

REGULAR MEETING OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, MARCH 13, 2018, AT 6:00 P.M.
NASH RECREATION CENTER BOARD ROOM,
304 SO. FIFTH STREET, OREGON, ILLINOIS

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. RECOGNITION OF VISITORS

- A. MARY SANSONE 20 YEAR EMPLOYMENT ANNIVERSARY
- B. MIKE GUZMAN REQUEST TO ADDRESS THE BOARD
- C. TOM MAHONEY BLACKHAWK CENTER AGREEMENT

D. APPROVAL OF MINUTES

- A. REGULAR MEETING MINUTES, FEBRUARY 13, 2018

5) FINANCIAL

- A. TREASURER'S REPORT
- B. CLAIMS PAYABLE AND CHECKS DRAWN

6) REPORTS

- B. FINANCE COMMITTEE - NO REPORT
- C. PERSONNEL & POLICY COMMITTEE - NO REPORT
- D. PARKS & FACILITIES COMMITTEE - NO REPORT
- E. PROGRAM & SERVICE COMMITTEE - NO REPORT
- F. PARKS REPORT - INCLUDED IN PACKETS
- G. RECREATION REPORT - INCLUDED IN PACKETS
- H. ENVIRONMENTAL SERVICES REPORT - INCLUDED IN PACKETS
- I. ADMINISTRATIVE REPORT - INCLUDED IN PACKETS

7) UNFINISHED BUSINESS

8) NEW BUSINESS

A. 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)).

B. INTERGOVERNMENTAL AGREEMENT - FOR RECIPROCAL USE OF THE BLACKHAWK CENTER, PARK WEST AND SCHOOL FACILITIES

8) COMMISSIONERS COMMENTS

9) DIRECTORS COMMENTS

10) PRESIDENTS COMMENTS

11) ADJOURNMENT

NEXT REGULAR MEETING - APRIL 10, 2018

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
February 13, 2018

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

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

ABSENT: Matt Mekeel, Supt. of Recreation

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Finance & Technology Administrator; Andy Egyed, Supt. of Parks; Brian Beckman, Supt. of Environmental Services; Kim Krahenbuhl, District Attorney; Don Fuller, Treasurer; Andrea Messenger, Secretary to the Board

RECOGNITION OF VISITORS: Jena Wehmhoefer, Amanda Zimmermann, Doug Fair, Hitchcock Design

Mrs. Folk stated that the district identified within the fiscal goals this year the need of an Inclusion Program. She invited Mrs. Wehmhoefer and Mrs. Zimmermann to pay recognition to them and all their hard work they have put in to this program.

APPROVAL OF MINUTES

Motion by Dan Engelkes, seconded by Gary Davis, the regular meeting minutes of January 9, 2018 be approved as printed. Roll Call: Gary Davis, Dave Bakener, Dan Engelkes, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

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

Claims Payable and Checks Drawn

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

REPORTS

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

Recreation Report - Included in Board Packets. Mrs. Folk stated the staff has been busy with all of the new programming and are right on track with departmental goals.

Environmental Services Report - Included in Board Packets. Mr. Beckman stated the gym project has started with the window removal.

Administrative Report - Included in Board Packets. Mr. Griffin had nothing to add.

BUSINESS (unfinished)

BUSINESS (new)

YOUTH SPORTS MANUAL UPDATE

Mrs. Folk stated Mr. Clothier has updated the Youth Sports Manual. The last time the manual had been updated was in 2009.

Motion by Dan Engelkes, seconded by Mark Tremble, the board approve the youth sports manual update. Roll Call Vote: Mark Tremble, Dan Engelkes, Dave Bakener, Gary Davis, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

ROCKIN' RIVERFEST VENDOR PERMIT

Motion by Dan Engelkes, seconded by Dave Bakener, the board approve the Rockin' Riverfest vendor permit. Roll Call Vote: Dave Bakener, Mark Tremble, Dan Engelkes, Gary Davis, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

RESOLUTION 13-02-18: ENTERPRISE ZONE APPROVAL

Mrs. Folk stated that the city is in the process of filing an application with the Illinois Enterprise Zone for participation in the Lee - Ogle zone. The enterprise zone will have a minimal impact as the the boundaries overly the previously approved TIF District.

