



We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

January 16, 2019
10:30 a.m. Regular Meeting
Park Central Conference Room
3000 W. Central Road
Rolling Meadows, IL

AGENDA

- I. Call to Order
 - A. Roll Call

- II. Introduction of Guests:
 - A. Manny Aguilar – 5 year recognition
 - B. Cay Collier – Intern
 - C. Aubrie Rivera – Intern

- III. Public Comment

- IV. Approval of Agenda

- V. Approval of Consent Agenda - Pages 3-38
 - A. Approval of Minutes, December 12, 2018
 - B. NWSRA Financial Reports, December 31, 2018
 1. PFM Account Statement
 2. NWSRA & SLSF Organizational Cash Overview
 3. NWSRA Budget vs. Actual
 4. SLSF Budget vs. Actual
 5. NWSRA Balance Sheets
 6. SLSF Balance Sheets
 7. BF Edwards Account Statement
 8. 4th Quarter Financial Reports
 - C. Warrants:
 1. Warrant #12A December 31, 2018 - \$194,435.04
 2. Warrant #1 January 16, 2019 - \$4,811.58
 - D. Bi-Weekly Payroll:
 1. 11/25/2018- \$93,092.42
 2. 12/09/2018 - \$99,823.18
 3. 12/23/2018 - \$92,397.39
 4. 12/23/2018 - \$586.64
 - E. ADA Compliance Projects
 1. Rolling Meadows Park District
 - a. Nelson Sports Complex - \$44,666.40
 - b. Community Center - \$9,971.00

An extension of the local park districts serving

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

- VI. Correspondence
 - A. Written
 - B. Oral

- VII. Staff Reports - Pages - 39-69
 - A. Program Report
 - B. 2018 Year End Statistics – Oral Report with hand out
 - 1. Program & Participant Statistics
 - 2. Facility Statistics
 - C. 4th Quarter Goals Update
 - D. Marketing and P/R Report/Outreach Report
 - E. SLSF

- VIII. Old Business - Pages - 70-72
 - A. Full Time Staff Member Benefits Usage Selection

- IX. New Business - Pages - 73-82
 - A. Appointment of Legal Counsel:
 - 1. Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Heidi Katz (SLSF)
 - 2. Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Heidi Katz (NWSRA)
 - B. Appointment of Director/Secretary – Tracey Crawford
 - C. Resolution R2019-5 - Appointment of Tracey Crawford as SLSF President
 - D. Extended School Year Day Camp Program
 - E. Other

- X. Information/Action Items
 - A. 2018 year review/ 2019 Goals - Oral
 - B. Directors Report/Work Plan
 - C. Other

- XI. Closed Session

Closed Session in accordance with Open Meetings Act to consider information regarding:

 - A. None

- XII. Action as a result of Closed Session

- XIII. Adjournment



- Teamwork:** Support each other and work together
- Respect:** Be open, honest and kind
- Enthusiasm:** Exceed expectations
- Collaboration:** Combine resources to achieve common goals
- Communication:** Listen, share and adapt



To be a leading force, creating greater options that enrich the life experience of the participants, families and communities we serve

V. Consent Agenda

[Return to Home](#)

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT THE NWSRA ADMINISTRATIVE OFFICES
3000 W. CENTRAL ROAD, ROLLING MEADOWS, IL
ON THE 12th DAY OF DECEMBER, 2018 AT 10:30 A.M.**

Chairman Hilgers called the meeting to order at 10:30 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Brian Meyer, Arlington Heights Park District; Ryan Risinger, Buffalo Grove Park District; Ben Curcio, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Jim Jarog, Mount Prospect Park District; Mike Clark, Palatine Park District; Bret Fahnstrom, River Trails Park District; Amy Charlesworth, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jan Buchs, Wheeling Park District.

Craig Talsma, Hoffman Estates Park District, arrived at 10:32 a.m.
Christina Ferraro, Prospect Heights Park District, arrived at 10:33 a.m.

Absent: Rita Fletcher, Robert Dowling, Dennis Stein

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Andrea Griffin, Superintendent of Recreation; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

None

Public Comment

None

Agenda

Chairman Hilgers asked for a motion to approve the agenda dated December 12, 2018. Trustee O'Brien made the motion and Trustee LaFrenere seconded the motion to approve the agenda dated December 12, 2018. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman Hilgers asked for a motion to approve the Consent Agenda of December 12, 2018. Trustee Charlesworth made the motion and Trustee O'Brien seconded the motion to approve the Consent Agenda dated December 12, 2018. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Jim Jarog, Mike Clark, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs, Craig Talsma

NAY: None

The motion carried.

Correspondence

Executive Director Crawford stated that Cathy Splett sent a thank you note for a gift received from the NWSRA Board of Directors for her husband's hospitalization.

Staff Reports

None

Old Business

2019 Budget and Public Comment

Executive Director Crawford informed the Board that the 2019 budget was posted for public comment; none was received. Director Crawford asked for a motion to approve the 2019 fiscal year budget as presented by staff. Trustee Charlesworth made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYE: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs,

NAY: None

The motion carried.

Park District Staff Member Benefits Usage/NWSRA Member District Staff Benefits

Superintendent Griffin stated that the board packets include the park districts' offerings for 2019. After Board approval, each NWSRA staff member will select a park district as his/her home district. Superintendent Griffin will notify the park district Superintendents of Recreation as to which NWSRA employees have selected their district. NWSRA Board of Trustees' family members who have a disability are entitled to NWSRA's services.

New Business

Installation of Officers

Executive Director Crawford asked for a motion to approve the installation of the following officers:

Chairman: Jay Morgan; Vice Chairman: Ryan Risinger; Organizational Chair: Amy Charlesworth; Personnel Committee Chair: Bret Fahnstrom. Trustee Talsma made the motion and Trustee O'Brien seconded the motion to approve the installation of officers. Upon voice vote, the motion was carried.

Recognition of Board Members

Trustee Morgan recognized Diane Hilgers for her outstanding service and accomplishments as Chairman of the Board of Trustees for NWSRA.

Bank Signature Cards Resolutions

Superintendent Negrillo reported that signature cards are being updated, and requested a motion to approve the new signature cards. Trustee Morgan made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYE: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs,

NAY: None

The motion carried.

Information/Action Items

Accident/Injury Summary for 2018

Superintendent Negrillo reported that there have been some minor bus accidents in the parking lot; otherwise, statistics are good. Accident process training will take place this week. Executive Director Crawford complimented the Behavior Team for the low number of incidences.

2019 NWSRA Board Meetings Calendar Change

Executive Director Crawford announced changes to the Board Meeting calendar, including a cancellation of the September 18th meeting. Coordinator Vasalos has sent out cancellation notices. Director Crawford asked for a motion to approve the Board Calendar for 2019. Trustee Charlesworth made the motion and Trustee Risinger seconded the motion. Upon voice vote the motion was carried.

Executive Director Crawford informed the Board that NWSRA has received the second grant from the Wheaton Sisters. The grant will be used for the computer lab in Rolling Meadows and a sensory garden in Hanover Park. The Snoezelen Room in Mount Prospect has been paid for in full.

Closed/Executive Session

At this time Executive Session was invoked to discuss Executive Session Minutes under Section 5ILCS 120/2(c)(21). Chairman Hilgers asked for a motion to convene into

Executive Session at 10:45 a.m. under Section 2(c)(1) Personnel Section and 2 (c)(21) Executive Session Review of minutes. Trustee Clark made the motion and Trustee LaFrene seconded. Upon roll being called the vote was as follows:

AYE: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrene, Jay Morgan, Jan Buchs,

NAY: None

The motion carried.

The Regular Session meeting reconvened at 10:53 am.

Action Taken on Executive Session

Chairman Hilgers called for a motion to approve Resolution R2018-13 to not release any Executive Session Minutes as presented. Trustee Clark made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

Upon roll being called the vote was as follows:

AYE: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrene, Jay Morgan, Jan Buchs,

NAY: None

The motion carried.

Adjournment

After no further business, Chairman Hilgers called for a motion to adjourn. Trustee Clark made the motion and Trustee LaFrene seconded the motion to adjourn the December 12, 2018 meeting at 10:54 am. Upon voice vote, the motion carried.

Secretary



Account Statement - Transaction Summary

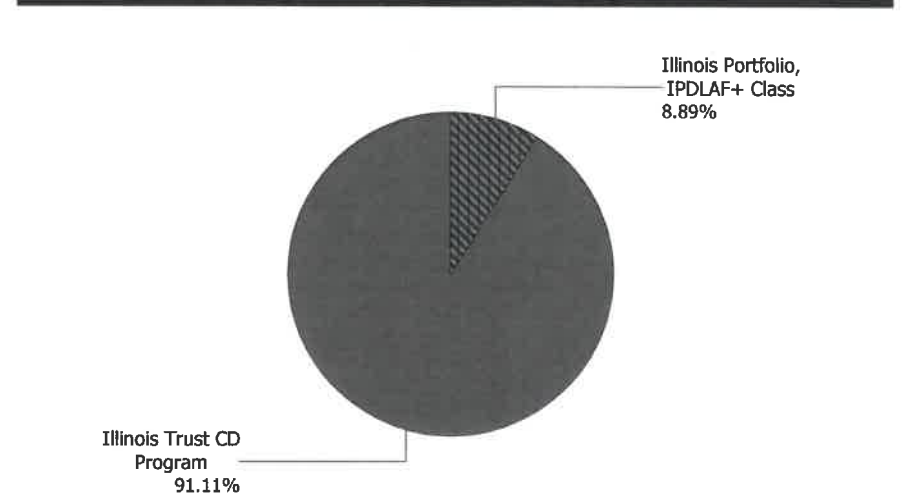
For the Month Ending **December 31, 2018**

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT - ~~4669~~

Illinois Portfolio, IPDLAF+ Class	
Opening Market Value	122,608.31
Purchases	102,077.19
Redemptions	(100,167.71)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$124,517.79
Cash Dividends and Income	227.19

Illinois Trust CD Program	
Opening Market Value	1,276,951.51
Purchases	100,000.00
Redemptions	(100,000.00)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$1,276,951.51
Cash Dividends and Income	1,850.00

Asset Summary		
	December 31, 2018	November 30, 2018
Illinois Portfolio, IPDLAF+ Class	124,517.79	122,608.31
Illinois Trust CD Program	1,276,951.51	1,276,951.51
Total	\$1,401,469.30	\$1,399,559.82



NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW DECEMBER 31, 2018

		<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<u>WORKING CASH</u>				
	PETTY CASH	\$ 500	\$ 150	\$ 650
	BSN CHECKING (Village Bank & Trust)	418,072	187,641	605,712
	OPER/MMA (Village Bank & Trust)	1,682,244	-	1,682,244
	IPDLAF	30,539	-	30,539
	CASH BANKS	-	-	-
	TOTAL	<u>2,131,355</u>	<u>187,791</u>	<u>2,319,146</u>
<u>RESERVES: INVESTMENTS</u>				
	BF EDWARDS	-	1,080,198	1,080,198
	PFM Asset Management	1,401,469	-	1,401,469
	TOTAL	<u>1,401,469</u>	<u>1,080,198</u>	<u>2,481,668</u>
<u>RESERVES:</u>				
<u>OPERATING</u>				
	MAX SAFE 1 (Village Bank & Trust)	1,486,677	-	1,486,677
<u>CAPITAL</u>				
	MAX SAFE 2 (Village Bank & Trust)	185,577	-	185,577
	TOTAL	<u>1,672,255</u>	<u>-</u>	<u>1,672,255</u>
<u>TOTAL CASH & RESERVES</u>				
<u>December 31, 2018</u>		<u>\$ 5,205,079</u>	<u>\$ 1,267,989</u>	<u>\$ 6,473,068</u>
<u>TOTAL CASH & RESERVES</u>				
<u>December 31, 2017</u>		CASH \$ 1,882,118	\$ 301,789	\$ 2,183,907
	RESERVES - OPER	1,336,037		1,336,037
	RESERVES - CAP	191,419		191,419
	SMALL BUS	-		-
	RESERVES - INVEST	1,379,458	1,216,692	2,596,150
	TOTAL	<u>\$ 4,789,032</u>	<u>\$ 1,518,481</u>	<u>\$ 6,307,513</u>

NORTHWEST SPECIAL RECREATION ASSOCIATION
 BUDGET VS ACTUAL and CASH BALANCE

DECEMBER 31, 2018

(A) BUDGET
 VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	936,329	775,411	(160,918)	399,066	175,611	(223,454)	537,263	599,800	62,537
February	55,413	80,873	25,460	394,284	367,143	(27,141)	(338,870)	(286,270)	52,601
March	403,763	545,490	141,727	450,359	416,457	(33,902)	(46,596)	129,033	175,628
April	79,444	361,577	282,133	534,909	362,945	(171,964)	(455,465)	(1,368)	454,097
May	1,181,662	1,009,457	(172,205)	454,422	316,359	(138,063)	727,240	693,098	(34,142)
June	82,042	687,234	605,191	507,593	412,695	(94,898)	(425,550)	274,539	700,089
July	958,568	277,375	(681,193)	444,897	522,782	77,885	513,672	(245,407)	(759,079)
August	81,330	319,951	238,621	442,259	690,968	248,709	(360,929)	(371,018)	(10,089)
September	327,850	279,890	(47,961)	603,637	437,913	(165,724)	(275,786)	(158,023)	117,763
October	172,239	324,664	152,425	394,978	428,249	33,271	(222,740)	(103,586)	119,154
November	1,046,690	634,900	(411,790)	391,599	411,127	19,527	655,091	223,774	(431,317)
December	167,747	210,569	42,823	467,474	432,849	(34,624)	(299,727)	(222,280)	77,447
TOTAL YTD	5,493,078	5,507,390	14,312	5,485,476	4,975,098	(510,378)	7,602	532,292	524,690

(B) CASH BALANCE

MONTH	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	4,789,032	599,800	(330,018)	7,067	(102,734) a.	4,963,147
February	4,963,147	(286,270)	-	3,850	(2,457) a.	4,678,271
March	4,678,271	129,033	-	3,921	(25,941) a.	4,785,284
April	4,785,284	(1,368)	-	5,846	(701) a.	4,789,061
May	4,789,061	693,098	(57,647)	6,361	(784) a.	5,430,089
June	5,430,089	274,539	-	6,452	4,478 a.	5,715,558
July	5,715,558	(245,407)	-	6,452	(631) a.	5,475,972
August	5,475,972	(371,018)	-	6,936	1,098 a.	5,112,988
September	5,112,988	(158,023)	-	6,421	(1,685) a.	4,959,701
October	4,959,701	(103,586)	-	6,337	2,067 a.	4,864,519
November	4,864,519	223,774	-	6,506	(2,473) a.	5,092,324
December	5,092,324	(222,280)	333,807	6,546	(5,393) a.	5,205,004

a. FSA Withholding / Payments, collected key security deposits, interest and accounts receivable.

