

Citizen's Advisory Committee

U-HIGH ISU Metcalf

Meeting Minutes

September 19, 2008

University High Library

7:00 – 8:45

ATTENDANCE: Dr. Robert Dean, Eric Ruud, Valerie Wilder, Jeff Hill, Laurel Schumacher, Mike Troll, Judi Doubet, Heather Marshall, John Tuttle, Ken Fansler and Michelle Hardman

The Meeting was called to order by Dr. Dean at 7:00 p.m. New members were introduced and welcomed to the committee. Ken Fansler was elected 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 March Meeting minutes were reviewed and approved. (May 2008 meeting was cancelled)

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)

We consistently track and report on several major areas:

Legislative forum – Keeping lines of communication open with the Illinois Legislature
Those Who Excel – A program to recognize our members of Illinois' educational system
Technology &

Safety Planning – Communicating major upgrades, planning efforts and associated information.

U-High Booster Club and Metcalf PTO – Conduit for communication

Legislative Forum:

The rules for running the laboratory schools were created by the Illinois Legislature and can only be changed by the Legislature. There are only two schools in the state that receive state funding as Laboratory Schools – the Laboratory Schools at Illinois State University and Uni-High at the University of Illinois - Champaign.

We will keep communication lines open with our legislative representatives (Rep. Dan Brady and Senators Bill Brady and Dan Rutherford). Eric Ruud will continue as the chair of our legislative committee.

The committee tracks issues in Springfield that are related to our schools. Recent success includes Dan Brady's work to secure partial funding (\$25,000) for the upgrades to Stroud Auditorium. We appreciate Rep. Brady's commitment to excellence in education.

Those Who Excel: The CAC will continue supporting the Those Who Excel program; Lois Morrow chaired this committee until her tenure on the CAC was completed last year. A CAC member will be asked to chair this committee for 2009. The program brings recognition to individual staff members through the state sponsored program. Laurel Schumacher (2008 Lab School representative) received an Award of Recognition and was honored at the annual banquet.

Nomination packets require extensive preparation and research. We appreciate the efforts of this committee and its commitment to excellence. All Lab School staff and families should have received nomination information during the 1st nine weeks. Please complete nomination forms as soon as possible.

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. We will continue to follow and report on the progress of all security enhancements or concerns.

We have completed major upgrades to both schools. For more information, please review the past CAC notes and/or the individual school's reports on their websites.

Technology Plans: Ken Fansler has volunteered to review the technology plans that are currently being revised for both Metcalf and U-High.

Fundraising: **Since plans are being made for the renovation of Stroud**, fundraising has really become an important issue. Dan Brady secured \$25,000 in funding from the state for some of the lighting expenses. The total project has been approved at \$2.25 million but that includes roofing repairs.

The extent of the project is still in question as we don't have any true cost figures until the design work is completed. The project needs have been outlined, but fundraising will determine how much can be added to the project. Thus, we would like to target our fundraising on Stroud so that we can include as many extras as possible. We want the best facility possible when all is said and done.

The seat campaign continues to move forward and has raised \$168,000 to date. Allison Geyer is on the seat campaign and Michelle Hardman volunteered to help with this effort.

REPORT FROM ADMINISTRATIVE REPRESENTATIVE – DR. ROBERT DEAN:

New Hires: We have hired several new teachers for the 2008-2009 school year.

This is a great time to be a part of the lab schools. Newly hires 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: Andrea Markert (Dean of Students), Wes Matejka (Technology Coordinator), Cassandra Mattoon (Preschool Teacher), Beth Gordon (2nd Grade), Teresa Herbert (Language Arts 5/6), Jennifer Kane (Math 5/6), Danielle Steele (Social Studies 7/8), Peggy Finnegan (Art), Lori Endsley (Support Service), Ashley Kilpatrick (Vision) and Linda Tate (Deaf & Hard of Hearing – Middle School).

U-High: Katie Pole (Social Studies –Freshman program), Jeff Wollenweber (Health/Drivers Ed), Laura Lancaster (Math), Stephanie Persson (Chemistry), Amy Reiman (English – Freshman Program), Laura Erikson (Spanish) and Karen Travis (Biology)

For more information on each of our new staff members, please visit the CAC website.

**Faculty / Salary
Adjustments:**

An extra \$200,000 has been added to the budget for salary increases this year. Dollars added to the budget for salary increases are permanent budget additions. We use Unit 5 salaries as a base and compare salaries/gaps on an individual basis. The areas with the largest gaps are addressed first.

This marks the 4th time in Robert Dean’s tenure that the salaries have been adjusted. The adjustments are usually funded by carry over dollars accrued through retirements and a reduction in the number of benefit payouts.

The laboratory schools generally see a very low turnover rate. Most teachers come to the laboratory schools because they truly enjoy the environment and want to stay. However, we have hired more teachers than normal in the last three years due to baby boom retirements.

We also addressed the question of how minority candidates are engaged in the hiring process. All openings, in addition to general postings within the educational communities, are sent directly to institutions with high minority student populations. All hiring is monitored by the office for Diversity and Affirmative Action.

**Security Improvements
Updates:**

Security improvements at Metcalf have been completed. The addition of the “front desk” area in the Fairchild building has been a successful addition for family check in.

U-High will be on line shortly after completion of testing. U-High and ISU students have scannable ID badges. ISU student badges will be programmed to work at U-High only during the time they are actually completing course work through U-High.

Overall, the security enhancements have cost \$500,000 (\$283,000 funded by ISU).

**Other recent upgrades
to lab school facilities:**

Landscaping added to the U-High Gregory St. entrance area (ISU budget)

U-High driveway upgrades (Lab school budget)

Concrete work at U-High and Metcalf Schools (ISU Budget)

Renovation of the TMS shop area , math room and 7/8th grade classrooms (Lab School budget)

Renovations/Additions to U-High Shop area (Lab School Fundraiser / Wroan \$500,000Donation)

Steps from the U-High Parking Lot to the “pit” area are current under construction. Landscape was added and some cement work completed. The handrails are being upgraded.

**Foreign Language
Study:**

During the 2007-2008 school year a study of our current foreign language program was undertaken. As a result of the study, U-High is adding a Spanish section and TMS has moved introduction to foreign languages to the 5th grade course study from the 4th grade course study. The need for more Spanish courses at both levels will continue to be evaluated.

**Other Questions /
Discussions:**

Stroud Auditorium: Will seats be added during the remodel? Actually, we may see a loss of some seats to due upgrades involving fire codes and ADA requirements. We may look into adding additional performances for popular events to increase viewing capacity.

Are 7:00 am classes being offered this year? Each year the need for the early morning classes is evaluated and balanced with staff availability. There are several courses offered this year, but it will be changed on an annual basis.

Adjournment:

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