

FRANKFORT SQUARE PARK DISTRICT MASTER CALENDAR FISCAL YEAR FYE 4/30/17

ADMINISTRATION

Annual Ordinances

Prevailing Wage-June

Budget & Appropriation-July

Annual Abatement-October

Mini Bond-October

Tax Levy-December

Dates/Deadlines Description of Tasks/Programs/Events

MAY

May 1	Fiscal year begins Statements of Economic Interests due Lease payment to Diocese of Joliet 88th Ave. soccer fields
May 10	Toro 4000D Mower loan P&I
May 17	Senior Honor Night at LWN - Distribution of annual college scholarship awards by FSPD
May 18	Skid Steer loan P & I Staff meeting
May 19	Regular meeting of the Park Board Preliminary Agency Tax reports received from Office of the Cook County Clerk in late May

JUNE

	Distribute Employee Emergency Information forms to Department Heads Review the PDRMA FSPD agency contact list and update as needed
Mid-late June	PDRMA Property Reinsurance Renewal-Request for Authority email, response required Ancel Glink to provide Prevailing Wage ordinance
Mid-June	Agency Tax Rate Report received from Office of the Cook County Clerk
June 1	Yamaha Golf Cart leases (2) P&I Capital Improvement Loan, Principal only Network Computer Servers, Interest only Football Field Lighting loan, P&I, final payment, <i>invoice to Wildcats Football Organization</i>
June 16	Regular meeting of the Park Board, adoption of refunding Capital Improvement loan
June 17	File Prevailing Wage Ordinance with Secretary of State and IDOL, Prevailing Wage Division
June 20	Forward Prevailing Wage notice to <i>Frankfort Station</i> , request 6/29/19 publication date
June 21	Post draft of Budget & Appropriation Ordinance
June 22	Forward Budget & Appropriation Public Hearing notice to <i>Frankfort Station</i>

JULY

July 1	PDRMA Unemployment Consultants to forward end of season availability forms for seasonal staff Capital Improvement loan, Principal only (<i>final payment 7/1/17</i>) Yamaha Golf Cart leases (2) P&I Alternate Bond, Interest only Mini Bond Principal only Forward Project Status Report - Community Park Redevelopment grant project to IDNR
July 14	Budget & Appropriation Public Hearing legal ad publication
July 23	Vehicle lease (2)
July 27	Restaurant loan, Interest only
July 21	Regular meeting of the Park Board/Budget & Appropriation Public Hearing
July 22	File certified copies of the B&A Ordinance with Will and Cook County

AUGUST

August 1	Schedule 2 year refunding loan agreement for capital improvement loan, forward rate info to legal counsel
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Yamaha Golf Cart leases (2) P&I

August 8 Vehicle Lease P&I

August 18 Regular meeting of the Park Board at Square Links Golf Course - includes annual staff committee reports

August 22 Greensmaster Mower loan P&I

Early August Request signed end of season availability forms from seasonal staff, i.e. day camp, splash park, maintenance, and beautification

Executive Director to request proposal for funding of annual mini-bond

Late August Executive Director to contact Bond Counsel to begin annual abatement process

SEPTEMBER

Early September Executive Director to begin preparation of Truth-in Taxation legal notice, ordinance, resolution

Mid September Day to begin circulating petitions for April 4, 2017 Consolidated Election

September 1 Yamaha Golf Cart leases (2) P&I

September 15 Regular meeting of the Park Board

September 26 Tractor, Truck, Restroom Trailer loan interest only

September 27 Toro Mowers (2) loans P&I

OCTOBER

October 1 Yamaha Golf Cart leases (2) P&I
Alternate Bond, Interest only (Golf Course)

October 21 Board Meeting

October 22 Signed/sealed typewritten form of bond (mini-bond ordinance) forwarded to local bank
Mini Bond and Annual Abatement Ordinances filed at Will County Clerks' Office
FedEx Mini Bond and Annual Abatement Ordinances and related documents to
Chapman and Cutler, Bond Counsel

October 22 Dump Truck loan P&I

October 26 St. Francis ball field loan (P&I) *to be refunded via ordinance*

October 31 New Holland Wheel Loader loan P&I

NOVEMBER

Early November Provide list of Years of Service award to bookkeeper (full-time staff)
Executive Director to determine annual recognition for part-time staff

Mid-November Renewal application will be mailed to Square Links Golf Course. Application can be prepared, but must be held until PDRMA Certificates of Insurance become available in early December.

November 1 Yamaha Golf Cart leases (2) P&I

November 2 Executive Director/Director to attend annual PDRMA budget meeting
Forward Truth in Taxation Public Hearing notice to *Frankfort Station*, req 11/24 publication

November 10 Toro 4000D Mower loan Interest only

November 15 Annual Mini Bond payment

November 17 Regular meeting of the Park Board at Square Links Golf Course - includes annual staff committee reports

November 18 New Holland Skid Steer loan P&I *Final Payment*

November 24 Vehicle lease P&I
Legal Publication for Truth in Taxation Public Hearing

November 30 Mini Bond closing

DECEMBER

W-2's issued to all staff prior to December 30th

Executive Director to review maintenance and golf course daily meeting reports/attendance

Early-December Certificates of Coverage posted to PDRMA website, forward to agencies/businesses
Hand deliver Square Links liquor license application to Will County Liquor Control Commission, include COI
Forward certified list of persons required to file Statements of Economic Interest

