

*2013-14 Goals and Objectives*

<b>Buffalo Grove Park District</b>	Dept. <u>Recreation</u>
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**Goal Statement:** Excellence: Promote staff development, Follow best practices, Provide quality experience through guest-centered services, Exceed expectations, Assure safety through comprehensive risk management program.

Objectives	Quarter to be Complete	Staff	Status	Comments
Assure risk management coverage and stability by working with Executive Director to re-evaluate the current position and draft an alternative job description for a position solely with BG Park District.	A	Ryan Risinger	Select One	
Using one of the Disney programs, Rick will develop a program for the aquatics department staff that includes past history, customer service aspects and details on exceptional service.	A	Rick Missing	Select One	
Successfully publicize, coordinate and host the first Hershey Track & Field State meet at Buffalo Grove High School on June 29.	A	Bryan Adams	Select One	
Ensure staff development by obtaining Certified Pool and Spa Operators License (CPO) in order to stay up-to-date on pool mechanics and potential hazards.	A	Patrick Griffin	Select One	
Prepare staff for STARGUARD audits by reviewing individual video sessions.	A	Patrick Griffin	Select One	
Hold an additional training specific to Cycle and Surf camp staff that focuses on road safety, street crossings, and basic bike fixes.	A	Erika Strojinc	Select One	
Provide an appropriate set of tools that can be transported easily by Cycle and Surf camp supervisors that ensures the ability to fix the most common bike mechanic problems should they arise.	A	Erika Strojinc	Select One	

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Objectives	Quarter to be Complete	Staff	Status	Comments
Teach staff how to lead and teach campers in all aspects of camp leadership; including team building, active games, arts and crafts and transitioning throughout the day.	A	Erika Strojinc	Select One	
Involve camp supervisors in camp staff training in order to communicate a shared and expected camp vision.	A	Erika Strojinc	Select One	
Provide camp staff with tips and tricks on how to be active listeners and how to professionally and respectfully respond to the top ten most common camper statements.	A	Erika Strojinc	Select One	
Present and discuss various "what if" scenarios at camp supervisor pre-camp meetings in order to collaborate a standard of practice for response and action plans at all camps.	A	Erika Strojinc	Select One	
Gain knowledge of Arlington Heights pools' rules and regulations by communicating with their Aquatic Supervisor(s) and relaying those expectations including swim testing, restrictions, and wristband policy to all camp staff.	A	Erika Strojinc	Select One	
Because of growth of Early Childhood camps, hire and train a camp coordinator to prepare May mailings, purchase supplies and finalize curriculum and field trips.	A	Martha Westerberg	Select One	
To ensure that children and supervisors have a successful camp experience, the coordinator will meet each morning with the camp supervisors to verify curriculum, check that needed supplies are available and report absences.	A	Martha Westerberg	Select One	

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Objectives	Quarter to be Complete	Staff	Status	Comments
Assure a quality experience to guests by creating a questionnaire for preschool parents asking what kinds of EC classes they would register their children for in the fall	A	Martha Westerberg	Select One	
Prior to the start of the fall soccer season Chris will put nets on all the off-site practice fields goals and make sure all goals are up to date with "Do Not Climb On Goal" stickers.	A	Chris Eckert	Select One	
Continue to implement the agency's new branding by updating indoor signage, outdoor signage (when needed).	A	Mike Terson	Select One	
Provide staff with a toolbox of resources they can use when creating their own marketing materials, such as fliers and forms.	A	Mike Terson	Select One	
Update the agency's branding rules to reflect changes implemented with the new logo, such as what font to use, what the uniform format will be for things like font size and formating for memos, letters and operation reports.	A	Mike Terson Ryan Risinger	Select One	
Create and implement a publicity campaign designed to curb inappropriate adult behavior at youth sports games. Design signage, as well as utilize the press and social media to foster change in what is considered acceptable behavior at all youth sports games.	A	Mike Terson	Select One	
Develop a youth coaching packet that covers coaching tips as well as practice planning for flag football and girl's softball coaches to post on the Park District website.	A	TJ Wilkes	Select One	

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**Buffalo Grove Park District** Dept. Recreation

**Goal Statement:** Excellence: Promote staff development, Follow best practices, Provide quality experience through guest-centered services, Exceed expectations, Assure safety through comprehensive risk management program.

