



**RECREATION DEPARTMENT
MONTHLY REPORT
September - October
2011**

STAFF: Norma Jean Page, Recreation Director
Karrie Ferrell, Assistant Director (programs)
Ben Hull, Recreation Supervisor (athletics)
Will McElheny, Recreation Supervisor (special events)
Christina Willson, Community Specialist
Miklos "Nick" Bako, Parks & Grounds Supervisor
Shelia Redmon, Parks & Facilities Specialist

ATHLETICS

Ben Hull

Adult Sports

Adult Fall 3 on 3 Basketball

Registration was held August 1st – 26th. Games are played on Tuesday evenings. Five (5) teams signed up to participate. The season started September 13th, and the final regular season game is scheduled for November 15th, followed by a single elimination tournament. Score and time is be kept by Recreation staff. The regular and tournament champions will receive champion shirts.

Adult Fall Softball

Registration was held August 1st – 26th. Games are played on Monday and Wednesday evenings. Seven (7) teams signed up to participate this fall season; games started Monday, September 19th. Staff is on-site to keep the books. The final regular season game is scheduled for November 30th, and a double elimination tournament will be held following the regular season. Officials are provided by Lowcountry Officials Association. Awards will be given out to regular and post-season champions and runners-up.

Adult Winter CO-ED Volleyball

Registration is scheduled for November 7th – December 2nd. The captains' meeting will be held Tuesday, December 6th at 5:30 p.m. The league fee is \$250. Games will be played on Tuesday evenings and Sunday afternoons. Score will be kept by Recreation staff. Games will be officiated by Recreation staff and volleyball teams.

Youth Sports

Fast Start Soccer

Registration was held August 1st -26th. The program consisted of six (6) teams with a total of fifty-five (55) participants – twenty-three (23) Isle of Palms residents and thirty-two (32) non-residents. The parent/player meeting for Fast Start was held Thursday, September 1st at 5:15 p.m. Parents received player packets, met team members and selected a team leader. Team leaders, parents and participants got a chance to go over drills with the Isle of Palms Recreation staff. The first activity day was held on Saturday, September 10th, and pictures were taken on Tuesday, October 4th. The last activity day was held on Saturday, October 15th. Participants received medals at the end of the season. Coaches and sponsors are being sent thank you notes for their participation in the 2011 season.

5/6yr old Soccer

The 5/6 year old age group consisted of four (4) teams. Twenty-six (26) Isle of Palms residents and thirteen (13) non-residents participated in the program, totaling thirty-nine (39) participants. The coach's meeting was held on Tuesday, August 30th at 6:15 p.m. The parent/player meeting was held Thursday, September 1st at 6:00 p.m. Participants met their team members and coaches. Parents received a season information packet. The teams practiced through the month of September, and games began Monday, September 26th. Youth picture day was held on Tuesday, October 4th. Games are

played on Monday evenings and will conclude on Monday, November 7th. Recreation staff is on-site to supervise practices and games.

7/8 yr old Soccer

The 7/8 year old age group consisted of four (4) teams. Twenty-nine (29) Isle of Palms residents and eleven (11) non-residents participated in the program, totaling forty (40) participants. The coach's meeting was held on Tuesday, August 30th at 6:45 p.m. The parent/player meeting was held Thursday, September 1st at 6:00 p.m. Participants met their team members and coaches, and parents received a season information packet. The teams practiced in the month of September, and games began Wednesday, September 28th. Youth picture day was held on Tuesday, October 4th. Games are played on Wednesday evenings and will conclude Wednesday, November 2nd. Recreation staff is on-site to supervise practices and games.

9-12 yr old Soccer

The 9-12 year old age group consists of four (4) teams. There are thirty-six (36) Isle of Palms residents and seventeen (17) non-residents who participated in this competitive league, totaling fifty-three (53) participants. The skill evaluation/coach's meeting was held on Monday, August 29th at 5:00 p.m.; coaches evaluated the players and then drafted teams. The parent/player meeting was held Thursday, September 1st at 6:00 p.m. Participants met their team members and coaches, and parents received a season information packet. The 9-12 year olds practiced during September, and games began on Monday, September 26th. A single elimination tournament will follow the regular season. Youth picture day was held on Tuesday, October 4th. Mike Dahlman and Jay Frye refereed soccer games, and staff was on-site to fill out score sheets and supervise games.