Complete annual affidavit letter for Cook County tax exemption, forward to County
 Mid-December Provide College Scholarship applications to LWE PPS office-time with brochure release
 Jim and Audrey to meet with Paul Slade at OPTCB to review wire transfer to
 Amalgamated Bank-debt service Bond issues, due by January 1st
 Complete OSHA Form 300A-post summary page at time clocks
 December 5 Truth in Taxation Public Hearing
 Regular meeting of the Park Board, includes review of Executive Session minutes
 December 9 Network Computer Servers loan, P&I
 December 12-19 Petition filing period for Consolidated Election
 December 30 Wire transfers from OPTCB to Amalgamated Bank (Bond issues)
JANUARY
 Executive Director begins work on annual budget
 Executive Director to contact Bond Counsel to begin TAW process
 Letter sent to Village of Tinley Park Treasurer to request impact fees
 Early January Gold Medal application posted to NRPA website
 NOTE Illinois Use and Sales Tax Certificate for A La Cart expires 4/1/2017
 January 1 \$5mm General Obligation Bond P&I
 \$1.2 mm General Obligation Bond P&I
 \$1.87 mm Alternate Bond P&I
 Capital Improvement Loan, P&I
 January 15 Post income/expense summaries of F.A.N. & Dog Obedience programs on website
 January 19 Regular meeting of the Park Board
 January 26 Last day to forward Certificate of Ballot to Will & Cook County Clerk's Offices
FEBRUARY
 Notice of Class D liquor license expiration/renewal received from Cook County Liquor
 Commission.
 February 15 Provide original Will County liquor license to golf course manager
 February 16 Regular meeting of the Park Board, first draft of budget provided for review, TAW presented
 for adoption, amended Natural Areas Maintenance Policy considered, college scholarship judges
 are determined
 February 22 Toro Greensmaster Mower loan, Interest only
MARCH
 Late March Limiting Rate Calculation worksheets received from Will County Tax Extension Department
 Gold Medal application due, date to be provided by NRPA
 March 3 College Scholarship Application deadline
 March 16 Regular meeting of the Park Board, second draft of budget presented, TAW, if necessary
 included for adoption
 March 26 Tractor, Truck, Restroom Trailer loan P&I
 March 27 Toro Mowers (2) loans Interest only
 March 31 Review IDOL website to access new I-9 Form to be included in new employee packets
 Square Links liquor license expires
APRIL
 Approved Will County Tax Rate Calculation Report forwarded to Will County Tax Extension Dept.
 Executive Director conducts full-time personnel annual reviews
 Department Heads conduct key part-time personnel reviews
 Request Guardian vision/dental contributions from insurance agent, forward to senior bookkeeper
 Capital Improvements loan matures on 7/1/17. Begin contacting OPTCB for necessary refunding.
 Early April Request refunding of Capital Improvement loan through OPTCB and legal counsel
 Mid April Letter sent to Village of Tinley Park Chief of Police, requesting parking enforcement assistance
 at Hilda Walker/Union Creek Park

April 1	Deadline for Will County Clerk to notify persons required to file Statements of Economic Interest Golf Course Alternate Bond payment P&I Vehicle lease P&I
April 4	Consolidated Election
April 20	Regular meeting of the Park Board, Operating Budget adopted, Board authorizes transfer of funds for necessary budget adjustments
April 22	Dump truck loan payment, Interest only
April 26	St. Francis ball field loan Interest only
April 30	New Holland Wheel Loader loan, Interest only End of fiscal year

AUDITOR

Dates/Deadlines Description of Tasks/Programs/Events

MAY	
May 29	Operating Expenditures form completed and forwarded to PDRMA
JUNE	
Early June	Annual onsite audit begins
AUGUST	
	Audited Financial Statements received
OCTOBER	
October 31	Audited Financial Statement/AFR with State of Illinois Comptroller filing deadline

OFFICE

Dates/Deadlines Description of Tasks/Programs/Events

MAY	
	Reconcile prior month's cash and credit card deposits to bank statements Approve fiscal year budget adjustments in accounting software Update full time staff vacation benefit hours in accounting software Process staff payroll bi-weekly Process 403B contributions bi-weekly Process and wire transfer State/Federal FICA taxes bi-weekly Review accounts payable invoices weekly, process per due dates Process F.A.N. daily/swim sales through RecTrac Review preschool tuition payment records prior to graduation date Activate seasonal Splash Park and Day camp staff profiles
JUNE	
	Reconcile prior month's cash and credit card deposits to bank statements Process staff payroll bi-weekly Process 403B contributions bi-weekly Process and wire transfer State/Federal FICA taxes bi-weekly Review accounts payable invoices weekly, process per due dates Process F.A.N. daily sales through RecTrac Inactivate Preschool and BAS staff profiles in NOVAtime Summer Day Camp begins Office staff begin RecTrac fall brochure input
June 1	Office staff meeting
June 8	Wellness Committee Meeting
June 13	Annual onsite audit begins
JULY	
	Reconcile prior month's cash and credit card deposits to bank statements Process staff payroll bi-weekly Process 403B contributions bi-weekly

Process and wire transfer State/Federal FICA taxes bi-weekly
Review accounts payable invoices weekly, process per due dates
Process F.A.N. daily sales through RecTrac
BAS program registration begins for new school year
Anticipate delivery of office copier paper purchased through LWCHSD 210

July 6

Office staff meeting

July 13

Wellness Committee Meeting

AUGUST

Reconcile prior month's cash and credit card deposits to bank statements
Process staff payroll bi-weekly
Process 403B contributions bi-weekly
Process and wire transfer State/Federal FICA taxes bi-weekly
Review accounts payable invoices weekly, process per due dates
Process F.A.N. daily sales through RecTrac
Activate preschool and BAS staff profiles in NOVAtime

August 3

Office staff meeting

August 10

Wellness Committee Meeting

August 18

2016/17 BAS program begins

August 22

Fall program online registration begins

August 31

F.A.N. passes expire. Pass renewals and new registrations processed mid-month

SEPTEMBER

Reconcile prior month's cash and credit card deposits to bank statements
Process staff payroll bi-weekly
Process 403B contributions bi-weekly
Process and wire transfer State/Federal FICA taxes bi-weekly
Review accounts payable invoices weekly, process per due dates
Process F.A.N. daily sales through RecTrac
Splash Park closes for the season after the Labor Day weekend
2016/17 Preschool program begins
Seasonal maintenance, Splash Park and summer camp staff profiles inactivated in NOVAtime

September 1

Begin booking facility rental reservations for January and February, 2017

September 7

Office staff meeting

September 14

Wellness Committee Meeting

OCTOBER

Reconcile prior month's cash and credit card deposits to bank statements
Process staff payroll bi-weekly
Process 403B contributions bi-weekly
Process and wire transfer State/Federal FICA taxes bi-weekly
Review accounts payable invoices weekly, process per due dates
Process F.A.N. daily sales through RecTrac
Brookside Bayou garden plot renewals available for the following year
Office staff begins RecTrac winter/spring brochure input, completes by December

October 5

Office staff meeting

October 12

Wellness Committee Meeting

NOVEMBER

Reconcile prior month's cash and credit card deposits to bank statements
Process staff payroll bi-weekly
Process 403B contributions bi-weekly
Process and wire transfer State/Federal FICA taxes bi-weekly
Review accounts payable invoices weekly, process per due dates

Process F.A.N. daily sales through RecTrac
Inactivate seasonal golf staff profiles in NOVAtime
Fall priority dance registrations available for winter/spring program
Process renewals for garden plots and prepare lottery listing for next season
Proof winter/spring brochure information and prepare brochure codes
Current season golf passes early registration for following season begins

