

PUBLIC HEARING & REGULAR MEETING OF THE
OREGON PARK DISTRICT BOARD OF COMMISSIONERS
TUESDAY, NOVEMBER 13, 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) PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF PARK COMMISSIONERS TO SELL NOT TO EXCEED \$3,000,000 GENERAL OBLIGATION PARK BONDS FOR THE PAYMENT OF LAND CONDEMNED OR PURCHASED FOR PARKS, FOR THE BUILDING, MAINTAINING, IMPROVING AND PROTECTING OF THE SAME AND THE EXISTING LAND AND FACILITIES OF THE DISTRICT AND FOR THE PAYMENT OF EXPENSES INCIDENT THERETO.
- 4) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES, OCTOBER 9, 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
 - I. ADMINISTRATIVE REPORT - INCLUDED
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS
 - A. ILLINOIS DEPARTMENT OF TRANSPORTATION TEMPORARY EASEMENT APPROVAL / DE MINIMIS IMPACT FINDING
 - B. PARK WEST DESIGN EXPENSE APPROVAL
- 8) COMMISSIONERS COMMENTS
- 9) DIRECTORS COMMENTS
- 10) PRESIDENTS COMMENTS
- 11) ADJOURNMENT

NEXT REGULAR MEETING - DECEMBER 11, 2018

Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
October 9th 2018

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

PRESENT: Dave Bakener, Mark Tremble, Scott Stephens, Steve Pennock

ABSENT: Dan Engelkes

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

RECOGNITION OF VISITORS: Mrs. Ketter introduced Eric Farringer, Athletic and Fitness Manager.

OATH OF OFFICE - Scott Stephens read his Oath of Office as Board Commissioner.

APPROVAL OF MINUTES

Motion by Scott Stephens, seconded by Mark Tremble, the regular meeting minutes of September 11, 2018 be approved as printed. Roll Call: Scott Stephens, Dave Bakener, 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: Scott Stephens, Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Claims Payable and Checks Drawn

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

REPORTS

Mrs. Folk stated that there will be a Program and Service Meeting scheduled on November 6th at 10:00am.

Parks Report - Included in Board Packets. Mr. Egyed updated the Board on the sink hole in the upper parking lot. They are still unsure what is causing the issue. They are waiting on Ehmens to get their camera fixed to see if cleaning out the drain has helped or not.

Recreation Report - Included in Board Packets. Mrs. Ketter commented that the Recreation Department is busy planning the Spring Summer Activity guide. Mrs. Ketter complimented Mrs. Zimmermann's staff and her hiring procedures, she hopes to utilize these in the other recreation departments.

Environmental Report - Included in Board Packets. Mr. Beckman stated that they were able to saw cut the concrete in the fitness center floor today to help eliminate the brace way that was in front of the new treadmills. When the new flooring is done it will be one flat surface, until that time they will not be replacing the carpet over these spots to allow the concrete to cure. He will also be closing the pool tomorrow afternoon, they noticed a leak coming out of the bulk head of the filter. The pool will be open in time for the evening lap swim.

Administrative Report - Included in Board Packets. Mr. Griffin stated the district is in good financial shape and they will be meeting soon to discuss the 2018 Levy.

BUSINESS (unfinished)

BUSINESS (new)

Fitness Center Flooring Purchase Approval

Mr. Beckman stated that the plan is for all the carpet on the inside of the track be removed and replaced with a quarter inch rolled rubberized surface. He received 3 bids and he recommends going with the lowest bidder Boss Carpeting.

Motion by Mark Tremble, seconded by Dave Bakener, the board approve the Fitness Center Flooring Purchase. Roll Call Vote: Scott Stephens, Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS

COMMISSIONERS COMMENTS

Mr. Tremble commented that he was impressed with all of the events that are going on in Park West. He also discussed the National Conference with Mrs. Folk and would like to hear from the staff on their experience. He also welcomed Mr. Stephens to the Board.

Mr. Bakener welcomed Mr. Farringer and Mr. Stephens.

Mr. Stephens thanked the Board for this opportunity.