Soccer Registration

Fast Start Soccer	Total: 55	Isle of Palms: 23	Non Residents: 32
5/6yr Micro Soccer	Total: 39	Isle of Palms: 26	Non Residents: 13
7/8yr Micro Soccer	Total: 40	Isle of Palms: 29	Non Residents: 11
9/12yr Youth Soccer	Total: 53	Isle of Palms: 36	Non Residents: 17

Youth Basketball

The Isle of Palms Youth Basketball League is for participant's age's 5-12. Registration was held from October 17th- November 11th. The registration fee is \$30 for residents and \$35 for non-residents. The 9-12 year old age group will have a skill evaluation on Tuesday, November 15th, and the coach's meeting will be held on Thursday, November 17th. The mandatory parent/player meeting is scheduled for Wednesday, November 30th at 5:30 p.m. Practices will be held in December, and games will begin in January. Coaches and sponsors are being finalized.

Basketball Registration: As of Wednesday, October 26th

5/6 Yth Basketball Total:	13	Isle of Palms:	7	Non-Residents:	6
7/8 Yth Basketball Total:	11	Isle of Palms:	6	Non-Residents:	5
9/10 Yth Basketball Total:	17	Isle of Palms:	12	Non-Residents:	5
11/12 Yth Basketball Total:	2	Isle of Palms:	2	Non-Residents:	0

Challenger Soccer Player/Parent/Coach Clinic

The Challenger Soccer Clinic was held on Saturday, September 17th from 10:00 a.m. - 12:00 p.m. and proved to be a big success. The clinic was for any participant signed up in the entire IOP Youth Soccer League. Greig Monroe, a Challenger soccer instructor, was on-site to give instruction and direction to the players, parents and coaches. Twenty- four (24) registered soccer participants took advantage of this free clinic; participants were given a Challenger soccer shirt.

Soccer Goalkeeper Clinic

The Soccer Goalkeeper Clinic was held on Monday, September 19th from 5:00- 6:00 p.m. This clinic was geared for any participant in the 9/12 year old age group. Will McElheny and Ben Hull, Recreation supervisors, taught and drilled the participants in fundamental goalkeeping training. Eleven (11) participants took part in this clinic.

Soccer Penalty Kick Shootout

The Soccer Penalty Shootout was scheduled for Tuesday, October 11th at 5:00 p.m. This was cancelled due to the rain.

Adult Bocce Tournament

An adult bocce tournament was scheduled for Sunday, September 18th at 1:00 p.m. A minimum of eight (8) participants was needed to run this tournament. Zero (0) participants registered to play in the tournament; therefore it was cancelled.

Adult Frisbee Golf Tournament

An adult frisbee golf tournament was scheduled for Sunday, October 9th at 1:30 p.m. A minimum of eight (8) participants was needed to run this tournament. Zero (0) participants registered to play in the tournament; therefore it was cancelled.

Friday Night Hoops

Friday Night Hoops is an opportunity for youths ages 7–12 years to participate in a basketball clinic where Scottie Frier and Recreation staff supervise, instruct and play from 6:00 p.m. – 8:00 p.m. The most recent Hoops session was offered on October 7th, where thirteen (13) players participated and learned the various skills of basketball. The next Friday Night Hoops will be offered on November 18th. There is a \$10 registration fee per athlete, and all participants receive a shirt, towel, magnet or duffle bag during each session.

Friday Night Hoops Participation:

June 24 th	Session Total: 4	Isle of Palms: 1	Non-Residents: 3
July 29 th	Session Total: 6	Isle of Palms: 3	Non-Residents: 3
August 12 th	Session Total: 4	Isle of Palms: 2	Non-Residents: 2
September 2 nd	Session Total: 5	Isle of Palms: 3	Non-Residents: 2
October 7 th	Session Total: 13	Isle of Palms: 9	Non-Residents: 4

Friday Night Spikes

Friday Night Spikes is an opportunity for youth's ages 5–16 years to participate in a volleyball clinic where Laura Togami and Recreation staff supervise, instruct and play from 6:00 p.m. – 8:00 p.m. Teens will learn and improve the fundamentals of volleyball through drills and instruction aimed at developing the whole player. The next session of Friday Night Spikes will be held on Friday, November 11th.