November 8

Office staff meeting

November 9

Wellness Committee Meeting (Ingalls Dietician Presentation - All Staff)

DECEMBER

Reconcile prior month's cash and credit card deposits to bank statements
Process staff payroll bi-weekly
Process 403B contributions bi-weekly
Process and wire transfer State/Federal FICA taxes bi-weekly
Review accounts payable invoices weekly, process per due dates
Prepare all other dance codes for costumes, company events, etc.
Process F.A.N. daily sales through RecTrac

December 1-12

Process Santa letters, mail to registrants

December 6

Office staff meeting

December 13

Wellness Committee Meeting (Kris Kringle Luncheon-All Staff)

JANUARY

Reconcile prior month's cash and credit card deposits to bank statements
Process staff payroll bi-weekly
Process 403B contributions bi-weekly
Process and wire transfer State/Federal FICA taxes bi-weekly
Review accounts payable invoices weekly, process per due dates
Process F.A.N. daily sales through RecTrac
Winter/spring registration begins
Office staff meeting

January 1

Facility rental reservations booked for March-December of current year

January 10

Office staff meeting

January 18

Wellness Committee Meeting (Ingalls Dietician Presentation - All Staff)

FEBRUARY

Reconcile prior month's cash and credit card deposits to bank statements
Process staff payroll bi-weekly
Process 403B contributions bi-weekly
Process and wire transfer State/Federal FICA taxes bi-weekly
Review accounts payable invoices weekly, process per due dates
Process F.A.N. daily sales through RecTrac
Inactivate seasonal golf staff profiles in NOVAtime
Preschool registration begins for the following year
Brookside Bayou garden plot drawing during Park Board Meeting

February 8

Wellness Committee Meeting

February 14

Office staff meeting

MARCH

Reconcile prior month's cash and credit card deposits to bank statements
Process staff payroll bi-weekly
Process 403B contributions bi-weekly
Process and wire transfer State/Federal FICA taxes bi-weekly
Review accounts payable invoices weekly, process per due dates
Process F.A.N. daily sales through RecTrac

Seasonal golf and maintenance staff profiles activated in NOVAtime
 Prepare brochure codes and registration forms for summer day camps
 Renewals and new golf pass memberships for the season are available
 March 8 Wellness Committee Meeting
 March 14 Office staff meeting

APRIL

Reconcile prior month's cash and credit card deposits to bank statements
 Process staff payroll bi-weekly
 Process 403B contributions bi-weekly
 Process and wire transfer State/Federal FICA taxes bi-weekly
 Review accounts payable invoices weekly, process per due dates
 Process F.A.N. daily sales through RecTrac
 Summer program registration begins
 Summer Day Camp registration begins
 Annual office copier paper ordered through Lincoln-Way District 210
 April 1 Golf course opens
 April 11 Office staff meeting
 April 12 Wellness Committee Meeting
 April 30 Dog Park membership passes expire

RECREATION

Dates/Deadlines Description of Tasks/Programs/Events

MAY

Designated staff/Board Members to attend LWN Senior Honor Night
 Director to attend SSSRA Family Banquet
 Dance recital rehearsal
 Dance recital
 Rett Syndrome Strollathon at Union Creek Park
 Fall program information due
 Splash Park opens, weather permitting - discuss maintenance needs with Supt. of Parks
 Day camp training and parent night
 Play camp training
 Splash Park Training
 ELC PRESCHOOL (2017)

May 3 Preschool staff meeting
 May 8 Computer Class-last class of the year
 May 11 Mother's Day Teas 3 year old classes
 May 18 Last day of class - 3 year old classes
 May 19 Last day of class - 4 year old classes
 May 22 Graduation - 5:00 p.m. and 7:00 p.m.
 May 23 Graduation - 5:00 p.m.

GIRLS SOFTBALL

League play begins

GOLF LESSONS

Check golf lessons and league participation numbers
 Provide rosters to golf instructor

BASKETBALL PROGRAMS AND CAMPS (SESSION 1)

Check participation numbers
 Confirm sufficiency of aides/staff
 Check for skip dates

Organize supplies

ADULT FALL SOFTBALL LEAGUES

May 24

Resident registration begins
Provide registration forms to front office

May 31

Non resident registration begins

BOYS RUNNING CAMP

Check participation numbers
Email rosters to camp instructor

JUNE

Proof fall brochure information
Send out intent to return for BAS staff in the fall
Prepare for fishing derby

LITTLE NINJAS/TRADITIONAL KARATE

Pay instructor after last class
Check participation numbers for next session
Confirm class dates/check for skip dates

LITTLE KICKERS/INSTRUCTIONAL OUTDOOR SOCCER

Give rosters to soccer instructor
Attend first class

JUNIOR GOLF TOURNAMENT

Check participation numbers
Complete preparations for tournament:
Order awards, prizes, etc.

PARENT/CHILD SCRAMBLE GOLF TOURNAMENT

Check participation numbers
Complete preparations for tournament:
Order awards, prizes, etc.

GIRLS SOFTBALL

Distribute trophies to coaches
Send out reminder to coaches regarding return of softball equipment and equipment box key
Ask Diane to prepare and mail credits to coaches upon receipt of equipment

JULY

Fall brochure to printer
Fall brochure to post offices
Complete fall seasonal website update
Complete *Frankfort Villager* article
Gather return forms from BAS staff and determine how many new hires are needed
Look at applications and interview new staff
Check fall dance enrollment numbers, meet w/ Donnette to determine cancellations or changes

LITTLE KICKERS/INSTRUCTIONAL OUTDOOR SOCCER

Attend last class
Have soccer instructor return soccer balls and orange cones

CO-ED SUMMER BASKETBALL CAMP (SESSION II)

Check participation numbers
Give rosters to instructor
Schedule hall monitor
Pay instructor after last day of basketball program (skills & drills)

LITTLE NINJAS/TRADITIONAL KARATE

Check participation numbers

Give rosters to instructor

AUGUST

Fall program registration begins

BAS staff training

BAS training

Contact Summit Hill School District to confirm bus routes and times for the 2016/17 school year

Contact Santa for Lunch with Santa event

Continue to monitor dance numbers

Attend IPRA/IAPD Conference

August 15

ELC Preschool staff meeting

GIRLS FALL LACROSSE LEAGUES

Send updated rosters to IGLAX every other day (last week in August)

