

ISU Laboratory Schools
Citizen's Advisory Council
University High School, library
July 11th, 2023, 6:00 – 7:30 p.m.

Present: Meredith Diaz, Kathy Murdoch, Stacey Meyer, Christine Chiodo, Antonio Causarano, Dr. Anthony Jones, Rishi Shukla, Megan Bozarth, Liz Austin, Jeremy Wilcox, Jake Davis, Mike Jones, & Ryan Scritchlow

Absent: David Sulzberger, Boosters Representative (Angela Null or Jennifer McDade) & Heather Marshall

- I. **Call to Order** – Dr. Jones called the meeting to order.
- II. **Roll Call** – Stacey noted the members that were present and absent (listed above).
- III. **Introduction of and Welcome to New Members** – Each new and returning CAC member introduced themselves.
- IV. **Minutes of Prior Regular Meeting** (May 9th, 2023) Jeremy motioned to approve the minutes, and Ryan seconded the motion. The minutes were approved as written.
- V. **Announcements**
 - The first day of student attendance is Thursday, August 17th. This will be a full day.
 - The State of the Lab Schools Address is scheduled for Wednesday, September 27th at 6:00 pm in the Imaginarium at Metcalf. If attendance is high and we outgrow the space, we can move to Hayden Auditorium instead.
 - Dr. Jones would like to schedule monthly parent and community meetings. He encouraged the CAC to help him form creative ways to engage with families, as well as specific details that would work best (i.e., day of the week, time of the day, location, format, etc.).
 - The 2023-2024 attendance calendar can be found at <https://education.illinoisstate.edu/labschools/calendars/attendancecalendar2324.pdf>.
 - The PTO Family Social will be held on September 8th from 4:00 – 8:00 pm in Horton Field House.
 - Metcalf Move-In is currently scheduled for Tuesday, August 15th from 3:00 – 5:00 pm. There are several Metcalf activities already scheduled on that evening. Would it be possible to move the event to Wednesday instead?
 - Dr. Jones will reach out to each new member and schedule a one-on-one meeting. He would like to get to know each of you and understand your goals and purpose for serving on this committee.
 - Below is a list of the new hires for the 2023-2024 school year:
 - ✓ Kylie Cuassulo – Math, U-high
 - ✓ Crystal Davis – Teacher of the Deaf and Hard of Hearing, HILIA
 - ✓ Karen Kelly – Library Assistant, Metcalf
 - ✓ Katie Kramer – Itinerant Teacher of the Deaf and Hard of Hearing, HILIA
 - ✓ Trisha Mann – School Psychologist, U-high

- ✓ Kate O'Donnell - Spanish Teacher, U-high
- ✓ Sophia Petsas – Preschool/Kindergarten Teacher, Metcalf
- ✓ Molly Turner – Teacher of the Deaf and Hard of Hearing, HILIA

We are still working to fill the following positions at Metcalf: .50 PE/.50 Athletic Director, Assistant Principal, multiple teacher assistants, and a floating substitute teacher.

VI. Reports from the Director

- Robyn Cashen, Be SMART Co-lead with Secure Storage Resolutions, recently presented to Dr. Jones and other administrators at the Lab Schools; her presentation focuses on helping families safely secure weapons. This presentation is typically given to the school board, but Dr. Jones would like her to present at a CAC meeting instead.

Ryan motioned that the CAC meet on an off month (i.e., August, October, December, February, or April) to hear Robyn's presentation. This motion was seconded by Meredith, and all were in favor. Dr. Jones will send information to the group as well as determine a date, time, and location for this meeting.

VII. Open Discussion

- Proposal for Name Change (**Citizen's** Advisory Council) – It was shared at our May meeting that the word “citizen” in the name of our group has prevented some from applying to serve on the CAC in previous years. CAC members discussed the following regarding a potential name change:
 - ✓ Rishi motioned to change the name of this group to Community Advisory Council; Jake seconded the motion.
 - ✓ The option of Lab School Advisory Committee was also shared.
 - ✓ Instead of changing the name, could clarifying language on the application and website help resolve this problem?
 - ✓ This group has been established for 42 years. We should not change the name.
 - ✓ What is more important purpose or tradition?
 - ✓ Jeremy motioned to amend Rishi's motion and table this discussion until the next meeting. Liz seconded the motion. Eight members were in favor, but three were opposed. This discussion was tabled until the September meeting.
 - ✓ Dr. Jones encouraged CAC members to come to the next meeting prepared with ideas of what this potential change would look like.
- Ordering Flags for Classrooms – The CAC was in communication about scheduling a special meeting in late May, but the group did not meet. Have those concerns been put to rest, or should there be any additional discussion surrounding that topic?
 - ✓ Dr. Jones met with Dr. Surian, and they decided to stop the process until there could be more discussion; the Diversity Committee had mixed feelings about that being halted.
 - ✓ Members shared that the Growth & Diversity Committee was originally ten members, but now it has grown to forty. Are these two separate committees?
 - ✓ Yes, membership has grown. The district has included everyone who wanted to be involved, so the entire group has grown. Dr. Jones wants CAC members to encourage families to get involved and serve on these committees.

- Goals – The group discussed the idea of developing annual goals for this committee. The discussion included the following:
 - ✓ Does it make sense to tie our goals into information shared at the State of the Lab Schools Address?
 - ✓ The CAC bylaws do not reference short-term goals; the bylaws only focus on long-term goals. Should this group only focus on creating long-term goals as well?
 - ✓ Should CAC be revisiting and rewriting the bylaws?
 - ✓ We have results from the 5Essentials Survey, and Dr. Jones wants to gather information from that to help us develop goals.
 - ✓ We also need to create the survey and collect information from families at both schools. Would it be possible to develop our goals after feedback from that survey too?

- Action Items for Next Meeting:
 - ✓ Think about what topics to address on the first survey that will be sent to families in the fall.
 - ✓ Review the bylaws and determine what is unclear or not aligning with the organization.
 - ✓ Consider potential name change options.

VIII. **Next Meeting Date:** September 12th from 6:00 – 7:30 pm in the U-high library.

IX. **Adjourn** – Rishi motioned to adjourn, and Megan seconded the motion.

