

REGULAR MEETING OF THE OREGON PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
TUESDAY, JANUARY 9, 2018, AT 6:00 P.M.  
NASH RECREATION CENTER BOARD ROOM,  
304 SO. FIFTH STREET, OREGON, ILLINOIS

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
- 4) APPROVAL OF MINUTES
  - A. REGULAR MEETING MINUTES, DECEMBER 12, 2017
- 5) FINANCIAL
  - A. TREASURER'S REPORT
  - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
  - B. FINANCE COMMITTEE - NO REPORT
  - C. PERSONNEL & POLICY COMMITTEE - INCLUDED
  - D. PARKS & FACILITIES COMMITTEE - NO REPORT
  - E. PROGRAM & SERVICE COMMITTEE - NO REPORT
  - F. PARKS REPORT - INCLUDED IN PACKET
  - G. RECREATION REPORT - INCLUDED IN PACKET
  - H. ENVIRONMENTAL SERVICES REPORT - INCLUDED IN PACKET
  - I. ADMINISTRATIVE REPORT - INCLUDED PACKET
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS
  - A. PASS FEE CHANGE APPROVAL
  - B. POLICY UPDATE APPROVALS
    - I. 4.10J VACATION LEAVE
    - II. 2.12A PROGRAMMING INCLUSION
    - III. 2.39A PERSONAL CARE
  - C. 2018 CONFERENCE EXPENSES
  - D. PARK WEST MASTER PLAN PRELIMINARY DESIGN
  - E. ORDINANCE 18-01-09-02: POLICY PROHIBITING SEXUAL HARASSMENT
  - F. BOND ORDINANCE 18-01-09

An Ordinance providing for the issue of not to exceed \$1,320,000 General Obligation Park Bonds, Series 2018, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the park district and for

the payment of the expenses incident thereto, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

G. EXECUTIVE SESSION

The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. (5 ILCS 120/2 (c) (5).

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - FEBRUARY 13, 2018

**Oregon Park District Board of Commissioners**  
**Nash Recreation Center**  
**304 So. Fifth Street**  
**Oregon, Illinois**  
**Regular Meeting Minutes**  
December 12, 2017

Steve Pennock, President, called the Regular Meeting to order at 6:00 p.m.

PRESENT: Dave Bakener, Gary Davis, Steve Pennock, Mark Tremble, Dan Engelkes

ABSENT:

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Finance & Technology Administrator; Andy Egyed, Superintendent of Parks; Brian Beckman, Supt. of Environmental Services; Matt Mekeel, Supt. of Recreation; Kim Krahenbuhl, District Attorney;; Andrea Messenger, Board Secretary;

RECOGNITION OF VISITORS:

APPROVAL OF MINUTES

Motion by Dan Engelkes, seconded by Mark Tremble, the regular meeting minutes of November 14, 2017 be approved as printed. Roll Call: Gary Davis, Dave Bakener, Steve Pennock, Mark Tremble, Dan Engelkes - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Motion by Dave Bakener, seconded by Gary Davis, the Treasurer's Report be approved. Roll Call: Steve Pennock, Mark Tremble, Dave Bakener, Gary Davis, Dan Engelkes - yes. MOTION PASSED UNANIMOUS.

Claims Payable and Checks Drawn

Motion by Mark Tremble, seconded by Dan Engelkes, the Claims Payable be approved as presented. Roll Call: Mark Tremble, Dave Bakener, Gary Davis, Dan Engelkes Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Mr. Pennock stated there is a Policy Meeting set for Wednesday November 20<sup>th</sup> at 10am.

REPORTS

Parks Report - Included in Board Packets. Mr. Egyed had nothing to add.

Recreation Report - Included in Board Packets. Mr. Mekeel had nothing to add.

Environmental Services Report - Included in Board Packets. Mr. Beckman stated he spoke to Joe Stithem this afternoon and he is still waiting on 2 custom fit parts for the boiler at the Blackhawk Center. He anticipates these will be in by Thursday. Once they arrive they will put them in and then start up will occur 2 days later. Hopefully they will be able to start up by Monday of next week.

Administrative Report - Included in Board Packets. Mr. Griffin stated that this will be the final month of the current financial software. There will be new reports for January.

