



**Buffalo Grove Park District
Workshop Minutes
November 14, 2016**

Commissioners Present: Richard Drazner, Adriane Johnson and Jack Schmerer

Commissioners Absent: Scott Jacobson and Larry Reiner

Staff Present: Executive Director Ryan Risinger, Director of Parks and Risk Management Tim Howe, Public Relations and Marketing Manager Mike Terson, Executive Assistant Martha Weiss, Recreation Supervisor Diana Clayson, Recreation Superintendent Erika Strojinc and Early Childhood Education Coordinator Monica Duffey.

Guest: JV Springman, Vice President of Finance for Congregation Beth Am, arrived at 7:20 pm.

CALL TO ORDER

Roll Call

President Drazner called the Workshop to order at 6 pm. The roll was called and Commissioners Drazner, Johnson and Schmerer answered present.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests to introduce.

APPROVAL OF AGENDA

Commissioner Johnson moved to approve the Workshop Agenda, seconded by Commissioner Schmerer and passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor.

CORRESPONDENCE

Executive Director Risinger reviewed the letter of congratulations from Senator Link for the district winning IAPD's Best of the Best intergovernmental cooperation award.

PARK DEVELOPMENT

Staff Report

Director of Parks and Risk Management Howe congratulated Supervisor of Park Operations Smith on receiving his Certified Park and Recreation Professional certification. Commissioner Schmerer asked about the lighting upgrade at Willow Stream Park and Director Howe said that new LED lights are being installed in-house.

POLICY AND LEGISLATION

Second Quarter Status Report on Administrative Work Plans and Second Quarter Status Report on Department Goals

Executive Director Risinger commented that staff do an incredible job both in the amount of work that they do and their preparation of very thorough reports. President Drazner congratulated Superintendent Strojinc for working on her masters degree in public administration.

IGA for Police Enforcement of Park District Ordinance

Executive Director Risinger said that a previous 1971 ordinance established that the Buffalo Grove Police Department would enforce the park district's ordinances, and this proposed ordinance allows the Village to adjudicate violations locally.

Alcohol Serving Policy

Executive Director Risinger explained that the suggested amendment to the policy would only require staff to card persons who appear to be under 30 years of age.

RECREATION

Staff Presentation

Recreation Supervisor Diana Clayson introduced herself and gave her extensive background in childhood education that she had before coming to the Park District two and one-half years ago. Four year old preschool is an original program of the park district since 1969. When Supervisor Clayson took the position overseeing both the three and four year old preschool programs, they were two distinct programs. She had the opportunity to blend the two programs into one and it has really been successful. She celebrates the history of the teachers who have been at the Park District for many years with best practices and current trends.

Supervisor Clayson introduced Early Childhood Education Coordinator Monica Duffey who also has an early childhood background and who worked as a substitute teacher for the Park District before taking her current part time position a year ago. She said that the changes made to the program have gone extremely well. Supervisor Clayson then presented a power point presentation explaining all of the early childhood programs that she oversees and enrollment trends. She remarked about the diversity of the preschool participants and how quickly the students learn English in the programs. Supervisor Clayson and Coordinator Duffey explained how the classrooms, preschool supplies and library books are differently organized now. The shift in preschool thinking is to provide developmentally appropriate practices and use intentional teaching to get the children to be confident learners and excited about going to school.

Teachers observe each child and design activities to teach to them according to where they are developmentally because children will learn skills when they are developmentally ready. Preschool teachers employ the Illinois State Learning Standards that includes goals for each year and has a section covering English Language Learners. Both preschool programs use progress reports that are discussed at parent teacher conferences. Supervisor Clayson has met with the kindergarten teachers in area schools and the preschool program uses the same phonics and handwriting programs to prepare the children for kindergarten.

Commissioner Schmerer commented that Board members really enjoy the staff's presentations of the programs and events that they oversee. As a result, the Board members feel better informed about what great things the staff is doing and it makes them very proud. Commissioner Johnson commended staff for their continual change and said that it was very helpful to get insight on how this difficult process of change was handled. Supervisor Clayson thanked the Board for all the support that staff received during the changes.

PUBLIC RELATIONS AND MARKETING

Staff Report

Public Relations and Marketing Manager Terson attended IAPD's legal symposium and will be attending the Stevenson High School's career expo. He has looked into the possibility of offering a high school student the opportunity to assist with photography at the district.

PRESIDENT AND COMMISSIONERS' REPORTS

President Drazner attended IAPD's legal symposium and commented that the district's Veterans Day was an excellent event. He also attended Special Leisure Services Foundation's Celebrate Ability fund raising event that was very well done and he always enjoys seeing how that agency makes such a difference for so many. Commissioner Johnson said that she and Executive Director Risinger observed the Waukegan Park District's IAPD/IPRA accreditation process. She has been nominated for another two years term as an IAPD trustee, and said she also enjoyed the SLSF fund raiser and the Veterans Day event. She has been asked to join the NRPA Public Policy committee. She suggested that congratulatory letters be sent to the successful legislators in the recent election. Commissioner Schmerer Jack attended a recent state conference program committee meeting and reported on some technology improvements for the conference. He also reported that he attended the Chicago Wilderness Congress with former Commissioner Jeff Weiss and offered some ideas that he learned about for nature play and programs.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Risinger said that staff is working on the travel expense policy that needs to be passed in December. He said that the risk manager has researched whether volunteers can participate in striking the sets after performances are over and our insurance provider has advised that this is acceptable as long as the volunteers complete necessary waivers. He further reported that the IDNR paperwork is complete for the resubmission of the Community Arts Center plans for the previously awarded PARC grant. The master plan process is nearing completion and administrative staff recently met with Planning Resources to get some of the feedback that they had gathered.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

JV Springman of Congregation Beth Am thanked the Board for the rental of the Community Arts Center for the High Holidays and particularly thanked the staff at the CAC who are great to work with. He also thanked the Board and staff for all of their hard work and their professionalism to make sure that BG Days was so successful. As co-chair of the festival, he looks forward to working with the district again and finding ways to make improvements. Commissioner Schmerer said that the BG Days committee also worked very hard to make the festival a success.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

Commissioner Schmerer moved to adjourn the Workshop at 7:39 pm, seconded by Commissioner Johnson and passed with a voice vote.

Respectfully submitted,

Secretary