

Buffalo Grove Park District

Recreation

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

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

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

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

Core Values

18-19 Goals and Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Terri Ebner will work with Journey Life to provide educational and inspiring programs to the community.	A	Terri Ebner	Stewardship	Select One
Terri Ebner will work with th Buffalo Grove Police Department, Wheeling Township, and Vernon Township on implementing a new program for the senior community titled SAFER.	A	Terri Ebner	Innovation	Select One
Terri Ebner will work with Judy Yublosky on beginning a play reading group that will be offered quarterly.	A	Terri Ebner	Innovation	Select One
Amanda Busch and Liz Sass will host a Clubhouse Family Night to bring all of the Clubhouse families together on Tuesday, May 22, 2018	A	Amanda Busch Liz Sass	Community	Select One
Amanda Busch and Liz Sass will create and distribute a parent satisfaction survey via Survey Monkey to make sure the program is meeting the needs and to gather input in the development of the Clubhouse program.	A	Amanda Busch Liz Sass	Innovation	Select One
Amanda Busch will continue her education by obtaining her Crisis Prevention Intervention certification.	A	Amanda Busch	Excellence	Select One
Amanda Busch will attend ALICE instructor training and work with Risk Management to implement the new program into full-time and part-time staff trainings.	A	Amanda Busch	Excellence	Select One

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Liz Sass will maintain her Crisis Prevention Intervention certification by completing re-certification course work.	A	Liz Sass	Excellence	Select One
Chuck will explore adding Kindergarten players to the House League Basketball program before registration opens on August 1.	A	Chuck Burgess	Excellence	Select One
Chuck will replace the Park District Program Entrance signs at Cooper Middle School and Willow Grove Elementary School.	A	Chuck Burgess	Excellence	Select One
Chuck, Chris and TJ will implement Team Sideline for managing youth sports more effectively with schedules and program information.	A	Chuck Burgess Chris Eckert T.J. Wilkes	Innovation	Select One
Brian O'Malley will revamp his training for summer camp to include more interactive games and ways of learning.	A	Brian O'Malley	Innovation	Select One
Brian O'Malley will research new community service projects for summer camp for the campers to participate in.	A	Brian O'Malley	Stewardship	Select One
Lindsay Grandt will work with the Marketing Department to update and implement a new logo for Big Deal Productions.	A	Lindsay Grandt	Innovation	Select One

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TJ and Allison C. will clean and reorganize the Willow Stream garage to eliminate unused items and create more useable space for concessions, special events, programs, and maintenance.	A	T.J. Wilkes	Excellence	Select One
		Allison Christopoulos		
Jenn will create a survey for parents of the Hurricanes swim team to see where strengths and weaknesses are to improve for the fall and winter team.	A	Jenn Foreman	Community	Select One
Jenn will work with Dani Hofle and the Fire Department to put together a "Safety Day" at the pool. This will allow staff to "show off skills" and teach the public the importance of swim lessons.	A	Jenn Foreman	Community	Select One
Jenn will work to create inservice meetings that are inclusive for both lifeguards and pool managers. This will include having managers run talking points/stations and be apart of water activities.	A	Jenn Foreman	Excellence	Select One
Museum staff will increase the museum's accessibility to the community by becoming trained and registered as an autism-friendly programming space.	A	Debbie Fandrei	Community	Select One
Museum staff will practice innovation by working with local senior facilities to create a menu of five different history programs which can be done on site or at the facility.	A	Debbie Fandrei	Innovation	Select One
Museum staff will celebrate excellence by researching and creating special signage to be used in 10 parks for the 50 th anniversary of the park district.	A	Debbie Fandrei	Excellence	Select One