Friday Night Hoops Spikes:

June 10 th	Session Total: 9	Isle of Palms: 8	Non-Residents: 1
June 17 th	Session Total: 10	Isle of Palms: 9	Non-Residents: 1
July 8 th	Session Total: 11	Isle of Palms: 8	Non-Residents: 3
July 15 th	Session Total: 5	Isle of Palms: 4	Non-Residents: 1
August 5 th	Session Total: 4	Isle of Palms: 4	Non-Residents: 0
September 16 th	Session Total: 4	Isle of Palms: 2	Non-Residents: 2
September 30 th	Session Total: 3	Isle of Palms: 2	Non-Residents: 1
October 14 th	Session Total: 5	Isle of Palms: 1	Non-Residents: 4

Youth Dodgeball Pick Up Games

Pick-up games are scheduled on Wednesdays throughout the year. The games are scheduled from 4:00 - 5:00 p.m. This is geared for children 7-12 years old, and participation is free. Children can sign up in advance or just show up to play. Games take place in the IOP Gymnasium. A recreation staff member is on-site to supervise these games.

Dodgeball Pick-Up Games Participation:

July 13 th	Session Total: 26
August 10 th	Session Total: 23
September 14 th	Session Total: Cancelled, 3 participants showed
October 5 th	Session Total: Cancelled, 3 participants showed

Upcoming Athletic Events

Soccer Player/Parent Rivalry Match	Tuesday, November
Rising Stars Basketball Clinic	Tuesday, December 6
Basketball Free Throw Tournament	Wednesday, December 7
Basketball 3pt Shootout	Wednesday, December 7

PROGRAMS & ACTIVITIES

Karrie Ferrell

Auditions/ Acting

Open auditions were held on Tuesday, September 27th at 6:30 p.m in the Magnolia Room. Twelve (12) female actresses auditioned for parts in *Catholic School Girls*. The production will be held November 16 – November 19. Tickets are on sale at the Isle of Palms Recreation Department; tickets are \$5 per person, and children 6 & under are free. Jimmy Ward, Director.

Babysitting Course

The babysitting course held on Saturday, October 8th was cancelled due to lack of participation. The next class is scheduled for Saturday, February 4th. The course will be instructed by the American Red Cross.

Ballet

Eight (8) ballerinas are participating in the ballet session that started September 12th. Class is offered to children ages 2 – 5 years old. Class will be held on Mondays at 12:30 p.m. in the High Tide/ Low Tide Rooms. The next session will start in January. Kim Chesley-Breland, Instructor.

Barre Fitness

September and October: Five (5) people participated. Class is held on Mondays at 5:30 p.m. in the High Tide/ Low Tide Room. Participation fee is \$10 per class. Shana Crouse, Instructor.

Boater Education

The next Boater Education class will be held on Saturday, December 10th. Participants need to register through SCDNR. Instructed by Department of Natural Resources

Dog Obedience

Kinderpuppy – September 12th

Ten (10) people are participating in the Kinderpuppy class. Classes are held on Mondays at 6:30 p.m. in the gymnasium. The next session of Kinderpuppy is scheduled to begin Monday, November 7th; eight (8) people are enrolled in the upcoming class.

Canine Acting & Tricks

Five (5) people are participating in the Canine Acting and Tricks class. Classes are held on Mondays at 7:30 p.m. in the gymnasium.

Canine Life & Social Skills

This is a new dog obedience class developed by The Association of Pet Dog Trainers. The program teaches real life skills, such as walking politely on a leash with distractions and meeting strangers and dogs. Class will also teach house manners, attention, the ability to relax and remain calm, coming when called and much more. The class will be

held on Mondays at 7:30 p.m. starting November 7th. Two (2) people are currently enrolled. Susan Marrett, Instructor.

