

## Buffalo Grove Park District

## Recreation

**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

### 19-20 Goals and Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Terri Ebner will work with the Buffalo Grove Police Department and organize a beginning defensive tactic course for adults. This program will include three sessions to be held at the park district.	A	Terri Ebner	Community	<b>Complete</b> Terri Ebner and representatives from the Buffalo Grove Police Department were very pleased with this program. With its success, it will run again in the winter months.
Terri Ebner will work with Debbie Fandrei and organize a grandparents summer camp. This will be held at the museum. Three sessions will be offered for ages 5 - 10 years old, for three days each.	A	Terri Ebner Debbie Fandrei	Community	<b>Complete</b> Terri Ebner and Debbie Fandrei have not been very successful with the grandparents day camp. All the camps were cancelled due to low registration.
Terri Ebner will host the first canasta tournament, to be held at the park district. Lunch will be served and prizes will be given out.	A	Terri Ebner	Excellence	<b>Complete</b> Terri Ebner was very surprised that no one signed up for the canasta tournament and it had to be cancelled. Terri will try again next year.
Maddie Plewacki will attend Dance Life Teacher Conference in Atlantic City to continue her training, stay up to date on trends, and learn from other dance professionals about business.	A	Maddie Plewacki	Excellence	<b>Complete</b> Maddie attended DanceLife Teacher Conference July 19-21. She spoke with vendors as well as took classes and learned new techniques and philosophies to bring back.
Maddie Plewacki will create a new dance registration form similar to the camp and dance company registration form. This will help filter registration, keep better track of guardian contact information and sizing for dance apparel.	A	Maddie Plewacki	Innovation	<b>Complete</b> Maddie created a new dance registration form that will be used instead of online registration.
Liz Sass will become TIPS certified in order to assist Park District staff with serving at their events/programs so they operate effectively.	A	Liz Sass	Character	<b>Complete</b> Liz Sass became TIPS certified on 5/22/2019.
Brian O'Malley will organize the Golf Dome garage, air lock and sprinkler room and purge storage to maximize efficiency.	A	Brian O'Malley	Excellence	<b>In Progress</b> Brian O'Malley started cleaning the garage, air lock and sprinkler room. Brian will hold off on completing this project until after other projects are completed (camera installation and painting).

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Brian O'Malley will take online training for Adobe InDesign to learn how to create and customize marketing materials for the Golf Dome.	A	Brian O'Malley	Innovation	<b>Complete</b>
				Brian O'Malley watched online tutorials and has a better grasp of Adobe InDesign. Brian will use techniques/tools learned to update marketing materials at the Golf Dome for the upcoming season.
Amanda Busch and Liz Sass will host the second annual Clubhouse Family Night.	A	Amanda Busch	Community	<b>Complete</b>
		Liz Sass		Amanda Busch and Liz Sass hosted the second annual Clubhouse Family Fun Night on May 28.
Liz Sass and Amanda Busch will create a parent & a staff satisfaction survey.	A	Liz Sass	Character	<b>Complete</b>
		Amanda Busch		Liz Sass and Amanda Busch are currently receiving responses to the parent survey created on Survey Monkey.
Liz Sass, Jenn Foreman and Jimmy Mix will hold a training with camp supervisors and pool managers to establish expectations for the summer.	A	Jenn Foreman	Excellence	<b>Complete</b>
		Jimmy Mix		Jenn Foreman, Jimmy Mix and Liz Sass held this meeting on Tuesday, June 4.
		Liz Sass		
Jenn will hold a free swim lesson for the public that will help train swim instructor staff in working with children prior to teaching in a session.	A	Jenn Foreman	Excellence	<b>Complete</b>
				Jenn Foreman was unable to hold the free lesson due to weather.
Jenn and Chuck will evaluate and edit the Lifeguard and Manager handbooks to promote clear year round expectations.	A	Jenn Foreman	Excellence	<b>In Progress</b>
		Chuck Burgess		Jenn Foreman and Chuck Burgess will work on the handbooks during August.
Jenn and Chuck will create a Swim Instructor handbook to be a guide for instructors and to communicate expectations to staff.	A	Jenn Foreman	Excellence	<b>In Progress</b>
		Chuck Burgess		Jenn Foreman and Chuck Burgess will work on the handbooks during August.

