).
4. Dr. Bergman mentioned at the last PTO meeting that parents will be able to be in the building for lunch. Looking into getting a sign up genius
 - \$60,000 quoted for a quiet space for the lunch period times-looking to repurpose a kitchen area
 - Discussion about complaints about lunchtime, overcrowded, kids and staff are stressed during this time, they are rushed
 - recommendation-the best way to get the issues resolved is to go directly to the administrator. CC will email Dr. B on behalf of LSAC with a cc to Dr. Jones.

VIII. LSAC Meetings for FY 2024

1. **Dates:** October 8th, November 12th, December 10th, January 14th, February 11th, March 4th, April 8th, May 13th, & July 8th
Time: x 6:00 – 7:30 pm
Location: UHS Library or via Zoom

IX. **Next Meeting Date:** October 8th from 6:00 – 7:30 pm

X. **Adjourn @ 7:32pm**