



BOARD MEETING AGENDA

Tuesday, March 10, 2026

Derby Recreation Center

6:00pm

801 EAST MARKET

P.O. BOX 324

DERBY, KS 67037

TEL 316-788-3781

FAX 316-788-6549

A. Consent Agenda *(Action Required)*

1. *Special Board Meeting Minutes February 19, 2026*
2. *Checks & Vouchers February 2026*
3. *USD 260 Treasurer Report*

PUBLIC FORUM

B. Superintendent Report *(Receive & File)*C. Staff Highlights *(Receive & File)*

PROGRAM HIGHLIGHT

D. 2026 Spring Program Guide *(Receive & File)**Vanessa Rugg, Director of Programs*

OLD BUSINESS

NEW BUSINESS

E. 2025 DRC Annual Report *(Receive & File)**Chris Drum, Superintendent of Recreation*F. DRC Personnel Policy Update *(Action Required)**Derek Smith, Director of Administration*

Add Ons

DRC Annual Report Presentation (USD 260)

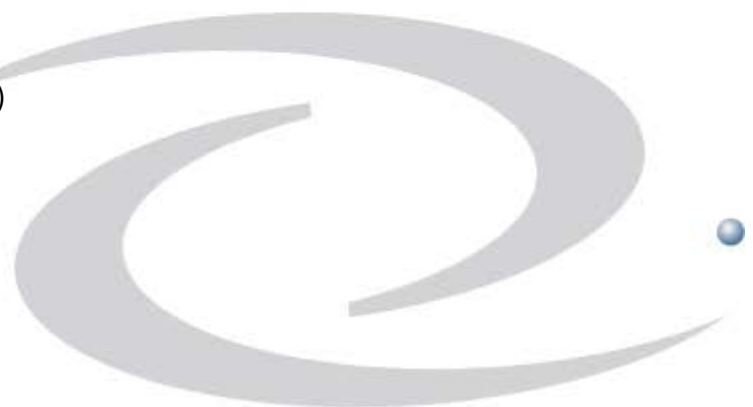
Monday, March 23, 2026

6:30pm, USD 260 Admin Building

DRC Annual Report Presentation (City of Derby)

Tuesday, March 24, 2026

6:30pm, City Hall

**OUR VISION:**

INSPIRE THE HIGHEST QUALITY OF LIFE THROUGH EXCEPTIONAL EXPERIENCES.



SPECIAL BOARD MEETING MINUTES

February 19, 2026

A special board meeting of the Derby Recreation Commission was held at the Derby Recreation Center, 801 E. Market St., Derby, on Thursday, February 19, 2026.

Chairman Eric Tauer called the meeting to order. Present were Board members Ken Boote, David Sowden, Brent Renberger, and Rick Ruff. Also present were Chris Drum, Superintendent of Recreation, Derek Smith, Director of Administration, Darcie Parkhurst, Director of Facilities, Alex Dinicola, Director of IT, and Caryn Hendry, Administrative Assistant. Guests included Randy Pankratz and Heather Zerger, Pankratz & Hodge.

Ken Boote moved to approve the consent agenda, David Sowden seconded, motion carried 5-0.

Eric Tauer moved to go into executive session for consultation with an attorney which would be deemed privileged in an attorney client relationship to protect attorney client privilege and the public interest for a period of 45 minutes, David Sowden seconded, motion carried 5-0.

Brent Renberger moved to come out of executive session, Rick Ruff seconded, motion carried 5-0.

Eric Tauer announced no action was taken as a result of executive session.

Eric Tauer moved to go back into executive session for consultation with an attorney which would be deemed privileged in an attorney client relationship to protect attorney client privilege and the public interest for a period of 30 minutes, Ken Boote seconded, motion carried 5-0.

Ken Boote moved to come out of executive session, David Sowden seconded, motion carried 5-0.

Eric Tauer announced no action was taken as a result of executive session.

Eric Tauer moved to go back into executive session for consultation with an attorney which would be deemed privileged in an attorney client relationship to protect attorney client privilege and the public interest for a period of 30 minutes, Rick Ruff seconded, motion carried 5-0.

Eric Tauer moved to come out of executive session, Brent Renberger seconded, motion carried 5-0.

Eric Tauer announced no action was taken as a result of executive session.

Eric Tauer moved to go back into executive session for consultation with an attorney which would be deemed privileged in an attorney client relationship to protect attorney client privilege and the public interest for a period of 15 minutes, Brent Renberger seconded, motion carried 5-0.

Eric Tauer moved to come out of executive session and break for five minutes, Ken Boote seconded, motion carried 5-0.

Eric Tauer moved to go back into executive session for consultation with an attorney which would be deemed privileged in an attorney client relationship to protect attorney client privilege and the public interest for a period of 30 minutes, Rick Ruff seconded, motion carried 5-0.

Eric Tauer moved to come out of executive session, Brent Renberger seconded, motion carried 5-0.

Eric Tauer announced no action was taken as a result of executive session.

Ken Boote moved to adjourn, Rick Ruff seconded, motion carried 5-0.

9:28 AM

02/12/26

Accrual Basis

DERBY RECREATION COMMISSION

Balance Sheet

As of January 31, 2026

	Jan 31, 26
ASSETS	
Current Assets	
Checking/Savings	
PETTY CASH / CASH BAGS	3,291.25
CASH IN BANK	200,546.56
CASH IN BANK - INVESTMENTS	869,176.92
CASH IN BANK - BUILDING FUND	94,592.52
CD'S	3,500,000.00
CARSON BANK	8,814.33
FSA	3,667.67
Total Checking/Savings	4,680,089.25
Accounts Receivable	
ACCOUNTS RECEIVABLE	762.50
Total Accounts Receivable	762.50
Other Current Assets	
ACCOUNTS RECEIVABLE - XPLOR	10,628.68
RENTAL HOLDING ACCOUNT	-3,246.00
Total Other Current Assets	7,382.68
Total Current Assets	4,688,234.43
Fixed Assets	
CAPITAL ASSETS	
BUILDINGS & IMPROVEMENTS	5,134,892.00
MACHINERY & EQUIPMENT	3,067,621.00
VEHICLES	375,139.00
RIGHT-OF-USE LEASED BUILDINGS	6,971,970.00
ACCUMULATED DEPRECIATION	-7,368,568.67
Total CAPITAL ASSETS	8,181,053.33
Total Fixed Assets	8,181,053.33
TOTAL ASSETS	12,869,287.76

DERBY RECREATION COMMISSION

Balance Sheet

As of January 31, 2026

	Jan 31, 26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
ACCOUNTS PAYABLE	20,903.85
Total Accounts Payable	20,903.85
Other Current Liabilities	
FSA AP	-40,362.42
DRC CLEARING ACCOUNT	4,731.80
RRR CLEARING ACCOUNT	375.00
CITY PARK RENTALS - REIMB	6,120.00
PAYROLL LIABILITIES	
KS WITHHOLDING TAX PAYABLE	-16.41
KPERS PAYABLE	90.14
LIFE INSURANCE PAYABLE	-43.90
Total PAYROLL LIABILITIES	29.83
Total Other Current Liabilities	-29,105.79
Total Current Liabilities	-8,201.94
Long Term Liabilities	
INVESTMENT IN CAPITAL ASSETS	8,181,053.33
Total Long Term Liabilities	8,181,053.33
Total Liabilities	8,172,851.39
Equity	
EMPLOYEE BENEFITS	68,681.95
UNRESTRICTED NET ASSETS (Other Income)	4,314,463.59
Net Income	313,290.83
Total Equity	4,696,436.37
TOTAL LIABILITIES & EQUITY	12,869,287.76

DERBY RECREATION COMMISSION
STATEMENT OF RECEIPTS & EXPENDITURES
FOR THE ONE MONTH AND SEVEN MONTHS ENDED JANUARY 31, 2026 & 2025

	ACTUAL CURRENT MO.	PRIOR YR. CURRENT MO.	VARIANCE	ACTUAL YTD	PRIOR YTD	VARIANCE
STATEMENT OF RECEIPTS						
MILL LEVY	\$ 1,865,764.09	\$ 1,647,040.59	\$ 218,723.50	\$ 2,101,774.87	\$ 1,892,202.22	\$ 209,572.65
GENERAL OPERATING	1,168.22	210.53	957.69	66,709.17	88,128.70	(21,419.53)
RECREATION CENTER	406,295.39	380,754.98	25,540.41	943,098.73	918,703.86	24,394.87
OAKLAWN ACTIVITY CENTER	580.00	2,064.00	(1,484.00)	6,234.00	5,787.00	447.00
HUBBARD ARTS CENTER	2,290.00	285.00	2,005.00	12,564.93	3,551.25	9,013.68
ROCK RIVER RAPIDS	46,648.50	44,375.00	2,273.50	381,427.50	737,892.00	(356,464.50)
OUTDOOR MAINTENANCE	-	400.00	(400.00)	15,050.00	13,100.00	1,950.00
ADULT PROGRAMS	18,637.60	21,046.39	(2,408.79)	104,672.23	97,512.53	7,159.70
YOUTH PROGRAMS	18,470.43	14,130.35	4,340.08	148,987.16	144,093.79	4,893.37
EMPLOYEE BENEFIT FUND	648,131.94	598,448.64	49,683.30	730,751.14	683,562.88	47,188.26
UNENCUMBERED FUNDS	-	-	-	-	-	-
	\$ 3,007,986.17	\$ 2,708,755.48	\$ 299,230.69	\$ 4,511,269.73	\$ 4,584,534.23	\$ (73,264.50)

**DERBY RECREATION COMMISSION
STATEMENT OF RECEIPTS & EXPENDITURES
FOR THE ONE MONTH AND SEVEN MONTHS ENDED JANUARY 31, 2026 & 2025**

	ACTUAL		PRIOR YR.		VARIANCE		ACTUAL		PRIOR		VARIANCE	
	CURRENT MO.		CURRENT MO.				YTD		YTD			
STATEMENT OF EXPENDITURES												
MILL LEVY	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
GENERAL OPERATING		96,089.11		76,464.54		19,624.57		919,119.91		902,556.09		16,563.82
RECREATION CENTER		142,927.26		102,248.65		40,678.61		1,076,671.89		987,507.20		89,164.69
OAKLAWN ACTTIVITY CENTER		9,351.43		21,151.09		(11,799.66)		96,844.31		127,316.45		(30,472.14)
HUBBARD ARTS CENTER		10,746.54		11,130.71		(384.17)		270,427.35		241,695.60		28,731.75
ROCK RIVER RAPIDS		5,868.88		4,329.41		1,539.47		355,997.83		713,196.36		(357,198.53)
OUTDOOR MAINTENANCE		9,941.12		9,231.52		709.60		89,897.82		80,895.03		9,002.79
ADULT PROGRAMS		72,601.91		52,804.36		19,797.55		368,778.28		286,920.90		81,857.38
YOUTH PROGRAMS		33,534.81		32,211.85		1,322.96		333,028.28		308,143.73		24,884.55
EMPLOYEE BENEFIT FUND		103,106.41		87,775.08		15,331.33		687,213.23		657,682.86		29,530.37
UNENCUMBERED FUNDS		-		-		-		-		-		-
		484,167.47		397,347.21		86,820.26		4,197,978.90		4,305,914.22		(107,935.32)
Net Revenue / (Loss)	\$	2,523,818.70	\$	2,311,408.27	\$	212,410.43	\$	313,290.83	\$	278,620.01	\$	34,670.82



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Chris Drum, Superintendent of Recreation

DATE: March 6, 2026

RE: SUPERINTENDENT REPORT

- Met with DRC Board Chairman, Eric Tauer to review the February Board Meeting agenda.
- Held a meeting with multiple program and IT staff regarding program development and improvements for The Cove at the Hubbard Arts Center.
- Met with Director of Programs, Vanessa Rugg and Assistant Director of Programs, Dee Anna Claytor regarding DRC grant tracking and reporting.
- Extensive work with Waters Edge and facility staff regarding the Indoor Pool deck project. Staff continue to consider adjustments and alternatives for project cost savings. Staff continue to plan accordingly for the associated adjustments in programming based on anticipated indoor pool closure during the project.
- Participated in final interviews for the Assistant Director of Facilities position.
- Assisted with the completion of the DRC Employee Monthly Newsletter.
- Held a meeting with multiple staff regarding the continued progress of fundraising for the Lifeguard Endowment Fund.
- Held a RRR marketing meeting with multiple DRC and City staff for the upcoming RRR marketing budget for the 2026 season.
- Held weekly meetings with Department Directors.
- Reviewed monthly financials.
- Attended the Derby Health Collaborative meeting on February 18 and provided a presentation on the AED in the Parks project.
- The DRC Board held a Special Board Meeting on February 19 for Consultation with the DRC Attorney.
- Attended Director of Administration, Derek Smith's DRC 20-year anniversary celebration.
- Extensive work with staff on the development of the 2025 DRC Annual Report.

- Attended a KRPA Recreation Commission Summit planning meeting. The Rec Commission Summit will be held in April in Hays, KS.
- Extensive work on personnel policy and procedure updates.
- Reviewed and submitted the 2027 RRR budget. Per our management agreement with the City of Derby we submit the RRR budget annually in March for the following year.
- Reviewed applications for the vacant Program Supervisor position. Interviews will begin the week of March 9.
- Continued management of the DRC Facility Development Fund with recent investments of those funds in a CD.
- Met with multiple staff regarding OAC programming and facility operation considerations.
- Met with Board Member, David Sowden regarding ongoing and upcoming DRC projects.



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Darcie Parkhurst, Director of Facilities

DATE: March 10, 2026

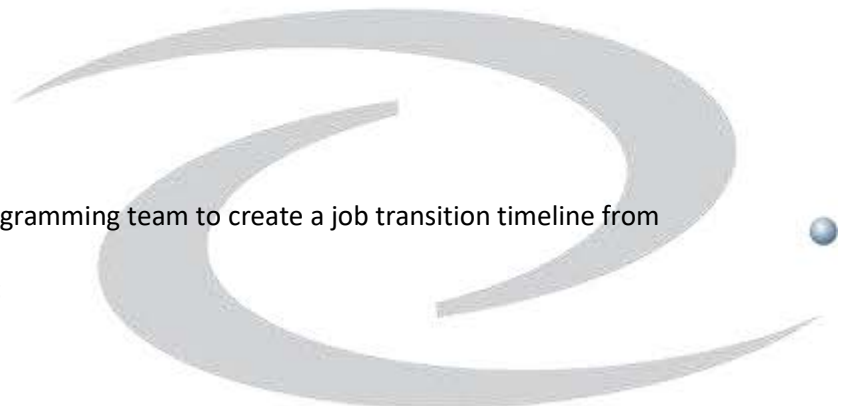
RE: FEBRUARY FACILITY HIGHLIGHTS

Director of Facilities

- Held weekly meetings with aquatic and facility staff
- Total members; 7828
- Kids Club membership; 295, usage 1464
- DNMS Bus membership; 36, usage 625
- Completed corporate usage reports as well as corporate invoicing for monthly memberships.
- Attended monthly Program/Facility Director meeting
- Programmed doors and set HVAC for rentals at OAC throughout month
- Participated in Exceptional Experience Workgroup Meetings
- Corresponded with Water's Edge to continue pool deck discussions
- Participated in ADOF Interviews
- Put together detailed information leading up to RRR Summer Prep discussion meeting specifically planning for if indoor pool is closed.
- Attended the Board meeting Feb. 10
- Attended Youth Tri committee meeting
- Filled in at facilities where needed throughout the month
- Attended health collaborative meeting on Feb. 18
- Attended Chili Cookoff
- Celebrated with Derek and others for his 20th anniversary
- Met with Vanessa, DeeAnna and Tracey to review Invoicing procedures
- Began training and orienting our new ADOF
- Participated in an Xplor training session regarding Facility Booking options
- Met with a representative from Traveling Tom's Coffee regarding potential partnership opportunities
- Met with rep from Johnson Control

Assistant Director of Facilities

- Began working with Facilities and Programming team to create a job transition timeline from Program Supervisor to ADOF.
- Facility training with Darcie including:
 - OAC doors
 - Scheduling
 - DRC- Johnson Controls



- o OAC- Siemens
 - o DRC monthly studio D hot class schedules
 - o Facility schedules
- Reviewed current front desk training manual
- Reviewed current coordinator manual
- Met with Trevor from Johnson Controls over a few issues and to get a program walkthrough and get comfortable with it.
- Attended program/facilities meeting

Fitness Center

Staff and Meetings

- Provided fitness specialists with a report of members eligible for one free personal training session, along with a phone script and instructions to call five members per day.
- Prepared the March “Marvel Workout” challenge for all members to boost engagement in the fitness center.

Equipment

- Coordinating with Mid State Fitness regarding necessary repairs in the fitness center.