Motion by Mark Tremble, seconded by Dan Engelkes, the board approve the Enterprise Zone Approval. Roll Call Vote: Mark Tremble, Dave Bakener, Gary Davis, Dan Engelkes, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

CHILDREN CENTER JOB DESCRIPTION UPDATE

Mrs. Folk stated the update included a cleanup of the existing job description with minimal change.

Motion by Dan Engelkes, seconded by Mark Tremble the board approve the Children Center job description update. Roll Call Vote: Mark Tremble, Dave Bakener, Dan Engelkes, Gary Davis, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

PARK WEST MASTERPLAN UPDATE

Mr. Fair discussed changes made since the last board review. The existing upper shelter will remain and be updated with similar component completed on the Fairground Shelter in 2017. The playground will also be updated with a musical theme. The concrete terraces for the Amphitheater space have been removed, but the expanded accessible seating with the concrete access route from the pathway will remain. Mr. Fair stated the biggest change is taking out the Baseball field, this will keep in place the existing pathway. They will instead renovate the existing sand volleyball courts and add two baggo courts and bocce court with accessible concrete paths. The only new path that they are proposing is around the central circular plazas to tie in the existing pathways. They will be keeping the existing soccer shelter and adding the bathroom/concession area. Mr. Fair stated the bollard lighting that they proposed to the upper part of the park will be solar powered. The budget number now is at around \$1.6 million with the potential of a few deductions. Mrs. Folk stated if there are no other changes from the board the next steps would be to open up to public input from the community with an online survey as well as having a community meeting, hopefully by April we will be able to have the final review for approval.

Enter Executive Session

Motion by Mark Tremble, seconded by Dan Engelkes, the board enter executive session at 6:18 p.m. Roll Call Vote: Gary Davis, Dan Engelkes, Dave Bakener, 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 the invitation to Mrs. Folk, Mr. Griffin and Mr. Krahenbuhl.

Return to Regular Session

Motion by Dan Engelkes, seconded by Gary Davis, the board return to regular session at 6:55 p.m. Roll Call Vote: Gary Davis, Dan Engelkes, Dave Bakener, Steve Pennock, Mark Tremble - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Tremble had nothing to add.

Mr. Engelkes thanked Mrs. Folk for her nomination for the award he received at this years Conference. He also commented on the new guide and all of the new programming and is very proud of the Inclusion program.

Mr. Bakener congratulated Mr. Engelkes on his award.

Mr. Davis also congratulated Mr. Engelkes on his award. He also stated he attended one of the best sessions at Conference this year and feels privileged to be able to attend these sessions. He is amazed at all the new programming that the staff is introducing in the new Spring/Summer guide.

DIRECTOR'S COMMENTS

Mrs. Folk stated NRPA posted a statistic on their Facebook page that said only 2 in every 5 Park Districts have an inclusion policy, it is nice to be one of those Districts.

PRESIDENT'S COMMENTS

Mr. Pennock also congratulated Mr. Engelkes on his award.

ADJOURN

Motion by Mark Tremble, seconded by Dave Bakener, the meeting adjourn at 7:01 p.m. ALL WERE IN FAVOR.