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Jenn will become TIPS certified in order to assist Park District staff with serving at their events/programs so they operate effectively.	A	Jenn Foreman	Excellence	<b>Complete</b> Jenn Foreman became TIPS certified on 5/22/2019.
Jimmy Mix will become TIPS certified in order to assist Park District staff with serving at their events/programs so they operate effectively.	A	Jimmy Mix	Excellence	<b>Complete</b> Jimmy became TIPS certified on 5/22/2019.
Purchase and coordinate the Wireless Telematics installation with Parks for light control at Ryklo Park for the Softball Fields	A	Greg Ney T.J. Wilkes	Innovation	<b>Complete</b> Greg ordered in May and production of the controller will be in June. Expected delivery is July. TJ will then be trained on the day-to-day operation of equipment
Will be using Trend Micro to provide a staffing insight analysis our IT environment.	A	Greg Ney	Innovation	<b>Complete</b> Greg has sent a few out this quarter and will continue to throughout the year to gather a snap shot of the data received
Purchase and install Access Point at Willow Stream & Fitness Center Pool to create stronger wifi access for staff	A	Greg Ney	Select One	<b>Complete</b> AP has been ordered and it was determined that an AP is no longer needed at Willow Stream Pool. Item was received in July and installation we be complete by end of month.
Diana will update the Birthday Party information to move princess parties to a specialty party and add a climbing wall option for the Fall brochure	A	Diana Clayson	Innovation	<b>Complete</b> Birthday Party information has been updated in the Fall brochure.
Diana will make changes to the Preschool registration process that eliminates paernts having to come at night and prepare the information to go out in the winter brochure.	A	Diana Clayson	Excellence	<b>Complete</b> New procedural information has been written for the Winter Brochure.

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Work with CAC staff and administration to establish and implement a group sales policy for all all CAC productions.	A	Lindsay Grandt	Character	<b>In Progress</b>
		Jessica Hersman		Staff will meet in September to discuss & will submit plans to administration for approval.
		Alyson Stanczak		
		Maddie Plewacki		
Work with Marketing department to develop and implement a new logo for Big Deal Productions.	A	Lindsay Grandt	Innovation	<b>In Progress</b>
		Jessica Hersman		Lindsay and Jessi continue to work on this. They are hoping to launch the new logo in the spring of 2020 to coincide with the launch of the next theater season.
Megan Kile will become TIPS certified in order to assist Park District staff with serving at their events/programs so they operate effectively.	A	Megan Kile	Excellence	<b>Complete</b>
				Megan obtained her TIPS certification on May 22, 2019.
Megan Kile will implement a team building training for sports camp and cycle and surf camp to allow staff to get to know each other better before camp begins.	A	Megan Kile	Excellence	<b>Complete</b>
				Megan Kile incorporated getting to know you activities into her camp training. Megan also had her site supervisors run team building activities with their counselors while setting up their camp sites.
Megan Kile will implement a dress code/uniform for all sports camp and cycle and surf camp. All staff will be required to wear a BGPD staff shirt every day.	A	Megan Kile	Excellence	<b>Complete</b>
				During training, Megan notified everyone that all staff must wear a BGPD staff shirt each day of camp. Staff were given multiple staff shirts to wear throughout the week.
Aly Stanczak will send an invitation to potential mini company members to attend the company showcase to spark interest in what the company has to offer future members.	A	Alyson Stanczak	Innovation	<b>Complete</b>
				A personal invitation was sent to 22 students. 17 students attended with their parents and we had 10 register for the company.
Aly Stanczak will host a sub committee meeting for the IPRA Cultural Arts Committee on creating and maintaining a dance company program.	A	Alyson Stanczak	Character	<b>Complete</b>
				Aly hosted a sub committee meeting focusing on dance company scheduling, marketing, staffing, performances and competitions

