

APPROVED

GLENCOE PARK DISTRICT
999 Green Bay Road
Glencoe, Illinois 60022

RECREATION COMMITTEE
Thursday, May 3, 2012

Minutes

Roll Call The meeting was called to order at 7:40 p.m. and the roll was called. Present were Commissioners Max Retsky (Chair), Trent Cornell, and Bob Kimble. Staff present included Executive Director Don Van Arsdale, Director of Recreation Cheryl DeClerck, Director of Finance/Human Resources Carol Mensinger, Manager of Recreation Services Emily Vanderkamp, Athletic Program Manager Kraig Owens, Youth and Arts Program Manager Breanne Schnoor, and Executive Assistant Nancy Symonds.

Members of the public in attendance included Kelly Glauberman, representing Glencoe Junior Kindergarten and Nursery School, and Helen and Willi Boris.

Approval of April 11, 2012 Committee Minutes Commissioner Kimble moved to approve the minutes of the February 15, 2012 meeting. President Cornell seconded the motion which passed by unanimous voice vote.

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

Program Analysis Update Committee Chair Retsky asked Director of Recreation DeClerck to begin the discussion. Ms. DeClerck said she wanted to thank the Recreation Department program managers for keeping everything on track for this review. She stated the staff did lots of research and received public feedback and has recommendations. She then asked Athletic Program Manager Owens to begin the review.

Karate Mr. Owens stated there are many positive components of the program which include the convenience of the program location, the instructors are good and each instructor's teaching style is different, the program incorporates all skill levels, and it is a great way for children to stay active. The program builds self confidence. Mr. Owens continued by stating offering karate demonstrations is a good way to show the teachers' abilities; many of the teachers are on national karate teams and well qualified. One of the suggestions mentioned was to have the classes at a school which would eliminate transporting the children from a school to the Takiff Center. The registration processing can be confusing because the karate classes start and end dates do not coincide with the school and District calendars. Additional suggestions include better feedback from the instructors to the parents so they know the progress their children are making and also information regarding advancement tests dates is necessary.

Mr. Owens continued by stating additional marketing of the karate program would be beneficial. He stating revising some of the classes for the 3 and 4 year old children could be helpful so the classes do not interfere with classes being offered by the District. A mid-season

karate demonstration would help to increase parent support, as they watch their children showing off what they have learned. Discussion continued. Overall there was satisfaction with the karate program.

Basketball Mr. Owens continued by stating basketball continues to be a successful program. Information he heard through focus groups includes having skills clinics for the pee wee programs so they can run the length of the season, hire an independent contractors to conduct skills clinics and keep the skills clinics bundled with the regular season, hold exhibition games in December, and have the regular season start in January to give team members a chance to learn to play together before they play against other teams.

Other ideas Mr. Owens learned include instead of giving participation trophies to each player, give the players a small basketball; the children have many participation trophies from other sports and the mini-basketball with the District's logo would be a useful tool for the children. He shared that an independent contractor should be used to help with evaluations. He also stated parents thought it was important to have a parent night so they can meet the coaches, referees, staff, and have general information given to the parents. Mr. Owens also heard feedback that an early bird registration rate might be appropriate in order to jump start the program. He felt the basketball steering committee includes members who are committed to the program.

Kinder Culture/Kindergarten Recommendations Arts and Youth Program Manager Schnoor began her presentation by stating the program is popular because of the teachers. Kindergarten enrichment programs are held at Watts. The classes are important because they extend the program time during the day, provide academic support, and help with the children's transition to kindergarten. These programs do not interfere with athletic or other programs. The ideal class size is more than six, but less than 15. The Kinder Culture class currently is a full-school year commitment and having it a half-year commitment would be beneficial. The District's Introduction to the Arts program can be included as a one day option or included as an option in Kinder Culture.

Ms. Schoor continued by stating flexibility is important so children attending morning or afternoon kindergarten would have the opportunity to be in the District's program when they are not in school. She continued by stating meetings with parents she learned they would like to have more structure and less free time. She stated an e-flyer will be sent soon to parents to inform them of the changes for the kindergarten program offerings in the fall including relocating classes to Watts. An open house will be held before the programs start in the fall.

Ms. Glauberman stating there was a high busing fee to transport the kindergartens from their school to the Takiff Center. Executive Director Van Arsdale stated School District #35 was reluctant to promote busing.

Other modifications which are being considered include having lesson plans posted so parents can reinforce the knowledge the children learned. Word of mouth is one of the best ways to promote a good program.