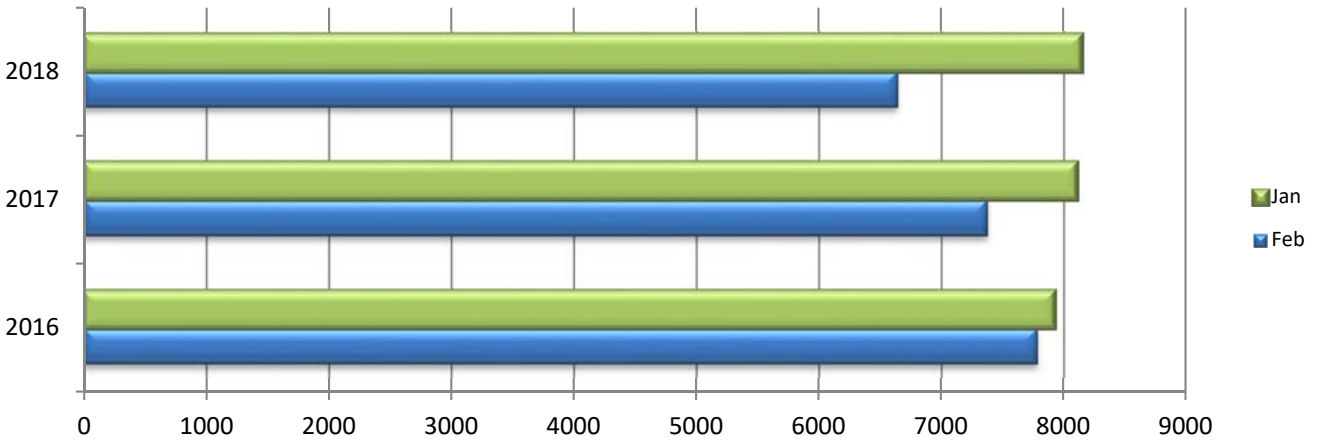
Respectfully Submitted,

Andrea Messenger
Secretary to the Board of Commissioners

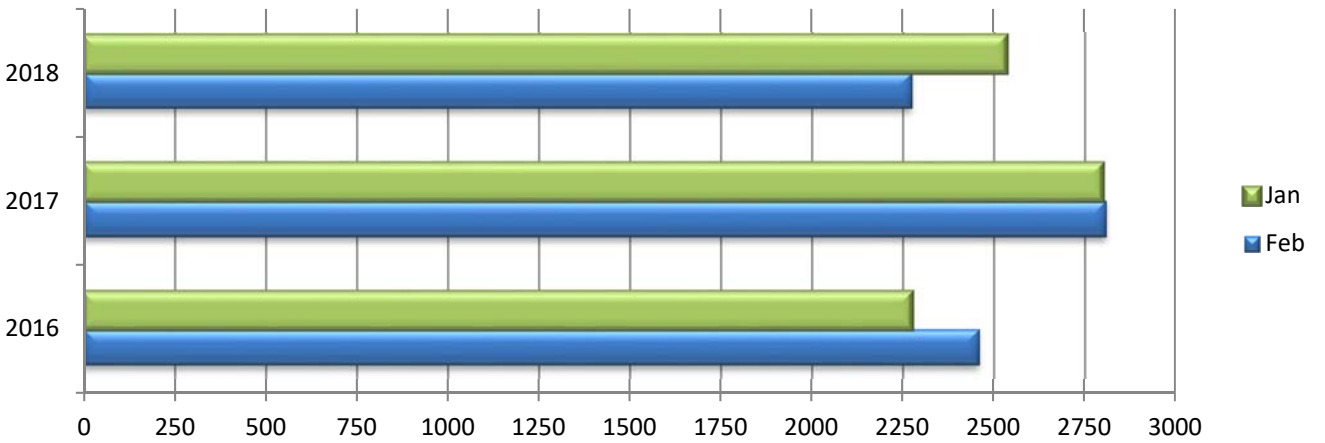
MEMORANDUM TO THE BOARD OF COMMISSIONERS
March 13, 2018
Facility Statistics Report



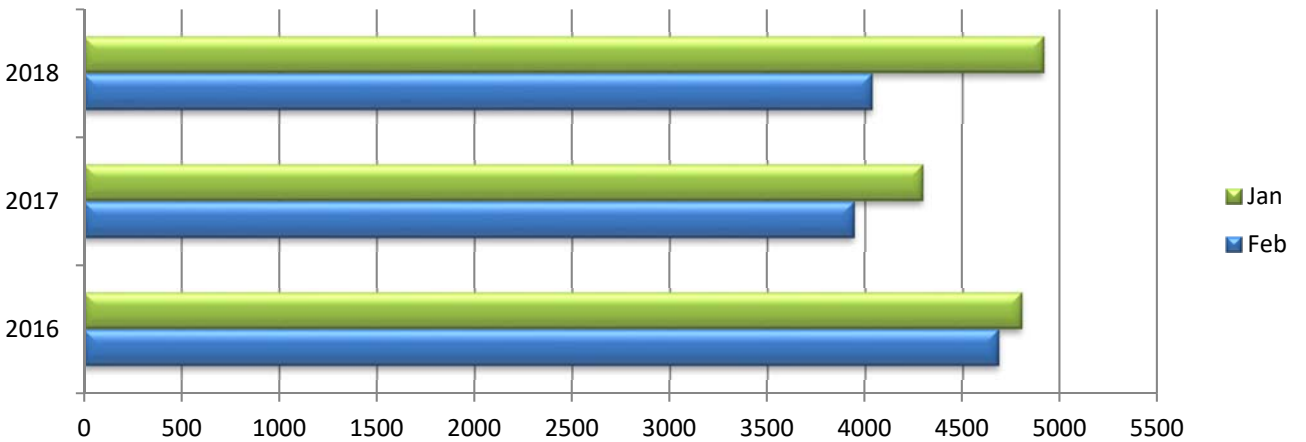
Nash Recreation Center Facility Statistics



