1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. CHAIRMAN'S REMARKS

5. MINUTES APPROVAL

   A. Animal Care and Control Committee - Regular Meeting - Tuesday April 3rd, 2018

6. PROCUREMENT REQUISITIONS

   A. Recommendation for the approval of a contract purchase order to Henry Schein Animal Health for veterinary pharmaceuticals and medical supplies for the period March 16, 2018 through August 15, 2019, for a contract total not to exceed $82,800.00, per lowest responsible bid 18-053-JM.

7. ADMINISTRATIVE UPDATE

   A. APHE Conference 2018 Report

8. OLD BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT
1. CALL TO ORDER

10:30 AM meeting was called to order by Chairman Brian J Krajewski at 10:30 AM.

2. ROLL CALL

PRESENT: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley (10:32 AM)
ABSENT: 

3. PUBLIC COMMENT

No Public Comment

4. CHAIRMAN'S REMARKS

No Chairman Remarks

5. MINUTES APPROVAL

A. Animal Care and Control Committee - Regular Meeting - Mar 20, 2018 10:30 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Sean T Noonan, District 2
SECONDER: Janice Anderson, District 5
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski
ABSENT: Wiley

Member Wiley arrived at 10:32 AM.

6. PROCUREMENT REQUISITIONS
A. Recommendation for the approval of a contract purchase order to Datamars, Inc., to provide PetLink microchips, scanners, and chip registration for Animal Care & Control for the period May 1, 2018 through October 31, 2019 (18 months) with two options to renew, for a contract total not to exceed $13,750.00, per lowest responsible bid # 18-043-JM.

<table>
<thead>
<tr>
<th>RESULT:</th>
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<tr>
<td>MOVER:</td>
<td>Janice Anderson, District 5</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Sean T Noonan, District 2</td>
</tr>
<tr>
<td>AYES:</td>
<td>Anderson, Eckhoff, Krajewski, Noonan, Puchalski</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Wiley</td>
</tr>
</tbody>
</table>

Member Wiley arrived at 10:32 AM.

B. Recommendation for the approval of a purchase order to Dr. Von Waldau to provide mobile veterinary services using Animal Care & Control's new spay/neuter van for the period of June 1, 2018 to May 30 2019, for a contract total amount not to exceed $24,000.00. Other Professional Services not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section2-300.4-108 (1)(b).

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<th>RESULT:</th>
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<tbody>
<tr>
<td>MOVER:</td>
<td>Donald Puchalski, District 1</td>
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<tr>
<td>SECONDER:</td>
<td>Janice Anderson, District 5</td>
</tr>
<tr>
<td>AYES:</td>
<td>Anderson, Eckhoff, Krajewski, Noonan, Puchalski</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Wiley</td>
</tr>
</tbody>
</table>

Member Wiley arrived at 10:32 AM.

7. OTHER ACTION ITEMS

A. Authorization for Overnight Travel -- Animal Caretaker Travel to Travel to Attend Conference in Bloomington, IL from June 3, 2018 - June 6, 2018. Expenses to include registration, mileage, tolls, lodging, and per diem for the estimated maximum total of $821.70.
RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, District 2
SECONDER: Janice Anderson, District 5
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski
ABSENT: Wiley

Member Wiley arrived at 10:32 AM.

B. Authorization for Overnight Travel -- Senior Intake/Adoption & Client Services Coordinator Travel to Travel to Attend Conference in Bloomington, IL from June 3, 2018 - June 6, 2018. Expenses to include registration, mileage, tolls, lodging, and per diem for the estimated maximum total of $811.00.

RESULT: APPROVED [UNANIMOUS]
MOVER: Donald Puchalski, District 1
SECONDER: Sean T Noonan, District 2
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski
ABSENT: Wiley

Member Wiley arrived at 10:32 AM.

