



Office of Business and Operations

**Director of Athletics, Activities, and
Transportation**

**March 2020
Annual Report**

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Office of Business and Operations

Vision Statement: We envision a culturally relevant, innovative school district that provides a foundation of opportunities for our students to thrive.

Mission Statement: The mission of Rich Township High School District 227 is to sustain a focus on students and on student success.

Department of Athletic, Activities, and Transportation

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Department Descriptors

Athletics and Activities – This office works directly with the building Athletic Directors to establish and ensure athletic programs are in full compliance with the Illinois High School Association while providing enriching programs to develop higher performing student athletes and well-rounded young adults. This office leads the multi-faceted consolidation process of the athletic and activity programs.

Transportation – This office works directly with transportation providers and the school buildings to provide morning and afternoon transportation to ensure students make it to and from school in a safe, timely manner. Processing field trip request, ordering bus transportation, and processing invoices are done through this office as well. I also work with the Student Support Services to help support transportation for students with special needs.

Transportation

General Information

The District is in partnership with the parent company of Cook Illinois Corporation to transport students. American School Bus Company, Illinois School Bus, Paige Bus Company, and Kickert School Bus are the main providers that support our students. We also use a variety of other transportation providers to support our special needs and McKinney Vento students.

The Director of Transportation is responsible for all transportation to and from school for District 227 students. Regular transportation is provided to all students residing within our District boundaries and live more than 1.5 miles away from the school. Currently, Rich Central has 21 routes, Rich East has 9 routes, and Rich South has 12 routes.

Students attending off campus classes at Prairie State College or St. James Franciscan Hospital for dual credit and/or job shadowing, are provided with transportations as well.

In addition to the day to day transportation, I am responsible for transportation for athletic and activities which include other performance based groups such as choir, marching band, jazz band, and drama. Although, athletic and activity trips are mainly addressed through the Athletic Directors office, there are times that I schedule transportation for various events or groups. Field trips is another big area that requires attention and transportation.

I am also responsible for processing the transportation invoices, state reimbursement claims, facilitating the Request for Proposals and contract bidding protocols.

KissFlow

As the 2019-2020 school began, we introduced and implemented KissFlow which digitized the field trip request process. I began training administrators during our administrative retreat followed by a tutorial video for the staff. I also made myself available to work directly with staff on an as needed basis for direct training on the system.

The process begins with a teacher accessing the system and completing the online version of the Field Trip Request Form. Once completed, they will submit the form to their Division Lead. The Division Lead will then review the form to make sure all of the information has been entered and that the objective and standards align. Upon their approval, it then goes to the Associate Principal of Educational Serves for review and approval. Once they approve of the trip, the form is automatically sent to the Associate Principal of Operations. After the Operations team had a chance to review and approve it, the form then goes to the Principal's office for the final building approval. After the Principal approves the trip, it is sent directly to me where I begin to enter the trip information into the Trip Request form (artifact A) which is then emailed to the respective bus company. Charters for Rich East are with American School Bus, charters for Rich Central are with Kickert School Bus Company, and charters for Rich South are with Illinois School Bus. The bus company would then email me confirmation of receiving the request and their ability to service the request. I then enter the bus information into KissFlow, including a copy of the trip request sent to the bus company, and complete the request. KissFlow sends an email to the

teacher to inform them the process has been completed and a bus has been ordered. If there are any concerns or questions, administrators have the ability to send the request back to the teacher or a previous administrator to get clarity.

After submitting the request to the bus company, I enter the location of the trip, along with who made the request, on a master calendar. By doing so, I am able to track all trips and pull needed data when it is time to pay the invoices. KissFlow also provides some reports that show total usage (artifact B) along with more detailed reports. As the year progressed, the process has become easier and mainstreamed.

