



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

**March 21, 2018**  
**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. George Loukes, Burger Baron
  
  - III. Public Comment
  
  - IV. Approval of Agenda
  
  - V. Approval of Consent Agenda - Pages 3-58
    - A. Approval of Minutes, January 24, 2018
    - B. Approval of Minutes, March 5, 2018
    - C. NWSRA Financial Reports, February 28, 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. Benjamin F Edwards Account Statement
    - D. Warrants:
      - 1. Warrant #2 A/P February 28, 2018 – \$200,867.00
      - 2. Warrant #3 A/P March 21, 2018 - \$87,403.12
    - E. Bi-Weekly Payroll Warrant Pay Periods Ending:
      - 1. 1/21/18 - \$91,788.06
      - 2. 2/4/18 - \$96,642.06
      - 3. 2/18/18 - \$97,257.15
      - 4. 3/4/18 - \$97,516.70
    - F. ADA Compliance Projects:
      - 1. Buffalo Grove Park District \*
        - a. 5 Various Projects - \$403,685.25
      - 2. Elk Grove Park District \*
        - a. Audubon Skate Park - \$60,000
- \* Details can be found on Directors Site**

*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 59-69
  - A. Program Report
    - 1. Park District Intern Visitation Day
  - B. Marketing and P/R Report
  - C. SLSF
  - D. Directors Update
  
- VIII. Old Business
  - A. ADA Compliance Committee Update - Oral
  - B. Mount Prospect Park District NWSRA Programming Space Update – Oral
  - C. Other
  
- IX. New Business - Pages 70-106
  - A. Surplus Ordinance O2018-2 – Chairs & DVD Player
  - B. Mount Prospect Park District Lease Agreement
  - C. Clearbrook Collaborative Agreement
  - D. NSSEO Contract
  - E. Other
  
- X. Information/Action Items -Pages 107-138
  - A. Board and Staff Policy Updates
    - 1. NWSRA Program Fee Policy
  - B. NWSRA ADA Transition Plan
  - C. Other
  
- XI. Closed Session
 

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

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**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 24<sup>th</sup> DAY OF JANUARY, 2018 AT 10:30 A.M.**

Chairman Hilgers called the meeting to order at 10:32 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Rick Hanetho, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Tom Busby, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Dean Bostrom, Hoffman Estates Park District; Dan Malartsik, Mount Prospect Park District; Mike Clark, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Amy Charlesworth, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Jay Morgan, So. Barrington Park District; and Jan Buchs, Wheeling Park District.

Absent: Tony LaFrener, Schaumburg Park District; Dennis Stein, Streamwood Park District; Robert Dowling, Inverness Park District

Also present: Tracey Crawford, Executive Director; Jayne Finger and Andrea Griffin, Superintendents of Recreation; Nanette Sowa, Superintendent of Development; Brian Selders, Superintendent of Communication and IT; Trisha Breitlow, Superintendent of Administrative Services; Miranda Woodard, Accounting Manager; Rachel Hubsch, Incoming Superintendent of Recreation; Courtney Kaminsky, Program Specialist; Emily Nock, Program Specialist; Kate Moran, Program Specialist; Danielle Ralph, Intern; and Jessica Vasalos, Administrative Coordinator as Recording Secretary.

Introduction of Guests

Superintendent Hubsch introduced 4 new employees: Kate Moran, Program Specialist, Cortney Kaminsky, Program Specialist, Emily Nock, Program Specialist, and Danielle Ralph, Intern. The Board of Trustees recognized Superintendent Finger, who is retiring in February, for her 29 years of service to NWSRA.

Public Comment

None

Agenda

Chairman Hilgers called for a motion to approve the agenda dated January 24, 2018. Trustee Morgan made the motion and Trustee Fletcher seconded the motion. Upon voice vote the motion was approved.

Approval of Consent Agenda

Chairman Hilgers called for a motion to approve the Consent Agenda of January 24, 2018. Trustee Fahnstrom made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

#### Correspondence

##### Written

None

##### Oral

None

#### Program Staff Report

Superintendent Hubsch reported on two new annual events;

- JoAnn Snyder, Senior Manager of Special Recreation, created a special event on December 4, at Harper College Performing Arts Center. In collaboration with NWSRA and SLSF, the Harper College Symphony Orchestra performed a sensory friendly holiday concert for more than 100 attendees. NWSRA raised \$500 from this event.
- Manny Aguilar, incoming Manager of Special Recreation, along with NWSRA and SLSF co-workers, created the NWSRA Lightning All Star Tournament, held on January 6. The event raised over \$3500, which will be used for new uniforms for various sports, particularly the basketball team. The event was also an opportunity for the Booster Club to get involved.

#### 2017 Year End Statistics

Superintendent Griffin reported that registrations and the number of individuals who access NWSRA programs and services have increased. In the fall, the STAR program gained 12 new participants. Inclusion registrations have increased due to NWSRA coordinators working closely with park districts' coordinators. Trustee Clark asked why there are many disabilities listed as "unknown." Superintendent Griffin replied that the information is often not shared.

#### 4<sup>th</sup> Quarter Goal Update

Superintendent Finger shared highlights and status of goals. Trainings, staff meetings and in-services increased staff's understanding of NWSRA's budgeting and financial processes and procedures. Program consistency was also re-evaluated. NWSRA staff attended 34 networking events, exceeding the goal. The Lightning Athletic Committee created assessments to be used at the beginning and end of each seasonal sport to measure skill development and ensure proper team placement. Online training through the PDRMA website has eliminated some of the training at staff meetings. The strategic plan was utilized throughout the year

to create the 2018 goals. NWSRA surpassed the goal of offering 10 trainings for park district staff.

#### Marketing & P/R Report

Brian Selders, Superintendent of Communications and IT, reported that staff has been redesigning materials for programs, special events and recruitment to achieve brand consistency. A new online tracking system was created for requesting and tracking progress of new marketing materials. Staff attended 34 expos in 2017 and created more than 2000 impressions. NWSRA is reaching out to create more cross-promotional partnerships.

#### SLSF Update

Superintendent Sowa stated that the budgeted amount for SLSF events in 2017 was \$245,260 and the amount has been increased for 2018. SLSF helped NWSRA build the Hanover Park Park District ramp. The total amount of support that NWSRA received from SLSF in 2017 was \$550,000. Superintendent Sowa reminded the Board that NWSRA and SLSF are always looking for corporate volunteer opportunities. A postcard was mailed in January highlighting SLSF successes and the 2018 calendar including the Gold Medal Fashion Show to be held on Feb. 25.

#### OLD BUSINESS

##### Full-time Staff Member Benefits Usage Selection

Superintendent Griffin reported that, per the member district usage agreement, 24 NWSRA employees will be accessing benefits from their member districts. Superintendent Griffin shared the benefits that NWSRA offers for family members who have disabilities.

#### PURSUIT

Superintendent Griffin stated that the PURSUIT interest list has almost 100 names. NWSRA is working with the Mount Prospect Park District on the timeline to start construction on the new PURSUIT location.

#### SNOEZELEN

Superintendent Griffin met with Trustee O'Brien, Hanover Park Park District, and the Superintendent of Parks to work toward the completion of the Snoezelen Room at Hanover Park.

#### NEW BUSINESS

##### Appointment of Legal Counsel

Chairman Hilgers called for a motion to approve legal counsel for SLSF and NWSRA as outlined. Trustee Charlesworth made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Appointment of Director/Secretary

Chairman Hilgers called for a motion to appoint Tracey Crawford as Executive Director of NWSRA and Secretary of NWSRA Board of Trustees. Trustee Fahnstrom made the motion and Trustee Clark seconded the motion to appoint Tracey Crawford. Upon roll being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Resolution R2018-3 Appointment of Tracey Crawford as SLSF President

Chairman Hilgers called for a motion to approve Tracey Crawford as SLSF President. Trustee Risinger made the motion and Trustee Fletcher seconded the motion.

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Resolutions R2018-5-R2018-8 Bank Resolutions

Trustee Clark called for a motion to approve all of the Bank Resolutions R2018-5 through R2018-8, as presented. Trustee O'Brien made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Resolution R2018-9 – Sexual Harassment Policy Amendment

Chairman Hilgers called for a motion to approve the Sexual Harassment Policy Amendment. Trustee Bostrom made the motion and Trustee Charlesworth seconded the motion. Upon roll being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Trustee Bostrom announced that he was informed at the IPRA Conference that all elected officials have to take sexual harassment training outside of their organizations. The Board members said they had not heard of that requirement as of yet.

#### Ordinance O2018-1- Surplus Ordinance – Display Case and Table

Chairman Hilgers called for a motion to approve the O2018-1 Surplus Ordinance. Trustee Bostrom made the motion and Trustee Morgan seconded the motion. Upon roll being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

#### Information/Action items

##### Fund Balance Update and Transfers

Superintendent Breitlow reviewed the amount of surplus to be added to investments. Executive Director Crawford informed the Board that in May funds might be requested for capital expenses related to programming.

##### 2017 Year Review/2018 Goals

Executive Director Crawford and Superintendent Selders presented highlights of 2017. Executive Director Crawford discussed the highlights of the State of the Agency for 2017.

Superintendent Selders discussed the benefit of having certified staff leading programs and reviewed staff longevity. NWSRA received the IAPD/IPRA distinguished accreditation agency award and received the highest accreditation score in Illinois. Superintendent Selders also reviewed the 2017 revenue and expense analysis.

##### Director's Report/Work Plan

Executive Director Crawford stated that the Work Plan is available for review on the Directors site as well as the 2018 Work Plan is available for review.



Closed Session

None

Trustee Hanetho thanked the Board of Trustees for the get well fruit basket.

Adjournment

After no further business, Chairman Hilgers called for a motion to adjourn. Trustee Fahnstrom made the motion and Trustee Risinger seconded the motion to adjourn the January 24, 2018 meeting at 11:46 am. Upon voice vote the motion carried.

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Secretary

**MINUTES OF THE SPECIAL 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 5<sup>th</sup> DAY OF MARCH, 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: Ryan Risinger, Buffalo Grove Park District; Bob O'Brien, Hanover Park Park District; Dean Bostrom, Hoffman Estates Park District; Dan Malartsik, 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; Dennis Stein, Streamwood Park District and Jan Buchs, Wheeling Park District.

Absent: Rick Hanetho, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Tom Busby, Elk Grove Park District; Robert Dowling, Inverness Park District; Christina Ferraro, Prospect Heights Park District; Jay Morgan, South Barrington Park District

Also present: Tracey Crawford, Executive Director; Brian Selders, Superintendent of Communication and IT; Trisha Breitlow, Superintendent of Administrative Services; and Jessica Vasalos, Administrative Coordinator as Recording Secretary.

Introduction of Guests

None

Public Comment

None

Agenda

Chairman Hilgers called for a motion to approve the agenda dated March 5<sup>th</sup>, 2018. Trustee Stein made the motion and Trustee Fahnstrom seconded the motion. Upon voice vote the motion was approved.

NEW BUSINESS

H-1B Visa Attorney Communication Issues

Executive Director Crawford informed the Board of some communication issues that key staff have been experiencing with the H-1B Visa that needs to be applied for for a staff member. The staff member reached out to the Heckler Law Firm in New Jersey to represent her in the application for her H-1B Visa. After repeated attempts and no follow through by the law firm, NWSRA received an invoice from the Heckler Firm for the start of the process. Executive Director Crawford explained that she put a hold on paying the invoice because the Heckler Firm does not and was not hired by NWSRA. NWSRA immediately reached out to our attorney at Robbins Schwartz and asked Heidi Katz to represent NWSRA and the employee. After much communication back and forth with NWSRA and Heidi Katz, Ms. Katz agreed to communicate with the Heckler Firm. For about 4 weeks,

Ms. Katz and NWSRA staff tried to communicate with the Heckler Firm and Robbins Schwartz. In the end, Ms. Katz recommended hiring another firm to represent NWSRA and the staff member for this issue because it is not a specialty of Robbins Schwartz. Superintendent Selders reached out to the Law Firm of Kapoor Luther & Loftman. This law firm has represents high profile clients such as Facebook and Apple, Inc and are one of the top Immigration Law firms in the country. Within 15 minutes of reaching out to them, all the questions NWSRA had were answered and staff were very comfortable with hiring Kapoor Luther & Loftman.

Director Crawford explained the very tight deadline that the staff and the new law firm will be under due to the communication issues or lack of communication from the Heckler Law Firm. She also explained that if the staff does not get approved for the Visa, her employment will end on July 1. If the Visa is approved, she will be an employee for three years. Director Crawford reiterated to the Board that NWSRA is extremely happy with the staff's performance and rates her as stellar. She also reiterated that this staff was and still believes is the best candidate for the position.