8. ADMINISTRATIVE UPDATE
Laura Flamion, Operations Manager, let the Committee know that there are two events in April they are invited to, the Volunteer Luncheon on 4/22 and DuPage Animal Friends (DAF) fundraiser at the Human Race on 4/28. She also spoke to new initiatives at the shelter that have been brought about by attendance of staff at a recent conference in Austin, TX. These include different marketing techniques for adoptable animals, protocols for bottle kittens and feral cats, and additional information on dog play groups. Coming up in the near future, one of the shelter volunteers will be holding two training sessions for staff and a group of other volunteers on dog play groups. Ms. Flamion also spoke to the new adoption initiative, Under Dog to Wonder Dog which gives additional resources to adopters of some of our harder to place dogs. We have already had one dog in the program adopted, She-Ra, who is currently thriving in her new home.

Ms. Flamion and Dr. Barbara Hanek, Administrator Veterinarian, let the committee know that they are working with OHSEM on a Coop plan for emergencies. Dr. Hanek met with government employees in Milton Township regarding their current program and found they have many certified responders. She also had a discussion with a representative from FEMA and learned that they offer training modules in animal emergency response. The shelter has decided to sponsor this training for staff and certified responders.
Dr. Hanek informed the Committee that because of her trip to the VMX Conference in February which enabled her to meet with multiple vendors and take advantage of conference specials, she was able to save approximately $55,000.00 for DAF's purchasing of equipment and materials for the new spay/neuter van. The exterior van design was finalized this week and delivery is scheduled for early-mid May.

Dr. Hanek also brought up a potential shelter name change from DuPage County Animal Care & Control to DuPage County Animal Services. The Committee was on board with the name change with member Puchalski saying that it sounds much more positive. Member Wiley wanted to be sure the Control aspect will still be highlighted as services provided to citizens. Dr. Hanek stated that they definitely would be and spoke to a larger communications initiative that is a priority for the shelter. The plan is to provide additional information to citizens and municipalities on what is offered. Also in the works is targeted communication education and services via the spay/neuter van to areas/locations that would benefit. A new database will be instrumental in achieving this goal by giving the shelter staff the ability to track animal bites, animals not spayed/neutered, etc. and proactively provide resources to those communities.

9. OLD BUSINESS
   No Old Business

10. NEW BUSINESS
    No New Business

11. ADJOURNMENT
    Chairman Krajewski adjourned the meeting at 10:47 AM.
Requisition 25k and over

AWARDING RESOLUTION ISSUED TO
TO HENRY SCHEIN ANIMAL HEALTH
TO PROVIDE VETERINARY MEDICAL SUPPLIES
FOR DUPAGE COUNTY ANIMAL CARE & CONTROL
(CONTRACT TOTAL AMOUNT OF $82,800.00)

WHEREAS, bids were taken and processed in accordance with County Board policy; and

WHEREAS, the Animal Care & Control Committee recommends County Board approval for the issuance of a contract purchase order to Henry Schein Animal Health, for the purchase of veterinary pharmaceuticals and medical supplies for the period of March 16, 2018 through August 15, 2019 for Animal Care & Control.

NOW, THEREFORE BE IT RESOLVED, that County Requisition, covering said, for the purchase of veterinary pharmaceuticals and medical supplies for the period of March 16, 2018 through August 15, 2019, for the DuPage County Animal Care & Control be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Henry Schein Animal Health, 400 Metro Place North, Dublin, Ohio 43017, for a contract total amount not to exceed $82,800.00, per lowest responsible bid 18-053-JM.