DIRECTOR'S COMMENTS

Mrs. Folk welcomed Mr. Stephens as well as Mr. Farringer. The district received the tentative 2018 EAV today and there is a slight increase, which is nice to see.

PRESIDENT'S COMMENTS

Mr. Pennock welcomed Mr. Stephens and Mr. Farringer to the District.

ADJOURN

Motion by Scott Stephens, seconded by Mark Tremble, the meeting adjourn at 6:15 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Andrea L. Messenger".

Andrea Messenger
Secretary to the Board of Commissioners

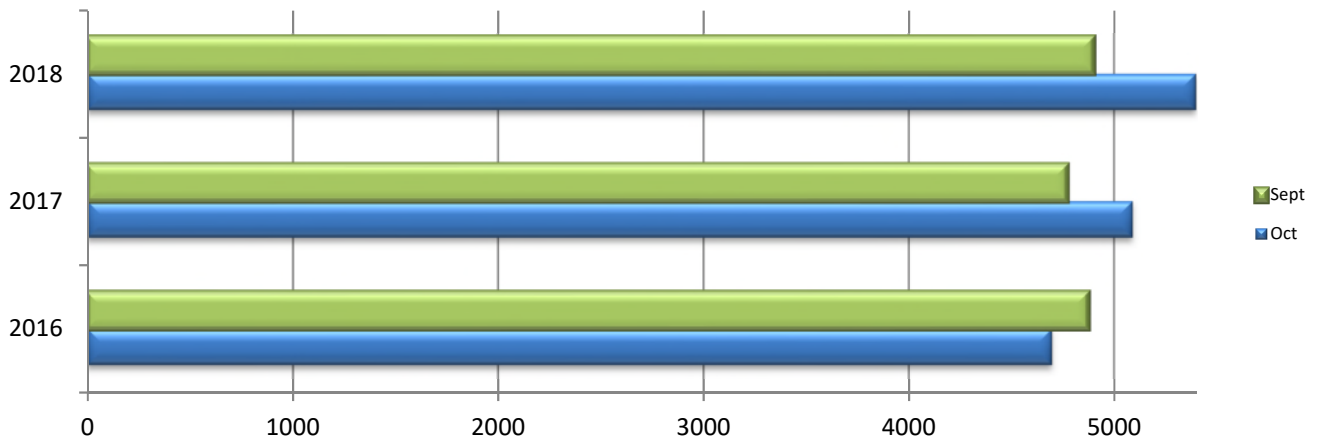
MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 13, 2018