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

DECEMBER 31, 2018

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	291,067	305,494	14,427	14,809	5,969	(8,839)	276,258	299,524	23,266
February	70,705	13,902	(56,804)	19,227	22,511	3,284	51,478	(8,609)	(60,088)
March	33,503	16,432	(17,071)	96,034	41,547	(54,488)	(62,531)	(25,115)	37,416
April	15,808	28,575	12,767	4,148	52,359	48,210	11,660	(23,783)	(35,443)
May	38,580	66,697	28,117	128,722	35,684	(93,038)	(90,143)	31,012	121,155
June	26,757	112,594	85,837	97,312	81,484	(15,828)	(70,555)	31,110	101,665
July	12,808	30,108	17,300	7,649	61,649	54,000	5,159	(31,541)	(36,700)
August	46,879	79,056	32,177	3,522	98,930	95,408	43,357	(19,874)	(63,231)
September	80,878	43,112	(37,765)	112,230	23,514	(88,716)	(31,352)	19,598	50,950
October	45,037	16,974	(28,064)	141,840	166,543	24,703	(96,802)	(149,569)	(52,767)
November	46,849	61,798	14,949	18,799	35,360	16,560	28,049	26,438	(1,611)
December	52,858	(20,355)	(73,213)	114,657	139,767	25,111	(61,798)	(160,122)	(98,324)
TOTAL YTD	761,730	754,387	(7,343)	758,950	765,317	6,367	2,780	(10,931)	(13,710)

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,518,516	299,524	-	-	(237,100)	1,580,940
February	1,580,940	(8,609)	-	-	-	1,572,331
March	1,572,331	(25,115)	-	-	(500)	1,546,716
April	1,546,716	(23,783)	-	-	(5,035)	1,517,897
May	1,517,897	31,012	-	-	(1,106)	1,547,803
June	1,547,803	31,110	-	-	316	1,579,229
July	1,579,229	(31,541)	-	-	(64)	1,547,624
August	1,547,624	(19,874)	-	-	390	1,528,140
September	1,528,140	19,598	-	-	738	1,548,477
October	1,548,477	(149,569)	-	-	(515)	1,398,393
November	1,398,393	26,438	-	-	3,155	1,427,986
December	1,427,986	(160,122)	-	-	551	1,268,416

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

TWELVE MONTHS ENDING DECEMBER 31, 2018

	2018			2017 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<u>REVENUE</u>				
GRANTS	310,928	301,350	9,578	50,195
RESTRICTED FUNDRAISING	57,999	58,434	(435)	58,221
RESTRICTED DONATIONS	3,892	1,950	1,942	16,890
UNRESTRICTED FUNDRAISING	277,468	249,996	27,472	257,656
UNRESTRICTED DONATIONS	137,350	50,000	87,350	39,708
NWSRA WORKSHOPS	410	-	410	-
INVESTMENT TRANSFER	100,000	100,000	-	275,000
TOTAL REVENUE	888,046	761,730	126,317	697,669
<u>EXPENDITURES</u>				
ADMINISTRATION	56,467	56,719	(252)	48,561
RESTRICTED FUNDRAISING	11,570	13,799	(2,229)	11,409
UNRESTRICTED FUNDRAISING	98,847	92,432	6,415	95,341
GRANTS GIVEN	598,433	596,000	2,433	550,000
RECONCILIATION DISCREPANCY	-	-	-	1,500
TOTAL EXPENSES	765,317	758,950	6,367	706,810
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	122,729	2,780	119,949	(9,141)
<u>INVESTMENT INCOME (LOSS)</u>	(33,660)	-	(33,660)	144,656
*				
<u>NET EXCESS REVENUE (EXPENSE)</u>	89,069	2,780	86,290	135,515

* includes BF Edwards Investment Income and Interest Income from BAC account

Northwest Special Recreation Association

Balance Sheet

As of December 31, 2018

	<u>Dec 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
10300 · Petty Cash	500.00
10400 · VB&T Business Checking	418,071.55
10700 · IPDLAF+	30,539.41
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,276,951.51
11200 · PFM Investments Hold Account - Other	124,517.79
Total 11200 · PFM Investments Hold Account	1,401,469.30
11500 · VB&T Operating/MM Account	1,682,244.38
11600 · Money Market (Harris Bank)	-0.00
11650 · MAX SAFE 1 (Village Bank&Trust)	1,486,677.36
11660 · MAX SAFE 2 (Village Bank&Trust)	185,577.39
11800 · Credit Card - American Express	-378.50
11810 · Credit Card - Discover	399.50
11820 · Credit Card - MasterCard	136.88
11830 · Credit Card - Visa	-167.89
11840 · MC/VISA On-Line	-65.00
Total Checking/Savings	5,205,004.38
Accounts Receivable	
12000 · Accounts Receivable	3,864.93
Total Accounts Receivable	3,864.93
Other Current Assets	
12100 · INTEREST RECEIVABLE	16,064.31
12200 · PREPAID EXPENSES	30.35
12300 · Prepaid Lease	70,791.63
Total Other Current Assets	86,886.29
Total Current Assets	5,295,755.60
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	396,614.00
13110 · Accum.Depre- Equipment	-187,445.00
13200 · Transportation Equipment	1,201,867.00
13210 · Accum.Depre.	-1,266,766.00
Total Fixed Assets	1,557,644.00
TOTAL ASSETS	<u>6,853,399.60</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21200 · Accounts Payable	1,709.57
Total Accounts Payable	1,709.57
Other Current Liabilities	
21600 · Security Deposits	2,350.00
21700 · Unclaimed Payroll/Property	88.73
22100 · FSA WH/PYMTS	8,604.23
23200 · Deferred Member District Assmnt	333,807.21
Total Other Current Liabilities	344,850.17
Total Current Liabilities	346,559.74
Long Term Liabilities	
22500 · ACCRUED VACATION	88,688.00
Total Long Term Liabilities	88,688.00
Total Liabilities	435,247.74

Northwest Special Recreation Association
Balance Sheet
As of December 31, 2018

	<u>Dec 31, 18</u>
Equity	
29500 - Retained Earnings	4,328,215.60
29550 - INVESTMENT IN CAPITAL ASSETS	1,557,644.00
Net Income	532,292.26
Total Equity	<u>6,418,151.86</u>
TOTAL LIABILITIES & EQUITY	<u>6,853,399.60</u>

Special Leisure Services Foundation
Balance Sheet
As of December 31, 2018

	<u>Dec 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	187,640.50
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	28,371.08
11300 · BENJAMIN EDWARDS - Other	<u>1,051,827.13</u>
Total 11300 · BENJAMIN EDWARDS	1,080,198.21
11800 · Credit Card - American Express	3,184.32
11820 · Credit Card - MasterCard	-800.00
11830 · Credit Card - Visa	<u>-1,957.50</u>
Total Checking/Savings	1,268,415.53
Other Current Assets	
12200 · Event Deposits	1,250.00
12400 · Interest Receivable	<u>2,819.65</u>
Total Other Current Assets	<u>4,069.65</u>
Total Current Assets	<u>1,272,485.18</u>
TOTAL ASSETS	<u>1,272,485.18</u>
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,265,932.65
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	<u>-10,930.52</u>
Total Equity	<u>1,272,485.18</u>
TOTAL LIABILITIES & EQUITY	<u>1,272,485.18</u>



BENJAMIN F. EDWARDS & CO.
 INVESTMENTS for GENERATIONS
 One North Brentwood Blvd., Suite 850
 Saint Louis, MO 63105 314-726-1600

SPECIAL LEISURE SERVICES
 FOUNDATION
 ATTN TRACEY CRAWFORD
 3000 CENTRAL RD STE 205
 ROLLING MDWS IL 60008-2551

December 1, 2018 - December 31, 2018
 Account Number: ~~688-112070~~

Your Financial Advisor Is:
 HANSON / FISHER / VANDERLUGT
 (630) 871-2673

Portfolio at a Glance

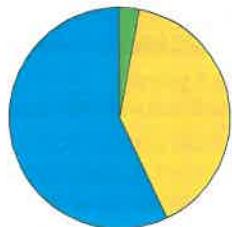
	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	\$1,115,636.70	\$1,216,691.83
Withdrawals (Cash & Securities)	0.00	-100,000.00
Dividends, Interest and Other Income	37,549.33	54,513.57
Net Change in Portfolio¹	-72,987.82	-91,007.19
ENDING ACCOUNT VALUE	\$1,080,198.21	\$1,080,198.21
Estimated Annual Income	\$19,877.14	

¹ Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

The Bank Deposits in your account are FDIC insured bank deposits.

FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.

Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
3%	Cash, Money Funds, and Bank Deposits	78,102.35	27,208.19	28,371.08
40%	Fixed Income	442,486.85	435,302.55	434,839.90
57%	Mutual Funds	696,102.63	653,125.96	616,987.23
100%	Account Total (Pie Chart)	\$1,216,691.83	\$1,115,636.70	\$1,080,198.21

Please review your allocation periodically with your Financial Advisor.



**Warrant #12A
Summary
December 31, 2018**

Administration	Programs	Salary	Liability/Audit/IMRF	ADA/Capital
421000 Prof. Fees	422100 Rent Municipal	424100 Full Time	441000 Liability/PDRMA	450000 ADA Compliance
421100 Office Supply	422200 Rent Commercial	424200 Part Time	442000 Audit	460000 Capital Replacement
421150 Fees	422300 Program Dev.	424300 Payroll Processing	442100 FICA	
421200 Postage	422400 Program Supply	424500 Car Allowance	442200 IMRF	
421300 Phones/Fax	422500 Comm. Trans.			
421400 Conference/Education	422600 Staff Mileage			
421500 Memberships	422700 Trans. Maint.			
421600 Health Insurance	422800 gas/tolls/parking			
421700 Maint./Utilities	422900 Printing			
421800 Rent	423000 Sub./Ads.			
421900 Computers	423100 Public Awareness			
12000 Accounts Receivable				

Total VB&T Electronic Accounts Payable (IMRF, ADP, Excalibur)	46,044.00
Total IPDLAF Electronic Accounts Payable (PCARDS)	49,875.85
Total VB&T Business Checking Accounts Payable	98,515.19
	<u>194,435.04</u>

Motion to approve Warrant #12A dated December 31, 2018 totaling

\$194,435.04

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #12A
 December 31, 2018**

Vendor	Description	Account	Amount
IMRF	December	442201	29,788.79
			<u>29,788.79</u>
ADP	FSA Monthly - December	424303	120.18
	Payroll Processing - November	424301	206.44
	Payroll Processing - November	424302	1,195.66
	Payroll Processing - December	424301	103.22
	Payroll Processing - December	424302	585.16
			<u>2,210.66</u>
Excalibur	Invoice - 174626	421902	6,760.90
	Invoice - 174762	421906	106.95
	Invoice - 174769	421906	6,256.75
	Invoice - 174809	421902	115.00
	Invoice - 174882	421902	230.00
	Invoice - 175002	421906	229.95
	Invoice - 175026	421902	345.00
			<u>14,044.55</u>
Total Warrant #12A for Electronic Accounts Payable			<u>46,044.00</u>

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #12A
December 31, 2018

Vendor	Description	Account	Amount
BMO Solutions			
Global Industry	office supplies	421102	124.30
Name Badges Int'l	office supplies	421104	210.13
Name Badges Int'l	office supplies	421104	308.86
Amazon	office supplies	421105	28.44
Amazon	office supplies	421105	190.86
Office Max	office supplies	421105	56.05
Amazon	office supplies	421105	78.98
Staples	office supplies	421105	26.08
Amazon	office supplies	421105	114.36
Amazon	office supplies	421105	71.50
Amazon	office supplies	421105	18.99
Amazon	office supplies	421105	19.98
Authorize.net	credit card and bank fees	421152	20.35
PBI Leased Equipment	postage	421202	465.00
Verizon	telephone/fax	421301	272.68
First Communications	telephone/fax	421304	501.56
Converged Digital Networks	telephone/fax	421305	314.00
IPRA	conference/education	421402	120.00
IAPD/IPRA	conference/education	421402	285.00
Meijer	conference/education	421406	112.08
2 Amigos	conference/education	421406	85.51
Jersey Mikes	conference/education	421406	56.47
Bowlero	conference/education	421406	831.65
Bowlero	conference/education	421406	146.41
Bowlero	conference/education	421406	75.01
Egg Harbor Café	conference/education	421406	56.40
Starbucks	conference/education	421406	7.88
Dollar Tree	conference/education	421406	38.00
Jewel	conference/education	421406	145.23
Starbucks	conference/education	421406	16.30
Italian Pizza Kitchen	conference/education	421406	342.80
Starbucks	conference/education	421406	10.99
EZCater PDQ	conference/education	421406	274.92
Training Venue	conference/education	421407	299.00
WILS	conference/education	421407	8.29
Jewel	conference/education	421407	64.28
Pay Pal	conference/education	421407	40.00
NCTRC	memberships/certifications	421504	80.00
NCTRC	memberships/certifications	421504	80.00
CTRS	memberships/certifications	421504	80.00
NCTRC	memberships/certifications	421504	80.00
IAPD/IPRA	memberships/certifications	421507	264.00
CPI	memberships/certifications	421510	150.00
NHRC	memberships/certifications	421513	105.00
Starbucks	memberships/certifications	421513	5.43
Starbucks	memberships/certifications	421513	115.60
WILS	memberships/certifications	421513	40.00
PATH Int.	memberships/certifications	421513	85.00

Northwest Special Recreation Association
VB Electronic Accounts Payable
Warrant #12A
December 31, 2018

Vendor	Description	Account	Amount
Amazon	memberships/certifications	421513	119.00
ComEd	maintenance/utilities	421702	348.38
Nicor Gas	maintenance/utilities	421703	112.07
Nicor Gas	maintenance/utilities	421703	89.99
Hudson Energy	maintenance/utilities	421704	611.32
Comcast	maintenance/utilities	421706	167.20
Comcast	maintenance/utilities	421706	201.48
Comcast	maintenance/utilities	421706	139.85
AT&T	maintenance/utilities	421706	80.49
Comcast	maintenance/utilities	421706	159.24
Vitasys	computers	421901	8,000.00
Apple Store	computers	421905	105.19
Amazon	computers	421905	264.00
Apple Store	computers	421905	0.99
Constant Contact	computers	421905	724.37
Canva	computers	421905	119.40
Amazon	computers	421906	78.36
Amazon	computers	421906	83.96
Amazon	computers	421906	11.29
Amazon	computers	421906	12.11
Lucky Monk	commercial expense	422201	67.00
Fox and Hound	commercial expense	422201	234.88
Lincoln Park Zoo	commercial expense	422201	35.00
Arlington Lanes	commercial expense	422202	27.00
Post Office	commercial expense	422202	9.85
FedEx	commercial expense	422202	11.19
Ellison Education	commercial expense	422202	(39.98)
Comfort Suites	commercial expense	422204	85.50
Comfort Suites	commercial expense	422204	85.50
Grub Hub	commercial expense	422204	51.48
Speidi's Sports Grill	commercial expense	422204	425.00
Elk Grove Bowl	commercial expense	422204	432.00
Popeyes	commercial expense	422204	37.31
Brunswick Zone	commercial expense	422206	36.00
Brunswick Zone	commercial expense	422206	42.00
Brunswick Zone	commercial expense	422206	42.00
Wilmot	commercial expense	422206	204.00
Brunswick Zone	commercial expense	422206	72.00
Picture Show	commercial expense	422206	45.00
Brunswick Zone	commercial expense	422206	21.00
Brunswick Zone	commercial expense	422206	219.00
Streamwood Bowl	commercial expense	422206	181.50
Poplar Creek Bowl	commercial expense	422206	65.55
Level 257	commercial expense	422207	100.00
Arlington Lanes	commercial expense	422209	180.67
Brunswick Zone	commercial expense	422209	178.47
Poplar Creek	commercial expense	422209	239.09
Poplar Creek Bowl	commercial expense	422209	270.51
Streamwood Bowl	commercial expense	422209	148.00
Haybeck Meat Market	commercial expense	422209	200.00