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Erika will evaluate and edit the current Camp Staff Handbook and presentation in order to effectively train and prepare new camp staff.	A	Erika Strojinc	Excellence	Select One
Erika will ensure that camp staff who work at D96 complete the required ID procedures with the district by being the liaison between PD and D96 administration.	A	Erika Strojinc	Stewardship	Select One
Erika will work with Jenn to redesign/update the Willow Stream pool and diving signs.	A	Erika Strojinc Jenn Foreman	Innovation	Select One
Erika will help the summer intern research and select a project that best aligns with his future aspirations as well as supports the PD's mission and values.	A	Erika Strojinc	Excellence	Select One
Aly will work our independent contractors to update the rental packet to include all of the new technology available at the CAC.	A	Alyson Stanczak	Innovation	Select One
The dance department will meet the needs of the community by offering new levels and opportunities to the dance team program.	A	Alyson Stanczak	Innovation	Select One
The Community Arts staff will work together to plan and implement the grand re-opening at the CAC	A	Alyson Stanczak Maddie Plewacki Lindsay Grandt Jessica Hersman	Community	Select One Staff Con't: Kim Cashmore

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Jessi Hersman will offer a Theatre for Thought Production to connect charities, theatre for purpose and change as well as entertainment.	A	Jessica Hersman	Innovation	Select One
Allison will inventory, organize, and update the Fitness and Wellness storage at Emmerich so that the space has better functionality for participants and staff.	A	Allison Christopoulos	Innovation	Select One
Maddie Plewacki and Jessi Hersman will show appreciation to their summer camp Site Supervisors by taking them to dinner.	A	Maddie Plewacki Jessica Hersman	Character	Select One
Maddie will assist Debbie with the art gallery display at the CAC	A	Debbie Fandrei Maddie Plewacki	Character	Select One
Diana will enhance Four Year Old Graduation by moving them to Rooms 10 & 11 to make the event special and alleviate the need for janitorial staff to move furniture in each room twice.	A	Diana Clayson	Excellence	Select One
Diana will become a CPRP.	A	Diana Clayson	Excellence	Select One
The Community Arts Center Staff will update their production check list to fit the needs of the new facility and programs.	A	Alyson Stanczak Jessica Hersman Lindsay Grandt Maddie Plewacki	Excellence	Select One Staff: Kim Cashmore

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Terri Ebner will work with Harper College on becoming an off site location for their LifeLong Learning Institute. This is for adults 50 years and older.	B	Terri Ebner	Stewardship	Select One
Terri Ebner will create a senior monthly calender with all programs listed in each leisure guide for Club 50 and Adult Social.	B	Terri Ebner	Community	Select One
Terri Ebner will work with Catholic Charities to provide a book discussion class as well as other programs.	B	Terri Ebner	Character	Select One
Terri Ebner will plan a casino trip on a Saturday in order to reach participants that cannot attend the weekly trips.	B	Terri Ebner	Community	Select One
Liz Sass and Amanda Busch will meet with principals at each Clubhouse site to discuss current program operations and potential for improvements.	B	Liz Sass Amanda Busch	Character	Select One
Amanda Busch and Liz Sass will set dates with Risk Management on training Clubhouse staff in ALICE active shooter procedures, in addition to developing rally points for each Clubhouse location.	B	Amanda Busch Liz Sass	Excellence	Select One
Liz Sass and Amanda Busch will meet quarterly with NWSRA Inclusion Coordinator to maintain an effective partnership and to keep up with participant needs.	B	Liz Sass Amanda Busch	Stewardship	Select One