Objectives	Quarter to be Complete	Staff	Status	Comments
Museum staff will increase access to the museum by holding four offsite "Museum on the Move" programs in parks during the summer.	A	Debbie Fandrei	Select One	
Add additional audition opportunity to the "Hot Shots" program in the fall.	A	Alyson Stanczak	Select One	
Add the option of a "tap only" team for the 2013/2014 season.	A	Alyson Stanczak	Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	

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Objectives	Quarter to be Complete	Staff	Status	Comments
Have a non-biased representative attend the Boys Travel Basketball tryouts to ensure players are chosen based on the results of the tryouts.	B	Chuck Burgess	Select One	
Bryan Adams will be performing two trainings on First Aid, CPR and AED for Summer Camp part-time staff by June 14 and Clubhouse part-time staff by August 16.	B	Bryan Adams	Select One	
Work with Risk Manager and Superintendent of Parks to implement measures to ensure safer conditions throughout the Alcott Center parking lots and driveways.	B	Mike Terson	Select One	
Bryan Adams will be enhancing parents' awareness using Constant Contact by sending monthly Clubhouse fieldtrip forms through emails starting August 19.	B	Bryan Adams	Select One	
Take advantage of the reduced offerings in lessons due to the Aquadome renovation and ensure we are following best practices by re-evaluating the Learn to Swim program, with special attention to the STARGUARD lesson program.	B	Rick Missing	Select One	
		Patrick Griffin		
Kim Cashmore will review the Code of Conduct policy with all seniors by the end of August. Seniors will be interviewed to obtain their input on the number of seniors who abide by the policy.	B	Kim Cashmore	Select One	
Seniors will show through their behaviors that they are following the current Code of Conduct policy by the end of October. This will be measured through scheduled meetings with seniors to review perceived behavior	B	Kim Cashmore	Select One	

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Objectives	Quarter to be Complete	Staff	Status	Comments
Promote staff development and reinforce best practices by designating a staff member to film and analyze "on the spot" videos with peers at least once a week.	B	Patrick Griffin	Select One	
Assure best practices by achieving 2-star StarGuard Instructor license in order to continue to sign off on staff lifeguard certifications.	B	Patrick Griffin	Select One	
Enhance staff training and proficiency of all skills by utilizing video at staff trainings.	B	Patrick Griffin	Select One	
Camp Coordinator, in conjunction with Recreation Supervisor, will train staff prior to start of camp and hold weekly staff meetings with teachers and counselors during camp season	B	Martha Westerberg	Select One	
In response to guests' needs, offer Lunch n More each day of the week to provide a seamless transition from morning preschool to afternoon early childhood classes from 9 am to 2 pm.	B	Martha Westerberg	Select One	
Museum staff will revamp the museum's program evaluation system, creating a new student-based evaluation form.	B	Debbie Fandrei	Select One	
Museum staff will create and launch a history storytime for preschool age children.	B	Debbie Fandrei	Select One	