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #12A
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Vendor	Description	Account	Amount
Arlington Lanes	commercial expense	422209	170.93
Arlington Lanes	commercial expense	422209	51.75
Brunswick Zone	commercial expense	422209	51.00
Brunswick Zone	commercial expense	422209	155.15
Streamwood Bowl	commercial expense	422209	164.00
Poplar Creek	commercial expense	422209	226.49
Brunswick Zone	commercial expense	422209	229.59
Jimmy Johns	commercial expense	422209	161.55
Arlington Lanes	commercial expense	422209	54.00
Arlington Lanes	commercial expense	422209	161.11
Streamwood Bowl	commercial expense	422209	186.00
GigMasters	commercial expense	422210	150.00
Tinker Thinker	commercial expense	422210	200.00
Apple Store	program development	422303	236.00
Apple Store	program development	422303	1,196.00
Dollar Tree	supplies	422401	96.50
Walmart	supplies	422401	60.42
Walmart	supplies	422401	92.60
Walmart	supplies	422401	(10.38)
Dollar Tree	supplies	422401	11.00
GFS	supplies	422401	37.00
Meijer	supplies	422401	71.57
All Ways Catering	supplies	422401	147.00
All Ways Catering	supplies	422401	88.00
All Ways Catering	supplies	422401	96.00
All Ways Catering	supplies	422401	76.00
All Ways Catering	supplies	422401	72.00
Amazon	supplies	422402	31.97
Walmart	supplies	422402	61.08
Dollar Tree	supplies	422404	31.18
Hobby Lobby	supplies	422404	46.82
Crown Trophy	supplies	422404	47.10
Dollar Tree	supplies	422405	13.00
Dollar Tree	supplies	422405	5.50
Amazon	supplies	422405	6.99
Amazon	supplies	422405	61.55
Amazon	supplies	422405	9.86
Meijer	supplies	422405	29.97
Dollar Tree	supplies	422405	14.18
Michaels	supplies	422405	21.00
Dicks	supplies	422406	(0.09)
Marathon Gas Station	supplies	422406	4.99
Jewel	supplies	422406	100.19
Walmart	supplies	422406	19.14
Jewel	supplies	422406	17.21
Jewel	supplies	422406	26.43
Office Max	supplies	422406	51.04
Jewel	supplies	422406	37.19
Dollar Tree	supplies	422406	5.90
Dollar Tree	supplies	422406	16.89

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #12A
December 31, 2018

Vendor	Description	Account	Amount
JoAnn	supplies	422406	13.99
Walgreens	supplies	422406	46.00
Dollar Tree	supplies	422406	7.00
Dollar Tree	supplies	422406	7.00
Elite Sportswear	supplies	422406	120.60
Elite Sportswear	supplies	422406	150.00
Walmart	supplies	422406	24.71
Aldi	supplies	422406	38.16
Aldi	supplies	422406	16.70
Aldi	supplies	422406	23.85
Aldi	supplies	422406	63.56
Aldi	supplies	422406	27.81
Aldi	supplies	422406	39.72
Jewel	supplies	422406	26.50
Jewel	supplies	422406	11.60
Jewel	supplies	422406	16.57
GFS	supplies	422406	121.27
GFS	supplies	422406	54.15
Walmart	supplies	422406	27.50
Ninos Pizza	supplies	422406	50.80
Amazon	supplies	422406	448.75
Amazon	supplies	422406	179.85
Amazon	supplies	422406	779.75
Amazon	supplies	422406	72.35
Amazon	supplies	422406	229.90
Amazon	supplies	422406	72.35
Amazon	supplies	422406	289.40
American/Uber/Hyatt	supplies	422406	949.19
ICL Liquidation Service	supplies	422406	550.73
Dollar Tree	supplies	422407	4.00
Jewel	supplies	422407	6.98
Amazon	supplies	422409	24.71
Walmart	supplies	422409	20.49
Dollar Tree	supplies	422409	17.00
Walmart	supplies	422409	15.94
Goodwill	supplies	422409	34.81
Tony's	supplies	422409	33.56
Walmart	supplies	422409	38.54
Jewel	supplies	422409	31.03
Jewel	supplies	422409	4.48
Walmart	supplies	422409	4.36
Half Price Books	supplies	422409	13.46
Netflix	supplies	422409	13.99
Amazon	supplies	422409	22.08
Amazon	supplies	422409	248.99
Amazon	supplies	422409	77.16
Amazon	supplies	422409	6.15
Amazon	supplies	422409	22.73
Amazon	supplies	422409	4.50
Walmart	supplies	422409	16.40

**Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #12A
December 31, 2018**

Vendor	Description	Account	Amount
Amazon	supplies	422409	29.70
Jewel	supplies	422409	28.19
Jewel	supplies	422409	37.94
Jewel	supplies	422409	68.20
Jewel	supplies	422409	65.12
Jewel	supplies	422409	97.25
Jewel	supplies	422409	22.18
Goodwill	supplies	422409	29.81
Mariano's	supplies	422409	63.32
Jewel	supplies	422409	29.41
Dollar Tree	supplies	422409	12.00
Walmart	supplies	422409	12.07
Jewel	supplies	422409	17.31
Jewel	supplies	422409	16.27
Jewel	supplies	422409	53.17
Tonys	supplies	422409	31.33
Walmart	supplies	422409	19.82
Jewel	supplies	422409	20.68
Amazon	supplies	422412	40.98
TRT Banners	supplies	422412	109.48
Amazon	supplies	422412	35.88
Amazon	supplies	422412	45.98
Amazon	supplies	422412	772.57
Amazon	supplies	422412	33.25
Amazon	supplies	422412	330.39
Amazon	supplies	422412	42.52
Amazon	supplies	422412	39.99
School Health	supplies	422414	1,497.06
4 Imprint	supplies	422415	873.11
Party City	supplies	422415	116.29
Amazon	supplies	422417	165.00
Amazon	supplies	422417	123.71
Amazon	supplies	422417	91.93
Walmart	supplies	422417	154.28
Amazon	supplies	422417	147.97
Amazon	supplies	422417	203.37
Amazon	supplies	422417	169.90
Amazon	supplies	422417	94.04
Amazon	supplies	422417	256.26
Amazon	supplies	422417	57.96
Amazon	supplies	422417	35.98
Amazon	supplies	422417	18.30
Walmart	supplies	422417	64.15
GFS	supplies	422417	344.38
Dollar General	supplies	422417	80.38
Amazon Mktp	supplies	422417	83.87
Target	supplies	422417	113.66
Walmart	supplies	422417	70.40
Amazon	supplies	422417	11.94
Amazon	supplies	422417	15.86

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #12A
December 31, 2018

Vendor	Description	Account	Amount
Jewel	supplies	422420	9.73
Amazon	supplies	422420	3.09
Walmart	supplies	422420	24.36
Amazon	supplies	422420	44.64
Amazon	supplies	422420	177.51
Amazon	supplies	422420	32.91
Jewel	supplies	422420	36.04
Jewel	supplies	422420	27.96
Jewel	supplies	422420	27.96
Oriental Trading	supplies	422420	63.60
Charter Empire	commercial transportation	422504	1,135.18
Charter Empire	commercial transportation	422504	1,135.18
NJ E-Z Pass	transportation gas/tolls/parking	422802	1.50
NJ E-Z Pass	transportation gas/tolls/parking	422802	3.00
NJ E-Z Pass	transportation gas/tolls/parking	422802	1.50
NJ E-Z Pass	transportation gas/tolls/parking	422802	1.50
NJ E-Z Pass	transportation gas/tolls/parking	422802	0.75
PB Payment Services	printing	422901	369.35
PB Payment Services	printing	422902	381.45
Amazon	printing	422904	70.09
Amazon	printing	422904	37.38
Amazon	printing	422904	64.95
Konica Minolta	printing	422906	1,260.24
Konica Minolta	printing	422906	1,578.09
Indeed	public awareness/subscriptions/ads	423102	285.42
Indeed	public awareness/subscriptions/ads	423102	502.42
Care.com	public awareness/subscriptions/ads	423102	75.00
Design jobs	public awareness/subscriptions/ads	423102	275.00
Indeed	public awareness/subscriptions/ads	423102	502.25
Jewel	public awareness/subscriptions/ads	423102	50.00
Dunkin Donuts	public awareness/subscriptions/ads	423102	25.00
Subway	public awareness/subscriptions/ads	423102	25.00
McDonalds	public awareness/subscriptions/ads	423102	20.00
GOV.doc	public awareness/subscriptions/ads	423103	33.88
Facebook	public awareness/subscriptions/ads	423104	391.73
Walmart	public awareness/subscriptions/ads	423107	75.59
Daily Herald	public awareness/subscriptions/ads	423108	64.40
Upwork	public awareness/subscriptions/ads	423109	1,027.50
IPRA	public awareness/subscriptions/ads	423109	120.00
Amazon	Liability/PDRMA	441006	179.80
Amazon	Liability/PDRMA	441006	24.95
Amazon	Liability/PDRMA	441006	60.54
Rosati's Pizza	ADA compliance	450001	84.73
Amazon	ADA compliance	450022	600.00
		Total	49,875.85
Total Warrant #12A for Electronic Accounts Payable			49,875.85

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #12A
 December 31, 2018**

Num	Name	Memo	Account	Amount
26254	Andrea Griffin	Mileage - Nov	10400 · VB&T Business Checking	-77.94
		Mileage - Nov	422601 · Staff Mileage	77.94
				77.94
26255	Rachel Hubsch	Mileage - Nov	10400 · VB&T Business Checking	-89.38
		Mileage - Nov	422601 · Staff Mileage	89.38
				89.38
26256	Megan Quandt	Mileage - Nov	10400 · VB&T Business Checking	-74.67
		Mileage - Nov	422601 · Staff Mileage	74.67
				74.67
26257	Theresa Waite	Mileage - Nov	10400 · VB&T Business Checking	-73.03
		Mileage - Nov	422601 · Staff Mileage	73.03
				73.03
26258	Kellie Wojciechowski	Internship Stipend 11/26 - 12/15	10400 · VB&T Business Checking	-450.00
		Internship Stipend 11/26 - 12/15	424207 · Office Staff	450.00
				450.00
26259	Abigail Dudek	Internship Stipend 11/26 - 12/15	10400 · VB&T Business Checking	-450.00
		Internship Stipend 11/26 - 12/15	424207 · Office Staff	450.00
				450.00
26260	Clearbrook	STAR Scholarship - Oct & Nov '18	10400 · VB&T Business Checking	-978.13
		STAR Scholarship - Oct & Nov '18	422304 · STAR Scholarship Reimbursement	978.13
				978.13
26261	Megan Quandt	Reimb - LPZoo Parking - 11/30/18	10400 · VB&T Business Checking	-35.00
		Reimb - LPZoo Parking - 11/30/18	422201 · Clubs	35.00
				35.00
26262	Zot Artz	Invoice 1573	10400 · VB&T Business Checking	-115.00
		Invoice 1573	422202 · Leisure Education	115.00
				115.00
26263	Lisa Claver	Reimb - Visionworks 11/14/18 - Eyeglasses	10400 · VB&T Business Checking	-197.91
		Reimb - Visionworks 11/14/18 - Eyeglasses	422407 · Equipment Repair	197.91
				197.91
26264	Carroll Burchert	Refund - 2630 Fall 2018	10400 · VB&T Business Checking	-144.00
		Refund - 2630 Fall 2018	11500 · VB&T Operating/MM Account	144.00
				144.00
26265	Alexian Brothers Corporate Health Service	Invoice 667685 & 667952	10400 · VB&T Business Checking	-109.00
		Invoice 667685	441002 · Drug Tests / Physicals	61.00
		Invoice 667952	441002 · Drug Tests / Physicals	48.00
				109.00
26266	Nivetha Chandrasekar	Refund - 4310 & 4311 Fall 2018	10400 · VB&T Business Checking	-239.00
		Refund - 4310 & 4311 Fall 2018	11500 · VB&T Operating/MM Account	239.00

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #12A
 December 31, 2018**

Num	Name	Memo	Account	Amount
				239.00
26267	Laurel Katz	Refund - 2535 Fall 2018 Refund - 2535 Fall 2018	10400 · VB&T Business Checking 11500 · VB&T Operating/MM Account	-9.00 9.00 <hr/> 9.00
26268	Greg Hubbard	12/10/18 Magic Show 12:30pm 12/10/18 Magic Show 12:30pm	10400 · VB&T Business Checking 422409 · PURSUIT	-175.00 175.00 <hr/> 175.00
26269	Jennifer L. Voss	Zumba 10/23 - 11/27 Zumba 10/23 - 11/27	10400 · VB&T Business Checking 422206 · Weekly Programs	-450.00 450.00 <hr/> 450.00
26270	Palatine Stable	Invoices 62018-121718 Invoice 62018 Invoice 91818 Invoice 121718	10400 · VB&T Business Checking 422106 · Weekly Programs 422106 · Weekly Programs 422106 · Weekly Programs	-5,158.00 1,900.00 1,786.00 1,472.00 <hr/> 5,158.00
26271	Dragon Guan LLC	Invoice 27 Invoice 27	10400 · VB&T Business Checking 422206 · Weekly Programs	-700.00 700.00 <hr/> 700.00
26272	American Solutions for Business	Invoice - INV03870003 Invoice - INV03870003	10400 · VB&T Business Checking 422405 · Summer Day Camp	-1,000.50 1,000.50 <hr/> 1,000.50
26276	Clearbrook	STAR Scholarship - Dec '18 STAR Scholarship - Dec '18	10400 · VB&T Business Checking 422304 · STAR Scholarship Reimbursement	-305.00 305.00 <hr/> 305.00
26277	U.S. Postal Service	Permit Fee - Permit No 2565 Permit Fee - Permit No 2565	10400 · VB&T Business Checking 421201 · Postage	-225.00 225.00 <hr/> 225.00
26278	School District 54	Inv OM29484 & OM29485 Inv OM29484 & OM29485	10400 · VB&T Business Checking 422106 · Weekly Programs	-153.00 153.00 <hr/> 153.00
26279	PDRMA	Invoice SH18132 Invoice SH18132	10400 · VB&T Business Checking 441004 · PDRMA Liability	-35,382.42 35,382.42 <hr/> 35,382.42
26280	PDRMA	Invoice SH18132H Invoice SH18132H	10400 · VB&T Business Checking 421603 · Premium	-42,584.12 42,584.12 <hr/> 42,584.12
26281	NCPERS Group Life Insurance	Invoice 5436012019 Invoice 5436012019	10400 · VB&T Business Checking 421601 · Additional Life	-16.00 16.00 <hr/> 16.00

Northwest Special Recreation Association
VB&T Business Checking Accounts Payable
Warrant #12A
December 31, 2018