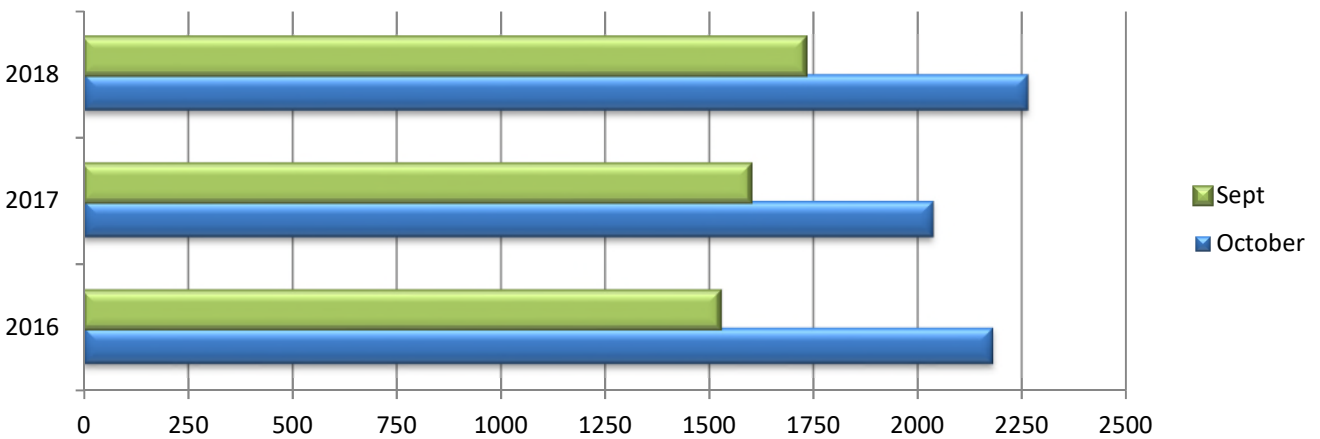
Facility Statistics Report



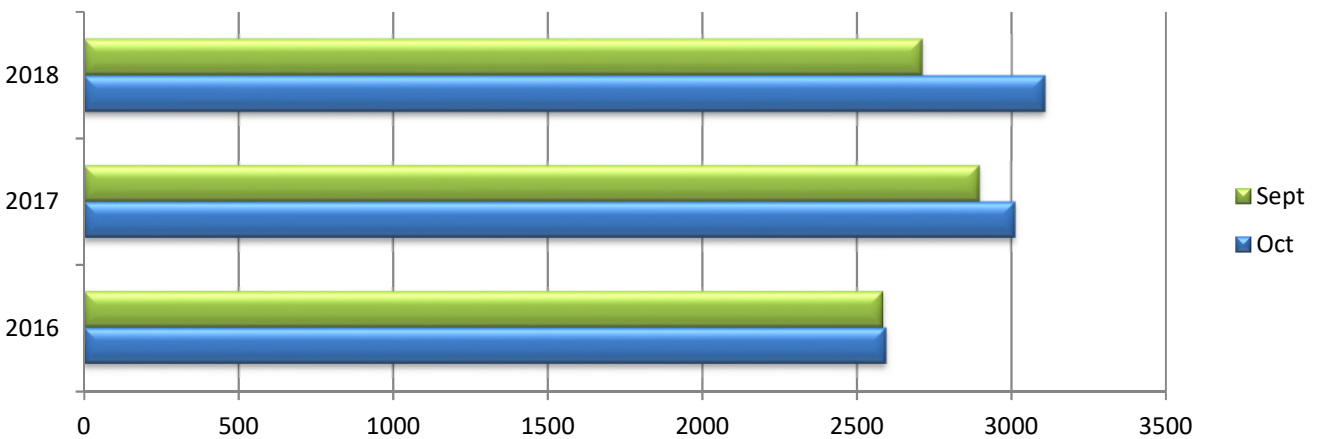
Nash Recreation Center Facility Statistics



Nash Pool Usage Statistics



Nash Fitness Center Statistics



MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 13, 2018

Parks Report

Sports

All outdoor sporting events have ended for the season. The ball diamonds have been raked and groomed and soccer equipment removed and stored for the season. The turf at the sports complexes has been rolled and fertilized. The goal mouths at the soccer goals have been repaired and reseeded in preparation for 2019.

Projects

We have finished our application of fall fertilizer at all our parks. We use a 19-19-19 application to release plenty of nutrients into the soil for a healthy start in the spring.

All annuals have been removed and perennials cut back. The downtown hanging baskets have been removed and cleaned out. Holiday lights will begin to be set up the week of the 12th.

The upgrades to the pit toilets at Park West are going well. The exterior of the building is complete, which includes roofing, aluminum facia, trim and soffit. New steel doors and composite siding are also complete. The interior will start soon. Interior improvements include new wall material, flooring and lighting. Painting the ceiling and the partitions will also enhance the appearance inside.

We have been cleaning up along the river from the recent flooding. We have also removed the brush from the ditch at Park East by the walking bridge and along the river bank to the north of the ditch.

We are getting quotes on the north end of the bio-swale. Proposed work will include re-shaping the ditch for better water flow, trench in 8-inch field tile to eliminate standing water and re-seed with grass. We will then mow the area as turf. This area continues to be problematic and the District has exhausted all other options.

Hoover Landscaping has been hired to install landscaping at the Reading Nook. They will be laying out the design according to our plan, installing all plant material, and mulching the beds. Weather permitting this should be done in the next few weeks.

General

The outdoor drinking fountains have been turned off and winterized. As the weather changes we will make sure bathrooms are winterized to reduce damage to the facilities.

I have included in the board packet pictures of the old playground at Fairgrounds park. It is now located in Tola Rivas, Nicaragua. Installed by "Kids Around the World".