Director Crawford informed the Board that Trustee Fletcher, could not attend the meeting but did reach out to Chairman Hilgers with some questions.

At this time Chairman Hilgers addressed the Board with Trustee Fletchers questions. Chairman Hilgers explained that Trustee Fletcher indicated she had been through this process a few years ago and indicated that in her situation the staff attained the attorney and the staff paid all the fees associated in obtaining the Visa. Superintendent Breitlow informed the Board that current regulations require the employer to pay legal fees. There is a caveat to this based on the employee may be billed back for the costs associated in obtaining the Visa as long as the employee's salary does not fall below the Prevailing Wage salary. However, the attorney recommended not even broaching that subject. Director Crawford also informed the Board that the employee can opt for expedited services and any costs for those services are the responsibility of the employee, which the staff has opted to take.

Trustee LaFrenere asked if the staff initiated contact with the Heckler Firm and if anything was signed with them. Staff had initiated contact but did not sign anything, nor was any money sent to the Heckler Law Firm. No retainer was obtained. Ms. Katz also reached out to The Heckler Firm to ask them to cease any and all communication with NWSRA and the staff. The Heckler Firm has confirmed, through communication to Heidi Katz that the case has been dropped by both the employee and NWSRA.

Trustee Bostrom asked if this Visa now ties the staff to NWSRA or can the staff leave immediately following the Visa approval. Director Crawford responded that this ties the staff to NWSRA for three years. NWSRA will be listed on her Visa as the employer. Chairman Hilgers also responded that this was also a question for Trustee Fletcher. Chairman Hilgers also indicated that Trustee Fletcher reported

having to pay for deportation costs if the employee does not stay in good standing with the district.

Trustee Bostrom asked if that cost was known. At this time, Director Crawford is unaware of the cost. Director Crawford also made note that there is the same risk and potential cost with every employee. Trustee Bostrom agreed that this is a case of risk management. He also asked if the invoice from Ms. Katz has been received yet, to which the answer was no. Trustee Malartsik asked if the fees for the interaction with Ms. Katz are included in the amount provided. Director Crawford responded that the attorney costs were not in the fees, however, the retainer fee for the new firm were budgeted for in 2018 and are not expected to exceed what was budgeted.

Trustee Malartsik asked what the process is if the employee resigns. Director Crawford indicated that if the employee resigns she would go back to her home country. Trustee Bostrom asked if NWSRA would still have to pay for Deportation. Director Crawford was not sure of that process. Trustee Malartsik asked if any other district has a policy for this issue. Director Crawford indicated that would not need to have policy as the Labor Laws and Immigration Laws set the process to be followed. Trustee Malartsik clarified his question as to the one year the employee has with the district and the years after. Trustee Bostrom indicated that the protocol is already written in the Laws. He also indicated it all boils down to whether the employee is worth the investment or not, regardless of their citizen status or not.

Director Crawford indicated again that the employee is well worth the investment. Entry level Graphics talent is very hard to retain when they are good. This will bind the employee to NWSRA for three years. The employee was hired in July, marking her six month review in January. This timeline allowed NWSRA the ability to really evaluate her and make sure the investment was worth the time and cost. She has had her six month review and her performance is outstanding.

Director Crawford said that so many laws and procedures have changed since she and Trustee Fletcher went through this. A question was raised regarding the gap time between her July 31<sup>st</sup> deadline and the October issuance of her Visa. The employee is here on the Optional Practical Training (OPT) Visa. Superintendent Selders explained that after talking with the Kapoor Law Firm , he discovered that the OPT Visa grants approval from July 31 to October 31 to cover the gap time between the Visa approvals. Therefore, the employee will not be deported during this time while waiting for approval.

#### Appointment of Special Legal Counsel

Trustee Stein called for a motion to approve the engagement of Kapoor, Luther and Loftman Immigration Partners as special legal counsel to perform legal services in connection with the processing of an H-1B petition for NWSRA on behalf of Karyn Emerald, on the terms and conditions set forth in the February 26, 2018 engagement letter from partner Romy Kapoor. And further, to authorize the Executive Director to sign the engagement letter on behalf of the Board of

Trustees and NWSRA. Trustee Risinger made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYE: Ryan Risinger, Bob O'Brien, Dean Bostrom, Dan Malartsik, Mike Clark, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Dennis Stein, Jan Buchs

NAY: None

The motion carried.

Closed Session

None

Adjournment

After no further business, Chairman Hilgers called for a motion to adjourn. Trustee Risinger made the motion and Trustee Stein seconded the motion to adjourn the March 5, 2018 meeting at 11:04 am. Upon voice vote the motion carried.

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Secretary



## Account Statement - Transaction Summary

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

### NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

#### Illinois Portfolio, IPDLAF+ Class

Opening Market Value	10,458.15
Purchases	10.05
Redemptions	(152.89)
Unsettled Trades	0.00
Change in Value	0.00

**Closing Market Value** **\$10,315.31**

Cash Dividends and Income 10.05

#### Illinois Trust CD Program

Opening Market Value	1,369,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

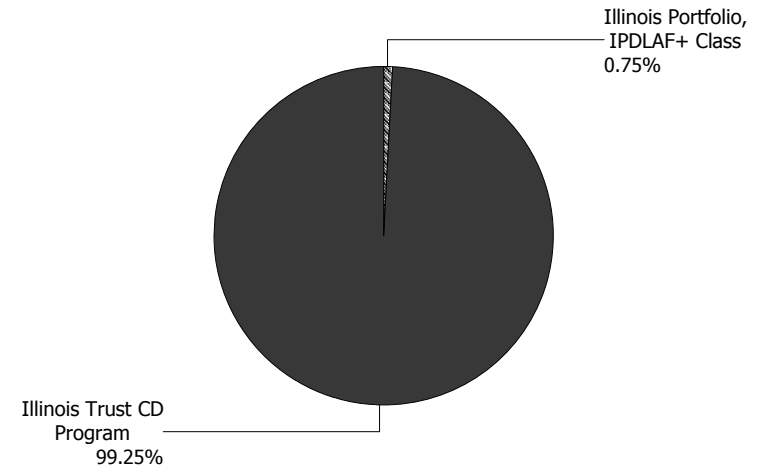
**Closing Market Value** **\$1,369,000.00**

Cash Dividends and Income 0.00

#### Asset Summary

	January 31, 2018	December 31, 2017
<b>Illinois Portfolio, IPDLAF+ Class</b>	10,315.31	10,458.15
<b>Illinois Trust CD Program</b>	1,369,000.00	1,369,000.00
<b>Total</b>	<b>\$1,379,315.31</b>	<b>\$1,379,458.15</b>

#### Asset Allocation





**Account Statement - Transaction Summary**

For the Month Ending **February 28, 2018**

**NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -**

**Illinois Portfolio, IPDLAF+ Class**

Opening Market Value	10,315.31
Purchases	9.54
Redemptions	(185.65)
Unsettled Trades	0.00
Change in Value	0.00

<b>Closing Market Value</b>	<b>\$10,139.20</b>
Cash Dividends and Income	9.54

**Illinois Trust CD Program**

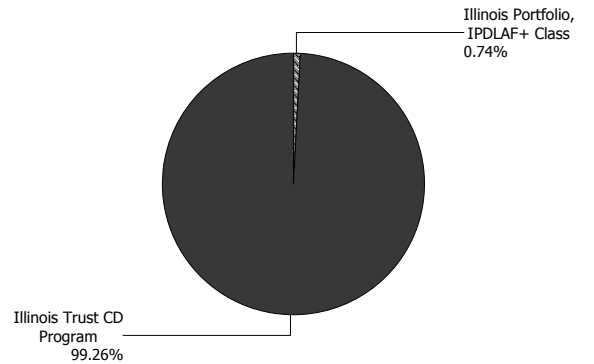
Opening Market Value	1,369,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

<b>Closing Market Value</b>	<b>\$1,369,000.00</b>
Cash Dividends and Income	0.00

**Asset Summary**

	<b>February 28, 2018</b>	<b>January 31, 2018</b>
<b>Illinois Portfolio, IPDLAF+ Class</b>	10,139.20	10,315.31
<b>Illinois Trust CD Program</b>	1,369,000.00	1,369,000.00
<b>Total</b>	<b>\$1,379,139.20</b>	<b>\$1,379,315.31</b>

**Asset Allocation**



NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW JANUARY 31, 2018**

	<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<b><u>WORKING CASH</u></b>			
PETTY CASH	\$ 500	\$ 150	\$ 650
BSN CHECKING (Village Bank & Trust)	303,712	327,299	631,011
OPER/MMA (Village Bank & Trust)	1,690,219		1,690,219
IPDLAF	60,529		60,529
CASH BANKS			0
TOTAL	2,054,960	327,449	2,382,409
<b><u>RESERVES: INVESTMENTS</u></b>			
BF EDWARDS		1,253,511	1,253,511
PFM Asset Management	1,379,315		1,379,315
TOTAL	1,379,315	1,253,511	2,632,826
<b><u>RESERVES:</u></b>			
<b><u>OPERATING</u></b>			
MAX SAFE 1 (Village Bank & Trust)	1,337,334		1,337,334
MAX SAFE 2 (Village Bank & Trust)	191,597		191,597
TOTAL	1,528,931		1,528,931
<b><u>TOTAL CASH &amp; RESERVES</u></b>			
<b>January 31, 2018</b>	\$ 4,963,206	\$ 1,580,960	\$ 6,544,167
<b><u>TOTAL CASH &amp; RESERVES</u></b>			
<b>January 31, 2017</b>			
CASH	\$ 2,444,670	\$ 255,954	\$ 2,700,624
RESERVES - OPER	1,269,133		1,269,133
RESERVES - CAP	91,831		91,831
SMALL BUS	100		100
RESERVES - INVEST	1,272,577	1,220,445	2,493,022
	\$ 5,078,311	\$ 1,476,399	\$ 6,554,710



NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW FEBRUARY 28, 2018**

	<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<b><u>WORKING CASH</u></b>			
PETTY CASH	\$ 500	\$ 150	\$ 650
BSN CHECKING (Village Bank & Trust)	285,804	343,939	629,742
OPER/MMA (Village Bank & Trust)	1,424,120	-	1,424,120
IPDLAF	80,059	-	80,059
CASH BANKS	-	-	-
TOTAL	<u>1,790,483</u>	<u>344,089</u>	<u>2,134,571</u>
<b><u>RESERVES: INVESTMENTS</u></b>			
BF EDWARDS	-	1,228,362	1,228,362
PFM Asset Management	1,379,139	-	1,379,139
TOTAL	<u>1,379,139</u>	<u>1,228,362</u>	<u>2,607,501</u>
<b><u>RESERVES:</u></b>			
<b><u>OPERATING</u></b>			
MAX SAFE 1 (Village Bank & Trust)	1,338,607	-	1,338,607
<b><u>CAPITAL</u></b>			
MAX SAFE 2 (Village Bank & Trust)	191,772	-	191,772
TOTAL	<u>1,530,379</u>	<u>-</u>	<u>1,530,379</u>
<b><u>TOTAL CASH &amp; RESERVES</u></b>			
<b>February 28, 2018</b>	<u><u>\$ 4,700,001</u></u>	<u><u>\$ 1,572,451</u></u>	<u><u>\$ 6,272,452</u></u>
 <b><u>TOTAL CASH &amp; RESERVES</u></b>			
<b>February 28, 2017</b>			
CASH	\$ 2,245,270	\$ 268,222	\$ 2,513,492
RESERVES - OPER	1,269,231		1,269,231
RESERVES - CAP	91,832		91,832
SMALL BUS	100		100
RESERVES - INVEST	1,123,086	1,241,198	2,364,284
	<u><u>\$ 4,729,519</u></u>	<u><u>\$ 1,509,420</u></u>	<u><u>\$ 6,238,939</u></u>

NORTHWEST SPECIAL RECREATION ASSOCIATION  
 BUDGET VS ACTUAL and CASH BALANCE

JANUARY 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	179,932	(219,134)	537,263	595,480	58,216
February	55,413		(55,413)	394,284		(394,284)	(338,870)	0	338,870
March	403,763		(403,763)	450,359		(450,359)	(46,596)	0	46,596
April	79,444		(79,444)	534,909		(534,909)	(455,465)	0	455,465
May	1,181,662		(1,181,662)	454,422		(454,422)	727,240	0	(727,240)
June	82,042		(82,042)	507,593		(507,593)	(425,550)	0	425,550
July	958,568		(958,568)	444,897		(444,897)	513,672	0	(513,672)
August	81,330		(81,330)	442,259		(442,259)	(360,929)	0	360,929
September	327,850		(327,850)	603,637		(603,637)	(275,786)	0	275,786
October	172,239		(172,239)	394,978		(394,978)	(222,740)	0	222,740
November	1,046,690		(1,046,690)	391,599		(391,599)	655,091	0	(655,091)
December	167,747		(167,747)	467,474		(467,474)	(299,727)	0	299,727
TOTAL YTD	936,329	775,411	(160,918)	399,066	179,932	(219,134)	537,263	595,480	58,216

(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	595,480	(330,018)	7,067	(98,414) a.	4,963,147
February	4,963,147	0			a.	4,963,147
March	4,963,147	0			a.	4,963,147
April	4,963,147	0			a.	4,963,147
May	4,963,147	0			a.	4,963,147
June	4,963,147	0			a.	4,963,147
July	4,963,147	0			a.	4,963,147
August	4,963,147	0			a.	4,963,147
September	4,963,147	0			a.	4,963,147
October	4,963,147	0			a.	4,963,147
November	4,963,147	0			a.	4,963,147
December	4,963,147	0			a.	4,963,147

a. FSA Withholding / Payments and collected key security deposits.