Ensure participants register on the IGLAX website

TONING WITH WEIGHTS

Check participation numbers

Confirm dates/check for skip dates

Get rosters to instructor

HATHA YOGA

Check participation numbers

Confirm dates/check for skip dates

Get rosters to instructor

KICKBOXING CIRCUIT

Check participation numbers

Confirm dates/check for skip dates

Get rosters to instructor

ZUMBA

Check participation numbers

Confirm dates/check for skip dates

Get rosters to instructor

LITTLE NINJAS/TRADITIONAL KARATE

Pay instructor after the last class

Check participation numbers for next session

Confirm dates/check for skip dates

ADULT SUMMER SOFTBALL LEAGUES

Attend the playoff games

Submit payouts with payroll and have them mailed to coaches

CHICAGO FIRE FALL SOCCER LEAGUE

Check participation numbers

Confirm shirt sizes for registered participants

Confirm dates/check for skip dates

Get rosters to instructor with shirt sizes

Contact Jeff Shoemaker for trophies

Confirm picture day with TSS Photography and school

- Prepare picture day schedule and provide order forms to coaches

GOLF LESSONS

Check participation numbers

Confirm dates/check for skip dates

Give rosters to golf instructor (Ken Buss)

SEPTEMBER

Close Splash Park after Labor Day

Contact venue for dance recital

Drop Zone

Have portable restrooms delivered to parks based on fall programming

Request that portable restrooms, no longer needed/used, be picked up

ELC PRESCHOOL

September 8 Preview Day - 3 year old classes

September 9 Preview Day - 4 year old classes

September 12 First day of school - 4 year old classes

September 13 First day of school - 3 year old classes

September 29 Lion's Club Vision Screening

LITTLE KICKERS/INTERMEDIATE INDOOR SOCCER

Check participation numbers

Contact lead instructor and have him/her sign out a key for the school

Confirm dates/check for skip dates

Organize supplies

- Size 3 soccer balls, orange cones, and nets

- First aid kit, roster, program dates, and emergency contact information

Attend the first class

PEE WEE SPORTS/LITTLE BULLS

Check participation numbers

Confirm dates/check for skip dates

Contact lead instructor and have him/her sign out a key for the school

FLOOR HOCKEY

Check participation numbers

Confirm dates/check for skip dates

Contact lead instructor and have him/her sign out a key for the school

Organize supplies

- Hockey sticks, pucks, and nets

- First Aid kit, roster, program dates, and emergency contact information

ADULT FALL SOFTBALL LEAGUES

Prepare league schedules

Contact and confirm dates with umpire coordinator

Contact concession stand employee(s)

Stock concession stand with product

Order softballs (if needed) through NSA softball

Register teams on NSA website

September 24 **OCTOBER** College Scholarship Day of Golf Tournament at Square Links

Winter/spring brochure information due to Anna

Complete Frankfort Villager Newsletter article

NRPA Congress

Schedule removal of portable restrooms

Contact DJ and photographer for Daddy/Daughter dances

Gather program info and send to Anna

Talk with Donnette about any changes to winter/spring dance class offerings

Have all portable restrooms picked before the end of the month

ELC PRESCHOOL

October 5 Preschool staff meeting

October 6 Picture Day - 3 year old classes
October 7 Picture Day - 4 year old classes
October 10 No School - Columbus Day
October 21 Fire Department visit - 4 year old classes
October 27 Halloween Party and Hayrides - 3 year old classes
October 31 Halloween Party and Hayrides - 4 year old classes

SATURDAY CO-ED INDOOR SOCCER LEAGUE

Check participation numbers
Choose and contact coaches
Contact Tim Carlson and Ken Balcerzak about refereeing this season
Create practice/league schedules
Contact and schedule hall monitor(s)
Provide school custodians a copy of league schedule
Divide teams
Organize supplies

- Soccer balls
- First aid kits, schedule, rosters, and emergency contact info for hall monitor(s)
- Whistles for referees (extra)

Prepare coach's packet (schedules, registration forms, rosters, and rules)
Attend games (beginning, middle, and end of season)
Contact Jeff Shoemaker and order trophies (in November)

CHICAGO FIRE FALL SOCCER LEAGUE

Distribute trophies to coaches
Ask Diane to prepare and mail credits to coaches

LITTLE NINJAS/TRADITIONAL KARATE

Pay instructor after the last class
Check participation numbers for the next session
Confirm class dates/check for skip dates

TONING WITH WEIGHTS

Check participation numbers
Confirm dates/check for skip dates
Get rosters to instructor

HATHA YOGA

Check participation numbers
Confirm dates/check for skip dates
Get rosters to instructor

KICKBOXING CIRCUIT

Check participation numbers
Confirm dates/check for skip dates
Get rosters to instructor

ZUMBA

Check participation numbers
Confirm dates/check for skip dates
Get rosters to instructor

ADULT FALL SOFTBALL LEAGUES

Attend the playoff games
Submit payouts with payroll and have them mailed to coaches
Close up the concession stand at Champions Park

LITTLE KICKERS/INTERMEDIATE SOCCER

Attend the last class

Contact instructor to return key to school, soccer balls, and orange cones

NOVEMBER

Proof winter/spring brochure information

Winter/spring brochure to the printer

Confirm Santa and entertainment for Lunch with Santa

Contact staff to work the Lunch with Santa

Training

- Attend Risk Management Institute
- Attend CPR Instructor Training
- Attend PDRMA Help Training

ELC PRESCHOOL

November 2

Preschool staff meeting

November 7

First day of computer class-4 year old classes (held on Mondays 9:45 a.m.-12:10 p.m.)