Evening Yoga

September: Ten (10) people participated. Two (2) paid for the session; all others paid by the class.

October: Fifteen (15) people attended. Four (4) paid for the session; all others paid by the class.

Classes are held on Wednesday at 5:30 p.m. in the High Tide/Low Tide Room. Jen Schoolfield, Instructor.

Gather Knit & Stitch

Participation for Gather Knit and Stitch: September: six (6), October: eight (8). Gather Knit & Stitch program is held on Mondays from 10:00 a.m. – 11:30 a.m. in the Lobby.

Guitar Lessons

One (1) person is participating in the guitar lessons. Lessons are given on Tuesdays at 4:15 p.m. and 5:00 p.m. Sessions run monthly, and cost \$100 for Isle of Palms residents and \$105 for non-residents. Lee Archer, Instructor.

Gymnastics/Tumbling

Fourteen (14) people participated in the September session of Gymnastics; eleven (11) people are participating in the October session. Classes are held on Tuesdays at 3:30 p.m. in the Palmetto Room. Gymnastics sessions run in 6 week increments; the cost is \$70 for Isle of Palms residents and \$75 for non-residents. Tricha Tapio, Instructor.

Hip Hop - Adult

September: Thirty (30) people participated.

October: Twenty-four (24) people participated.

Adult Hip Hop is an hour and fifteen minute intense dance workout. Classes are held on Thursdays at 7:00 p.m. in the High Tide/Low Tide Room. Angel Roberts, Instructor.

Intro to Self-Defense for Women

Tae Kwon Do instructors, Jack Emmel and Debbie Gessert, have put together a basic self-defense curriculum to offer women in the community. Class includes mental, emotional and physical components along with learning techniques in defense without being an expert in martial arts. Class was scheduled for October 3rd, but was cancelled due to low participation. Jack Emmel and Debbie Gessert, Instructors

Jump Start

The Jump Start program is full with ten (10) participants in class. Enrollment for the 2012-2013 school year will begin in January. Robin Lee, Instructor.

Keenagers

September Meeting: Fifty-six (56) people attended the meeting; the meal was catered by the Isle of Palms Recreation Department. Committee members provided desserts and toppings for the ice cream social. Members played Bingo for the program.

October Meeting: Sixty-two (62) people attended the meeting, and all members brought a covered dish to share. Margie Clary of The Backporch Storytellers was invited to the meeting to tell Lowcountry ghost stories. The Keenager members were also encouraged to dress up for a Halloween themed meeting and competed in a costume contest. The top 5 best costumed received a bag of Halloween candy and goodies. The next meeting is scheduled for Wednesday, November 2nd at noon.

Kensington Enrichment

Kensington Enrichment is a revamped class from the 2010-2011 Kensington Etiquette class. The new class will focus on honesty, respect for yourself and others and appreciation for diversity. Class topics include etiquette, leadership skills, social graces sibling rivalry and cyber bullying. Class was cancelled due to low participation.

Dette Elgin, Kensington Etiquette

Middle School Dance

The Middle School Dance was held on Friday, September 23rd at 7:00 p.m. The dance had a Back-to-School Beach Bash theme; Hawaiian leis and hibiscus hair clips were given away to the first 100 participants. Three hundred (300) middle school students attended the dance. DJ Wade, from Other Brother Entertainment, provided music for the dance, and Charleston Jump Castles provided two (2) bounce houses. The next dance is scheduled for Friday, November 4 at 7:00 p.m. Dance admission is \$5 at the door.

Mah Jongg

Six (6) people played Mah Jongg in September and October. Mah Jongg is scheduled for Mondays from 12:30 p.m. - 3:00 p.m. Participants supply materials for this activity.

Mommy & Me

September: Eight (8) people participated in the Mommy & Me program.

October: Ten (10) people participated in the Mommy & Me program

Mommy and Me gives parents and toddlers a chance to play and socialize. The activity is schedule the 2nd Wednesday of the month September – May from 9:30 a.m. – 11:00 a.m. in the Palmetto Room.