Indoor Pool

- Completed filter maintenance and chemical balancing as needed
- Completed weekly schedules for all aquatic staff
- Attended weekly aquatic management meeting
- Developed and led WSI, lifeguard and head lifeguard in-services on Feb 1
- Continued hosting Derby High School Swim team
- Brie completed the AOAP Director School Year 2
- Brie successfully obtained the AFO re-certification

OAC

- Rentals Facilitated
 - o Radio Control Club
 - o Corvair Club
 - o China Painters
 - o Private Rentals
 - o Village Steppers
 - o Free Spirits
 - o Barn Dancers
 - o Granny Basketball
- Lords Diner distro weeknights

Rock River Rapids

- Season pass fees \$67.50 through May 31
- Screened applications, scheduled and conducted Manager interviews for the 2026 season
 - o 4 in person
- Continued taking reservations for After Hour Rentals for 2026 season
- Proposed raises for aquatic staff for 2027 season to keep pace with area opportunities
- Developed 2027 budget
- Continued to process donation requests
- Began ordering equipment and supplies for the 2026 season
- Contacted 2026 season applicants with lifeguard course and job fair information

Maintenance & Fleet

DRC

- Sanitized all equipment and surfaces
- Fan motor on Furnace 1 replaced by Five Star
- 300va Transformer on Seresco replaced by Five Star
- 11 light fixtures in Studio D replaced by Loper with LED
- Duct work painting project completed in gym

OAC

- Routine maintenance
- Sanitized all equipment and surfaces

HAC

- Sanitized all equipment and surfaces

Buses

- Routine maintenance performed on Mini, White and Blue buses
- Interiors sanitized

Fleet

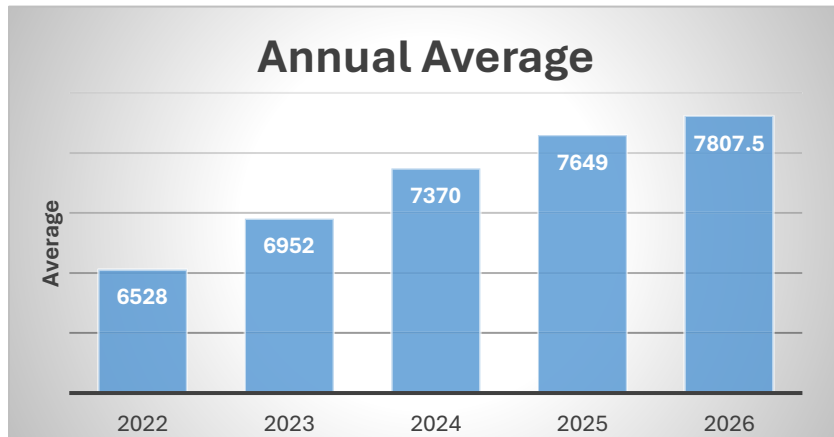
- Routine maintenance performed
- Interiors sanitized

Grounds

- Routine maintenance performed
- Clean-up starting in preparation for spring

DRC Membership Annual Comparison Report

Month	2022	2023	2024	2025	2026
Jan	6661	7020	7355	7685	7787
Feb	6629	7020	7487	7702	7828
Mar	6606	7139	7461	7749	
April	6457	7065	7392	7720	
May	6580	6912	7370	7735	
June	6552	6948	7556	7809	
July	6489	6942	7530	7708	
Aug	6474	6867	7421	7741	
Sept	6266	6656	7246	7421	
Oct	6397	6863	7070	7450	
Nov	6598	6960	7251	7517	
Dec	6627	7033	7300	7551	
Total	78336	83425	88439	91788	7787
Average	6528	6952	7370	7649	7807.5
membership promotion					





MEMORANDUM

801 EAST MARKET
P.O. BOX 324
DERBY, KS 67037
TEL 316-788-3781
FAX 316-788-6549

TO: DRC BOARD MEMBERS

FROM: Donita Grinde-Houtman, Aquatic Director

DATE: March 2, 2026

RE: AOAP CONFERENCE AND DIRECTOR'S SCHOOL

I would first like to thank everyone for the opportunity to attend a professional, high quality conference such as the International Aquatics and Water Safety Conference & Exposition.

The conference had approximately 1700 attendees plus 140 unique exhibitors allowing plenty of networking opportunities. AOAP partnered with several groups this year including the Model Aquatic Health Code, Total Aquatic Programming, American Red Cross and National Drowning Prevention Association which all provided specific tracks making this conference a "one stop shop."

We had an outstanding lineup of speakers and vendors. It was hard to choose which sessions to attend however; a great benefit was everyone has the ability to view all session handouts which are included from the presentations. I would like to share just a few of the sessions I attended and a summary of what I learned. If there is anything that you would like more information about, please don't hesitate to ask any questions.

- *Are We Failing our Lifeguards: Rethinking What it Means to Lead Today's Team* - This session focused on how the demands of today's society shape our young teams, how their experiences are different and how understanding these changes help leaders to connect and meet their teams where they are before presenting growth challenges.
- *Riding the Tide Instead of Wiping Out Thriving in Aquatics Leadership* – In this session we discussed how switching from a lifeguard to a leader looks like, what changes, how to effectively determine what items should be delegated to allow you to focus on the items that only you are equipped to handle so you don't experience burnout
- *Elevate Performance & Enrich Your Team Culture: Fun & Engaging In-service Activities for your Team* – in this session we learned about different activities that the City of Phoenix uses with their teams that promote teambuilding and how they include all of their work groups during their in-service training sessions.
- *Sexual Harassment Training* – Juliene discussed different types of harassment, appropriate reporting procedures for non-emergent/emergency situation, ways to educate our team and strategies to deter harassment.
- *Data-Driven Decisions* – John shared different types of decisions, decision making models, where to collect evidence, root-cause analysis and how to leverage data to inform process improvement while supporting effective decision making.
- *How Deep is Your Bench* – Wendy discussed the importance of evaluation of your organizational model to determine if something can change to allow for incremental growth and recognition in

our teams. This allows for more layers which not only prepare employees to gain additional skills but retention for recognizing how they support our programs and ultimately lead to succession planning.

One of the highlights of the AOAP conference is the Lifetime Achievement Award. This is the third year this award has been presented and I was especially grateful to be in attendance to support a colleague from Arkansas City, KS, Deb Davidson. So many professional awards tend to be given to those who run a large department and it was special to see a friend from a rural community who had given over 50 years to our industry be honored with this award.

Finally, I completed my past-President term and was reappointed to the Board of Directors. I am excited to be working with the Conference and Professional Development committees this year. These opportunities continue to provide industry-wide networking, ensuring our facilities are operating at or above the industry standard while shining a light on our amazing organization. I am so grateful for your support in this endeavor and am honored to represent our organization while serving on a board that is helping shape and lead the aquatic industry.

It's difficult to convey how beneficial this conference was for me. I understand that many professionals in my field do not have the support that I do, and I truly appreciate each of you.

Again, Thank You!



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Brie Witsman, Aquatics Coordinator

DATE: March 4, 2026

RE: AOAP DIRECTOR'S SCHOOL YEAR 2

After attending the Association of Aquatic Professionals Director's School Year 1 three years ago, I continued my education by attending Year 2.

AOAP assembled the top leaders in the industry to deliver customized presentations based on my level of experience in aquatics management.

After establishing foundational skills in Year 1, Year 2 builds on this prior knowledge. Sessions included advanced leadership concepts, legal considerations, advocacy, auditing, and guest experience enhancement.

- *You've Had a Drowning: What's Next?* – This session focused on the timeline of what to do during the first 3 days after a drowning or major incident. This included how to manage the critical incident in regards to the staff and the media.
- *Aquatics Advocacy* – In this session we learned about the different ways we have to advocate for ourselves in the aquatics realm; whether this is for ourselves, our community, or our facility. It also included what factors to consider before making an advocacy plan.
- *Model Aquatic Health Code (MAHC): Advanced Understanding and Application* – This session discussed the technical process of how changes are proposed and adopted in the MAHC. We also dove into this living document to learn how to use it for our own pools.
- *The Deep End of Leadership: Intentional Communication for Aquatic Professionals* – Dr. Lewis taught us models for intentional communication, giving feedback, and how to handle unacceptable behavior exhibited by staff or guests.
- *The Art of Aquatic Auditing* – This session encouraged us to audit our facilities from the front door to the back gate. Auditing in the aquatics world usually only involves testing lifeguards, not the entire facility; so this offered a unique perspective to approach things differently.
- *Enhancing the Guest Experience* – The speakers discussed how sometimes it can be more cost effective to give refunds if the guest will continually revisit your facility and utilize your programs. We must also provide our staff with good customer service: invest in your team and they will invest in your guests!
- *Staff In-service Development for Senior Part-Time and Permanent Staff* – This last session covered the six key components of developing senior staff: supervising operations, risk management, leadership/duty, staff development, emergency management, and customer service.



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Vanessa Rugg, Director of Programs

DATE: March 4, 2026

RE: FEBRUARY PROGRAM BOARD HIGHLIGHTS

Program Area Highlights

Director of Programs

- Attended weekly staff, directors and programmers meetings.
- Attended monthly meetings with Dee Anna and the programmers throughout the month.
- Planned for and attended the monthly Exceptional Experiences Workgroup meeting this month.
- Planned for and attended monthly Employee Wellness Committee meeting.
- Created the interns weekly schedules.
- Scheduled interview with summer intern candidates
- Supervised The Lord's Diner a few times this month
- Attended a meeting to discuss RRR and DRC Summer Pool. Planned program transitions in preparation of the pool deck renovation
- Reviewed and edited the spring program guide
- Planned the March Games People Play as a committee member on the Wellness Committee
- Attended the Chocolate Bazaar
- Registered for and attended this month's Chamber lunch
- Planned for and attended a World Cup event and sports discussion
- Attended a Cove discussion to look at the future of cove rentals and programs
- Attended a meeting with Chris and Dee Anna and review the information Dee Anna worked on for grant funded programs
- Attended the second round interviews for the Assistant Director of Facilities position
- Met virtually with Valley Center Facility Coordinator to discuss our internship program
- Attended a DRC Endowment fund brainstorming session
- Attended budget meetings with Tauni, Teresa and Derek and each program department to review the new budget worksheets
- Jenna, Ashlynn and I met with USD 260 Superintendent of Curriculum to discuss the Summer PrimeTime Program
- Attended the wellness program "how to survive today's food jungle"
- Stacy, Elisha and I went to the downtown Lord's Diner location to tour the facility and to introduce them to Emily, Executive Director of The Lord's Diner
- Attended Derek's 20 Year Celebration

- Attended the Derby Health Collaborative meeting
- Planned for and attended the Smokin' 5K meeting
- Attended the DRC chili contest
- The program team sent Dee Anna and I their summer program lists that we started to review
- Helped compile and submitted annual report information
- Intern notes this month:
 - Assisted with the Grounded Series Event
 - Prepped for and assisted at The Chocolate Bazaar event
 - Hung aerial silks for aerial classes
 - Helped with gymnastics set up
 - Unsinkables and Camp DRC locker room supervision
 - Assisted with Pull Up Basketball trial days
 - Supervised youth basketball
 - Created Valentine's Day tags
 - Supervised The Lord's Diner a few days this month
 - Helped with annual report
 - Created a Smokin' 5K and Just Tri volunteer flyer
 - Dropped off 5K flyers at Haysville Activity Center
 - Assisted with DRC chili contest set up
 - Tidy/move equipment in fitness studios
 - Assisted in the fitness center
 - Assisted at the Date Night Drop Off Event
 - Assisted at the Princess Tea Party event

Assistant Director of Programs

- Attended meetings with Vanessa and the programmers throughout the month.
- Checked off personal training sessions throughout the month.
- Researched grant opportunities.
- Attended Risk Management Committee meetings.
- Edited the spring program guide.
- Attended a JustTri Youth Triathlon planning meeting.
- Attended a Program/Facilities meeting.
- Attended a Smokin' 5K Committee meeting.
- Covered the OAC Afterschool Program a couple times this month.
- Attended a policy meeting on 2/3
- Attended a RRR/Summer Pool Discussion.
- Attended the Chocolate Bazaar.
- Attended a meeting with Sports and Special Programs to discuss possible World Cup related programming for this summer.
- Attended a meeting with Chris and Vanessa regarding grant funded programs.
- Co-taught a full CPR-PR, AED and First Aid training for full and part-time staff.

- Attended meetings with program areas and bookkeeping to review the new budget format for 2026-2027.
- Attended the Derby Health Collaborative meeting.

Aquatics

DRC Aquatic Programs:

- Scheduled WSI's for winter session 2 lessons which served 53 children
- Assigned instructors for private lessons that resulted in a participation of 147
- Reviewed spring program guide to ensure offerings and ads were correct
- Planned the WSI, lifeguard and head lifeguard in-services on February 1
- Taught the lifeguarding course February 12 – 16 which had 4 students
- Taught the lifeguard prep course on February 17 which had 3 students
- Gathered WSI availabilities for spring session
- Coordinated El Paso Elementary Unsinkables & SCUBA pool use
- Submitted annual report information
- Completed summer master list and began completing Xplor forms
- Developed program plan for moving programming to RRR during the deck renovation project

RRR Aquatic Programs:

- Completed summer master list for RRR summer course offerings
- Began creating summer Xplor forms for all class offerings
- Reviewed resumes, scheduled and conducted RRR manager interviews

Staff Emergency Preparedness (EAP):

- Developed EOP tour guide to use in conjunction with new employee onboarding process
- Met with Risk Management Committee on February 5 & 26

Professional Development & Meetings:

- Attended AOAP conference February 14 – 19 and Director's School February 19-21
- Attended weekly aquatic meetings
- Attended weekly programmers meetings
- Attended policy meeting

Art

Programs As Of 02/24/2026:

CURRENT WINTER 2026 REGISTRATION COMPARED TO PREVIOUS YEAR

- 2025 Winter Revenue = \$12,056.20 2025 Winter Registration = 262
- 2026 Winter Revenue = \$11,613.20 2026 Winter Registration = 228

Sold Out Classes for February (Enrolled/Max):

- Art Discoverers: Clay Sculpt – 2nd Session – (8/8)
- Introduction to Glass Fusing and Slumping – 2nd session – (6/6)
- Free Spirits: Creative Growth (10/10)
- Adult Sewing (9/7)
- 1 Day Pottery (6/6)

Canceled Programs for February:

- Jamie Dye Wooden Sign Painting
- Adult Instrument Lessons

Outreach Groups:

- Derby Senior Center – February 13 - 8 attended

Staffing/Meetings:

- Attended weekly staff meetings
- Attended Cove meetings
- Attended DRC Staff Chili Cook-off

Culinary Arts

Programs:

- Continued Winter Session

Sold Out Classes:

- Free Spirits: Cooking with Marsha (x 2)
- Date Day: A la Julia Child
- Date Night: A Proper English Dinner
- A Mexican American Fiesta

Nearly Sold Out Classes:

- Marvel Munchies
- St. Valentine's Day Treats

Additional:

- Chocolate Bazaar demos (2)
- Assisted with Derek's 20 Year Anniversary celebration
- Attended the 26-27 Budget Meeting
- Art One-on-One
- Culinary Instructor Kalie Dudeck sends her thanks for the professional development opportunity of attending a class at WSU Tech's National Institute for Culinary and Hospitality Education.

Fitness

Group Land Fitness:

- We did two weeks of fitness class evaluations to evaluate all instructors and the facility.
- Reviewed all evaluations, compiled notes, and will upload them into Survey Monkey to share with the Superintendent.
- Worked on summer master list and Xplor forms for all summer specialty classes and waterpark classes and submitted them for approval.

Personal Training & Nutrition Coaching:

- Ran a report on Personal Training discount and compared to last year.
- Sent weekly Personal Training Report on client's sessions expiring and remaining to all trainers.
- Computer is up and running in the personal training office for trainers to use to check in clients.

- Developing a professional education workshop for trainers, including collaboration with a Physical Therapist to strengthen post-surgical client care.
- Met with the Marketing Director to discuss the upcoming DRC News feature highlighting one of our nutrition coaches and client testimonials.

Outreach Programs:

Weekly Outreach Sites

- Senior Center: Water in Motion meets twice a week at the DRC
- Wayland Associates: Weekly stretching class for staff
- El Paso Veterinary Hospital: Weekly lunchtime yoga sessions

Specialty Classes & Projects:

- Met with the new intern to go over our department and projects that we will be working on for his term.
- 2nd session of Adult and Youth Aerial are full.

Committees & Events:

Wellness Committee

- Attended monthly wellness meeting
- Attended the Chili Cook off

Fitness Special Events:

Grounded Series

- Inner Journal was a huge success, we had 16 registered for that class.
- Preparing for our next grounded series, Camp Fire Yoga in April.

Smokin' 5k:

- Visited multiple sponsors for this event, wanting to secure sponsors for each section of the race.
- Called and emailed two Trophy places to get bids on medals and rings for the race.
- Created a supply list to be updated every year.
- Updated the sponsorship list and added the new sponsors for this event.

Just Tri

- Contacted previous sponsors for this event and created an excel sheet to keep track of all sponsors.

Fitness Center Operations:

Staff and Meetings

- Provided fitness specialists with a report of members eligible for one free personal training session, along with a phone script and instructions to call five members per day.
- Prepared the March "Marvel Workout" challenge for all members to boost engagement in the fitness center.

Equipment

- Called Mid States to come out and fix and look at multiple pieces of equipment.
- Prepared a PO for a new ab machine.

- Six of the upper body machines needed to be reentered so we had someone help us with the placement of that.