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Amanda Busch, Liz Sass and Greg Ney will be installing a land line at the Meridian Clubhouse location.	B	Amanda Busch	Innovation	Select One
		Liz Sass		
		Greg Ney		
Chris, Brian & Allison will complete an Independent Contractor's guide for staff. This guide will help the contractor understand PD policies and values, as well as make it easier for staff to understand the program being suggested.	B	Chris Eckert	Character	Select One
		Allison Christopoulos		
		Brian O'Malley		
Greg Ney will set up and train staff on Outlook Calendar features in order to provide a shared calendar to enhance communication.	B	Greg Ney	Select One	Select One
Greg Ney and Chuck Burgess will be overhauling the park/picnic permits documents and procedures for rollout in January, 2019.	B	Greg Ney	Select One	Select One
		Chuck Burgess		
Greg Ney has a scheduled meeting with ePact a document management company that works with paperless forms, check in/out, medical information	B	Greg Ney	Select One	Select One
To enhance the park rental experience Greg Ney and Tim Howe will work on upgrading one or more parks shelters with charcoal grill systems.	B	Greg Ney	Select One	Select One
Brian O'Malley will look to embrace cultural diversity by reaching out to a resident contact to help organize a Chinese New Year celebration event.	B	Brian O'Malley	Community	Select One

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Brian O'Malley and Allison Christopoulos will start holding staff meetings prior to large special events to inform staff on responsibilities and gather input from staff.	B	Allison Christopoulos	Character	Select One
		Brian O'Malley		
TJ Wilkes will establish a new contract with a beverage supply company to serve the district for the upcoming years.	B	T.J. Wilkes	Character	Select One
TJ Wilkes will increase programming by working with nearby gyms to establish a "Ninja Warrior" program offering.	B	T.J. Wilkes	Innovation	Select One
Jenn will work on creating a streamlined process for managers to communicate staff successes and concerns. This will allow for more immediate intervention/praise. This will also avoid potential problems and increase staff morale.	B	Jenn Foreman	Character	Select One
Jenn will work to become a training center for the StarFish Swim Instructor program. All instructors will then be fully trained by Summer 2019 season and all programs will be StarFish compliant.	B	Jenn Foreman	Innovation	Select One
Jenn will be taking an online training with PDRMA as well as attending a two day class.	B	Jenn Foreman	Character	Select One
Jenn will be attending CPRP prep classes to further prepare for the upcoming CPRP course.	B	Jenn Foreman	Select One	Select One

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Jenn will be taking the Aquatic Facility Operator (AFO) to gain a deeper understanding.	B	Jenn Foreman	Character	Select One
The Raupp Museum staff will foster innovation by investigating the partnerships and logistics needed to run an archaeology field school in the summer of 2019.	B	Debbie Fandrei	Innovation	Select One
The Raupp Museum staff will increase community involvement by approaching at least two schools and two community organizations to talk about creating community-curated exhibits.	B	Debbie Fandrei	Community	Select One
Debbie Fandrei will promote excellence in the museum field by presenting programs at the Association of Midwest Museums Conference and the Ammerican Assoc. for State and Local History national conference.	B	Debbie Fandrei	Excellence	Select One
The Raupp Museum will practice proactive stewardship of the collections by working with the fire department, local libraries, and other local museums to create a museum-library disaster training workshop.	B	Debbie Fandrei	Stewardship	Select One
Erika will work with camp supervisors and front office to develop a clear and appropriate waitlist procedure for camp families in order to eliminate waitlist stacking issues so that more families can be served.	B	Erika Strojinc	Excellence	Select One
Erika will work with Jenn to conduct research on the best way to run the expanding swim teams by reaching out to current and past coaches, as well as other districts.	B	Erika Strojinc Jenn Foreman	Innovation	Select One

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Erika will successfully plan and execute the 2018 Stampede.	B	Erika Strojinc	Character	Select One
Aly and Maddie will work together with the marketing department to rebrand the studio.	B	Alyson Stanczak Maddie Plewacki	Innovation	Select One
Aly will promote excellence by creating a survey for guests after they have rented the facility to gain insight as to how to better the rental process.	B	Alyson Stanczak	Excellence	Select One
Allison will evaluate the Happy Tails pass holder policies and park rules in an effort to alleviate current park issues.	B	Allison Christopoulos	Character	Select One
Allison will update event layouts to better recognize and promote FOP at community events.	B	Allison Christopoulos	Innovation	Select One
Maddie Plewacki will implement a new staff attendance policy.	B	Maddie Plewacki	Excellence	Select One
Diana will add the music program to the Two's and Pre-Thresh programs to add the learning benefits to those children.	B	Diana Clayson	Excellence	Select One