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Objectives	Quarter to be Complete	Staff	Status	Comments
To promote the development of Clubhouse staff, Melissa Lewis and Bryan will hold two full staff training sessions in the evening with the first one to be in late September or early October. The subjects will be professionalism and core values.	B	Melissa Lewis	Select One	
		Bryan Adams		
Bryan Adams and Melissa Lewis will be working with Risk Manager on training (using each specific school district procedures) and evaluating the Clubhouse staff on fire drills, severe weather and a hostile person by the end of September.	B	Melissa Lewis	Select One	
		Bryan Adams		
To improve the registration process and efficiency Melissa Lewis will train Chris Mahler to help enter registrations during July and August.	B	Melissa Lewis	Select One	
Register and host an NFL Punt, Pass, and Kick event in Buffalo Grove (at BGHS Stadium) if available	B	TJ Wilkes	Select One	
Host a special event day for the flag football league at the BG Stadium that would include having an announcer to introduce players. Have coaches and parents get involved by making signs for players to run through.	B	TJ Wilkes	Select One	
TJ will offer one girl's youth travel softball tournaments on the new fields at Mike Rylko Park for ages U-10, U-12, or U14.	B	TJ Wilkes	Select One	
Work with Risk Manager to research different safety netting/cost and ideas at other parks with similar situations to improve safety at the park next to the Splash Pad and prevent softballs from getting hit into the park.	B	TJ Wilkes	Select One	

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<b>Objectives</b>	<b>Quarter to be Complete</b>	<b>Staff</b>	<b>Status</b>	<b>Comments</b>
Assure guest safety by posting signs for "Assembly Points" for evacuations at Alcott and other buildings. Included will be an interior sign located near all exits and a sign (similar to parking/speed limit signs) on the grounds away from danger.	C	Rick Missing Patrick Griffin	Select One	
Greg Ney will guide staff in the Distinguished Agency Accreditation process by having two meeting with mentor in June and August. Final in November	C	Greg Ney	Select One	
Chris will become a certified CPR & AED instructor so he can teach and keep his staff up to date as well as be able to teach all other Park District staff in need of CPR & AED training.	C	Chris Eckert	Select One	
Chris will maintain his knowledge of risk management safety trainings by taking online PDRMA courses and/or become certified by taking other safety courses related to his programming areas.	C	Chris Eckert	Select One	
Improve the basketball program by establishing a rating system for the unrated players in the league (fall/winter). Gym space will be secured, players will be notified when they are to be rated, staff will be secured to help host the rating nights.	C	Chuck Burgess	Select One	
Contract with the IGLA (Illinois Girls Lacrosse Association) to bring a girl's lacrosse program option to our youth sports programs.	C	TJ Wilkes	Select One	
Museum staff will create at least three adult and two youth programs to be given in conjunction with the opening of the new Crossroads exhibit.	C	Debbie Fandrei	Select One	



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Objectives	Quarter to be Complete	Staff	Status	Comments
Implement mandatory post-production meetings for Big Deal staff to analyze and review the highlights and challenges of each production.	C	Lindsay Grandt	Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	

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Objectives	Quarter to be Complete	Staff	Status	Comments
Promote professional development by completing at least three more courses towards my MPA.	D	Ryan Risinger	Select One	
Kim Cashmore will reward a minimum of 2 staff per week with a "Caught you being friendly" when they verbally greet guests and make them feel welcome within their facility.	D	Kim Cashmore	Select One	
Chris will oversee and gather all information needed for the recreation section of the PDRMA accreditation review.	D	Chris Eckert	Select One	
Move the 1st/2nd grade basketball program to Willow Grove from Cooper thus enabling the participants to experience a suitable game experience at an appropriate basket height.	D	Chuck Burgess	Select One	
Promote youth activities outside of organized sports by offering open gym at Willow Grove or Ivy Hall during the months of April - August each year.	D	Chuck Burgess	Select One	
Promote staff development within myself by taking a PDRMA online training course about performance appraisals. This training will help prepare a person for their own appraisals.	D	Chuck Burgess	Select One	
Provide training opportunities for all Big Deal production staff for 1st Aid, CPR and AED by April 1, 2014.	D	Lindsay Grandt	Select One	

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Objectives	Quarter to be Complete	Staff	Status	Comments
Melissa Lewis will offer a new two day workshop for beginner step aerobics that will be offered at the beginning of each brochure season starting with the fall brochure.	D	Melissa Lewis	Select One	
Improve my professional development and safety/risk management knowledge by taking 2 different PDRMA classroom or online courses in addition to attending PDRMA's Risk Management Institute.	D	TJ Wilkes	Select One	
Research adult flag/touch rules and develop an adult flag football Spring league to be played at the BG Stadium.	D	TJ Wilkes	Select One	
Offer at least 2 additional performance opportunities with no or low costs associated with them.	D	Alyson Stanczak	Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	

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**Goal Statement:** Character: build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism.