Saturday Yoga

September: Nine (9) people are participating; three (3) have paid for the session and nine (9) are paying by the class.

October: Twelve (12) people are participating; three (3) have paid for the session and nine (9) are paying by the class. Classes are held on Saturday mornings from 10:00 a.m. - 11:15 a.m. in the High Tide/Low Tide Rooms. Jen Schoolfield, Instructor.

School's Out Activities/Spring Break

School's Out activities are scheduled for Friday, October 21st, Friday, November 21st, Monday, December 19th, Tuesday, December 20th and Wednesday, December 21st. All activities are scheduled from 1:00 p.m. – 3:00 p.m. for youth ages 7-14 years, and participation is free. Dodgeball was played on October 21st; thirty-five (35) people attended the activity.

Semi-Personal Training

September: Five (5) participated in the morning class, and four (4) participated in the evening class.

October: Six (6) are enrolled in the morning and evening session, and class is currently full. Morning classes are held on Tuesdays and Thursdays at 10:30 a.m., and the evening class is held on Tuesdays and Thursdays at 5:30 p.m. Geri D'Italia, Instructor.

Senior Aerobics

September: Ten (10) seniors participated; five (5) seniors paid for the month; all others paid by the class.

October: Fourteen seniors participated (14); four (4) seniors paid for the month; all others paid by the class.

Class is open to all levels of exercise and is offered at the nominal fee of \$5 per class or \$30 for the month. Classes are held on Tuesdays and Thursdays from 3:00 p.m. – 4:00 p.m. Judy Fischer, Instructor.

Senior Exercise

September: Fifty-one (51)

October: Fifty-three (53)

Class continues to have a waiting list; class is held on Mondays, Wednesdays & Fridays at 3:00 p.m. in the High Tide/Low Tide Rooms. Judy Fischer, Instructor.

Tae Kwon Do

Youth Participation: September: twenty one (21); October: twenty (20)

Classes are held Saturdays in the Gym at 9:00 a.m. New participants can join the youth class in January, June and September.

Adult Participation: September: Twenty-three (23); October: twenty-eight (28)

Adult classes are offered Saturdays in the Gym from 11:00 a.m. to 12:00 noon, Wednesdays in the gym from 7:00 p.m. to 9:45 p.m., and Mondays in the Magnolia Room from 6:30 p.m. to 7:30pm. Adults can join class anytime. Dr. Jack Emmel, Instructor.

Tiny Tots

The Tiny Tots program is full with seven (7) participants in class. Enrollment for the 2012-2013 school year will begin in January. Cathy Adams, Instructor.

Total Body Challenge (TBC)

September: Twelve (12); five (5) paid for the month, and all others paid by the class

October: Nine (9); three (3) paid for the month, and all others paid by the class.

Classes are held Monday – Friday at 8:00 a.m. to 9:00 a.m. in the High Tide/ Low Tide Rooms. Pat Boyd and Angela Reinhardt, Instructors.

Yoga

September: Eight (8); one (1) participant paid for the month, and all others paid by the class

October: Nine (9); all participants paid by the class.

Classes are held on Tuesdays and Thursdays in the High Tide/Low Tide Rooms from 12:30 p.m. – 2:00 p.m. Pat Boyd, Instructor.

Zumba

September: Thirty-five (35); twelve (12) paid for the month, and all other participants paid by the class

October: Forty-five (45); eleven (11) paid for the month; all others paid by the class.

Participants can buy four (4) classes for \$25 or eight (8) classes for \$50; participants also have the option of paying \$8 per class. Classes are held Mondays and Wednesdays at 6:45 p.m. in the High Tide/Low Tide Room. Dale Ellison, Instructor.

Writing Your Memoirs

Twelve (12) participants are enrolled in the writing class held on Tuesdays at 10:00 a.m. The class started on September 13th and will run through November. A public reading will be held on Friday, November 18th at 6:00 p.m. Judith Lunsford, Instructor.