BUSINESS (unfinished)

BUSINESS (new)

Release of Executive Session Minutes

Mr. Krahenbuhl recommends release of the April 1 2015 and June 5 2017 Parks/Finance Executive Session Minutes

Motion by Dan Engelkes, seconded by Dave Bakener, the Release of Executive Session Minutes April 1, 2015 and June 5 2017 be approved. Roll Call: Gary Davis, Steve Pennock, Mark Tremble, Dave Bakener, Dan Engelkes - yes. MOTION PASSED UNANIMOUS.

Approval of 2017 Tax Levy - Ordinance 17-12-12

Motion by Mark Tremble, seconded by Dave Bakener, the 2017 Tax Levy Ordinance 17-12-12 be approved. Roll Call: Dave Bakener, Gary Davis, Steve Pennock, Mark Tremble, Dan Engelkes - yes. MOTION PASSED UNANIMOUS.

Enter Executive Session

Motion by Gary Davis, seconded by Dan Engelkes, the board enter executive session at 6:07 p.m. Roll Call Vote: Dave Bakener, Gary Davis, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

"The purchase or lease of real property for the use of the public body, including meetings held for the purpose of

discussing whether a particular parcel should be acquired.  
(5 ILCS 120/2 (c(5)).

Mr. Pennock extended an invite for Mr. Griffin, Mr. Krahenbuhl, and Mr. Beckman to join the Executive Session

#### Return to Regular Session

Motion by Dan Engelkes, seconded by Mark Tremble, the board return to regular session at 6:40 p.m. Roll Call Vote: Gary Davis, Dan Engelkes, Steve Pennock, Dave Bakener, Mark Tremble - yes. MOTION PASSED UNANIMOUS.

#### COMMISSIONERS COMMENTS

Mr. Davis had no comments.

Mr. Bakener stated he continues to get great comments on all the Christmas lights throughout the Park District. He also congratulated Mrs. Folk on the exceptional workplace award.

Mr. Engelkes had no comments.

Mr. Tremble stated he had a comment from a family from Rochelle that attended the Breakfast with Santa, they were amazed with the program and had a great time.

#### DIRECTOR'S COMMENTS

Mrs. Folk stated the staff met today to go over the preliminary designs for the Park West Masterplan. They are working on getting to a number that is more manageable. They do anticipate presenting that to the Board in January. Mrs. Folk complimented the Board on the Exceptional Workplace Award.

#### PRESIDENT'S COMMENTS

Mr. Pennock had no comments at this time.

#### ADJOURN

Motion by Dave Bakener, seconded by Mark Tremble, the meeting adjourn at 6:43 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

Andrea Messenger  
Board Secretary

Approved \_\_\_\_\_

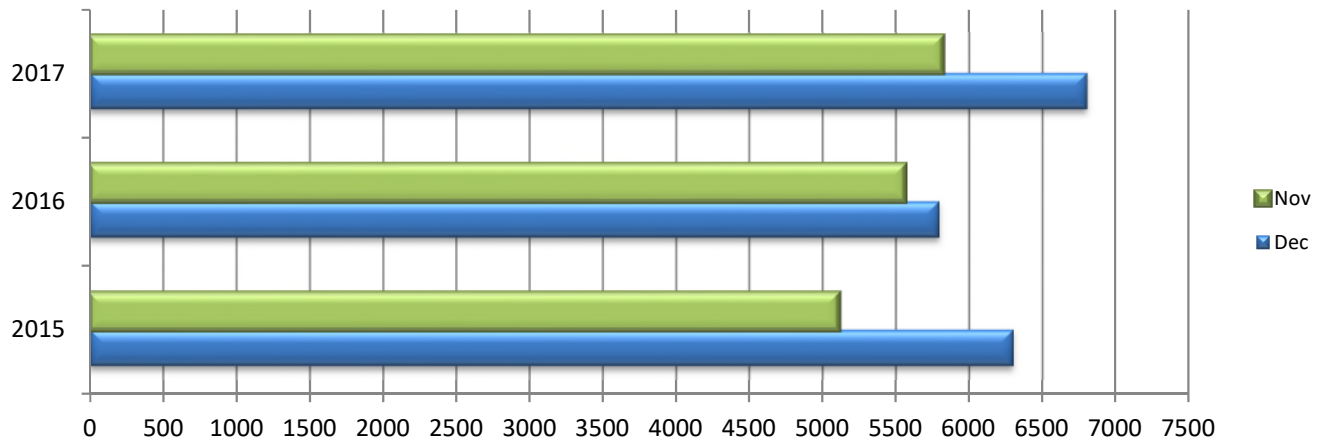
MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 9, 2018