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Diana will implement new staff training strategy including meetings as an entire group as well as age group specific opportunities for collaboration.	B	Diana Clayson	Character	Select One
Diana will open an afternoon preschool class for the Three Year Old program on Mondays/Wednesdays/Fridays based on current trend in enrollment for September.	B	Diana Clayson	Innovation	Select One
Diana will hire a new teacher to begin a spanish language class for the preschool age children.	B	Diana Clayson	Community	Select One
Jessi Hersman will create a Theatre Staff Handbook for staff.	B	Jessica Hersman	Excellence	Select One
Jessi will offer theatre combination classes to revamp the acting studio based on feedback from participants.	B	Jessica Hersman	Community	Select One
The Community Arts Center staff will work together to create and best use the storage for the new space. This will include the costume storage as well as building storage overall.	B	Alyson Stanczak Jessica Hersman Lindsay Grandt Maddie Plewacki	Character	Select One
	B	Select One	Select One	Select One

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Terri Ebner will send information to seniors that had previously attended senior expos who are not current members in an effort to increase membership.	C	Terri Ebner	Character	Select One
Terri Ebner will work with the Veterans Group to move Veterans Day Celebration to the Community Arts Center.	C	Terri Ebner	Stewardship	Select One
Liz Sass and Amanda Busch will enhance the growth of their staff by providing trainings on teamwork (October) and effective behavior management (January)	C	Liz Sass Amanda Busch	Excellence	Select One
Chuck will plan programming opportunities for the new Pickleball courts for Spring, Summer and Fall 2019.	C	Chuck Burgess	Excellence	Select One
Chuck will ensure that rooms 10/11 get repainted over winter break.	C	Chuck Burgess Jose Lanza	Excellence	Select One
Laura Husko and Chris Eckert will establish a partnership with Waste Management to set up a recycling program at the Golf Dome	C	Laura Husko Chris Eckert	Stewardship	Select One
Chris will implement a Cricket camp or program to introduce the game of Cricket to youth in the community.	C	Chris Eckert	Community	Select One

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Chris & Laura will work on a staff incentive policy for the PT staff at the Golf Dome.	C	Chris Eckert	Excellence	Select One
		Laura Husko		
Chris will implement rugby camp or program to introduce the game of rugby to youths in the community.	C	Chris Eckert	Community	Select One
Greg Ney and Tim Beckmann will set up PowerDMS a document management system and provide training opportunities for agency	C	Greg Ney	Select One	Select One
Purchase and install Adobe Acrobat DC to enhance staff work that will enable staff to convert, edit and sign PDF files.	C	Greg Ney	Select One	Select One
Laura Husko will reach out to Ulitimate Disc organizations such as the Chicago Wildfire to potentially bring a youth program to Buffalo Grove.	C	Laura Husko	Excellence	Select One
Brian O'Malley will meet with Carol Verzani to discuss new birthday party offerings and eliminate offerings that have not been successful.	C	Brian O'Malley	Innovation	Select One
Brian O'Malley will replace the Winterfest event with a new event that can be held indoors to attract more participants.	C	Brian O'Malley	Excellence	Select One