Respectfully submitted,

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 13, 2018

Superintendent of Recreation Report



2nd Quarter Program Statistics

The second quarter of FY 18/19 concluded on October 31st. Program participation during the 2nd quarter totaled 1869 participants compared to 1816 during FY 17/18. This represents a 3% increase from the 2nd quarter in FY 17/18. The slight increase is a great sign. The 2nd quarter was missing several programs that were offered during 17/18 including Grandparents Day, Summer Tumbling, several pool events and fitness classes. Participation numbers to date total 5238 with two quarters remaining. We are on target to hit the highest participation numbers to date. Participation numbers have been adjusted to add our First Fridays, Babysitting and After School Open Gym. These numbers previously hadn't been accounted for in the report. Amanda and Jena did a great job tracking these figures in 17/18, allowing us to add and compare year to year. Overall numbers for 17/18 at the 2nd quarter mark were 4108, attributing a 27% increase in participation year to date.



Spring/Summer 2019 Activity Guide

The Recreation Department has been completing Program Masters for the Spring/Summer 2019 guide. The staff has been proactive in evaluating program numbers and direct costs to set the activity fee. In the past, numbers weren't consistently reviewed and often copied from year to year. Reviewing these items will also help us when setting the budgets for the next program year. The staff has done well reviewing the participation survey and offering programs the community has asked for. We are excited to add a new van and are offering several different day trips. Many favorite programs are returning alongside a variety of new programs. Staff has done a great job reaching out to local businesses, teachers and coaches to partner to offer these programs. Layout of the guide will begin mid-November with a January release date and February registration.



Autumn on Parade

The Oregon Park District Scholarship fund received a \$500 donation from the Autumn on Parade committee for manning the Fun Zone. The staff is very grateful for the donation.



Children's Center and Youth Programming

The Children's Center enjoyed a visit from the Oregon Fire Department for both the 3 and 4 year old classes during Fire Prevention Week. Communication from both Mrs. Caposey and Mrs. Crandall have made for a great transition in teachers this year. Parent involvement has been a welcome addition to the program. Both teachers welcomed parents in for their Halloween parties and have utilized parent helpers for cutting, bulletin boards and prep work.



Aquatics

The 9th annual Spa Day was held on October 10. The morning featured a water aerobics class, breakfast, an inspirational program by Rosann

Costello, optional chair massage and giveaways provided by local businesses. I was fortunate to head up the program in Jena's absence and see first-hand what an asset Rosann is. Spa day was created by her 9 years ago as a way to give back to her aerobics participants. Rosann, in her own time, solicited all donations (over 40 give-aways), planned content and helped organize it all. This program was enjoyed by 55 ladies and I look forward to what Rosann plans for the 10th annual Spa Day. Special thanks to Erin Folk, Amanda Zimmermann and Elizabeth Grogan for volunteering that morning.

First Fridays in the Pool kicked off on Friday, Nov. 2 with Flamingo Bingo and swimming. Bingo was played from 6-7 p.m. Each participant received 1 free card per game and additional cards were offered at 2 for \$1. We had 93 participants swim and/or play bingo. Revenue from daily admissions was \$215 and bingo sales were \$47. Thank you to Debbie, Amanda and Erin for helping with the event.



Staff Training

Over the past month I have witnessed staff training inconsistencies within the recreation department. All part time staff are asked to fulfill certain expectations, but each departments approach varies and is producing drastically different results. To better prepare our employees to be successful and achieve desired outcomes, the recreation department will be evaluating departmental training procedures and implement a singular approach. This approach will be modeled after the current training model utilized to train the Extended Time and Summer Camp staff.

Respectfully Submitted,


A handwritten signature in black ink that reads 'Tina L. Ketter'. The signature is written in a cursive, flowing style.

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 13th, 2018

Environmental Services Report

 **Nash Center**

We are continuing to take pieces of weight equipment from the fitness center to be powder coated in Rockford. This process has gone very well so far with most equipment only being out of service for one week. The exposed concrete in the fitness center needs to remain open for curing. After consulting with the flooring installer, he wants to ensure that the concrete has plenty of time to cure and will not cause any issues with the new floor. Typically, with a new pour they require 60 days cure time prior to laying flooring. We will leave it exposed until the new flooring is installed for that reason. We have officially shut down the chiller for the season, this process includes draining the cooling tower, turning off all pumps associated with the chiller, and performing preventative maintenance on the chiller for next year.