Num	Name	Memo	Account	Amount
26282	Bill's Auto & Truck Repair	Invoices 97150 - 97687 Invoices 97150 - 97687	10400 · VB&T Business Checking 422704 · Regular / Repair Service	-6,725.45 6,725.45 <hr/> 6,725.45
26283	Manny Aguilar	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-48.51 48.51 <hr/> 48.51
26284	Bonaguro, Mary T	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-46.33 46.33 <hr/> 46.33
26285	Dieschbourg, Ryan	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-72.49 72.49 <hr/> 72.49
26286	Dzurisin, Maggie	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-55.59 55.59 <hr/> 55.59
26287	Edwards, Megan	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-40.44 40.44 <hr/> 40.44
26288	Nicole Estrada	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-46.33 46.33 <hr/> 46.33
26289	Tori Gonzalez	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-69.76 69.76 <hr/> 69.76
26290	Andrea Griffin	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-40.88 40.88 <hr/> 40.88
26291	Mackenzie Irelan	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-28.34 28.34 <hr/> 28.34
26292	Lauren Jevaney	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-37.61 37.61 <hr/> 37.61
26293	Johns, Brittany	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-44.96 44.96 <hr/> 44.96
26294	Kotsovos, Clariza	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-49.92 49.92 <hr/> 49.92

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #12A
 December 31, 2018**

Num	Name	Memo	Account	Amount
				49.92
26295	Krones, Summer R.	Mileage	10400 · VB&T Business Checking	-93.20
		Mileage	422601 · Staff Mileage	93.20
				93.20
26296	Jacklyn Moore	Mileage	10400 · VB&T Business Checking	-15.26
		Mileage	422601 · Staff Mileage	15.26
				15.26
26297	Moran, Kate	Mileage	10400 · VB&T Business Checking	-32.16
		Mileage	422601 · Staff Mileage	32.16
				32.16
26298	Nock, Emily	Mileage	10400 · VB&T Business Checking	-70.85
		Mileage	422601 · Staff Mileage	70.85
				70.85
26299	O'Brien, Megan	Mileage	10400 · VB&T Business Checking	-8.72
		Mileage	422601 · Staff Mileage	8.72
				8.72
26300	Trisha Palmieri	Mileage	10400 · VB&T Business Checking	-120.45
		Mileage	422601 · Staff Mileage	120.45
				120.45
26301	Katrina Place	Mileage	10400 · VB&T Business Checking	-68.13
		Mileage	422601 · Staff Mileage	68.13
				68.13
26302	Megan Quandt	Mileage	10400 · VB&T Business Checking	-43.06
		Mileage	422601 · Staff Mileage	43.06
				43.06
26303	Ralph, Danielle	Mileage	10400 · VB&T Business Checking	-114.72
		Mileage	422601 · Staff Mileage	114.72
				114.72
26304	Ross, Jordan	Mileage	10400 · VB&T Business Checking	-49.21
		Mileage	422601 · Staff Mileage	49.21
				49.21
26305	Jodi Schultz	Mileage	10400 · VB&T Business Checking	-12.54
		Mileage	422601 · Staff Mileage	12.54
				12.54
26306	Snyder, Joann	Mileage	10400 · VB&T Business Checking	-61.04
		Mileage	422601 · Staff Mileage	61.04
				61.04
26307	Erica Stanko	Mileage	10400 · VB&T Business Checking	-50.69

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #12A
 December 31, 2018**

Num	Name	Memo	Account	Amount
		Mileage	422601 · Staff Mileage	50.69
				<u>50.69</u>
26308	Elizabeth Thomas	Mileage	10400 · VB&T Business Checking	-81.21
		Mileage	422601 · Staff Mileage	81.21
				<u>81.21</u>
26309	Theresa Waite	Mileage	10400 · VB&T Business Checking	-52.32
		Mileage	422601 · Staff Mileage	52.32
				<u>52.32</u>
26312	****VOID****			
26313	****VOID****			
26314	****VOID****			
26315	Robbins Schwartz	Invoice 285079 HAK	10400 · VB&T Business Checking	-797.50
		Invoice 285079 HAK	421002 · Legal Fees	797.50
				<u>797.50</u>
26316	Paradise, Michele	Mileage	10400 · VB&T Business Checking	-9.48
		Mileage	422601 · Staff Mileage	9.48
				<u>9.48</u>
26317	Palatine Stable	Invoices 122718 (Sept-Nov)	10400 · VB&T Business Checking	-259.00
		Invoice 122718 (Sept-Nov)	422106 · Weekly Programs	259.00
				<u>259.00</u>
26318	Cortney Lucente	Mileage	10400 · VB&T Business Checking	-77.94
		Mileage	422601 · Staff Mileage	77.94
				<u>77.94</u>
Total for Warrant #12A VB&T Business Checking Accounts Payable				<u>98,515.19</u>

**Warrant #1
Summary
January 16, 2019**

Administration	Programs	Salary	Liability/Audit/IMRF	ADA/Capital
421000 Prof. Fees	422100 Rent Municipal	424100 Full Time	441000 Liability/PDRMA	450000 ADA Compliance
421100 Office Supply	422200 Rent Commercial	424200 Part Time	442000 Audit	460000 Capital Replacement
421150 Fees	422300 Program Dev.	424300 Payroll Processing	442100 FICA	
421200 Postage	422400 Program Supply	424500 Car Allowance	442200 IMRF	
421300 Phones/Fax	422500 Comm. Trans.			
421400 Conference/Education	422600 Staff Mileage			
421500 Memberships	422700 Trans. Maint.			
421600 Health Insurance	422800 gas/tolls/parking			
421700 Maint./Utilities	422900 Printing			
421800 Rent	423000 Sub./Ads.			
421900 Computers	423100 Public Awareness			
12000 Accounts Receivable				

Total VB&T Electronic Accounts Payable (IMRF, ADP)	918.75
Total IPDLAF Electronic Accounts Payable (PCARDS)	-
Total VB&T Business Checking Accounts Payable	<u>3,892.83</u>
	4,811.58

Motion to approve Warrant #1 dated January 16, 2019 totaling

\$4,811.58

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #1
 January 16, 2019**

Vendor	Description	Account	Amount
IMRF	January 2019	442201	-
ADP	FSA Monthly - Jan	424303	-
	Payroll - December	424301	-
	Payroll - December	424302	-
			-
Excalibur	Invoice - 175119	421902	918.75
			<u>918.75</u>
Total Warrant #1 for Electronic Accounts Payable			918.75

**Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #1
January 16, 2019**

Vendor	Description	Account	Amount
BMO Solutions			
		Total	-
Total Warrant #1 for Electronic Accounts Payable			-

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #1
 January 16, 2019**

Num	Name	Memo	Account	Amount
26273	Hanover Park Park District	Invoice 0119	10400 · VB&T Business Checking	-1,443.00
		Invoice 0119	421803 · HPPD Rental Space	1,443.00
				<u>1,443.00</u>
26274	Rolling Meadows Park District	Invoice 19-901	10400 · VB&T Business Checking	-960.00
		Invoice 19-901	421701 · Condo Maintenance	960.00
				<u>960.00</u>
26275	Park Central Condo Assn.	Invoice 801	10400 · VB&T Business Checking	-1,065.00
		Invoice 801	421801 · Condo Association Fee	1,065.00
				<u>1,065.00</u>
26310	United Talent Coordinators	DJ Service 1/12/19	10400 · VB&T Business Checking	-400.00
		DJ Service 1/12/19	422204 · Special Events	400.00
				<u>400.00</u>
26311	Manny Aguilar	Reimb - Meijer 12/27/18	10400 · VB&T Business Checking	-24.83
		Reimb - Meijer 12/27/18	421406 · Professional Meetings	24.83
				<u>24.83</u>
Total for Warrant #1 VB&T Business Checking Accounts Payable				<u>3,892.83</u>



We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Payroll
Date: January 16, 2019

Motion:

A motion to approve Payroll for the following Pay Periods Ending:

1. 11/25/2018 - \$93,092.42
2. 12/09/2018 - \$99,823.18
3. 12/23/2018 - \$92,397.39
4. 12/23/2018 - \$586.64

An extension of the local park districts serving

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

Liability Recap	Taxes Debited				
		Federal Income Tax		7,737.48	
		Earned Income Credit Advances		.00	
		Social Security - EE		5,670.29	
		Social Security - ER		5,670.36	
		Social Security Adj - EE		.00	
		Medicare - EE		1,326.15	
		Medicare - ER		1,326.13	
		Medicare Adj - EE		.00	
		Medicare Surtax - EE		.00	
		Medicare Surtax Adj - EE		.00	
		COBRA Premium Assistance Payments		.00	
		Federal Unemployment Tax		.00	
		State Income Tax		4,171.91	
		State Unemployment Insurance - EE		.00	
		State Unemployment/Disability Ins - ER		.00	
		State Unemployment Insurance Adj - EE		.00	
		State Disability Insurance - EE		.00	
		State Disability Insurance Adj - EE		.00	
		State Family Leave Insurance - EE		.00	
		State Family Leave Insurance - ER		.00	
		State Medical Leave Insurance - EE		.00	
		State Medical Leave Insurance - ER		.00	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Transit Tax - EE		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		Total Taxes Debited	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	25,982.32
Other Transfers		ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	64,578.73
		ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	2,516.28
		Wage Garnishments	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	95.09
		Total Amount Debited From Your Accounts			93,092.42
Bank Debits and Other Liability		Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility		None This Payroll			
					Total Liability
					93,092.42
					93,092.42

Liability Recap	Taxes Debited				
		Federal Income Tax		8,680.64	
		Earned Income Credit Advances		.00	
		Social Security - EE		5,651.88	
		Social Security - ER		5,651.88	
		Social Security Adj - EE		.00	
		Medicare - EE		1,436.67	
		Medicare - ER		1,436.65	
		Medicare Adj - EE		.00	
		Medicare Surtax - EE		.00	
		Medicare Surtax Adj - EE		.00	
		COBRA Premium Assistance Payments		.00	
		Federal Unemployment Tax		.00	
		State Income Tax		4,491.81	
		State Unemployment Insurance - EE		.00	
		State Unemployment/Disability Ins - ER		.00	
		State Unemployment Insurance Adj - EE		.00	
		State Disability Insurance - EE		.00	
		State Disability Insurance Adj - EE		.00	
		State Family Leave Insurance - EE		.00	
		State Family Leave Insurance - ER		.00	
		State Medical Leave Insurance - EE		.00	
		State Medical Leave Insurance - ER		.00	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Transit Tax - EE		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		Total Taxes Debited	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	27,349.51
Other Transfers		ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	69,613.06
		ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	2,836.75
		Wage Garnishments	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	23.86
		Total Amount Debited From Your Accounts			99,823.18
Bank Debits and Other Liability		Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility		None This Payroll			
					99,823.18

ADP Statistical Summary
Recap

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NORTHWEST SPECIAL RE

Company Code: P5E
Region Name: CHICAGO REGION

Batch : 0304
Quarter Number: 4
Service Center: 060

Period Ending : 12/09/2018
Pay Date : 12/21/2018
Current Date : 12/17/2018

Week 51
Page 1

Liability Recap	Taxes Debited				
		Federal Income Tax		7,744.14	
		Earned Income Credit Advances		.00	
		Social Security - EE		5,631.62	
		Social Security - ER		5,631.57	
		Social Security Adj - EE		.00	
		Medicare - EE		1,317.05	
		Medicare - ER		1,317.06	
		Medicare Adj - EE		.00	
		Medicare Surtax - EE		.00	
		Medicare Surtax Adj - EE		.00	
		COBRA Premium Assistance Payments		.00	
		Federal Unemployment Tax		.00	
		State Income Tax		4,171.65	
		State Unemployment Insurance - EE		.00	
		State Unemployment/Disability Ins - ER		.00	
		State Unemployment Insurance Adj - EE		.00	
		State Disability Insurance - EE		.00	
		State Disability Insurance Adj - EE		.00	
		State Family Leave Insurance - EE		.00	
		State Family Leave Insurance - ER		.00	
		State Medical Leave Insurance - EE		.00	
		State Medical Leave Insurance - ER		.00	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Transit Tax - EE		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		Total Taxes Debited	Acct. No. XXXXX3322	Tran/ABA XXXXXXXXX	25,813.09
Other Transfers		ADP Direct Deposit	Acct. No. XXXXX3322	Tran/ABA XXXXXXXXX	64,148.27
		ADP Check	Acct. No. XXXXX3322	Tran/ABA XXXXXXXXX	2,436.03
		Total Amount Debited From Your Accounts			92,397.39
Bank Debits and Other Liability		Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility		None This Payroll			
					Total Liability
					92,397.39
					92,397.39
					92,397.39



Statistical Summary

NORTHWEST SPECIAL RE

Company Code: P5E
 Region Name: CHICAGO REGION

Batch : 2315
 Quarter Number: 1
 Service Center: 060

Period Ending : 12/23/2018
 Pay Date : 01/04/2019
 Current Date : 12/28/2018

Week 01
 Page 1

Liability Recap	Taxes Debited				
		Federal Income Tax		27.85	
		Earned Income Credit Advances		.00	
		Social Security - EE		27.02	
		Social Security - ER		27.02	
		Social Security Adj - EE		.00	
		Medicare - EE		6.31	
		Medicare - ER		6.32	
		Medicare Adj - EE		.00	
		Medicare Surtax - EE		.00	
		Medicare Surtax Adj - EE		.00	
		COBRA Premium Assistance Payments		.00	
		Federal Unemployment Tax		.00	
		State Income Tax		21.02	
		State Unemployment Insurance - EE		.00	
		State Unemployment/Disability Ins - ER		.00	
		State Unemployment Insurance Adj - EE		.00	
		State Disability Insurance - EE		.00	
		State Disability Insurance Adj - EE		.00	
		State Family Leave Insurance - EE		.00	
		State Family Leave Insurance - ER		.00	
		State Medical Leave Insurance - EE		.00	
		State Medical Leave Insurance - ER		.00	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Transit Tax - EE		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		Total Taxes Debited	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	115.54
Other Transfers		ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	471.10
		Total Amount Debited From Your Account			586.64
Bank Debits and Other Liability		Adjustments/Prepay/Voids		.00	
Taxes - Your Responsibility		None This Payroll			
					Total Liability
					586.64
					586.64
					586.64

VII. Staff Reports

[Return to Home](#)

To: Tracey Crawford
From: Rachel Hubsch and Andrea Griffin
Re: Program Report, November 10, 2018 – January 9, 2019

NWSRA Programs and Services

On Monday December 3, The 2nd Annual Sensory Friendly Holiday Concert was held with approximately 100 people in attendance. This is the second year of the collaboration between Harper College Symphonic Orchestra, NWSRA and District 54 Early Childhood Teachers. Everyone received a program including a schedule in board maker, pictures and names of instruments and bells to join in on the sing-a-long. Two small ensembles performed in the lobby to allow opportunity to see and hear the instruments up close before the concert.

NWSRA has paired up with Building Great Beginnings for a Sibshop program. Sibshops are an innovative collaborative program for the siblings (Sibs) of children with special needs ages five to twelve as well as teenagers that would like to volunteer at the program. The program has expanded to Hanover Park Community Center and Weiss Community Center at River Trails Park District. On November 16, at Weiss Community Center, nine siblings took part in the Thanksgiving themed day. All activities are chosen by the group and at snack they all participate in a discussion activity called “Dear Aunt Blabby”. Blabby is a bogus advice columnist, who the sibs are writing to. Sibs are guided by facilitated questions but are encouraged to ask bring up experiences they have growing up with a sibling with a disability. Most of the questions are written to start conversations about experiences that others have faced and a variety of possible solutions. Sibshops allow for a safe environment for true feelings and emotions to be experienced.