November 8

November 17

November 21-25

PEE WEE SPORTS/LITTLE BULLS

Pay instructor after invoice is submitted

Contact instructor to return key to school

FLOOR HOCKEY

Attend the last class

Contact instructor to return key to school

ESCAPADES

Book field trips for December Escapades

Book busses for December Escapades

Publish December Escapades flyer

DADDY DAUGHTER DANCES

Confirm DJ

Confirm entertainment

Confirm photographer

LUNCH WITH SANTA

Confirm Santa's attendance

Confirm entertainment

Order decorations and supplies as needed

Confirm food order

TINY TOT PROGRAMS

Monitor numbers for second session classes

Confirm dates and times for winter/spring classes

Publish flyers and distribute to current classes and social media

Gather materials as needed

PRESCHOOL PROGRAM PARTIES

Publish flyers for December Parties

Monitor numbers for November parties

Confirm instructor and agenda for all classes; gather materials as needed

DANCE

Confirm dates for December practices in Mary Drew

Send practice date information to John for addition on facility calendar

DECEMBER

Winter/spring brochure to the post offices

Complete winter/spring seasonal website update

Schedule performers for Summer Concert Series and Local Music Showcase
Oversee Lunch with Santa event
Monitor dance numbers for winter/spring classes
Begin to work on Winter Project List for LCR corrections

ELC PRESCHOOL

December 7 Preschool staff meeting
December 19 Holiday Open House (PM) 4 year old classes
December 20 Holiday Open House 3 year old classes
Dec 23-Jan 6 No School - Holiday Break

HOLIDAY BASKETBALL CAMPS

Check participation numbers
Give rosters to instructor
Confirm dates with the school
Schedule hall monitor
Pay instructor after last day of camp

SHOOTING STARS CO-ED BASKETBALL LEAGUE

Check participation numbers
Choose and contact coaches
Contract instructor/referee (Dave Esterkamp)
Create practice league schedules
Contact and schedule hall monitor(s) if needed
Give school custodians a copy of league schedule
Divide teams
Organize supplies

- Basketballs
- First-aid kits, schedule, rosters, and emergency contact info for hall monitor(s)
- Whistles for referees (extra)

Prepare coach's packet (schedules, registration forms, rosters, and rules and rotation sheets)
Attend games (beginning, middle, and end of season)
Contact Jeff Shoemaker and order trophies

ESCAPADES

Complete and publish all flyers for January Escapades
Book all field trips
Book buses
Complete agendas and information
Gather materials as needed

LUNCH WITH SANTA

Oversee event
Complete post event wrap up and survey
Send thank you to Santa and entertainment
Turn in all purchase receipts
Finalize event summary and file in special events binder

DANCE

Begin search for new videographer

ART

Gather all supplies as needed
Decorate one glass cabinet with art samples
Publish flyers and social media posts

PARENTS' NIGHT OUT

- Confirm staff availability
- Order all food and materials needed
- Confirm availability of facility
- Schedule hall monitor
- Confirm ability of staff to open/close facility
- Program checklist and agenda

JANUARY

- Winter/spring program registration begins
- Summer brochure information due to Anna (3rd Friday in January)
- PDRMA Safety Coordinator Webinar
- Finalize contracts for summer concert performers
- Contact and confirm Easter bunny/entertainment for Lunch with the Bunny
- Send out intent to return forms for day camp, play camp, Splash Park
- Monitor dance enrollment numbers and make any necessary changes to classes
- Continue work on PDRMA LCR projects

January 9

- New Programs Begin
 - Watch numbers
 - Confirm with instructors
 - Hire and assign hall monitors
 - Complete special instructions sheets as needed
 - Attend and evaluate programs

January 19-21

- Attend IPRA Conference
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- ELC PRESCHOOL

January 9

- Preschool resumes

January 11

- Preschool staff meeting

January 16

- No School - MLK Holiday

PREPARE FOR SUMMER DAY CAMP

- Gather staff return forms from summer staff to determine who will be returning
- Advertise summer help needed
- Determine how many summer staff need to be hired
- Begin to contact venues for field trips

PREPARE FOR PROGRAMS TO BEGIN

- All tasks to be completed prior to first day of each program
 - Watch participation numbers
 - Hire aides and hall monitors
 - Prepare supplies
 - Communicate with instructors
 - Provide school custodians with special instructions if needed
 - Attend programs (start, middle, and end)

BASKETBALL (YOUTH CO-ED AND GIRLS LEAGUE)

- Check participation numbers
- Choose and contact coaches
- Contact Brian Panek - referee scheduler
- Contact Tim Carlson and Dennis Persic about refereeing this season
- Create practice/league schedules
- Contact and schedule hall monitor(s)
- Give school custodians a copy of league schedule
- Divide teams

Organize supplies

- Basketballs
- First-aid kits, schedule, rosters, and emergency contact info for hall monitor(s)
- Whistles for referees (extra)

Prepare coach's packet (schedules, registration forms, rosters, and rules and rotation sheets)

Attend games (beginning, middle, and end of season)

Contact Jeff Shoemaker and order trophies

SATURDAY CO-ED INDOOR SOCCER LEAGUE (SESSION I)

Distribute participation awards

Ask Diane to prepare and mail credits to coaches

SATURDAY CO-ED INDOOR SOCCER LEAGUE (SESSION II)

Check participation numbers

Choose and contact coaches

Schedule referees and hall monitor(s)

Create practice/league schedules

Give league schedule to hall monitor(s) and school custodians

Divide teams

Prepare coach's packet (schedules, registration forms, rules, rosters)

LITTLE KICKERS/INTERMEDIATE SOCCER

Attend the last class

Contact instructor to return key to school, soccer balls, and orange cones

ESCAPADES

Confirm buses and field trips

Complete agenda and information

Gather all materials needed

Book field trips for February

Book buses for February

SUMMER PROGRAMS

Distribute and collect all intent to return forms for Day Camp, Play Camp, and Splash Park Staff

Begin interview process for new staff after assessing current staffing situation

SPECIAL EVENTS

Confirm Bunny for Lunch with the Bunny

Count eggs and determine needed materials to stuff

Plan and confirm parties with instructors

Publish flyers for spring events

Confirm facility for Daddy Daughter Dance

Gather decoration and complete all planning for event

- Layout
- Attendance
- Table markers
- Decorations
- Emergency plans
- Staffing plans
- Food plans

Materials checklist

- Confirm contractors
- Confirm staff scheduling
- Confirm menu

FEBRUARY

Proof summer brochure

Write *Frankfort Villager* article
Update NRPA PRORAGIS
Breakfast with the Clergy at Lincoln-Way Central High School
Contact photographer for dance pictures
Contact videographer for dance recital

ELC PRESCHOOL

February 1 Preschool staff meeting
February 13 Valentine's Day Party - 4 year old classes
February 14 Valentine's Day Party - 3 year old classes
February 16 Preschool Parent Conferences for 4 year old classes 3:00-7:00 p.m.
February 17 No School - SHSD 161 Teacher's Institute
February 20 No School - President's Day

SATURDAY CO-ED INDOOR SOCCER LEAGUE (SESSION II)

Attend games (beginning, middle, and end of season)
Contact Jeff Shoemaker and order participation awards

FLOOR HOCKEY

Attend first and middle classes

LITTLE ALL STARS

Check participation numbers
Confirm dates/check for skip dates
Contact lead instructor and have him/her sign out a key for the school