Health and Wellness

Derby Recreation Commission:

- Attended staff and programmer meetings
- Attended the DRC Budget Meeting
- Attended Chamber of Commerce Luncheon
- Wellness Department One-on-One Meeting with Vanessa and Dee Anna

Wellness Programming and Initiatives:

- 1 new Derby Walks pledge form in February.
- Posted Part Time Wellness Instructor position with HR.
- Staff meeting with Wellness Instructor, Kim Tuhro, to discuss summer programming and changes to fall classes.
- 17 in attendance – Natural Grocers Class (How to Survive in Today's Food Jungle)

DRC Employee Wellness:

- Facilitated the Employee Wellness Committee meeting on February 17, 2026.
- Met with WellSteps representative regarding upcoming campaign-Happiness Matters.
- DRC Annual Chili Contest – February 19. Employees submitted 9 chilis.
 - Best Name: Vanessa Rugg "The Fate of O'Chilia"
 - Judge's Choice: Derek Smith
 - People's Choice: Aimee Ediger

Derby Health Collaborative (DHC):

- Derby Health Collaborative met on February 18, 2026. A presentation on AED's in the park was given by Chris Drum. An overview of the Community Health Assessment findings was presented to the group. Priority areas identified are: Mental Health, Healthcare Access (including chronic disease prevention, physical health and nutrition education, and for Oaklawn – dental care promotion and prevention), and Financial Empowerment (financial wellness education, job skills, etc.). Members were asked to join a subcommittee to drive action planning in these priority areas.

Community Meetings and Collaborative Conversations:

- Attended the Sedgwick County Health Alliance Meeting (virtually)

Community Wellness Hub

The Lord's Diner:

- 2295 - Total Meals Served in February
- 115 - Average Meals served per day
- 137 - Highest daily volume
- 85 - Lowest daily volume

Hygiene Pantry:

- 29 served in February

NRPA Mentoring Grant

- 5 mentoring sessions in February (DRC and Mental Health America Mentors)

SHICK Medicare Counseling Partnership:

- 8 counseling sessions at the OAC in February

GraceMed Healthy Families (KanCare/Medicaid application assistance):

- No visits in February

Community Outreach and Events:

- Stacy and Jenna met with Derby Public Library to explore youth programming for After School Program and Wellness Hub initiatives.
- Stacy, Elisha and Vanessa toured The Lord's Diner main facility in Wichita.
- Assisted with Wichita Animal Action League Drive-Thru Vaccinate Clinic Event at Oaklawn. They served 300 animals with vaccines and microchips.

Upcoming Events:

- ExecuKIDS Spring Break Camp (March 16-20)
- Youth Mental Health First Aid (May 13)
- Light the Night Family Bike Ride (May 22)
- OAC Parenting Resource Fair (June 27)

Special Events, Special Programs and Oaklawn

Program Supervisor

Programs:

- Held the fourth annual Chocolate Bazaar event at Hubbard Arts Center on Feb 7th from 10-1pm. Event was very successful with about 220 attendees, 16 vendors, a chocolate tasting table, raffle baskets, 2 sessions of chocolate related demos in the kitchen and a cookie and brownie contest with people's choice voting.
- Instructed a Safe Sitter Babysitting Class on Feb 13th with 5 participants.
- Held Date Night Drop Off on Feb 21st with 35 in attendance. (max)
- Held Princess Tea Party on Feb 28th with 32 participants in attendance.
- Assisted in running the Staff Chili Cook Off on February 19th as part of the Wellness Committee. My duties include promoting, collecting participants, and preparing the day of signs and ballots and scoring votes.
- Began pricing eggs for Easter Egg Hunt, PAWsome, and Teen hunts.
- Completed summer programs list.
- Completed annual report material.
- Attended meeting to review potential safe workplace reporting policy.
- Held biweekly meetings with Program Coordinator to discuss the upcoming events, OAC ASP, committees and projects moving forwards.
- Attended Risk Management meeting, discussed future focuses of committee.
- Led Youth Just Tri meeting. Discussed committee roles, safety procedures, sponsorships.
- Attended World Cup event meeting with special programs and sports. Discussed ideas of events and camps to tie in with World Cup theme this summer.
- Attended NNO meeting at OID.
- Attended Wellness meeting to discuss Chili Cookoff, upcoming events, wellness points, and prizes.

- Attended special programs meeting with bookkeeping to review new budget forms for FY 26-27.
- Attended Smokin' 5K meeting, discussed committee roles, sponsors, and safety procedures.
- Began working with programming/facilities to create a plan for my ADOF job transition.

Childcare:

- Scheduled staff and created daily schedules for three camp dates in February.
- Held Camp DRC on February 12th, 13th and 16th with 120 kids in attendance.
- Renewed the license for the OAC Afterschool program.
- Finalized and updated online registration forms and parent manual for Recreation Station and posted.
- Emailed camp returners to get forms completed prior to enrollment to make the process easier.
- Started marketing for Rec Station enrollment and add-ons including our new Rec Station PLUS class formats with swim lessons, culinary, and art.
- Confirmed returning staff members and scheduled interviews in March for potential new leaders.
- Began working on staff training calendar and agendas.
- Began planning field trip calendar.

Special Populations:

- Restocked Free Spirits coach shirts in all sizes.
- Started planning for Track and Field season. Reserved practice facilities from the school district and have secured 5 coaches for this season.
- Attended Free Spirits basketball practice to hand out uniforms and state schedules.
- Basketball and Cheerleading attended regionals on February 21st in Haysville, both basketball teams and our cheer team took second place.

Program Coordinator

Programs:

- Attended Risk Management Committee 2/5
- Assisted at Chocolate Bazaar on 2/7
- Attended discussion with Derby Public Library regarding programming at OAC library as well as summer primetime plans 2/9
- Attended Youth JustTri meeting 2/10
- Attended World Cup Discussion 2/10
- Prepared and Co-Taught Full American Red Cross CPR course 2/12
- Co-created a facility tour for training via Risk Management Committee
- Attended budget meeting 2/17
- Attended National Night Out meeting 2/18
- Attended Bi-weekly program meetings
- Attended 5k meeting 2/19
- Attended chili cook off 2/19
- Attended additional Risk Management Committee meeting 2/26
- Created program list for summer programming
- Prepped for Super Hero Saturday on 3/7

Childcare:

- Began planning PrimeTime field trip calendar
- First day of a new mentoring program for the After School kids with the Wellness Department started 2/18
- Hosted a fire and tornado drill with After School Program (ASP)
- Hosted monthly staff meeting with ASP staff
- Signed up to attend Youth Mental Health First Aid course taught by Stacy and Elisha

Sports

DRC Sports

- Scheduled youth sports officials and scorekeepers for winter sports leagues.
- Began contacting officials and supervisors for the spring sports leagues.
- Scheduled DRC youth basketball practices on weeknights at OAC and USD 260 facilities.
- Offered second session of adult pickle ball lessons in February with 12 participants.
- Winter Sport classes, Tae Kwon Do and Gymnastics ended.
- Completed January/February session of Senior Center pickleball outreach with 20 participants.
- Produced our summer list of programs.
- Hosted second "Pull Up Basketball" exhibition night with 24 participants.

Meetings and Professional Development

- Met with Marketing and IT to discuss possibly updating our Team Sideline website.
- Met with programming team about possible programs during the World Cup.
- Brian and Curtis participated in a webinar, "Dealing with difficult people in youth sports".
- Curtis took the CPR class to be certified.

Outdoor Maintenance

- We have chosen TruGreen for our lawn maintenance provider.
- Cheney Door is replacing the overhead door at our maintenance shed at High Park.
- All pampas grass at all facilities has been cut back.
- All ballfields are ready for practices with bases out on the fields.
- Updated sports equipment storage area.



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Derek Smith, Director of Administration

DATE: March 6, 2026

RE: FEBRUARY ADMINISTRATIVE HIGHLIGHTS

Accounting/Risk Management

- Completed initial budget prep orientation and document reviews with program staff. DOA and Accounting staff will be more heavily supporting supervisory staff through budget prep this year with new budget format and coding adjustments.
- Budget process fully underway with CIP development and program budget development.
- Invested DRC idle funds. Facility Development Fund has been invested in 120 day CD.
- Prepared monthly financial summary for board.
- Completed annual report financial data and other annual report data.
- Completed fee transition with World Pay.
- Working on employment transition for new Assistant Director of Facilities. Recruiting for Program Supervisor and Summer Staff.
- Preparing data for City on High Park rental revenues.

Contracts

- Completed maintenance agreement and vendor communication with Oaklawn Improvement District.
- Working on Safe workplace practices documents.
- Completed open enrollment process for 2026 benefit program. Initiating appropriate payroll changes based on employee elections.
- IT Director trained on IT security onsite dashboard and training.
- Work on workplace surveillance and reporting procedures.

Other

- Beginning work on Employee Manual.
- Held internal chili contest.
- Hired Assistant Director of Facilities.
- Met with Derby Health Collaborative.
- Supervising numerous evenings at the Lords Diner.
- Supporting various HR issues.
- Supporting various special events.

ADOA

Recruitment and Hiring

- Scheduled and coordinated first and second round interviews for the ADOF position.
- Participated in the interview process.
- Submitted a formal job offer letter to Ashlynn Godown-Schenker for the ADOF position.

Onboarding

- Reactivated two employees:
 - o Emma C. – Part-time Indoor Lifeguard
 - o Meghan I. – Part-time Overnight Facility Maintenance/Custodian

Employee Records and Employee-Related Matters

- Met with two separate employees regarding personal matters.
- Conducted follow-up meetings with both employees to provide continued support and resolution.
- Several coaching sessions on professional attendance and behavior expectations for OAC Afterschool staff.

Compliance and Benefits

- Completed our 2025 ACA filing.
- Finalized and submitted the Annual Medical Loss Ratio report for BCBSKS.

Meetings and Events

- Attended EEW meeting
- Participated in staff meetings
- Attended Board meeting
- Participated in Wellness Committee meeting
- Attended the Annual Chili Cookoff
- Celebrated Derek's 20th Anniversary Dinner
- Participated in Administrative Staff meetings
- Attended Risk Management meeting
- Participated in Staff Spotlight (Derek Smith Champion Interview)
- Participated in RRR management interviews
- Volunteered at The Lord's Diner on multiple occasions
- Met with Vanessa to discuss our Vision and Mission statement and strategies for effectively communicating it to both new and current employees, potentially through a quarterly meeting format

IT

- Worked on the new Team Sideline website with Marketing and Sports.
- Attended Xplor training.
- Extensive work on The Cove for future planning.
- Installed new software on Cove Computer for our Tech.
- Mounted monitor in The Cove recording room for artists.
- Worked on a new Cove webpage with Marketing.
- Finalized Paycor Issues.
- Received and put together a plan for panic locks and alarms.
- Set up Ashlynn in her new role.
- Updated and transferred OAC door locks to the new ADOF computer.
- Worked with Sumner One to replace RRR printer.
- Attended and recorded special board meeting.
- Helped Cook, and prep for Derek's 20th party.
- Rearranged the Sports office again and ran wires properly.

- Set up a new computer for Jenna.
- Set up a new computer for Todd.

Marketing:

- Attended the Exceptional Experiences Workgroup meeting
- Attended a meeting about planning for summer pool and gym closures
- Met with representatives from Physical Therapy by Phoenix to discuss potential partnership opportunities
- Attended a discussion about ways to incorporate the World Cup into summer programming and marketing
- Prepared for and presented the Rock River Rapids budget draft at a meeting with the City and DRC staff
- Met with a representative from Wichita Festivals to discuss partnership opportunities with Riverfest, the DRC and RRR
- Created and sent the Spring Program Guide to print
- Worked on the 2025 Annual Report

Campaigns:

- Derby Recreation Commission Endowment Fund Match Campaign (Dec. 2-March 31)
 - Send thank you post cards to everyone who purchased a duck or donated to the campaign
- Summer hiring (DRC & RRR)
 - Created posters, flyers and x-banners
 - Posted on social media
 - Distributed hiring posters to high schools surrounding the Derby area

Program Support:

- Solicited sponsorships for the Smokin' 5K
- Filmed and edited a video showing one of our culinary instructors making King Cake. Posted the video on Mardi Gras
- Attended the Smokin' 5K committee meeting
- Recorded another mic'd up video with a youth basketball coach to be shared in March
- Took pictures and videos at the Elevated Harmony event and shared on social media
- Created marketing materials for Superhero Saturday (flyers, x-banner, yard signs, etc.)

Community Involvement:

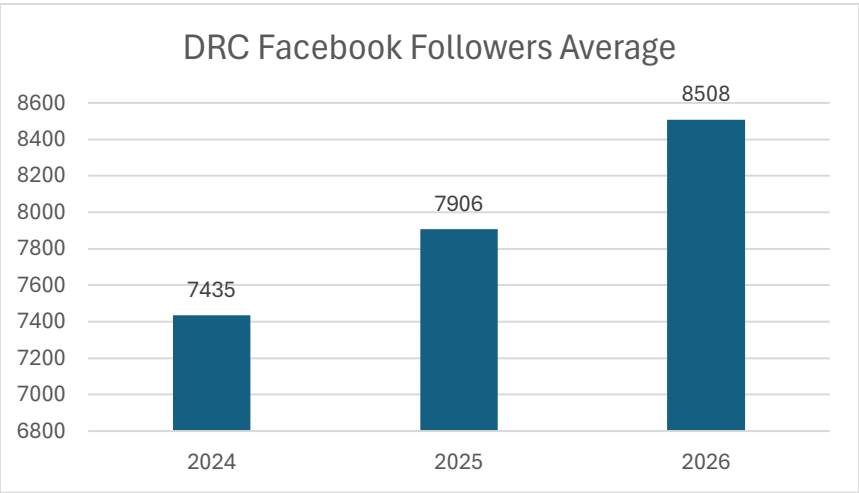
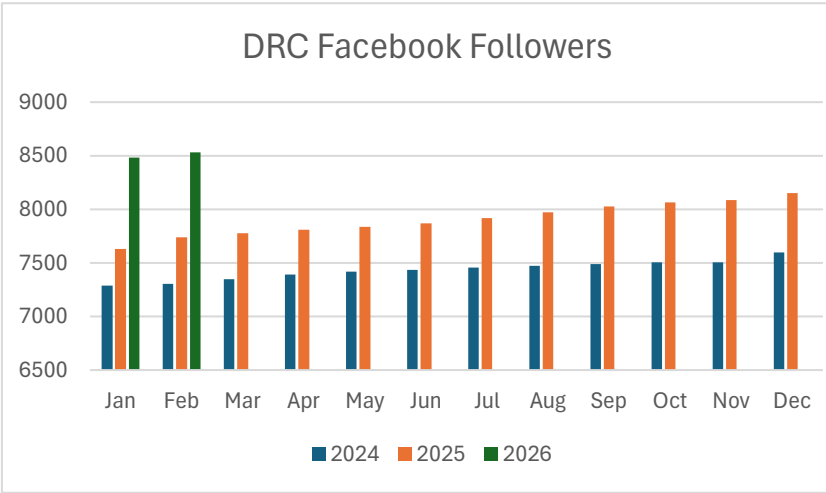
- Attended the Community Marketing Partners Meeting
- Attended the bi-weekly Rotary luncheon

Marketing Specialist:

- Compiled content for Exceptional Experiences, monthly employee newsletter
- Filmed & edited a video for the employee newsletter
- Wrote two articles for LinkedIn to be shared throughout the year
- Created social media content for Chocolate Bazaar, Princess Tea Party, Teen Egg Hunt, Pawsome Egg Hunt, Egg Dip, Pull-up basketball, Youth Baseball and Softball Leagues, and pickleball lessons.
- Took photos and videos at Chili Cookoff, Princess Tea Party and Chocolate Bazaar

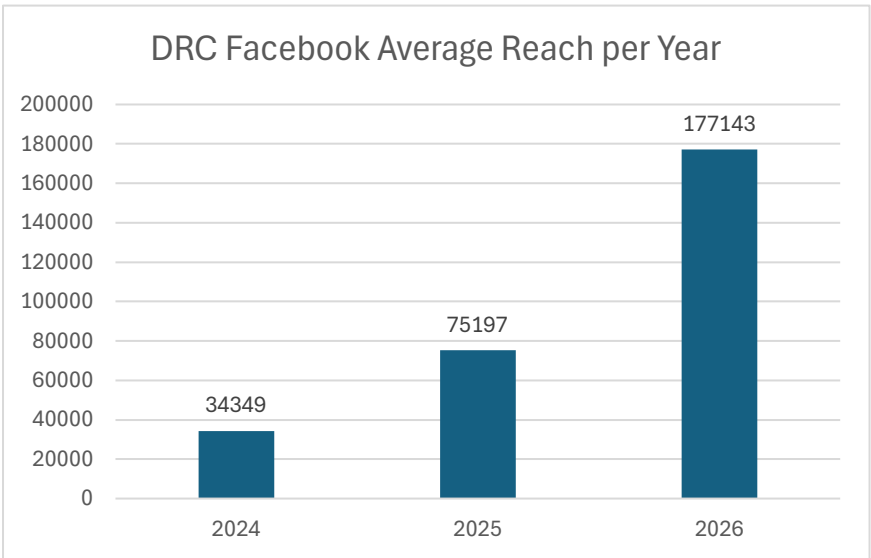
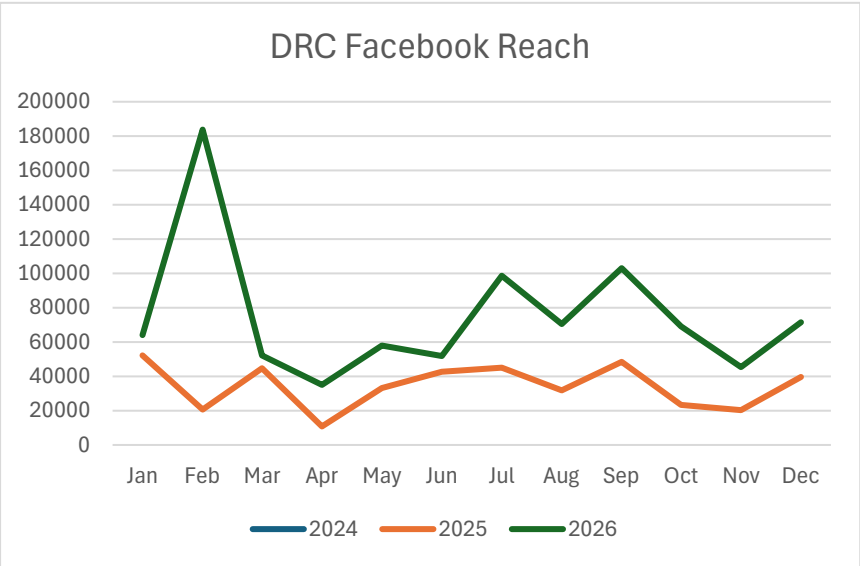
Facebook Followers