Objectives	Quarter to be Complete	Staff	Status	Comments
Greg Ney will create a visual management plan and collaborate with Mike Terson on the poster/banner design of the core values to be posted in our facilities.	A	Greg Ney	Select One	
Bryan Adams will be hosting a social gathering for all summer SPRA interns at the Arlington Heights Race Track on July 12.	A	Bryan Adams	Select One	
Kim Cashmore will ensure that special event flyers are posted during the summer and fall on the bulletin boards in the outside facilities of the park district.	A	Kim Cashmore	Select One	
Create an email database of part-time staff to send out email blasts regarding current programs and special events.	A	Kim Cashmore	Select One	
The Recreation Department will send flyers to Kim Cashmore on all special events during the summer and fall to each facility so that facility can post and share information regarding park district events.	A	Kim Cashmore	Select One	
Complete a PDRMA (or other) online training course about harassment. Use these tools to train Sports Camp staff to ensure that they understand what is harassment and learn how to deal with it if it occurs.	A	Chuck Burgess	Select One	
Kim Cashmore and Melissa Lewis will set up a meeting with NWSRA to discuss our training and school start date schedule. Melissa will also coordinate with their hiring schedule and shared hiring practices. This will be done by June 7.	A	Kim Cashmore Melissa Lewis	Select One	

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**Goal Statement:** Character: Build respect, ntegrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism.

Objectives	Quarter to be Complete	Staff	Status	Comments
Reach out to staff to assist them with successfully implementing the agency's new branding in areas in which they create fliers or forms by formalizing the agency branding procedures, creating a folder on the common drive with logos and color pallet.	A	Mike Terson	Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	

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Objectives	Quarter to be Complete	Staff	Status	Comments
Solicit returning and past camp supervisors for suggestions in creating a camp supervisor handbook or information sheet that will be shared with new camp supervisors to ensure they have a better understanding of their job responsibilities.	B	Erika Strojinc	Select One	
Encourage and monitor teamwork and idea sharing amongst camp supervisors by incorporating Pinterest, show and tell at meetings, and checking newsletters in order to enhance creativity and the camp experience for all campers regardless of camp location.	B	Erika Strojinc	Select One	
Assist Cycle and Surf camp supervisors in fostering more creativity into their daily non-field trip day plans by adopting ideas and activities from traditional camps and find new bike destinations.	B	Erika Strojinc	Select One	
Build respect and teamwork by working with other department heads to plan new events for staff participate in.	B	Ryan Risinger	Select One	
Chris will develop his leadership skills and networking opportunity by joining a SPRA Committee and attending meetings.	B	Chris Eckert	Select One	
During the first two weeks of school Melissa Lewis will go to each site to introduce herself, greet the parents, pass out business cards, answer questions and thank the parents for choosing the Clubhouse program.	B	Melissa Lewis	Select One	
Reach out to staff to assist them with keeping their website information current.	B	Mike Terson	Select One	







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**Goal Statement:** Character: Build respect, ntegrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism.

Objectives	Quarter to be Complete	Staff	Status	Comments
Demonstrate professionalism by obtaining Certified Park and Recreation Professional certification.	D	Patrick Griffin	Select One	
Design a new Safety Town logo and have new signage created.	D	Erika Strojinc	Select One	
Collaborate with the Parks Department to continue improvements at Safety Town; finalizing buidling details and decor, number of buildings, painted roadways, elevated sidewalks, foe grass, permanent street signs, stop signs, and stop lights.	D	Erika Strojinc	Select One	
Greg Ney will have three meetings with staff/designer to collaborate on new athletic department brand by February	D	Greg Ney	Select One	
Terri Ebner will work with the Advisory Council Board Members to pick one senior per month that went out of their way to make new participants feel welcome at one of our parties.	D	Terri Ebner	Select One	
	Select One		Select One	
	Select One		Select One	

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<b>Buffalo Grove Park District</b>	Dept. <u>Recreation</u>
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**Goal Statement:** Innovation: implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity.