(Artifact A)

**Rich Township H.S. District 227
Field Trip and Charter Request**

Number of attached request:

Request Date:

Campus: Request #1	
Date:	
Location:	
Pick up Time:	
Return to school:	
Students/Buses	
Group:	

Request #2	
Date:	
Location:	
Pick up Time:	
Return to school:	
Students/Buses	
Group:	

Request #3	
Date:	
Location:	
Pick up Time:	
Return to school:	
Students/Buses	
Group:	

(Artifact B)

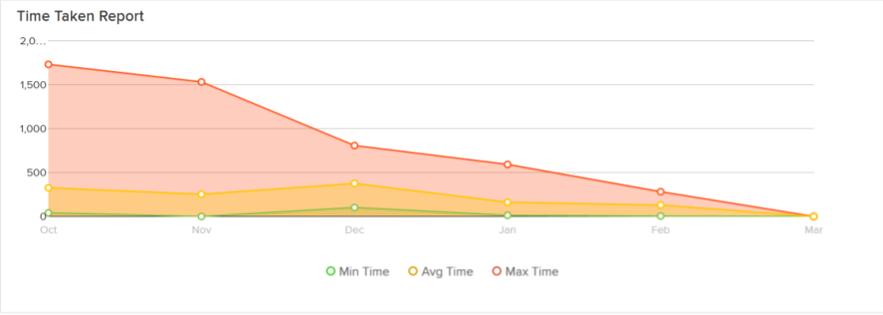
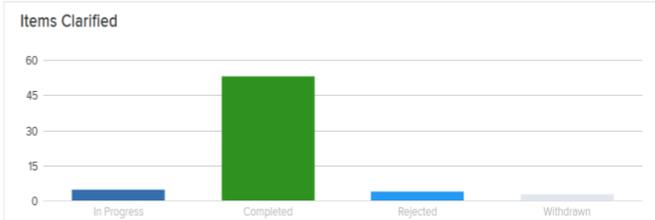
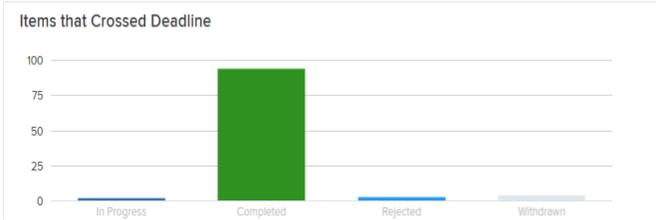
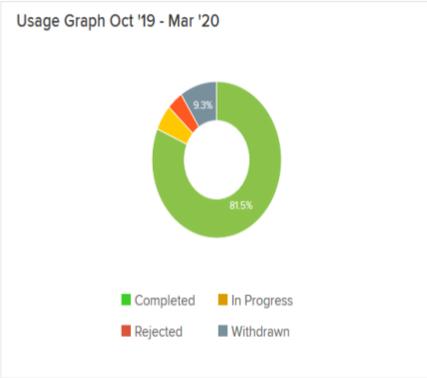
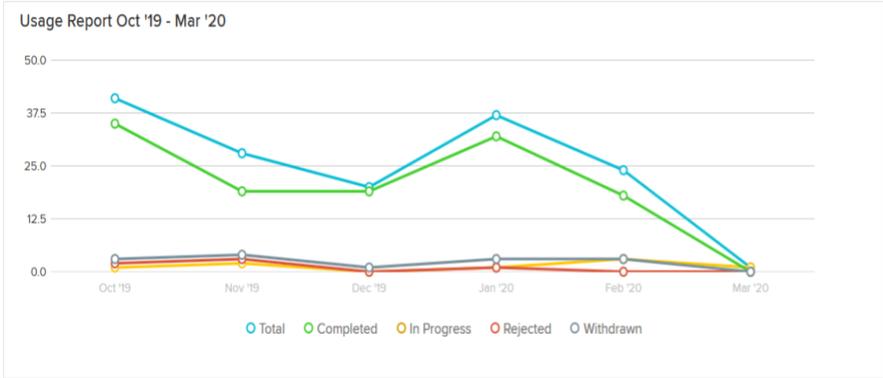
Total Items
151