NORTHWEST SPECIAL RECREATION ASSOCIATION  
 BUDGET VS ACTUAL and CASH BALANCE

FEBRUARY 28, 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	179,932	(219,134)	537,263	595,480	58,216
<b>February</b>	<b>55,413</b>	<b>80,873</b>	<b>25,460</b>	<b>394,284</b>	<b>346,209</b>	<b>(48,075)</b>	<b>(338,870)</b>	<b>(265,336)</b>	<b>73,535</b>
March	403,763		(403,763)	450,359		(450,359)	(46,596)	-	46,596
April	79,444		(79,444)	534,909		(534,909)	(455,465)	-	455,465
May	1,181,662		(1,181,662)	454,422		(454,422)	727,240	-	(727,240)
June	82,042		(82,042)	507,593		(507,593)	(425,550)	-	425,550
July	958,568		(958,568)	444,897		(444,897)	513,672	-	(513,672)
August	81,330		(81,330)	442,259		(442,259)	(360,929)	-	360,929
September	327,850		(327,850)	603,637		(603,637)	(275,786)	-	275,786
October	172,239		(172,239)	394,978		(394,978)	(222,740)	-	222,740
November	1,046,690		(1,046,690)	391,599		(391,599)	655,091	-	(655,091)
December	167,747		(167,747)	467,474		(467,474)	(299,727)	-	299,727
<b>TOTAL YTD</b>	<b>991,742</b>	<b>856,284</b>	<b>(135,458)</b>	<b>793,349</b>	<b>526,140</b>	<b>(267,209)</b>	<b>198,393</b>	<b>330,144</b>	<b>131,751</b>

(B) CASH BALANCE

	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	4,789,032	595,480	(330,018)	7,067	(98,414) a.	4,963,147
February	4,963,147	(265,336)	-	3,850	(2,494) a.	4,699,168
March	4,699,168	-	-	-	a.	4,699,168
April	4,699,168	-	-	-	a.	4,699,168
May	4,699,168	-	-	-	a.	4,699,168
June	4,699,168	-	-	-	a.	4,699,168
July	4,699,168	-	-	-	a.	4,699,168
August	4,699,168	-	-	-	a.	4,699,168
September	4,699,168	-	-	-	a.	4,699,168
October	4,699,168	-	-	-	a.	4,699,168
November	4,699,168	-	-	-	a.	4,699,168
December	4,699,168	-	-	-	a.	4,699,168

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

JANUARY 31, 2018

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	299,082	305,494	6,412	14,809	5,969	(8,839)	284,273	299,524	15,251
February	75,387		(75,387)	19,227		(19,227)	56,160	0	(56,160)
March	37,185		(37,185)	96,034		(96,034)	(58,849)	0	58,849
April	16,323		(16,323)	4,148		(4,148)	12,175	0	(12,175)
May	34,095		(34,095)	128,722		(128,722)	(94,627)	0	94,627
June	30,272		(30,272)	97,312		(97,312)	(67,040)	0	67,040
July	17,323		(17,323)	7,649		(7,649)	9,674	0	(9,674)
August	38,878		(38,878)	3,522		(3,522)	35,356	0	(35,356)
September	76,393		(76,393)	112,230		(112,230)	(35,837)	0	35,837
October	37,386		(37,386)	141,840		(141,840)	(104,454)	0	104,454
November	42,197		(42,197)	18,799		(18,799)	23,398	0	(23,398)
December	57,207		(57,207)	114,657		(114,657)	(57,450)	0	57,450
TOTAL YTD	299,082	305,494	6,412	14,809	5,969	(8,839)	284,273	299,524	15,251

(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	0	0	(237,100)	1,580,940
February	1,580,940					1,580,940
March	1,580,940					1,580,940
April	1,580,940					1,580,940
May	1,580,940					1,580,940
June	1,580,940					1,580,940
July	1,580,940					1,580,940
August	1,580,940					1,580,940
September	1,580,940					1,580,940
October	1,580,940					1,580,940
November	1,580,940					1,580,940
December	1,580,940					1,580,940

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

ONE MONTH ENDING JANUARY 31, 2018

	2018			2017 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<b><u>REVENUE</u></b>				
GRANTS	221,833	221,833	0	0
RESTRICTED FUNDRAISING	3,449	0	3,449	0
RESTRICTED DONATIONS	1,331	483	847	1,293
UNRESTRICTED FUNDRAISING	36,005	13,750	22,255	34,238
UNRESTRICTED DONATIONS	6,057	5,000	1,057	5,767
INVESTMENT TRANSFER	0	50,000	(50,000)	150,000
TOTAL REVENUE	268,675	291,067	(22,392)	191,297
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	4,277	8,883	(4,607)	7,178
RESTRICTED FUNDRAISING	57	0	57	0
UNRESTRICTED FUNDRAISING	1,636	5,925	(4,290)	903
GRANTS GIVEN	0	0	0	0
TOTAL EXPENSES	5,969	14,809	(8,839)	8,082
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	262,705	276,258	(13,552)	183,216
<b><u>INVESTMENT INCOME (LOSS)</u></b>	36,819	0	36,819	23,358
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	\$ 299,524	\$ 276,258	\$ 23,266	\$ 206,574

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

FEBRUARY 28, 2018

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)			
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January		291,067	305,494	14,427	14,809	5,969	(8,839)	276,258	299,524	23,266
<b>February</b>		<b>70,705</b>	<b>13,902</b>	<b>(56,804)</b>	<b>19,227</b>	<b>22,511</b>	<b>3,284</b>	<b>51,478</b>	<b>(8,609)</b>	<b>(60,088)</b>
March		33,503		(33,503)	96,034		(96,034)	(62,531)	-	62,531
April		15,808		(15,808)	4,148		(4,148)	11,660	-	(11,660)
May		38,580		(38,580)	128,722		(128,722)	(90,143)	-	90,143
June		26,757		(26,757)	97,312		(97,312)	(70,555)	-	70,555
July		12,808		(12,808)	7,649		(7,649)	5,159	-	(5,159)
August		46,879		(46,879)	3,522		(3,522)	43,357	-	(43,357)
September		80,878		(80,878)	112,230		(112,230)	(31,352)	-	31,352
October		45,037		(45,037)	141,840		(141,840)	(96,802)	-	96,802
November		46,849		(46,849)	18,799		(18,799)	28,049	-	(28,049)
December		52,858		(52,858)	114,657		(114,657)	(61,798)	-	61,798
<b>TOTAL YTD</b>		<b>361,772</b>	<b>319,395</b>	<b>(42,377)</b>	<b>34,036</b>	<b>28,480</b>	<b>(5,555)</b>	<b>327,736</b>	<b>290,915</b>	<b>(36,821)</b>

(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	-	-	-	-	1,572,331
April	1,572,331	-	-	-	-	1,572,331
May	1,572,331	-	-	-	-	1,572,331
June	1,572,331	-	-	-	-	1,572,331
July	1,572,331	-	-	-	-	1,572,331
August	1,572,331	-	-	-	-	1,572,331
September	1,572,331	-	-	-	-	1,572,331
October	1,572,331	-	-	-	-	1,572,331
November	1,572,331	-	-	-	-	1,572,331
December	1,572,331	-	-	-	-	1,572,331

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

TWO MONTHS ENDING FEBRUARY 28, 2018

	2018			2017 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<b><u>REVENUE</u></b>				
GRANTS	226,000	226,000	-	2,316
RESTRICTED FUNDRAISING	5,595	1,219	4,376	1,150
RESTRICTED DONATIONS	1,831	483	1,347	1,293
UNRESTRICTED FUNDRAISING	65,692	54,070	11,622	65,979
UNRESTRICTED DONATIONS	8,607	5,000	3,607	7,245
INVESTMENT TRANSFER	-	75,000	(75,000)	150,000
TOTAL REVENUE	307,725	361,772	(54,047)	227,983
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	7,461	13,795	(6,334)	10,833
RESTRICTED FUNDRAISING	386	-	386	-
UNRESTRICTED FUNDRAISING	20,633	20,240	393	22,865
GRANTS GIVEN	-	-	-	-
TOTAL EXPENSES	28,480	34,036	(5,555)	33,698
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	279,245	327,736	(48,492)	194,285
<b><u>INVESTMENT INCOME (LOSS)</u></b>	11,670	-	11,670	44,121
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	290,915	327,736	(36,821)	238,406

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

**Northwest Special Recreation Association**  
**Balance Sheet**  
As of January 31, 2018

	Jan 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10300 · Petty Cash	500.00
10400 · VB&T Business Checking	303,712.11
10700 · IPDLAF+	60,528.69
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,369,000.00
11200 · PFM Investments Hold Account - Other	10,315.31
<b>Total 11200 · PFM Investments Hold Account</b>	<b>1,379,315.31</b>
11500 · VB&T Operating/MM Account	1,690,218.84
11600 · Money Market (Harris Bank)	-0.00
11650 · MAX SAFE 1 (Village Bank&Trust)	1,337,334.48
11660 · MAX SAFE 2 (Village Bank&Trust)	191,596.87
11820 · Credit Card - MasterCard	-62.00
11830 · Credit Card - Visa	496.00
11840 · MC/VISA On-Line	-493.00
<b>Total Checking/Savings</b>	<b>4,963,147.29</b>
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	1,048.83
<b>Total Accounts Receivable</b>	<b>1,048.83</b>
<b>Other Current Assets</b>	
12100 · INTEREST RECEIVABLE	14,002.35
12200 · PREPAID EXPENSES	711.54
12300 · Prepaid Lease	108,925.27
<b>Total Other Current Assets</b>	<b>123,639.16</b>
<b>Total Current Assets</b>	<b>5,087,835.28</b>
<b>Fixed Assets</b>	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	217,531.52
13110 · Accum.Depre- Equipment	-41,025.77
13200 · Transportation Equipment	1,099,898.35
13210 · Accum.Depre.	-1,183,663.16
13300 · Leasehold Improvements	64,128.49
<b>Total Fixed Assets</b>	<b>1,570,243.43</b>
<b>TOTAL ASSETS</b>	<b>6,658,078.71</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
21600 · Security Deposits	2,350.00
21700 · Unclaimed Payroll/Property	103.35
22100 · FSA WH/PYMTS	10,450.80
23000 · Deferred Revenue	57,646.75
<b>Total Other Current Liabilities</b>	<b>70,550.90</b>
<b>Total Current Liabilities</b>	<b>70,550.90</b>
<b>Long Term Liabilities</b>	
22500 · ACCRUED VACATION	98,063.17
<b>Total Long Term Liabilities</b>	<b>98,063.17</b>
<b>Total Liabilities</b>	<b>168,614.07</b>
<b>Equity</b>	
29500 · Retained Earnings	4,311,039.65
29550 · INVESTMENT IN CAPITAL ASSETS	1,582,945.35
Net Income	595,479.64
<b>Total Equity</b>	<b>6,489,464.64</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,658,078.71</b>



