APPROVED

GLENCOE PARK DISTRICT
999 Green Bay Road
Glencoe, Illinois 60022

RECREATION COMMITTEE
Wednesday, November 9, 2011
Minutes

Roll Call The meeting was called to order at 7:34 p.m. and the roll was called. Present were Chair Max Retsky and Trent Cornell. Also present was Commissioner Andre Lerman. Staff present included Don Van Arsdale, Executive Director; Cheryl DeClerck, Director of Recreation; and Nancy Symonds, Executive Assistant.

Also in attendance were Glencoe residents: Shawna Drobny, 1070 Hohlfelder and Kelly Glauberman, 1229 Fairfield, each representing Glencoe Junior Kindergarten and Nursery School.

Approval of September 26, 2011 Recreation Committee Minutes The minutes of the Committee meeting held on September 26, 2011 were approved on a motion from President Cornell and seconded by Chair Retsky.

Matters from the Public There was no one present wishing to address the Committee at this time.

Discussion of Proposed 2012 Fall Registration Executive Director Van Arsdale shared with the Committee registration information for the current year and previous years with regard to program offerings. He stated that 50 new registrations for fall programs were received today. Mr. Van Arsdale indicated there is a separate status report for Children's Circle.

Discussion ensued. Mr. Van Arsdale stated the District's current software programs do not always generate the information the Committee is requesting. Commissioner Retsky inquired about how many classes offered actually run, how many are canceled, and how many run but are under the minimum for enrollment. President Cornell reviewed the information and stated there is a progression as younger children age up to other District programs.

Ms. Glauberman stated she signed her son up for karate and chess and one of the classes was canceled.

Director of Recreation DeClerck stated registration for basketball programs is still continuing.

Discussion continued with regard to programs which are still shown on the website but were for a previous season. There was a concern with registration numbers being accidently double counted, which could have caused inaccurate information.

Ms. DeClerck stated there have been classes that were offered in previous years but were not offered in the fall of 2011. Classes are not offered again if there is low enrollment or if the

instruction or teacher is not satisfactory. She continued by stating evaluations of programs is done on an ongoing basis.

Discussion continued concerning enrollment trends. Changing the day of the week or time of a program can have an impact on enrollment. The current difficult economy and the changing demographics of Glencoe negatively impact program registration.

Ms. DeClerck indicated it was important to have input from District residents to see what programs they would like to have available. She would like to have an early childhood parents' advisory committee established to assist with program ideas.

President Cornell stated it was important to know the community; there are three preschool programs in the Takiff Center and each one is different.

Discussion of 2012 Summer Camp Programs Director of Recreation DeClerck began her remarks be stating after summer camps ended the Recreation Department staff met and conducted a thorough and wide-reaching review of 2011 summer camps. She stated the report being presented included recommendations generated by staff and parents.

Committee Chair Retsky remarks the report looks awesome.

Discussion ensued. It was discussed how to make the programs more user friendly with one-time registration and waivers to make the registration process easier for families. Committee Chair Retsky recommended that the District's attorney be contacted for his assistance in streamlining waivers for high risk events with electronic signature capabilities and the ability to have additional ability to pay deposits and balances electronically.

President Cornell inquired when summer camp information is sent to District residents. Ms. DeClerck stated once the program fees and dates are recommended by the Committee and approved by the Board, the brochure is mailed in January. She stated there was some preview information included on the winter brochure.

Committee Chair Retsky appreciated the overnights for the campers and she would like to have them earlier in the session. She continued by stating better camp programs are important as children age up. She also stated a good orientation for the parents of the campers was important.

Ms. DeClerck stated she is hopeful many of the camp directors from last summer will be returning; staff is continuing to recruit them.

Discussion continued regarding having kid friendly lunches when they are offered; Ms. DeClerck stated a satisfactory vendor will need to be selected.

Discussion of Glencoe Junior Kindergarten and Nursery School Agreement Committee Chair Retsky indicated for discussion this evening was the final draft of the agreement. There are only a few items which need to be agreed upon. Ms. DeClerck indicated that the District can work with Glencoe Junior Kindergarten and Nursery School (GJK) for space in the Takiff Center for GJK and the District programs for the school year as well as summer programs.

Commissioner Lerman apologized that this could not get done by the previous Board and was sorry the process was painful.

Discussion ensued. Ms. Glauberman said it is important to remember that the District and GJK each is a strong brand and it is important that each program support the other. She then thanked Committee Chair Retsky and the staff in the successful negotiations.

President Cornell stated it was important to have collaborative events and include GJK families on a preschool advisory committee.

Ms. Drobny continued by stating the District and GJK have a good relationship.

Ms. Glauberman inquired about the District offering a Lego program, a winter break class and a Lego-themed birthday party.

Discussion of Proposed Agreement with Helen's Fitness and Yoga Director of Recreation DeClerck began her remarks by stating Ms. Boris has been unable to begin discussions on a new agreement due to family issues. Ms. DeClerck stated that two extensions of her agreement have been approved by the Board with the second extension ending on November 30, 2011.