Enacted and approved this 24th day of April, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
Requisition 25k and over

PROCUREMENT REVIEW CHECKLIST
REQUISITION
This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
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<tr>
<td>March 26, 2018</td>
<td>$82,800.00</td>
<td>3/16/18 THROUGH 8/15/19</td>
<td>ANIMAL CARE AND CONTROL COMMITTEE</td>
</tr>
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SOLICITATION METHOD FOR SOURCE SELECTION

**No Decision Memo Required**  Lowest Responsible Bidder - See attached tabulation

Amanda Talsma  Completed  03/26/2018 1:53 PM
Barbara Hanek  Completed  03/26/2018 3:48 PM
Kathy Ostrowski  Completed  03/28/2018 11:47 AM
James McGuire  Completed  03/28/2018 1:57 PM
Paul Rafac  Completed  03/28/2018 4:50 PM
Kathy Ostrowski  Completed  03/29/2018 12:38 PM
Animal Care and Control Committee  Pending  04/17/2018 10:30 AM
Finance Committee  Pending  04/24/2018 8:00 AM
County Board  Pending  04/24/2018 10:00 AM
**Procurement Review Checklist**

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

---

**Vendor:** Henry Schein Animal Health  
**Vendor #:** 11500  
**Contract Term:** 3/16/18 to 8/15/19  
**Contract Total:** $82,800.00

**Dept:** Animal Care & Control  
**Contact:** Amanda Talsma  
**Phone:** x8219  
**Assigned Committee:** Animal Care &

---

**Description of Procurement/Scope of Work/Background**

Contract for the purchase of veterinary pharmaceuticals and medical supplies.

---

**Reason for Procurement**

Veterinary pharmaceuticals and medical supplies are required for proper care of shelter animals.

---

**FUNDING SOURCE**

- [ ] Procurement budgeted for (FY and budget code(s)): FY 2018 & 2019, 1100-1300-52320, Process Lev 120
- [ ] Add'l Information

---

**DECISION MEMO NOT REQUIRED**

- [ ] LOWEST RESPONSIBLE QUOTE # or BID # 18-053-JM (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # __________ (Intergovernmental Agreement)
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)
- [ ] PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (d) IT/Telecom purchases under $35,000.00
- [ ] PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (c) not suitable for competitive bidding. Explain below:

---

**DECISION MEMO REQUIRED**

- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # __________ (include Evaluation Summary if applicable)
- [ ] RENEWAL OF RFP # __________
- [ ] PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- [ ] OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- [ ] REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- [ ] OTHER THAN LOWEST RESPONSIBLE, BID # __________

---

**PREPARED BY AND APPROVAL(S) (Initials Only)**

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
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<tbody>
<tr>
<td>AMT</td>
<td>3/22/18</td>
<td>0V8</td>
<td>3/22/18</td>
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**REVIEWED BY (Initials Only)**

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<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
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<td>3-28-18</td>
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**Date: Mar 22, 2018**

**MinuteTraq (IQM2) ID #: 12312**

---

**Purchase Requisition**

**Procurement Services Division**

**Date:** Mar 22, 2018

**MinuteTraq (IQM2) ID #:** 12312

**Department Req #:** 18-053-JM

---

### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: Henry Schein Animal Health</th>
<th>Dept: Animal Care &amp; Control</th>
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</thead>
<tbody>
<tr>
<td>Vendor #: 11500</td>
<td></td>
</tr>
<tr>
<td>Attn: Beth Seeley</td>
<td>Email: <a href="mailto:BSeeley@HenryScheinVet.com">BSeeley@HenryScheinVet.com</a></td>
</tr>
<tr>
<td>Address: 400 Metro Place North</td>
<td></td>
</tr>
<tr>
<td>City: Dublin</td>
<td>State: OH</td>
</tr>
<tr>
<td>Phone: 800-282-5162</td>
<td>Zip: 43017</td>
</tr>
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</table>

### Send Invoices To:

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<tr>
<th>Vendor: Henry Schein Animal Health</th>
<th>Dept: Animal Care &amp; Control</th>
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<tr>
<td>Vendor #: 11500</td>
<td></td>
</tr>
<tr>
<td>Attn: Amanda Talsma</td>
<td>Email: <a href="mailto:amanda.talsma@dupageco.org">amanda.talsma@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 120 N. County Farm Road</td>
<td></td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
</tr>
<tr>
<td>Phone: 630-407-2800</td>
<td>Fax: 630-407-2801</td>
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### Send Payments To:

