

APPROVED

MINUTES OF MAY 1, 2018 COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:02pm and roll was called.

Commissioners present:

Dudley Onderdonk, President
Lisa Brooks, Vice President
Josh Lutton, Treasurer
Stefanie Boron, Commissioner
Steve Gaines, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Bobby Collins, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm.

Members of the Public in attendance who signed in or spoke: Eric Anderson, Cameron Avery, Kevin Harvey, Michael La Porte, Andre Lerman, Eileen Sirkin

Matters from the Public: Cameron Avery, Kevin Harvey, and Andre Lerman spoke in regards to the Board Ethics Policy. Mr. Harvey also read a statement from Eileen Sirken and Micahel La Porte in regards to the Board Ethics Policy. Eric Anderson spoke in regards to the Park District Adult Softball program and recent addition of parking, walking trails, and bioswales at Reinsdorf field.

Strategic Plan Discussion: Executive Director Sheppard introduced Barbara Heller of Heller and Heller who led the discussion on the Strategic Plan. Discussion ensued. President Onderdonk, with agreement from all committee members, advanced the Strategic Plan for approval at the May or June Board meeting.

Presentation on Children's Circle Expansion: Executive Director Sheppard introduced Bobby Collins, Naomi Garvett, and Jessica Stockl who presented a plan to expand Children's Circle and add three full-time teachers. The presentation is attached to these minutes. Discussion ensued. President Onderdonk, with agreement from all committee members, advanced the expansion plan for Children's Circle to start September 2018 with the addition of three full-time teachers, for approval at the May Board meeting.

Discussion on Updated Board Policy: President Onderdonk introduced Park District attorney Rob Bush to review a Board member's requested update of our Ethics and Conducts Policy. The update was requested to clarify points of the policy. Discussion ensued. Commissioner Lutton presented another worded option for the policy. Bush indicated that Commissioner Lutton's wording, while different had the same meaning. He will look it over to make minor adjustments and send it back to the Board for review. Discussion ensued. Personnel and Policy Committee Chair Gaines recommended that the Board review the attorney revisions and discuss the Ethics Policy again at the next Personnel and Policy Committee meeting. All Committee members agreed.

Other Business: There was no other business.

Matters from the Public: There were no matters from the public.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 9:35pm.
Commissioner Lutton seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary



Children's Circle Growth Plan

Bobby Collins
Naomi Garvett
Jess Stockl





Current Early Childhood Structure

Children's Circle "CC"

- 6 weeks – 5 years old
- All day 7am-6:30pm (11.5 hr./day)
- 12 month program (closed for 2 weeks per year)
- DCFS licensed
- 4 Classrooms (full at 64 children)

Early Learning Center "ELC"

- 2 Years – 5 years old
- 2-3 hr./day
- 9 Month Program (similar to D35 schedule)
- DCFS licensed
- 4 Classrooms

Enrichments

- 2 Years – 5 years old
- 1-3 hr./day
- 2 Semesters (fall, winter/spring)
- Not licensed





Changing Needs & Program Analysis

Changing Needs

- More families are seeking full-day care
- Nannies are hard to find
- 72% of Illinois families with children are dual-income homes

Feb 2018

- Significant Children's Circle waitlist
 - ❖ Currently 46 children, increased by 20 since March 1st
- Decline in Fall '18 ELC enrollment
 - ❖ 2's & 4's
- Allows for a classroom restructure, while meeting DCFS requirements

