

Citizen's Advisory Committee

U-HIGH ISU Metcalf

Meeting Minutes

September 12, 2007

University High Library

7:00 – 8:45

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

The Meeting was called to order by Dr. Dean at 7:00 p.m. It was decided that Jeff Feid will continue as the Vice Chair and Michelle Hardman will continue as the Secretary.

INTRODUCTIONS & ACKNOWLEDGEMENT OF VISITORS:

There were no visitors present at this meeting.

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

The May Meeting minutes were reviewed and approved.

REVIEW OF COMMITTEES:

CAC Purpose Overview:

The Citizen's Advisory Committee (CAC) for the Laboratory Schools was established in 1976 with four purposes in mind:

- Serve as a liaison between the Laboratory Schools and the community;
- Assist in the process of long-range planning for the Laboratory Schools;
- Assist in the establishment of program goals and priorities; and
- Provide recommendations concerning policy development and review.

The committee does not serve as a school board for the Laboratory Schools. Thus, it has no formal authority with regard to policy approval, grievance hearings, or operational decisions. The Laboratory Schools are part of Illinois State University and like other departments on campus the laboratory Schools are required to operate under the policies established by the Board of Trustees. (More information available on the CAC Website)

Legislative Forum:

We will be keeping communication lines open with our legislative representatives. As predicted in the spring, there was gridlock in the budget process, which diminished the need for a legislative forum last spring. Once the gridlock passes, the CAC will schedule a legislative forum so that the lab school community can interact with local legislators. Eric Ruud will continue as the chair of our legislative committee.

Those Who Excel:

The CAC will continue supporting the Those Who Excel program; Lois Morrow volunteered to chair this committee. The program brings recognition to individual staff members through the state sponsored program. Lois Morrow and Mike Troll (2006-2007 Lab School representatives) both received an Award of Recognition and will be honored at the annual banquet on October 13, 2007.

Nomination packets require extensive preparation and research. We appreciate the efforts of this committee and its commitment to excellence.

Fundraising: Fundraising is conducted by three separate groups: the Thomas Metcalf School PTO, the University High School Booster Club, and through the Major Lab School Fundraising arm (Dr. Robert Dean and Gail Lamb). At this time, there is no need to create another committee at the CAC level since it is covered so well by these other groups.

School Safety: Safety issues are a top priority on the lab school agenda. Kevin Eack (CAC member) has been a strong contributor in the safety committee meetings and is a great link for information and background. The committee voted to keep security as one of our committees. We will continue to follow and report on the progress of all security enhancements or concerns.

REPORT FROM ADMINISTRATIVE REPRESENTATIVE – DR. ROBERT DEAN:

New Hires: We have hired several new teachers in the last two years. Many of our baby-boomers are retiring as predicted. For years, the largest employee group was 55 years of age or above so the recent turnover has been expected.

This is a great time to be a part of the lab schools. Newly hired employees are mixing with tenured staff members. This brings about great training/learning opportunities for our new hires while providing opportunities for tenured staff members to mentor their new colleagues. Each group learns new strategies and techniques from the other. We are so thankful to be in a University setting and in a great community. These advantages help us recruit quality candidates for our openings. We are also very lucky to have many retirees stay involved in our schools through substitute teaching.

New Faculty/Staff Members include:

TMS: Marcus Alouan (Technology/Circus), Yvette Evans (Speech), Alex Kashner (5th/6th Science), David Sulzberger (Music), Lisa Tabaka (Teacher of the Visually Impaired), Brenda Thompson (Media Specialist – Librarian), Kim Walker-Smith (Physical Education), Christine Woywod (Art), Jodi Nibbelin (Assistive Technology Coordinator) and Kristi Sanders (Special Education Coordinator).

U-High: Michelle Brucker (Mathematics), Courtney Adkins (Guidance Counselor), Karen Valouche (Guidance Counselor), Eric Lyons (Physical Education/Drivers Education) and Maria Pessman (Physical Education).

For more information on each of our new staff members, please visit the CAC website or click [here](#).

ISAT and PSAE Results:

2006-2007 Metcalf

ISAT Results:

The following is a summary of the results:

Reading:	93% of students Meet or Exceed Standards (Gr. 3-8)
Mathematics:	94.4% of students Meet or Exceed Standards (Gr. 3-8)
Science:	91.3% of students Meet or Exceed Standards (Gr. 4,7)
Writing:	87.9% of students Meet or Exceed Standards (Gr. 5,8)

**2006-2007 U-High
PSAE Results:**

This test is taken once in grade 11:

Reading:	78.6% Meet or Exceed Standards
Math:	83.1% Meet or Exceed Standards
Science:	84.4% Meet or Exceed Standards
Writing:	87.7% Meet or Exceed Standards

Scores in the mid-80's and above are among the highest in the state. Typically, Chicago suburban high schools and specialized private schools score the highest on this test. For more statewide comparative information visit the State Board of Education Website.