Nash Pool Usage Statistics



Nash Fitness Center Statistics



MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 13, 2018

Parks Report



Maintenance

The past week we have been preparing sports fields for soccer and softball. Soccer area is all set up with goals and we are in the process of setting out benches, bleachers and receptacles. The fields will be painted two weeks prior to the first games to accommodate practices on the fields. Portable restrooms have been placed at the soccer fields and the ball diamond area, also the lower west bathroom/shelter has been opened to accommodate the OHS softball practices and games. We have a heater in the utility area in hopes should keep the toilets from freezing.



Projects

This winter we have removed 16 Ash trees from Park West that have been infested with the Emerald Ash Borer (EAB). This will complete the removal of all Ash Trees from Park West. There are still three trees at West that are dead or damaged that will need to be removed this year. One is a Maple and two are Birch trees. The stumps from all the trees will be ground by Wes's Tree Service. Park staff is removing and disposing of the material. When weather is conducive we will add dirt and plant grass seed. Now that the weather is changing so is our duties and maintenance. These duties will limit our time needed to take out Ash trees at other parks. Once our summer staff starts we can then start taking out trees again. Park East will be our next target for Ash trees, followed by Fairgrounds and Carnation. Our plan is to have all Ash trees removed by the end of 2018. Then we can move forward with a tree replacement program that will have tree placement and diversity being a high priority. I have completed entering all data on the Tree Plotter software. We had George Poe; mark, measure, identify and check the condition of all trees. That information is now in the data base for future reference and maintenance needs. We will be working on a plan for future locations and species that will be planted.



Training

Brent and I attended the Great Lakes Park Training Institute at Pokagon State Park in Angola, Indiana. The institute provided three days of educational sessions and social networking in a relaxed atmosphere. All sessions were geared toward getting your mind focused on the future of parks and recreation. Brent and I are thankful for the opportunity to attend educational sessions such as these.

Respectfully submitted,

A handwritten signature in black ink that reads 'Andy Egyed'. The signature is written in a cursive, flowing style.

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

February 13th, 2018

Environmental Services Report

Nash Center

We are very excited to have the gym completed and back open for business. We are still anticipating that the under-hoop matting will be installed by the end of this month. In addition to that we are going through some spring cleaning and getting ready for the summer seasons. We have also ordered the material to retread the stairs behind the Gymnasium. The steps are concrete and deteriorating to the point of being unsafe. We have purchased anti-slip stair treads that will be manufactured by Beesing Welding and installed by our staff.

Blackhawk Center

The past month has concluded most of our large-scale sporting events at the Blackhawk Center. These events could not have happened successfully without our staff and their dedication to making the facility great. We were able to also have two new scoreboards installed with advertising on them. This allowed us to receive two new scoreboards for only the cost of installation, a drastic cost savings over purchasing them new. We are now looking forward to a few more powerup volleyball tournaments and the antique show at the end of the month. Simplex Grinnell was on site and inspected our fire alarm system, they found no faults or failures, but did not test horns and strobes due to the building being occupied. They are rescheduled for April 2nd to test the horns and strobes.

Facilities studies

We have received the draft of the facility survey from Williams Architects, but due to some scheduled time off and illness we have not been able to have a follow up meeting yet. We are planning this meeting for the first part of March to discuss the findings from the survey. Additionally, I have had a ComEd representative on site to conduct a free efficiency survey that will recommend other items for us investigate for energy savings.

Gym renovation

With the first phase of the gym renovation completed, we are very excited for our second phase. Our current plan includes new LED lighting, sound absorption, replacing the center curtain, and painting the ceiling.

Respectfully Submitted,



Brian Beckman

Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 13, 2018

Business Administration Report



Financial Review

The February 2018 Treasurers Report is included in the Board Packet. There are two months remaining in the 2017-18 fiscal year. The District is on track to meet its fund balance goals/estimates for the year.



