

**Minutes of a Special Meeting  
Of the Operations Committee  
Lake Forest School District 67  
April 25, 2011**

Present: Laurie Rose, John Julian, Dan Wagener, Harry Griffith, Allen Albus,  
Jennifer Hermes, Carol White

- The meeting was called to order at 8:34 A.M., February Minutes were approved.
- Allen presented a 2010-2011 Goals update. He reported on the effectiveness and financial impact of the shared service grounds maintenance initiative. The group discussed issues due to hiring seasonal grounds employees. Overall, the transition to shared service grounds maintenance was successful. The grounds crew, under the supervision of Tom Reau, did a great job maintaining D67 grounds.
- Allen led a review and discussion of the Operational Excellence Goals for 2011-2012 which include:
  - Investigate, identify, and possibly implement an on-line registration system.***  
Districts 67 and 65 will work together on the implementation of on-line registration process for the 2012-2013 school year.
  - Prepare for potential implementation of a new transportation service provider.***  
Bus service for Districts 67, 65, and 115 went out for bid. An addendum was added to the bid specifications requesting the installation of audio and video recording equipment on buses. The committee discussed and endorsed the installation of audio and video recording equipment.
  - Complete Capital Improvement Projects to maintain or upgrade facilities, comply with statutes, or address safety concerns.***  
Discussion of this goal included Carol White's presentation of the Facility Report. Carol announced the 2011 summer projects which include resurfacing the Deer Path Middle School back lot and replacing lights, replacing an area of the roof and painting fascia at Deer Path Middle School, resurfacing of Everett parking lot, replacement of failed shingles at both Everett and Sheridan schools, tuck-pointing the chimney at Everett,
  - Update District Emergency Management Plan for Prevention, Preparedness, Response, and Recovery.***  
The Committee endorsed a proposal from RETA Security for an Emergency Management plan for prevention, preparedness, response, and recovery. In addition, they added emergency management as a 2011-2012 Goal.
- Carol White presented the balance of the Facility Report. She announced that waste management service will be bid.
- Jennifer Hermes provided a brief overview of the photography services provided by Lifetouch. She reported that parents and staff are pleased with the service. The Committee discussed and endorsed a one year renewal with Lifetouch. Jenn also

presented an update on the copier Request for Proposal (RFP) She reported that although nothing is going to change operationally with regard to copier style and location, the District will see a substantial savings by changing vendors.

- Dr. Griffith reported that the Early Learners class, which is currently housed at LFHS West Campus, will be moved back to Sheridan School. He stated that by moving the class the District will improve delivery of service while reducing overall costs. The Operations Committee endorsed the move.
- The meeting adjourned at 10:07.