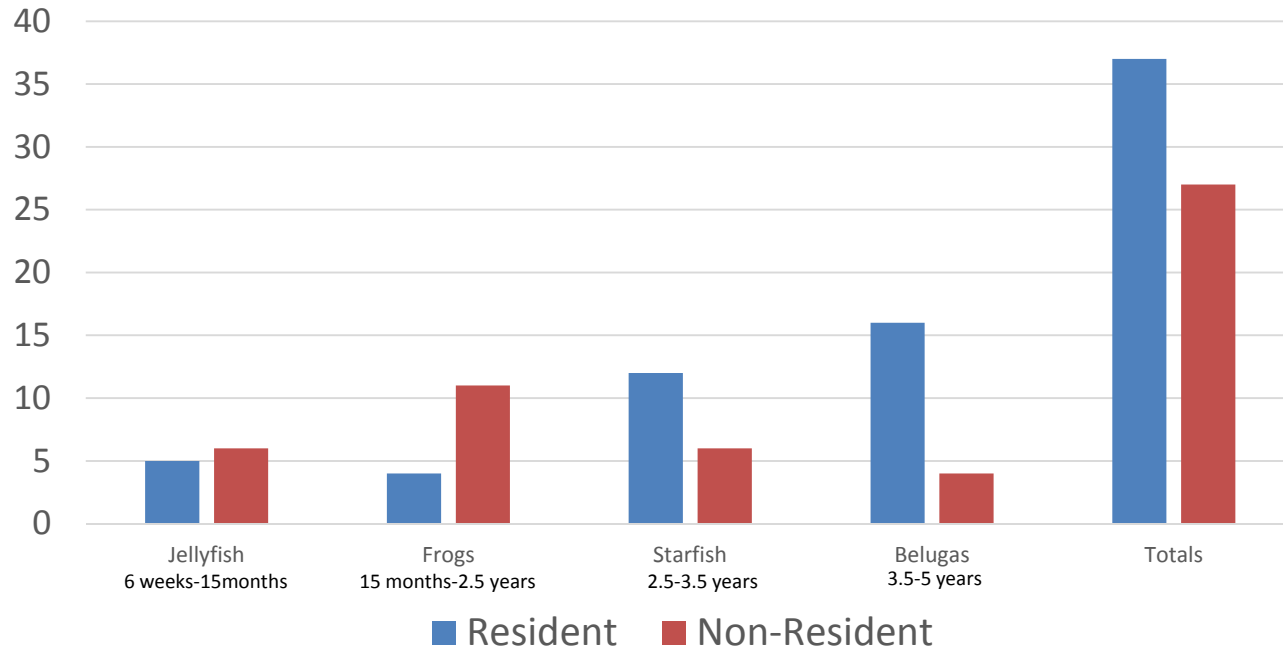


Adjust Early Childhood programming to increase full day participants

1. Perform Analysis of All Early Childhood Programs
2. Facility Needs Assessment
3. DCFS Licensing Review
4. Early Childhood Market Analysis
5. Stakeholder Feedback & Discussion
6. SWOT
7. Budget
8. Develop an Action Plan