It is required that ALL 11th graders take the PSAE, which now includes the ACT exam.

Major Initiatives for Fiscal Year 2008 (FY08):

Dr. Dean handed out a chart of the initiatives the Lab Schools will be focusing on for this school year. For more information the chart is available for review on the CAC website, or you can click [here](#).

School Safety:

Classroom door locks have been upgraded in both schools. Exterior code locks were also added to 1st floor exterior classrooms at Metcalf. Faculty and staff welcomed the lock upgrades.

Metcalf also moved several classrooms from the 3rd floor of Rachel Cooper. It is great to have these middle school classrooms closer to the other classrooms at Metcalf.

ISU has allocated \$200,000 towards the completion of safety work at Metcalf.

Dr. Dean expects to meet with the architects working on the Metcalf security provisions by the end of the month. The next step is to complete the planning/construction of new walls that will separate Metcalf students from other users of the Fairchild Hall space. These new barriers will make it much more difficult for anyone to enter Metcalf, including parents.

Updates will be provided as we move forward.

Technology:

It was asked whether TMS would continue to use Microsoft Office 2003 or move to the new version – 2007. For the foreseeable future the school will continue to use the 2003 version. All documents created at the laboratory schools are set to automatically save in the previous version (currently saving in 2000) in order to allow for use on older systems.

Ken Fansler will be reviewing university policies for technology purchases to see if Lab School families qualify for any discounts.

Curriculum:

The lab schools are currently reviewing the foreign languages offerings. This should be completed in the spring of 2008. The schools are reviewing other curricular areas as identified on the CAC site.

Personnel:

Dr. Dean will be conducting a principal search for Metcalf this year.

Donations:

1. Radios – 13 Motorola

We received a donation of radios from ISU Campus Police that are valued at approximately \$10,000. The radios will make it easier to communicate internally.

2. Science Equipment

A former U-High Alumni who lives and works in Oakbrook, Illinois owns a chemical company. He chose to donate a piece of equipment that analyzes carbon compounds. This kind of equipment is very expensive so we are very grateful for his generous gift. The teachers are excited to provide their students with new experiences that very few schools could provide.

Sesquicentennial:

Many activities are being planned to celebrate the 150th Anniversary of ISU and the Lab Schools. For more information and schedules please visit the ISU website.

Discussion Items:Emergency Notification Systems:

We discussed some of the alternatives for notifying parents/guardians during emergencies. Student safety is first and foremost; parents/guardians will be notified in an efficient manner as time allows during the crisis.

It was determined that the most effective way to handle guardian notification is good preparation and planning. Dr. Dean will be working with Lab School and university constituencies to create an emergency response plan. The plan will be communicated to guardians and staff so everyone knows what to do in the event of an emergency.

Driver's Education:

The state has revised the requirements for obtaining a driver's license. Since students are now required to spend more hours behind the wheel with their parents, they will need to start driver's education earlier. The school will be examining the impact of changing the start of driver's education to an earlier age, especially upon other course offerings. Some families will continue to choose a private driver's education school due to the timing of their student's eligibility for a license.

Metcalf Lunch Privileges:

We discussed the need to review the Metcalf practice of allowing middle school students to walk to lunch locations near the school on a periodic basis. Students have been walking down Main Street as far as McDonald's. It was suggested that these lunch privileges be limited to the Bone Student Center and that the students should be required to walk through the quad and over the College Ave. bridge to reach the student center.

Dr. Dean will review the current practice and make appropriate recommendations.

Metcalf PTO News:

The Metcalf PTO will hold its bi-annual fundraiser – Montage- on December 15, 2007. The event will be held at the Bloomington Center for the Performing Arts from 5:30 to 11:00 p.m. It will be a wonderful holiday celebration. Biaggi's and Pub II are catering the event. Tickets are \$25 each or 2 for \$40 (ticket purchase includes drinks and dinner). All Alumni, U-High and ISU families are invited to attend. Please contact Christy Bazan at cnstath@ilstu.edu to purchase tickets.

We are also selling raffle tickets as part of the Montage event. Prizes include 4 tickets to the first game of the 2008 World Series, a \$1000 Hearts on Fire piece from Bremer Jewelry and a golf package for 4 at ISU golf course. Tickets are \$5 each or 5 for \$20. Please contact Beth Sinclair at BSINCLAIR@CHESTNUT.ORG to purchase tickets.

Adjournment:

Meeting adjourned at 8:45 p.m. The next meeting is scheduled for November 13, 2007.