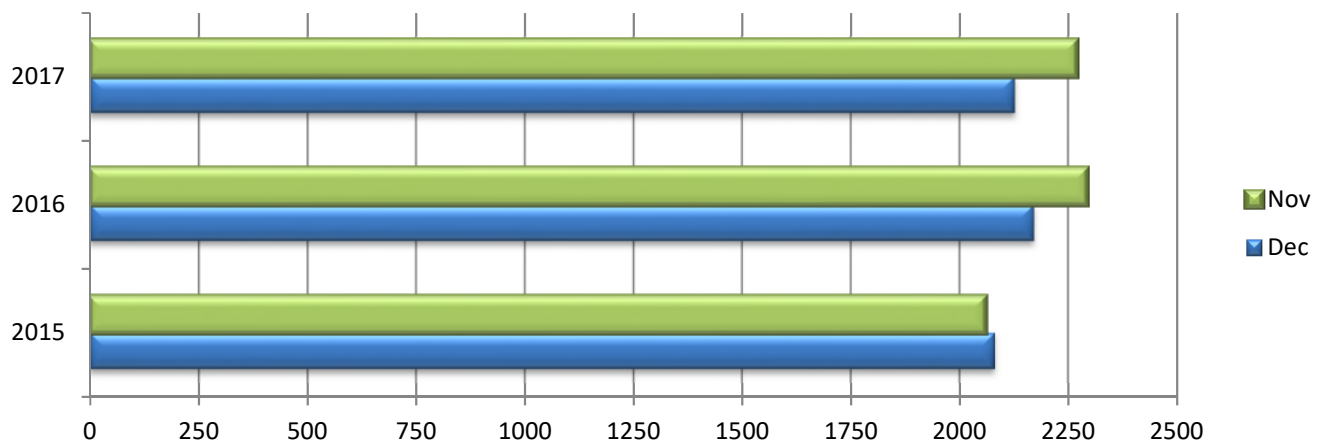
Facility Statistics Report



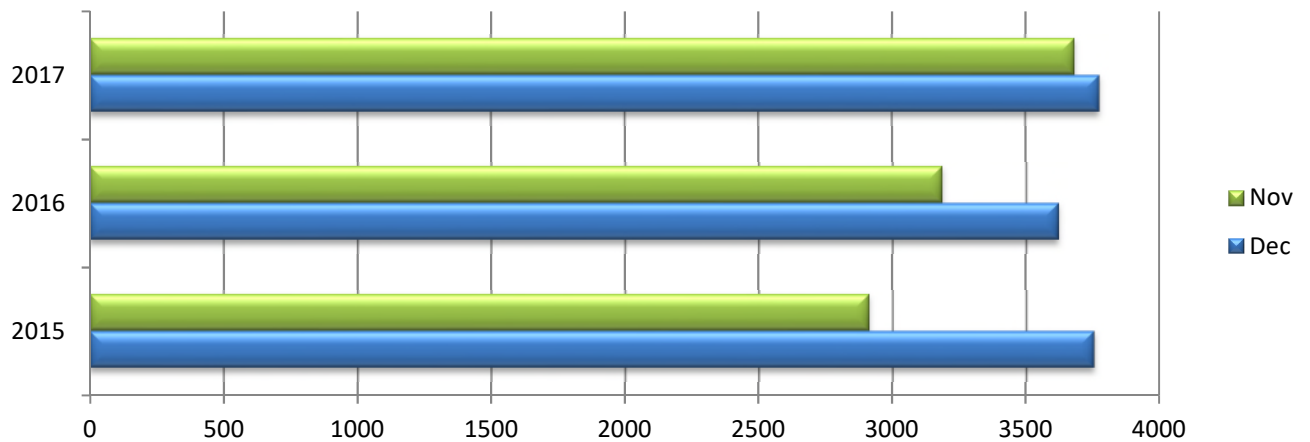
**Nash Recreation Center Facility Statistics**



