

**Character:** build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

**Innovation:** implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

**Stewardship:** demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

**Excellence:** promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

### Core Values

**Community:** embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Erika will update camp handbook presentation and incorporate new features to camp staff training that integrate all styles of learning in an effort to safeguard that content is absorbed by all camp staff.	A	Erika Strojinc	Excellence	Select One
Terri Ebner will obtain sponsorship to support the free food served at the Flag Day Celebration on June 14, 2017.	A	Terri Ebner	Community	Select One
Terri Ebner will cosponsor a program with Belmont Village on Mental Fitness. This workshop will teach individuals how to enhance memory health.	A	Terri Ebner	Character	Select One
Kim Cashmore will practice good stewardship of CAC resources by finding storage for theater lights, sound equipment and theater chairs after the October closing.	A	Kim Cashmore	Stewardship	Select One
Kim Cashmore will promote excellence in staff development by providing support for supervisors using the TimePro time clock program.	A	Kim Cashmore	Excellence	Select One
The museum will create a computerized system to track program and walk-in attendance. Staff will increase innovation and community transparency by sharing monthly updated graphs of this information with the public and board members.	A	Debbie Fandrei	Innovation	Select One
The museum staff will create themed preschool programs to be offered to for profit preschools. Museum staff will create a brochure which details these offerings.	A	Debbie Fandrei	Excellence	Select One

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Jessi Hersman will become a co-chair and leader in the Cultural Arts Committee with NWSRA to foster strong leadership skills and build community relationships.	A	Jessica Hersman	Excellence	Select One
Lindsay Grandt will establish and implement an Annual Service project to be offered to Full-Time Staff to foster a sense of community and goodwill.	A	Lindsay Grandt	Character	Select One
Lindsay Grandt will utilize volunteer resources to develop and maintain an archival system for sheet music and production materials.	A	Lindsay Grandt	Stewardship	Select One
Lindsay Grandt will expand the age ranges and course offerings for the Crescendo Show choir to meet the needs of the community.	A	Lindsay Grandt	Community	Select One
Aly Stanczak will build community by working together with parent volunteers to provide an end of the year celebration for the dance team to celebrate the achievements and accomplishments throughout the season	A	Alyson Stanczak	Community	Select One
Aly Stanczak will pursue excellence and innovation by creating an end of the season survey for all team participants to gather information to help shape the program in the future	A	Alyson Stanczak	Community	Select One
Jessi Hersman will practice good stewardship of resources and innovation by providing materials for her programs via email to help the park district become more green and more efficient when handling auditions and programming.	A	Jessica Hersman	Stewardship	Select One

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Chuck Burgess will be working with Jose Lanza to update the trash cans/paper towel holders in the east bathrooms in the Alcott Center. The hallway trash cans and recycle containers will also be replaced throughout the building.	A	Chuck Burgess	Excellence	In Progress
Chuck Burgess and Tim Beckmann will have Pickleball court signs made and installed at Twin Creeks and Woodland parks. These signs would be similar to tennis court signs.	A	Chuck Burgess	Excellence	In Progress
Chuck Burgess and Tim Beckmann will replace the BGPD Program Entrance signs at the various schools so they are up to date with the correct agency logo.	A	Chuck Burgess	Excellence	Select One
Chuck Burgess will work with Tim Beckmann and Tim Howe on a possible sidewalk expansion around the west side of Alcott to allow accessibility to the playground from the front of the building.	A	Chuck Burgess	Excellence	Select One
Lindsey Trent will design and implement a Clubhouse security protocol	A	Lindsey Trent	Excellence	Select One
Lindsey Trent will implement a employee cross-training program allowing Site Directors and Assistant Site Directors to work at different locations throughout the school year.	A	Lindsey Trent	Excellence	Select One
Lindsey Trent will research computer software for Clubhouse sign in and sign out.	A	Lindsey Trent	Innovation	Select One