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<td>Vendor #: 11500</td>
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<tr>
<td>Attn: Rachel Wilson</td>
<td>Email: <a href="mailto:rachel.wilson@dupageco.org">rachel.wilson@dupageco.org</a></td>
</tr>
<tr>
<td>Address: PO Box 223739</td>
<td></td>
</tr>
<tr>
<td>City: Pittsburgh</td>
<td>State: PA</td>
</tr>
<tr>
<td>Phone: 800-258-2148</td>
<td>Fax:</td>
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### Payment Terms

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<tr>
<td></td>
<td>Amanda Talsma</td>
<td>Mar 16, 2018</td>
</tr>
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### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
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<td>1100</td>
<td>1300</td>
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**Requisition Total: $82,800**

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**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

Due to manufactures frequently fluctuating prices, a +/- 5% difference off of the contract price is acceptable in order to issue payment. Updated pricelists will be provided by Henry Schein on a regular basis.

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):

Allocation of Total Contract Price $85,800.00: 75% to contract items and 25% to off contract items.
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: 3/19/2018

Bid/Contract/PO #:

Company Name: Butler Animal Health Supply, LLC
Contact Phone: 800-282-5162 x5532

Company Contact: Beth Seeley
Contact Email: biddesk@henryscheinvet.com

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

The full text for the county's ethics and procurement policies and ordinances are available at:
http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

Signature on File

Printed Name: Sean Henderson
Title: CFO
Date: 3/20/2018

Packet Pg. 10
COUNTY OF DU PAGE, ILLINOIS  
PROCUREMENT SERVICES DIVISION  
BID TABULATION ADVICE

BID #18-053-JM  
VETERINARY PHARMACEUTICALS AND MEDICAL SUPPLIES  
BID OPENING DATE: 03/21/18 - 2:30 P.M.

RESPONSIBLE BIDS:  

| BUTLER ANIMAL HOSPITAL  
| dba HENRY SCHEIN ANIMAL HEALTH | $ 82,095.98 |
| MIDWEST VETERINARY SUPPLY | $ 85,048.21 |

NON-RESPONSIBLE BIDS:

NO BID RESPONSES:

BID OPENING ATTENDED BY:

Joan McAvoy, DuPage County Buyer  
Catlyn Hicks, DuPage County Division Assistant

| INVITATIONS SENT: | 20 | POTENTIAL BIDDERS REQUESTING BID DOCUMENTS: | 9 | TOTAL BID RESPONSES RECEIVED: | 2 |
Association of Professional Humane Educators Conference  
March 7-9, 2018

Attendee Andrea Salis

Summary The 2018 APHE Conference was informative and very inspiring. The previous year that I attended focused content on activities, games, presentations to utilize to flesh out existing programs or help build new programs. There was some similarly focused content presented in the conference this year but more on creating a meaningful learning experience, as well as, reaching out to the community and drawing people into the shelter through other programming.

Some of the content that I found to be most helpful was the Red Rover training session, Beyond Programming: Engaging Educators Outside of the Classroom, Inspiring Teens through Research, and Reaching New Audiences of All Ages. Each session provided useful skills and helpful tips to create new and more impactful programming, reach a broader audience, and monitoring communications with our audience. I was able to take away quite a bit from these and all the rest of the programs that I plan on applying to the educational content offered at DCACC.

The Red Rover program was amazing and I plan on utilizing it a bit during the summer and then developing a program to offer for in school visits (maybe an in-shelter program as well) in the fall. This program focuses on Social Emotional Learning and works to develop 5 core competencies in children: self-awareness, self-management, social awareness, relationship skills, and responsible decision making. This is accomplished through mindful reading strategies and a heightened awareness of the power of language. The Red Rover program is designed around a series of approved books, most of which we already have in the shelter, and is meant to be a 5-visit program (1 visit a week) at a school or 5 in shelter sessions. The program can be adaptable. It can be presented as 5 25-30-minute visits (maybe best for schools) or with suggested activities to complete after the reading can be fleshed out to a 60-90-minute program (better if offered in the shelter). This program is best offered to children 8-9 years of age when they are cognitively developed enough to empathize. The Red Rover program is designed to be free so educators were asked to present the program as free if offered through their shelters and then “suggest” a donation to the shelter to participants.