**Northwest Special Recreation Association**  
**Balance Sheet**  
As of February 28, 2018

	Feb 28, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10300 · Petty Cash	500.00
10400 · VB&T Business Checking	285,803.61
10700 · IPDLAF+	80,059.00
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,369,000.00
11200 · PFM Investments Hold Account - Other	10,139.20
<b>Total 11200 · PFM Investments Hold Account</b>	<b>1,379,139.20</b>
11500 · VB&T Operating/MM Account	1,424,119.93
11600 · Money Market (Harris Bank)	-0.00
11650 · MAX SAFE 1 (Village Bank&Trust)	1,338,606.97
11660 · MAX SAFE 2 (Village Bank&Trust)	191,771.83
11810 · Credit Card - Discover	-15.00
11820 · Credit Card - MasterCard	117.49
11830 · Credit Card - Visa	-368.50
11840 · MC/VISA On-Line	-567.00
<b>Total Checking/Savings</b>	<b>4,699,167.53</b>
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	877.83
<b>Total Accounts Receivable</b>	<b>877.83</b>
<b>Other Current Assets</b>	
12100 · INTEREST RECEIVABLE	15,517.56
12300 · Prepaid Lease	105,004.03
<b>Total Other Current Assets</b>	<b>120,521.59</b>
<b>Total Current Assets</b>	<b>4,820,566.95</b>
<b>Fixed Assets</b>	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	217,531.52
13110 · Accum.Depre- Equipment	-41,025.77
13200 · Transportation Equipment	1,099,898.35
13210 · Accum.Depre.	-1,183,663.16
13300 · Leasehold Improvements	64,128.49
<b>Total Fixed Assets</b>	<b>1,570,243.43</b>
<b>TOTAL ASSETS</b>	<b>6,390,810.38</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
21600 · Security Deposits	2,300.00
21700 · Unclaimed Payroll/Property	103.35
22100 · FSA WH/PYMTS	9,350.96
23000 · Deferred Revenue	57,646.75
<b>Total Other Current Liabilities</b>	<b>69,401.06</b>
<b>Total Current Liabilities</b>	<b>69,401.06</b>
<b>Long Term Liabilities</b>	
22500 · ACCRUED VACATION	98,063.17
<b>Total Long Term Liabilities</b>	<b>98,063.17</b>
<b>Total Liabilities</b>	<b>167,464.23</b>
<b>Equity</b>	
29500 · Retained Earnings	4,310,256.95
29550 · INVESTMENT IN CAPITAL ASSETS	1,582,945.35
Net Income	330,143.85
<b>Total Equity</b>	<b>6,223,346.15</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,390,810.38</b>

Special Leisure Services Foundation  
**Balance Sheet**  
As of January 31, 2018

	<u>Jan 31, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	327,299.30
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	119,246.43
11300 · BENJAMIN EDWARDS - Other	<u>1,134,264.11</u>
Total 11300 · BENJAMIN EDWARDS	1,253,510.54
11800 · Credit Card - American Express	-20.00
Total Checking/Savings	<u>1,580,939.84</u>
Other Current Assets	
12200 · Event Deposits	<u>2,000.00</u>
Total Other Current Assets	<u>2,000.00</u>
Total Current Assets	<u>1,582,939.84</u>
<b>TOTAL ASSETS</b>	<b><u>1,582,939.84</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
29000 · Retained Earnings	1,265,932.65
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	<u>299,524.14</u>
Total Equity	<u>1,582,939.84</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,582,939.84</u></b>

Special Leisure Services Foundation  
**Balance Sheet**  
As of February 28, 2018

	<u>Feb 28, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	343,938.54
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	120,003.24
11300 · BENJAMIN EDWARDS - Other	<u>1,108,358.80</u>
Total 11300 · BENJAMIN EDWARDS	1,228,362.04
11800 · Credit Card - American Express	-20.00
11830 · Credit Card - Visa	<u>-100.00</u>
Total Checking/Savings	1,572,330.58
Other Current Assets	
12200 · Event Deposits	<u>2,000.00</u>
Total Other Current Assets	<u>2,000.00</u>
Total Current Assets	<u>1,574,330.58</u>
<b>TOTAL ASSETS</b>	<b><u>1,574,330.58</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
29000 · Retained Earnings	1,265,932.65
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	<u>290,914.88</u>
Total Equity	<u>1,574,330.58</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,574,330.58</u></b>



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

\* 0027558 02 AV 0.375 02 TR 00116 X107PD03 000000

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



January 1, 2018 - January 31, 2018  
 Account Number: ~~XXXXXXXX~~

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

**Portfolio at a Glance**

	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,216,691.83</b>	<b>\$1,216,691.83</b>
Dividends, Interest and Other Income	1,151.58	1,151.58
<b>Net Change in Portfolio<sup>1</sup></b>	<b>35,667.13</b>	<b>35,667.13</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,253,510.54</b>	<b>\$1,253,510.54</b>
Estimated Annual Income	\$18,077.39	

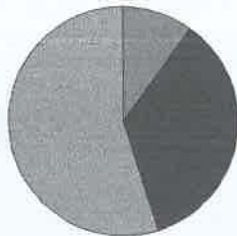
<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

S 027558 X107PD03 023773

**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
10%	Cash, Money Funds, and Bank Deposits	78,102.35	78,102.35	119,246.43
35%	Fixed Income	442,486.85	442,486.85	440,653.05
55%	Mutual Funds	696,102.63	696,102.63	693,611.06
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,216,691.83</b>	<b>\$1,216,691.83</b>	<b>\$1,253,510.54</b>

Please review your allocation periodically with your Financial Advisor.





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

\* 0013518 02 AV 0.375 02 TR 00058 X107PD02 000000

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



February 1, 2018 - February 28, 2018  
 Account Number: ~~XXXXXXXX~~

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

**Portfolio at a Glance**

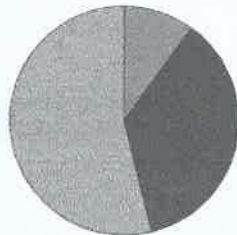
	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,253,510.54</b>	<b>\$1,216,691.83</b>
Dividends, Interest and Other Income	756.81	1,908.39
<b>Net Change in Portfolio<sup>1</sup></b>	<b>-25,905.31</b>	<b>9,761.82</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,228,362.04</b>	<b>\$1,228,362.04</b>
Estimated Annual Income	\$18,137.67	

<sup>1</sup> 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
10%	Cash, Money Funds, and Bank Deposits	78,102.35	119,246.43	120,003.24
36%	Fixed Income	442,486.85	440,653.05	438,553.40
54%	Mutual Funds	696,102.63	693,611.06	669,805.40
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,216,691.83</b>	<b>\$1,253,510.54</b>	<b>\$1,228,362.04</b>

Please review your allocation periodically with your Financial Advisor.



S 013518 X107PD02 010921



**Warrant #2  
Summary  
February 28, 2018**

<b>Administration</b>	<b>Programs</b>	<b>Salary</b>	<b>Liability/Audit/IMRF</b>	<b>ADA/Capital</b>
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				

<b>Total VB&amp;T Electronic Accounts Payable (IMRF, ADP)</b>	<b>40,374.94</b>
<b>Total IPDLAF Electronic Accounts Payable (PCARDS)</b>	<b>19,549.62</b>
<b>Total VB&amp;T Business Checking Accounts Payable</b>	<b>140,943.05</b>
	<b><u>200,867.61</u></b>

Motion to approve Warrant #2 dated February 28, 2018 totaling

\$200,867.61

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #2**  
**February 28, 2018**

Vendor	Description	Account	Amount
<b>IMRF</b>	January 2018	442201	27,768.39
<b>ADP</b>	FSA Monthly - Jan	424303	120.18
	FSA Monthly - Jan	424303	120.18
	FSA Renewal Fee	424303	261.25
	Payroll 01/19/18	424301	141.95
	Payroll 01/19/18	424302	334.47
	Payroll 02/02/18	424301	283.90
	Payroll 02/02/18	424302	351.42
	Payroll 02/16/18	424301	141.95
	Payroll 02/16/18	424302	455.43
	Payroll 02/16/18	424304	100.00
	Payroll Y/E Tax & W2's	424301	2,431.30
			<b>4,742.03</b>
<b>Excalibur</b>	Invoice 166560	421902	125.17
	Invoice 166688	421902	2,848.70
	Invoice 167303	421902	340.00
	Invoice 167527	421902	2,848.70
	Invoice 167681	421902	226.95
	Invoice 167843	421902	255.00
	Invoice 167925	421902	255.00
	Project Deposit - 5033669524	421902	965.00
			<b>7,864.52</b>
<b>Total Warrant #2 for Electronic Accounts Payable</b>			<b>40,374.94</b>

**Northwest Special Recreation Association**  
**VB T Electronic Accounts Payable**  
**Warrant #2**  
**February 28, 2018**

Vendor	Description	Account	Amount
<b>BMO Solutions</b>			
Netflix		21700	12.10
Netflix		21700	13.99
J&R Lock & Safe	office supplies	421103	53.55
Name Badges Intl	office supplies	421104	49.95
Amazon	office supplies	421105	9.37
Amazon	office supplies	421105	6.35
Target		421105	185.73
Amazon		421105	41.35
Authorize.net	credit card and bank fees	421152	28.05
Verizon		421302	310.08
AT&T		421302	1,084.39
First Comm	telephone/fax	421304	416.38
Spectrio	telephone/fax	421306	110.25
Chicago Taxi	conference/education	421402	10.75
Herb N Kitchen	conference/education	421402	6.97
Metra	conference/education	421402	8.00
Hilton Chicago	conference/education	421402	171.40
Metra	conference/education	421402	7.50
taxi	conference/education	421402	9.25
Metra	conference/education	421402	7.50
Hilton Kitty Osheas	conference/education	421402	22.62
Herb N Kitchen	conference/education	421402	8.37
Maudes	conference/education	421402	30.00
Herb N Kitchen	conference/education	421402	13.94
Kitty O'Sheas	conference/education	421402	23.62
Kitty O'Sheas	conference/education	421402	37.50
Herb N Kitchen	conference/education	421402	8.92
Chi Taxi	conference/education	421402	10.25
Yellow Cab	conference/education	421402	12.50
Exchequer	conference/education	421402	15.00
Herb N Kitchen	conference/education	421402	8.37
Herb N Kitchen	conference/education	421402	12.83
Royal 3 CCC	conference/education	421402	12.75
Walgreens	conference/education	421402	3.06
Hilton	conference/education	421402	10.59
Hilton	conference/education	421402	8.92
Hilton	conference/education	421402	8.92
Potbelly	conference/education	421402	7.69
Hilton	conference/education	421402	183.14
Herb N Kitchen	conference/education	421402	4.46
Herb N Kitchen	conference/education	421402	6.13
Herb N Kitchen	conference/education	421402	9.48
Herb N Kitchen	conference/education	421402	14.03
Jimmy Johns	conference/education	421402	14.13
Hilton Hotel	conference/education	421402	14.50
Metra	conference/education	421402	6.50
Hilton Hotel	conference/education	421402	12.82
Metra	conference/education	421402	6.50
Metra	conference/education	421402	13.00
Hilton	conference/education	421402	17.84



**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #2**  
**February 28, 2018**

Vendor	Description	Account	Amount
Herb N Kitchen	conference/education	421402	6.22
Herb N Kitchen	conference/education	421402	4.46
Globe Taxi	conference/education	421402	9.75
Globe taxi	conference/education	421402	10.00
Yellow Cab	conference/education	421402	12.50
Hilton	conference/education	421402	4.46
Globe taxi	conference/education	421402	11.75
Globe Taxi	conference/education	421402	11.50
Hilton	conference/education	421402	9.48
Hilton	conference/education	421402	4.46
Hilton	conference/education	421402	9.16
Herb N Kitchen	conference/education	421402	9.04
Gage Restaurant	conference/education	421402	359.94
Peets Coffee	conference/education	421402	6.89
Taxi Svc. Chicago	conference/education	421402	10.25
Hilton Banquet Bar	conference/education	421402	6.50
Blue Diamond Cab	conference/education	421402	10.75
Uber	conference/education	421402	5.24
Dunkin Donuts	conference/education	421402	4.66
Metra	conference/education	421402	4.00
Uber	conference/education	421402	3.00
Chicago Yellow Cab	conference/education	421402	8.00
Herb N Kitchen	conference/education	421402	12.27
Uber	conference/education	421402	(3.00)
Kitty O'Sheas	conference/education	421402	15.83
Herb N Kitchen	conference/education	421402	16.73
Kitty O'Sheas	conference/education	421402	18.62
Taxi SVC Chicago	conference/education	421402	7.25
Hilton Banquet Bar	conference/education	421402	9.50
Dunkin Donuts	conference/education	421402	8.91
Burrito Beach	conference/education	421402	13.37
Metra	conference/education	421402	6.50
Hilton	conference/education	421402	142.06
Hilton	conference/education	421402	0.01
Hilton	conference/education	421402	(142.06)
Taxi SVC Chicago	conference/education	421402	12.50
Herb N Kitchen	conference/education	421402	21.19
Spanglish	conference/education	421402	19.65
Peets Coffee	conference/education	421402	4.14
Herb N Kitchen	conference/education	421402	29.00
Herb N Kitchen	conference/education	421402	11.16
Herb N Kitchen	conference/education	421402	6.97
Herb N Kitchen	conference/education	421402	5.57
Northwest Management	conference/education	421402	8.50
Chi Taxi	conference/education	421402	11.25
Kitty O'Sheas	conference/education	421402	18.62
Kitty O'Sheas	conference/education	421402	18.62
Peets Coffee	conference/education	421402	27.53
Peets Coffee	conference/education	421402	7.01
Lou Malnati's	conference/education	421402	32.21
Chi Taxi	conference/education	421402	10.25
Jimmy Johns	conference/education	421402	13.68