PEE WEE SPORTS

Check participation numbers
Confirm dates/check for skip dates
Contact lead instructor and have him/her sign out a key for the school

GIRLS SOFTBALL League (10u, 12u, and 14u)

Check participation numbers
Choose and contact coaches
Check inventory on softball equipment

- Softballs, helmets, bats, catchers' gear, face guards, uniforms, hats, and bags

Order new equipment/softballs and score books
Divide teams
Schedule meeting with FSBL and discuss field usage

ADULT SUMMER - LEAGUES

Resident registration begins the first Tuesday of February
Have registration forms ready at the front counter
Non-resident registration begins the second Tuesday of February
Clean concession stand prior to Health Department inspection

FAMILY FAIRE

Attend monthly meetings
Complete event prep

SHOOTING STARS CO-ED BASKETBALL LEAGUE

Check participation numbers
Choose and contact coaches

LITTLE NINJAS/TRADITIONAL KARATE

Pay instructor after the last class
Check participation numbers for the next session
Confirm class dates/check for skip dates

TONING WITH WEIGHTS

Check participation numbers
Confirm dates/check for skip dates
Get rosters to instructor

HATHA YOGA

Check participation numbers
Confirm dates/check for skip dates
Get rosters to instructor

KICKBOXING CIRCUIT

Check participation numbers
Confirm dates/check for skip dates
Get rosters to instructor

ZUMBA

Check participation numbers
Confirm dates/check for skip dates
Get rosters to instructor

GOLF COURSE

Confirm lesson availability with instructor (Ken Buss)
Confirm Golf Demo Day date
Email high school golf coaches to submit golf dates

DADDY/DAUGHTER DANCE PREP

Watch registration numbers
Confirm contractors
Schedule staff (5 people for each dance)
Plan menu
Purchase supplies, giveaways, and decorations
Give maintenance the set up the week before the dances
Oversee event

DADDY/DAUGHTER DANCE POST EVENT TASKS

Complete post event wrap up
Send surveys
File in binder

FIELD USAGE

Prepare usage sheets and binder
Determine fields for girls softball and enter into binder
Enter fields for baseball into binder
Meet with league representatives after Jim gets info from FSBL
Determine fields for private teams and enter into binder

PREPARE FOR PROGRAMS TO BEGIN

All tasks to be completed prior to first day of each program
Watch participation numbers
Hire aides and hall monitors
Prepare supplies
Communicate with instructors
Provide school custodians with special instructions if needed
Attend programs (start, middle, and end)

ESCAPADES

Confirm buses and field trips
Complete agenda and information
Gather all materials needed
Book field trips for March

Book buses for March

MARCH

- Summer brochure in to the printer
- Summer brochure to the post offices
- Complete summer seasonal website update
- Complete *Frankfort Villager* article
- Review college scholarship applications
- Order portable restrooms before the end of the month
- Look at applications and contact people for interviews for summer help
- Confirm entertainment for Lunch with the Bunny
- Continue to contact venues for field trips for summer camp
- Update summer staff manuals
- Begin to put programs together for recitals
- Begin to gather money for dance recital costumes

ELC PRESCHOOL

March 1 Preschool staff meeting

March 6 No School - Pulaski Day

March 27-31 No School - Spring Break

BASKETBALL (YOUTH CO-ED AND GIRLS LEAGUE)

- Distribute participation awards
- Ask Diane to prepare and mail credits to coaches

SATURDAY CO-ED INDOOR SOCCER LEAGUE

- Distribute participation awards
- Ask Diane to prepare and mail credits to coaches

FAMILY FAIRE

- Attend event
- Set up and staff FSPD display table
- Prepare organized activity

FLOOR HOCKEY

- Attend the last class
- Contact instructor to return key to school

LITTLE KICKERS/INTERMEDIATE SOCCER

- Attend the last class
- Contact instructor to return key to school, soccer balls, and orange cones

GOLF LESSONS (SPRING SESSIONS)

- Check participation numbers
- Give rosters to golf instructor

ESCAPADES

- Confirm buses and field trips
- Complete agenda and information
- Gather all materials needed
- Book field trips for April
- Book buses for April

APRIL

- Summer program registration begins
- Submit Summit Hill School District 161 facility usage request forms
- Stephen Smith Family Fun Run at Union Creek
- Finalize new hires for summer help
- Confirm and finalize field trips for summer camp
- Put together day camp field trip transportation info and send to Mo at LW transportation

Confirm photographer and videographer for dance pictures and recital
Confirm with venue for dance rehearsal and recital
Finalize programs for dance recital and send to printer
Print dance tickets

ELC PRESCHOOL

April 3 School resumes
April 5 Preschool staff meeting
April 12 Bunny Hop Party - 4 year old classes
April 13 Bunny Hop Party - 3 year old classes
April 14 No School - Spring Holiday
April 17 No School - Spring Holiday

ILLINOIS GIRLS FALL LACROSSE SPRING LEAGUE (FUNDAMENTALS CLINIC)

Send updated rosters to IGLAX every other day (last week in August)
Ensure participants register on the IGLAX website

GIRLS SOFTBALL

Outdoor practices begin
Confirm field availability
Prepare practice schedules
Confirm picture day with TSS Photography and school
▪ Prepare picture day schedule and pass out picture order forms to coaches

ADULT SOFTBALL LEAGUES

Prepare league schedules
Contact and confirm dates with umpire coordinator
Contact concession stand employee(s)
Stock concession stand with product
Order softballs, rule books, and scorebooks through NSA softball
Register teams on NSA website

LITTLE NINJAS/TRADITIONAL KARATE

Pay instructor after the last class
Check participation numbers for the next session
Confirm class dates/check for skip dates

PEE WEE SPORTS/LITTLE ALL-STARS

Pay instructor after the last class
Contact instructor to return key to school

ESCAPADES

Confirm buses and field trips
Complete agenda and information
Gather all materials needed
Book field trips for May
Book buses for May

MAINTENANCE

Dates/Deadlines Description of Tasks/Programs/Events

MAY

Set up and clean up Union Creek Park for IRSF Strollathon
Set ups and take downs for ELC preschool graduations
Gold Medal video shoot at various park locations
Power wash picnic shelters
District-wide litter pick-up

Semi-annual HVAC inspection and service - Air Quality

Broadleaf weed control: schools, athletic fields, boulevards, open park areas, Kiwanis hill