Inspiring Teens through Research was an amazing presentation that coupled well with a STEM themed session also presented at the conference. The program presented outlined a research themed, year-long program for teens that had aged
out of summer camps but were too young to volunteer at the shelter. Students met once a month at the shelter and meeting began by learning about the scientific method and research methodologies and were then followed up by guest speakers from several animal related disciplines and then developmental meetings to plan and iron out details for individual animal or nature themed research projects that would be conducted on or off site. The remainder of the year students conducted their research and the monthly meetings became opportunities to discuss successes or issues in research and to work on the development of research papers. At the end of the year students would present their research projects and receive feedback. This was a great way to get students involved in the shelter, their communities, and help them prepare materials that could be utilized when applying for college.

Reaching New Audiences of All Ages was beneficial as non-traditional offerings were discussed to bring adult audiences into the shelter. A monthly book club was discussed. Adults would read an animal themed book (lots of choices out there) and meet at the end of the month at the shelter and discuss. The shelter did provide coffee, tea, and light snacks to the attendees. This particular shelter did not charge as it was viewed as PR opportunity. Other suggestions included brew nights at the shelter (not possible here), and grief counseling for people who have recently lost their pets (would need a volunteer social worker). This shelter also offered fostering for animals that belonged to victims of domestic abuse who were trying to leave their homes. I will be reaching out to the educator there for more information on how her shelter established this program to see if it is something we can replicate here.

Beyond Programming was a presentation focused on building and maintaining email lists, bringing people into the shelter to talk about educational programs (such as hosting art contests for youth with judgements and prizes awarded at the shelter), and engaging with educators to determine their needs for in school programs and get them working for the shelter and promoting after school and summer programming at the shelter. Suggestions including using a program like Mail Chimp (https://mailchimp.com/?gclid=CNqrt7qxodoCFWS5xQldg3cGxg&gclsrc=ds&dclid=COXcybqxdodoCFYtnAQo8g8FtA) which is a free program that allows users to automate marketing, create more engaging emails, and monitor the open and click rate for each email sent which is a useful tool to determine the interest in various programs being offered. Additional suggestions to utilize Eventbrite to create an automated scheduling process for tours and programs was made because Chimp Mail and Eventbrite integrates with Chimp Mail. Recommendations were made to create forms for all tour requests that asks for email addresses and permission to add to an email list, a subscribe to humane
education email list clickable link on the education page, and a request to add to email list for all other registration forms created. To engage with educators and create a positive perception with the educator community this shelter (Atlanta) also offered fee waived adoptions for teachers and employees of local schools during the summer months. When educators adopted they were also supplied with packets that outlined educational offerings.

I have included all materials that have been shared with me on the M drive. Last year all PowerPoints were shared and this year that does not seem to be the case. I have emailed APHE to see if there is any way to receive these presentations as sessions were run concurrently and I would love to look over what I was not able to attend.

**Action Items**

- Draft funding request to DuPage Animal Friends to purchase the remaining books in the Red Rover program series.
- Identify content from the Red Rover program to incorporate social emotional learning.
- Develop a contact list of local educators that would be interested in sharing program information or participating with students.
- Draft a communication opt-in form to start building a contact list for marketing educational programs.
- Research an online registration platform to streamline program enrollment.
- Develop a timeline and marketing materials for a photo contest offered to middle school to high school aged children as part of engaging the education community.
- Develop a fee waived adoption proposal directed to educations for the month of June and July to be presented to DuPage Animal Friends.

**Additional Benefits**

- Lifetime access to the Red Rover teacher training website
- Free Red Rover lesson plans