**Northwest Special Recreation Association**  
**VB T Electronic Accounts Payable**  
**Warrant #2**  
**February 28, 2018**

Vendor	Description	Account	Amount
Herb N Kitchen	conference/education	421402	17.84
Herb N Kitchen	conference/education	421402	13.38
Taxi SVS	conference/education	421402	11.00
Metra	conference/education	421402	6.50
Pizano's	conference/education	421402	579.24
Kitty O'Sheas	conference/education	421402	23.00
Hilton	conference/education	421402	102.56
Hilton	conference/education	421402	171.40
Hilton	conference/education	421402	183.14
Hilton	conference/education	421402	90.00
Hilton	conference/education	421402	227.27
Hilton	conference/education	421402	171.40
Hilton	conference/education	421402	21.92
Hilton	conference/education	421402	60.00
Hilton	conference/education	421402	183.14
Hilton	conference/education	421402	30.00
Hilton	conference/education	421402	120.00
Hilton	conference/education	421402	35.33
Hilton	conference/education	421402	142.06
Hilton	conference/education	421402	515.70
Flash Cab/Taxi SVC	conference/education	421402	11.25
Herb N Kitchen	conference/education	421402	11.16
Exchequer	conference/education	421402	29.50
Taxi SVC	conference/education	421402	7.75
Taxi SVC	conference/education	421402	7.00
Herb N Kitchen	conference/education	421402	12.83
Taxi SVC	conference/education	421402	11.75
Herb N Kitchen	conference/education	421402	31.50
Metra	conference/education	421402	6.00
Taxi Service	conference/education	421402	11.75
Bull Dogs	conference/education	421402	198.55
Herb N Kitchen	conference/education	421402	14.49
Potbelly	conference/education	421402	13.94
Metra Mobile	conference/education	421402	6.50
Burger Bar	conference/education	421402	300.00
Herb N Kitchen	conference/education	421402	23.41
Herb N Kitchen	conference/education	421402	23.97
Moretti's	conference/education	421402	29.51
Chi Taxi	conference/education	421402	6.61
Hudson	conference/education	421402	7.27
Metra Mobile	conference/education	421402	6.50
Herb N Kitchen	conference/education	421402	11.99
Hilton Banquets	conference/education	421402	12.50
Herb N Kitchen	conference/education	421402	17.84
Herb N Kitchen	conference/education	421402	22.30
Metra Mobile	conference/education	421402	6.00
Herb N Kitchen	conference/education	421402	9.48
Creative Mobil	conference/education	421402	9.75
Dunkin Donuts	conference/education	421402	3.88
Herb N Kitchen	conference/education	421402	16.18
Potbelly	conference/education	421402	13.27
Herb N Kitchen	conference/education	421402	4.74

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #2**  
**February 28, 2018**

Vendor	Description	Account	Amount
Herb N Kitchen	conference/education	421402	11.16
Herb N Kitchen	conference/education	421402	15.89
Herb N Kitchen	conference/education	421402	21.19
Herb N Kitchen	conference/education	421402	6.13
Starbucks	conference/education	421402	16.28
Herb N Kitchen	conference/education	421402	20.08
Herb N Kitchen	conference/education	421402	9.48
Herb N Kitchen	conference/education	421402	18.95
Ventra	conference/education	421402	21.00
Banquet Bar	conference/education	421402	15.62
Herb N Kitchen	conference/education	421402	4.46
Potbelly	conference/education	421402	13.94
Herb N Kitchen	conference/education	421402	28.43
Taxi SVC Chicago	conference/education	421402	10.75
Metra	conference/education	421402	13.00
Village of Northbrook	conference/education	421402	1.00
Eleven City Diner	conference/education	421402	19.49
Spanglish	conference/education	421402	13.62
Taxi SVC Chicago	conference/education	421402	8.00
Taxi SVC Chicago	conference/education	421402	12.50
Hilton	conference/education	421402	35.33
Hilton	conference/education	421402	(35.33)
Spanglish	conference/education	421402	12.54
Starbucks	conference/education	421402	16.32
Hilton Banquets	conference/education	421402	11.50
Travel Traders	conference/education	421402	10.45
BMO Harris	conference/education	421402	269.00
Hilton		421402	515.70
Hilton		421402	120.00
Hilton		421402	(515.70)
Hilton		421402	(120.00)
Egglectic Café	conference/education	421405	22.79
Pepe's	conference/education	421405	20.71
Starbucks	conference/education	421406	7.17
Panera Bread	conference/education	421406	32.74
Walker Bros.		421406	39.38
Hilton		421406	112.55
Meijer	conference/education	421407	32.24
NRPA	memberships/certifications	421503	60.00
American Red Cross	memberships/certifications	421510	196.00
American Red Cross	memberships/certifications	421510	196.00
Amazon	memberships/certifications	421513	(10.99)
Amazon	memberships/certifications	421513	(10.99)
Comcast	maintenance/utilities	421706	139.85
Comcast	maintenance/utilities	421706	157.57
AT&T	maintenance/utilities	421706	70.35
Comcast	maintenance/utilities	421706	139.85
Comcast	maintenance/utilities	421706	166.50
Comcast	maintenance/utilities	421706	169.26
Tobii Dynavox	computers	421905	199.00
Apple iTunes	computers	421905	10.61
Swiftic	computers	421905	290.00

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #2**  
**February 28, 2018**

Vendor	Description	Account	Amount
Screencloud	computers	421905	20.00
Apple iTunes	computers	421905	0.99
Lovell-Rugby	computers	421905	192.53
Lovell-Rugby	computers	421905	(192.53)
Apple iTunes	computers	421905	1.29
Amazon	computers	421905	99.00
Ava Recycling	computers	421906	70.00
Amazon	computers	421906	15.98
Amazon	computers	421906	26.50
BWW	commercial expense	422201	47.78
AMC Streets of Woodfield	commercial expense	422201	177.90
AMC Streets of Woodfield	commercial expense	422201	148.39
AMC Streets of Woodfield	commercial expense	422201	(158.65)
Streamwood Bowl	commercial expense	422202	92.00
Sky Martial Arts	commercial expense	422202	65.00
Streamwood Bowl	commercial expense	422202	41.25
Arlington Lanes	commercial expense	422202	27.00
JP Martial Arts	commercial expense	422202	135.00
Brunswick Zone	commercial expense	422202	51.00
Hollywood Palms	commercial expense	422204	101.75
Hollywood Palms	commercial expense	422204	190.58
Chicago Cubs	commercial expense	422204	520.60
Chicago Fire	commercial expense	422204	75.00
The Treehouse	commercial expense	422204	66.00
The Treehouse	commercial expense	422204	34.25
White Deer Run	commercial expense	422204	250.00
Bensenville Theater	commercial expense	422205	70.00
Wendy's	commercial expense	422205	28.11
Streamwood Bowl	commercial expense	422205	15.00
Bensenville Theatre	commercial expense	422205	35.00
Wilmot Mountain	commercial expense	422206	320.00
Wilmot Mountain	commercial expense	422206	168.00
BMO	program development	422303	120.49
Aldi	supplies	422401	33.24
Amazon	supplies	422401	137.00
Jewel	supplies	422401	8.79
Jewel	supplies	422401	(0.31)
Jewel	supplies	422401	40.67
Redbox	supplies	422401	6.50
Domino's	supplies	422401	49.78
Jewel	supplies	422401	13.66
Dollar Tree	supplies	422401	13.00
Jewel	supplies	422401	36.90
Jewel	supplies	422402	15.06
Jewel	supplies	422402	6.79
Jewel	supplies	422402	21.82
Jewel	supplies	422404	17.95
Jewel	supplies	422404	6.99
Jewel	supplies	422404	(4.17)
Elk Grove Theater	supplies	422404	65.00
Redbox	supplies	422404	3.50
Jewel	supplies	422404	12.46

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #2**  
**February 28, 2018**

Vendor	Description	Account	Amount
Subway	supplies	422404	453.75
Michaels	supplies	422404	43.95
Michaels	supplies	422404	(48.35)
Crown Trophy	supplies	422404	9.00
Amazon	supplies	422404	22.92
Dollar Tree	supplies	422405	5.00
Meijer	supplies	422409	14.84
Jewel	supplies	422409	40.44
Jewel	supplies	422409	40.05
Target	supplies	422409	39.15
Michaels	supplies	422409	35.94
Jewel	supplies	422409	11.34
Walmart	supplies	422409	16.35
Walmart	supplies	422409	30.82
Amazon	supplies	422409	71.61
Amazon	supplies	422409	46.74
Amazon	supplies	422409	6.00
Amazon	supplies	422409	9.06
Office Depot	supplies	422417	20.71
Amazon	supplies	422420	6.02
Amazon	supplies	422420	14.79
Jewel	supplies	422420	61.93
American Airlines	commercial transportation	422508	750.00
American Airlines	commercial transportation	422508	1,500.00
Johnny Tow	commercial transportation	422702	420.00
PB Payment Services	printing	422902	381.45
OfficeMax	printing	422904	407.47
Konica Minolta	printing	422906	733.29
Vistaprint	printing	422908	39.09
Vistaprint	printing	422908	31.84
Vistaprint	printing	422908	31.84
Staples	printing	422909	29.68
Michaels	public awareness/subscriptions/ads	423101	21.48
Vera Bradley		423101	114.75
Indeed	public awareness/subscriptions/ads	423102	47.73
Facebook	public awareness/subscriptions/ads	423104	92.97
Facebook	public awareness/subscriptions/ads	423104	118.82
Edible Arrangements	public awareness/subscriptions/ads	423107	57.37
Daily Herald	public awareness/subscriptions/ads	423108	52.40
Crains		423108	119.00
CD One Cleaners	public awareness/subscriptions/ads	423109	14.99
Target	ADA compliance	450006	60.99
		<b>Total</b>	<b>19,549.62</b>
<b>Total Warrant #2 for Electronic Accounts Payable</b>			<b>19,549.62</b>

**Northwest Special Recreation Association**  
**VBT Business Checking Accounts Payable**  
**Warrant #2**  
**February 28, 2018**

Num	Name	Memo	Account	Amount
VOID	Check Numbers 25498 through 25503			
25504	WDSRA	Lightning Swim Team - Feb 2018 Lightning Swim Team - Feb 2018	10400 - VB&T Business Checking 422106 - Weekly Programs	-120.00 120.00 <u>120.00</u>
25505	NISRA	Co Rec Bsktball Grn Light Team Co Rec Bsktball Grn Light Team	10400 - VB&T Business Checking 422106 - Weekly Programs	-80.00 80.00 <u>80.00</u>
25506	Waukegan Park District	Co Rec BB - Red Light Team Co Rec BB - Red Light Team	10400 - VB&T Business Checking 422106 - Weekly Programs	-80.00 80.00 <u>80.00</u>
25507	MNASR	CoRec BB- Black & Yellow Team CoRec BB- Black & Yellow Team	10400 - VB&T Business Checking 422106 - Weekly Programs	-160.00 160.00 <u>160.00</u>
25508	NSSRA	CoRec BB - Wht, Gold & Blue Light Te CoRec BB - Wht, Gold & Blue Light Tean	10400 - VB&T Business Checking 422106 - Weekly Programs	-240.00 240.00 <u>240.00</u>
25509	Keny Reyes	Junk Removal - Desks & Walls 2nd Flr Junk Removal - Desks & Walls 2nd Flr	10400 - VB&T Business Checking 12200 - PREPAID EXPENSES	-75.00 75.00 <u>75.00</u>
25510	Prospect Heights Park District	Invoice 2018-01 Invoice 2018-01	10400 - VB&T Business Checking 450010 - Prospect Heights	-98.80 98.80 <u>98.80</u>
25511	Buffalo Grove Park District	Invoice 2619 Invoice 2619	10400 - VB&T Business Checking 450003 - Buffalo Grove	-539.33 539.33 <u>539.33</u>
25512	Mary Galvanoni	Refund - 5040 LED Refund - 5040 LED	10400 - VB&T Business Checking 11500 - VB&T Operating/MM Account	-18.00 18.00 <u>18.00</u>
25513	Buffalo Grove Park District	Invoice 2623 Invoice 2623	10400 - VB&T Business Checking 422102 - Leisure Education	-283.50 283.50 <u>283.50</u>
25514	Illinois Tollway	Invoice G127000000837 Invoice G127000000837	10400 - VB&T Business Checking 422802 - Tolls	-1,713.65 1,713.65 <u>1,713.65</u>
25515	Elizabeth Medrano	3 Yoga Class 1/29 & 1/31 3 Yoga Class 1/29 & 1/31 3 Yoga Class 1/29 & 1/31	10400 - VB&T Business Checking 422209 - PURSUIT 422210 - STAR	-100.00 80.00 20.00 <u>100.00</u>
25516	NCPERS Group Life Insurance	Invoice 54360218 Invoice 54360218	10400 - VB&T Business Checking 421603 - Premium	-16.00 16.00 <u>16.00</u>
25517	Nicor Gas	Svc 12/14/17 - 1/15/18 82-52-44-0000-7 92-52-44-0000-6	10400 - VB&T Business Checking 421703 - Gas 421703 - Gas	-372.19 195.93 176.26 <u>372.19</u>
25518	PDRMA	Invoice 0118132H Invoice 0118132H	10400 - VB&T Business Checking 421603 - Premium	-46,744.92 46,744.92 <u>46,744.92</u>