Month	2024	2025	2026
Jan	7287	7630	8482
Feb	7303	7738	8533
Mar	7349	7776	
Apr	7389	7808	
May	7421	7835	
Jun	7437	7869	
Jul	7459	7917	
Aug	7473	7970	
Sep	7490	8029	
Oct	7503	8063	
Nov	7507	8085	
Dec	7596	8153	
Year Avg	7435	7906	8508



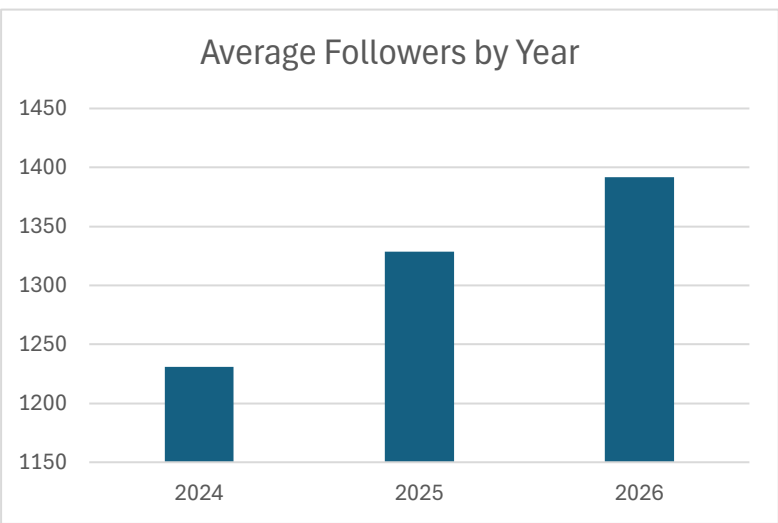
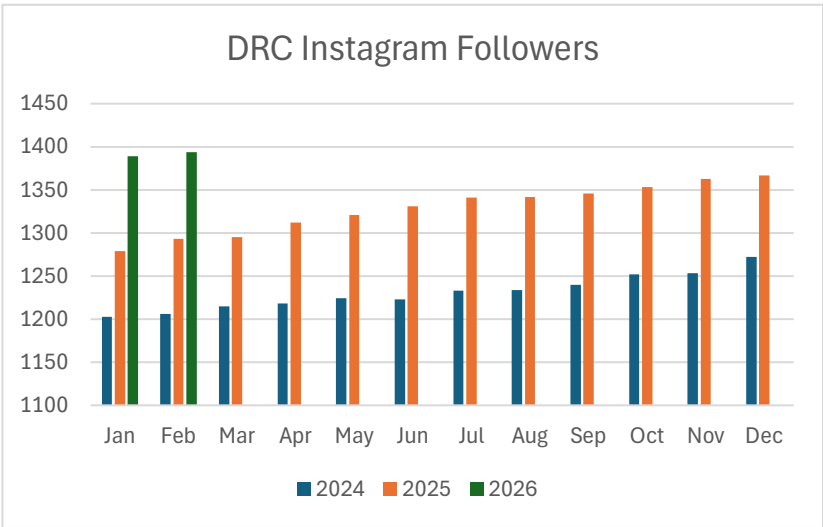
Facebook Reach

Month	2024	2025	2026
Jan	52194	63884	296625
Feb	20709	183756	57661
Mar	44541	52128	
Apr	10796	35011	
May	33053	57802	
Jun	42578	51748	
Jul	44887	98554	
Aug	31895	70547	
Sep	48321	102936	
Oct	23233	69223	
Nov	20403	45335	
Dec	39579	71443	
Year Avg	34349	75197	177143



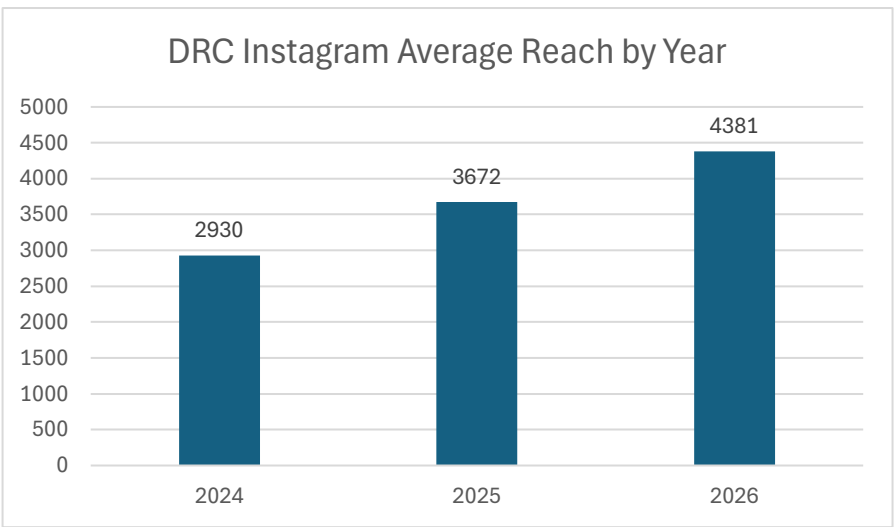
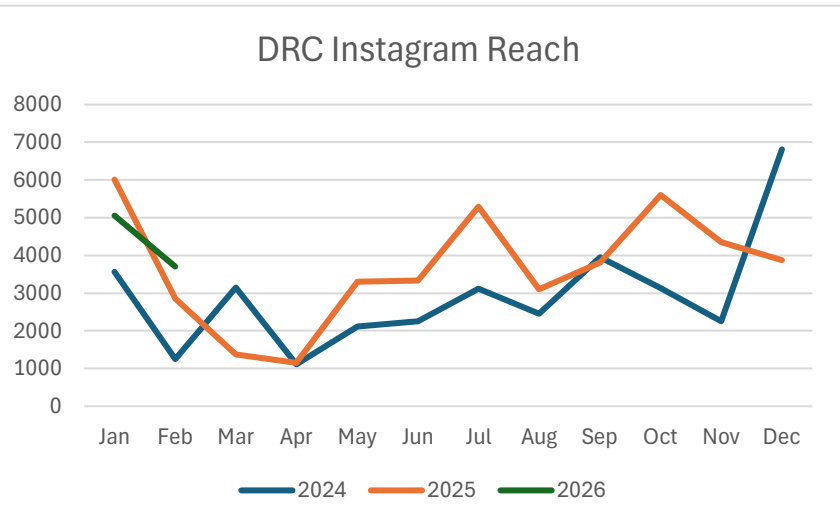
Instagram Followers

Month	2024	2025	2026
Jan	1203	1279	1389
Feb	1206	1293	1394
Mar	1215	1295	
Apr	1218	1312	
May	1224	1321	
Jun	1223	1331	
Jul	1233	1341	
Aug	1234	1342	
Sep	1240	1346	
Oct	1252	1353	
Nov	1253	1363	
Dec	1272	1367	
Year Avg	1231	1329	1392



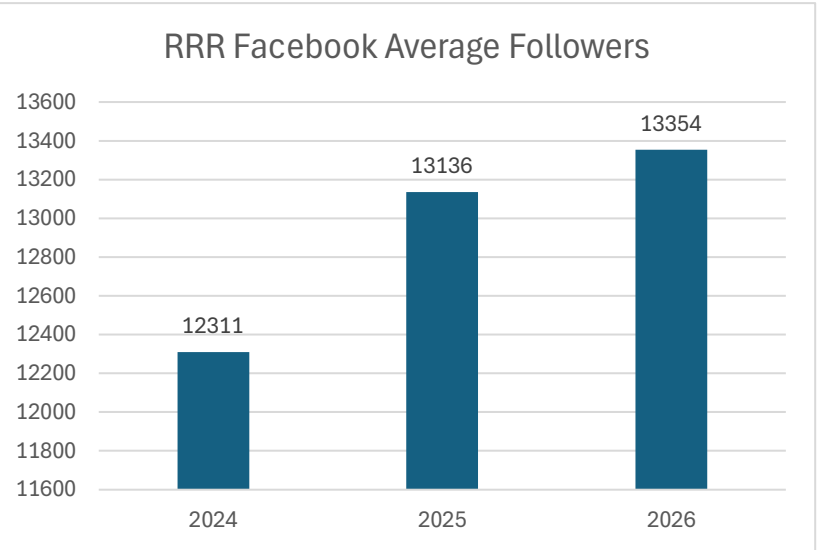
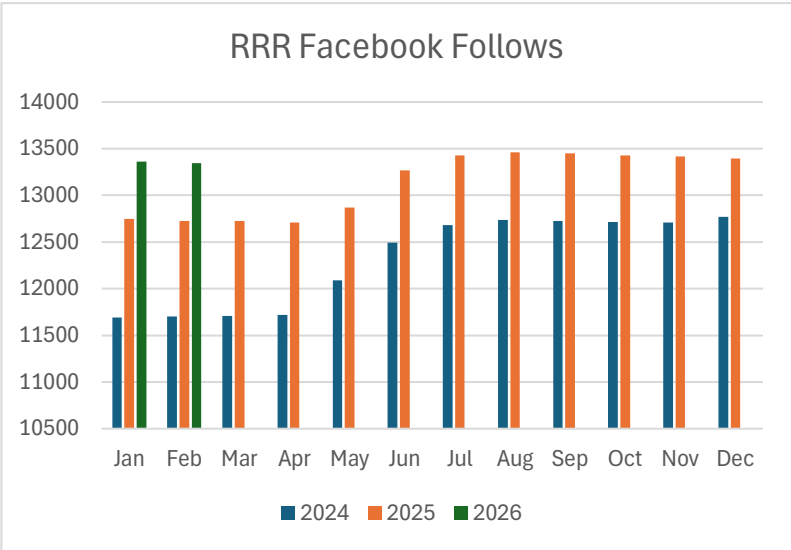
Instagram Reach

Month	2024	2025	2026
Jan	3566	6012	5056
Feb	1249	2863	3705
Mar	3147	1368	
Apr	1112	1151	
May	2112	3302	
Jun	2253	3337	
Jul	3125	5299	
Aug	2455	3100	
Sep	3949	3807	
Oct	3128	5597	
Nov	2255	4353	
Dec	6813	3877	
Year Avg	2930	3672	4381



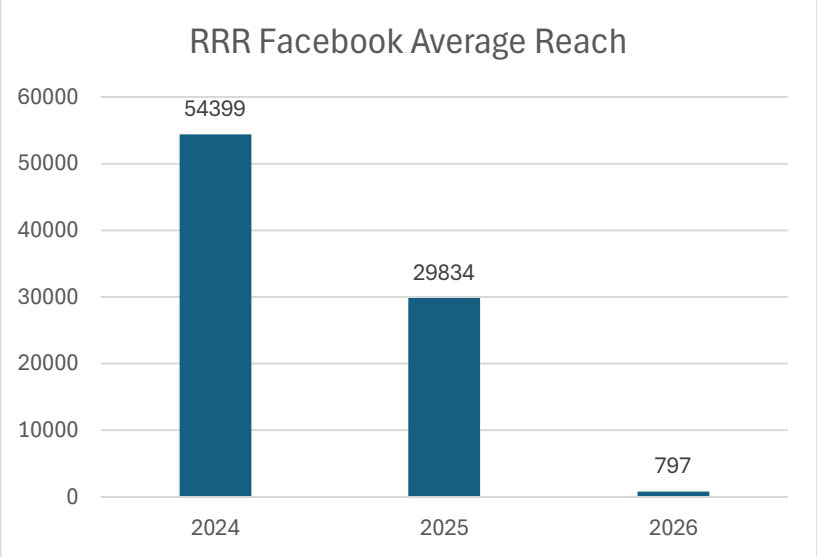
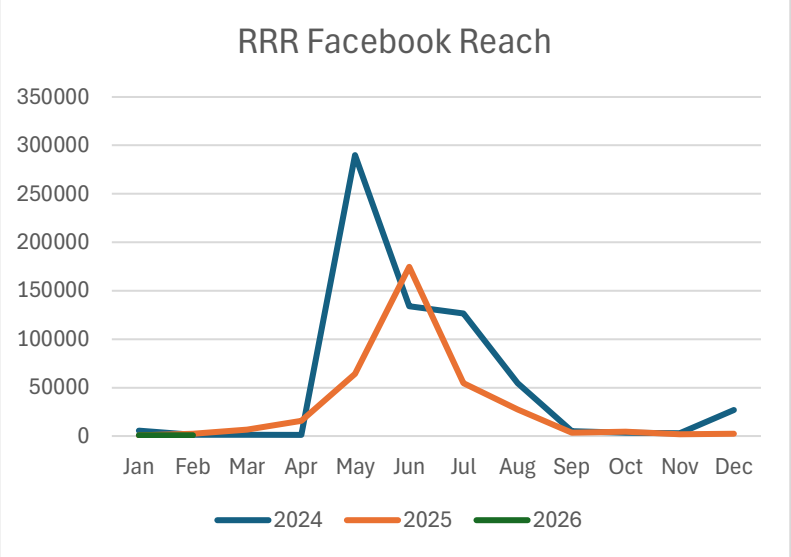
Facebook Followers

Month	2024	2025	2026
Jan	11691	12748	13362
Feb	11701	12728	13346
Mar	11706	12725	
Apr	11719	12711	
May	12089	12872	
Jun	12492	13270	
Jul	12680	13428	
Aug	12738	13462	
Sep	12724	13450	
Oct	12716	13429	
Nov	12707	13418	
Dec	12768	13395	
Year Avg	12311	13136	13354



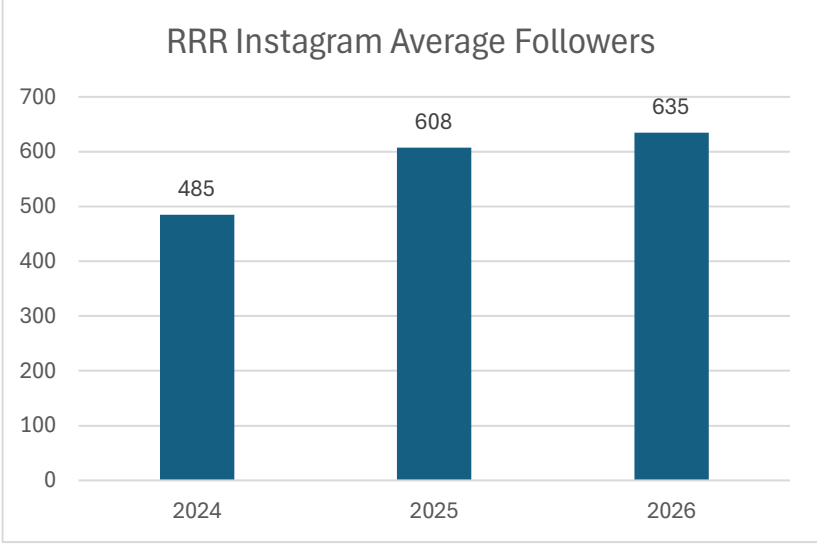
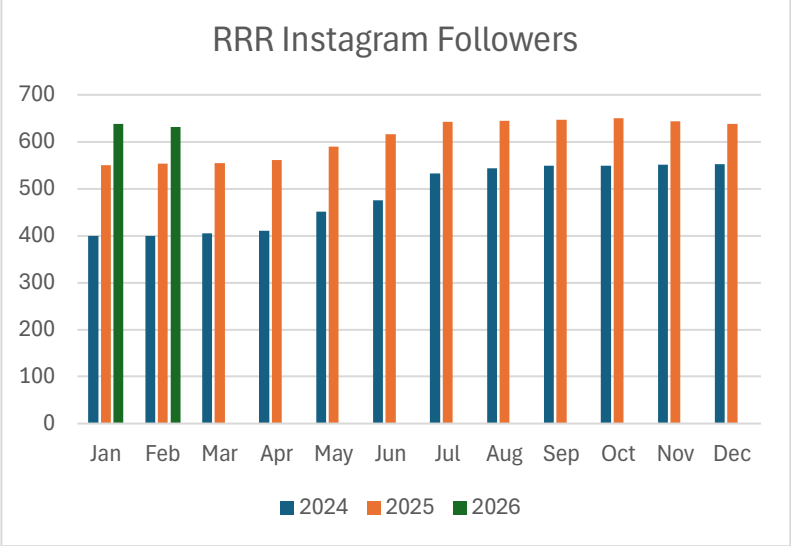
Facebook Reach

Month	2024	2025	2026
Jan	5462	686	801
Feb	1251	2110	793
Mar	1284	6754	
Apr	1180	15842	
May	290000	64198	
Jun	133913	174658	
Jul	126498	54798	
Aug	54817	27154	
Sep	4935	3289	
Oct	3314	4486	
Nov	3131	1889	
Dec	27007	2146	
Year Avg	54399	29834	797