 **Electronic Inspections**

I have included the past three months electronic inspections for the Nash facility. Most of the inspection faults are aquatics related, this is because they complete the inspections three times daily. These inspections are a major asset, because any faults are immediately E-Mailed to staff so that we can address the issue quickly. We can also track pieces of equipment that are in need of replacement and or major repair.

 **Staffing**

I recently held a staff meeting/training where increasing the amount of building supervisors was requested. The building supervisors stated that with the weather changing and the increase in patrons, particularly younger patrons that need observation.

 **Events**

The Halloween Carnival went very well in the Nash gym and cleanup also went well. We look forward to these events and more in the future. We are also looking forward to assisting with the Candle Light Walk again this year. Every year we aid with decorating and custodians during the event.

Respectfully Submitted,



Brian Beckman
Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 13, 2018

Business Administration Report



Financial Review

The October 2018 Treasurers Report is included in the Board Packet. The District received its fifth tax disbursement from the 2017 tax levy in October. The total tax receipt through October totals \$2,951,515.69, which represents approximately 99.78% of the expected total tax receipt.

The District is well ahead of its interest earnings expectations for the fiscal year. This is in part due to the rising interest rates, as well as the utilization/participation in the Illinois Park District Liquid Asset Fund (IPDLAF). The District earned interest of \$4,046.97 in the IPDLAF fund and an additional \$468.97 through money market account earnings with Stillman Bank in October.



BINA / Tax Levy & Roll-Over Bond Planning

The District will have an additional agenda item at the regular board meeting to undergo the Bond and Information Notification Act (BINA) process. The BINA notice was published in the October 29th edition of the Ogle County Life. The purpose of the agenda item will be to allow public comment on the Districts intention of selling non-referendum General Obligation Bonds. The District typically completes the proceeding every two to three years (the maximum length of time the act allows for notification). The District will publish the BINA for \$3 Million to allow for the District to use the estimated General Obligations bonds projection over the next two years.

The District has tentatively estimated its 2018 tax levy. The 2018 Tax Levy Packet will be released in mid-November in preparation for the presentation to the Finance Committee in late November/early December. The District has forecast its annual operating needs for the next fiscal year and inserted those taxation needs into the 2018 tax year levy. The District utilized the assessor's office early EAV estimates when preparing the levy. The approval of the tax levy is the single most important financial action of the year. Its approval will prepare the District for the sale of its G.O. Bonds and incorporation into the fiscal year 2020 budget.

The early estimate combined with the operating needs of the District were utilized to also estimate the 2019 General Obligation Bond Proceeds estimate. The Bond issuance timeline is included with the board reports. Following the BINA hearing the District will release a term sheet for a private placement of the G.O. Bond. The District plans to approve a parameters ordinance at the January meeting and complete the bond closing in late January or early February. The final bond ordinance and corresponding tax abatement must be filed with the Ogle County Clerk by the end of February for inclusion with the 2018 tax bills.



Perfect Mind Implementation / Website Updates

The administrative staff has completed the first configuration session of its new Parks and Recreation Software Perfect Mind (PM). The initial attempt at integration last year fell well short of the District's expectations and had to be put on hold. Following discussions with PM staff, the District was provided additional experienced support personnel software operational assurances. The online platform will provide the District with management of pass memberships, activity registrations and facility reservations.

Perfect Mind configuration sessions will occur monthly through early March. The Districts specified trainer will then hold Q & A sessions and testing prior to primary user training and user acceptance testing. Customer Service training will then occur throughout the summer. The Fall Winter 2019 guide will be entered into Perfect Mind in early July and final testing will occur in late July. The current planned go live date is July 29th, with program registration beginning August 12th.