Completed Items
123

Items in Progress
8

Rejected
6

Withdrawn
14



Time Taken Summary

- < 60 secs**
Least time taken to complete an item
- 72 days**
Most time taken to complete an item
- 10 days**
Average time taken to complete an item

Task Report

Task Name	# of Items	Allocated Time	Avg Time	Max Time	Min Time	Items That Crossed the Deadline	Items that Required Clarification	Items That Crossed the Deadline Due to Clarification
AP of Ed Services Approval	142	2 days	1 days	46 days	1 mins	17	27	10
APO Approval	132	2 days	1 days	17 days	2 mins	29	8	5
Division Leader Approval	139	2 days	3 days	71 days	1 mins	61	27	20
Principal Approval	128	2 days	2 days	13 days	4 mins	43	4	4
Transportation Coordinator Inputs	126	2 days	1 days	13 days	2 mins	31	15	10

Consolidation

Rich Township High School District 227 is evolving and next school year; we will consolidate to one high school with two campuses and one athletic program. This transition requires us to determine and set new inner district boundary lines for the two campuses.

We started by looking at several scenarios which include closing one building and keeping 2 open, build a new building on an existing site, or purchasing a newer existing building. For each scenario we created temporary boundary lines to help determine the number of bus routes needed to meet the student needs. I then began to work with our transportation providers to collect the data around total minutes on the bus to and from school, additional buses need, as well as cost for each scenario. We presented the findings to District administration and to the Board of Education. After several meetings and discussion, one scenario was selected and then a deeper dive began.

With the tough decision made to close Rich East, Rich Central and Rich South would remain open. I developed several boundary scenarios while considering each buildings capacity, natural boundary lines, and allowing room for growth. A few options were eliminated as they did not meet the capacity of the building.

(Artifact C provided by our STR partners)
Rich Central

FUNCTIONAL CAPACITY (FC)			
75% Utilization (6 Periods out of 8 Per Day)	88% Utilization (7 Periods out of 8 Per Day)	78% Utilization (7 Periods out of 9 Per Day)	89% Utilization (8 Periods out of 9 Per Day)
1411	1655	1467	1674