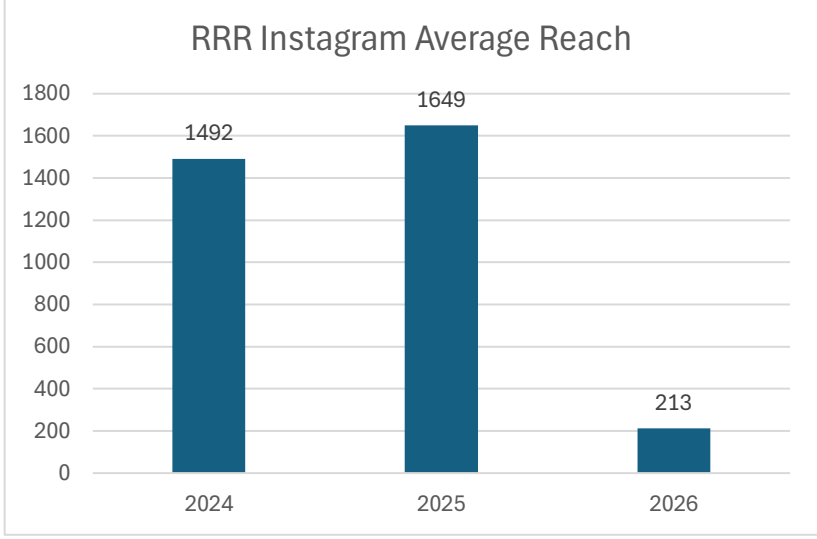
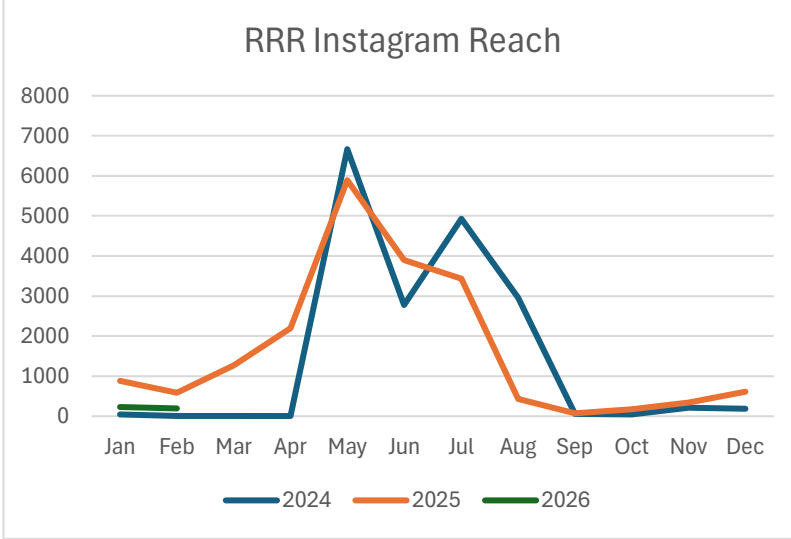
Instagram Followers

Month	2024	2025	2026
Jan	399	550	638
Feb	400	553	631
Mar	405	555	
Apr	411	561	
May	451	590	
Jun	475	616	
Jul	533	642	
Aug	543	645	
Sep	549	647	
Oct	549	650	
Nov	551	644	
Dec	552	638	
Year Avg	485	608	635



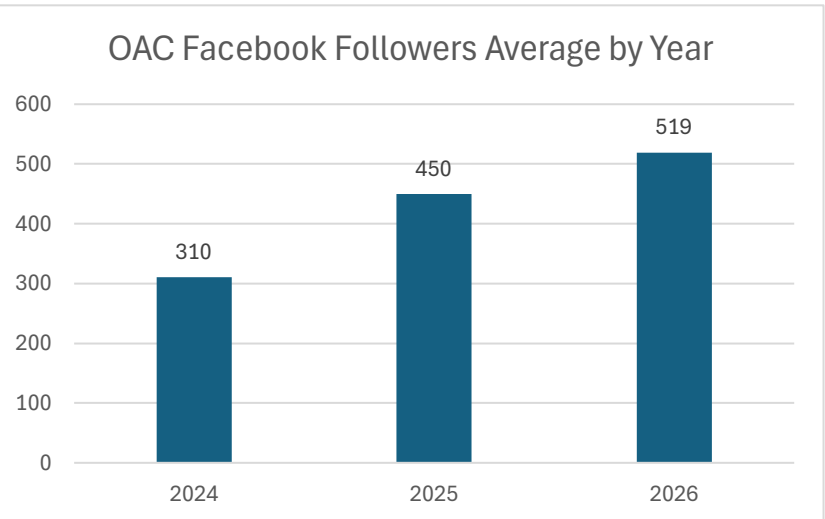
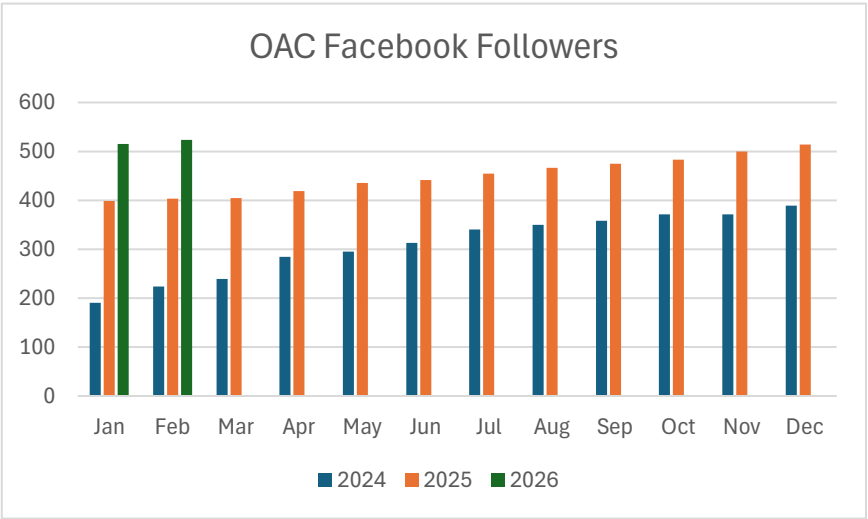
Instagram Reach

Month	2024	2025	2026
Jan	40	881	230
Feb	7	583	195
Mar	6	1269	
Apr	5	2193	
May	6667	5893	
Jun	2776	3904	
Jul	4935	3429	
Aug	2954	427	
Sep	60	73	
Oct	41	180	
Nov	214	347	
Dec	193	613	
Year Avg	1492	1649	213



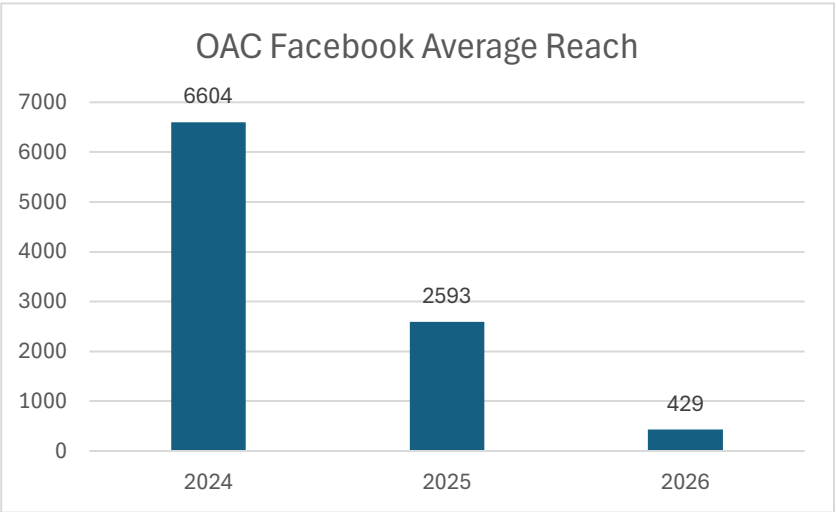
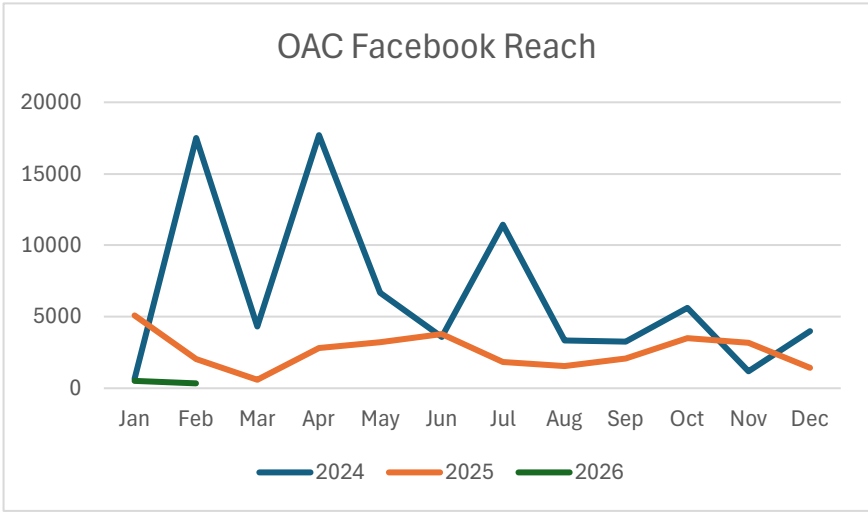
Facebook Followers

Month	2024	2025	2026
Jan	190	399	515
Feb	224	403	523
Mar	239	404	
Apr	285	419	
May	295	435	
Jun	313	442	
Jul	340	455	
Aug	350	466	
Sep	358	475	
Oct	371	483	
Nov	371	500	
Dec	389	514	
Year Avg	310	450	519



Facebook Reach

Month	2024	2025	2026
Jan	660	5093	516
Feb	17505	2034	342
Mar	4301	594	
Apr	17704	2822	
May	6670	3205	
Jun	3581	3801	
Jul	11452	1840	
Aug	3324	1554	
Sep	3250	2073	
Oct	5630	3508	
Nov	1166	3170	
Dec	4001	1423	
Year Avg	6604	2593	429





801 EAST MARKET
P.O. BOX 324
DERBY, KS 67037
TEL 316-788-3781
FAX 316-788-6549

MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Vanessa Rugg, Director of Programs

DATE: March 2, 2026

RE: 2026 SPRING PROGRAM GUIDE

At the meeting, we will present the spring program guide, highlight some of the new events and programs, and answer any questions you may have.



OUR VISION:
INSPIRE THE HIGHEST QUALITY OF LIFE THROUGH EXCEPTIONAL EXPERIENCES.



SPRING PROGRAM GUIDE

REGISTRATION: MARCH 9

SESSION STARTS: MARCH 23

AQUATICS

- SWIM LESSON CHARTS
- LIFEGUARD PREP COURSE
- LIFEGUARD TRAINING
- WSI AIDE

ID	Class	Day	Time	Dates	Fee
Ages 6 Months - 4 Years					
42915	Wet Wigglers	M,W	6:30-7 p.m.	Mar 23-Apr 15	\$40
42917	Wet Wigglers	M,W	6:30-7 p.m.	Apr 20-May 13	\$40
Ages 3 - 4 Years					
42852	Preschool Level 1	M,W	5:45-6:15 p.m.	Mar 23-Apr 15	\$40
42853	Preschool Level 1	Tu,Th	5:15-5:45 p.m.	Mar 24-Apr 16	\$40
42854	Preschool Level 1	M,W	5:45-6:15 p.m.	Apr 20-May 13	\$40
42855	Preschool Level 1	Tu,Th	5:15-5:45 p.m.	Apr 21-May 14	\$40
42856	Preschool Level 2	M,W	5:45-6:15 p.m.	Mar 23-Apr 15	\$40
42857	Preschool Level 2	Tu,Th	5:15-5:45 p.m.	Mar 24-Apr 16	\$40
42858	Preschool Level 2	M,W	5:45-6:15 p.m.	Apr 20-May 13	\$40
42859	Preschool Level 2	Tu,Th	5:15-5:45 p.m.	Apr 21-May 14	\$40
42860	Preschool Level 3	Tu,Th	5:15-5:45 p.m.	Mar 24-Apr 16	\$40
42862	Preschool Level 3	Tu,Th	5:15-5:45 p.m.	Apr 21-May 14	\$40
Ages 3 - 12 Years Old					
42863	Swimming Buddies Level 1	M,W	6:30-7 p.m.	Mar 23-Apr 15	\$48
42864	Swimming Buddies Level 1	Tu,Th	5:45-6:15 p.m.	Mar 24-Apr 16	\$48
42865	Swimming Buddies Level 1	M,W	6:30-7 p.m.	Apr 20-May 13	\$48
42866	Swimming Buddies Level 1	Tu,Th	5:45-6:15 p.m.	Apr 21-May 14	\$48
42867	Swimming Buddies Level 2	Tu,Th	5:45-6:15 p.m.	Mar 24-Apr 16	\$48
42869	Swimming Buddies Level 2	Tu,Th	5:45-6:15 p.m.	Apr 21-May 14	\$48
42870	Swimming Buddies Level 3	Tu,Th	5:45-6:15 p.m.	Mar 24-Apr 16	\$48
42871	Swimming Buddies Level 3	Tu,Th	5:45-6:15 p.m.	Apr 21-May 14	\$48
Ages 5 - 12 Years Old					
42872	Learn to Swim Level 1	M,W	7:15-8:05 p.m.	Mar 23-Apr 15	\$40
42873	Learn to Swim Level 1	Tu,Th	6:30-7:20 p.m.	Mar 24-Apr 16	\$40
42874	Learn to Swim Level 1	M,W	7:15-8:05 p.m.	Apr 20-May 13	\$40
42875	Learn to Swim Level 2	Tu,Th	6:30-7:20 p.m.	Mar 24-Apr 16	\$40
42876	Learn to Swim Level 2	Tu,Th	6:30-7:20 p.m.	Apr 21-May 14	\$40
42877	Learn to Swim Level 3	Tu,Th	6:30-7:20 p.m.	Mar 24-Apr 16	\$40
42878	Learn to Swim Level 3	Tu,Th	6:30-7:20 p.m.	Apr 21-May 14	\$40
42879	Learn to Swim Level 4	Tu,Th	6:30-7:20 p.m.	Apr 21-May 14	\$40

ARTS - YOUTH

- CLAY SCULPT
- EVERYTHING ART
- HOMESCHOOL CREATION LAB
- ONE DAY PAINT ALONG
- POTTER'S WHEEL
- SUN CATCHERS
- ACRYLIC PAINT POUR



ARTS - ADULT

- PAINT STUDIO
- ONE DAY SIP AND PAINT
- SPRING FLOWERS SIGN
- ACRYLIC PAINT POUR
- SUNFLOWER STEPPING STONE
- NEW! SIP AND PAINT AND PASS



ARTS - ADULT

Glass Classes

Pottery

Wood Carving

Sewing

Macrame

NEW! Ceramic
Garden
Gnomes

The Art of
Sound

Instrument
Lessons

DANCE

- TINY BALLERINAS
- LINE DANCE
 - BEGINNERS
 - ADVANCED
- COUNTRY TANGO, WALTZ AND SWING



CULINARY ARTS

YOUTH

BEGINNER CHEFS

KID CHEFS

YOUNG CHEFS

ADULT

SAVORY FARE

CULTURAL



DRC KIDS CAMPS

This summer, the DRC is offering specialty summer camps! Art, culinary, dance, and audio camps take place at Hubbard Arts Center. No membership is required! **These programs are separate from Recreation Station.**

Culinary and art camps include activities based around a weekly theme. Sign up for one or all of the Audio or Dance camps. Returning students are always welcome. **Registration opens March 9 at www.derbyrec.com/Summer-Camps.**

CULINARY CAMPS: AGES 5-9

12:30-2 P.M. | \$80

June 2-5: Summer Fun Foods
June 9-12: Dinosaurs & Meteors
June 16-19: Food Science
June 23-26: Superhero Snacks
July 7-10: Healthy Homemade
July 14-17: Oodles of Noodles
July 21-24: Cookie Monsters!
July 28-31: Mexican Favorites

CULINARY CAMPS: AGES 10-15

9:30-11:30 A.M. | \$83

June 1-4: American Classics
June 8-11: Grillin' & Chillin'
June 15-18: Authentic Mexican
June 22-25: Savory Baking
July 6-9: Fresh Off The Farm
July 13-16: Asian Eats
July 20-23: Baking Desserts
July 27-30: Mexican American

ART CAMPS: AGES 5-9

10-11:30 A.M./12:30-2 P.M. | \$54

June: 1-4: Camping Creations
June 8-11: Science Art Lab
June 15-18: Zoo Art Adventures
June 22-25: Under the Sea Art
July 6-9: Bug Art Explorers
July 13-16: Surf's Up Art
July 20-23: Superhero Art Squad
July 27-30: Glow Art Studio

AUDIO CAMPS: AGES 10-15

12:30-2 P.M. | \$54

June 2-5: Let's Make Some Noise
June 9-12: Let's Make Some Noise
June 16-19: Let's Make Some Noise
June 23-26: Let's Make Some Noise
July 7-10: Let's Make Some Noise
July 14-17: Let's Make Some Noise
July 21-24: Let's Make Some Noise
July 28-31: Let's Make Some Noise

NEW! DANCE CAMPS: AGES 3-8

AGES 3-5 | 1-1:30 P.M. | \$23

AGES 6-8 | 1:45-2:15 P.M. | \$23

June 8-11: Ballet Buddies
June 22-25: Ballet Buddies
July 13-16: Ballet Buddies
July 27-30: Ballet Buddies

HORSEBACK RIDING: AGES 5-14

10-11:30 A.M. | \$140

May 26-29



KIDS CAMPS

RECREATION STATION

CULINARY CAMPS

ART CAMPS

AUDIO CAMPS

HORSEBACK RIDING

NEW! DANCE CAMPS

RECOGNITIONS



Volunteer of
the Year



Inspirational
Wellness
Award

MEMBERSHIP BLITZ

20% OFF
ANNUAL MEMBERSHIPS
ONE WEEK ONLY!