Discussion ensued. Commissioner Lerman stated at a previous meeting Ms. Boris had a list of issues with the building which she wanted addressed. President Cornell stated many of the items have already been discussed and he would like Ms. Boris to direct her concerns and questions to the Board.

Ms. Retsky wanted a letter sent to Ms. Boris with regard to her intentions going forward, i.e. to stay past May 31, 2012 and the programs and classes she would offer. Ms. Retsky wanted a letter drafted and reviewed by the District's attorney before it is sent to determine Ms. Boris' interest going forward. President Cornell indicated he wanted to see the current agreement with Ms. Boris for termination language. Mr. Van Arsdale indicated he would provide the license agreement to President Cornell for review.

Ms. Retsky continued by stating currently Ms. Boris is offering programs through her own business but she also teaches classes offered through the District. Ms. Retsky would like more definite information about how Ms. Boris is paid for all the classes she teaches for the District as well as through her business.

President Cornell stated he would like to extend the agreement through May 31, 2012.

Discussion continued. Ms. DeClerck stated there are limited programs offered by Ms. Boris in the summer. It was the consensus of the Committee to extend the current agreement with Helen's Ultimate Fitness through May 31, 2012. Also, Ms. Boris will need to notify the staff and then subsequently the Board of her desire to continue providing her fitness classes and her other programs as an independent contractor and her desire to continue to provide the District's with the other classes she teaches or programs she offers. These negotiations would need to be completed in the first couple of months of 2012 for Committee review and Board approval so information can be included in the District's fall program brochure.

Discussion ensued. Ms. DeClerck stated if there is a change in fitness provider(s), the staff can start soliciting new vendors for new and/or revised fitness class structure. Ms. DeClerck stated the Broadway Bound and Hip Hop Classes, which are offered by Ms. Boris and included in the program brochure, are very successful.

This concluded discussion of Helen's Fitness and Yoga.

Discussion of Proposed Fiscal Year 2012/2013 Recreation Department Capital Expenditures
Ms. DeClerck shared with the Committee the wish list items from the Recreation Department. She indicated other departments and other Board committees would be reviewing other wish list items which are why they are not included on this list. Items included an outdoor inflatable for camps and special events, strollers for Children's Circle, and water dispensing units to keep campers hydrated during the warm summer weather.

President Cornell thought it was a modest wish list. Ms. DeClerck stated that another capital item from other staff members includes a reconfigured registration area at the Takiff Center which would be more customer and staff friendly.

President Cornell stated there could be items included on the Centennial Committee's capital items wish list and some of these items or other items could be obtained through donations.

Discussion continued. Also on a general wish list is new recreation furniture for the Takiff Center lobby. Ms. Retsky stated she would like an elevator at Watts added to the capital list.

Mr. Van Arsdale stated that the capital items wish list is generated with input from the department heads and him. Then the capital items are prioritized by staff and further reviewed by the Finance Committee of the Whole during the budget planning process for the next fiscal year. He stated included in the wish list are capital assets which need to be replaced. Included in the budget wish list are unique or "out of the box" items which could include a mural for the lobby of the Takiff Center or a bus.

Discussion of Glencoe Park District Preschool Programs President Cornell stated he wanted this item on the agenda. He stated with the negotiations which are just about complete with Glencoe Junior Kindergarten and Nursery School, he felt it was important to review the preschool programs which are available at the Takiff Center. He continued by stating it was important to learn what each program does well. He felt it was important to have a parent advisory group formed with parents of children in the preschool programs to learn more about their thoughts on programming; he was concerned with what was missing and how to capture users of the building to continue using the facility and integrate into other programs.

Discussion ensued. It was recognized that each program has different strengths. GJK programs have lots of parental support and GJK is a private program. District programs are less expensive. Cost is a factor in enrolling in programs and the demographics of the District's residents is changing with fewer families with young children moving into Glencoe.

Ms. DeClerck stated retention is important as well as how the programs are packaged.

Ms. Retsky indicated the proposed preschool advisory group would be different from the Glencoe Preschool Parent Club which was just re-started.

President Cornell stated it was important to have the preschool parent club and the proposed advisory group gets the support it needs.

Other Commissioner Lerman indicated he would like to consider a new class, Krav Maga, which is Israeli self-defense. An adult hip hop class was recommended by Ms. Drobny.

Discussion continued with scheduling upcoming committee meeting dates. It was discussed to have three committees meet on Tuesday, the 6th of December: 6:30 p.m. the Marketing and Communications Committee, 7:30 p.m. the Recreation Committee and 8:30 p.m. the Special Projects and Facilities Committee.

Pending agenda items for the Recreation Committee include camp fees and registration numbers.

Adjourn With no further business, the meeting adjourned at 10:25 p.m. on a motion from Committee Chair Retsky and a second by President Cornell.

Respectfully submitted,

Donald P. Van Arsdale
Secretary