

LAKE FOREST COMMUNITY HIGH SCHOOL DISTRICT 115
BOARD OF EDUCATION
OPERATIONS COMMITTEE MEETING
May 5, 2007

Committee Members Present: Marilyn Harlow, Sharon Golan, Lisa Dietrich, Diane Newman, Harry Griffith, Allen Albus, Jim Hintz

- Meeting was called to order at 4:00 p.m. in the Baggett Room at District 67 Administration Center
- April 4, 2007 Minutes were approved.
- Mark Jolicoeur reviewed the East and West Campus construction and renovation projects. He presented a detailed overview of the construction timeline.
- Allen Albus walked Committee members through the new Procedure Reference Manual for East and West Campus Construction & Renovation. He explained that both Perkins & Will and Pepper Construction had input in creating the Procedure Manual and described the process used to create the document. Allen reported that proper procedures and protocol will assist all parties execute their respective roles. It is intended that the manual provide an overview of protocol for:
 - Project Scope and budget
 - Change Orders
 - Procurement of Furniture, Fixtures, and Equipment
 - Invoicing/Project Measurement
 - Project Progress Reporting
 - Final Drawings and Specifications
 - Assignment of Risk
- The committee discussed and endorsed the Manual which will be taken to the Board of Education for approval this month.
- The meeting adjourned at 5:30 p.m.