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Lindsey Trent will revise and edit Clubhouse employee evaluations to align with the HELP II training	A	Lindsey Trent	Excellence	Select One
Dani will create a system to track the location of rescues that occur at the pools to determine if patterns exist and training/repair should result.	A	Dani Hoefle	Innovation	Select One
Dani will have her managers create their own G&O's for the summer. This will encourage personal development for the managers, no matter if they are first years or veterans.	A	Dani Hoefle	Character	Select One
Brian O'Malley will host two after camp gatherings to foster teambuilding and friendship amongst camp staff. Activities will include basketball, soccer, bocce ball, spike ball, etc.	A	Brian O'Malley	Community	Select One
Brian O'Malley will have camp supervisors submit 3 goals (personal, staff and camper). Brian will help them establish a plan of action to ensure the goals are accomplished.	A	Brian O'Malley	Character	Select One
Brian O'Malley will work with the summer intern to generate ideas that can be implemented into this year's Huck Finn Fishing Derby event that will support the district's NRPA Park Champion efforts.	A	Brian O'Malley	Community	Select One
Diana will adapt the Preschool and EC program history docs to include the number of programs that run, the amount that were cancelled, and how many participants were left on waitlists in order to adjust program offerings and class sizes.	A	Diana Clayson	Innovation	Select One

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Diana will work with the Risk Manager to ensure that camp participant's access of the security door is safe and efficient as this will be the first time camp utilizes this entrance.	A	Diana Clayson	Excellence	Select One
Laura will organize the dismantling of the Dome interior in preparation for new dome construction. This will require many departments and thorough communication.	A	Laura Husko	Character	Select One
Laura will arrange and create time-lapse video of the construction process of the new dome to be used for records and marketing.	A	Laura Husko	Innovation	Select One
TJ will hire a lead concessions employee to oversee concession stand and inventory operations during the summer to improve our excellent concession services.	A	T.J. Wilkes	Excellence	Select One
TJ will work with our marketing department to expand Flag Football marketing to neighboring communities to increase participation in the Flag Football League.	A	T.J. Wilkes	Innovation	Select One
Allison will host the Camping under the Stars event earlier this summer with a published a rain date in order to ensure the event runs as it provides a valuable opportunity for families to experience camping and the outdoors without having to travel.	A	Allison Christopoulos	Excellence	Select One
Allison will implement new activities at the Bow WOW event including a prize wheel and agility course in order to better support the district's Park Champion efforts.	A	Allison Christopoulos	Excellence	Select One



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Terri Ebner will work with Indian Trails Library to cosponsor a program that will help the seniors relive their past history by utilizing a game show entitled Time Warp Games.	B	Terri Ebner	Character	Select One
Terri Ebner will establish a working relationship with Symphony of Buffalo Grove, who recently bought Claremont, in order to solidify new sponsorship opportunities for senior programming.	B	Terri Ebner	Stewardship	Select One
In order to receive additional sponsorship from Radford Green and Life Care Home Health, Terri will utilize a new entertainer, Jim Kendros who specializes in sing-a-longs and music from the past, whom both groups have expressed a desire to use.	B	Terri Ebner	Stewardship	Select One
Terri Ebner will partner with Radford Green and Silverado to provide an Oktoberfest Party. This will be a karaoke party, so seniors can showcase their talent.	B	Terri Ebner	Character	Select One
Kim Cashmore will practice good stewardship of CAC resources and time by looking for ways of making costume, prop and outside pod storage rooms/ spaces more efficient	B	Kim Cashmore	Stewardship	Select One
Kim Cashmore will monitor the Excel template breaking down the budget by meeting monthly with CAC staff.	B	Kim Cashmore	Stewardship	Select One
The museum will create two new school programs centered exhibit design and object based learning.	B	Debbie Fandrei	Innovation	Select One

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Museum staff will meet with curriculum development staff at two school districts, to work on creating effective school programming partnerships.	B	Debbie Fandrei	Community	Select One
The museum will respond to new trends by aligning its school program offerings to comply with the new ISBE Learning goals and standards. This will be reflected in all brochures.	B	Debbie Fandrei	Innovation	Select One
Jessi Hersman will create a non-musical experience for adults to be a part of since construction on the CAC does not allow for it at this time.	B	Jessica Hersman	Community	Select One
Jessi Hersman will create a checklist for Box Office/Cash Banks/Concessions and Service to complete at the end of each show. This will help us with the inventory accuracy and count.	B	Jessica Hersman	Excellence	Select One
Lindsay Grandt will re-organize costume, properties and set decoration inventory. The majority of items will be catalogued to maximize efficiency and to allow for a more streamlined rental process.	B	Lindsay Grandt	Stewardship	Select One
Lindsay Grandt will continue to develop her professional skills by attending the 2017 NRPA Conference in September.	B	Lindsay Grandt	Excellence	Select One
Lindsay Grandt and Aly Stanczak will participate in and provide leadership for the revitalized IPRA Cultural Arts Committee.	B	Lindsay Grandt Alyson Stanczak	Excellence	Select One