NWSRA Inclusion Services

The Inclusion Team closed 2018 with a focus on direct contact hours with stakeholders. The team accumulated an incredible 450 contact hours in member district programs through observations, trainings and parent meetings. This total represents a 96% increase in direct contact hours from 2017 and 2016 metrics. The distinctive skillsets and experiences of the Inclusion Team members were directly applied to most effectively and efficiently provide solutions to the countless unique challenges that arise while providing support for individuals with disabilities. The Inclusion Department provided support for approximately 400 individuals in over 2000 registrations. A marked increase was seen in participations in both the early childhood (0-6 years) and the adult/senior (31+ years) demographics.

Staff Training and Recognition

On December 3 and 4, NWSRA program staff were certified in Safety Care by Clearbrook trainers. Safety Care is a Behavioral Safety Training program that provides the skills and competencies necessary to effectively prevent, minimize, and manage behavioral challenges with dignity, safety, and the possibility of change. NWSRA staff in-services weeks in December and January also covered topics on Autism and OCD, agency and personal goal development, lifting and transferring, and the Recreation Therapy APIED process (assess, plan, implement, evaluate and document).

Ted Adatto, Manager of Inclusion Services, obtained a specialized Autism Certification from Crisis Prevention Institute (CPI). The certification allows Ted to apply behavior management and crisis management strategies specific to the unique needs of those working with individuals with autism.

Community Updates

- Hoffman Estates Park District opened up space for NWSRA to host the Paralympic Boccia Cup at The Club at Prairie Stone.
- Four NWSRA Days Camps were held at Rolling Meadows, Bartlett, Mt. Prospect and Wheeling Park District. Each made available rooms for use as well as use of the pool.
- Schaumburg Park District provided use of Water Works for Early Childhood Winter Break Camp.
- Palatine Park District granted NWSRA indoor soccer field time at Falcon Park for Lightning soccer teams and allowed Falcon Park to be an indoor alternate for golf league and lessons. As well as pool use for the Lightning Swim Team athletes through the sharing of pool space at Palatine High School
- River Trails Park District arranged an extra day during the week at The Zone for indoor alternate location for golf league.



2018 Departmental Short-Term Goals

Pillar: Financial Management

Admin Team

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
1A	Enhance staff knowledge of department budgets in relation to the overall budget.	Admin	Ongoing	Utilizing the “Budget Level Expectation” training tool, managers will select one area to review at department meetings 3 times per year.	Managers selected topics at the beginning of the year and have been covering them in department meetings throughout the year.
				Provide one training that will occur at a program staff meeting to review a budget related topic.	Completed
				Utilize the Budget Level Expectations Check List to ensure that all staff are providing consistent and accurate training.	To be filed in personnel folder
		Rachel		Provide 2 budget trainings throughout the year about how program budgets affect the overall budget.	Completed
		Andrea, Rachel, JoAnn, Trisha, Summer, Cortney		Revise formula for budgeting PT staff including competitive pay rates, aides, time allocated for setup and take down.	Program budget formulas and worksheets were revised.
		Andrea, JoAnn, Trisha, Summer, Cortney		Restructure individual program budgets so they clearly connect to the overall agency budget.	Completed in July
		Andrea, JoAnn, Trisha, Summer, Cortney		Revise program price sheet and provide FT staff training.	Completed in July
		Tracey, Andrea, JoAnn, Liz		Create a financial analysis to support the expansion of the PURSUIT program.	Completed

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
1A	Educate staff about resources/financial assets/cash flow polices.	Admin	December, 2018	Establish a policy which states purchasing guidelines; including amounts, individual assignments, and maximum purchases without board approval.	Move to 2019

				Develop a comprehensive revenue policy which establishes the philosophy for setting the agency's fees and charges.	Completed and approved by NWSRA Board of Trustees at March board meeting
				Based on philosophy, determine new program fees and identify the percentage of programs which will be subsidized and those that will bring in revenue.	Completed and approved by NWSRA Board of Trustees at March board meeting
				Review with staff the procedures for collecting, safeguarding and disbursing cash to include: <ul style="list-style-type: none"> • Cash handling system procedure • Preparation of financial statement • Conduct of internal audits • Authorization to accept or disburse funds • Statement regarding design and separation of duties 	Move to 2019

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
1A	Explore the allocation of additional funding for the marketing of NWSRA.	Admin	Ongoing	Review success rate (measured by applicants) of existing online recruitment platforms	Complete- Due to enhanced social media marketing, NWSRA has received over 400 interested potential applicants through social media channels in 2018
				Review success rate (measured by engagement) of existing social media platforms	Complete- Facebook has increased by over 1,800 followers, averaging over 18 hours of viewing/month on Youtube, average 20/month increase in followers on Instagram
				Present anticipated performance scenarios to Director for recruitment and social media based on three levels of increased funding toward marketing of NWSRA	Complete
Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
1D	Prepare for future PURSUIT Locations	Admin, Liz, Cathy	December 31, 2021	SLSF to work collaboratively with Clearbrook Grant Coordinator to secure two grants for additional PURSUIT programs.	On 6/22/2018 discussed with Clearbrook a collaborative grant with HHS for PURSUIT. Currently in the process of evaluating requirements.
				Prepare for future PURSUIT sites through conducting tours and presentations.	Completed: 450 tours as of 12/13/18 PURSUIT Mt. Prospect Open house was held on 4/11/18: 30 families attended

					<p>One presentation was given about PURSUIT to Buffalo Grove Rotary in the first quarter 11/29/18 MP Open house, not sure how many attended. 7/30/2018 Presented to MP Office staff (LT/MI) 8/1/2018 Presented to MP Office staff (LT/MI) 8/27/2018 Presented to MP Rotary (LT, AG) 11/13/2018 Presented MP Directors Meeting (LT, MI) 9/26/2018 Kirk school open house (LT, CL) 10/4/2018 U46 transition night (AG)</p>
				Evaluate PURSUT expenditures and revenue to plan for future sponsorships and grants.	<p>Completed 2nd quarter - SLSF submitted an LOI to two new foundations requesting funding for construction and implementation of PURSUIT 4.</p>

Focus	Goal	Cross Coord	Complete Target	Action Items	
1D	Allocate appropriate funding to cover both anticipated and unanticipated building repairs in owned/leased NWSRA spaces.		Ongoing	Utilize replacement and repair schedule for the condo space. (e.g., roof repair, restrooms, carpeting, painting, etc.)	Completed
				Incorporate anticipated replacement or repair expenses for Condo Space and NWSRA vehicle fleet into the Capital Replacement Plan.	Completed
				Present updated building repair schedule to the finance committee and board.	Completed

Management Team

Focus	Goal	Cross Coord	Complete Target	Action Items	<i>Progress</i>
1B	Increase collaborative programs by partnering with other agencies to address increased programming needs.	Admin	Ongoing	Offer 1 new collaborative program or service by the end of 2018.	Collaborating with Building Greater Beginnings to offer Sibshops.
				Create a plan to build collaborations which will be implemented in 2018.	Completed – excel sheet created with all collaboratives and potential ideas.

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
1C	Analyze program offerings to determine the number of programs that are profitable, break even or are subsidized.	Admin & Program Development Committee	March 31, 2018	Finalize agency philosophy identifying the percentage of programs acceptable to break even, make money or be subsidized.	Completed and approved by NWSRA Board of Trustees at March board meeting

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
1C	Create a system of measurement and formulas to determine the true cost of programs and transportation.	Admin & Program Development Committee	December 31, 2018	Compare our prices with 10 park districts and 4 SRAs.	Completed
				Utilize the spreadsheet in Excel to use as a tool to input data for analysis.	New price sheets and programming budget worksheets were created and linked
				Develop a method to inform stakeholders on new pricing and allow for input.	Complete- Web page created to inform stakeholders. Information to be shared via social media and NWSRA Village.
		Trisha, Barb	December 31, 2019	Investigate two transportation options to cut costs. (leasing, Uber, Pace)	Began the investigation on leasing programs. In process of completing a comprehensive vehicle analysis.
1A	Set and share expectations with PT program leaders to utilize budgets for programs accurately and appropriately.	All Managers	December 31, 2019	Add two budget training topics into the 2 minute trainings for part-time staff.	Completed
				Incorporate 1 financial component into part-time staff training in Weekly Programs, Day Camp and Inclusion	Site and Assistant Site Director training will be covering the impact part-time staff have on a budget and how to stay competitive with minimum wage increasing. (8/3/18)-Summer 2018 Part Time Program Leaders did a review of budget per participant, tax breakdown, and SLSF contributions. Training completed at fall weekly program training Financial components incorporated into Winter/Spring and Summer Inclusion Orientations
				Create a budget cheat sheet for program leaders for Weekly Programs and Site Directors at Day Camp	8/23/18- updated cheat sheet and added to fall training agenda for Program Leaders Budget cheat sheet was created for Site Directors at Day Camp.
				Create a budget tracking sheet to be turned in at the end of each season.	Budget tracking sheet created for Day Camps and Social Clubs.

2018 Departmental Goals

Pillar: Operational Excellence

Admin Team

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
2C	Develop a third PURSUIT Program at Mt. Prospect.	Admin, Liz, Cathy	March 31, 2018	Create a timeline to assist with the development of the program space; including construction, staffing, clients, purchasing of equipment, etc. at a 3 rd PURSUIT location in Mt. Prospect.	Completed March 1
				Work with Clearbrook to create a timeline for hiring and training DSPs and the new Q/IDP that will oversee the 3 rd program site.	Completed March 1
				Utilize new assessment tool for determining placement and individual client goals and staffing ratios.	Completed January 1

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
2C	Improve accuracy and effectiveness of the preparation process for quarterly and year-end statistics.	Managers Brian Andrea	December 31, 2019	Utilize the new data base to assist with quarterly statistics.	Complete- New database is being used to report quarterly participation statistics for individually

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
2C	Enhance visibility of the NWSRA name, vision and mission through new partnerships and collaborations with community agencies.	Managers	Ongoing	NWSRA staff will attend a minimum of 5 networking events. (with school districts)	April 24 - Palatine HS The Future Begins Today May 1 - ATP's got Talent at Hoffman HS 5/9- U-46 Motor Activity Day 9/26 – Kirk open house 2/6, 6/12, 9/18, 10/16 – Attended PERC presentations at NSSEO
				NWSRA staff will attend a minimum of 5 networking events. (with Park Districts)	April 13 - Hanover Park Youth Benefit Ball April 21 - Hanover Park Community Resource Fair, April 16 – District 15 Conyers Learning Academy EC, , April 17/18 I-46 Independence School, April 17 District 59 Early Learning Center, April 20 – District 54 camp expo, 6/23 Prospect Heights Block Party, October 6 Fun Run River Trails PD.

				<p>NWSRA staff will attend a minimum of 5 networking events. (with other agencies)</p>	<p>February 16 – Star Expo Bartlett Chamber of Commerce February 13 - Mardi Gras Village of Hanover Park Connect Committee February 15 – Hanover Park Village Hall Meeting April 14 – Next Chapter Book Club Luncheon April 28 – City of Rolling Meadows Resource Fair January 9 – Connect Committee (Village of Hanover Park), April 21 – Kids at Hope Coalition (Hanover Park, Streamwood), May 19 Vernon Township Mental Health Fair, May 23 Schaumburg Township Disability Resource Fair, Next Generation Millinials/Amita Health, 6/19 Amita Health Taste of NWSRA, 7/21 – Global Day of Inclusion to Celebrate Special Olympics 50th Anniversary 1/11, 3/9, 3/21, 9/14, 10/12, 11/9– Connect to Community Seminars 6/28 – Amita Health Autism Seminar 6/12, 9/4, 9/18, 10/16, 11/6 – events at the NSSEO PERC</p>
				<p>NWSRA will host one meeting for a service group (Wheeling Township Advisory Council)</p>	<p>Completed April 26 with a tour of PURSUIT Rolling Meadows and the Snoezelen room.</p>

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
2C	Ensure cost-effectiveness and quality design of all marketing materials.	Admin.	Ongoing	Provide a minimum of 2 continuing education opportunities for Graphic Communications Coordinator to stay current in design and marketing strategies.	Complete- Graphic Design Coordinator attended IPRA Conference in January, and has utilized online tools to enhance knowledge
				Graphic Communications Coordinator to research free/low cost software to enhance marketing efforts.	Complete- Implemented use of JotForm and Asana softwares to create an organized system for marketing material production requests.
				Graphic Communications Coordinator to implement consistent design across all NWSRA materials.	Complete- Consistent design across NWSRA materials has been implemented

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
2C	Utilize social media outlets to publicize NWSRA staff achievements.	Program Staff, Coordinators, Managers	On going	Recognize one achievement monthly on social media related to staff or agency accomplishments.	Monthly achievements and agency accomplishments have been and will continue to be posted to social media Inclusion Aides have been recognized monthly on Facebook Weekly part time staff have been recognized on out NWSRA webpage as well as on Facebook.

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
2C	Promote NWSRA and its programs and services through sharing of personal stories on social media, website and other media.	All staff	On going	Promote NWSRA programs and services through the bimonthly "NWSRA Now" e-newsletter	Complete- NWSRA Now bimonthly e-newsletter has been and will continue to be sent
				Utilize online template/survey that assists staff with gathering information for stories of participants.	Complete- Online template/survey has been created and communicated to staff
				Two program staff will gather template/survey responses for stories every other month.	Complete- Stories have been submitted and utilized for various marketing purposes

Management Team

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
2A	Evaluate adult sport offerings, paying attention to skill development and transitioning to competitive levels.	Program Staff Sports Committee Rachel, Manny	December 31, 2018	Utilize the sport assessment tool at the beginning and end of each sports program to measure skill development.	Lightning Sports Committee created and is implementing the sport assessment at the beginning of each season to place athletes appropriately based on ability.
				Develop a procedure in which to implement, record, utilize and retain the findings from the assessment.	Move to 2019
				Investigate 2 contracted companies that can provide certified officials for each sport.	Completed and working with Official Finders to secure volunteer officials for lightning athletics due to officials not being budgeted for 2018.
				Create contact list of local coaches in order to utilize High School Athletes in practices before games start.	Move to 2019

2C	Strengthen the part-time and seasonal staff evaluation process.	Support Services	December 31, 2019	Identify 5 characteristics / qualifications for part-time assistants to become program leaders and present at a seasonal training	Completed Initiative, safety, responsibility, leadership enthusiasm.
				Incorporate a mentoring/evaluation session in each seasonal training. Focus on building the traits identified to become a program leader.	Survey was created and will be presented to part time staff at 2018 fall training. The evaluation will be completed twice throughout the year (Fall/Spring)
2B	Enhance special event offerings.	Theresa JoAnn	December 31, 2020	Analyze demographic of special event registrations and determine pick up locations to reach outlying communities.	Additional transportation offered to Hanover Park and Wheeling locations in addition to a variety of other transportation locations.
				Create a survey monkey to receive input on special event options.	Completed for Early Childhood participants and Participants residing in residential facilities
				Offer 2 new special events. One for adult population and one for early childhood; including School Days off for STAR.	School Day Off for STAR have been created and is taking place in fall. One new Special Event created for Early Childhood participants took place this summer.
				Investigate collaborative special event offerings for early childhood (ex: D54 floor time)	Offered a family event in summer with plans to recruit teacher from District 54 and 21 to assist.
2B	Expand early childhood programming	Managers/ Andrea, Rachel, Trisha	December 31, 2020	Select one Coordinator to become the Early Childhood contact for NWSRA.	Completed. Tori Gonzalez, Inclusion Coordinator has been designated as the Early Childhood Contact
				Attend 2 Early Childhood parent / teacher meeting within service area. (CLA or D54)	NWSRA had a representative at the Early Childhood events at Conyers Learning Academy in Rolling Meadows on April 16 and Independence School in Bartlett on April 17/18, April 17 District 59 Early Learning
		Brian, Joseph		Create a marketing piece on NWSRA Early Childhood programs focusing on Recreation Therapy. (For LEDS and Park Districts to hand out to preschoolers receiving inclusion assistance)	Complete- Flyer created for Winter, Spring and Summer programs. This flyer will be continuously updated with new offerings and provided to schools and Park Districts.
		Managers, Facility Coords, Andrea, Rachel		Create survey monkey to revamp the current offerings and receive input on future programming offerings.	Complete- Survey was completed on revamping Saturday program offerings for adult population. Survey was completed asking input from PURSUIT interest list about 2 day week program offered by NWSRA.