Fiscal Year 2019 Budget and Evaluation Planning

The Districts FY19 Budget and Evaluation Schedule has been included in the board packet for March. The majority of the leg work for the Districts staff occurs during March. Employee evaluations and tentative budget line item development is completed during the month. Staff will then concentrate on the capital improvement estimates and calculations during April. The tentative FY19 budget packet will be complete for distribution to the board in mid to late May.

The District is in the midst of completing a 5-year capital plan. The plan will help lay out the District capital needs and align the needs up with financial strategy to achieve the capital projects. The District previously completed a 5-year capital financing strategy that will work hand in hand with the 5-year capital plan. The District's finance goal of maintaining the annual tax rate helps determine the annual General Obligation Bond issue and in turn the annual capital improvement funds. Fluctuations in EAV and potential grant revenue availability directly influence the Districts capital finance plans.



2018 Software Implementation Update

The Districts new financial software, Harris's Smart Fusion, is fully operational. There continues to be a few items on the punch list, but the software has served the District well thus far. The reports generated from Smart Fusion and included in the Board Packet will continue to be tested. The available Vendor report is difficult to read, but does have a software update planned for the near future.

The new financial software also has a new module for budget preparation. Department heads and recreation staff will now have the ability to individually enter their budget requests for the new fiscal year directly into Smart Fusion. The District can then track requested, recommended and approved budget amounts for all revenue and expenditure line items. Budget preparation will also allow the District to perform 'what if' calculations and create multiple budget estimates/versions.

The recreation tracking software implementation, PerfectMind, has been terminated. The District sent PerfectMind a formal letter of default due to breaches of the software as a service contract. The District was required by the contract agreement to provide material obligations to PerfectMind and give them 30 days to rectify the breach(es). The District will send a follow-up letter this month to request a refund of prorated fees.

Respectfully Submitted,

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

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 13, 2018

Marketing & Communications Report



Marketing & Facebook

Facebook followers increased to 4440 this month, an increase of 30. Instagram followers increased by 12. We continue to market all programs through facebook with great response. Watch for more events to pop up from the Oregon Park District. This seems to be the trend facebook is going to. Facebook events create reminders for anyone that says they are going or interested. Currently, we've created one for the final day of softball/baseball registration and getting great response. Marketing meetings were held with the Recreation staff this month to create a plan for promoting each of their respective programs. Much discussion was had and this should create an open line of communication and make promotion of programs easier.

School newsletter was completed for March and sent to the schools on February 28.

Currently working on marketing materials for the Inclusion Program, new signage for the gymnasium, pole banners for the parking lot, updating Children's Center flyers, and the Concert in the Park flyer. The Republican Reporter and The Ogle County Life have been great this month with promoting our news releases. Nancy received great coverage on her retirement in both papers and The Republican Reporter did a story and photos of the Zombie Day Camp at Taft that ran in both the Reporter and Dixon Telegraph



Scholarship Fund

Discussions have begun on how we can best serve individuals with the OPD Scholarship Fund. I've joined in on the planning for the Farm to Table dinner and plan to have an easier scholarship application and marketing to roll out in the coming months as we begin to promote the Farm to Table dinner. In the last 2 weeks we have assisted 7 children and received 2 applications for preschool assistance.



Facility Tours/Memberships

Five tours were given this month and four resulted in the immediate purchase of a pass.

KSB will be doing a Corporate Membership drive in April and details are being finalized. This is their second year to participate.

Silver Sneaker members are at 145. Breakdown of members are: 42 were current passholders, 14 were punch pass holders and 89 are new to Nash Recreation Center.



Front Counter

Registration has kept the front counter busy including the high numbers for Preschool registration. We are offering installment billing for Camp OPD again this year and registration for that has been great. I've been working with Andrea to increase her duties to allow myself more time to focus on marketing items and make the front counter more productive.

Respectfully Submitted,

Tina Ketter
Marketing & Communications Supervisor

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 13th, 2018

Aquatics Coordinator Report



First Fridays in the Pool

Our First Friday in March was our egg hunt in the pool on March 2nd. We had 118 children sign in for our raffles. Most months we include the adults in our raffles but this month we had cut off our attendance at 200 kids so we do not exceed the maximum capacity of our pool. The hunt ran smoother this year compared to last year due to how we handed out the prizes. This year I premade goodie bags to hand out to all the kids that hunted. We marked their hands that they received the goody bag and they were quickly on their way. Some eggs included tokens that allowed to get some bigger prizes. We also added the details of the hunt playing on the projector screen that we left up from after our movie in the pool. We have already made notes for next year and will plan on setting up a table to answer questions and to hand out wristbands for all children so that they declare which hunt they are participating in. This year we had issues with the big kids jumping in the little kids hunt. Next month we are having an ice cream sundae bar for everyone to enjoy before or after open swim.