DERBY RECREATION COMMISSION



MEMBERSHIP
BLITZ

MARCH 9 - 15, 2026

INDIVIDUAL, FAMILY, YOUTH, SENIOR, MILITARY

*scholarships do not apply



**MEMBERSHIPS (NEW & RENEWALS) INCLUDE GUEST PASSES AND
NEW MEMBERS RECEIVE ONE FREE PERSONAL TRAINING SESSION!**

PURCHASE ONLINE AT DERBYREC.COM

FITNESS



Senior Group
Training



Aerial Fitness



Still Water
Sanctuary



NEW! Aerial Pilates



NEW! Youth Athletic
Group Training



NEW TEAM MEMBERS

MEET OUR NEW DRC TEAM MEMBERS



CURTIS BAXTER
Sports Coordinator



WILLIAM HARTIGAN
Facility Coordinator



JENNA HUDSON
Program Coordinator



BRIAN HULTGREN
Sports Coordinator



JACE MCINTIRE
Facility Coordinator

SPECIAL EVENTS

- PRESCHOOL GAMES
- STUFF N' FLUFF
- CAMP DRC
- OAC FAMILY FEST
- NEW! SAFE SPLASH
- EGG HUNTS
- SMOKIN' 5K
- SAVE THE DATE: JUST TRI

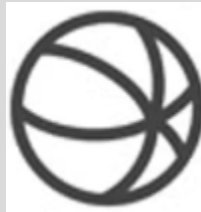


SPECIAL POPULATIONS



ART AND CULINARY

**CREATE ABILITIES
CREATIVE GROWTH
COOKING**



SPORTS

**TRACK AND FIELD
PARA TRACK AND FIELD
WIND SURGE GAME**

SPORTS

ADULT

COED PICKLEBALL TOURNAMENT

CORNHOLE TOURNAMENT

SUMMER SOFTBALL

YOUTH

BLASTBALL/T-BALL/BASEBALL/SOFTBALL

QUAD COUNTY LEAGUES

PEE WEE CHEERLEADING

GYMNASTICS

TAE KWON DO

PANTHER SOFTBALL & BASEBALL CAMPS

PICKLEBALL LESSONS

OPEN PICKLEBALL




PICKLEBALL

DRC OPEN PICKLEBALL

TUESDAYS MON-FRI

7-10 P.M. 9:30 A.M.-12 P.M.

Open pickleball is included with DRC membership or \$5 drop-in.

Gymnastics: Wednesdays, March 25-May 13			
ID	Class	Times	Fee
42837	Tiny Tumblers 3	5:30-6 p.m.	\$40
42840	Tiny Tumblers 3	6:05-6:35 p.m.	\$40
42843	Tiny Tumblers 3	6:40-7:10 p.m.	\$40
42845	Tiny Tumblers 3	7:15-7:45 p.m.	\$40
42838	Tiny Tumblers 4-5	5:30-6 p.m.	\$40
42841	Tiny Tumblers 4-5	6:05-6:35 p.m.	\$40
42844	Tiny Tumblers 4-5	6:40-7:10 p.m.	\$40
42846	Tiny Tumblers 4-5	7:15-7:45 p.m.	\$40
42839	Gymnastics 6-12	5:45-6:30 p.m.	\$50
42842	Gymnastics 6-12	6:35-7:20 p.m.	\$50
42847	Gymnastics 6-12	7:25-8:10 p.m.	\$50

WELLNESS



SPRING SHAPE UP



DETOXIFY YOUR LIFE



**HEALTHY GLUTEN
FREE LIVING**



**YOUTH MENTAL
HEALTH FIRST AID
TRAINING**



BIKE MONTH



THE LORD'S DINER



THANK YOU!



801 EAST MARKET
P.O. BOX 324
DERBY, KS 67037
TEL 316-788-3781
FAX 316-788-6549

MEMORANDUM

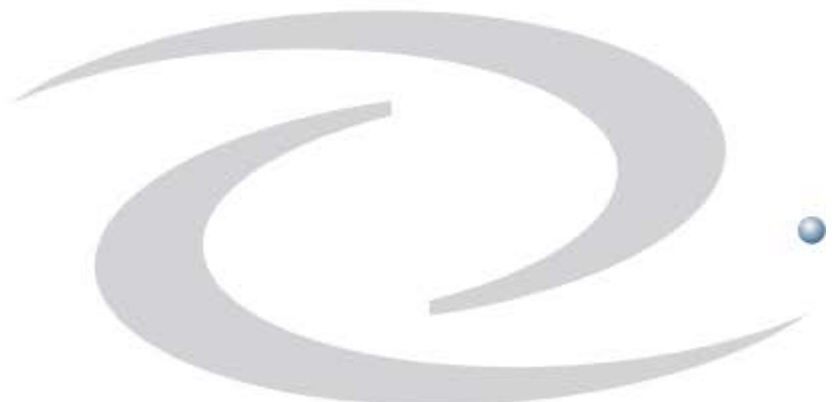
TO: DRC BOARD MEMBERS

FROM: Chris Drum, Superintendent of Recreation

DATE: March 6, 2026

RE: 2025 DRC ANNUAL REPORT

Enclosed is our DRAFT 2025 Annual Report. Please review for comments or changes. After board acceptance, we will reproduce for public distribution and for board presentations to the Derby USD 260 Board of Education and Derby City Council.



OUR VISION:
INSPIRE THE HIGHEST QUALITY OF LIFE THROUGH EXCEPTIONAL EXPERIENCES.



DERBY RECREATION

COMMISSION

ANNUAL REPORT 2025

*January 1, 2025 -
December 31, 2025*

MESSAGE FROM THE SUPERINTENDENT

Welcome to the 2025 Derby Recreation Commission (DRC) Annual Report. This report represents our collective achievements as a Board and staff and reaffirms our commitment to providing exceptional experiences in everything we do. The DRC serves all residents of the City of Derby and USD 260 in multiple areas of family and individual recreation, wellness and leisure services. 2025 was a year of strengthening the Derby Recreation Commission's foundation. We invested in updated employee, financial, and technology systems that improve communication, increase efficiency, and provide clearer information for staff, leadership, and the community. Additionally, the DRC Board established a dedicated facility development funding source to support future recreation spaces and long-term community needs. Thoughtful planning like this ensures we are not only serving Derby today, but preparing for the opportunities and growth of tomorrow.



A stylized signature of Chris Drum in white ink on a dark blue rectangular background.

Chris Drum
Superintendent

As we look ahead to continued growth and opportunities in 2026, the Derby Recreation Commission remains committed to strengthening programs, facilities, and services that support wellbeing and connection throughout our community.

WHO WE ARE

32 Full-Time Employees	3 Facilities	7,647 Avg. Monthly Members
354 Part-Time Employees	6K Programs Offered	6 Program Areas
634 Volunteers	\$26K In Scholarships	10 Intergovt. Agreements

OUR BOARD

The DRC Board is the policy making arm of the DRC who embody a commitment to public service and a familiarity with the members and the spirit of our local community. The Board meets on the second Tuesday of every month to provide direction and support of the organization's mission, services, policies, and programs and to make policy decisions for the short term and long-term success of the Commission. We would like to extend our sincere gratitude to our Board of Directors for their unwavering support and service to Derby and USD 260 communities.



Eric Tauer
Chairman
City of Derby Appointee



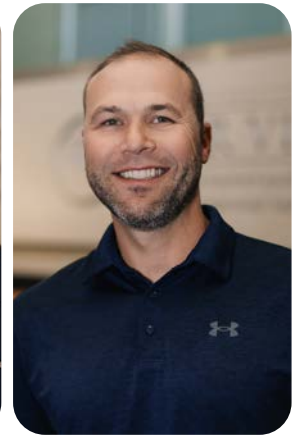
Ken Boote
Vice Chair
City of Derby Appointee



David Sowden
Secretary
USD 260 Appointee



Rick Ruff
Board Member
At Large Member



Brent Renberger
Board Member
USD 260 Appointee



OUR MISSION

Creating happiness and lifelong personal growth.

OUR VISION

Inspire the highest quality of life through exceptional experiences.

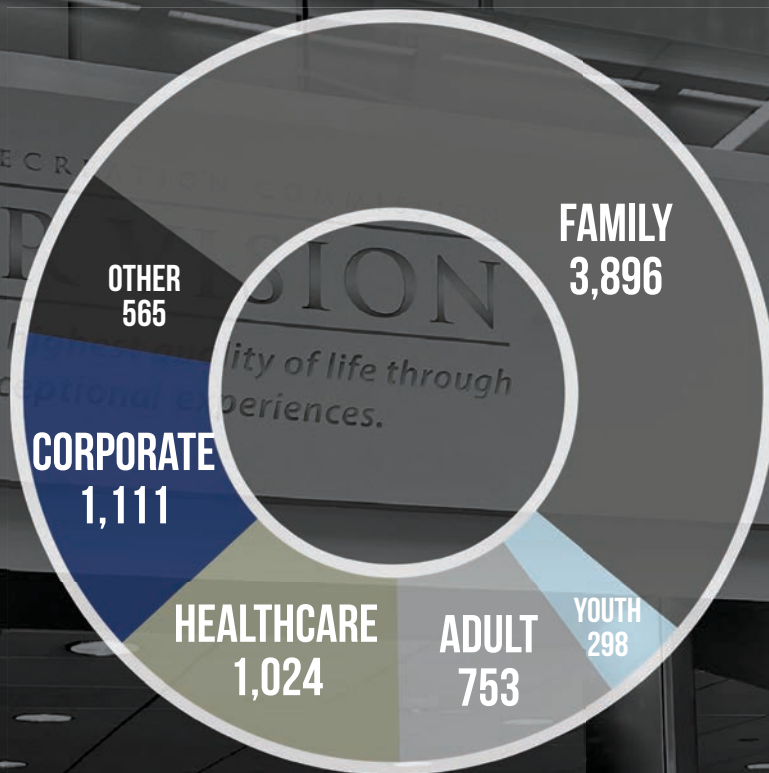
OUR CORE VALUES

WE BELIEVE IN...

- Serving Others
- Teamwork
- Driving Change
- Being Unique
- Genuine Communication
- Embracing Community

FACILITIES

MONTHLY MEMBERSHIP BY CATEGORY



OTHER MEMBERSHIPS

DERBY WALKS

232

DNMS BUS

22

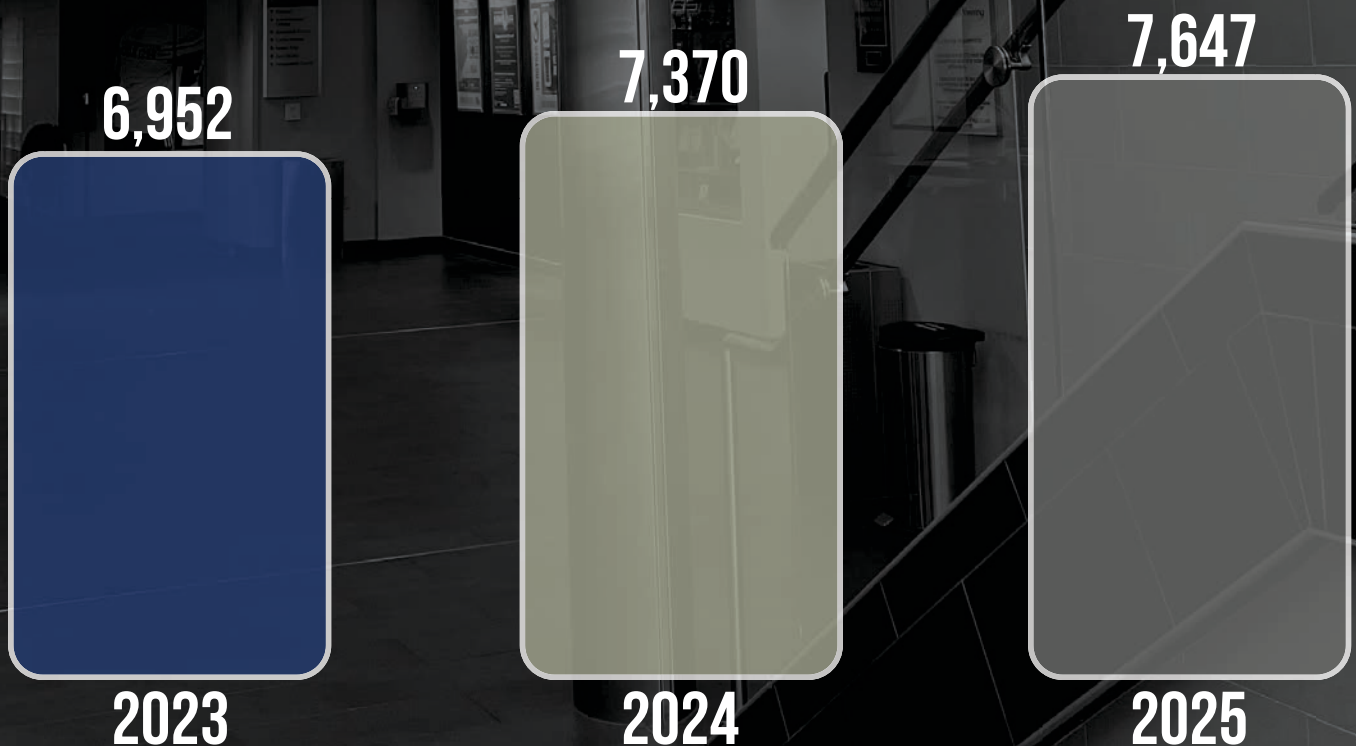
KIDS CLUB

311

12,711

DAY PASSES SOLD IN 2025

AVERAGE MONTHLY MEMBERSHIPS



FACILITY IMPROVEMENT HIGHLIGHTS

DERBY RECREATION CENTER

- Pool ductwork painted
- Racquetball lights upgraded to LED
- Extensive planning for indoor pool deck and gymnasium courts rehabilitation projects
- Pool filter room sump pump replaced
- Pool heater booster pump replaced
- Compressor replaced for HVAC unit servicing Studio R
- Gym & Fitness Center chiller compressor replaced
- Gym floor scuff and coat maintenance
- Elevator floor carpet replaced with non-slip flooring
- Loading dock concrete repairs completed
- Fitness equipment upgrades completed for fitness center

OAKLAWN ACTIVITY CENTER

- Gym floor scuff and coat maintenance
- Roof patched and repaired as needed

HUBBARD ARTS CENTER:

- Indoor painting refresh completed in main rental areas and corridor to art studios

FLEET:

- Fleet graphics updated on all vehicles and buses

GROUNDS:

- Installed a new LED sign on Woodlawn Blvd.
- North entrance area landscaping updated

RENTALS

96

DRC Pool Rentals



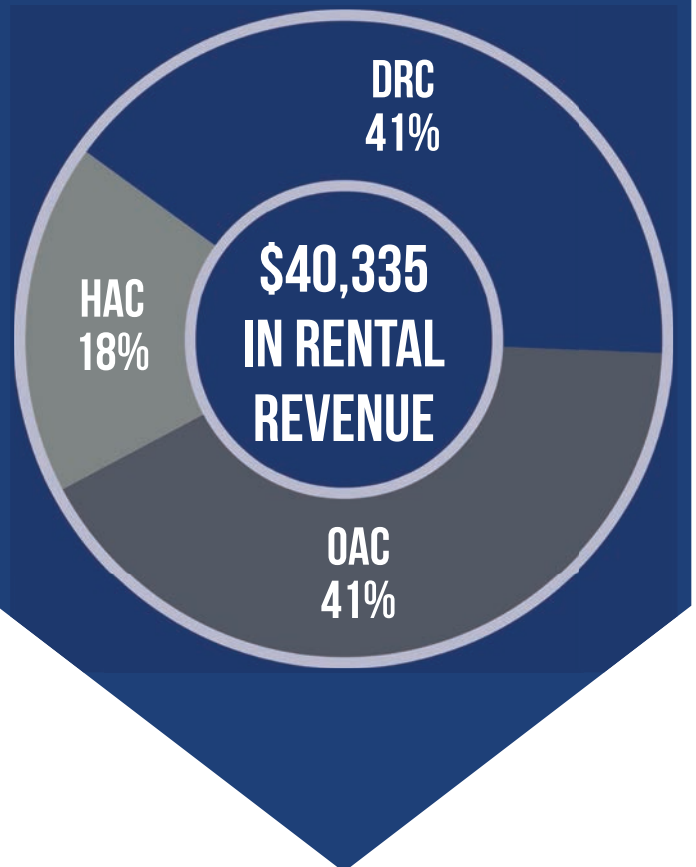
197

OAC Rentals



45

HAC Rentals



PROGRAMS



139

New Programs Offered



179K

Program Attendance



AQUATICS

241 PROGRAMS | 1,864 REGISTRATIONS

This year, we saw an increase in attendance at our Egg Dip and Spooky Swim family swim nights.