The District has approved the initial homepage website design (below). The next phase in the redesign project, performed by Weblinx, will be the format of the interior pages and internal redirections. Administrative staff has already begun the process of creating/writing the content for the new pages. The District issued a Request for Proposal in early 2018 for redesign of the Districts website. The District selected Weblinx, out of Oswego, IL, to complete the project. The new website utilizes the same content management backbone as the District current website, WordPress. The new website is planned to be rolled out in early 2019 and will provide a good transition with the new Parks and Rec software, Perfect Midn.

Respectfully Submitted,



Dan Griffin,
Finance & Technology Administrator



MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 13, 2018

Administrative Services Report



Front Counter

Please join me in welcoming Barb Davidson to the front counter staff. Barb is a retired medical receptionist and began training on November 5th. Andrea will be out on maternity leave at the beginning of 2019. Barb will be filling some of Andrea's hours during the leave and then will help fill in for vacations and days-off after. The front counter will now have 6 staff members. Barb's schedule allows her to fill in for all shifts, which will be a great asset to our team.



Corporate Memberships

Serenity Hospice and Home's Corporate Membership promotion period is currently running October 15th-November 15th. This is Serenity's first year participating in our Corporate Membership program, and they selected the gold level of partnership. Statistics will follow in next month's report.

Ogle County Government's promotion period ended October 5th. The county continues to partner with OPD at the gold level to offer their employees 50% reduced membership rates. We had 32 memberships sold, which is an increase of three memberships from 2017.



iContact

The District continues to utilize our email marketing blast program, iContact. My goal is to send out two monthly emails to our email subscribers, which currently sits at 2,218 people. Emails that are sent out will market any events and registration deadlines occurring within the next month, and I have been working closely with the Recreation department to determine which events and activities need promoted. This past month, two emails were sent out. An email on October 3rd promoted our new fitness classes and the Broadway in Chicago tickets, and it was opened 532 times by our subscribers. The second email sent on October 15th was used to promote our Halloween Carnivals and Howl'oween Canine Costume Contest, and it was opened 385 times by our subscribers.



Facility Tours/Silver Sneakers

Three facility tours were given this month. Two resulted in the immediate purchase of a pass. Silver Sneaker members are at 220. Five members joined in the month of October; three were existing patrons and two were new to OPD.

Respectfully Submitted,

A handwritten signature in black ink that reads "Alyssa M. Fischer". The signature is written in a cursive style.

Alyssa Fischer
Administrative Services Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 13, 2018

Athletic & Fitness Report



Youth Athletics- Basketball

The PreK-K & 1st-2nd Grade Basketball League is off and running. The District was able to secure dedicated coaches for 8 total teams at these levels. Games kicked off on October 20th and league pictures were held on Saturday, November 5th.

The 3rd-6th Grade boys basketball leagues have experienced a bit of a delayed start due to a lack of coaches, but are on track to date. 3rd & 4th grade boys kicked off their season schedule on November 6th and the 5th & 6th grade boys will kick off on November 12th.



Adult Athletics- Women's Volleyball League

We have just finished up week 3 of our Women's Volleyball League. This league is doing great, we have 7 teams this year, 1 more than last year.



Fitness- Fitness Instructor Opening

We recently had one of our Fitness Instructors leave for other endeavors. We are currently advertising for the position and I am confident we will be able to find another energetic and proven instructor to run our fitness classes.



Fitness Center

I held an "all" staff meeting with our fitness center staff this past week. After observing the ins and outs of the fitness center and our staff over my first month here, I was able to address some areas of improvement, and areas that we have been excelling in. I feel good about the current staff that we have, and most of all, everyone's positive attitude. I plan to build upon their enthusiasm moving forward.

Respectfully Submitted,

Eric Farringer
Athletic & Fitness Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 13, 2018

Events Report



Howl'oween Canine Costume Contest

The 7th Annual Costume Contest was held at Wiggly Field on October 23rd. Participation was up a little this year with 20 dogs participating (16 dogs in 2017, 13 dogs in 2016). Prizes were awarded to the top three dogs in each of the three categories: Best Homemade, Best Store Bought and Best Group Costumes. Sponsorships which helped cover the cost of the 9 awards were from Pines Meadow Vet Clinic and A Furry AffHair. These businesses also provided our judges. It was a fun event. Please see photos.