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Aly will assist with the PDRMA review for the recreation department.	B	Alyson Stanczak	Excellence	Select One
Chuck Burgess will host player ratings nights for the House League Basketball program to help establish teams that are more evenly matched with height and skill.	B	Chuck Burgess	Excellence	Select One
Chuck Burgess will be working with KI Furniture and Williams Interiors to update the Alcott Lobby seating to be more conducive to the way the space is being used.	B	Chuck Burgess	Excellence	In Progress
Brian O'Malley will work with one of the district's sponsors, M&M Cyclery, to host a new family bike event/program.	B	Brian O'Malley	Innovation	Select One
Brian O'Malley will use the matrix map to determine which programs are making a low impact on the community. He will then follow up with those contractors to brainstorm and implement new programs that better serve those constituents.	B	Brian O'Malley	Character	Select One
Diana Clayson and Allison Christopoulos will host staff training with NWSRA on Behavior Management and working with children on the autism spectrum including observation/authentic assessment.	B	Diana Clayson Allison Christopoulos	Excellence	Select One
Diana Clayson will offer new early childhood programs to meet trends and popularity which will include a new Preschool STEM class.	B	Diana Clayson	Innovation	Select One

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Diana will celebrate cultural diversity in the preschool classrooms by incorporating activities and books into the curriculum that are representative of all of the families preschool serves.	B	Diana Clayson	Community	Select One
Laura plans to introduce locker rentals to golf dome patrons for a small fee to provide an added convenience for golfers in revenue generation for the Dome.	B	Laura Husko Chris Eckert	Excellence	Select One
Laura will re-do the Golf Dome hitting stations with new shanker boards and setup. This will bring an updated new feature to the golf dome.	B	Laura Husko	Stewardship	Select One
Laura will re-design and have a new custom built front desk area. This will improve ergonomic comfort for the staff as well as improve customer service capabilities.	B	Laura Husko	Excellence	Select One
Chris Eckert will identify the golf dome as a Park District facility by having the Park District logo displayed on the white exterior of the facility. Chris will get quotes and ideas from companies and will make the dome more visible during evening hours.	B	Chris Eckert	Innovation	Select One
Chris Eckert will lead the bid process and planning on the new Golf & Sports Center putting green. This will be done to give the customers a more realistic putting green and a larger putting surface to practice on.	B	Chris Eckert	Innovation	Select One
Chris Eckert will be attending Alice Instructor Certification Training. The advanced ALICE training is to educate local and school-based law enforcement and safety professionals about the proactive response approach to Violent Intruder events.	B	Chris Eckert	Excellence	Select One

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TJ will work with the maintenance department to redesign the pool concession stand to estimate a cost to submit for a 2019 capital budget project.	B	T.J. Wilkes	Excellence	Select One
TJ will sort through the Emmerich sports storage closet to identify unnecessary equipment that can be donated or thrown away to open up more storage space for program use.	B	T.J. Wilkes	Excellence	Select One
TJ will work with Greg Ney and Buffalo Grove High School to streamline the "Player's Day" event for Flag Football from 4 or 5 dates down to 1 or earlier dates.. This should allow the event to take place during warmer weather so more people can attend.	B	T.J. Wilkes	Community	Select One
TJ will work with a vending company to provide a vending machine with snacks and healthy vending options at Alcott for customers and staff.	B	T.J. Wilkes	Innovation	Select One
Greg Ney will redesign the IT room (Alcott & FC) with an IT rack to better utilize and manage space.	B	Greg Ney	Excellence	Select One
Using Citrix as our mobile device management (MDM) solutions for district devices and GeoFence on Mobile devices.	B	Greg Ney	Innovation	Select One
Learn about new technology by joining GMIS (Government Management Information Sciences) of Illinois - IT association of worldwide government IT leaders. MS-ISAC (Multi-State Information Sharing & Analysis Center)	B	Greg Ney	Innovation	Select One