In 2025, we served 1,509 swim lesson participants and certified 330 individuals in lifeguarding, CPR and other safety trainings. We also had four Lap Dawg participants achieve milestone miles.



ART

251 PROGRAMS | 1,250 REGISTRATIONS

2025 was a milestone year for the Hubbard Arts Center as we proudly celebrated our five-year anniversary. Community members were invited to experience firsthand all that we have to offer. From performances and exhibits to classes and special events, the Hubbard Arts Center continues to grow into a vibrant creative hub.



CULINARY ARTS

167 PROGRAMS | 899 REGISTRATIONS

In 2025, we saw continued growth with our Free Spirits cooking program, where participants practiced hands-on cooking skills in a supportive environment.

We also saw strong engagement in our youth summer culinary camps with 124 registrations.



FITNESS

4,954 PROGRAMS | 48,464 ATTENDANCE

In the past three years, participation in our senior classes have grown by an impressive 240%

In 2025, we also introduced the Inbody Challenge, which was the first challenge offered to our DRC members using our in-house composition system.



SPECIAL PROGRAMS

84 PROGRAMS | 8,021 ATTENDANCE

This year we had significant increase in attendance at Oaklawn events like Superhero Saturday with 212 attendees, Back to School Carnival with 125 attendees, and Santa's Workshop with 136 attendees (compared to 67 in 2024).

Free Spirits participation was up in registration or maxed out in all 6 sports offered.



SPORTS

167 PROGRAMS | 5,967 REGISTRATIONS

Flag football has had a 78% increase in participation since we started offering both a Spring and Fall league in the last three years.

In 2025, we increased the pickleball programs to offer several different lessons for different skill levels as well as offering youth lessons.



WELLNESS

55 PROGRAMS | 235 REGISTRATIONS

This year's Wellness Expo featured 22 vendors, and about 100 people were in attendance for the event.

We relaunched the Derby Health Collaborative this year to focus on community wellness efforts.

The Lord's Diner served 27,969 guests in 2025, averaging 107 meals a day.



OUTREACH

236 PROGRAMS | 4,599 ATTENDANCE

In 2025, we partnered with Citizens Bank, KS Association of Court Reporting, Derby Senior Center, Wayland Associates, and more.

Citizens Bank Outreach had over 200 attendees participate in chair yoga and meditation.

ROCK RIVER RAPIDS

TOTAL ATTENDANCE

100,028

2023

131,225

2024*

99,876

2025

140

Jobs Created

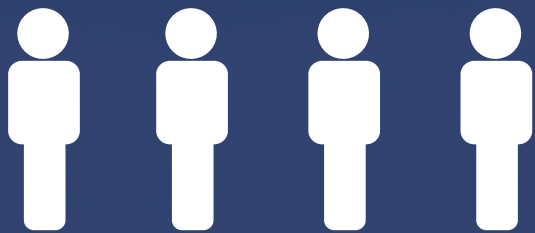
85°

Average Temperature

183

Rentals

*includes After Hour & Otter Parties



13.2K

Program Attendance



142

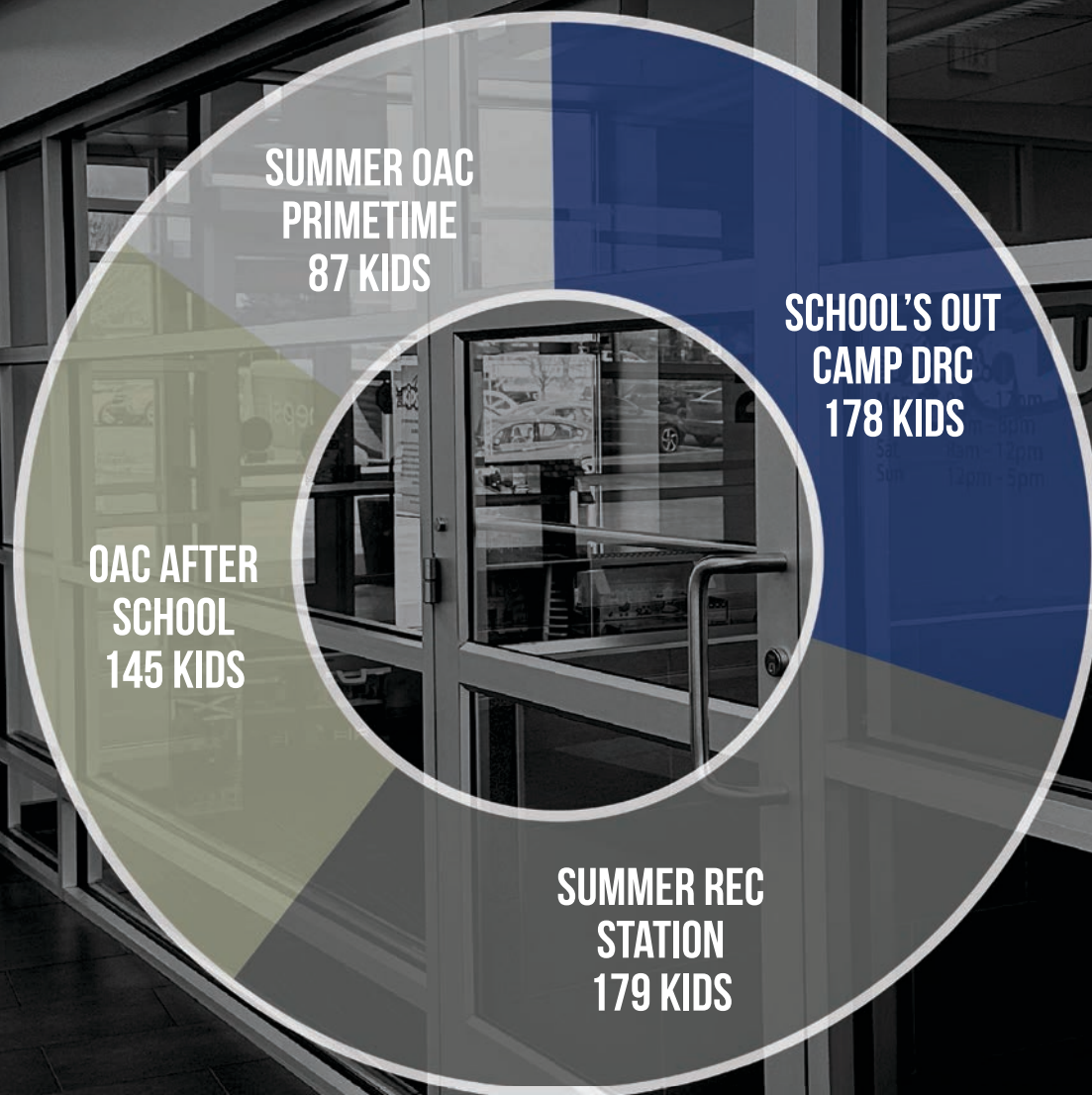
Programs Offered

*ROCK RIVER RAPIDS PARTICIPATED IN THE SUNFLOWER SUMMER PROGRAM IN 2024

YOUTH SERVICES

589

K-5 KIDS SERVED THROUGH DRC
CHILD CARE PROGRAMS



505

Average DNMS
Bus Usage Per
Month



1,074

Average Kids Club
Check-ins per Month

PARTNERSHIPS

\$27,600 IN SPONSORS

THANK YOU TO OUR SPONSORS!

- Bicycle Exchange
- BRG Precision Products, Inc
- Chick-fil-A
- Citizens Bank of Kansas
- Chuck & Dons
- Derby Community Foundation
- Decarsky Foundation
- Derby Derm
- Derby Family Med Center
- Derby Jr. Football
- Don Hattan Derby
- Derby Optimist Club
- Edward Jones
- El Paso Animal Hospital
- Five Star Mechanical
- La Hacienda
- Little Busters
- Mid America Orthopedics
- Morrison Roofing and Solar
- Pepsi
- River Valley Tri Club
- Rockin Rico's
- Skincare by CM
- Security 1st Title
- VESH
- Walmart

COMMUNITY PARTNERS

Thank you to these organizations for their partnerships in 2025!

- BMO Bank
- City of Derby
- Challenge Foundation
- Common Grounds Producers & Growers
- Derby Chamber of Commerce
- Derby Community Food Pantry
- Derby Community Foundation
- Derby Junior Football
- Derby Public Schools
- Derby Public Library
- Derby Senior Center
- Exploration Place
- Grace Med
- Julie Olmsted Insurance and Financial Services
- Junior Achievement
- K-State Research & Extension
- Kansas Food Bank
- Local Health Equity Action Teams
- Mental Health America
- NexStep Alliance
- Oakview at the Park
- Oaklawn Improvement District
- Salud & Bienestar
- Sedgwick County Health Department
- Sedgwick County Sheriff's Office
- SHICK
- The Lord's Diner
- Wichita Animal Action League
- Wichita Riding Academy
- WSU Tech

DRC BY THE NUMBERS

REVENUE

	2025	2024	2023
Mill Levy	\$4,371,513	\$4,273,640	\$3,968,941
Rec Centers	\$1,343,189	\$1,265,247	\$1,239,504
Youth Programs	\$548,181	\$534,035	\$644,907
Adult Programs	\$196,568	\$216,343	\$220,053
Interest	\$125,880	\$169,670	\$153,634
Outdoor Maintenance	\$40,177		
Other	\$15,494	\$62,384	\$73,166
TOTAL REVENUES	\$6,641,002	\$6,548,865	\$6,425,855

REVENUE HIGHLIGHTS

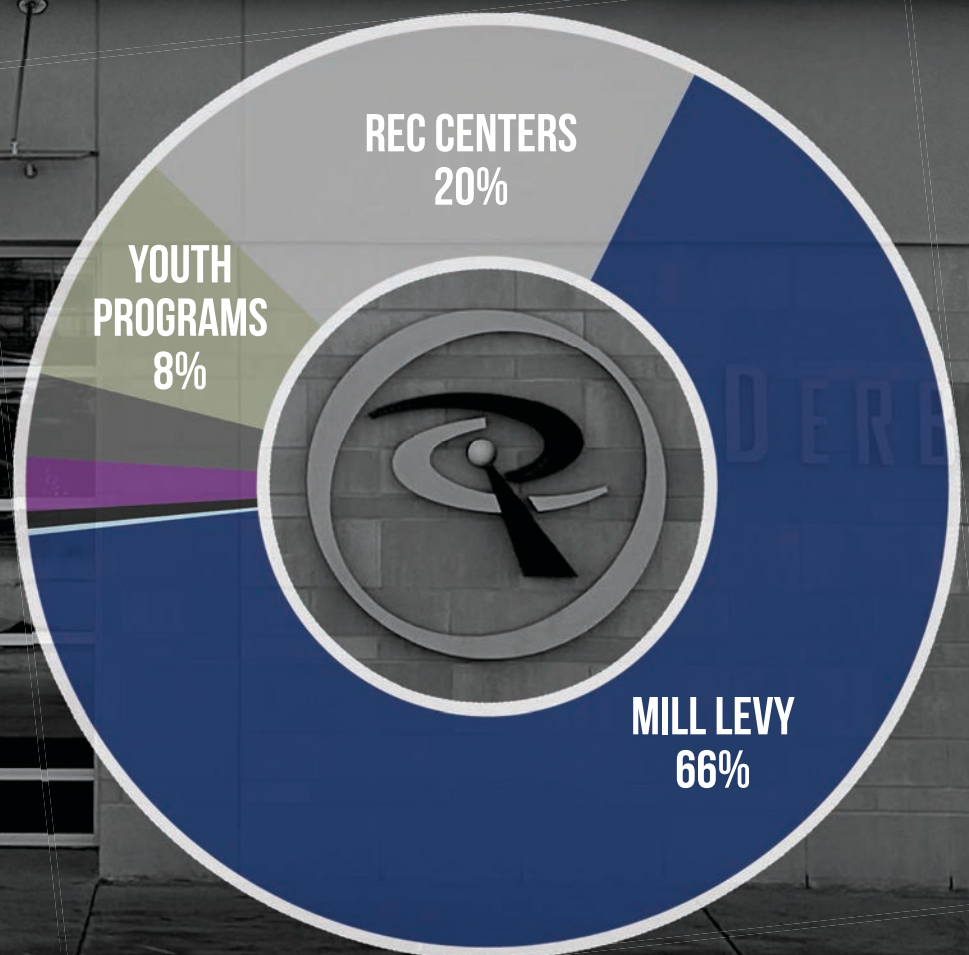
- Outdoor maintenance revenue identified separately from “other” revenue in 2025
- Significant covid recovery funding ended in youth programs 2023
- Rec Center Membership Revenues were up 2.1% in the 2025 calendar year
- The DRC Board earmarked .25 mills dedicated to a facility development fund

ADULT PROGRAMS
3%

INTEREST
2%

OUTDOOR MAINT.
>1%

OTHER
>1%

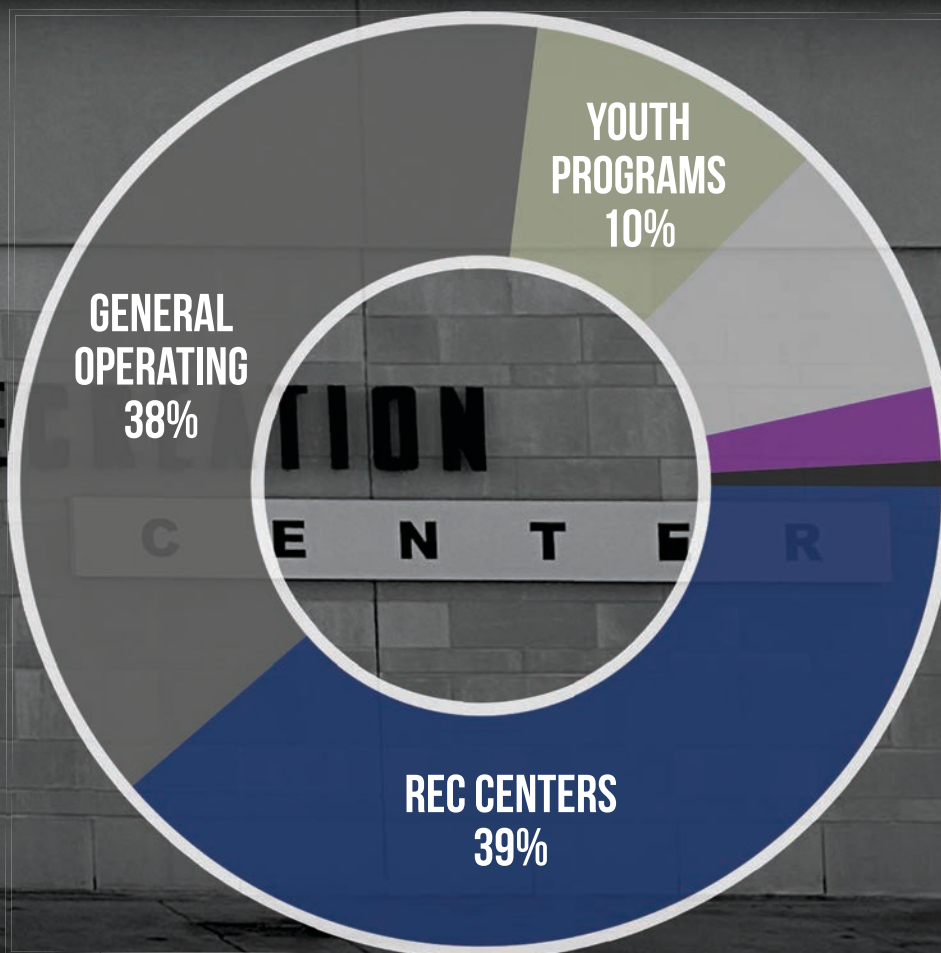


EXPENDITURES

	2025	2024	2023
Rec Centers	\$2,605,159	\$2,678,411	\$2,470,509
General Operating	\$2,581,302	\$2,416,347	\$2,233,579
Youth Programs	\$713,613	\$625,228	\$623,283
Adult Programs	\$611,363	\$471,663	\$443,387
Outdoor Maintenance	\$174,239	\$156,387	\$172,211
Special Programs		\$151,930	\$135,524
Marketing	\$61,422	\$156,317	\$152,616
Other		\$132,122	\$46,264
TOTAL EXPENDITURES	\$6,747,098	\$6,788,405	\$6,277,374
OVER/UNDER	(\$106,097)	(\$239,540)	\$148,481

EXPENDITURE HIGHLIGHTS

- Marketing salaries moved to GO in 2025
- Special programs moved to Youth Programs in 2025
- The DRC Board implemented staff wage increases in 2025 based on the results of a comprehensive wage study
- Due to more detailed coding, "other" expenditures have been categorized in appropriate classes
- Despite negative revenues for Calendar 2025, the DRC had a positive balance of \$109,810 for the 24/25 fiscal year



ADULT PROGRAMS
9%

**OUTDOOR
MAINTENANCE**
3%

MARKETING
1%

PREPARING FOR GROWTH

The Derby Recreation Commission made substantial improvements to its administrative infrastructure in 2025.

First, it completed an upgrade of its personnel and payroll software systems to help facilitate hiring and communication with its nearly 400 employees. Employees can now manage many employee functions, such as group communication, clocking in and out, and time off requests with a simple mobile app. Additionally, administrative processing of personnel and payroll has become much more efficient, making better use of employee resources.