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Aly Stanczak will work with the marketing department to create a company subpage from the main dance page on the park district website.	A	Alyson Stanczak	Innovation	<b>Complete</b> Aly worked with Mike and now has a page strictly for the dance company listing their events as well as pictures.
Aly Stanczak will attend the Dance Life Teacher conference to gain new insights on the trends in the dance world as well as continue her training and professional development.	A	Alyson Stanczak	Excellence	<b>Complete</b> Aly attended many great sessions with topics including social media, marketing, competition programs and more. She also spoke with a variety of vendors in regards to planning upcoming company trips.
Jessi Hersman will help coordinate the community acts portion of the Uniquely, Us event. This involves reaching out to the community and reviewing acts as they are submitted.	A	Jessica Hersman	Community	<b>Complete</b> Jessi viewed all applications submitted and chose three to be a part of our festival.
TJ Wilkes will add a premium novelty ice cream product to the concessions menu to increase sales.	A	T.J. Wilkes	Innovation	<b>Complete</b> TJ added Mini-Melts Ice Cream in May at Willow Stream Park as well as the pool for opening day.
Chris will take a leadership role in the Uniquely Us event to make the event a success by making sure the grounds are set-up prior to the event by working closely with the Parks Dept.	A	Chris Eckert	Community	<b>Complete</b> The event went very well and the Uniquely Us team will be meeting in early fall to begin organizing the event for next year and to make changes to the event.
Debbie Fandrei will work with museum staff to schedule new hours and programs at the Nature Classroom, so that it is open to the public on a regular basis from June-August 9. Staff will also come up with a new exhibit for the classroom space.	A	Debbie Fandrei	Stewardship	<b>Complete</b> The Nature Classroom had regular open hours for Summer 2019. More programs have already been scheduled for Spring 2020.
Allison will work with the parks department staff to create a new event geared toward nature and the environment called Kids to Parks Day.	A	Allison Oberst	Innovation	<b>Complete</b> Allison worked with Dan, Nick, and Mike P to host and organize this new event. The event went well and the group will continue to run it annually each spring.

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Chuck will apply to attend and complete IPRA Leadership Academy (Agency Level) to expand his leadership knowledge and bring back valuable information to the district.	A	Chuck Burgess	Excellence	<b>Complete</b>
				Chuck sent in his application in June. He has not heard back from IPRA confirming his acceptance into Leadership Academy this year.
Chuck will attend Aquatic In-Service Trainings this summer promote teamwork, evaluate aquatic needs, and evaluate staff performance.	A	Chuck Burgess	Character	<b>Complete</b>
				Chuck has attended the majority of in-service trainings this summer.
Chuck will attend programs offered at the Nature Classroom this summer to see how it is currently utilized and how it could be improved.	A	Chuck Burgess	Stewardship	<b>Complete</b>
				Chuck attended a school program at the Nature Classroom in early October. Debbie did an amazing job with the children.
Erika will execute a successful inaugural Uniquely Us event by working closely with the leadership team, Parks Department, and other local governments.	A	Erika Strojinc	Community	<b>Complete</b>
				Uniquely Us was a great success with around 3000 attendees. Everyone came together and ran the event flawlessly. The team is planning to run it again next year.
Erika will undertake the Community Art Center's Art Gallery from Debbie and work with Aly to schedule future artists.	A	Erika Strojinc	Innovation	<b>Complete</b>
		Alyson Stanczak		Erika and Aly have fully taken over the art gallery. They have worked out the kinks and are well into their second artist round and will be hosting their first artist reception.
Erika will work with the designer and builder to clean out, organize, and make the scene shop a functioning workable space.	A	Erika Strojinc	Excellence	<b>Complete</b>
				Erika worked with Alec and Bob (builder and designer) who have signed on with Big Deal for the next year. The scene shop was fully cleaned and they will continue to make minor enhancements.
Chris will collect and complete the recreation portion for Distinguished Agency for the district.	A	Chris Eckert	Excellence	<b>In Progress</b>
				Chris met with the review team in early summer to help with making changes for the final review that will take place in early fall.

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Terri Ebner will work with Catholic Charities and Belmont Village to cosponsor programs for 60 years old and older. Programs will be able to be offered at no fee, and include a larger range of guests.	B	Terri Ebner	Community	<b>Select One</b> Terri Ebner is working very close with both agencies. One program per month is cosponsored, with outstanding participation.
Terri Ebner will work with The Chicago Lighthouse in hosting a low vision products show. This event will showcase state of the art technology in helping our guests that are visually impaired.	B	Terri Ebner	Excellence	<b>Complete</b> This program was such a success, Terri Ebner will now host this twice a year. Participants were so excited to see what is offered to them, to improve their vision.
Terri Ebner will organize a grandparents day celebration. Grandparents Day is in September. This event will include pizza and bingo.	B	Terri Ebner	Community	<b>Complete</b> Terri Ebner was very disappointed that registration was extremely low and it was cancelled.
Maddie Plewacki will create a Dance Staff Handbook that details responsibilities and expectations for all dance staff.	B	Maddie Plewacki	Excellence	<b>Complete</b> Maddie Created a Dance Staff Handbook and used it at her staff meeting in August.
Maddie Plewacki will produce a new dance show this fall, Alice in Wonderland. This will be in place of Nutcracker that will alternate each year.	B	Maddie Plewacki	Innovation	<b>Complete</b> Maddie is producing Alice In Wonderland this fall.
Jenn and Chuck will work together to research the best way to run the expanding swim teams, by reaching out to past and current coaches, other districts.	B	Jenn Foreman Chuck Burgess	Innovation	<b>Complete</b> Jenn and Chuck created a survey and sent it to IPRA Aquatics professionals as well as committee members in the Northern Illinois Swim Conference.
Liz Sass and Jimmy Mix will meet to discuss possible changes that need to be made to post camp field trips (such as location of trips, duration of trips and the amount of kids and staff needed for trips.)	B	Liz Sass Jimmy Mix	Excellence	<b>Complete</b> Made changes for the upcoming year of camp 2020 to better fit the needs of the families and the amount of staffing available during that time of the year.