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Diana and Terri will cosponsor a program to explore intergenerational programming between the seniors and the preschoolers. This will provide health and societal benefits for both by forming fun and meaningful relationships.	C	Terri Ebner	Character	Select One
		Diana Clayson		
Terri will try to gain participants from the Lake County side of Buffalo Grove by working with Vernon Area Library to cosponsor programs at Alcott.	C	Terri Ebner	Community	Select One
Terri Ebner will work with Buffalo Grove High School to get more student engagement/involvement at the Veterans Day Celebration.	C	Terri Ebner	Community	Select One
Kim Cashmore will create a protocol manual for box office, strike procedures and rental of costumes etiquette.	C	Kim Cashmore	Stewardship	Select One
Museum staff will demonstrate excellence by creating a county wide series of programs to celebrate publishing the Lake County History 200 objects book.	C	Debbie Fandrei	Excellence	Select One
Museum staff will provide better stewardship of the facility and collections by creating an updated operations manual.	C	Kim Cashmore	Stewardship	Select One
Museum staff will create a "So You're a History Major" program to show college students what working in a museum is like.	C	Debbie Fandrei	Innovation	Select One

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Lindsay Grandt will develop a formal pricing system for costume/prop/set decoration pieces.	C	Lindsay Grandt	Stewardship	Select One
Jessi Hersman will attend IPRA and seek out communication and leadership workshops to help foster these skills	C	Jessica Hersman	Community	Select One
Jessi Hersman will utilize technology (google forms, sign-up websites, Rec Trac) to maximize efficiency when collecting data from participants for playbill content. (Ovations, Bios, Shout Outs, etc.)	C	Jessica Hersman	Innovation	Select One
Aly Stanczak will continue to develop her professional skills by attending the IPRA annual conference and seeking out management and team building seminars	C	Alyson Stanczak	Excellence	Select One
Aly Stanczak will build community and practice innovation by seeking out an additional (non-CAC) performance opportunity for dancers in December in lieu of the annual Nutcracker performance.	C	Alyson Stanczak	Community	Select One
Lindsey Trent will plan a Clubhouse employee appreciation event	C	Lindsey Trent	Excellence	Select One
Diana Clayson and Terri Ebner will cosponsor a program to explore intergenerational programming between the senior citizens and the preschool classes. This will provide health and societal benefits for both by forming fun and meaningful	C	Diana Clayson Terri Ebner	Community	Select One

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TJ will gather information from neighboring community softball programs regarding sale of alcohol during adult softball games and tournaments so that he can present information to admin. staff about the possibility of beer sales at adult softball games.	C	T.J. Wilkes	Excellence	Select One
Laura will devise storage solution for Golf Pro's, disallowing use of the air lock, as a way to maintain structural integrity of the dome.	C	Laura Husko	Stewardship	Select One
Laura will compile user agreements for Golf Pros and Pass so as to keep both sets of patrons fully informed of our usage policies. This will alleviate some patron's misunderstanding of our practices.	C	Laura Husko	Excellence	Select One
Chris Eckert will make the metal entrance doorway into the golf dome more inviting to customers by adding decals/image wrap/magnets. Chris will contact local decal companies to get quotes and ideas of what the entrance can look like.	C	Chris Eckert	Innovation	Select One
Chris Eckert will work with SHS transition team to hire a part-time staff to work at the golf dome. This is to give a transition student a job opportunity in hopes to build on their future as well as working to keep the golf dome running sufficiently.	C	Chris Eckert Laura Husko	Community	Select One
Chris Eckert will complete the reorganization of the golf dome. This will consist of reorganizing the front desk, the bathroom hallway, the concession area and merchandise area. This will be done to enhance the customer experience.	C	Chris Eckert Laura Husko	Innovation	Select One
Allison will survey high school student's interest and availability in ski trips to see if the Teen Ski Trip program is still a value to this constituent group, or if a different age group should be considered.	C	Allison Christopoulos	Excellence	Select One

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Erika will attend Alice training and work with Risk Management to implement the program into the district's staff trainings.	C	Erika Strojinc	Excellence	Select One
Erika will investigate, draft, and submit a proposal to H.R. and Administration that would create for a comprehensive policy that awards key part-time coordinators the ability to attend supplementary training(s).	C	Erika Strojinc	Excellence	Select One
Brian O'Malley will use RecConnect to send out a survey to participants who have signed up for youth sports programs to see if there is any interest in a drop-in dodgeball program on the weekends, which he will then implement.	C	Brian O'Malley	Excellence	Select One
	Select One	Select One	Select One	Select One
	Select One		Select One	Select One
	Select One		Select One	Select One
	Select One		Select One	Select One