**Nash Pool Usage Statistics**



**Nash Fitness Center Statistics**



## MEMORANDUM TO THE BOARD OF COMMISSIONERS

January, 9 2018

Parks Report

### ★ Seasonal

This past month we have been bringing equipment in the shop and performing maintenance and cleaning. These past few weeks we were able to accomplish quite a bit in the way of preventative maintenance. Any equipment that needed repair has been dealt with and is ready for use when needed. This keeps equipment safe which cuts down on liability issues and increases the life of our equipment.

We will soon be removing all holiday lights and displays for the season. They will be stored at the shop and in the storage area at Lions Park. We will also be storing hanging baskets, the garland and bows that are in the hanging baskets.

This year we are testing a liquid ice melt product. Liquid ice melt is applied before a snow or ice event. The pretreated area prevents snow and ice from bonding to the concrete, prevents ice buildup which in turn will reduce slip and fall accidents. This will not only make snow removal easier but will also reduce the amount of salt applied to the sidewalks, therefore eliminating salt being tracked into the building. There will still be certain circumstances salt will need to be applied. This product will only be applied to the sidewalks and stairs especially around the doors. We hope in our product testing we will see a reduction in salt being used and reduce snow removal times.

### ★ Projects

This year we are doing our part in recycling Christmas trees for the Christmas tree recycle program. The mulch will be stored behind the shop and given to residents to pick up. This type of mulch should be used wisely as it can be acidic to certain plants. This is a great program which keeps the trees from reaching landfills. Joining with other communities in this program is another step forward in pursuing our goal of going green.

We have started to take down more Ash trees in the parks. We have already replaced six trees and will continue to replace trees every year. We will plant trees in the parks according to the Master Plans set for that park. For example, we will not be planting any trees at Park West until we know what we will be doing according to plan. We don't want to plant trees and then must move them.

### ★ General

Snow removal is going well, working on vehicle maintenance when weather is cold and removing trees when its nice out.

Respectfully submitted,

Andy Egyed  
Superintendent of Parks

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

January 9, 2018

Superintendent of Recreation Report



**SilverSneakers**

We continue to market and advertise the availability of SilverSneakers here at the District. This is a win-win for both the District as well as the community and patrons. They are allowed entry and use of our facilities at no cost to them all the while we are compensated at the end of each month from their healthcare providers. To date we have signed up 71 participants since inception.



**Upcoming activity guide**

The Rec. Staff are awaiting the rough draft of the upcoming guide to review and revise for public consumption later this month. We are excited to continue providing quality programming as we have over the past 50 years. Stay tuned!!



**Personal Training**

Kim Henry completed a questionnaire for the Life paper in regard to the New Year and what it takes to be successful in creating a more active lifestyle/getting healthy. You can find all of this helpful advice in next week's Ogle County Life paper.

Also coming soon to our Personal Training department will be the short departure of Kaitlyn Schuler. She and her husband are excited to welcome their 1<sup>st</sup> child in the coming weeks/months. We are praying for a happy and healthy delivery when the time arrives. Congratulations!!



**Volunteer Appreciation**

We have planned for and are ready to roll out our first ever Volunteer Appreciation Open House on January 13<sup>th</sup>. As you are well aware, without the tireless efforts of our volunteers, we would be unable to continue providing exceptional experiences and "create fun for a lifetime" for our participants to enjoy. This year we will have an "open house" here at Nash where we will offer swimming, Bingo, Open Gym, Pickleball, Racquetball, and Wallyball along with games, FUN and prizes. We will be serving up Alfano's pizza, pasta, salad and beverages. Thank you for all that you do/have done as volunteers for this District!!

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Matt Mekeel", written in a cursive style.