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Liz Sass will attend IPRA Professional Development School year 1.	B	Liz Sass	Excellence	<b>In Progress</b> Liz will be attending Nov. 10-13, 2019
Brian O'Malley will work with Andy McDowell and Jerry Kolodziej to install new water fountain refill stations and make sure that they meet IAC and ADA guidelines.	B	Brian O'Malley	Excellence	<b>Complete</b> Andy and Jerry installed the new water fountain refill station to meet ADA guidelines. The water bottle filler is ready to use for the upcoming Golf Dome season.
Brian O'Malley will redesign the Golf Dome POS screen to make it easier to use/more efficient for his staff members.	B	Brian O'Malley	Innovation	<b>Complete</b> Brian O'Malley redesigned the Golf Dome POS screen by color coding buttons, removing buttons that were no longer used and adding new buttons for various transactions.
Amanda Busch will attend IPRA Professional Development School year 1.	B	Amanda Busch	Excellence	<b>In Progress</b> Amanda is registered to attend PDS November 10 - November 13.
Amanda Busch and Liz Sass will host a joint staff training with Northbrook Park District's Adventure Campus program.	B	Amanda Busch Liz Sass	Stewardship	<b>In Progress</b> Amanda and Liz will be planning a team work training for our own Clubhouse staff, most likely not involving Northbrook Park District
Amanda Busch will attend PDRMA's Help 1.	B	Amanda Busch	Excellence	<b>Not Complete</b> Looking for alternate dates to attend.
Liz Sass will attend PDRMA's Help 1.	B	Liz Sass	Excellence	<b>Not Complete</b> Liz would like to register for the class; there is a class offered December 4-5.

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Jenn, Liz and Jimmy will have a summer camp/aquatic wrap-up meeting to evaluate the season and make improvements for the 2020 season.	B	Jenn Foreman Jimmy Mix Liz Sass	Character	<b>Complete</b> Met and made changes to certain camps and swim locations/times and types of swim to better accommodate the camp description and the pool needs.
Jenn will evaluate and implement changes to the school year trainings to ensure all staff are getting their monthly hours of inservice. This would include a school year kickoff similar to summer.	B	Jenn Foreman	Character	<b>Complete</b> Jenn is requiring staff that can't attend the scheduled inservice to attend a makeup the following weekend. Those who don't attend that will not be able to work until the training is complete.
Jenn will test run a new communication app with managers. This should streamline all communication to one central spot.	B	Jenn Foreman	Innovation	<b>Complete</b> Jenn determined that GroupMe was the best communication platform for managers. Jenn decided to have all staff on GroupMe to send important communication to everyone at once.
Jimmy Mix will talk with surrounding park districts to see how they organize their in house basketball league(how they make teams, league rules and how they make league schedules)	B	Jimmy Mix	Innovation	<b>Complete</b> Talked with a few park districts and looked through brochures of surrounding park districts. Made slight changes to House League rules and moving our schedule to team sideline for families this winter.
Provide staff training for the Windows10 upgrade by certified trainer Cathy Horwitz	B	Greg Ney	Excellence	<b>In Progress</b> Dates are 11/14 & 11/19. Staff have been signing up for this training
Create an embedded pop up form from Constant Contact and provide marketing the HTML code for website so that we can collect sign-ups as people view a specific webpage.	B	Greg Ney	Innovation	<b>In Progress</b> Sent this information to Mike Terson and Jennifer Johns to implement. Mike reviewed and said that this should work.
Working with and coordinating the installation of Comcast Fiber to Twin Creeks and Willow Stream Park to enhance the technology in the parks.	B	Greg Ney	Innovation	<b>Complete</b> Both sites now have Fiber