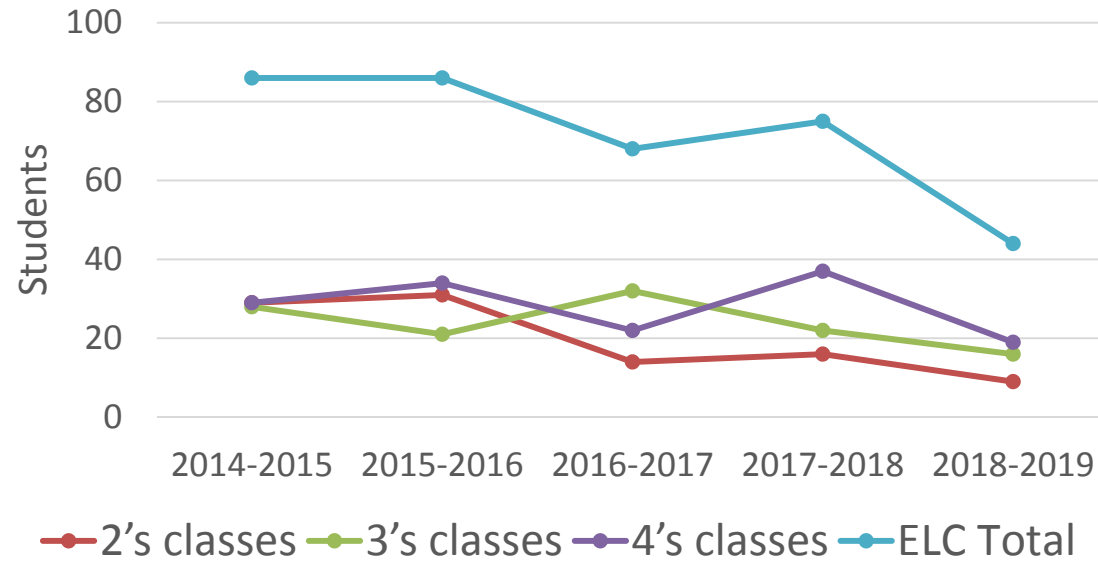


Children's Circle Resident vs Non Resident Enrollment

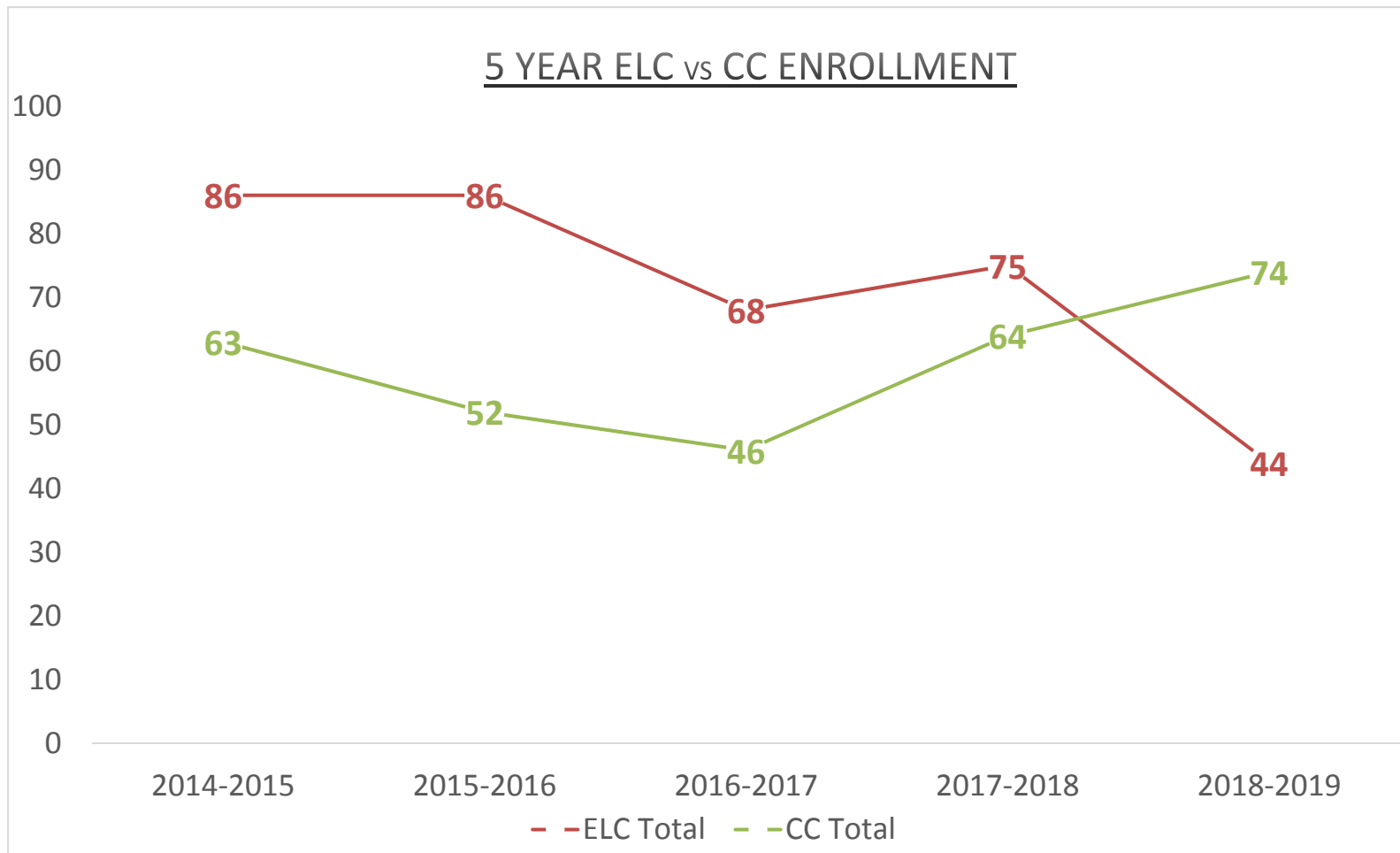




5 Year ELC Enrollment Trend



ELC Enrollment	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
2's classes	29	31	14	16	9
3's classes	28	21	32	22	16
4's classes	29	34	22	37	19
ELC Total	86	86	68	75	44