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #2**  
**February 28, 2018**

Num	Name	Memo	Account	Amount
25519	Robbins Schwartz	Invoice 279016 HAK Invoice 279016 HAK	10400 - VB&T Business Checking 421002 - Legal Fees	-567.50 567.50 <hr/> 567.50
25520	Taurus Engraving Inc	Invoice 15555 Invoice 15555	10400 - VB&T Business Checking 421104 - Nametags	-59.25 59.25 <hr/> 59.25
25521	Hanover Park Park District	Invoice 218 Invoice 218	10400 - VB&T Business Checking 421803 - HPPD Rental Space	-1,443.00 1,443.00 <hr/> 1,443.00
25522	Rolling Meadows Park District	Invoice 18-602 Invoice 18-602	10400 - VB&T Business Checking 421701 - Condo Maintenance	-960.00 960.00 <hr/> 960.00
25523	Park Central Condo Assn.	Invoice 602 Invoice 602	10400 - VB&T Business Checking 421801 - Condo Association Fee	-1,065.00 1,065.00 <hr/> 1,065.00
25524	Manny Aguilar	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-85.57 85.57 <hr/> 85.57
25525	Bonaguro, Mary T	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-70.31 70.31 <hr/> 70.31
25526	Mary Lou D'Astice	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-45.24 45.24 <hr/> 45.24
25527	Dieschbourg, Ryan	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-47.42 47.42 <hr/> 47.42
25528	Jessica Earhart	Mileage & Key Deposit Mileage Key Deposit	10400 - VB&T Business Checking 422601 - Staff Mileage 21600 - Security Deposits	-76.71 26.71 50.00 <hr/> 76.71
25529	Tori Gonzalez	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-27.25 27.25 <hr/> 27.25
25530	Andrea Griffin	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-21.26 21.26 <hr/> 21.26
25531	Mackenzie Irelan	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-50.69 50.69 <hr/> 50.69
25532	Lauren Jevaney	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-35.43 35.43 <hr/> 35.43
25533	Johns, Brittany	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-50.69 50.69 <hr/> 50.69
25534	Jacklyn Moore	Mileage	10400 - VB&T Business Checking	-17.99

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #2**  
**February 28, 2018**

Num	Name	Memo	Account	Amount
		Mileage	422601 · Staff Mileage	17.99
				<u>17.99</u>
25535	O'Brien, Megan	Mileage	10400 · VB&T Business Checking	-11.99
		Mileage	422601 · Staff Mileage	11.99
				<u>11.99</u>
25536	Trisha Palmieri	Mileage	10400 · VB&T Business Checking	-121.54
		Mileage	422601 · Staff Mileage	121.54
				<u>121.54</u>
25537	Paradise, Michele	Mileage	10400 · VB&T Business Checking	-4.63
		Mileage	422601 · Staff Mileage	4.63
				<u>4.63</u>
25538	Katrina Place	Mileage	10400 · VB&T Business Checking	-78.48
		Mileage	422601 · Staff Mileage	78.48
				<u>78.48</u>
25539	Megan Quandt	Mileage	10400 · VB&T Business Checking	-36.52
		Mileage	422601 · Staff Mileage	36.52
				<u>36.52</u>
25540	Ross, Jordan	Mileage	10400 · VB&T Business Checking	-25.62
		Mileage	422601 · Staff Mileage	25.62
				<u>25.62</u>
25541	Jodi Schultz	Mileage	10400 · VB&T Business Checking	-21.80
		Mileage	422601 · Staff Mileage	21.80
				<u>21.80</u>
25542	Snyder, Joann	Mileage	10400 · VB&T Business Checking	-55.05
		Mileage	422601 · Staff Mileage	55.05
				<u>55.05</u>
25543	Sowa, Nanette E.	Mileage	10400 · VB&T Business Checking	-38.70
		Mileage	422601 · Staff Mileage	38.70
				<u>38.70</u>
25544	Catherine Splett	Mileage	10400 · VB&T Business Checking	-21.80
		Mileage	422601 · Staff Mileage	21.80
				<u>21.80</u>
25545	Erica Stanko	Mileage	10400 · VB&T Business Checking	-37.61
		Mileage	422601 · Staff Mileage	37.61
				<u>37.61</u>
25546	Elizabeth Thomas	Mileage	10400 · VB&T Business Checking	-45.78
		Mileage	422601 · Staff Mileage	45.78
				<u>45.78</u>
25547	Wright, Jocelyn	Mileage	10400 · VB&T Business Checking	-31.07
		Mileage	422601 · Staff Mileage	31.07
				<u>31.07</u>
25548	Bill's Auto & Truck Repair	Invoices 90903-91607	10400 · VB&T Business Checking	-4,194.72
		Invoices 90903-91607	422704 · Regular / Repair Service	3,858.11
		Invoices 91459	422702 · Emergency Repair Service	336.61
				<u>4,194.72</u>
25549	Theresa Waite	Mileage	10400 · VB&T Business Checking	-61.04
		Mileage	422601 · Staff Mileage	61.04
				<u>61.04</u>



**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #2**  
**February 28, 2018**

Num	Name	Memo	Account	Amount
25550	ComEd	Acct 4629682000 12/29 - 1/31 Acct 4629682000 12/29 - 1/31	10400 - VB&T Business Checking 421702 - Electric	-372.86 372.86 <hr/> 372.86
25551	Krones, Summer R.	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-50.14 50.14 <hr/> 50.14
25552	Tricia Osborn	Inv 002 - 11118 EGVDP Mtg Inv 002 - 11118 EGVDP Mtg	10400 - VB&T Business Checking 450004 - Elk Grove Village	-100.00 100.00 <hr/> 100.00
25553	South Barrington Park District	JOliveri - Dec 2017 & Jan 2018 JOliveri - Dec 2017 & Jan 2018	10400 - VB&T Business Checking 450015 - South Barrington	-320.00 320.00 <hr/> 320.00
25554	TPM Graphics, Inc.	Invoice 80432 Invoice 80432	10400 - VB&T Business Checking 422909 - Miscellaneous	-426.00 426.00 <hr/> 426.00
25555	Hudson Energy Services, LLC	Invoice 1802000014 Invoice 1802000014	10400 - VB&T Business Checking 421704 - Hudson Energy	-711.86 711.86 <hr/> 711.86
25556	First Advantage Occupational Health Servi	Invoice 2521491801 Invoice 2521491801	10400 - VB&T Business Checking 441002 - Drug Tests / Physicals	-112.26 112.26 <hr/> 112.26
25557	Rachel Hubsch	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-84.48 84.48 <hr/> 84.48
25558	Mary Lou D'Astice	Refund - Ceramics 2050 W/S 2018 Refund - Ceramics 2050 W/S 2018	10400 - VB&T Business Checking 11500 - VB&T Operating/MM Account	-10.00 10.00 <hr/> 10.00
25559	Christy Fredrick	Refund - Ceramics 2050 W/S 2018 Refund - Ceramics 2050 W/S 2018	10400 - VB&T Business Checking 11500 - VB&T Operating/MM Account	-210.00 210.00 <hr/> 210.00
25560	FlagHouse	P0752029 - Sensory Rm Pmt #1 P0752029 - Sensory Rm Pmt #1	10400 - VB&T Business Checking 460001 - Capital Equipment Replacement	-17,942.00 17,942.00 <hr/> 17,942.00
25561	Casey Manzella	DJ 02/18/18 DJ 02/18/18	10400 - VB&T Business Checking 422204 - Special Events	-100.00 100.00 <hr/> 100.00
25562	White Deer Run Golf Course	Contract W4130 Contract W4130	10400 - VB&T Business Checking 422204 - Special Events	-1,722.74 1,722.74 <hr/> 1,722.74
25563	John Hersey High School	Valentine's Day Dance - 10 participant Valentine's Day Dance - 10 participants	10400 - VB&T Business Checking 422201 - Clubs	-100.00 100.00 <hr/> 100.00
25564	The Business Section	Estimate #1077 Estimate #1077	10400 - VB&T Business Checking 460001 - Capital Equipment Replacement	-576.00 576.00 <hr/> 576.00
25565	Nicole Estrada	Reimb - CDL Renewal Fee Reimb - CDL Renewal Fee	10400 - VB&T Business Checking 421502 - CDL Reimbursement / Renewal	-30.00 30.00 <hr/> 30.00

**Northwest Special Recreation Association**  
**VBT Business Checking Accounts Payable**  
**Warrant #2**  
**February 28, 2018**

Num	Name	Memo	Account	Amount
				30.00
25566	Finger, Jayne	Key Deposit Refund	10400 · VB&T Business Checking	-50.00
		Key Deposit Refund	21600 · Security Deposits	50.00
				50.00
25567	Alexian Brothers Corporate Health Service	Invoice 644826	10400 · VB&T Business Checking	-441.00
		Invoice 644826	441002 · Drug Tests / Physicals	441.00
				441.00
25568	Irene Hanley	Retirement Cake JFinger	10400 · VB&T Business Checking	-40.00
		Retirement Cake JFinger	423101 · Awards / Recognition	40.00
				40.00
25569	Nicor Gas	Svc 01/15- 02/14	10400 · VB&T Business Checking	-422.18
		Account 92-52-44-00006	421703 · Gas	156.44
		Account 82-52-44-00007	421703 · Gas	265.74
				422.18
25570	School District 54	Inv OM28515 & OM28516	10400 · VB&T Business Checking	-180.00
		Inv OM28515	422106 · Weekly Programs	72.00
		Inv OM28516	422106 · Weekly Programs	108.00
				180.00
25571	Manny Aguilar	Parking - 3 Vans	10400 · VB&T Business Checking	-90.00
		Parking - 3 Vans	422204 · Special Events	90.00
				90.00
25572	Robbins Schwartz	Invoice 279488 HAK	10400 · VB&T Business Checking	-2,695.00
		Invoice 279488 HAK	421002 · Legal Fees	2,695.00
				2,695.00
25573	Rolling Meadows Park District	Invoice 134047	10400 · VB&T Business Checking	-302.17
		Invoice 134047	421707 · Miscellaneous	302.17
				302.17
25574	All Ways Catering & Deli	Invoice 8737	10400 · VB&T Business Checking	-514.00
		Invoice 8737	423101 · Awards / Recognition	514.00
				514.00
25579	TPM Graphics, Inc.	Invoice 80573	10400 · VB&T Business Checking	-1,035.00
		Invoice 80573	422903 · Day Camp Brochure	1,035.00
				1,035.00
25580	ComEd	Acct 4629682000 1/31-3/1	10400 · VB&T Business Checking	-431.11
		Acct 4629682000 1/31-3/1	421702 · Electric	431.11
				431.11
25581	PDRMA	Invoice 0218132H	10400 · VB&T Business Checking	-46,769.10
		Invoice 0218132H	421603 · Premium	46,769.10
				46,769.10
25582	First Advantage Occupational Health Servi	Invoice 2519981802	10400 · VB&T Business Checking	-152.84
		Invoice 2519981802	441002 · Drug Tests / Physicals	152.84
				152.84
25583	Bill's Auto & Truck Repair	Invoices 91649-92114	10400 · VB&T Business Checking	-2,285.27
		Invoices 91649-92114	422704 · Regular / Repair Service	2,285.27
				2,285.27
25584	Manny Aguilar	Mileage	10400 · VB&T Business Checking	-93.74
		Mileage	422601 · Staff Mileage	93.74
				93.74