DIRT WORK - AERATE, TOP-DRESS, SEED & FERTILIZE

Football fields - Practice and game fields at Union Creek and Champions Parks

Soccer fields - Rogus School

Dog Park - Union Creek Park

Tree stump grindings - Plank Trail Park

Ruts & turf damage - Champions Park

Arbor Park "short cut"

Playground area bare spots/holes - LaPorte Meadows

Shave and top old tree rings with dirt & seed

Plow and salt damage

Inspect all outdoor lighting: athletic/parking/building schedule repairs

Monthly string trimming of "issue spots"

START UPS

Irrigation - Chubasco

Splash Park - Clean and power wash

TREE TRIMMING AT THE FOLLOWING LOCATIONS:

Square Links Golf Course

"Shrubby" maples - Champions, Union Creek, & Woodlawn Parks

Honey locust at Community Park tennis court

Frisbee Golf Course at Indian Boundary South Park

Summit Hill Junior High School

Osage orange at Ridgefield Park

Branches & scrub removal at Indian Trail ditch

Suckering trees along Mary Drew Parkway and Champions Park practice football field

JUNE

Prep for outdoor concerts and movies at Island Prairie bandshell

Irrigation: weekly inspections, adjustments, repairs begin

Boardwalk project begins

Asphalt projects

Seal Brookside Bayou concrete

Non-selective herbicide spraying - refer to list of locations and safety precautions (Apr,June,Aug)

Aerate sports fields

Athletic field, park and grounds, tennis court inspections - 3 times per year

JULY

Fire extinguisher annual inspection - Cintas

GCA contract renewal - July 1-June 30

Semi-annual floor maintenance, GCA to buff Community Room, Kitchen, and preschool rooms.

Prep for outdoor concerts and movies at Island Prairie bandshell

Prep for Fishing Derby at Woodlawn Park

Baseball field maintenance and restoration of 2/3 fields at season end

Power wash picnic shelters

Sealcoating projects

Community Garden - Square Links Golf Course

Waterseal boardwalks

Soccer field set-up/prep paint sprayer

AUGUST

Fishing derby at Woodlawn Park

DIRT WORK (fall) - AERATE, TOP-DRESS, SEED & FERTILIZE

- Baseball fields, district-wide

- Soccer fields - Rogus School

Tree trimming/tree removal (fall)

Outdoor concerts at bandshell

Soccer at Rogus

Athletic field, park & grounds, tennis court inspections - 3x's per year

SEPTEMBER

Cub Scout fishing derby at Woodlaswn Park

Contact Reinders to schedule mid-October removal of pond aerators

Painting projects

Stump grinding

September 24

College Scholarship Day of Golf Tournament at Square Links

OCTOBER

Service Sanitation scheduled to remove restroom trailer for winter storage, after SSSRA Oktoberfest

Snow blowers serviced and ready

RPZ's outbuildings plumbing turned off and winterized

Plank Trail Bank 5k - golf carts delivered to and picked up from event

Snow plows and salt spreaders cleaned, prepped, tested and ready

Ice rink plan

Early October

SSSRA Oktoberfest at UC

Mid October

Summit Hill School District 161 5K

Soccer at Rogus ends

Late October

Pumpkins and hay rides

Fall baseball ends

Girl Scouts scarecrow fest

NOVEMBER

Mowers, trucks, trailers, and all small engine equipment to be cleaned, serviced, repaired and stored, ready to go next spring

LWNHS Band Booster Wreath Sale pole barn #2-mid November

Snow plow schedule (holidays & vacation requests)

Snow removal safety training

Ice rink equipment training

Making Ice safety training and staff scheduling expectations

Garbage cans in winter locations

Tennis, volleyball nets, speed bumps in for the season

November 30

Christmas tree set up in the lobby

DECEMBER

Budgeting and capital project planning

Picnic table and garbage can maintenance

JANUARY

Budgeting and capital project planning

Finalize contracted mowing agreements for the upcoming season

Late January

Attend IPRA/IAPD conference

FEBRUARY

Set up and take down for Daddy/Daughter dances

Finalize Reinders agreement for the upcoming season

GCA to strip and wax Community Room, kitchen, and preschool rooms

MARCH

Golf course opens for the season

Set up and take down Lunch With the Bunny

Prep for Moonlight Eggs-ploration at Island Prairie
 Picnic tables out and secured for the season
 Spring Training Day for seasonal staff (spring break weekend)
 Test and prep all herbicide sprayers - order parts, make repairs
 Finalize upcoming season's asphalt projects

APRIL

Super Scout Community Clean Up Day
 Stephen Smith Family Fun Run
 Community Center & Nature center annual Fire Panel / Sprinkler System inspection.
 Tyco Fire
 Tinley Park Fire Dept Inspections of Union Creek / SSSRA buildings
 RPZ's outbuildings plumbing turned on and hooked up
 Tinley Park and Frankfort RPZ certified inspections submitted by plumber
 Baseball fields:

- garbage & litter
- pitchers mounds
- infield/outfield lips - aerate, broom & roll
- UC#1 - 2x8 (match UC#4) to prevent rain water sheeting off asphalt onto ballfield

Non selective herbicide spraying, refer to list of locations & safety precautions (April/June/August)
 Broadleaf weed control: schools, sport fields, boulevards, open park areas, Kiwanis hill
 Rogus soccer area north edge – non selective herbicide sprayed (followed w/seed in 2 weeks)
 Garbage cans in summer locations, order new cans as needed
 Tennis nets, volley ball nets, basketball nets put out for the season
 Speed bumps out for the season
 Power broom paths
 Snow removal equipment and Zamboni cleaned, serviced, repaired & stored-ready to go in fall
 *Monthly string trimming of “issue spots” begins:

- LWN Park between creek & Graceland
- Kinston & Laurel triangle
- Mary Kenny hill fence
- Mary Drew Drive (slope mowing)
- Hoffman (slope mowing)
- LWNHS (slope mowing)

Athletic field, park & grounds, tennis court inspections – 3 x's per year

Early April

FSBL practices and games begin
 Election Day in the Nature Center

Mid April

Mowing begins

Late April

FSBL parade and opening day ceremonies

MAINTENANCE - BEAUTIFICATION

Dates/Deadlines Description of Tasks/Programs/Events

MAY

Complete and submit EPA Prescribed Burn Permit application
 Propagation class
 Milkweed sale
 Contact SHSD 161 t0 schedule summer herbicide applications at all schools
 Weed control to Interpretive Garden pathways
 Apply larvicide to rain barrels/areas by boardwalk, as needed
 Swamp coolers operation, check and ready
 Weeding of green roofs