President Cornell stated communications with parents is important. The new parent club is an excellent way for families to meet and get connected with other families.

2's Focus Group Director of Recreation DeClerck stated Early Childhood Manager Burns teaches and promotes the 2 year old programs. At the suggestion of a participant at a focus

group, a daily newsletter was developed so parents know about the development and progress of their child. A photo sharing program is being developed for more interaction with the families. One of the concerns for parents is how to know when a 2-year old is ready for a program, for how many hours per day and how many days per week. The child needs to be socially ready. In a focus group parents talked about the need to meet other parents of young children. Parents liked that the District was partnering with local nature-based groups, the Chicago Botanic Garden and the BackYard Nature Center for additional instruction.

The Committee thanked the staff for its thorough review of selected programs.

Proposal to Develop a System Plan – Conversion from AEK to RecTrak Software Director of Finance/Human Resources stated included in the approval fiscal year 2012/2013 budget were funds to convert from the AEK recreation registration system to another software program. The current system no longer meets the needs of the District and its residents. Recently several staff members visited representatives from the Gurnee Park District which converted from the AEK system to RecTrak. She stated the meeting with the Gurnee staff was very beneficial. She stated the meeting gave the District staff a better understanding of the need to utilize a consultant to assist in the conversion process. As such staff is recommending Vaccaro Consulting Inc. to assist the District in this transition based on its familiarity with the RecTrak system. Ms. Mensinger continued by stating the conversion process could take ten to twelve months.

Executive Director/Secretary Van Arsdale the conversion will be starting from scratch to enter line by line registration information then review the data before it is activated

Commissioner Kimble stated the consultant's agreement is straight forward and with the consultant's experience, there should be no snafus.

After discussion, the Committee reached consensus to recommend the Board hire Vaccaro Consulting Inc. as consultant for the recreation software conversion at a cost of \$125/per hour for 110 hours for a cost of \$13,750.

Lottery Procedures Committee Chair Retsky stated she invited Ms. Glauberman to this meeting because she wanted more information about the lottery program and which GJK programs use it. Ms. Glauberman stated GJK uses the lottery because it has several lottery criteria for have children/siblings enroll in GJK classes. She stated the lottery process is used for summer camps as well as in February for the following September classes. Director of Finance/Human Resources Mensinger stated the District uses the lottery for enrichment programs in the fall and again for winter programs.

Committee Chair Retsky inquired about why the registration process is closed for several days for the lottery to be performed. Ms. Mensinger stated the lottery deadline for residents is normally on a Friday at 5 p.m. and the lottery is conducted the first part of the following Monday and/or Tuesday in order that the District staff has the opportunity to enter all the registrations. After the lottery is conducted, staff uses the time to try to accommodate all the registrants for a class; i.e. increasing the size of a class to accommodate all registrants, add another section of a class, give parents the opportunity to enroll in another class, etc. before the registration system is open again.

Ms. Glauberman stated having the registration process closed for several days gives GJK staff the opportunity to check its own enrollment requirements for participants;

After discussion, it was the consensus of the Committee to extend the lottery deadline to a Monday at 5 p.m.

Update Regarding New Fall GJK Programs Committee Chair Retsky stated she asked Ms. Glauberman to be in attendance at this meeting for an update on GJK's fall programs. Ms. Glauberman stated the proposed classes GJK will be offering include a new playtime partners. She continued by stating GJK class sizes are normally in the 12-15 student per class range and stated GJK normally has two teachers and one aid per class.

Discussion of Fitness Transition Director of Recreation DeClerck started Ms. Boris will no longer teach adult fitness classes after August 26; however, she will continue to offer programs to children through the District. Ms. DeClerck stated she has been reviewing fitness options at area fitness programs. She stated the District starting in June the District will no longer sell 6-month fitness passports to patrons and those who have not completed the fitness passports/punch cards by August will be able to use them with the new fitness opportunities through the District. She stated there will be no money refunds and any punches left on the fitness passport/punch card will be credited for another program.

President Cornell inquired about transitional items. Ms. DeClerck stated there is fitness equipment which is owned by the District and equipment that is owned by Ms. Boris. She stated the District might need to purchase some equipment. She stated she is hopeful that Ms. Boris and her teachers will continue teaching through the District. Ms. DeClerck stated all of Ms. Boris' teachers have been informed of the transition. Ms. DeClerck will be meeting with Ms. Boris' staff members shortly to learn about their willingness to continue with the District.

Ms. Boris indicated for the children's programs she will be an independent contractor.