New Classes for Fall 2011:

Little Dragons Karate

Little Dragons is a karate class for children ages 3 – 5 years old. Participants will learn martial arts and life lessons by teaching teamwork, good manners and self-discipline. Session was cancelled due to a lack of participation. New sessions will be advertised and held in January. Debbie Garelli, Instructor

Morning Yoga

A morning yoga class was started in September. Five (5) people have been participating in the class. Classes are held on Mondays at 9:15 a.m. in the High Tide/Low Tide Room. Currently the class is drop-in only; monthly sessions will be offered in January. Pat Boyd, Instructor.

School's Out Activities

Movie Matinee has been added to the School's Out Activities. A holiday movie will be projected on the wall of the Magnolia/Palmetto Room on Wednesday, December 21st. The movie will start at 1:00 p.m. and is free for participants. The activity will be supervised by Recreation staff.

Prenatal Yoga Sculpt

A new class was offered to help pregnant women to stay in shape. Classes consists of yoga, stretching and light weights; each class ends with a brief discussion on all things baby. Session was offered at the end of September, but was cancelled due to low participation; however, calls have been coming in about the class. A future class will be scheduled. The Department continues to collect contact information for interested participants. Kris Ward, Instructor.

Neurobics

Exercise for the mind. An interactive program filled with exciting topics and games, learn how memory works and exercises to strengthen the mind. Class was cancelled due to low participation. Katie Jones, Instructor.

Miscellaneous Work:

- Created employee schedules.
- Instructor payroll and soccer referee payroll.
- Met with staff and part-time employees.
- Conducted daily employee shift change meetings.
- Made weekly deposits for Recreation Department.
- Sent *The Island Eye News* Recreation pictures and information, when requested.
- Updated website.
- Assisted with front desk duties and class check-ins.
- Rec Trac system upgrades, maintenance work and updated information.
- Interviewed and hired new instructors for fall & winter classes.
- Interviewed and hired new part-time employees.
- Working on Activity Guide for January – April 2012.
- Planning programs and new classes for January – April 2012.
- Attended Lowcountry Special-Needs Coalition Meeting on October 12, 2011.
- Assisted with Halloween Carnival - preparation, decorations and clean up.
- Assisted with Adult Softball League, Youth & Fast Start Soccer League, Adult 3 on 3 Basketball League and Youth Basketball Registration.
- Setup class rooms for programs and special events.

COMMUNITY SPECIALIST

By Christina Willson

Daily Responsibilities

- Completed opening procedures and reported damages to supervisor.
- Ready classrooms for next program when supervisors unavailable.
- Updated Department's media center as needed.
- Registered class participants, answered phones and welcomed visitors.
- Updated daily front desk information folders.

- Monitored security cameras.
- Managed the sign-in sheets for gymnasium and Cardio Room.
- Answered questions regarding current and upcoming programs/events.
- Assisted the Director and other staff members on a regular basis.
- Prepared purchase orders for staff.
- Participated in daily/weekly staff meetings.
- Continued to post and update events and activities onto community calendars and media outlets event sites/contacts
- Worked in Microsoft Publisher to complete following months main and room calendars that display daily programs and activities being held
- Showed first time visitors around Recreation Center and introduced them to accommodations and programs that are available.
- Updated and maintained recreation portion of city website.
- Completed housekeeping duties when supervisor was unavailable.

Other Duties

- Photographed programs/classes for archive purposes.
- Matched invoices to purchase orders and filed.
- Organized tickets for "Catholic School Girls" production.
- Called Keenagers/Seniors to remind them of the October meetings and activities/trips.
- Located and entered special events/newspaper articles into binder.
- Maintained lost-and-found folder and bins.
- Completed and sent out weekly PSA's.
- Helped to decorate the Recreation building for Halloween.
- Took pictures of the Keenagers Halloween Party for archive purposes.
- Helped to collect/edit photos for upcoming activity guide publication.
- Photographed programs/classes for archive purposes.
- Provided Resort Quest/Wild Dune owners with upcoming months activities and programs for distribution to their clients.
- Entered September "Free T-Shirt" recipients information into proper spreadsheet and registered their information with the City newsletter.
- Organized basketball information to distribute to players at time of registration.
- Called to inform the participants who had signed up for the Babysitting course that it had been cancelled.
- Contacted participants of Penalty Kick Shoot Out to inform them the activity was cancelled due to rain.
- Communicated with Dell technical support to fix front desk computer issues.
- Helped to make game to use at November Keenager meeting.
- Added Rec Center sports facilities information to *www.isport.com*.
- Contacted vending machine operators to report problems or refill request when needed.
- Helped in the preparation for the Halloween Carnival.