Plant second crop of natives in greenhouse
Native planting
Native mowing RCG to prevent seeding
Pre-emergent herbicide application to landscaped areas week of May 1st

Week of May 1
JUNE

Island Prairie boardwalk extension construction
Trimming of Interpretive Garden pathways
Watering

1st week of June
JULY

Annual planting

General maintenance - site maintenance, weed control, mulching, etc., as needed
Volunteers begin native seed collection

AUGUST

General maintenance - site maintenance, weed control, mulching, etc., as needed

SEPTEMBER

Compost removal from Brookside Bayou Park
Send letters to Community Gardeners re: final clean-up of garden beds-first day of fall
NPDES permit NOI submittal - current expires October, 2021

OCTOBER

Covering of garden beds in Brookside Bayou community gardens
Burn letter prep and delivery
Rain barrel removal
Greenhouse exterior window washing

Week of Oct. 20
NOVEMBER

Apply pre-emergent to landscaped areas, including school sites

Greenhouse cleaning and sterilization
Install insulation on greenhouse cooling units for winter
Herbicide license renewals
Herbicide training registration for associates needing to renew licenses and test
Renewal of migratory bird permit
Renewal application for IDNR Scientific Salvage permit
Walk-behind mowing for easier snow removal at Nature Center
Native seed cataloging, organization, and storage
120-day seed stratification for native propagation-1st crop

DECEMBER

Native seed ordering and planting plan for following year's native crops
Department of Interior salvage reporting
Woody removal and herbicide application
Assess staffing needs
90-day seed stratification for native propagation-1st crop

JANUARY

60-day seed stratification for native propagation-1st crop
Winter sowing, as weather permits
Community Garden marketing for lottery, if needed
Secure volunteers for native planting in March

January 31
FEBRUARY

Deadline to submit Annual Scientific Permit report

Conduct lottery for Brookside Bayou Community Gardens at Board Meeting
Schedule and sent invitations to current plot holders
Community Garden annual meeting, post lottery
Greenhouse cleaning in preparation for native propagation

30-day seed stratification for native propagation-1st crop
Secure volunteers for April ELC visits

MARCH

Annual Brookside Bayou Community Gardens meeting
Larvicide training - Will County Health Department in Joliet
Spring staff training
Begin spring clean-up as weather permits
1st Wk of March Begin native propagation-1st crop
Call Mike from Saunoris to place annual Zinnia order

APRIL

Conduct weed control at D161 schools during spring break
Install rain barrels
Prepare swamp units for season
Weed green roofs
Super Scout Community Clean Up and luncheon
ELC preschool visits to Nature Center

MAINTENANCE - GOLF COURSE GROUNDS

Dates/Deadlines	Description of Tasks/Programs/Events
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MAY

	Inspect AC unit filters throughout month
May 3	Deliver flower boxes to Saunoris for planting
May 10	Unplug balls
May 26	Pick up flower boxes from Saunoris

JUNE

June 1	Fertilize tees/fairways
June 2	Inspect AC unit filters throughout month
June 14	Maintenance-unplug balls
June 17	Equipment inspection sheets

JULY

	Inspect AC unit filters throughout month
July 11	Spray for grubs
July 12	Maintenance-unplug balls and spray for grubs
July 13	Spray for grubs
July 14	Spray for grubs
July 15	Spray for grubs

AUGUST

	Check AC unit, filters regularly throughout month
August 9	Maintenance to unplug balls
August 15	Begin fall overseeding
August 22	Call Burris to reserve compressor for irrigation blow down

SEPTEMBER

	Scout for grub damage all month
	Check AC unit, filters regularly throughout month
September 12	Begin fall aeration
September 13	Maintenance to unplug balls/fall aeration
September 14	Fall aeration
September 15	Fall aeration
September 16	Fall aeration
September 24	College Scholarship Day of Golf Tournament at Square Links

OCTOBER

Scout for grub damage all month
 October 11 Maintenance to unplug balls
NOVEMBER
 November 1 Snow mold application to greens and tees
 November 2 Late season fertilization of fairways for next spring
 November 8 & 9 Blow out irrigation system

DECEMBER
 Course closed

JANUARY
 Course closed

FEBRUARY
 Course closed

MARCH
 Early March Course clean up/set up
 Golf course staff training
 Parks staff training

APRIL
 Early April Turn on irrigation/begin test and repairs
 Mid April Unplug balls
 POA seedhead control
 Crabgrass pre-emerge
 Spray boulevards

RISK MANAGEMENT

MAY
 Early May AED inspections
 May 11 PDRMA Administrative review (LCR)
 May 25 Safety Committee Meeting

JUNE
 Early June AED inspections
 June 8 Red Light, Green Light - module training review
 June 22 Safety Committee Meeting

JULY
 Early July AED inspections
 Office/Administration/Recreation Staff - vehicle record check
 Fire extinguisher re-check
 July 27 Safety Committee Meeting

AUGUST
 Early August AED inspections
 Returning Recreation staff training
 First aid supply inventory
 BAS/ELC staff vehicle record check
 Vehicle binder inventory
 August 4 PDRMA Recreation review (LCR)
 August 24 Safety Committee Meeting

SEPTEMBER
 Early September AED inspections
 September 9 PDRMA Golf Course review (LCR)
 PDRMA Risk Management grant application submission deadline
 September 28 Safety Committee Meeting

OCTOBER

Early October	AED inspections PDRMA LCR final results
October 26	Safety Committee Meeting Golf Course staff - vehicle record check Prep meeting on training Golf staff training Parks staff training
October 28	Due date for PDRMA Risk Management grant award follow-up (Green-Yellow-Red)
NOVEMBER	
Early November	AED inspections
November 4	Deadline for PDRMA LCR
November 18	PDRMI RMI
November 23	Safety Committee Meeting
DECEMBER	
Early December	AED inspections
December 28	Safety Committee Meeting
JANUARY	
Early January	AED inspections
January 25	Safety Committee Meeting
FEBRUARY	
Early February	AED inspections
February 22	Safety Committee Meeting Review department training plans
MARCH	
Early March	AED inspections Schedule LCR New pre-season staff orientations First aid supply inventory Vehicle binder inventory Golf Course staff - vehicle record check Prep meeting on training Golf staff training Parks staff training
March 22	Safety Committee Meeting
April	
Early April	AED inspections Day Camp staff - vehicle record check
April 26	Safety Committee Meeting