Halloween

A total of 318 were in attendance for the annual Halloween Carnivals (50 more than last year) held at Nash on October 30. The 318 includes the 40 participants at the NEW special needs carnival which was added OCEC and VOP. All three carnivals were a success and it was very nice to be able to offer the inclusive carnival. There has been good feedback from both agencies and with a few minor adjustments the event should be bigger and better next year. The added carnival also meant more volunteers. Most of the staff were on hand to help with a total of 48 volunteers for the day. Businesses support this event through donations of gift baskets for the raffle and a few small donations of prizes or candy. The raffle brought in \$320 (compared to \$266 in 2017) and the extra ticket sales revenue was \$207 (compared to \$203.75 in 2017). This revenue helps offset the cost of the candy, trinkets, and décor needed to pull off such a large event. Every child received a free Trick or Treat bag with 12 free tickets in it. The variety of costumes make for some great photo opportunities. See photos



Candlelight Walk

Oregon's Holiday Festival is Saturday, November 24th from 3-8 p.m. Final Preparation and coordination is taking place for this very large town event. OPD elected not to sell the greens this year. The Park District does provide man power and some equipment needed for Candlelight Walk. The Holiday Gift Fair in the Coliseum and the Winter Quarter Carnival are also coordinated by OPD. I did submit a letter to the Chamber Board resigning from my volunteer position as Committee Chair for Candlelight Walk effective after the event this year. It is time for a break from the many hours needed to Chair that committee.



Holiday Light Contest

Encourage friends and neighbors to decorate their homes with holiday lights. Entry forms are available on line or can be picked up at Nash.

Respectfully Submitted,

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

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

November 13, 2018

Recreation Program Manager Report



Extended Time

I commend all the staff for stepping up, being fully engaged and taking ownership of this program. Each day, staff are not only running stimulating activities, but they are also taking active steps towards promoting positive behaviors within our students. A kid suggestion tub has been created, motivating quotes are filling the walls and individual behavior plans have been created for those in need. There was an early dismissal on Oct. 24 and Nov. 1 where we had a full house. We also had a half day program on Nov. 2 with 42 friends in attendance. We held our monthly staff meeting on Nov. 5 and again came up with lots of new ideas to try out.



Fall Musical

We can't believe it is already tech week! The Directors are putting the final touches on stage design, props and costuming while the actors are busy rehearsing staging and being confident with their lines/songs. Production weekend is coming up on Nov. 16-18.



Programs in October/November

We partnered with U of I Ext. to assist with the annual Health Jam for the OES 5th graders on Oct. 11. We ran a workout class including cardio and strength in 4, 30 minutes rotations to the students. We talked about the benefits of exercise to their mind and body. Our 3rd Fall Taft Lunch maxed out with 120 participants on Oct. 22. In 2017 we had 91 and our first year of 2016 we only had 16 attendees. 83 participants were completely new with 52 people being from surrounding areas including, Lena, Lanark, Freeport, Sycamore, Dixon, Byron, Leaf River, Sterling, Polo, Grand Detour, Rock Falls, Rockford. On Oct. 24, Village Bakery hosted a full class of 12 eager children to a Halloween treat decorating spectacular! Toddler/Preschool gym began on Oct. 27 with a total of 19 children. This is an increase of 6 children from our prior session. Our Nov. tumbling session started with 35 tumblers which is an increase of 7 tumblers from Nov. 2017. ASOG and Childcare programs have been running smoothly with consistent participation numbers. I have been observing preschool classes for the past two weeks to help identify a student who may need additional resources via our Inclusion Program. OCEC will be coming in to make professional suggestions and guide us through the process to better serve this little one.



In Other News

I have completed my program masters! I am hoping to bring about 17 new programs to this activity guide along with continuing successful programs from the past. I am taking an active look at the ET room to determine how we can improve the space for the future. I had a great time assisting with the Tune Up to Life Fair, Spa Day, Canine Costume Contest and the First Friday events this month. A special thank you to Tina for managing my programs during my absence in October for two personal trips I took out of the office.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Amanda Zimmermann".

Amanda Zimmermann, MBA, CPRP
Recreation Program Manager