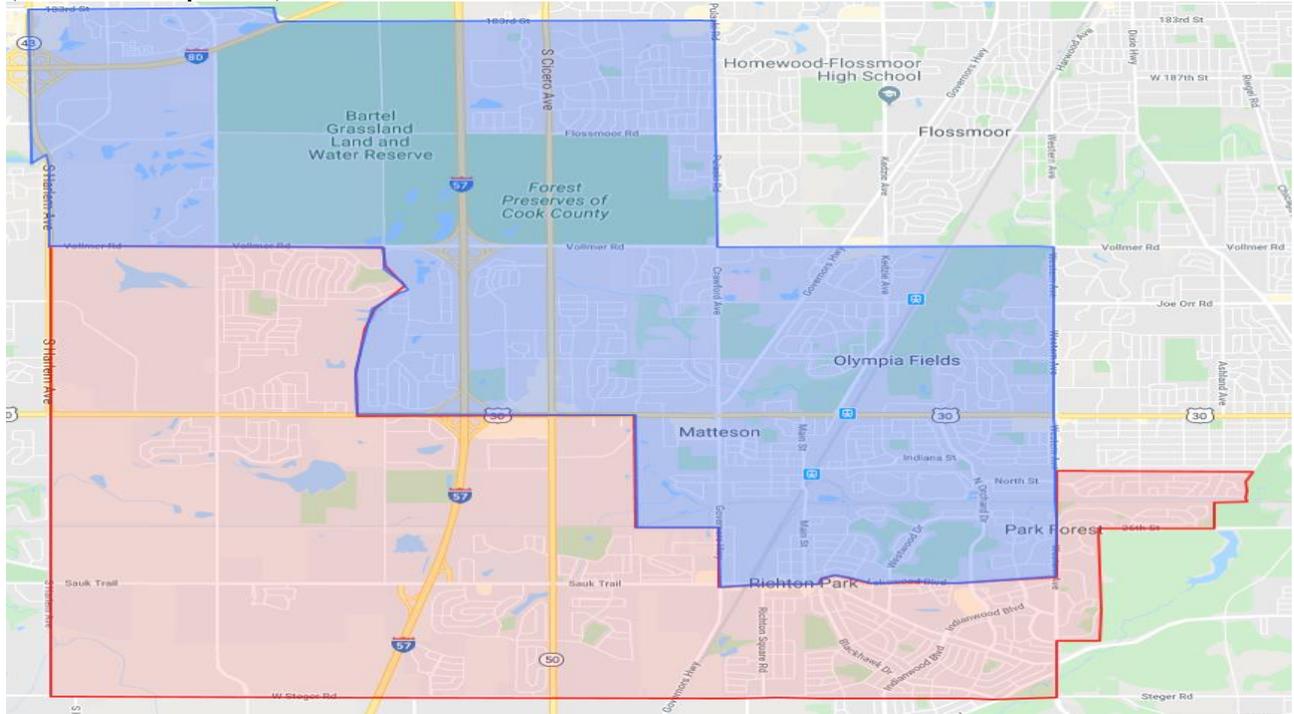
Rich South

FUNCTIONAL CAPACITY (FC)			
75% Utilization (6 Periods out of 8 Per Day)	88% Utilization (7 Periods out of 8 Per Day)	78% Utilization (7 Periods out of 9 Per Day)	89% Utilization (8 Periods out of 9 Per Day)

1052	1235	1094	1249
162	190	168	192
1214	1425	1263	1441

The boundary options were narrowed down to two. I then began meeting with each police department that serves our communities to gather input about the proposed boundaries, possible altercations with mixing student groups, and other safety concerns. I also presented to staff and parents at various meetings to gather input on the two options. The overall feedback was split almost 50/50. Depending on the area where people live, determined the option they selected. Most of the time when stakeholders heard students will have the ability to select which campus they want to attend based off of career pathway, they felt either option was acceptable. Along with stakeholder input, two other factors played a role in the final decision and that was student safety and the amount of time students would spend on the bus traveling to and from school. In February, I made my final boundary presentation to the Board of Education where they voted on Option 2. I then began working with our Community Relations Coordinator to share this information as well as work with print companies to create poster size maps that can be displayed. This option was also shared with our transportation providers so we can start to develop new routes and bus stops for the 2020-2021 school year.

(Artifact D: Option 2)



Transportation Bid

With our transportation contract coming to an end, we had to bid our transportation to various vendors to determine who can provide the best service, at the best price for our students. I worked closely with Dr. Evans and the Office of Student Support Services to gather the needed information for both regular education and special education bid specifications. Pre-bid notification was posted in mid-January with a mandatory meeting held on January 24, 2020. At that meeting, we reviewed to the transportation bid and fielded questions from potential providers. On February 6, 2020, the bids were opened and awarded to the company with the lowest cost and best fit for our district. Dr. Evans shared this information at our February School Board meeting.

By going through this process, we were able to evaluate our current process to determine if adjustments need to be made. We currently have over 400 bus stops that are covered by the nearly 45 buses in service. For the 2020-2021 school year, we will have a little over 100 bus stops with an average travel time of less than 25 minutes to/from school. We will also utilize building to building shuttle buses to transport students to needed pathways or to athletic training.

Athletics and Activities

When the decision was made to consolidate to one athletic program, I knew there was going to be a lot of work involved with several moving pieces. I began by meeting with the building athletic directors to gather their thoughts and input about the consolidation. District

administrators also began to meet to gain a better understanding of the work that was in front of us. We created check list in Microsoft Planner to help us stay organized and on track.