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Create inventory mapping of our network drives via SolarWind Software to better manage staff access	B	Greg Ney	Innovation	<b>In Progress</b> Working with Phil Knox from Version2 with the cost and performance of this software to accomplish this goal. Moving this G&O to Qtr.C
Diana will create a guide with FAQ for families with instructions on how to create their online account making it easier to register for other classes and obtain their end of year childcare tax statement.	B	Diana Clayson	Excellence	<b>Complete</b> A "How to" was created and distributed prior to the start of the school year.
Diana will update the withdrawal policy verbiage for the Preschool Parent Handbook.	B	Diana Clayson	Character	<b>Complete</b> Withdrawal policy updated in handbook and articulated at the parent information nights in August.
Lindsay will develop and distribute a production staff handbook for musical theatre productions. The handbook will detail staff expectations and responsibilities.	B	Lindsay Grandt	Excellence	<b>In Progress</b> The individual job descriptions are complete and Lindsay is now in the process of compiling the handbook.
Lindsay will work with tech staff to create a digital inventory of all sound and lighting equipment at the CAC.	B	Lindsay Grandt	Innovation	<b>In Progress</b> Lindsay plans to have this complete by the end of 2019.
Megan Kile will work with Kari Skloot to implement a hands on training for new soccer referees. This training will include game like scenerios to help the refs better understand their role and to learn the correct calls to make.	B	Megan Kile	Innovation	<b>Not Complete</b> Megan took over the referees when Kari left. No new referees were hired for the fall season.
Aly Stanczak will create and impletement a new staff handbook for the company instructors regarding all details related to teaching and choreographing for the company.	B	Alyson Stanczak	Character	<b>Complete</b> Aly worked with Maddie to produce a single handbook that outlined all the information for both recreational staff as well as company staff.

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Aly Stanczak will work with Carol Verzani to provide staff and costumes for princess birthday parties as well as options for private princess appearances.	B	Alyson Stanczak	Innovation	<b>Complete</b> Aly and Carol have worked out a system to share all of the newly made princess costumes as well as staff from Big Deal to work as princesses.
Jessi Hersman will create a curriculum for all of the Acting Studio classes and present it to teachers to implement. This will be based on her knowledge learned at ITFA conference this year.	B	Jessica Hersman	Excellence	<b>Complete</b> Jessi is working with the acting studio staff to help carry out the new sense centered space learning curriculum.
Jessi Hersman will provide new training for teaching assistants in the acting studio program that will allow understanding of all classes offered.	B	Jessica Hersman	Excellence	<b>Complete</b> Teaching assistants went through three additional training sessions and are using what they learned about each different class each week.
Debbie Fandrei and museum staff will develop a disaster recovery plan for the museum collections, and investigate the cost and logistics of holding a training session class to increase museum staff skills.	B	Debbie Fandrei	Excellence	<b>In Progress</b> The first draft of the disaster recovery plan has been completed. The plan is being refined and staff is investigating training.
Debbie Fandrei and museum staff will create a standardized reservation confirmation form for educational and scout programs. They will also revise educational brochures to reflect new programs and school standards.	B	Debbie Fandrei	Excellence	<b>Complete</b> The brochures were revised and sent out for the new school year. Confirmation forms and evaluations have been created in Constant Contact and are in use.
Debbie Fandrei will work with the Illinois Association of Museums to use the Raupp Museum as a site for IAM continuing education classes.	B	Debbie Fandrei	Character	<b>Complete</b> Debbie has been working with the new Executive Director of the IAM to make this happen. The first classes will probably be scheduled in Spring 2020.
Debbie Fandrei will work with NWSRA and NSSRA to continue to plan and create collaborative exhibits in the museum gallery space.	B	Debbie Fandrei	Community	<b>Complete</b> The museum staff worked with the NWSRA PURSUIT program to create a two-month exhibit for June - July 2019. This was very successful, and the museum and NWSRA have already agreed to work together again.