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #2**  
**February 28, 2018**

Num	Name	Memo	Account	Amount
25585	Barb Bassett	Mileage	10400 - VB&T Business Checking	-38.15
		Mileage	422601 - Staff Mileage	38.15
				<u>38.15</u>
25586	Bonaguro, Mary T	Mileage	10400 - VB&T Business Checking	-40.33
		Mileage	422601 - Staff Mileage	40.33
				<u>40.33</u>
25587	Mary Lou D'Astice	Mileage	10400 - VB&T Business Checking	-41.42
		Mileage	422601 - Staff Mileage	41.42
				<u>41.42</u>
25588	Dieschbourg, Ryan	Mileage	10400 - VB&T Business Checking	-51.78
		Mileage	422601 - Staff Mileage	51.78
				<u>51.78</u>
25589	Nicole Estrada	Mileage	10400 - VB&T Business Checking	-26.16
		Mileage	422601 - Staff Mileage	26.16
				<u>26.16</u>
25590	Tori Gonzalez	Mileage	10400 - VB&T Business Checking	-49.05
		Mileage	422601 - Staff Mileage	49.05
				<u>49.05</u>
25591	Andrea Griffin	Mileage	10400 - VB&T Business Checking	-95.92
		Mileage	422601 - Staff Mileage	95.92
				<u>95.92</u>
25592	Rachel Hubsch	Mileage	10400 - VB&T Business Checking	-108.46
		Mileage	422601 - Staff Mileage	108.46
				<u>108.46</u>
25593	Mackenzie Irelan	Mileage	10400 - VB&T Business Checking	-47.96
		Mileage	422601 - Staff Mileage	47.96
				<u>47.96</u>
25594	Lauren Jevaney	Mileage	10400 - VB&T Business Checking	-56.68
		Mileage	422601 - Staff Mileage	56.68
				<u>56.68</u>
25595	Johns, Brittany	Mileage	10400 - VB&T Business Checking	-36.79
		Mileage	422601 - Staff Mileage	36.79
				<u>36.79</u>
25596	Kaminsky, Courtney	Mileage	10400 - VB&T Business Checking	-21.80
		Mileage	422601 - Staff Mileage	21.80
				<u>21.80</u>
25597	Krones, Summer R.	Mileage	10400 - VB&T Business Checking	-73.58
		Mileage	422601 - Staff Mileage	73.58
				<u>73.58</u>
25598	Cortney Lucente	Mileage	10400 - VB&T Business Checking	-10.08
		Mileage	422601 - Staff Mileage	10.08
				<u>10.08</u>
25599	Jacklyn Moore	Mileage	10400 - VB&T Business Checking	-53.96
		Mileage	422601 - Staff Mileage	53.96
				<u>53.96</u>
25600	Moran, Kate	Mileage	10400 - VB&T Business Checking	-28.34
		Mileage	422601 - Staff Mileage	28.34
				<u>28.34</u>

**Northwest Special Recreation Association**  
**VB T Business Checking Accounts Payable**  
**Warrant #2**  
**February 28, 2018**

Num	Name	Memo	Account	Amount
				28.34
25601	Nock, Emily	Mileage	10400 - VB&T Business Checking	-9.81
		Mileage	422601 - Staff Mileage	9.81
				9.81
25602	O'Brien, Megan	Mileage	10400 - VB&T Business Checking	-40.33
		Mileage	422601 - Staff Mileage	40.33
				40.33
25603	Trisha Palmieri	Mileage	10400 - VB&T Business Checking	-109.00
		Mileage	422601 - Staff Mileage	109.00
				109.00
25604	Paradise, Michele	Mileage	10400 - VB&T Business Checking	-13.52
		Mileage	422601 - Staff Mileage	13.52
				13.52
25605	Katrina Place	Mileage	10400 - VB&T Business Checking	-54.50
		Mileage	422601 - Staff Mileage	54.50
				54.50
25606	Megan Quandt	Mileage	10400 - VB&T Business Checking	-50.14
		Mileage	422601 - Staff Mileage	50.14
				50.14
25607	Ross, Jordan	Mileage	10400 - VB&T Business Checking	-48.40
		Mileage	422601 - Staff Mileage	48.40
				48.40
25608	Jodi Schultz	Mileage	10400 - VB&T Business Checking	-25.62
		Mileage	422601 - Staff Mileage	25.62
				25.62
25609	Snyder, Joann	Mileage	10400 - VB&T Business Checking	-78.48
		Mileage	422601 - Staff Mileage	78.48
				78.48
25610	Sowa, Nanette E.	Mileage	10400 - VB&T Business Checking	-66.49
		Mileage	422601 - Staff Mileage	66.49
				66.49
25611	Catherine Splett	Mileage	10400 - VB&T Business Checking	-32.70
		Mileage	422601 - Staff Mileage	32.70
				32.70
25612	Erica Stanko	Mileage	10400 - VB&T Business Checking	-29.98
		Mileage	422601 - Staff Mileage	29.98
				29.98
25613	Elizabeth Thomas	Mileage	10400 - VB&T Business Checking	-28.89
		Mileage	422601 - Staff Mileage	28.89
				28.89
25614	Theresa Waite	Mileage	10400 - VB&T Business Checking	-22.35
		Mileage	422601 - Staff Mileage	22.35
				22.35
25618	Michele Paradise/Petty Cash Program	Petty Cash Reimb 022818	10400 - VB&T Business Checking	-237.49
		PC - background	421513 - Miscellaneous	8.00
		PC - super mtg	421406 - Professional Meetings	14.00
		PC - spackle	422418 - Miscellaneous	3.99
		PC - Supplies	421407 - Other Trainings/Workshops	6.50

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #2  
 February 28, 2018**

Num	Name	Memo	Account	Amount
		PC- JF Retirement	423101 · Awards / Recognition	65.00
		PC - desk removal	460001 · Capital Equipment Replacement	140.00
				237.49
<b>25620</b>	<b>Hudson Energy Services, LLC</b>	<b>Invoice 1803000279</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-764.09</b>
		Invoice 1803000279	421704 · Hudson Energy	764.09
				764.09
<b>25621</b>	<b>Angie Lee</b>	<b>Invoice 1181</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-50.00</b>
		Invoice 1181	423101 · Awards / Recognition	50.00
				50.00
<b>25622</b>	<b>Elizabeth Medrano</b>	<b>Yoga Class 02/25 &amp; 02/28</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-80.00</b>
		Yoga Class 02/25 & 02/28	422209 · PURSUIT	80.00
				80.00
<b>Total for Warrant #2 VB&amp;T Business Checking Accounts Payable</b>				<b>140,943.05</b>

**Warrant #3  
Summary  
March 21, 2018**

<b>Administration</b>	<b>Programs</b>	<b>Salary</b>	<b>Liability/Audit/IMRF</b>	<b>ADA/Capital</b>
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				

<b>Total VB&amp;T Electronic Accounts Payable (IMRF, ADP, Excalibur)</b>	<b>29,959.61</b>
<b>Total IPDLAF Electronic Accounts Payable (PCARDS)</b>	<b>20,896.65</b>
<b>Total VB&amp;T Business Checking Accounts Payable</b>	<b>36,546.86</b>
	<b><u>87,403.12</u></b>

Motion to approve Warrant #3 dated March 21, 2018 totaling

\$87,403.12

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #3**  
**March 21, 2018**

Vendor	Description	Account	Amount
<b>IMRF</b>	February 2018	442201	29,101.51
<b>ADP</b>	FSA Monthly - Mar	424303	-
	Payroll 03/02/18	424301	141.95
	Payroll 03/02/18	424302	546.15
			<b>688.10</b>
<b>Excalibur</b>	Invoice -168000	421902	170.00
			<b>170.00</b>
<b>Total Warrant #3 for Electronic Accounts Payable</b>			<b>29,959.61</b>

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #3**  
**March 21, 2018**

Vendor	Description	Account	Amount
<b>BMO Solutions</b>			
Netflix		21700	(13.99)
Netflix		21700	(11.70)
Netflix		21700	(11.53)
Henning Brothers/J&R Lock	office supplies	421103	27.10
Walmart	office supplies	421105	22.44
Amazon	office supplies	421105	33.90
Amazon	office supplies	421105	54.90
Amazon	office supplies	421105	35.89
Amazon	office supplies	421105	60.98
Amazon	office supplies	421105	6.99
Amazon	office supplies	421105	18.50
Egglectic	office supplies	421105	58.59
Millenium Garage	office supplies	421106	27.00
Menards	office supplies	421106	33.86
Lowe's	office supplies	421106	13.64
Menards	office supplies	421106	(6.54)
Hooters	office supplies	421106	89.25
Home Depot	office supplies	421106	32.62
Authorize.net	credit card and bank fees	421152	27.40
Verizon	telephone/fax	421301	223.94
Verizon	telephone/fax	421302	250.08
IAPD	telephone/fax	421302	(80.00)
Benefax	telephone/fax	421303	399.00
Facebook	telephone/fax	421304	39.62
First Communications	telephone/fax	421304	472.06
Converged Digital	telephone/fax	421305	67.50
Converged Digital	telephone/fax	421305	200.00
Converged Digital	telephone/fax	421305	67.50
Converged Digital	telephone/fax	421305	188.00
Uber	conference/education	421402	(5.93)
Uber	conference/education	421402	5.93
IPRA	conference/education	421402	80.00
IPRA	conference/education	421402	160.00
IPRA	conference/education	421402	80.00
PDRMA	conference/education	421403	20.00
Chevy's	conference/education	421405	50.94
Jimmy Johns	conference/education	421406	72.54
Jewel	conference/education	421406	53.40
Walmart	conference/education	421406	7.77
Portillo's	conference/education	421406	195.40
Sammy's Mex.	conference/education	421406	77.28
Main Stay	conference/education	421407	25.00
Jewel	conference/education	421407	22.05
ACA	conference/education	421407	475.00
NRPA	memberships/certifications	421503	309.00
NRPA	memberships/certifications	421503	65.00
NRPA	memberships/certifications	421503	60.00
NCTRC	memberships/certifications	421504	80.00
AT&T	maintenance/utilities	421706	70.42
Comcast	maintenance/utilities	421706	169.26



**Northwest Special Recreation Association**  
**VB Electronic Accounts Payable**  
**Warrant #3**  
**March 21, 2018**

Vendor	Description	Account	Amount
Staples	maintenance/utilities	421707	69.54
Staples	maintenance/utilities	421707	59.96
Ace Hardware	maintenance/utilities	421707	7.38
Hobby Lobby	maintenance/utilities	421707	83.93
Hobby Lobby	maintenance/utilities	421707	72.46
Menards	maintenance/utilities	421707	28.34
Hobby Lobby	maintenance/utilities	421707	142.42
Hobby Lobby	maintenance/utilities	421707	(19.99)
Sherwin Ace Hardware	maintenance/utilities	421707	50.96
Douglas Ace Hardware	maintenance/utilities	421707	49.27
Sherwin Ace Hardware	maintenance/utilities	421707	100.99
Hobby Lobby	maintenance/utilities	421707	(37.48)
Hobby Lobby	maintenance/utilities	421707	44.95
Hobby Lobby	maintenance/utilities	421707	(11.99)
Sherwin Ace Hardware	maintenance/utilities	421707	81.15
Walmart	maintenance/utilities	421707	13.48
Ace Hardware	maintenance/utilities	421707	16.62
GoDaddy	computers	421904	239.88
GoDaddy	computers	421904	59.88
Screencloud	computers	421905	20.00
Apple iTunes	computers	421905	0.99
Lowe's	computers	421906	60.46
Amazon	computers	421906	179.00
Converged Digital	computers	421906	465.26
Palatine Park District	rental municipal	422101	234.00
NSSRA	rental municipal	422109	420.00
DuPage Forest	rental municipal	422109	60.00
Laugh Out Loud	commercial expense	422201	255.00
Pinstripes	commercial expense	422201	25.00
Arlington Lanes	commercial expense	422201	7.50
Gordon Food Service	commercial expense	422201	49.73
Jin 28	commercial expense	422201	180.65
Arlington Lanes	commercial expense	422202	58.50
Poplar Creek	commercial expense	422202	91.20
Poplar Creek	commercial expense	422202	58.20
Elk Grove Bowl	commercial expense	422202	31.84
Streamwood Bowl	commercial expense	422202	75.00
Poplar Creek Bowling	commercial expense	422202	70.00
Elk Grove Bowl	commercial expense	422202	15.75
Streamwood Bowl	commercial expense	422202	20.00
Sky Centers Martial Arts	commercial expense	422202	65.00
Sky Centers Martial Arts	commercial expense	422202	65.00
Arlington Lanes	commercial expense	422202	38.25
Elk Grove Bowl	commercial expense	422202	52.00
Elk Grove Bowl	commercial expense	422202	21.70
Elk Grove Bowl	commercial expense	422202	21.70
Brunswick Zone	commercial expense	422202	24.00
Sky Centers Martial Arts	commercial expense	422202	65.00
Sky Centers Martial Arts	commercial expense	422202	65.00
Streamwood Bowl	commercial expense	422202	40.00
Jersey's Pizza & Grill	commercial expense	422204	178.31
White Sox	commercial expense	422204	145.00