2C	Strengthen the parent/guardian program evaluation process.	ALL	December 31, 2021	Revise current evaluation process, making it shorter and easier to fill out online.	Complete- Online evaluations have been created
				Provide evaluation online and hard copy in 2 other languages besides English.	Completed on line for Fall 2018. Evaluation offered in Spanish and will be offered in Polish in 2019 winter.
				Investigate an NWSRA App in order for parents to easily evaluate programs and seek information from the brochure.	Complete- NWSRA app currently has program brochures, link added to existing NWSRA app to evaluations

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
2A	Enhance service-based opportunities in adult programming.	Superintendents All Staff	Ongoing	Provide 10 service based events in 3 adult programs and post each event on social media.	Service based events have been posted for PURSUIT Rolling Meadows, Hanover Park, Mount Prospect so far in 2018

2018 Departmental Goals

Pillar: Promoting Leadership

Admin Team

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
3A	Offer new and innovative training opportunities through collaboration with other community agencies.	Managers Supts.	Ongoing	Utilize 2 agencies that may provide outside speakers at weekly staff and seasonal trainings.	Completed Day Camp had Tracy Hellner, staff training A list is compiled to research and use for 2019 Inclusion Department secured two parent panels consisting of six parents for the 2018 Summer Orientation
				Schedule a minimum of two outside speakers and add to the 2018 in-service schedule.	Completed
				Provide an Inclusion/ADA training for member park district staff.	Completed Programming Inclusion Together meetings were held at each Member Park District; 15 separate formal trainings were put on at community agencies by the Inclusion Team Inclusion Coordinators secured Amanda Barber, Occupational Therapist, to present on sensory needs in Early Childhood programs through IPRA

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
3A	NWSRA will provide staff with continuing education opportunities and develop a comprehensive training program reflecting the requirements established by PDRMA and Distinguished Agency accreditation standards.	Managers	Ongoing December 31, 2019	Utilize the list of mandatory trainings required by PDRMA and Distinguished Agency accreditation when determining the annual training calendar and staff meeting policy reviews.	Completed-Mandatory trainings topics were incorporated into Inclusion Orientations in the winter/spring and summer seasons. Safety Training topics were incorporated into Day Camp training for Site Directors and Part-time staff. Incorporated into 3 seasonal mandatory trainings for weekly programs. Reorganized/divided into monthly collaborative staff meetings.
				Provide an annual staff training on the policy that reflects the agency communications standards/expectations.	Completed- communications standards/expectations training took place at All staff meeting
				Offer one training by Admin for Managers, one training for Coordinators by Managers and one training for program specialists by their supervisors one time per year.	Supervisors Pow Wow was held on January 26 Coordinators Pow Wow August 16 Specialists Pow Wow moved to January to allow training by entire Manager Team
				Provide 5 opportunities for staff to attend workshops sponsored by NRPA, IPRA, IAPD and other similar organizations; including PDRMA.	Complete-Manager of Special Recreation (Collaborative) attended Nature Programming training through Chicago Botanic Gardens. Four Coordinators attended IPRA Supervisors Symposium. Superintendent of Administrative Services, Inclusion Manager, Support Service Coordinator, a Program Specialist and four Inclusion Coordinators attended the IPRA Breakfast Meeting and presentation. Manager of Support Services attending Leadership Academy, Two Full-Time staff attending professional development school, Three Full-Time staff attending ATRA and five Full-Time staff attending NPRA. One staff attending STARNET early childhood workshop. One Intern, one Coordinator, one Program Specialist, and one Manager attended the IPRA TR Leadership Summit
				Offer NWSRA University for FT staff and partnering agencies.	Move to 2019
				Provide new FT employees with a 6-month review of policies and procedures by utilizing the 6-month review training checklist.	Completed

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
3A	Enhance opportunities for training through the use of webinars and online training.	Rachel	Ongoing	Utilize the PDRMA web site for 5 on-line training opportunities, equaling 1 ½ hours of training by September 12, 2018.	Completed
				Utilize e-mail for 4 policy reviews to be completed December 31, 2018.	Completed
				Utilize one additional on-line training opportunity for staff training.	2 full time staff completed Autism Movement Therapy Training's online courses.

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
3B	Create opportunities for advancement through utilization of the succession plan and mentoring opportunities for FT staff.	Managers Admin	Ongoing	Provide SWOT analysis opportunities for 3 full-time staff.	A Manager and Program Specialist completed SWOT analysis
				Admin team will work within each of their own departments to develop a succession plan specific for staff development/succession.	Utilizing the Succession Plan designed for key positions as a template, a succession plan designed specifically for Program Specialists is completed.
			December 31, 2018	A minimum of three program specialists will participate in the NWSRA Succession Plan steps and process.	One Program Specialist has completed this process. Moving goal to 2019 due to program specialist having under two years' experience.

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
3C	Effectively communicate factors that may affect program services including new legislation, regulations, etc. to the participants and families.	Managers	Ongoing	Review resources on ADA website and replace outdated materials with current information.	Complete-ADA materials have been updated as needed throughout the year. ADA website redesigned
				Utilize the inclusion/Parent's corner 1X/month to provide information directly to families.	Relevant information is gathered for families and delivered through multiple methods throughout the year
		Jodi, Rachel	April 31, 2018	Construct a letter to day camp parents informing them of changes to day camp start dates, fees and additions to camps.	Completed
				Through social media, communicate to our stakeholders regarding the agency addressing federal and state regulations affecting programs and services. (e.g., FLSA and minimum wage changes)	No regulations requiring communication.

		Manager of Athletics (MA), Superintendent (RH)	December 31, 2018	Create a parent manual designed for parent/guardians with participants in Lightning athletics.	Move to 2019
				Determine when and how the parent manual will be distributed.	Move to 2019

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
3D	Utilize the Strategic Plan to assist FT staff with the development of annual goals for agency growth and personal advancement.	Admin Implemented by Mgrs.	Ongoing	Create short term goals for each department based on the strategic plan, utilizing the work plan template.	Completed 1/17/18
				Evaluate agency annual goals on a quarterly basis and provide a quarterly report to the board.	Completed
				Evaluate short term goals annually at the end of the fiscal year and involve all staff members in the development of the next year's goals, ensuring that they remain pertinent to the agency's mission.	Completed
		Cortney, Jodi, Ted	July, 2018	Include information about NWSRA's strategic plan; including long and short term goals, on the PT staff/seasonal staff training agendas.	Complete-Strategic plan information was shared at the Winter/Spring Inclusion Orientation Strategic plan information was shared at the Weekly part time staff Summer training; Strategic plan information was presented to part-time Inclusion staff and Summer Day Camp staff at summer training
				Place a copy of the agency short term goals at the front desk and update 4X/year to ensure that the agency goals and objectives are easily accessible to the public.	Completed

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
3D	Further develop and implement the mentoring program for Part Time and Volunteers.	Rachel, Support Services,	December 31, 2019	Create a mentoring committee of at least 3 full-time staff to utilize the PT mentoring procedure created in 2017.	Committee consists of one Superintendent, Manager and Coordinator.

		Jodi, Ted		Determine three avenues for marketing the mentoring program.	Social Media, Word of Mouth and flyer Distribution
				Provide mentoring for a minimum of 3 part-time staff consisting of 3 mentoring sessions with full-time committee mentors.	Provided mentoring for one part-time staff who applied for a full-time position. Manager of Support Services Provided Mentoring session for current Part time Program leader.

Management Team

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
3A	Improve communication and program effectiveness through the use of the TR model in the APIE+D process. (Assessment, Plan, Implement, Evaluate + document)	Admin Andrea, JoAnn, Rachel	December 31, 2021	Incorporate TR model training into the in-service calendar one time per year. (e.g., assessments, documentations, evaluations, etc.)	Completed, will be implemented in winter 2019 programs
				Identify 5 weekly programs that will utilize the TR model (assessment, goal setting, documentation, evaluation).	5 Programs identified.
3A	Ensure that participant information and documentation from session to session is properly shared and communicated.	All	December 31, 2019	Create a contact list of Program Leaders that have of participants on a behavior treatment plan, to allow for an exchange of information when negative behaviors are observed.	Completed by Behavior Team
			December 31, 2019	Create a participant snapshot for each participant on a behavior treatment plan, to be updated after each program season. Also create for participants with personal care information. Distribute snapshots to Program Leaders.	Completed
3D	Determine desired levels of staff support for programs through evaluation (i.e. PT lead or FT lead, CTRS desired, etc.)	All	December 31, 2020	Create a list of all programs offered throughout the year that are recommended to have CTRS implementation based on being therapeutic in nature.	Completed
				Revise program write ups to indicate those programs which are goal oriented and therapeutic versus social.	Completed for all three seasonal brochures for 2018
3D	Ensure appropriate program delivery related to age groups, ratios and communication of program related information in seasonal brochures.			Analyze program descriptions for accuracy, appropriate age groups and ratios.	Completed

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
3A	Provide consistent supervision and management of part-time and seasonal staff.	Trisha, Support Services, 1 inclusion staff, Jodi, Manny	December 31, 2021	All Program Specialists will perform at least one program observation with a member of the Support Services team, a manager, or Inclusion Coordinator.	Three Program Specialist have completed an program observation with a Coordinator or Manager within the first quarter
				Provide one training per year to FT staff on supervision and management of seasonal staff.	Completed

Coordinators

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
3A	Ensure proper training on leisure education for new FT staff to ensure effective leadership.	Managers and LED Coord. ALL	Ongoing	Host 2 program staff meeting at leisure education facilities to tour and learn how to properly execute the activity.	Triphahn Center in Hoffman Estates West Meadows Ice Area in Rolling Meadows
				Create a survey monkey for program staff that list all leisure education activities to identify training needs and who would be able to train on that certain activities.	Completed through hard copy

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
3D	Increase part time staff and volunteer pool through further development of recruitment and retention strategies.	ALL	December 31, 2020	Create internal reports which indicate retention and resignation.	Completed
				Investigate staff consistency at programs.	Completing after each program season is complete.
				Utilize existing staff to assist with recruitment in a minimum of 1 X/month. (Attendance at expos, delivery of flyers, etc.)	Completed up to October. 2 months left.
				Create a Part-Time Staff and Volunteer of the year award to present at the appreciation party and provide recognition at the SLSF Holiday luncheon.	Part-time staff recognized and set to be invited to SLSF Holiday Luncheon

				Investigate Volunteer or Work programs at 3 local High Schools and create a contact list.	Recruitment Coordinator reached out to Rolling Meadows, John Hersey, and Conant High Schools to connect with staff who assist in the organization of volunteer opportunities.
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Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
3A	Continued development and consistency for effective part time/seasonal staff training.	Managers ALL	Ongoing	Utilize 2 seasoned part-time staff to assist with speaking at the part time staff seasonal trainings.	Veteran part-time staff member was used to facilitate discussions at the Winter/Spring Inclusion Orientation, at the Winter Spring Weekly Program Training and Fall Weekly Program Training.
				Implement online training options to utilize more time for behavior management.	Site Directors for Day Camp completed one online PDRMA course on the use of Fire Extinguishers.
				Investigate 4 options for online training courses and provide to part-time and seasonal staff. (in addition to mandatory trainings).	Managers have created a list of online training options through PDRMA that we can use at seasonal trainings for Part-time staff. 8/13- Managers have investigated Infnitec.
				Bring in 1 outside trainer to speak at summer training (Example: ADHD speaker)	Four parents of Inclusion participants took part in a parent panel discussion at the summer Inclusion Orientation. Special Education Teacher spoke about Communication Systems at Day Camp Training.
				Revise the structure of seasonal and part time staff trainings to include modules which will ensure consistent points of focus and training methods for each agenda topic.	Management team created a training folder incorporating all trainings used and is unifying training information during the fall season; Behavior Intervention Team provided level-based behavior management trainings at all summer orientations (Weekly, Inclusion, Camps) to ensure consistency across staffing pools

2018 Departmental Goals

Pillar: Outstanding Service

Admin Team

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
4A	Continued development of the behavior management team's	Behavior Team	December 31, 2018	Create a job description or qualifications for the Behavior Team and present at an All Staff Meeting.	Job description and qualifications created

	growth; including roles and responsibilities.			Create a Vision Statement for the Behavior Team.	Completed
				At least 3 members of the team will attend 1 outside training specific to behavior management.	Five members completed play therapy certification
				The behavior team will provide behavior management training at 2 department's seasonal trainings.	Trainings completed for Inclusion, Day Camp, and Weekly Summer Orientations

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
4A	Establish a culture of excellence through staff core certification requirements and training.	All Staff Rachel	Ongoing	Staff to obtain and maintain CTRS or CPRP, First Aid, CDL driver's license and CPI.	Trisha Palmieri and Katrina Place received her CPRP this year. Ted Adatto received CPI's Autism Specialized Training Certification CPI training was provided for all full-time staff, designated part-time staff (Day Camp Site Directors, Program Leaders, etc.), and park district staff by request (Buffalo Grove Summer Camp Directors, Arlington Heights CAP Directors scheduled for early 2019)
				Provide three opportunities for staff to obtain CEUs for CPRP and NCTRC Certification renewals.	14 staff are members of SMART CEUs 5 staff attended the Mid-States ACA conference in April 30 staff attending IPRA/IAPD State Conference 4 staff attending Annual State Wide Transition Conference
				Provide an opportunity for the Accounting Manager to receive CPRP as per DA requirements in 2021.	Moved to goals for 2021

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
4A	Maintain and achieve agency accreditations.	Admin, BB,	December 31, 2021	Follow accreditation timelines created in 2017.	Completed

		Safety Committee		Develop a comprehensive procedure which reflects the agency's commitment to conservation of natural resources and the protection of our environment. (e.g., programming, fleet maintenance)	Currently the company providing vehicle maintenance recycles oil and the office recycles.
				Develop a policy and/or procedure providing for a risk management (safety) committee with appropriate functions, purpose, appointment of members and operation procedures. Committee members should sign in at each meeting and committee minutes are required after each meeting.	Move to 2019

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
4A	Increase advocacy efforts for parents and stakeholders toward legislative issues.	All Staff	December 31, 2021	Host 1 event related to advocacy efforts for parents and stakeholders to hear about issues at a local, state or national level.	Discussions have been hosted with Connect to Community and Campfire Concepts regarding the development of a survey on accessible transportation
				Utilize NWSRA Village to share information regarding legislative issues	NWSRA Village has been used to share the NWSRA Advocacy page on its website
				Provide one opportunity per year for parents and stakeholders to contact their legislators.	Complete- Survey on accessible transportation created and sent. NWSRA Advocacy web page created with a link to contact information so that stakeholders may contact their Legislators

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
4A	Enhance two-way communication and identify necessary areas for growth through continued stakeholder feedback efforts.	Managers	Ongoing	Provide 4 opportunities to gather stakeholder feedback. Utilize surveys, develop support groups and voice of the customer opportunities, evaluations.	Survey completed for parents of preschoolers, early childhood teachers, residential staff/residents, group homes surveyed for interest of activities, July survey sent to individuals on PURSUIT interest list about a day program with NWSRA.