Objectives	Quarter to be Complete	Staff	Status	Comments
Respond to parent inquiries by offering bus transportation to Tiny Travelers campers for the train trip, Kohl Children Museum and Wagner Farm for an additional cost.	A	Martha Westerberg	Select One	
Have bus at Willow Stream Free Tuesday and offer bus rides for children/parents	A	Martha Westerberg	Select One	
Purchase professional archery equipment including safety accessories, bows, arrows, and targets in order to implement it as a new activity for Travelin Teens and Cycle and Surf camps.	A	Erika Strojinc	Select One	
Require all three supervisors from each camp to take the online archery certification course and pass.	A	Erika Strojinc	Select One	
Greg Ney will oversee the Digital Display installation and provide webinars/onsite training for staff	A	Greg Ney	Select One	
Oversee the project of the design and functionality of the new Park District website. Work closely with our designer (Jason Witt) and Weblinx Inc. (the company creating the site) throughout the project.	A	Mike Terson	Select One	
Serve as the Park District representative on the Village's app project and work with the Village on getting the app up and running, as well as make sure that the Park District needs are being met.	A	Mike Terson	Select One	

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**Goal Statement:** Innovation: implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity.

Objectives	Quarter to be Complete	Staff	Status	Comments
Create a digital archive of BG Singers sheet music.	A	Lindsay Grandt	Select One	
Acquire a credit card "swiper" to be used for door sales at Big Deal Productions performances, in order to reduce wait times for guests.	A	Lindsay Grandt	Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	

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**Goal Statement:** Innovation: implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity.

Objectives	Quarter to be Complete	Staff	Status	Comments
Set-up and maintain a safe, secure and proper location for the archery program with netting and signage.	B	Erika Strojinc	Select One	
To better utilize the Park District bus, offer an afternoon EC class for parents and children that would take the bus to a local place of interest and back.	B	Martha Westerberg	Select One	
Implement mile marker clock technology at the Stampede for both the 5k and 10k routes, thus improving the accuracy for runners.	B	Chuck Burgess	Select One	
Analyze and utilize statistical information from our new website, such as website traffic and demographical information, to help the recreation department make better informed programming decisions.	B	Mike Terson	Select One	
Hire a part time marketing assistant who's primary role will be to implement marketing needs at the Fitness Center, as well as maintain our website and social media pages, resulting in better website content/traffic, and a stronger social media presence.	B	Mike Terson	Select One	
Hire at least one new staff member for the 2013/2014 season to help breathe new life into the dance program by teaching different classes and offering new perspectives.	B	Alyson Stanczak	Select One	
Offer a lyrical and/or contemporary style dance class to the 2013/2014 schedule.	B	Alyson Stanczak	Select One	

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Objectives	Quarter to be Complete	Staff	Status	Comments
Work with Mike Terson to add a photo archive section to the Big Deal web page with production photos from past shows.	B	Lindsay Grandt	Select One	
Replace power point presentations with "prezis" for Children's Theatre orientation meetings.	B	Lindsay Grandt	Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	

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Objectives	Quarter to be Complete	Staff	Status	Comments
Continue to communicate the Park District's shared vision of core values by using them as a focal point for future goals and objectives and in developing a new evaluation tool in the Recreation department.	C	Ryan Risinger	Select One	
• Greg Ney will oversee the installation, implementation and agency wide training with RecTrac in November. Qtr.C	C	Greg Ney	Select One	
Chris will provide indoor golf programs (league, walk-ins) by researching the different types of golf simulators and figuring out which simulator would work best for the program and Park District and recommend a golf simulator for capital improvement.	C	Chris Eckert	Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	