Matt Mekeel  
Superintendent of Recreation



**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

January 9<sup>th</sup> 2017

**Environmental Services Report**

 **Nash Center**


The past month has been a flurry of activity at the Nash Recreation Center. I have started scheduling two building supervisors during the weeknights to assist with the influx of activity and lack of space in the gym. The staff has done a great job with all the changes and challenges. Mechanically things are running smooth. We do have a valve that needs replaced in the main hallway that should be completed this week. Also, we will be having our backflow preventers inspected at the same time as the valve replacement.

 **Blackhawk Center**

The new boiler has been installed and started at the Blackhawk Center. It has been running smoothly since the install, although boiler three is now exhibiting some of the same issues that number two presented last year. The past month has been slow at the Blackhawk Center due to school being on winter break. We have taken this opportunity to complete some deep cleaning on most of the facility. We are looking forward to the Powerup Volleyball season getting started and having a few tournaments in the next month.

 **Maintenance Management School**

I am very excited to be attending the 2018 Maintenance Management School presented by the NRPA. The course consists of two weeks of schooling that is presented over a two-year period. My first session begins on January 28<sup>th</sup> and is at the Oglebay Resort in Wheeling, WV. The classes will focus on maintenance objectives, supervising personnel, operating problems, facility and structure maintenance, and environmental management systems.

 **Facility Survey**

We have conducted our kickoff meeting for the facility survey and are now waiting for a first draft of the survey. The kickoff meeting lasted all morning on the 19<sup>th</sup> and the engineers were able to get in depth views of the mechanical equipment here at Nash. I am looking forward to their expert analysis and recommendations.

Respectfully Submitted,



Brian Beckman  
Superintendent of Environmental Services

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 9, 2018

### Business Administration Report



#### **Financial Review**

The December 2017 Treasurers Report is included in the Board Packet. The District retired the 2012 and 2017 General Obligation Bonds on November 1<sup>st</sup>. The total payments were \$1,294,430. The overall budget is on course will Fiscal Year 2018 expectations.

The Corporate Fund is currently below our fund balance expectations, primarily due to the funds it is owed from the Park Improvement Fund. The District utilized the early part of the fiscal year to complete annual capital improvements. The projects/improvements were paid utilizing Park Improvement Funds that will be received through the annual General Obligation Bond sale. The funds, totaling \$301,500, will be repaid following the GO Bond receipt.



#### **2018 G.O. Bond Sale**

The District released the preliminary term sheet for the 2018 G.O. Bond sale. It was released on December 22<sup>nd</sup>, 2017 to 10 investors for private placement. The deadline for sealed bids will be January 10<sup>th</sup> with the award date immediately following. The net income of the General Obligation Bond for 2018 will be approximately \$1.3 Million Dollars, and be received in late January/early February.

The District will pass a parameters ordinance at the January regular meeting to formally approve the bond sale. The final numbers will be released the week of January 15<sup>th</sup>. After final approval, the bond will be filed with the Ogle County Clerk to be added to the 2017 tax levy.



#### **2018 Software Implementation / IRS Info**

The District's software implementation schedule for the new financial software is almost complete. The new software, Harris's Smart Fusion, will go live on January 8, 2018. A trainer from Harris will be onsite the entire week. The first payroll of 2018 will be through the new system. Final data from the old system (Vermont System's FinTrac) was exported and migrated into Smart Fusion. Calendar Year End information, such as 1099's and W-2's, will be processed from the old system. Staff should see little to no change through the process. Staff training will be scheduled for all staff following the initial week of training.

The new recreation tracking software implementation, Perfect Mind, has been postponed due to setup data complications.

The IRS released a statement regarding the 2018 tax tables. Employers are asked to continue utilizing the 2017 tax tables until the IRS has developed a new table resulting from the tax reform bill passed on December 22, 2017.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Dan Griffin".

Dan Griffin,  
Finance & Technology Administrator

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 9, 2017

### Marketing & Communications Report



#### **Marketing & Facebook**

Facebook followers increased to 4360 this month, an increase of 29. Instagram followers increased by 8.

We kicked off January by distributing the school newsletter to Oregon, Polo and AFC on January 3, their first day back to school.

