

**Minutes of a Special Meeting
Of the Operations Committee
Lake Forest School District 67
September 21, 2011**

Present: Laurie Rose, Rick Schuler, Harry Griffith, Allen Albus, Jennifer Hermes, Carol White, Julia Wold, Michelle Shinn, Beth Reich, Cornelius DuBose

- The meeting was called to order at 8:45 a.m. at Cherokee School. Minutes from the July were approved.
- Carol White presented an overview of the work orders completed at Cherokee School this summer and the 5-Year Capital Plan for the building.

Dr. Griffith explained that in light of the economy the past few years the only improvements budgeted for district buildings were safety related. He stressed that “preventative maintenance” must be added back into the budget in order to preserve our buildings

Cherokee Principal, Dr. Shinn, reported that much work was completed this summer including set up for the Mandarin program. The process to determine which maintenance and technology projects get completed was discussed. Technology and facilities work together with regard to long range planning and preventative maintenance for both buildings and infrastructure. .

- IT Director, Cornelius DuBose, presented an overview of the Technology 5-Year Plan for Cherokee. He spoke about completed projects related to infrastructure (new phones in each classroom) as well as future plans. Cornelius explained the process for replacing computers, lap top carts, and computer labs.
- Allen provided a brief overview of the FY 12 Goals. He asked the group for input on the format used last year for measurements and timelines and the committee recommended keeping the format the same.
- Allen presented an update on the start of the school year and the new bus company.
- The meeting adjourned at 10:12 and the committee was taken on a tour of Cherokee School.