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
4A	Enhance two-way communication and identify necessary areas for growth and change through internal feedback efforts. (staff, part-time staff, volunteers)	All Staff	Ongoing	All managers will meet to adapt the part time staff survey created in 2017 to be used for inclusion and day camp as well.	Managers met and ensured survey items are delivered at departmental orientations
				Utilize the survey monkey created in 2017 to send out two times a year to part time staff (after summer and fall programs)	Staff receive survey after each seasonal orientation
				Develop and complete an internal survey for full time staff who oversee part time staff to identify areas of improvement for the part time staff.	Completed
				Develop an action plan based on results of above full time survey (to be implemented in 2019).	Completed

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
4B	Foster and develop relationships with other agencies that provide services for people with disabilities. (therapists, hospitals)	Managers	Ongoing	Develop an outreach and referral program for therapists, social workers, residential facilities.	Complete- Developed marketing referral partnership with Independence Matters Home Care, as well as outreach to therapists, social workers, health providers, and residential facilities at local expos and events
				Research existing opportunities for mental health/behavioral services for participants removed from programs and assemble a document with at least two resources.	Behavior Team has created a document of resources and services Intern created a resource library for parent online.
				Establish involvement with Sib Shop. (Peer support groups for school-age brothers and sisters of children with special needs).	Complete- Sib shop program with Building Great Beginnings created along with marketing materials, Fall set up two alternating sites promoting through schools, brochure and support groups.

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
4B	Foster existing relationship with school districts and higher education institutions for innovative programs and opportunities for outreach.	Managers & Coords	December 31, 2017	Attend 10 events by December 31, 2018. Ideas may include: Open houses, expos, career days.	Staff have attended and presented at 25 events for the purposes of outreach

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
4C	Enhance internal use of NWSRA program space at RMCC, HPPD and Mt. Prospect.	JoAnn Barb Marketing Dept., Outreach Committee	December 31, 2019	Create a name for programming spaces showing that NWSRA programming spaces are the heart of community.	Complete- Heart of the community logo and materials created, press releases sent, and shared on social media and e-newsletters
				Market uniqueness of each programming space, highlighting the specialty therapy taking place at each site.	Complete- Virtual facility tours created for Rolling Meadows, Hanover Park and Mt. Prospect spaces. New videos created and shared for Snoezelen Sensory Room in Rolling Meadows. Marketing materials for Snoezelen Hanover Park have been created
				Create 2 new programs/events focusing on therapy options at each Snoezelen site.	School field trips were added in Winter, fall added 3 new small group sensory programs
				Develop a second Snoezelen Room at Hanover Park Park District by late spring/early summer.	Completed September 10
4C	Maximize program capacity by ensuring accessible and equitable use of member Park District facilities.	Andrea JoAnn Summer	December 31, 2020	Utilize the facility report to identify member park district facility usage.	Completed
				Through meetings with member districts, determine low use times when their facilities could be utilized more.	Completed
				Work with WT to create categories and online system for Park District Projects requesting ADA Funding.	Complete- Categories and online system for accessing data, reviewing existing standards and requesting future projects created and implemented

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
4C	Increase use of facilities by fostering relationships with community agencies within the service area. (e.g., churches, schools, independent living facilities, Village Halls, etc.)	Facility Coords	December 31, 2021	Arrange for a minimum of 3 – 4 meetings per year with new facilities for potential new program space.	Met with Fitness 19 in February, conference call with Winston Knolls about use of school space, March – Met with Schaumburg and Wheeling PD about use of new space in their facility
				Utilize 2 agencies for new program space annually.	Met with Cross Fit Pally in Palatine about hosting powerlifting meet and future site for powerlifting

Management Team

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
4A	Effectively communicate NWSRA's Fair Play guidelines and the participant care guidelines	All Staff	Ongoing	Review the guidelines 1X/yr. through in-service opportunities.	Completed at a Program Staff meeting in March
				Distribute Fair Play Guidelines through social media and brochure 8 – 10 X/year.	Complete- Fair Play guidelines have been posted in seasonal brochures and promoted through social media, as well as redesigned web page
				Include Fair Play Guidelines to the Behavior Management parent meeting check list.	Completed. Fair play was added to the Day Camp parent manual this year
				Promote the Fair Play Guidelines on the NWSRA Village.	Complete- Web page created for Fair Play and promoted on NWSRA Village
Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
4B	Enhance outreach efforts to minority patrons.	Brian Manny Outreach Committee	December 31, 2018	Provide information on NWSRA to 3 new organizations	Complete- Information has been provided to over 20 new organizations throughout the year through tours, expos, through electronic and print media and more.
				When applicable and available, provide materials and/or scholarship information in a second language.	NWSRA Fact sheet, Snoezelen Sensory Room flyer, Inclusion flyer and other materials have been created in Spanish
				When applicable and available, provide online materials and/or scholarship information in a second language.	The District 54 Day Camp Flyer is converted to Spanish by a District 54 contact person. The Scholarship application and cover sheet is available in Spanish.

Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
4B	Strengthen agency impact in the community by providing community involvement opportunities for staff, volunteers and participants.	All Staff	December 31, 2021	Provide 2 opportunities for FT staff to participate in community service projects.	Complete- Staff went to Feed my Starving Children, hosted Holiday Gift Giving Luncheon to support WINGS, Schaumburg Township and Palatine Township
				Provide an open house annually for parents to meet and learn more about NWSRA, get updates on the strategic plan, etc. Incorporate a training topic.	Complete- Hosted two PURSUIT open houses and had a staff from Clearbrook provide information about the PUNS list and State funding.
				Host 2 registration sign up nights at local schools or member park districts throughout the year.	Provided onsite registration opportunity for District 15. 2 days and District 54 EC, 1 day
Focus	Goal	Cross Coord	Complete Target	Action Items	Progress
4C	Increase facility usage in park district facilities.	Facility Coords	Ongoing	Coordinate up to 2 tours per year for staff to see new potential program space.	Completed

To: Tracey Crawford, Executive Director
From: Brian Selders, Superintendent of Communications & IT
Re: NWSRA/SLSF Marketing and Public Relations Report
Date: January 2019

Following is a synopsis of marketing activities that have taken place in 2018:

MEDIA	
Daily Herald	<ul style="list-style-type: none"> • Appreciation Ads for all SLSF events • Article on NWSRA/American Legion Summer Classic • Article on expansion to Mt. Prospect • SLSF events added to fundraising events section • Article on Skating Championships Invitational • Article on STAR Academy
Chicago Tribune	<ul style="list-style-type: none"> • Article on NWSRA/American Legion Summer Classic • Article on expansion to Mt. Prospect • Article on Skating Championships Invitational • Article on STAR Academy • Article on Gold Medal Fashion Show
TribLocal/ Metromix	<ul style="list-style-type: none"> • Added SLSF events to online calendar of events
Daily Herald Business Ledger	<ul style="list-style-type: none"> • Submitted SLSF information for the Business Ledger Philanthropy Guide
Patch/Journal-Topix	<ul style="list-style-type: none"> • Article on NWSRA in Special Edition sent to all Journal-Topix zones • Article on expansion to Mt. Prospect • Article on STAR Academy
Miscellaneous	<ul style="list-style-type: none"> • Article New York State Recreation and Park's "The Voice" magazine about NWSRA Snoezelen Room • Article on Tracey in VoyageChicago magazine • SLSF events posted online to the following sites: ABC Chicago, CBS Chicago, Daily Herald, WGN TV, Chicago Mama, Chicago Music Guide, North Shore Breaking News, B96, and more
ONLINE	
NWSRA/SLSF Online	<ul style="list-style-type: none"> • Day camp page on website updated with new logo • New NWSRA and SLSF websites went live • ADA Compliance Project request portal went live • New online software and template for recognition certificates created • SLSF Golf Outings and Celebrate Ability posted and sent

	<ul style="list-style-type: none"> • Wheeling Park District Craft Beer & Wine Festival • Recruitment of volunteers • SLSF Gold Medal Fashion Show online registration pages and social media page • STAR Academy Hanover Park information sent • New collaborative program information sent- SibShops, Skating Competition, Safety for Yourself, etc. • Instagram page updated • Display screen at front desk installed showing live stream of social media updates • Heart of the Community web page and graphics • Updated Part Time staff application system with more user friendly online platform to complete interest form • Bi-monthly NWSRA Now and SLSF Impact e-newsletters sent • Monthly NWSRA and SLSF Board Update e-newsletters sent
Social Media	<ul style="list-style-type: none"> • 2018 thank you video created and posted to Youtube • New recruitment tools including social media integrated job posts and online volunteer opportunity portal introduced • NRPA July Parks and Recreation month posts • Opened Snapchat page • Instagram page received 100 new followers • Recruitment video posted through Facebook ads- received over 220 applicants • NWSRA and SLSF events and videos posted online • NWSRA now has over 6,100 Facebook followers • Youtube videos averaging over 18 hours of play time/month
PUBLICATIONS and FLYERS	
NWSRA/ SLSF	<ul style="list-style-type: none"> • 2019 Calendar of Events created • 2018 SLSF Board Member Snapshots created • 2018 Annual Report created • Day camp brochure revamp • New Snoezelen Room trifold created • New internship handouts created • Celebrate Ability Gala materials • Snoezelen Hanover Park Ribbon Cutting invites • NWSRA Fall brochure created and sent • 2017 NWSRA/SLSF Annual Report created and sent

	<ul style="list-style-type: none"> • Kevin’s Club mailing created and sent • NWSRA Summer brochure created and sent • SLSF branded folders, fact sheets, postcards, donation cards and brochures designed • SLSF Spring Appeal created and sent • Day camp brochures redesigned and sent • Skating Championships Invitational materials created • Lightning All Star Game materials created • Heart of the Community logo created • New Gold Medal Fashion Show logo and materials created • STAR Academy materials updated with QR code to registration form • New PT recruitment flyer and template for staff created • NWSRA Winter/Spring brochure created and sent • 2017 SLSF Board Member review created • 2018 SLSF Event materials updated •
Television, Video and Radio	
NWSRA/SLSF	<ul style="list-style-type: none"> • A Day in the Life at PURSUIT video created • Schaumburg BCUZ TV- filmed at Celebrate Ability Gala • SLSF VIP Tour e-invitation with video created • Videos created for SLSF fundraising events • New videos created for Ability Awareness, Inclusion and Safety for Yourself program • Skating Championships Invitational coverage on ABC, NBC and WGN • Filmed new Snoezelen Room client success stories with Schaumburg Park District TV crew
ADDITIONAL MARKETING	
NWSRA/SLSF	<ul style="list-style-type: none"> • NWSRA/SLSF elevator wraps installed at Park Central • NWSRA Day Camp 2019 logos and characters created • NWSRA ADA Transition Plan created • Installation of Mt. Prospect IT complete (computers, phones, printer, network, TV’s, etc.) • Mt. Prospect signage ordered • Designed billboard to be shown on I-53 from July • New online system for requesting/tracking marketing projects implemented • Creation of online portal for ADA Compliance Project submissions

	<ul style="list-style-type: none"> • Submitted Snoezelen Sensory Therapy program for NRPA Innovation in Social Equity Award • Printer IP subnet configuration project completed • Server cloud conversion to Office 365 completed • Submitted Agency Showcase nominations to IPRA • Presented IAPD/IPRA Community Service Awards to supporters
Expos/Networking Events	
NWSRA/SLSF	<ul style="list-style-type: none"> • Calendar of expos/networking events where NWSRA has provided information, created by Outreach Committee. Have provided information at 17 events in 2018 and formed several new collaborative partnerships
IN PROGRESS	
NWSRA/SLSF	<ul style="list-style-type: none"> • Accessible transportation survey • Database/website build project • Various publications and online media • 2019 SLSF materials • Quickbooks transition • 2019 NWSRA materials

To: Tracey Crawford, Executive Director
From: Brian Selders, Superintendent of Communications & IT
Re: Outreach Committee Report
Date: January 7, 2018

In 2018, the NWSRA Outreach Committee continued its goal of planning and executing targeted outreach based on the areas and populations in need of increased NWSRA presence. The committee has engaged and informed new groups, families and individuals about NWSRA services. The Outreach Committee has expanded its list of identified organizations such as support groups and schools that are in need of an increased NWSRA presence and has created partnerships and collaborations to address the needs of the community.

Following is a list of accomplishments based on the Outreach Committee goals and strategies:

1. Welcome packets sent to 227 new families
2. Reached out to School Districts to post Day Camp brochure and Seasonal Brochure to online virtual backpacks
3. Increased outreach to minority patrons via updating of print materials in Spanish, bilingual phone system voicemail message, partnership with Townships to distribute NWSRA materials
4. Promoted NWSRA services at 46 expos and events and created over 1,900 unique impressions
5. Provided speaking and presentation opportunities to NWSRA full time staff
6. Marketing/referral partnerships have been created with:
 - a. Village of Arlington Heights
 - b. Village of Hanover Park
 - c. Independence Matters Home Care
 - d. ABLE Community
 - e. School District 54 Autism Resource Center
 - f. The Knolls Center for Autism
7. Meetings have been held with the following businesses/organizations to discuss future partnership:
 - a. Building Greater Beginnings- SibShops program
 - b. Palatine Library- outreach and recruitment
 - c. Snapology- programming

The Outreach Committee will continue to find innovative ways to create partnerships and increase awareness.

Date: January 2019
To: Tracey Crawford, Executive Director
From: Nanette Sowa, Superintendent of Development
RE: SLSF Update for the January NWSRA Board Meeting

Sponsorships: Sponsorship dollars are part of the SLSF event budgets. The FY 2018 budgeted amount was \$69,500. In 2018 SLSF received \$96,650 in event sponsorships. These dollars are only from 2018 SLSF events. Monies donated to the NWSRA Camp Connections Family Day and the NWSRA Halloween Party were correctly entered in Oracle as donations, however the donors were recognized as sponsors at those events.

Grants: SLSF received \$89,927.66 in grants in 2018. The \$221,000 given by the Wheaton Franciscan Sisters in 2017 was deferred to 2018 and was used to open the PURSUIT 3 location. An IDOT vehicle that was approved in 2017 was delivered in November: It has a value of \$59,158.