The Life newspaper interviewed Kim Henry and will feature an article on jump starting your new year in the January 9 Ogle County Life. We also will kick off our New Year, New You campaign in this same issue. This year we are featuring LuAnn Rogers of Oregon. LuAnn was diagnosed with diabetes in January 2017. She worked with Kim Henry throughout the year. In the year she lost 2 clothing sizes, 19 pounds and almost 11 inches off her body. She also dropped her A1C diabetic number 1 point and has been able to control her diabetes with diet. We will be offering our 14 day trial pass for \$10 for anyone to use the facility and if they purchase either a quarter or annual pass will receive \$10 off the cost. This has worked very well in the past.



#### **Holiday Party**

The holiday party was held Saturday, January 6 at Nash Recreation Center. We have 102 people RSVP'd. We have changed locations this year to Nash from the bowling alley to offer some variety. Planning has gone extremely well with the implementation of the Employee Advisory Committee. It is wonderful to have the extra help and input when planning and implementing these staff functions.



#### **Facility Tours/Memberships**

Nine tours were given this month and two resulted in the immediate purchase of a pass.

Oregon School District is currently holding their Corporate Membership Drive from January 2-18.



#### **Front Counter**

The front counter has kept busy this month with the implementation of the SilverSneaker program. We have issued 72 passes since the inception. Of the passes 25 were current passholders and refunded the remainder of their pass, 6 were punch pass holders and 41 were new members to the facility. The front counter has done a great job of welcoming the new members, answering questions and offering tours or giving directions.



#### **Spring/Summer 2018 Guide**

Tentative release date is scheduled for January 22 for the Activity Guide. Work has been slow with the new software training and implementation but proofing by the Recreation Staff will begin the week of January 8.

Respectfully Submitted,

Tina Ketter  
Marketing & Communications Supervisor

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 9<sup>th</sup>, 2018

### Aquatics Coordinator Report



#### **Inclusion Program**

The inclusion program is almost ready for its kick off with the new activity guide. In December, Amanda and I presented our program at the full-time staff meeting and the front counter staff meeting. Amy Stephenitch, from Ogle County Education Cooperative, spoke at this meeting as well. The purpose of this presentation was to provide an overview of how our program will work and give staff the basic overview of what inclusion is, why it is important, and the proper people first language we should all be using when talking to people with disabilities.

In January, we have two different days and times for our part-time staff to choose from. We are planning on providing this training for all our ET/Summer camp staff and our swimming lesson instructors along with a few other key staff in other departments that may be working with people with disabilities. Our trainings will provide the staff that may be working one on one, in small groups, or as the overall instructor with the student in their program, the basic overview of the most common disabilities, people first language, how to assist them in the least restrictive way, and how to deescalate situations. We are providing this training to all of our staff that regularly works with children so that we are prepared when people enroll and due to the fact that many children we already work with have different disabilities. Amanda and I are also working with Tina to prepare our marketing materials and strategy to promote our inclusion program.



#### **Swimming Lessons**

Swimming lessons are getting ready to start again for the first time in 2018! All lessons begin the week of January 15<sup>th</sup>. Our registration deadline is coming up on January 7<sup>th</sup>. Registration is currently low compared to last winter, but targeted emails will go out to past participants. I expect registration to jump after everyone is back in the swing of things after the holiday and since people always wait until the deadline to register for things. Surveys that were handled out at the end of the Fall session came back again with an overwhelming response of 80% of parents rating their overall experience as excellent.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jena W" with a long horizontal stroke extending to the right.

Jena Wehmhoefer, CPRP  
Aquatics Coordinator

**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

January 9, 2018

**Athletic Facility Manager Report**



**Youth Athletics- 3<sup>rd</sup> - 6<sup>th</sup> Grade Girls Basketball**

The 3<sup>rd</sup>/4<sup>th</sup> and 5<sup>th</sup>/6<sup>th</sup> grade basketball program will be playing their games with teams from Byron. This league will begin playing games on January 20<sup>th</sup>. Games will be played through Saturday March 3<sup>rd</sup>. We had 20 girls registered for the 3<sup>rd</sup>/4<sup>th</sup> grade division, creating 2 teams. There were also 20 girls registered for the 5<sup>th</sup>/6<sup>th</sup> grade divisions, creating 2 teams.