Staffing

The critical piece and the driving force behind the success of each sport or club is its coaching staff and/or sponsor. With three campuses, I needed to have a better understanding who held which positions. I then created a spreadsheet that showed every coach/sponsor, which group they belong to, their years of service in that position, and their stipend amount. It also identified each person based off of certified, classified, or out of district staff member. This spreadsheet was reviewed and updated several times to ensure its accuracy.

The Athletic Directors and I worked closely with HR and District administration to determine the number of coaches/sponsors and the structure that is needed to develop and grow strong programs. Input was also gathered from the teacher association. The team began, and is currently, Impact Bargaining to address many areas, one of which is identifying coaches/sponsors.

Facilities

I scheduled time with Buildings and Grounds to walk and review Rich Central’s and Rich South’s athletic spaces. The purpose of these walks were to start to identify which spaces were in the best condition and which sport will be housed at each campus. Rich Central was identified as being the “Outdoor” sports campus while Rich South will have “Indoor” sports. We had to make a few exceptions due to the condition of the space where that sport is located and the amount of money it would cost to get that area “Game Ready”. We also considered the rich history of each sport and major events they have hosted when we were deciding where each sport should be housed. Artifact E provides a list of each sport and its home campus.

(Artifact E)

Rich Central	Rich South
Football	Boys/Girls Basketball
Baseball	Boys/Girls Tennis
Wrestling	Boys/Girls Volleyball
Boys/Girls Soccer	Boys/Girls Bowling
Boys/Girls Track	Pom Poms (Dance)
Boys/Girls Cross-Country	Cheer
Boys/Girls Golf	Softball

Once we identified where the sports will be located, we then started to identify what upgrades need to be made. Some of the topics we discussed related to this were re-branding, field/stadium

condition, field house, new scoreboards, and the “WOW” factor. We want students, staff, and the community to see facilities they are proud and well deserving of. We then began to work with our partners, STR and Pepper Construction, to begin laying out and defining the scope of work. One of the first areas that we discussed and acted on, was the building of a new stadium which will house football, soccer, and track. We have been meeting for the last couple of months and will continue until the project has been completed. We have discussed bleachers, field layout, security, and a welcoming entrance. We also discussed improving the parking facility due to the increase in students and staff that will also improve access to the stadium. The parking lot will be a future project in year two or three of the total consolidation.

Another area that we are addressing is the main gym at Rich South which will house our basketball/volleyball teams. We wanted to make sure the “WOW” showed up here as well. With the re-branding, new bleachers, new scoreboards, and the floor painted, this space will definitely get students, staff, and community excited about being there. Mr. Baffoe and I reviewed various options for bleachers and selected the best design for the space available to maximize capacity. Equipment and structures are being evaluated to ensure they are in pristine, working condition.

While attending the National Athletic Directors Conference, the athletic directors and I met with vendors whom we shared the scope of work that will be done over the next few years. Upon our return home, we scheduled vendors (Artifact F) to present the line of products they have to offer and why we should use their services. Vendors were asked to submit quotes using co-op pricing and detailed specifications of their products. We are in the process of finalizing which vendors we will utilize based off of the quotes provided and quality of their product.

(Artifact F)

Uniforms	Turf	Scoreboards
BSN	Field Turf	NEVCO
Eastbay	Shaw Sports	Daktronics
Lansing Sport Shop	AstroTurf	OES

All facility upgrades are ongoing projects that have not been completed as of yet. We are still in the early phases but will move quickly to ensure both the football and volleyball facilities are ready for the opening of the 2020-2021 school year.

Mascot Selection Process

For years the District has been represented by the Olympians, the Rockets, and the Stars! Now, becoming one school with two campuses and one athletic program means changes for all three schools. One change is the selection of a new mascot.

When I was thinking of how to capture student voices without taking it school by school, I decided to create focus groups of 30 students made up of 10 students from each campus. I had one student from each campus sit at a table with two students from the other campuses. Before they got started on the work, I had a chance to talk with them about the history of our schools, benefitting from the seeds planted long ago, and creating something “ANEW”. “Anew” was intentionally selected not because we were selecting a new mascot but because of its meaning.