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Terri Ebner will work with assisted living homes to find out which facilities accept Medicaid. This list will help enlighten those with limited income to make a decision on where they can move.	D	Terri Ebner	Community	Select One
Terri Ebner will contact Culver's to provide Bingo and Lunch held at Culver's. This will replace Breakfast and Bingo since Culver's is no longer allowed to serve breakfast items.	D	Terri Ebner	Community	Select One
Museum staff will embrace innovation by creating a LEGO event. This will include a completion and an art show.	D	Debbie Fandrei	Innovation	Select One
Museum staff will strengthen community by inviting three outside organizations to create community-curated exhibits in the museum.	D	Debbie Fandrei	Community	Select One
Kim Cashmore will foster teamwork by chairing the meetings and final preparation for the CAC Grand opening completion of phase 1 and 2 construction.	D	Alyson Stanczak Jessica Hersman Kim Cashmore Lindsay Grandt	Character	Select One
Jessi Hersman will create a buddy/volunteer appreciation event for our Special Recreation programming,.	D	Jessica Hersman	Community	Select One
CAC staff will foster internal communication and excellence by holding a lunch event/tour of the remodeled facility for fellow employees. This will help communicate the value of the facility as well as be fully knowledgeable about park district resources.	D	Alyson Stanczak Jessica Hersman Kim Cashmore Lindsay Grandt	Excellence	Select One

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Chuck Burgess will develop a master plan for interior space signage for the park district to create a more professional appearance and create standards within the district.	D	Chuck Burgess	Excellence	Select One
Lindsey Trent will plan, organize, and create a Clubhouse Appreciation Event for all Clubhouse participants and parents.	D	Lindsey Trent	Excellence	Select One
Dani will work with DigiQuatics to design a Group Swim Lesson Reporting System to go green for swim lessons.	D	Dani Hoefle	Stewardship	Select One
Dani, Erika, and Tim B. will create an Aquatic Crisis Plan to use in the event of a crisis at the pools.	D	Dani Hoefle Erika Strojinc	Excellence	Select One
Dani will redo the Hurricanes, Aquatics, and Aquatics Manager Handbooks to reflect current policies and procedures.	D	Dani Hoefle	Excellence	Select One
Dani will introduce Zone Verification Charts to the lifeguard staff, requiring them to verify they can reach the ends of their zone within the given amount of time (30 seconds).	D	Dani Hoefle	Excellence	Select One
Laura will create an incentive programs for golfers, such as "Guess the Winner of the Masters", etc. This will bring a renewed enthusiasm to the customer experience.	D	Laura Husko	Community	Select One

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Laura will work with local sports teams to secure steady rental income during post season of golf.	D	Laura Husko	Character	Select One
Chris Eckert will update the Willow Stream Park map located under the kiosk/entrance of. This will include the changes Willow Stream has gone through so park visitors will have a realistic map of Willow Stream Park to view.	D	Chris Eckert	Innovation	Select One
TJ will work with John Short to develop an adult softball registration option through our website so that teams can register for the adult softball league in a quick and efficient manner.	D	T.J. Wilkes	Innovation	Select One
TJ will work with the AHYAA to establish a process for umpire game assignments for girl's softball games in Buffalo Grove to assure that there are back up options in the case of an umpire cancellation for the 2018 season.	D	T.J. Wilkes	Stewardship	Select One
Diana Clayson will obtain her CPRP.	D	Diana Clayson	Excellence	Select One
Greg Ney will establish a partnership with Avenues to Independence (based in Wheeling) for our e-recycling needs.	D	Greg Ney	Stewardship	Select One Depending on the amount of e-recycling this will be a quarterly update.
Greg Ney will join the IPRA A&F Section that includes the IT Group to further develop networking opportunities.	D	Greg Ney	Excellence	Select One

**Character:** build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

**Innovation:** implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

**Stewardship:** demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

**Excellence:** promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

**Community:** embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

## Core Values

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Visit with Stevenson IT Department (Doug Kahler) to tour and learn more about their Access Point (Wi-Fi) initiative on parking lot light poles.	D	Greg Ney	Community	Select One
Greg Ney will work the FOP and introduce smile.amazon.com opportunity to increase funding for our scholarship/military aid program.	D	Greg Ney	Stewardship	Select One
Erika will utilize the large format printer to its fullest potential by incorporating printing materials outside of paper and informing staff of printing options.	D	Erika Strojinc	Innovation	Select One
Brian will make enhancements to the Safety Town Course including signage on the houses and adding building(s) to the country area.	D	Brian O'Malley	Innovation	Select One
	D	Select One	Select One	Select One
	D	Select One	Select One	Select One
	D	Select One	Select One	Select One