Ms. Retsky inquired about purchasing Ms. Boris' equipment; she didn't think it would be too complicated and the District needs to own the equipment. President Cornell stated this was not the way he saw it. Executive Director Van Arsdale stated there the no money in the budget to purchase equipment. Ms. Boris stating there are no fitness rooms at the Takiff Center and money needs to be put into the program to help the fitness program and increase enrollment. She stated LA Fitness in Highland Park charges \$39 a month. Commissioner Kimble stated the District does not need to compete with LA Fitness; he is open to look at adult fitness options through the Master Plan and other fitness options. He inquired, where does the Park District want to make its investment.

Ms. DeClerck stated she is looking at an analysis of the area competition. Mr. Kimble inquired ,what does a lap pool add. President Cornell inquired if the community will buy in; does that make sense or not? What can we try to do? He felt it was important to reach a common ground.

Ms. Boris stated enrollment in her yoga classes has declined; patrons have said it is in a noisy room, the room doesn't look and feel like a yoga room, and it needs sound proofing. She stated the fitness room needs cleaning; it needs disinfecting wipes available in the room. President Cornell inquired do the additional expenses justify the addition to the program? The District is not LA Fitness. He felt it was the obligation of the District to keep the fitness program going

even if there are small classes. He stated this is the time to see what the community wants, even an Israeli self-defense class. President Cornell stated it is important to try, but the District can try a program only so many times.

Committee Chair Retsky stated some time programs just die.

Ms. DeClerck stated several years ago the District investigated the cost of sound proofing and other room modifications for the fitness classrooms.

Web Registration Home Page Follow Up Director of Finance/Human Resources Mensinger stated the Registration Office Manager has been able to revise the front page of the District's web page to accommodate additional information as discussed at the last Recreation Committee meeting.

Formation of Recreation Advisory Committee Ms. DeClerck stated she would like to establish a recreation advisory committee made up of eight to ten members including representatives from District staff, GJK parents, Early Learning Center parents. She would like to invite interested patrons to join the committee and have information on the District's website. President Cornell stated there is a preschool parent group. Ms. DeClerck stated she would like the advisory committee to new program development.

Committee Chair Retsky stated she felt it was important to have former active participants on the committee. Ms. DeClerck stated she would like to reach out to non-users and other demographics. President Cornell stated he felt it was important to attract senior residents. Ms. DeClerck stated she reviewed the "Strategic Plan Road Map" and she felt there was not a one size template for all and she would like direction from the Board.

Commissioner Kimble said it was important for Ms. DeClerck to get what she needs and help her reach out. She stated she would like to use a crowdsourcing tool.

Committee Chair Retsky stated she has heard negative comments on what is offered. She felt it was important to get together with current users. Commissioner Kimble stated youth leave District programs by high school because there are other options available.

President Cornell stated he was not interested in the "Road Map;" he wants feedback on what Ms. DeClerck needs for class improvement. He stated empty nesters are not going to use District services.

Ms. Glauberman said parents of young children, up to 8th grade, like to serve on boards. Ms. DeClerck stated she would like to attend PTO meetings to get feedback. Commissioner Kimble stated on no school days the community takes advantage of open gym.

President Cornell expressed his frustration about how things are perceived. He stated there is commonality among the schools and District offerings.

Camp Update Ms. DeClerck stated the summer camp registration numbers are good; there is an increase in enrolled for the new Sun Adventures program.

Ms. Retsky inquired about the Quick Start tennis program; it is going well.

President Cornell stated he has heard many good comments for parents on the summer camps.

Other President Cornell then continued the discussion of the fitness programs. He said the District has to have a service commitment. Committee Chair Retsky then inquired what would the new fitness programs look like? Ms. DeClerck stated the new programs will be included in the fall brochure. Commissioner Kimble stated governmental entities cannot always offer concierge programs. Executive Director/Secretary Van Arsdale stated it was important to treat Ms. Boris well; he did not want to hear negative comments to her or from her. Commissioner Kimble wondered if it was appropriate to order new equipment now. Discussion continued.

Mr. Van Arsdale stated a multi-cost analysis and review stream should be done. Mr. Kimble felt it was important for the adult fitness programs to go well and to serve the needs of the community.

Mr. Van Arsdale stated there are many seniors who visit the Takiff Center because of the Oasis programs offered through the North Shore Senior Center.

Adjourn With no further business, at 10:20 p.m. Commissioner Kimble moved to adjourn. Commissioner Retsky seconded the motion.

Respectfully submitted,

Donald P. Van Arsdale
Secretary