Focus Group & Participant Survey

Parent Focus Group – 2 parents from each class

- Part-time staff turnover is concerning. It was identified as the main challenge facing the program
- Avoid children repeating classes & reduce transition
- Add classrooms
- Would like valet drop off
- Add swimming

Staff Focus Group

- Good place to work
- Add classrooms
- Avoid children repeating classes
- Narrow age range

Family Survey - 37 responses out of the 57 families in the program

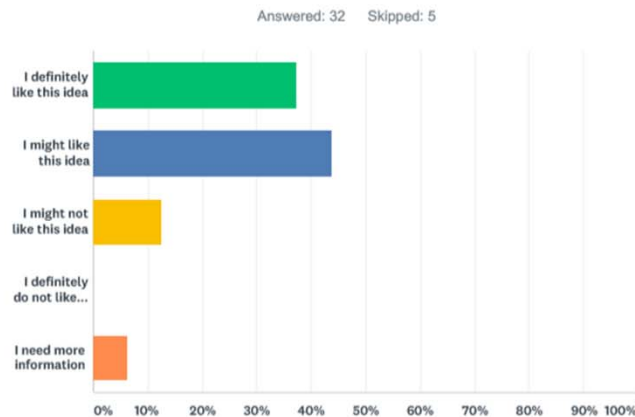
- 100% of parents responded that they were either very satisfied (68%) or satisfied (32%) with their child's teacher





Survey

Q12 Children's Circle is considering a plan to add more classrooms to the program. Under the proposed new classroom structure, classrooms would have smaller age ranges and be more tailored to the children's development stage. Class sizes would continue to follow DCFS ratio regulations and would not expand. Children would not stay in the same classroom for more than one year. All classroom changes would be communicated well in advance. Please indicate your initial reaction to this idea.



ANSWER CHOICES	RESPONSES	
I definitely like this idea	37.50%	12
I might like this idea	43.75%	14
I might not like this idea	12.50%	4
I definitely do not like this idea	0.00%	0
I need more information	6.25%	2
TOTAL		32

Q10 What is the biggest issue facing Children's Circle?

Answered: 22 Skipped: 15

#	RESPONSES	DATE
1	Consistency with staff and competing with other local schools/daycares. Children's Circle is very expensive and with that comes very high expectations. Meeting these expectations is important to parents.	4/9/2018 12
2	teacher turnover	4/9/2018 10
3	Constant teacher turnover. Lack of streamlined communication to parents.	4/9/2018 9:
4	The age range	4/9/2018 9:
5	Finding and keeping excellent teachers	4/8/2018 8:
6	The classroom division by age. I know this is a difficult process but it might be better if the children went into a specific age appropriate class for the entire school year.	4/8/2018 9:
7	Teacher turnover	4/7/2018 2:
8	Consistency with teachers, and a lack of understanding at the end of the day how your child's day was (since same teacher is not always there at the end of the day).	4/7/2018 1:
9	Teacher retention.	4/7/2018 9:
10	Would like a 4 day a week option	4/6/2018 8:
11	Limited space	4/5/2018 2:
12	N/A	4/5/2018 8:
13	Staff turn over	4/4/2018 8:
14	Nothing. It's great!	4/4/2018 4:
15	Substitute teachers.	4/4/2018 1:
16	Having evaluated many of the daycare options on the North shore, there is no doubt that CC is priced at the high end of all of the options. This makes my expectations of what I receive extremely high. Many of these expectations are met, however I expect that teachers are consistent and not turning over constantly. I also expect that when I come to pick up my child, the teachers in the room can tell me all about my child's day, as they would have been there throughout the day.	4/4/2018 1:
17	Teacher turnover	4/4/2018 12
18	No major issues that I can think off; all in we're really happy there.	4/4/2018 12
19	The price. Please lower.	4/4/2018 11
20	staff attrition I'm willing to pay more so even the part-time staff can receive health benefits.	4/4/2018 11
21	No issues	4/4/2018 11
22	Perception in Glencoe market about "daycare"	4/4/2018 11