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Chuck will assist Brian to successfully plan and execute his first Stampede.	B	Chuck Burgess	Character	<b>Complete</b> Chuck assisted Brian as needed, however Brian took charge and didn't require much input.
Erika will establish weekly timelines and checklists for custodial staff to ensure the needs of the facility are met regularly.	B	Erika Strojinc	Excellence	<b>In Progress</b> Erika has collected checklists from a variety of facility supervisors and has begun to streamline those into the current needs at the CAC. These lists should be implemented by December 1.
Erika will complete her Masters in Public Administration.	B	Erika Strojinc	Excellence	<b>Complete</b> Erika has officially completed her Master's in Public Administration with a 3.94 GPA from Northern Illinois University with a specialization in Strategic Public Management and Leadership.
Erika will finalize alcohol proposal and work with Administration and the Village to confirm options for renters at the Community Arts Center.	B	Erika Strojinc	Excellence	<b>Complete</b> Erika has confirmed that renters can have alcohol at their event as long as they have a caterer who holds a transportation and serving license. This option is now advertised.
Erika will collect and orchestrate Distinguished Agency folders so that they tell the district's story in order to pass the review.	B	Erika Strojinc	Excellence	<b>Complete</b> Distinguished Agency review was November 7. The District did exceptionally well with a score of 497.7 out of 500. Erika is so appreciative of everyone's effort to help see this through.
Create a checklist and expectations agreement for builders and designers (set, costume, lights, and sound) that will hold them accountable for each production and program.	B	Erika Strojinc	Stewardship	<b>In Progress</b> This is still in beginning stages, however, the staff have now implemented a withhold of final payment (which will be part of the expectations) until a full strike and clean of the production is complete.
TJ Wilkes will pass the ALICE training to become a certified ALICE trainer.	B	T.J. Wilkes	Innovation	<b>In Progress</b> The ALICE training that was supposed to take place at BG was canceled. TJ is working with Dani to sign up for another training.

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TJ Wilkes will work with the maintenance department to set up a method of identification for light standards at Rylko Park to ease confusion between departments when trying to notify maintenance of problems.	B	T.J. Wilkes	Character	<b>In Progress</b> TJ is working on a layout for light identification at the softball fields that he will review with Tim Beckmann to identify light problems. TJ will meet with Tim in November.
Allison will make a push to publicize the Rainout Line App at special events to get more community members signed up for the notifications.	B	Allison Oberst	Excellence	<b>In Progress</b> Allison worked with Wendy to start advertising the Rainout Line more on social media this summer. Allison still wants to do more advertising this spring as the weather gets warmer.
Allison will work with the village and public works departments to invite them to be a part of National Night Out.	B	Allison Oberst	Community	<b>Complete</b> Allison worked with the village and public works departments to secure a space for them at the National Night Out event. Allison will continue this partnership in the future.

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Terri Ebner will enhance her Veterans Day Program with a Civil War Display. Terri will work with members of the Amvets to showcase its history.	C	Terri Ebner	Stewardship	Select One
Terri Ebner will cosponsor educational programs with Belmont Village. This will be held quarterly. Programs will consist of topics targeted to the younger adults.	C	Terri Ebner	Community	Select One
Terri Ebner will attend the conference for SAFER members. Location is not known at this time. Terri will join representatives from the Buffalo Grove Police Department and members from the SAFER committee.	C	Terri Ebner	Innovation	Select One
Maddie Plewacki will create a Recital Handbook for staff, which will include day of procedures as well as picture and rehearsal information.	C	Maddie Plewacki	Excellence	Select One
Liz Sass will work with Jimmy Mix to review the process in place for post camp field trips to improve staffing concerns and all around customer satisfaction.	C	Liz Sass Jimmy Mix	Character	Select One
Brian O'Malley will create a target distance chart reflecting yardage from each golf mat to the different targets in the dome. Brian will also update posters and signage and hang snap frames to make the signage more aesthetically pleasing.	C	Brian O'Malley	Innovation	Select One
Liz Sass will maintain her Crisis Prevention Intervention certification by completing re-certification course work.	C	Liz Sass	Excellence	Select One