According to Google Dictionary, Anew is defined as, “in a new or different and typically more positive way”. I really emphasized the word “positive” to get the students involved to focus on creating something special while remembering all the GOOD that happens each and every day. The students began with an icebreaker activity to get to know each other. By doing so, they were able to begin having meaningful conversations about our student body and its characteristics. Students then created a Flip Grid video where they shared their top three. They then moved into the conversation about which mascot embodies those characteristics and why. Again, they did a Flip Grid video to share their responses. We held five of these focus groups with different students each time. I then held similar groups for staff. This group was structured a little different as they were able to watch the students’ videos and select a mascot they supported or provide a new option.

Through all of the focus group meetings, the top four mascots were determined based off of the number of times it was repeated or selected by the individuals involved in the groups.



From there, I reviewed the Flip Grid videos of the students that were very detailed and explained why that mascot should be selected and invited those students to do a professional video that we would use during the voting process. This gives voters a chance to hear directly from students as to why they are advocating for the various mascots. With the final, edited video, I attached it to an Office 365 Form and sent it out to vote. Voting took place from February 28, 2020 until March 13, 2020. The final totals will be brought to the Board of Education meeting on March 17, 2020.

Other Topics

I have been in conversation with the Olympia Fields Ducks, youth football and cheer organization. They would like to become a true feeder program for our district. They are in talks with other youth programs from the area about unifying and developing strong, foundationally sound programs. By developing this partnership, Rich Township student athletes will be more developed and prepared when they make it to the varsity level. It is also creates another direct connection to families in our community where we can highlight the positive reasons for students to remain in district compared to other possible options.

In October, Dr. Thomas informed me that our marching band has been invited to participate in one of the Mardi Gras parades in New Orleans, Louisiana, and he needed me to get it organized. I began working on this project right away because I knew this was a great opportunity for our

students that will expose them to a different culture than what they are used to. I started by researching the major expenses: transportation, hotel, and food. I quickly learned there were too many fine details and coordinating that needs to happen so I decided to contact educational travel agents. I contacted three companies, Explorica, EF Tours, and Group Travel Planners, and asked for a quote for a trip that included the same events and sightseeing. I then compared what I found through my research to the quotes submitted, and felt it would be more beneficial to utilize Group Travel Planners (GTP). I was given permission to move forward after I shared my findings with district administration and the Board. With a small window to plan and execute, I worked closely with Mrs. Knick from GTP to get the main structure of the trip set. We then started including our band directors, Mr. Crews and Mr. Pisello, into the conversation to work out the details for the master's class at Southern University in Baton Rouge and the sightseeing portion of the trip. With the trip less than two weeks away, we finalized the itinerary. While the planning of the trip was taking place, we were also ordering equipment such as drums, sousaphones, drum mallets, drum heads, and several other items needed. The new uniforms were ordered toward the end of last school year and were delivered just in time for the trip. This would be the first event the band has with new equipment and new uniforms! The band boarded the buses to head south on Wednesday, February 12, 2020, and arrived in New Orleans the next day. Right away, they began their sightseeing in historic Congo Square and Preservation Hall followed by a swamp tour and some good New Orleans cooking at Mulate's Restaurant. Friday morning they went out to Southern University to work directly with their band director and some of its band members. Upon return to the hotel, it was time to get ready and head to the staging area for the parade. While we waited for the parade to begin, we got to witness how serious marching bands and music are to the NOLA culture. High school and Junior High bands battled across the parking lot and "Yes" they came to challenge us. The Mighty Marching Machine held its own and showed everyone there, the North knows about music as well. Once the parade started, the band did phenomenal. They played the entire route which lasted nearly 6 miles. These young men and young ladies represented the District and our school communities to the best of their ability and I am extremely proud of them. Thank you to the Board of Education for approving the trip and giving our students an opportunity of a lifetime.