Most Frequently Asked Questions

“Do you have a pool?”

“Is there a fee or membership cost to use your cardio room and gym?”

“When is your Halloween Carnival?”

“Do you rent out any part of your facility?”

“When does registration for basketball begin?”

Most Frequent Unsolicited Comments

“You guys do such a fantastic job decorating for Halloween”

“This is a beautiful building”

“The Halloween decorations look fantastic!”

“I think this may be the cleanest place on the Island”

Front Desk Summary: Monday – Friday

September

October

Cardio Room	242	294
Phone Calls:	261	496
Walk-Ins:	224	580

Open Gym

Residents:	79	127
Non-Residents:	135	89

PARKS & FACILITIES

Shelia Redmon

Housekeeping

- Performed routine housekeeping duties
- Completed monthly safety inspections
- Cleaned and serviced maintenance equipment
- Replaced and refilled air fresheners and other sanitary devices
- Sanitized ice machines
- Supervised monthly pest control service

Facility Preparations

- Assisted with the setup of gymnasium and classrooms for daily scheduled programs, athletics, activities, meetings and special events

Interior Maintenance

- Serviced and cleaned Cardio room equipment
- Unclogged toilets and drains as needed
- Replaced light bulbs, fixtures and ballast as needed
- Cleaned HVAC air return vents
- Cleaned and serviced interior water fountains
- Replaced pre-school area rugs
- Reorganized High Tide equipment storage closet
- Removed shoe scuff marks from walls
- Installed a new wax drain ring on Women's ADA toilet and reset toilet

Exterior Maintenance

- Inspected playground equipment, removed graffiti and treated for wasps
- Removed trash and debris from around the building
- Removed graffiti from outside first base baseball dugout

Miscellaneous

- Attended staff meetings
- Placed phone calls to and met with supply sales representatives
- Ordered and received maintenance supplies
- Updated the maintenance records
- Assisted Grounds Maintenance Supervisor with the marking for parking designation along Palm Blvd.
- Supervised Liberty Fire Protection Inc. during the bi-annual kitchen range hood inspection
- Assisted with City information boards

PARKS & GROUNDS MAINTENANCE

Nick Bako

Recreation Building and Activities

- Updated MSDS book as needed.
- Completed monthly reports.
- Assisted in set-up for weekly and special events.
- Installed three (3) chin-up bars.
- Prepared and assembled games for Halloween Carnival.
- Repaired a light fixture in gym.
- Painted newly installed doors/frames in the gym.
- Manufactured a North Pole mailbox unit for Santa and his helpers.
- Installed one new Plexiglas backboard for the portable basketball stands.

Recreation Grounds

- Trimmed oak trees at 27th, 29th Avenue and Harnett.
- Cleaned picnic shelter cement flooring along with clearing spider webs.
- Cleaned and painted trash receptacle tops.
- Repaired fencing at soccer, tennis and the softball area.
- Reinserted 4"x 4" post "No Parking Beyond This Point."
- Sprayed for fire-ants as needed.
- Applied weed killer around building.
- Secured a crepe myrtle tree next to gym.
- Painted the Handicap Parking areas in blue and the yellow No Parking areas.

Playground

- Leveled mulch in playground area.
- Removed several roots.

Basketball and Tennis Courts

- Replaced Roll-Dri Roller for court usage.
- Routinely clean of courts as needed for tennis lesson classes.

Baseball (Scalise) Field

- Replaced temp fence post.

Softball (Clarkin) Field

- Applied weed killer in dugout.
- Rotor-tilled and leveled.
- Installed bulbs into scoreboard as needed.
- Reset pitching rubber on the infield.
- Reset three (3) base anchors.
- Trimmed oak trees around field area.

- Repaired hose for watering the fields.
- Painted foul line posts yellow for better visibility.