**Youth Athletics- 6<sup>th</sup> Grade Competitive Girls Basketball**

The 6<sup>th</sup> Grade Girls Basketball team had 14 participants register this year. The team will play a schedule similar to DLR, consisting of 12 games and 1 tournament. The officials and buses are assigned by the OHS Athletic Director, Mike Lawton.



**Youth Athletics- 3<sup>rd</sup> - 6<sup>th</sup> Grade Boys Basketball**

The 3<sup>rd</sup> and 4<sup>th</sup> grade basketball program completed their season on December 16<sup>th</sup>. The 32-participant league saw the 4 teams play 6 regular season games and an end of year tournament.

The 5<sup>th</sup> and 6<sup>th</sup> grade basketball program continues to play their games with the Byron Park District. The games are played on Saturday's through January 13<sup>th</sup>. This league is a more competitive league that focuses on enhancing basketball skills and knowledge for teams.



**Athletic Procedures**

I recently met with the new Superintendent of Recreation for the Byron Park District, Nick Warrner. He will be running their athletic programs. In our meeting, Nick and I discussed strengthening our athletic programs in a fun and recreation setting. We currently participate in Spring and Fall Soccer, as well as baseball and softball. We combined our basketball leagues for boys and girls this year. We will continue to look for ways for our park districts to work with one another. Topics that were discussed were spring and fall soccer, indoor soccer, girls and boy's basketball, baseball, softball, flag football and adult sports. We are looking forward to working with one another going forward.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Calvin Clothier', written over a white background.

Calvin Clothier  
Athletic Facility Manager



## MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 9, 2018

Events Report



### **Holiday Lights House Decorating Contest**

There were 15 homes entered in the contest this year. Six OPD staff each took a section of town and went out and nominated homes. This worked better than waiting on home owners or neighbors to send in entries. There were two sets of judges that went out to judge the houses. Winners were declared on the 20<sup>th</sup> and then I was able to get pictures and award prizes on the 21<sup>st</sup> of December. The two winning families were awarded a Quarterly Family Membership from Nash, a gift card from Merlin's and a sign for their yard donated by GK Graphics in Byron. Photos of the winning families appeared on Facebook and they were also submitted to the two local newspapers as well. Based on recommendations from the judges last year, we did away with the two categories and only had a 1<sup>st</sup> place and 2<sup>nd</sup> place best decorated home.



### **Breakfast with Santa**

This program is always a hit. Many missed the Breakfast last year because we had the Dinner with Santa instead. Both events are terrific and therefore we may alternate from year to year which is offered. This year, both sessions were full with waiting lists. We were able to accommodate most on the waiting lists and had a total of 104 from both the seating's. I appreciate the donations from Casey's and McDonalds. Children had the chance to sit on Santa's lap, share their wish list and receive a complimentary goodie bag. Volunteer elves helped check people in, oversee the buffet, and help children with their reindeer ornaments that they made.



### **Letters to Santa**

The elves placed a decorated mailbox to mail letters to Santa in the lobby at Nash in November. Volunteer, Carol Wyatt, collects the mail and responds to the Children's letters. We received 28 letters this year.



### **Mother/Daughter Holiday Tea**

This year the annual Mother Daughter Holiday Tea was hosted at Conover Coffees and Chocolates on Sunday, December 3, 2017. There were 31 people in attendance. These special teas are a cherished lifetime memory for mothers, daughters, and grandmothers. This year the theme was Chocolate. Gifts of fudge and hot cocoa were given to the guests. Prizes were awarded for winners of tea bingo. The annual tradition of pictures in front of a Christmas tree took place in the hallway and of course the tree was decorated with little coffee cups and chocolates.



### **Candlelight Walk**

The committee had a wrap up meeting which included awarding prizes to the winners of the Instagram Contest, \$250 Candlelight Cash, and the 50/50 Raffle winner. Suggestions were made at the meeting to make some changes that would cut down on volunteer time and continue to increase the number of businesses participating and downtown activity. Changes could include: moving the gift fair out of Coliseum and having pop up vendors in downtown

businesses, eliminating luminaries, better lighting and more vendors on Candy Cane Lane, less entertainment in Coliseum and more strolling or in businesses, change 50/50 tickets selling 6 for \$5 instead of 3 for \$5, to name a few. There were some extra funds following the event and the Candlelight Walk Committee gifted OPD a check for \$250 for all our efforts, support, volunteers and general help with the event. This will be utilized for the District Scholarship Fund



### **Other**

Build-A-Birdhouse Entry Forms are available at the front counter, flyers at the sponsoring businesses and we are promoting through the newspaper and Facebook.