Inclusion

Our first session of swimming lessons is wrapping up this week after launching our official inclusion program. With this week being the last week of lessons I have worked with the participants parents to have them fill out a survey that will have them evaluate our program and the staff working with their child. We like to hand this out in person but know that is sometimes not possible due to different people bring the child that may not be the best person to complete the survey. I have already requested Dan help us make our forms fillable PDFs to make the process easier for the parents to fill out and send back in. I have also been working with our instructors to have them fill out the follow up form to keep with the child's records to hopefully make the transition to different instructors and programs more seamless. I had a great phone conversation with one of the mom's and look forward to hearing new ideas and ways we can make our programs and events better for kids with special needs.



Marketing Meetings

In February we planned our marketing strategies for the upcoming programs in our new guide and met with Erin, Tina, and Matt to discuss our plan and new options to market. I'm working on putting together an article about our Water Aerobics programs that can be promoted in the senior section of the newspaper and a press release about our Triathlon for Sauk Valley News to hopefully get more coverage.

Respectfully Submitted,

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

Jena Wehmhoefer, CPRP
Aquatics Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 13, 2018

Athletic Facility Manager Report



Youth Athletics- 3rd - 5^h Grade Girls Basketball

The 3rd-5th grade girl's basketball season concluded on March 3rd at the Blackhawk Center. Rather than playing a tournament with Byron, who's teams were comprised of 3rd-5th graders, our Oregon 3rd-4th teams played each other. As well as our 5th grade teams played each other. This season worked out well hosting games in Oregon and Byron.



Youth Athletics- 6th Grade Competitive Girls Basketball

The 6th Grade Competitive Girls basketball season concluded on February 27th. The girls had a successful season with some wins along the way. They were coached by Abigail Newman.



Indoor Soccer

Our new Indoor Soccer League concluded on March 3rd. I have received a lot of positive feedback from parents and coaches. With this being the first year for the program it is trial by error. The league will need a few minor tweaks before next season but will be offered again. We had 33 4-5 years old and 12 6-7 years old.



Sports 'N' Stories

Every Tuesday for the month of February we hosted the Sports 'N' Stories program. This program was for children 4-7 years old. The children were read a sports related story and then learned and participated in that sport. We had 4 boys register and they participated in basketball, baseball, football and soccer. All boys had a fun time every night and received a shirt, drawstring bag and a new baseball at the end of the program. The program was led by Athletic Facility Manager Calvin Clothier. The boys are pictured below.



Volleyball Nets

Working with the Oregon High School and Power-Up Volleyball we purchased 4 new nets for the Blackhawk Center. The Oregon Park District also purchased 2 new nets for the volleyball standards at Nash.



Spring Soccer

The Spring Soccer deadline is March 9th. The Spring season is played with only Oregon and Byron teams. Both park districts will host games throughout the season.

Respectfully Submitted,

Calvin Clothier
Athletic Facility Manager



MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 13, 2018

Events Report



Build A Birdhouse Contest

Entries are due by April 2, 2018. We have had to reprint the entry form/flyer several times, which tells me there is interest and folks are working on houses. I'm anxious to see how many entries we have.



Mother Son Dance

February 9 was the 4th annual Mother Son Date Night. The theme this year was Disco. The boys were able to play 5 different games to earn Disco Dollars which they could spend at the "70's Store." They enjoyed the photo booth, dancing and Disco themed refreshments. There were 10 volunteers at the dance and there were a few volunteers who came in prior to the dance to help with decorations and other prep work. I estimate 35 hours of volunteer time was given to the District valued at \$352 savings to the district (based on \$10.07/hr value from OPD part time stats). Revenue for the dance this year was \$1300 with estimated expenses at \$1000. See photos.