Annual Appeal and Individual Gifts: The spring and holiday Annual Appeal were sent requesting unrestricted donations. The total brought in by both appeals as of 12.31.18 was \$9,976.05. This amount is below the budgeted amount of \$20,450. However, the total amount of individual gifts was \$141,331.48. That was \$89,291.48 higher than the budgeted \$51,950. This increase can be attributed to one large “planned” gift and an increase in online giving via the Just Giving website, a large number of UPS employees giving on a monthly basis via payroll deductions, and outreach to the community about SLSF which resulted in a \$5000 gift from a Turkey Trot race organization, \$5000+ from an area church that “adopted” the Mount Prospect Snoezelen room as one of their charities, and from new Kevin’s Club donors. Outreach included additional letters and postcards being sent to donors (some with “asks”, some purely informational), the Superintendent of Development and an SLSF board member making personal thank you phone calls to donors, and additional time spent talking to service clubs and chambers of commerce. The SLSF team also made an effort to attend additional networking events in 2018 with the intent of getting the Foundation’s name out to potential donors/partners.

Events: The FY 2018 Events budgeted amount was \$308,429.50. That amount was surpassed as the foundation received \$335,466.92. The additional funds can be attributed to an increase in sponsorship. There was a slight uptick in attendance, but the figures show that the SLSF team is wise to spend time soliciting additional sponsors.

Grants to NWSRA: The SLSF Board approved a grant to NWSRA in the amount of \$334,000 for fiscal year 2018. The final payment was made in December. In addition, SLSF spent \$264,152.91 in capital expenses to create the Hanover Park Snoezelen

Room and the programming space in the Mount Prospect Park District Community Center which brought the total dollars given to NWSRA in 2018 to \$598,432.90.

Volunteers and Outreach: SLSF is always looking for ways to include corporations in NWSRA programs as volunteers. Many corporations now tie philanthropic dollars to volunteer service. Any introductions to area corporations are appreciated.

2019 Goals: SLSF goals in the development plan see the Foundation raising in excess of \$800,000 per year by 2020. The team has 2019 goals of increasing event sponsorship, increasing individual gifts, advertising the ability to make planned gifts, and staying on track with grants. The team will also continue to send postcards, letters and emails, as well as continuing its practice of making personal phone calls to donors. Research will be done to find and reach out to high net-worth individuals.

VIII. Old Business

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Memo

To: Tracey Crawford

From: Andrea Griffin

Date: January 8, 2019

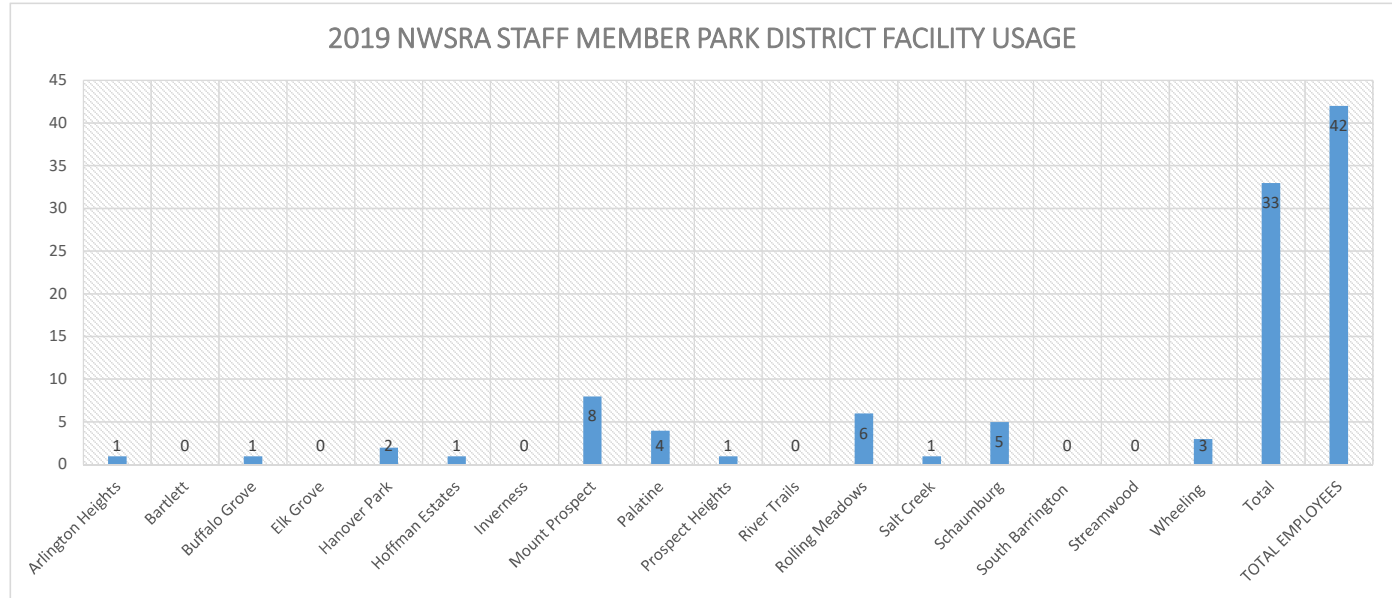
Re: Member Park District Services, Memberships and Program Usage - Park District Facility Usage 6.12 policy

The NWSRA Superintendent of Recreation emailed Member District Superintendents asking what each districts current offerings of services, memberships and programs available to NWSRA Full Time Staff. Member District Superintendents than give approval to continue with the current offering or inform the NWSRA Superintendent of Recreation of changes to the current offerings by reviewing the Yearly Member District Benefits Form.

In late December, NWSRA Full Time Staff designate one Member District as their "Home" Park District. Each Member District will receive the NWSRA Individual Employee "Home" District Form, indicating that their Park District has been selected for this benefit.

Attached are the results of Full Time Staff "Home" Park District chooses for 2019.

Park District	Total Staff
Arlington Heights	1
Bartlett	0
Buffalo Grove	1
Elk Grove	0
Hanover Park	2
Hoffman Estates	1
Inverness	0
Mount Prospect	8
Palatine	4
Prospect Heights	1
River Trails	0
Rolling Meadows	6
Salt Creek	1
Schaumburg	5
South Barrington	0
Streamwood	0
Wheeling	3
Total	33
TOTAL EMPLOYEES	42



IX. New Business

[Return to home](#)

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Appointment of Legal Council
Date: January 16, 2019

Motion:

A motion to approve the following Legal Council appointments:

- A. Robbins, Schwartz, Nicholas, Lifton & Taylor, LTD – Heidi Katz (SLSF)
- B. Robbins, Schwartz, Nicholas, Lifton & Taylor, LTD – Heidi Katz
(NWSRA)

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Appointment of Director/Secretary, Tracey Crawford
Date: January 16, 2019

Motion:

A motion to approve the Appointment of Tracey Crawford as Executive Director and Secretary of NWSRA.

RESOLUTION R2019-5

APPOINTMENT OF NORTHWEST SPECIAL RECREATION ASSOCIATION REPRESENTATIVE AND PRESIDENT OF THE SPECIAL LEISURE SERVICES FOUNDATION

WHEREAS, the Association is committed to quality leisure services for the area's special residents, and,

WHEREAS, the Association recognizes the importance of involving the private sector in assisting in the delivery of public services, and,

WHEREAS, the Association believes it to be appropriate to make every effort to be fiscally responsible,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees appoint Tracey Crawford as their representative and the President of the Special Leisure Services Foundation and encourage her to work in cooperation with the private sector to assist in providing resources that will increase the availability of leisure services to the area's special populations. Upon roll being called the vote was as follows:

AYE:

NAY:

ABSENT:

Attest _____ Board of Trustees Secretary,
Northwest Special Recreation Association

Dated this 16th day of January, 2019



We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

Date: January 16, 2019

To: Tracey Crawford, Executive Director

From: Rachel Hubsch, Superintendent of Recreation

Re: District 59 ESY and NWSRA Day Camp Agreement

NWSRA currently has agreements with District 15 and District 54 to offer a half day camp for students that attend the Extended School Year (ESY) during the summer months. Each District provides facility space at no cost for NWSRA to host the camp. We are pleased to announce that District 59 would like to join the program to offer a half-day camp for their ESY students starting in the summer 2019. Attached is the agreement.

Motion: To approve the District 59 Extended School Year Day Camp Program Agreement as presented

An extension of the local park districts serving

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

3000 West Central Road, Suite 205 • Rolling Meadows, IL 60008 • VOIC 708-822-2848 • FAX 392-2870 • TTY 392-2855 • www.nwsra.org

EXTENDED SCHOOL YEAR DAY CAMP PROGRAM AGREEMENT

This Agreement is entered into on the date set forth below, by and between the Board of Education of Community Consolidated School District No. 59, Cook County, Illinois (“District 59”) and the Northwest Special Recreation Association, an Illinois local governmental association duly organized and operating under § 8-10b of The Park District Code of Illinois (“NWSRA”).

WHEREAS, District 59 and NWSRA desire to cooperate in providing, for students enrolled in District 59’s extended school year (“ESY”) services, quality afternoon public recreational opportunities (“Extended School Year Day Camp Program”) on a daily basis following the ESY services and to coordinate use of their personnel and facilities as described herein, in order to make the Extended School Year Day Camp Program available to ESY students whose parents or guardians opt to register them to participate in this public recreation opportunity; and

WHEREAS, Article 7, Section 10 of the Illinois Constitution and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) authorize NWSRA and District 59 to enter into an intergovernmental agreement to implement such a mutually useful program:

NOW THEREFORE, in consideration of the mutual promises, terms and conditions set forth herein, the parties agree as follows:

- 1. Incorporation of preamble recitals.** The above preamble recitals are repeated herein and made a part of this Agreement by reference.
- 2. Program name and purpose.** The program which is the subject of this Agreement shall be known as the Extended School Year Day Camp Program (the “Program”). Its sole purpose shall be to provide after-school public recreation activities for special education students enrolled in District 59’s ESY services, whose parents or guardians register them for the Program.
- 3. Days and times of operation.** NWSRA shall operate the Program for four days a week for up to five weeks during the summer months on a schedule coordinated to complement District 59’s ESY services.
- 4. Number of participants, registration fees.** Registration in the Program shall be open to a maximum of 30 District 59 students receiving ESY services during the Program period. NWSRA may charge a fee payable by each student’s parent or guardian for his or her participation in the program, and shall be responsible to collect such registration fees.
- 5. District 59 Program site and transportation for participants.** NWSRA shall conduct the Program at a suitable District 59 school site, which District 59 shall make available at no cost to NWSRA for such purpose. The specific areas of the school site to be used by NWSRA for the Program will be determined by mutual agreement of the parties. District 59 shall also provide, at no cost to NWSRA, transportation for participants to the Program site.

6. Other District 59 support for Program. District 59 shall also provide the following types of advisory support of the Program at no cost to NWSRA:

- a. Support in recruiting staff to serve as recreation instructors and aides in the program;
- b. Provide mailing lists for Program publicity purposes;
- c. Timely distributing Program publicity to parents of ESY students;
- d. Attend up to two meetings per year (in an advisory capacity) to plan and review Program operations.

7. NWSRA Program responsibilities. NWSRA shall be responsible to provide, through its Superintendent of Recreation and designated Site Director and Assistant Site Director, technical assistance for and day-to-day administration of the Program, including but not limited to:

- a. Employing, training, and supervising staff for the Program;
- b. Employee payroll;
- c. Registering participants;
- d. Billing and collecting registration fees;
- e. Preparing and printing Program publicity;
- f. Coordinating up to two meetings per year to plan and review Program operations.
- g. General administration, operation, and implementation of the Program.
- h. Ensuring compliance with background check requirements for NWSRA employees assigned to the Program.
- i. Providing activities for, and adequate supervision of, students participating in the Program.
- j. Providing all equipment and materials for the Program.
- k. Adhering to District 59's facility use rules.

8. Indemnification. To the fullest extent permitted by law, each party to this Agreement shall protect, indemnify, save, defend and hold harmless the other party, including its officers, officials, volunteers, employees and agents, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney's and paralegal fees, arising indirectly or directly in connection with, under, or as a result of this Agreement, but only to the extent caused in whole or in part by any act or omission of the indemnifying party or its officers, officials, volunteers, employees or agents.

9. Insurance. In furtherance and not in limitation of each party's obligation under Paragraph 8 above, in the event that either party purchases insurance from an insurance company, that party shall keep in force at all times during the terms of this agreement Commercial General Liability Insurance specifically including bodily injury, personal injury and property damage with limits of not less than \$3,000,000 per occurrence, written on an occurrence basis and at all times naming the other party to this Agreement, its public officials, employees, volunteers and agents as additional insured.

In the event either party is self-insured, a member of an intergovernmental pool, or provides for its risk financing by a means other than commercial insurance, that party shall keep in force at all times during the term of this Agreement, General Liability coverage specifically including bodily injury, personal injury and property damage limits of not less than \$3,000,000 per occurrence provided on an occurrence basis and at all times specifically extending that coverage to the other party to this Agreement, its public officials, employees, volunteers, and agents as additional insured.

Each party shall also maintain business auto liability, and, if necessary, commercial umbrella liability insurance with a combined limit of not less than \$3,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired, and non-owned autos.

In addition, each party shall furnish certificates of the insurance and/or coverage in place as required herein and including a 90 day notice of cancellation or reduction in limits. The policy and/or coverage shall also contain a “contractual liability” clause.

The insurance company, self-insurance pool or similar entity of the party administering any claim, cause of action and the like, shall be allowed to raise on behalf of the other party any and all defenses statutory and/or common law to such claim or action which the other party might have raised, including but not limited to any defense contained within the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, et seq.

10. Term of Agreement. This Agreement shall commence on the date hereof and end on August 30, 2019.

11. No Third Party Beneficiary. This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

12. Notices. Any notice, payment, request, instruction, or other document to be delivered hereunder shall be deemed sufficiently given if in writing and delivered personally, transmitted by facsimile with confirmed receipt, or mailed by certified mail, postage prepaid, to the parties’ representatives at their addresses or facsimile numbers as shown below, or as changed in the future
by notice in writing to the other parties:

If to District 59:

Dr. Art Fessler
Superintendent of Schools
Community Consolidated School District 59
1001 Leicester
Elk Grove, IL 60007

If to NWSRA:

Tracey Crawford
Executive Director
NWSRA
3000 W. Central Rd., Suite 205
Rolling Meadows, IL 60008

13. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Illinois.

14. Entire Agreement. This Agreement sets forth all the promises, conditions, and understandings between the parties regarding its subject matter, and there are no promises, conditions or understandings, either oral or written, express or implied, between them other than as set out in this Agreement. Except as otherwise provided herein, no subsequent change to this Agreement shall be binding upon the parties unless reduced to writing and signed by them.

15. Independent Contractors. Nothing in this Agreement shall be deemed to create any joint venture or partnership between the parties. Neither NWSRA nor District 59 shall have the power to bind or obligate the other except as to the extent expressly set forth in this Agreement. NWSRA and District 59 agree that they are independent contractors.

16. Signatures. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Facsimile and PDF copies of the parties' signatures on this Agreement shall be deemed originals.

17. Survival. All representations and warranties made by each party in this Agreement, and all covenants and obligations of each party which are to be performed after the termination of this Agreement, will survive the termination of this Agreement.

[Signature page follows.]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the dates set forth below.

**NORTHWEST SPECIAL
RECREATION ASSOCIATION**

**BOARD OF EDUCATION OF
COMMUNITY CONSOLIDATED
SCHOOL DISTRICT NO. 59**

By: _____
Executive Director

By: _____
President, Board of Education

Date: _____

Date: _____

Attest: _____
NWSRA Board Chair

By: _____
Secretary, Board of Education

Date: _____

Date: _____