Soccer Field

- Applied weed control.
- Aerated field.
- Applied Topchoice fire, mole and cricket control as needed.
- Filled field as needed with topsoil and sand mixture.
- Replaced two sprinkler heads.

Bark Park

- Filled holes as needed.
- Removed roots from nearby trees.
- Repaired topper to doggie scoopers.

Multi-purpose Field

- Picked up debris and maintained as needed.
- Re-tied and stapled temp fencing for youth soccer fields.

Equipment

- Replaced fan switch in the shed.
- Replaced Biminis cover for the Z-Master mower.
- Washed truck and golf cart.
- Installed a new battery into the lift for use in the building.
- Installed two (2) new bumper guard systems onto basketball backboards in the gym.
- Repainted two (2) sets of score-keepers tables and benches.
- Made minor repair to the goal line marker machine.
- Replaced the oiler cap for the pole pruner.
- Cleaned clogged check valve and the gauge for the field marking machine.
- Replaced three Idler pulleys and three blades for the Z-Master mower.
- Changed oil and filter in the Z-Master mower.
- Cleaned, primed and painted the propane tank in back of gym.

Special Events

Will McElheny

Halloween Carnival

The Annual Halloween Carnival will be held on Monday, October 31st from 5:00 p.m. to 7:00 p.m. Entertainment at the Halloween Carnival will include jump castles, a face painter, balloon artists, temporary tattoo booth, caricatures and haunted room.

Costume contests for all ages will begin at 5:30 p.m. All participants in the costume contest received a prize, and the top three (3) winners received an additional prize. The age groups for the costume contest are ages 1 year and under, 3 years and under, 4-5 years, 6-7 years, 8 years, 9 years, 10 years, 11-12 years and 13 years and older. The Isle of Palms Exchange Club will be selling concessions during the Halloween Carnival. The Isle of Palms Rec Dept. anticipates having over eight hundred (800) children attend this free event.

Upcoming Events

Holiday Card Drawing Contest

The card drawing contest is scheduled for Thursday, November 3rd beginning at 4:00 p.m for children twelve (12) and under. Recreation staff will choose the winning card that will be used as the official Recreation Department Holiday Card.

Holiday Craft Workshop

On Thursday, November 10th at 4:00 p.m. children ages fifteen (15) and under are invited to decorate Santa Hats; all materials will be provided. Participants must register by Friday, November 4th, and the cost to participate will be \$5.

Catholic School Girls

The production of "Catholic School Girls" will be held on Wednesday, Thursday, Friday and Saturday, November 16th through 19th; the curtain goes up at 7:00 p.m. Tickets are on sale at the Recreation Center for \$5.00.

Tree Lighting Ceremony

The annual Tree Lighting Ceremony will be held on Thursday, December 2nd, 2011 starting at 6:00 p.m. The entertainment for this year's Tree Lighting Ceremony will include Sullivan's Island Elementary School, Cailyn Hager, Daniel Island Hip Hop, MT's Saltwater Sound and Jef Wilson. The 2011 Holiday Card Drawing winner will also be announced during the ceremony.

Santa's Cookie Workshop

The Cookie workshop will be held on Wednesday, December 14 from 4:00 p.m. to 6:00 p.m. in the Magnolia and Palmetto Rooms. The Isle of Palms Recreation Department is anticipating 85 children to register for this event; the children will get to decorate 5 cookies with unlimited supplies of icing, chocolate and candy.

Letters to Santa

Letters to Santa is new this year and is taking the place of Santa's Hotline. Children in the area will have a chance to personally write a letter to Santa and place it in the North Pole Mailbox which will be placed in the lobby of the Isle of Palms Recreation Department. Santa has promised to respond to the children's letters before Christmas.

OPERATIONS

Employee Overtime

September	2.5 hours	2.25 hours are associated with employees attending The NC/SCRPA Conference, preparations and set up for the IOP Connector Run, Middle School Dance and the Community Wellness Fair.
October	6.25 hour	Isle of Palms Connector Run, Basketball registration, Youth soccer, adult Softball, Annual Halloween Carnival and several employees out on annual and sick leave.