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Amanda Busch will maintain her Crisis Prevention Intervention certification by completing re-certification course work.	C	Amanda Busch	Excellence	<b>Complete</b> Amanda obtained her CPI re-certification on 8/14/19.
Amanda Busch and Liz Sass will collaborate with NWSRA to conduct a training on Behavior Management.	C	Amanda Busch Liz Sass	Select One	<b>Complete</b> Behavior Management training was held on 8/9/19.
Jenn, Liz and Jimmy will come up with water safety activities when there is inclement weather for open swim. These activities would be held at each camp location.	C	Jenn Foreman Jimmy Mix Liz Sass	Select One	<b>Select One</b>
Jenn will create an aquatic staff onboarding process that will cover the interview through shadow shift time.	C	Jenn Foreman	Excellence	<b>Select One</b>
Jenn will create a swim lesson survey for parents to complete to gain feedback on the first two sessions of Starfish swim.	C	Jenn Foreman	Excellence	<b>Select One</b>
Jimmy Mix will continue his education by completing Help 1 training.	C	Jimmy Mix	Excellence	<b>Select One</b>
Jimmy Mix will revamp his training for new basketball referees to include game like scenarios.	C	Jimmy Mix	Excellence	<b>Select One</b>

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Provide staff training for CitrixShareFile (FTP site) for staff to accept sensitive/credit card documents via online	C	Greg Ney	Excellence	Select One
Diana will discuss with Risk Manager and then contact the BG Police Department to discuss inviting them to have their Bike Rodeos at Safety Town.	C	Diana Clayson	Community	Select One
Lindsay will take the CPRP exam.	C	Lindsay Grandt	Excellence	Select One
Lindsay will volunteer as a session host and/or moderator at the 2020 IPRA Conference.	C	Lindsay Grandt	Character	Select One
Megan Kile will apply for the Dick's Sporting Goods sponsorship to try to receive money for equipment for the soccer program.	C	Megan Kile	Excellence	Select One
Megan Kile will work on fixing the registration for soccer to make sure that all fees are charged correctly when signing up for the league and purchasing a uniform.	C	Megan Kile	Excellence	Select One
Aly Stancak will offer new company apparel options for dance company parents to show their studio spirit at competitions.	C	Alyson Stanczak	Character	Select One

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Aly Stanczak will update the rental packet with new pricing structure and details for the new year.	C	Alyson Stanczak	Stewardship	Select One
Jessi Hersman will prepare and take the CPRP exam	C	Jessica Hersman	Excellence	Select One
Jessi Hersman will reasearch ways to continue education through Playback Theatre within our theatre programming.	C	Jessica Hersman	Innovation	Select One
Brian will create a group lesson satisfaction survey and send it out to participants upon completion of the program.	C	Brian O'Malley	Stewardship	Select One
TJ Wilkes will work with Tim Beckmann to redesign the concession stand at Willow Stream Pool and install shelving and storage.	C	T.J. Wilkes	Excellence	Select One
Debbie Fandrei will work with museum staff to establish an exhibit research, building, and installation calendar for 2020.	C	Debbie Fandrei	Stewardship	Select One
Debbie Fandrei will work with Terri Ebner to establish a series of senior-specific arts programs to be offered in the museum.	C	Debbie Fandrei	Innovation	Select One

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Chuck will update the park/picnic permit documents and procedures for rollout in January, 2020.	C	Chuck Burgess	Excellence	Select One
Chuck will provide online rental requests through RecTrac using the Facility Reservation module.	C	Chuck Burgess	Innovation	Select One
Chuck, Brian, Debbie and Jenn will create and utilize facility surveys to find out how the facilities are viewed by customers and how we can improve the customer experience at each facility.	C	Chuck Burgess Brian O'Malley Debbie Fandrei Jenn Foreman	Character	In Progress October: Chuck has begun work on the Alcott rental survey. Debbie has created a museum survey.
Erika will work with Facilities to design Atrium renovations that include lighting, flooring, and seating to create a modern space that is inviting and meets the needs of program participants.	C	Erika Strojinc	Innovation	Select One
Erika will fulfill volunteer requirements for IPRA's Membership Council and Governance Committee.	C	Erika Strojinc	Character	Select One
Complete final year as IPRA's Rec Section's Conference Committee Chair by coordinating a successful recreation track at conference and passing on the knowledge to next co-chair.	C	Erika Strojinc	Character	Select One
Chris will attend various Clubhouse sites to get a better feel for how the program runs and how staff relate to the participants.	C	Chris Eckert	Stewardship	Select One

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Chris will attend IPRA functions at conference to gather more information and promote the districts internship program.	C	Chris Eckert	Character	Select One
Chris, Diana and Carol will create and utilize facility surveys to find out how the facilities are viewed by customers for birthday parties and how we can improve the customer experience.	C	Chris Eckert Diana Clayson	Character	
Bill Heider will set-up a committee to coordinate where Capital projects are, and if project's are not getting done, disburse remaining fund objectively to staff	C	Bill Heider	Excellence	