Daddy Daughter Dance

The 7th Annual dance was held Feb 10. Rather than games and a gift shop, the Daddy Daughter Dance had 8 bracelet making stations. There were a total of 12 volunteers at this dance. I estimate 41 hours of volunteer time given to the District valued at \$412 savings to the district (based on \$10.07/hr value from OPD part time stats). Revenue for the dance this year was \$2200 with estimated expenses at \$1325. I feel that we have done an excellent job marketing the dances. I'm not concerned about the decrease in participation this year. I believe that it was due to other commitments. One person mentioned they did not care for the Disco theme. See photos.



Farm to Table Dinner

The 1st ever Farm to Table Dinner Fundraiser will be held on Friday evening, July 20, 2018. The event will be at the Irish Lady Farm on Oregon Trail Rd. This is a fundraiser for the OPD Youth Scholarship Fund. Celebrity Chefs have been secured. We are working on finalizing the menu, and seeking donations for produce, meat, auction items, etc. I am very excited about the event and the potential to raise a significant amount of money.



Other

I am visiting local businesses and distributing sponsorship packets. Only one concert left to book and then will begin work on marketing/promotion.

Respectfully Submitted,

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

Debbie Leffelman
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 13, 2018

Recreation Program Manager Report



Programs in February

The Extended Time students earned an ice cream party on February 14th for filling this marble jar this month! After School Open Gym had anywhere 3-11 children this month. Childcare hosted up to 6 children daily. Toddler Gym had 7 students which was an increase of 2 students from last month. Preschool Gym had 11 students this session which was an increase of 3 children from last session and the largest class we have had to date. Tumbling continued in February with a total of 33 tumblers.

Our first S.T.E.A.M class held by NIU Taft educators, Amazing Art, kicked off with 7 students. The second S.T.E.A.M class, Endeavors in Engineering, had 11 students. This new series is proving to be a success. On February 15 we had a KOTCD with 36 students. Zombie Survival Camp (previously Taft Adventure Camp) increased from 13 students last year to 29 students. This was a tremendous success and received lots of attention from the public.

On February 16 we had an R&C Day to Chuckie Cheese with the maximum amount of 24 students, an increase of 2 students from last year. On February 19 we had another R&C Day to Mardi Gras Lanes with 20 students, an increase of 4 students from last year. Introduction to the Magic of Music is a new program put forth by Aireloom Music and had 8 children enrolled in the first session which began March 1.



Pitching In

I assisted with the following events this past month: Mother Son Date Night, Daddy Daughter Dance and First Friday.



On the Horizon

In March, I am hosting a few more new programs including 2 more S.T.E.A.M classes, 3 more classes of Intro to Magic of Music and 1 Fabulous Friday. I will also continue managing 7 ongoing programs including Childcare, After School Open Gym, Extended Time, Tumbling, Toddler/Preschool Gym, Kids Off the Couch Day and 6 days of Spring Break Camp.

I will also begin budgeting for the new fiscal year as well as planning programs for the next activity guide to run programs this Fall/Winter. Along with this, summer camp planning is in full swing along with marketing and planning for a few more new programs coming in April.

Respectfully Submitted,

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

Amanda Zimmermann, MBA, CPRP
Recreation Program Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

March 13, 2018

Children's Center Report



2018-2019 Children's Center Registration

Registration was held for the Children's Center at the end of February. Currently all of the classes are full with waiting lists for the school year 2018-2019. I am aware of the potential for a few of our children to be picked up for the Foundations For Success Program at the school. We will be filling spots from our waiting lists.



Field Trips and Visitors

The MWF groups were able to see and learn a lot during their visit to DeForest Dental. The TuTh groups enjoyed their visitor to the Children's Center. The hygienist gave a great presentation about her instruments and what she uses each of them for all groups. Dr. DeForest generously gave each one of the children a toothbrush, toothpaste, flossers, stickers, and a DeForest Dental magnet.

Mrs. Pennock and Holly came in February. The children loved the valentine from Holly! They will be back again in March.



Evaluations

I will continue evaluating all of the children throughout the month of March. I will hold Parent/Teacher Conferences in late March and into April and May.



What's For Dinner?

What's For Dinner will be held on Wednesday, March 14. We will be making shepherd's pie. Numbers seem pretty steady. I will target market previous families to add to the session. We love seeing new faces to go along with our "veteran" chefs!

Respectfully Submitted,

Nancy J. Kerwin

Nancy Kerwin
Children's Center Coordinator