Second, the DRC upgraded its financial system. DRC employees have more timely and more manageable financial data. The system was designed to provide more understandable and transparent data for DRC management, the DRC Board and the broader community.

The DRC also upgraded its IT system with improved security and a system that allows remote, real-time diagnostics and troubleshooting. This upgrade added individual workstation backup and threat monitoring.

The DRC Board approved an additional full-time Sports Coordinator position to serve the expansion of the Derby parks system.

Lastly, the DRC Board elected to dedicate .25 mills to a Facility Development fund for the purpose of future DRC facilities. The fund is projected to raise about \$159,000 in the 25/26 fiscal year.

ECONOMIC IMPACT

\$3M

Annual spending generated through DRC sports tournaments

\$8.6M

Healthcare cost savings for rec center members* under 65

\$4.8M

Healthcare cost savings for rec center members* over 65

\$4.7M

Annual spending generated through Rock River Rapids

Calculations provided by Kansas Recreation and Parks Association Economic Impact Calculator.

AWARDS & RECOGNITION



ROME BRUCE
2025 PART TIME
EMPLOYEE CHAMPION



TODD HACKLEMAN
2025 FULL TIME
EMPLOYEE CHAMPION



ERIC SEYB
2025 SEASONAL
EMPLOYEE CHAMPION



SUSIE WILKES
2025 TRINA BAUER INSPIRATIONAL
WELLNESS AWARD WINNER



JASHA DOHM
2025 VOLUNTEER OF THE
YEAR

VOLUNTEERISM

9,663

Volunteer Hours

634

Volunteers

\$298K

Total Value to DRC

SERVICE ANNIVERSARIES

30 Years:

Todd Hackleman
Caryn Hendry

25 Years:

Tim Hicks

20 Years:

Derek Smith

15 Years:

Mandy Baker

10 Years:

Nicole Rethmeier

5 Years:

Collin Engels

Craig Farley

Alicia Looney

1 Year:

Misti Gladman-Freerks

Tracey Stump

Donna Bates

Gina Baxter

Chele Behrens

Alexis Coslett

Gracie Crowe

Kalie Dudeck

Madilyn Grady

Audrianna Guerra

Linnea Hanson

Lakyn Pappan

Maddie Taylor



DERBY RECREATION

COMMISSION



801 E Market St. Derby, KS 67037



316.788.3781



DerbyRec

**MEMORANDUM**

TO: DRC BOARD MEMBERS

FROM: Derek Smith, Director of Administration

DATE: February 4, 2026

RE: PERSONNEL POLICY UPDATE

Background: The addition of the Assistant Director of Administration Position in 2023 has enabled the Department the resources to advance numerous projects to completion like a new financial operating system and new payroll system. The Department has a forward leaning agenda in the next few years and work has begun on developing an Employee Manual. The DRC has many training documents for Department level training, a personnel policy manual, Emergency Operating Procedures and other employee policy and guidance documents. The Employee Manual will educate our staff about organizational resources and empower them to use them to fulfill our mission. The manual will to a large degree compile various materials already created, however it will also require new content. This item introduces new content and a recommended policy adjustment to align with our policy goals.

As our organization grows and continues to serve at numerous facilities at various times and so forth the need to communicate issues clearly and effectively is important. At no time is it more important than in issues of employee safety. In review of our current safety practices, the Superintendent worked with staff to initiate Safety Reporting Procedures that defined processes and the roles of all parties involved. The Procedures create a forward leaning approach with our staff to clearly articulate:

- That workplace safety is valued and promoted.
- That affirmative action to address issues will be taken.
- Staff responsible all along that process are held accountable.

Staff worked to develop formal Procedures that will be introduced at onset of employment and reintroduced to staff on a routine basis. Additionally, staff is developing an Employee Manual in the spring of 2026 that will contain the Procedures and reporting documents. All this material will be available to employees in various electronic formats including the Paycor app so that it can be accessed with electronic devices at any location.

The most applicable current DRC Policy is 7.00 "Prohibition Against Employee Harassment." The suggested Safe Workplace Reporting Procedures cover a broader range of potential behaviors than current policy. Staff has made a number of recommended adjustments to the current Personnel Policy Manual to ensure the Personnel Policy Manual and Safe Workplace Reporting Procedures are consistent where applicable.

Staff has included the suggested changes to the Personnel Policy Manual and attached the Draft Safe Workplace Reporting Procedures for review.

GENERAL ADMINISTRATIVE MATTERS

7.00 ~~Prohibition Against Employee Harassment~~ Safe Workplace Practices

7.00.1 Policy Statement - All elected officials, appointed personnel, and employees of the DRC are responsible for conducting themselves in a professional manner that provides respect to others. Any behavior or action, whether intentional or unintentional, which is unduly coercive, intimidating, harassing, or sexual in nature is inappropriate and prohibited. This policy applies to all business or related interaction between employees, supervisors, volunteers, customers, vendors, visitors, etc. Each supervisor is responsible for administering employment practices in a manner that is consistent with this policy. It is the policy of the DRC to consider allegations of harassment, including sexual harassment, **unwanted conduct, or safety concerns** as a serious matter that should be addressed promptly, discreetly, and confidentially.

7.00.2 Definition of Harassment - All employees are urged to exercise common sense and respect for individuals in the exercise of this policy. Since incidents of harassment may be subjective in nature, it is important that all personnel understand that the term "harassment" includes any verbal or physical insult or assault of person, any clearly belittling statement or discriminatory remark made by someone in the workplace which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation, or which interferes with the recipient's job performance.

With specific reference to sexual harassment, the law currently defines sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other Unwanted Conduct

Other unwanted conduct includes behavior that may not be sexual in nature but is disrespectful, intimidating, discriminatory, unethical, unfair, or inappropriate. Examples of this include, but are not limited to bullying, derogatory comments, repeated unwanted behavior, or conduct that undermines a respectful workplace.

Physical Safety Concerns

Any time a DRC employee considers their physical safety at risk is considered an urgent situation by the DRC. If immediate steps are available to establish a safe environment, they should be taken. The urgent situation should be escalated to a Supervisor and will be treated with top priority by investigating, evaluating and responding as appropriate.

- 7.00.3 Report and Investigation** - In the event of a question, complaint, or allegation of harassment, **unwanted conduct, or physical safety concerns** any employee may speak with his or her supervisor. If the employee is not comfortable discussing the matter with a supervisor, the employee should speak **to the next Supervisor up the chain of command, Human Resources or** directly to the Superintendent or to anyone designated by the Superintendent as responsible for handling such inquiries. Whenever a supervisor becomes aware of any incident or allegation of harassment, **unwanted conduct, or physical safety concerns**, the supervisor should report the incident to his or her superior. All such incidents of alleged harassment, **unwanted conduct, or physical safety concerns**, should be reported to the Superintendent. Upon such a report either from the employee or a supervisor, the Superintendent shall promptly commence an investigation of the matter in a discreet and confidential manner. Such investigation may include private discussions with the complainant, Supervisors, **other involved parties**, ~~the alleged harasser~~, and any witnesses.
- 7.00.4 Corrective Action** - After investigation, the Superintendent shall consider the facts of the case and take corrective action as deemed appropriate in the best interests of the DRC and the employees involved. With respect to the offending employee, such action may include counseling, disciplinary warning, transfer, demotion, discharge, or other action as deemed appropriate. **Appendix Z**

Summary: This policy adjustment and additional set of procedures represents an effort to continue to pursue operating at the highest level in all areas. Management has a proactive responsibility to take an active approach to empower staff to bring issues forward. The Policy is directed to make that road to successfully addressing issues as wide as possible. The Policy and accompanying Procedures make the path to addressing issues accessible, sustainable, defined, and they hold staff and management accountable. Staff recommends approval of the presented Personnel Policy adjustments and Safe Workplace Reporting Procedures.

Appendix Z: DRC Safe Workplace Reporting Procedures

February 27, 2026

Background: The purpose of formally establishing these procedures is to encourage a culture of openness and accountability. The Derby Recreation Commission (DRC) is committed to the highest standards of ethical conduct.

Employees may make decisions about reporting issues at various times and for various reasons. When an employee chooses to make a report, the organization assumes a responsibility to address those concerns in a fair, humane, and timely manner. Management will take care to handle the issue as discreetly as possible, and involving only those individuals needed to reach a solution.

Routine Service Issues: Employees performing their duties with our program participants, facility users, and other members of the public should follow identified program and facility procedures for rules enforcement, incident reporting, and Emergency Action Responses. Those processes should be used when working with the public in the course of performing routine operations.

Safe Workplace Reporting Issues: The Safe Workplace Reporting procedures provide a formal mechanism for employees to report concerns including, but not limited to, inappropriate or unwanted coworker behavior, hazardous or unsafe facility conditions, illegal actions, incomplete or incorrect completion of duties, or perceived danger or conflict in the workplace with external individuals or organizations. The DRC will take all reports seriously and respond in a prompt, thorough, and fair manner.

The procedures establish expectations for professional conduct, and provide guidance for clear, timely, and accessible reporting and response. The procedures are intended to promote a healthy work culture, ensure accountability at all levels, and comply with all applicable federal, state, and local laws.

Although staff will respond to safety reporting in the quickest possible timeframe, the Safe Reporting Procedures should be used for non-emergency issues. If at any time, and for any reason, an emergency is perceived to exist by baseline staff or supervisors, that situation should be escalated to a Supervisor, Law Enforcement, or other appropriate individuals. Appropriate action to establish a safe environment should be taken immediately and communication up the chain of command should happen as soon as is safely possible.

Scope

The procedures apply to all individuals working for, or on behalf, of the DRC, including employees, supervisors, managers, board members, volunteers, interns, and contractors. Further, it applies to conduct that occurs:

- In the workplace
- At organization-sponsored events or activities
- During work-related travel
- In work-related communications, including email, phone calls, text messages, and social media

Employees who report concerns, participate in an investigation, or support another employee in making a report, will not face retaliation of any kind.

Sexual Harassment

With specific reference to sexual harassment, the law currently defines sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other Unwanted Conduct

Other unwanted conduct includes behavior that may not be sexual in nature but is disrespectful, intimidating, discriminatory, unethical, unfair, or inappropriate. Examples of this include, but are not limited to bullying, derogatory comments, repeated unwanted behavior, or conduct that undermines a respectful workplace.

Physical Safety Concerns

Any time a DRC employee considers their physical safety at risk is considered an urgent situation by the DRC. If immediate steps are available to establish a safe environment, they should be taken. The urgent situation should be escalated to a Supervisor and will be treated with top priority by investigating, evaluating and responding as appropriate.

Reporting Concerns

When an employee has made a determination they wish to make a report, they may do so through any of the following avenues:

- An immediate Supervisor or Manager
- Human Resources or a designated staff contact
- Executive leadership (Superintendent, Director of Administration, Assistant Director of Administration, Director of Programs, Director of Facilities)

Employees are not required to report concerns to their direct Supervisor if that individual is involved in the behavior or if the employee is uncomfortable doing so.

Any complaint reported to a Supervisor should be relayed to the appropriate Department Director and the Superintendent. The Management team will determine appropriate avenues for investigation and disposition of the issue.

Supervisor and Manager Responsibilities

Supervisors and Managers have an enhanced duty to promote a safe and respectful workplace. They are required to:

- Promptly report any observed or reported employee concerns to your Direct Supervisor, Human Resources, or on up the chain of command as available
- Concerns with physical conditions, customers, or outside individuals should be relayed to your Direct Supervisor or on up the chain of command as available
- Take all concerns seriously, regardless of perceived severity
- Refrain from conducting independent investigations unless directed
- Support timely and appropriate responses
- Ensure that no retaliation occurs
- Cooperate fully with any investigation
- Schedule a follow up meeting with the employee(s) who reported the concern. Details may be limited but acknowledgement that a course of action has been established should be shared with the employee.

Failure to fulfill these responsibilities may result in corrective or disciplinary action.

Response and Investigation

All reports will be acknowledged and reviewed as quickly as practical. The DRC will respond in a timely, impartial, and thorough manner appropriate to the nature of the concern.

The response may include:

- Interviews with involved individuals and witnesses
- Review of relevant documents or communications
- Interim measures to protect employees during the review process

In highly sensitive or complex matters, the DRC may choose to consult outside counsel or HR advice. While this could potentially slow investigations, the DRC will do so when it feels it can better ensure a fair and legal resolution. Confidentiality will be maintained to the greatest extent possible, with information shared only on a need-to-know basis. All records regarding safety reports are stored in locked personnel files or password protected in a secure digital location.

Reporting Responsibility

Individuals are encouraged to make a report of sexual harassment or other unwanted conduct when they wish such a concern to be addressed. Supervisors receiving these concerns whether verbally, with a submitted form, or otherwise should relay that information to their Supervisor or the next available staff in the chain of command as soon as possible and no later than the next business day. Employees should report upwards in the organization rather than peer to peer. An employee who has had a reportable concern expressed to them by a co-worker is required to report the concern to their Supervisor. Supervisors are required to share employee reports up the chain of command to appropriate decision makers. Supervisors may not make agreements with staff to keep complaints or concerns in confidence. Holding these complaints or sharing them with staff who can't respond to them makes ensuing investigations and responses more difficult and disruptive. The organization will pursue corrections of conduct where possible; early interventions are critical to this approach.

Resolution and Corrective Action

If a violation of the procedures is substantiated, corrective action will be taken promptly and may include counseling, written warnings, changes in duties or supervision, suspension, or termination of employment.

Non-Retaliation

Retaliation against any individual who reports concerns, participates in an investigation, or supports another employee in making a report is strictly prohibited.

Retaliation may include but is not limited to termination, demotion, reduction in hours or pay, negative performance actions, harassment, intimidation, or exclusion. Any retaliation should be reported immediately and will be addressed promptly.

Legal Compliance

The procedures are intended to comply with all applicable federal, state, and local laws related to workplace harassment, discrimination, and retaliation.

Employee Assistance

Employees experiencing disruptions in their life and work functions in any manner are encouraged to access our employer assistance provider EMPAC at 316-265-9922. EMPAC provides free, confidential support for mental health, legal issues, financial difficulties and a range of other life affecting issues. See more about them at empac-eap.com.

Questions or Support

Employees with questions about the procedures or who may need assistance are encouraged to contact Human Resources, your Department Director, or the Superintendent.

Available External Government Support

The DRC encourages employees to use the internal reporting process outlined in this document to allow for immediate resolution of concerns. However, nothing in this procedure is intended to prevent or discourage an employee from reporting concerns to, or filing a charge with, the Kansas Human Rights Commission (KHRC) or the U.S. Equal Employment Opportunity Commission (EEOC). The DRC strictly prohibits retaliation against any employee for engaging with these external agencies.

Employee Complaint Form

This form may be submitted in writing or electronically. Employees may make decisions about reporting at various times and for various reasons. When an employee chooses to make a report, the organization assumes a responsibility to address those concerns in a fair, humane and timely as possible manner. Management will take care to handle the issue as discretely as possible and involving only those individuals needed to reach a solution.

When submitted to Supervisory level staff, those staff should provide their Department Director with this form no later than the next business day. Department Directors receiving this information will transmit it to the Superintendent in a timely manner.

The DRC takes employee complaints of discrimination, harassment, and unethical or unfair conduct as serious matters. When you have determined a situation needs addressed, please notify your Supervisor as soon as possible. Communicate through your Supervisor and refrain from sharing details with others not directly involved. So that we can thoroughly investigate your concern, you are requested to fill out this form as completely as possible. Please use additional sheets of paper if necessary. After a prompt and thorough investigation into your issue, you will be notified of the DRC's intended action. Should you have any questions about the process, please place them at the end of this form and we will provide a response. Thank you.

Reporting Information

- Name: _____
- Job Title/Department: _____
- Preferred Contact Method: _____

Incident Information

- Date(s) of incident(s): _____
- Location(s): _____
- Name(s) of individual(s) involved: _____
- Witnesses (if any): _____

Description of Incident

Please describe the incident(s) in as much detail as possible, including what occurred and any steps already taken. When possible describe specific statements or behaviors.

Impact

Please describe how this behavior affected your work or well-being.

Desired Outcome

Please describe any outcome or resolution you are seeking.

Confidentiality and Non-Retaliation Statement

The organization prohibits retaliation against anyone who submits a complaint or participates in an investigation. Reports will be handled as confidentially as possible.

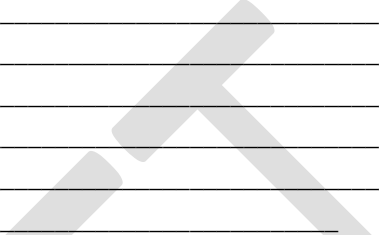
Signature

- Employee Signature: _____ Date: _____
- Supervisor Signature: _____ Date: _____
- Department Dir. Signature: _____ Date: _____
- Superintendent Signature: _____ Date: _____

Employees may submit this form or request assistance completing it.

DRAFT

Process and findings summary:



1. **Introduction:** The study aims to explore the impact of digital marketing strategies on consumer behavior and brand loyalty.

2. **Methodology:** The research employs a quantitative approach, utilizing surveys and data analysis to measure the effectiveness of various digital marketing tactics.

3. **Results:** The findings indicate that digital marketing significantly influences consumer purchasing decisions and fosters long-term brand loyalty.

4. **Conclusion:** The study concludes that digital marketing is a crucial component of a successful marketing strategy, leading to increased sales and customer engagement.

Employee Signature: _____ Date: _____