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Terri Ebner will work with preschool staff on a Valentine's Day intergenerational program. Bingo will be played with the bingo group on Wednesday. All preschoolers will be invited to attend.	D	Terri Ebner	Community	Select One
		Diana Clayson		
Maddie Plewacki will offer a Poms Clinic for dancers in the community to help them work on their skills before high school auditions.	D	Maddie Plewacki	Community	Select One
Brian O'Malley will implement a senior/military appreciation event at the Golf Dome to show appreciation for those customers.	D	Brian O'Malley	Community	Select One
Liz Sass and Amanda Busch will meet with principals at each Clubhouse site to discuss the program in order to make potential improvements for the 20-21 school year.	D	Liz Sass	Stewardship	In Progress
		Amanda Busch		
Amanda Busch will take two PDRMA courses online.	D	Amanda Busch	Excellence	Select One
Liz Sass will take two PDRMA courses online.	D	Liz Sass	Excellence	Select One
Liz Sass and Jimmy Mix will create an incentive program to boost camp staff morale throughout the summer. To be implemented Summer of 2020	D	Liz Sass	Character	Select One
		Jimmy Mix		

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Jimmy Mix will research contractors that offer E-Sports to be better prepared how to offer them in 2020.	D	Jimmy Mix	Innovation	Select One
Lindsay will coordinate with CAC staff and host an "end of season" staff appreciation event for theater staff and volunteers.	D	Lindsay Grandt	Community	Select One
Megan Kile will attend two IPRA section meetings. (Athletics, Recreation, etc.)	D	Megan Kile	Excellence	Select One
Jenn will create a step-by-step timeline/handbook to use as a guide for getting the facilities and staff ready to open for summer.	D	Jenn Foreman	Excellence	Select One
Jenn will host an end of school year staff appreciation event to thank the staff for their hard work.	D	Jenn Foreman	Excellence	Select One
Aly Stanczak will research an additional educational opportunity for the company dancers to be held at the studio or offsite.	D	Alyson Stanczak	Innovation	Complete Aly invited a choreographer from new York to come and teach improv and contemporary classes to the company girls. Fundraising money was used so it was no additional cost to the dancers.
Jessi Hersman will create her full season of shows in the black box setting versus the full stage setting.	D	Jessica Hersman	Innovation	Select One

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TJ Wilkes will work with Mike Terson and the marketing department to update the FOP signs on the scoreboards at Mike Rylko Park.	D	T.J. Wilkes	Community	Select One
Debbie Fandrei will work with museum staff to establish three new mini camps to be held in the Nature Classroom for Summer 2020.	D	Debbie Fandrei	Innovation	Select One
Debbie Fandrei will work with museum staff to develop a series of programs which can be offered to local preschools on-site for their summer camp season.	D	Debbie Fandrei	Innovation	Select One
Debbie Fandrei will investigate the cost and logistics of improving the museum's appearance by adding a mural to the front entryway and the stairwell.	D	Debbie Fandrei	Excellence	Select One
Chuck and Greg will investigate Electronic In/Out Board software to be used district wide. This would allow staff to view in/out status for all staff on their computer/phone/tablet/TV monitor and could provide more written detail from staff.	D	Chuck Burgess Greg Ney	Innovation	Select One
Erika, Jessi, Lindsay, Aly, and Maddie will design a marketing handout that highlights the Community Art Centers full season in order to boost advertisement.	D	Erika Strojinc Alyson Stanczak Jessica Hersman Maddie Plewacki Lindsay Grandt	Innovation	Select One
Erika will investigate and invest in movable changing stations to reduce set-up time for productions.	D	Erika Strojinc	Innovation	Select One

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Jessi Hersman will attend and present at Illinois Theatre Community Theatre and Illinois State High School Theater Festivals.	D	Jessica Hersman	Character	Select One
Erika will work with Facilities to design and mount an art wall announcement over tile that reads Art Gallery to match the other areas of the facility.	D	Erika Strojinc	Excellence	Select One
Allison will create face in the hole boards for the Bunny Bash event to provide a new activity for participants to be used year after year.	D	Allison Oberst	Innovation	Select One
Allison will work on updating the volunteer procedures for high schoolers at Special Events.	D	Allison Oberst	Character	Select One