

Citizen's Advisory Committee

U-HIGH ISU Metcalf

Meeting Minutes

January 22, 2008

University High Library

7:00 – 8:45

ATTENDANCE: Dr. Robert Dean, Eric Ruud, Cathy Heisler, Jeff Feid, Lois Morrow, Mike Sondgeroth, Kevin Eack, Judi Doubet, Ken Fansler, Rebecca Houtsma, Michelle Hardman

The Meeting was called to order by Jeff Feid at 7:00 p.m.

INTRODUCTIONS & ACKNOWLEDGEMENT OF VISITORS:

Anita Beaman: U-High Librarian and Brenda Thompson: Metcalf Librarian were welcomed to the meeting.

Both librarians presented information to the groups about the short and long term goals for the two libraries and gave detailed reports on the progress that has been made this school year. The information that was shared by the librarians is available on the respective web sites for each library.

Synopsis of goals for the Library Media Programs:

1. Model and promote collaborative planning and teaching;
2. Promote reading for information and pleasure; and
3. Promote the concepts of good digital citizenship by educating students about issues of proper online etiquette, safety and the use of technology.

The programs are modeling collaboration by working closely with each other and Milner to ensure that the Library Media Programs are integral to the educational programs of the schools.

The librarians invited lab school families to visit the libraries to see the physical improvements (paint, furniture, space rearrangements) and enjoy a good book!

READING OF & CALL FOR APPROVAL OR AMENDMENT OF MINUTES OF PRIOR REGULAR MTG:

The November Meeting minutes were reviewed and approved.

REVIEW OF COMMITTEES:

Those Who Excel: The group decided to explore the possibility of nominating one teacher and one parent volunteer for this year's Those Who Excel program. Lois Morrow and Michelle Hardman are gathering additional information on the candidates being considered and will share their findings with the other CAC members via email. Once candidates are selected, Lois Morrow will prepare the necessary application documents.

REPORT FROM ADMINISTRATIVE REPRESENTATIVE – DR. ROBERT DEAN:

SchoolReach: The Lab Schools have contracted with SchoolReach, a company that provides emergency communication for educational environments. The program allows schools to create contact lists that can be called en masse. The program will use the contact information (telephone numbers) that has already been provided by parents and guardians. Thus, it's very important that these numbers be updated as changes occur. These are not the same files used for PTO or Booster directories.

The schools anticipate using the system for school closing information and emergencies only. It will not be used to disseminate general day-to-day information as other procedures are in place for this kind of communication. Administrators are currently undergoing training in preparation for an end of February roll out. More information will be provided in a mailing from Dr. Dean.

TMS Upgrades: Progress continues on the Metcalf security upgrades. Staff housed on the third floor of Fairchild Hall have been moved to the first floor in preparation for installation of hallway barriers (by the end

of March). We now have all Metcalf Staff and Students housed in the first two floors of the Metcalf and Fairchild

Illinois State University provided \$280,000 to complete the security upgrades for Metcalf. Total cost will exceed \$500,000, with the difference coming from the lab school budget. This includes renovation of spaces that were not originally designed to serve as classrooms. This very significant investment speaks to the priority that has been given to creating a secure environment for students and staff. Please review the Metcalf report (available on line) for more details.

**U-High Shop
Renovation Proposal:**

University High received a very generous gift from an alumnus (John Wroan III) to upgrade the shop area. An actual classroom will be created on the main floor so instruction and application activities can be occurring simultaneously. A second floor will be added over a portion of the space (exact use yet to be decided). This will be the first major addition of space to U-High since its construction! This project is scheduled to begin this summer.

**Metcalf Pre-school
Program:**

Dr. Dean reported that Marilyn Blank, Metcalf Pre-school teacher, is retiring at the end of this school year (congratulations to Marilyn). When a change like this occurs, Dr. Dean believes it's important to review programs in light of our mission and finances. The pre-kindergarten program has never been self-supporting nor has it produced many clinical hours for the teacher education program at ISU. The current tuition only covers 1/3 of the program cost and since the schools do not receive state funding for preschool, the other 2/3's must come from the lab school K-8 budget.

Dr. Dean directed Dr. Coffman to explore options for making the program self-supporting. After exploring the options, it was decided that the best solution is to offer an outstanding pre-kindergarten program (4-year-old only) that can be financially self-sufficient. The pre-kindergarten program will be increased to an every day, half-day program (3 hours per day). Two sessions will be offered, one in the morning and the other in the afternoon. The tuition will be increased to \$2,000 for the 2008-2009 school year and then to approximately \$3,000 the following year.

Metcalf looks forward to providing an excellent pre-kindergarten program. More information is available on-line in the Metcalf Report.

BIMP:

The Budget Implementation Bill (BIMP) has been signed by the governor. The lab schools received \$150,000 more than anticipated for the current school year because of the increase in the Foundation Level – the key determinant in the amount of General State Aid the schools receive.

U-High Lockdown:

A mock lockdown was held at U-High on Thursday, January 17th during a busy time of day (approximately 12:30). The school felt it was important to practice it's procedures during a less structured time period to see how students and staff would respond. The lockdown went extremely well and lasted for approximately 25 minutes.

Metcalf PTO News:

The Metcalf PTO held its bi-annual Montage Fundraiser in December. It was extremely successful. There were approximately 300 people in attendance. The PTO raised \$42,000 from the fundraiser and plans to approve almost \$50,000 in classroom grants and school improvements. Thank you to all volunteers, donors, bidders and attendees!!

Adjournment:

Meeting adjourned at 8:45 p.m. The next meeting is scheduled for March 18, 2008.