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TJ Wilkes will reorganize the PA equipment by installing a peg board with labels to hold PA wires and cords to make it easier for staff to get what they need for PA equipment for programs.	C	T.J. Wilkes	Excellence	Select One
Jenn will create a Junior Lifeguard program for those who are 12-15 years old to start the Summer of 2019. This will introduce those to aquatics and lifeguarding and create interest in working as a lifeguard once of age.	C	Jenn Foreman	Excellence	Select One
Jenn will offer a Spring Break Lifeguard Class to allow another opprotunity for those to become certified to work for the summer.	C	Jenn Foreman	Excellence	Select One
Laura Husko will create a more 'green' and eco-friendly Stampede event by working with Waste Management	C	Laura Husko	Stewardship	Select One
Museum staff will create a Lunch with a Curator series of at least 4 programs to attract the active senior demographic.	C	Debbie Fandrei	Community	Select One
Museum staff will investigate the cost versus benefits of converting the museum's coat room into a small public archives and research room to provide the community better access to the museum's collections.	C	Debbie Fandrei	Community	Select One
Museum staff will work with CAC staff and IT to develop an online form for artists to request having their work exhibited at one of the park district facilities.	C	Debbie Fandrei	Innovation	Select One

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Erika will investigate community demographics and growth of age-specific activities so the district is better prepared to meet the needs of the community for camp in 2019.	C	Erika Strojinc	Innovation	Select One
Erika will create a check and balance procedure for the front office and camp supervisors to alleviate problems and mistakes that occur during the camp registration process.	C	Erika Strojinc	Excellence	Select One
Erika will work with Jenn and marketing to update the aquatics webpages so they increase communication and navigation ease for constituents.	C	Erika Strojinc	Innovation	Select One
Aly will work together with the IPRA Cultural Arts Committee to research the possibility of hosting a dance competition at the CAC	C	Alyson Stanczak	Innovation	Select One
Aly will research adding a beverage package to the CAC rentals	C	Alyson Stanczak	Excellence	Select One
Lindsay will volunteer to host and/or moderate at least two sessions for the 2019 IPRA Conference.	C	Lindsay Grandt	Character	Select One
Maddie Plewacki will make changes to the Nutcracker Production to enhance the performer and audience experience.	C	Maddie Plewacki	Innovation	Select One

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Maddie Plewacki will re-work the Winter Showcase to a more recital type performance.	C	Maddie Plewacki	Innovation	Select One
Diana and Monica will continue to celebrate the cultural diversity through supplying additional materials that celebrate and represent the diversity of the preschool program.	C	Diana Clayson	Community	Select One
Jessi Hersman will work with Illionis High School Theatre Festival to see if our new Community Arts Center is a good space for their community theatre festival for 2019	C	Jessica Hersman	Stewardship	Select One
Maddie, Debbie and Jessi will offer a celebration of all arts and culturals in January 2019.	C	Jessica Hersman Maddie Plewacki Debbie Fandrei	Community	Select One
Jessi will host a workshop at Illiniois High School Theatre Festival.	C	Jessica Hersman	Excellence	Select One
	C	Select One	Select One	Select One
	C	Select One	Select One	Select One

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Terri Ebner will look into hosting a wine and painting party at the Alcott Center. This will be cosponsored with Indian Trails Library.	D	Terri Ebner	Innovation	Select One
Liz Sass and Amanda Busch will increase staff moral by developing an incentive plan for Clubhouse Core Staff and implement for the 18-19 school year.	D	Liz Sass Amanda Busch	Character	Select One
Amanda Busch will take two PDRMA courses via online or in a training seminar.	D	Amanda Busch	Excellence	Select One
Liz Sass will further her education by registering for at least one college course.	D	Liz Sass	Excellence	Select One
Liz Sass will enhance her professional development by obtaining her CPR Instructor Certification	D	Liz Sass	Excellence	Select One
Liz Sass will increase staff moral by developing an incentive plan for Day Camp Supervisors and implement for the 19-20 camp season.	D	Liz Sass	Character	Select One
Chuck will become more involved with IPRA by attending section and committee meetings throughout the fiscal year to foster growth and reconnect with people at other agencies.	D	Chuck Burgess	Excellence	Select One

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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