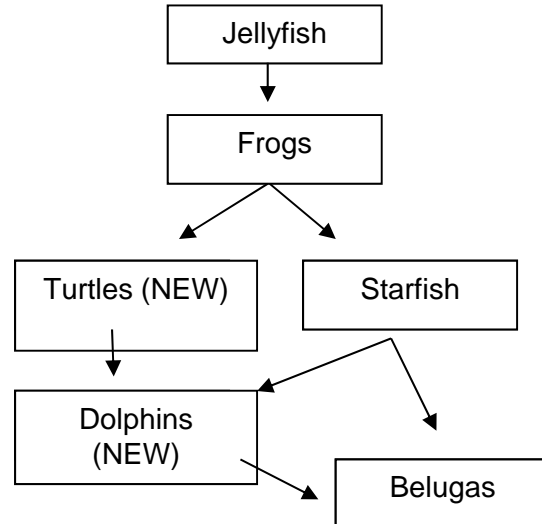


SWOT Analysis

Strengths	Weaknesses
<ul style="list-style-type: none">• Participant retention• Strong customer base• Flexible Capacity• Financial Strength• Facility and classrooms• Operating procedures and program structure	<ul style="list-style-type: none">• Staff retention and recruitment• Parking• Limited classroom space
Opportunities	Threats
<ul style="list-style-type: none">• Little competition in area• Increase in dual-income families• Lack of family caregivers and nannies in Northshore area	<ul style="list-style-type: none">• Increased competition in enrichment and half-day programming• Changing demographics• Increased DCFS standards• Increased labor and benefit costs

Expansion Recommendation

- Add two CC classrooms and 3 FTE's beginning September 2018
- Move ELC 4's to multipurpose wing





Why 3 Full-Time Teachers?

- Main parent concern: teacher turnover
- Early Childhood Program Supervisor currently spending over 50% of working hours in classroom
- Consistency for children
- Two full-time teachers: Lead Teachers in the two new classrooms
- Third full-time teacher: Director Qualified will allow Supervisor and Manager to spend less time acting as a teacher in ratio



Budget



2018/19 Budget*

	2018/19 Projected with Expansion	2018/19 Budgeted	Variance
Revenue Total	1,365,418	987,615	+377,803
Expenses Total	(1,223,258)	(887,608.00)	(335,649.50)
Daycare Dept. Surplus	142,160	100,007	+42,153

2019/20 Budget*

	2019/20 Projected with Expansion	2018/19 Budgeted	Variance
Revenue Total	1,577,306	987,615	+589,691
Expenses Total	(1,449,423)	(887,608)	(561,815)
Daycare Dept. Surplus	127,883	100,007.00	+27,876

- Operating budget does not include IMRF or Medicare/Social Security for new FTE's. Addition expenses of \$12,272 in 2018/19 and \$25,551 in 2019/20
- The 2019/20 budget is compared with the non-expansion based budget

Budget



ELC Budget Impact*

	2018/19 Projected Current Enrollment	2018/19 Budgeted	Variance
Revenue Total	260,534.20	294,736.00	(34,201.80)
Wages Total	(108,581.18)	(130,695.00)	22,113.82
Contractual Total	(3,570.00)	(3,570.00)	-
Supplies Total	(10,253.00)	(11,545.00)	1,292.00
Net	138,130.02	148,926.00	(10,795.98)

*There may be additional unemployment expenses



Hi Jessica,

Hope you're doing well.

I'd like to follow up if we have any progress on our toddler class waitlist (2.5 year-old class). Have you finished priority re-registration for currently enrolled students? Since Elena has been #1 on waitlist for a long time, I am quite confident to get her spot this time! Please make my wish come true and let me know if you have any questions. Thank you in advance!

Best,

Yujin

Questions?