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**Goal Statement:** Stewardship: demand fiscal responsibility to assure transparency; build green infrastructure; ensure resource efficiency; create and maintain effective partnerships; celebrate history

Objectives	Quarter to be Complete	Staff	Status	Comments
Ensure resource efficiency and maintain positive intergovernmental relations with CCSD 96 by establishing an agreement that will give access to Twin Groves school.	C	Ryan Risinger	Select One	
Chuck Burgess will eliminate the use of school district 102 gym in order to save on the cost for gym rentals.	C	Chuck Burgess	Select One	
Work to implement better marketing and communication of our outdoor smoking ban throughout the District.	C	Mike Terson	Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	

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**Goal Statement:** Stewardship: demand fiscal responsibility to assure transparency; build green infrastructure; ensure resource efficiency; create and maintain effective partnerships; celebrate history

Objectives	Quarter to be Complete	Staff	Status	Comments
Terri Ebner will work with Indian Trails Library to provide one entertainment program per month, sponsored by the library and held at the Park District.	D	Terri Ebner	Select One	
Terri Ebner will contact Indian Trails Library to use their staff as resources in putting on two evening programs per brochure.	D	Terri Ebner	Select One	
Museum staff will actively participate in professional development opportunities including: attending a regional museum conference, online collections care seminars, and a graphic design class.	D	Debbie Fandrei	Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	

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**Goal Statement:** Community: Embrace cultural diversity. Encourage inclusion. Celebrate contributions of residents, board, staff and volunteers

Objectives	Quarter to be Complete	Staff	Status	Comments
Invite Board Members, Friends of the Park, and Park District Staff to be Introduced and share their postions / contributions with Lawn Chair Lyric audience	A	Kim Cashmore	Select One	
Terri Ebner will provide a party for all seniors to attend, with the theme centered around a cultrual celebratation.	A	Terri Ebner	Select One	
Museum staff will attend a meeting of District 102's ESL Parent Advisory Committee, to find out what else the museum and the park district could be doing to help our non-English speaking guests.	A	Debbie Fandrei	Select One	
Celebrate volunteer contributions by sending hand-written "thank you" notes after every production.	A	Lindsay Grandt	Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	

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**Goal Statement:** Community: Embrace cultural diversity. Encourage inclusion. Celebrate contributions of residents, board, staff and volunteers

Objectives	Quarter to be Complete	Staff	Status	Comments
Terri Ebner will coordinate meetings to find out when the park district bus is not being used for school programs. A trip will be planned for Board Members and volunteers.	B	Terri Ebner Kim Cashmore	Select One	
Museum staff will create an exhibit featuring the work and/or collections of a community member or community group.	B	Debbie Fandrei	Select One	
Work with NWSRA staff to create a Benefit Night for NWSRA participants to attend Big Deal Productions children and teen theatre performances at little or no cost.	B	Lindsay Grandt	Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	
	Select One		Select One	



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**Goal Statement:** Community: Embrace cultural diversity. Encourage inclusion. Celebrate contributions of residents, board, staff and volunteers

Objectives	Quarter to be Complete	Staff	Status	Comments
Celebrate contributions of the staff by recognizing individual and team accomplishments with hand written cards.	D	Ryan Risinger	Select One	
When we receive a compliment from a guest/staff member we will: 1) send a memo to that staff member, 2) give a SMILE award, 3) respond to the person who shared the compliment with a follow-up letter.	D	Kim Cashmore Recreation Dept.	Select One	
Speak with at least 10 different random residents each quarter about the Park District and get their honest feed back and ideas.	D	Mike Terson	Select One	
Continue to work as a member of the Link Together Coalition through OMNI Youth Services to reduce youth drug and alcohol use, which will result in a decrease in underage drinking in our parks.	D	Mike Terson	Select One	
Museum staff will partner with a local retirement facility to create a senior-driven exhibit.	D	Debbie Fandrei	Select One	
	Select One		Select One	
	Select One		Select One	