18-19 Goals and Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Chris & Laura will promote 3 contests for season pass holders with the winner receive a gift card to Golf Galaxy. The contests will include 3 PGA events (Phoenix Open-Feb, Mexico Championship-March, Masters-April)	D	Chris Eckert	Excellence	Select One
		Laura Husko		
Laura Husko will enhance her professional development by studying and passing the Certified Parks and Recreation Professional (CPRP) exam.	D	Laura Husko	Character	Select One
TJ Wilkes will work with the new beverage/vending supply company to offer new frozen beverage options at the pool concession stand for the 2019 summer.	D	T.J. Wilkes	Innovation	Select One
Brian O'Malley will distribute flyers through the Clubhouse program in an effort to increase enrollment for the Buffalo Grove's Got Talent Show.	D	Brian O'Malley	Excellence	Select One
TJ Wilkes will enhance his professional development by attending and passing the ALICE Instructor training program.	D	T.J. Wilkes	Excellence	Select One
TJ Wilkes will work with Tim Beckmann and Clint Poyner to make renovation improvements to the Willow Stream Pool concession stand for the 2019 summer.	D	T.J. Wilkes	Excellence	Select One
TJ Wilkes will increase adult recreation options by offering a co-rec kickball league for the summer of 2019.	D	T.J. Wilkes	Community	Select One

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Jenn will take the CPRP test to become a Certified Parks and Recreation Professional.	D	Jenn Foreman	Character	Select One
Jenn will attend various area job fairs to reach a greater number of potential applicants.	D	Jenn Foreman	Excellence	Select One
Museum staff will create regular open hours for the nature classroom to improve community knowledge of and access to this resource.	D	Debbie Fandrei	Stewardship	Select One
Museum staff will schedule and program for at least one rental exhibit, to increase the communitiy's access to educational experiences.	D	Debbie Fandrei	Innovation	Select One
Erika will complete her master's degree course work so that she can focus on her capstone for during the final semester.	D	Erika Strojinc	Excellence	Select One
Erika will make a strategic effort to visit programs monthly in order to develop closer relationships with the front-line staff, and have a better understanding of how each program runs.	D	Erika Strojinc	Character	Select One
Erika will facilitate the district's Distinguished Agency process by ensuring the district is prepared for reaccreditation in 2019.	D	Erika Strojinc	Stewardship	Select One

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Erika will work with departments to update language and grammar in handbooks and policies/procedure manuals in order to ensure consistency across the district.	D	Erika Strojinc	Excellence	Select One
Erika will engage staff in transformational techniques each month to assist and bolster their work performance and the agency's overall impact.	D	Erika Strojinc	Character	Select One
The dance staff will work to create a new travel plan for out of town competitions.	D	Alyson Stanczak	Innovation	Select One
Work on becoming "green" and more eco-friendly by reducing waste and creating more opportunities to reuse and recycle at the CAC.	D	Alyson Stanczak Jessica Hersman	Stewardship	Select One
Lindsay will take the CPRP test in an effort to achieve the designation of Certified Park & Recreation Professional.	D	Lindsay Grandt	Excellence	Select One
Maddie will hold a staff meeting prior to the recital to ensure all staff members are on the same page and prepared for the weekend.	D	Maddie Plewacki	Excellence	Select One
Maddie will enhance the progress reports for the studio to create a more cohesive system for the teachers and students.	D	Maddie Plewacki	Character	Select One

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Allison will work with Randy Croissant to select and purchase a larger van in order to accommodate the growing number of Discovery Kids participants.	D	Allison Christopoulos	Excellence	Select One
Jessi, Lindsay, Maddie and Aly will create a history of the Community Arts Center for our new entrance.	D	Alyson Stanczak Jessica Hersman Lindsay Grandt Maddie Plewacki	Innovation	Select One
Jessi, Lindsay, Maddie and Aly will work together to update the atrium space for out patrons.	D	Alyson Stanczak Jessica Hersman Lindsay Grandt Maddie Plewacki	Innovation	Select One
	D	Select One	Select One	Select One
	D	Select One	Select One	Select One
	D	Select One	Select One	Select One
	D	Select One	Select One	Select One