I am again updating the sponsorship package and the Rec Staff will work hard to hand deliver each packet to all the businesses before the end of the month.

Bulletin boards are being updated monthly and much effort is being put into marketing the events through Facebook, newsletters, newspaper, target emails, etc.

January weekend will also be busy with the Staff Holiday Party, the Volunteer Appreciation Event, and the IPRA Conference.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Debbie Leffelman".

Debbie Leffelman  
Event Coordinator



**MEMORANDUM TO THE BOARD OF COMMISSIONERS**

January 9, 2018

Recreation Program Manager Report



**Extended Time**

Extended Time students had fun in December learning sign language, making Christmas cards, learning about multi-cultural holidays, playing holiday games and much more! The staff have really come together as a strong family and have quickly adopted two new staff members. The program runs smoothly each day. Myself and staff have received many compliments from the families and the students involved. Staff team up each month to plan the next month's activities that include two activities a day for the two age groups (K-2; 3-6).



**Winter Holi-Day Camp**

This winter break, we hosted 21 students which was an increase of 4 students from FY 16/17. We also had an increase of an average of 3 students per day at the Camp. The staff have pre-planned activities for each day and led each successfully. All students had a memorable time.



**Programs in December**

Childcare hosted anywhere from 0-6 children each day. Our monthly average has slightly decreased by 3 children from last month but has increased from December 2016 from 5 to 7. After School Open Gym had 8-11 children each day this month. This was a decreased average of about 7 opposed to 8 children in December 2016. Tumbling continued in December with a total of 31 tumblers which was an increase of 5 tumblers from December 2016 as well as an increase of 3 tumblers from last month.



**Village Bakery**

On Saturday, December 9 Jackie from Village Bakery hosted a group of 7 K-3<sup>rd</sup> graders decorating Christmas cookies. All students left with a dozen goodies to take home to their families.



**On the Horizon**

I am in the process of applying and assembling our 2018 Summer Meals program. Jena and I hosted our Inclusion Program presentation to all Full-Time and Front Desk staff on December 12. We are in the process of recruiting as many part-time staff as we can to attend inclusion training on January 10 and 29<sup>th</sup>. We will begin a new session of Toddler/Preschool Gym on January 10. We will have our Summit Snowshoe program on January 13 and 27<sup>th</sup> led by a park ranger at our local state parks. On January 15, we will host a R&C Day. On January 24, we will have a Kids Off The Couch Day to include swimming at Nash. I also look forward to attending the IPRA conference this January 18-20.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Amanda Zimmermann".

Amanda Zimmermann, MBA, CPRP  
Recreation Program Manager

## MEMORANDUM TO THE BOARD OF COMMISSIONERS

January 9, 2018

Children's Center Report



### **Holiday Giving Tree**

2017 was the 17th year that the Children's Center has participated in the Holiday Giving Tree for LSSI. This is such a wonderful opportunity for the children to have the experience of giving to those who are less fortunate. Once again, many, many toys and some clothing items were donated for the LSSI Holiday Giving Tree. Families and staff are always so very generous. The representatives from LSSI picked up all of our donations on Thursday, December 7, with many thanks and the promise of a brighter Christmas for many children!



### **January**

January always brings many happy faces of children glad to be back at school! We will have a lot of fun with winter art projects, songs, and games.



### **Parent Teacher Conferences**

After evaluating children during the months of January and February, I will hold conferences for all families in late March and April.



### **Holiday Break**

The Children's Center will be closed on Monday, January 15, for Martin Luther King's Holiday.



### **What's For Dinner?**

My December session of 'What's For Dinner?' for first through third graders was once again a lot of fun for all of us! We made Potatoes and Pennies, a lettuce salad, and reindeer brownies. I received many nice compliments and requests for recipes from families. Our next session will be held on February 7th.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Nancy J. Kerwin".

Nancy Kerwin

Children's Center Coordinator