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #3**  
**March 21, 2018**

Vendor	Description	Account	Amount
Dave & Busters	commercial expense	422204	218.19
Dave & Busters	commercial expense	422204	320.81
Crown Trophy	commercial expense	422204	412.35
Subway	commercial expense	422204	90.00
Sbarro	commercial expense	422204	27.46
McDonalds	commercial expense	422204	39.37
Auntie Annes	commercial expense	422204	19.53
TopGolf	commercial expense	422204	144.00
Chestnut Mountain	commercial expense	422204	170.00
Alphabet Soup Prod.	commercial expense	422204	150.00
Chicago Bulls	commercial expense	422204	1,002.00
Picture Show	commercial expense	422206	38.50
Candy World	commercial expense	422206	7.06
Elk Grove Bowl	commercial expense	422206	905.00
Elk Grove Bowl	commercial expense	422206	855.00
Arlington Lanes	commercial expense	422206	47.25
Hugs and Mugs	commercial expense	422206	150.00
Poplar Creek Bowling	commercial expense	422206	91.20
Arlington Lanes	commercial expense	422206	130.00
Arlington Lanes	commercial expense	422206	140.50
Brunswick Zone	commercial expense	422206	42.00
Brunswick Zone	commercial expense	422206	21.00
Brunswick Zone	commercial expense	422206	15.00
Brunswick Zone	commercial expense	422206	18.00
Brunswick Zone	commercial expense	422206	204.00
Adults on the Go	commercial expense	422206	55.00
Brunswick Zone	commercial expense	422206	297.00
Arlington Lanes	commercial expense	422206	20.25
Poplar Creek	commercial expense	422206	88.35
Arlington Lanes	commercial expense	422206	49.50
Arlington Lanes	commercial expense	422206	42.75
Dollar Tree	supplies	422401	30.00
Dollar Tree	supplies	422401	60.00
Dollar Tree	supplies	422401	30.00
Dollar Tree	supplies	422401	75.00
Jewel	supplies	422401	41.47
Arlington Lanes	supplies	422401	2.40
Walmart	supplies	422401	29.76
Jewel	supplies	422402	14.46
Subway	supplies	422404	102.61
Aldi	supplies	422404	5.17
Jewel	supplies	422406	18.00
Jewel	supplies	422406	57.68
Jewel	supplies	422406	67.98
amazon	supplies	422406	16.55
Dollar Tree	supplies	422406	6.00
Elite Sportswear	supplies	422406	89.19
Kindle Unlimited	supplies	422406	9.99
Walmart	supplies	422406	13.86
Walmart	supplies	422406	13.86
Walmart	supplies	422406	10.39
Aldi	supplies	422406	33.30

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #3**  
**March 21, 2018**

Vendor	Description	Account	Amount
Aldi	supplies	422406	33.30
Aldi	supplies	422406	24.97
Amazon	supplies	422406	11.59
Amazon	supplies	422406	11.59
Jewel	supplies	422406	15.34
Jewel	supplies	422406	15.34
Jewel	supplies	422406	11.52
Aldi	supplies	422406	39.49
Aldi	supplies	422406	39.49
Aldi	supplies	422406	29.62
Jewel	supplies	422406	13.80
Jewel	supplies	422406	13.80
Jewel	supplies	422406	10.35
Aldi	supplies	422406	33.55
Aldi	supplies	422406	33.55
Aldi	supplies	422406	25.17
Amazon	supplies	422406	4.05
Amazon	supplies	422406	4.05
Amazon	supplies	422406	4.04
Meijer	supplies	422406	28.62
Meijer	supplies	422406	28.62
Meijer	supplies	422406	23.86
Aldi	supplies	422406	21.47
Aldi	supplies	422406	21.47
Aldi	supplies	422406	17.89
Aldi	supplies	422406	1.19
Adults on the Go	supplies	422406	25.00
Jewel	supplies	422406	60.98
Dollar Tree	supplies	422406	4.00
Jewel	supplies	422406	55.71
Michael's	supplies	422406	50.20
Walmart	supplies	422406	6.12
Walmart	supplies	422406	3.92
Aldi	supplies	422406	9.41
Jewel	supplies	422406	3.00
Moretti's	supplies	422409	106.31
Amazon	supplies	422409	161.06
Amazon	supplies	422409	32.89
Amazon	supplies	422409	11.04
Target	supplies	422409	3.98
Especial Needs	supplies	422409	30.28
Amazon	supplies	422409	4.72
Amazon	supplies	422409	8.97
Jewel	supplies	422409	9.49
Walmart	supplies	422409	10.07
Walmart	supplies	422409	6.92
Walmart	supplies	422409	16.55
Jewel	supplies	422409	16.44
Jewel	supplies	422409	25.50
Jewel	supplies	422409	14.75
Tous Les Jours	supplies	422409	5.60
Meijer	supplies	422409	8.65

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #3**  
**March 21, 2018**

Vendor	Description	Account	Amount
Jewel	supplies	422409	12.46
Mariano's	supplies	422409	3.87
Eurofresh	supplies	422409	27.61
Mariano's	supplies	422409	17.03
Amazon	supplies	422409	7.84
Dollar Store	supplies	422409	9.00
Amazon	supplies	422409	99.95
Alliance Paper/Food	supplies	422411	80.35
Walgreens	supplies	422411	11.99
Target	supplies	422412	8.54
Imagination	supplies	422417	70.64
Amazon	supplies	422417	61.98
Target	supplies	422417	29.78
Walmart	supplies	422417	41.87
Walmart	supplies	422417	27.91
Jewel	supplies	422420	10.96
Amazon	supplies	422420	11.90
Jewel	supplies	422420	7.98
Jewel	supplies	422420	16.47
Jewel	supplies	422420	24.94
PB Payment Services	printing	422901	738.70
PB Payment Services	printing	422902	381.45
Office Max	printing	422904	470.38
Konica Minolta	printing	422906	1,012.06
Vistaprint	printing	422908	39.09
Vistaprint	printing	422908	43.79
NRPA	public awareness/subscriptions/ads	423101	47.15
Dollar Store	public awareness/subscriptions/ads	423101	16.00
Joelle's Hallmark	public awareness/subscriptions/ads	423101	49.43
Walmart	public awareness/subscriptions/ads	423101	79.84
Arlington Golf	public awareness/subscriptions/ads	423101	758.57
Amazon	public awareness/subscriptions/ads	423101	55.97
Pandora	public awareness/subscriptions/ads	423101	60.00
Pro Flowers	public awareness/subscriptions/ads	423101	51.69
Daily Herald	public awareness/subscriptions/ads	423108	52.40
Daily Herald	public awareness/subscriptions/ads	423108	52.40
HeySigmund	ADA compliance	450018	20.82
Walmart	ADA compliance	450021	24.96
		<b>Total</b>	<b>20,896.65</b>
<b>Total Warrant #3 for Electronic Accounts Payable</b>			<b>20,896.65</b>

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #3  
 March 21, 2018**

Num	Name	Memo	Account	Amount
25575	Rolling Meadows Park District	Invoice 18-603 Invoice 18-603	10400 - VB&T Business Checking 421701 - Condo Maintenance	-960.00 960.00 <u>960.00</u>
25576	Park Central Condo Assn.	Invoice 603 Invoice 603	10400 - VB&T Business Checking 421801 - Condo Association Fee	-1,065.00 1,065.00 <u>1,065.00</u>
25577	Hanover Park Park District	Invoice 318 Invoice 318	10400 - VB&T Business Checking 421803 - HPPD Rental Space	-1,443.00 1,443.00 <u>1,443.00</u>
25578	Kapoor Luther Loftman	Attorney Retainer 30518 Attorney Retainer 30518	10400 - VB&T Business Checking 421002 - Legal Fees	-2,600.00 2,600.00 <u>2,600.00</u>
25615	MNASR	Mar2018 MCBC Regis Mar2018 MCBC Regis	10400 - VB&T Business Checking 422104 - Special Events	-45.00 45.00 <u>45.00</u>
25616	Emmerling, Kayla J	Reissue Stale Date PR Ck#00887059 Reissue Stale Date PR Ck#00887059	10400 - VB&T Business Checking 21700 - Unclaimed Payroll/Property	-186.86 186.86 <u>186.86</u>
25617	NCPERS Group Life Insurance	Invoice 54360318 Invoice 54360318	10400 - VB&T Business Checking 421603 - Premium	-16.00 16.00 <u>16.00</u>
25619	SLSF	Donation - Refund McGill Getz 1840 2011 Donation - Refund McGill Getz 1840 2011	10400 - VB&T Business Checking 11500 - VB&T Operating/MM Account	-231.00 231.00 <u>231.00</u>
25623	Mt. Prospect Park District	Rent Mar2018 - Mar 2019 Rent Apr 2018 - Mar 2019 Rent Mar 2018	10400 - VB&T Business Checking 12300 - Prepaid Lease 422301 - New Programming Space	-30,000.00 27,500.00 2,500.00 <u>30,000.00</u>
<b>Total for Warrant #3 VB&amp;T Business Checking Accounts Payable</b>				<b>36,546.86</b>

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Payroll  
**Date:** March 21, 2018

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**Motion:**

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

1. Pay Period Ending – 1/21/18 - \$91,788.06
2. Pay Period Ending – 2/4/18 - \$96,642.06
3. Pay Period Ending – 2/18/18 - \$97,257.15
4. Pay Period Ending – 3/4/18 - \$97,516.70

Liability	Taxes Debited				
Recap		Federal Income Tax		7,645.83	
		Earned Income Credit Advances		.00	
		Social Security - EE		5,567.16	
		Social Security - ER		5,567.14	
		Social Security Adj - EE		.00	
		Medicare - EE		1,301.95	
		Medicare - ER		1,301.99	
		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		4,141.89	
		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	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	25,525.96
Other Transfers		ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	63,963.55
		ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	2,298.55
		<b>Total Amount Debited From Your Accounts</b>			91,788.06
Bank Debits and Other Liability		Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility		None This Payroll			
					<b>Total Liability</b>
					91,788.06
					91,788.06

Liability Recap	Taxes Debited				
		Federal Income Tax		8,066.81	
		Earned Income Credit Advances		.00	
		Social Security - EE		5,851.10	
		Social Security - ER		5,851.10	
		Social Security Adj - EE		.00	
		Medicare - EE		1,368.40	
		Medicare - ER		1,368.40	
		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		4,341.40	
		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	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	<b>26,847.21</b>
<b>Other Transfers</b>		ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	66,950.21
		ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	2,844.64
		<b>Total Amount Debited From Your Accounts</b>			<b>96,642.06</b>
<b>Bank Debits and Other Liability</b>		Adjustments/Prepay/Voids			.00
<b>Taxes - Your Responsibility</b>		None This Payroll			
					<b>96,642.06</b>



Liability	Taxes Debited			
Recap		Federal Income Tax		9,519.15
		Earned Income Credit Advances		.00
		Social Security - EE		6,601.51
		Social Security - ER		6,601.60
		Social Security Adj - EE		.00
		Medicare - EE		1,543.89
		Medicare - ER		1,543.92
		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		4,913.07
		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
		Workers' Benefit Fund Assessment - EE		.00
		Workers' Benefit Fund Assessment - ER		.00
	Local Income Tax		.00	
	School District Tax		.00	
	<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	<b>36,723.14</b>
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	63,057.92
	ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	3,476.09
	<b>Total Amount Debited From Your Accounts</b>			<b>97,257.15</b>
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility	None This Payroll			

<b>Total Liability</b>	<b>97,257.15</b>
	<b>97,257.15</b>
	<b>97,257.15</b>

Liability Recap	Taxes Debited				
		Federal Income Tax		7,578.17	
		Earned Income Credit Advances		.00	
		Social Security - EE		5,890.17	
		Social Security - ER		5,890.19	
		Social Security Adj - EE		.00	
		Medicare - EE		1,377.56	
		Medicare - ER		1,377.54	
		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		4,356.71	
		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	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	26,470.34
Other Transfers		ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	67,389.07
		ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	3,657.29
		<b>Total Amount Debited From Your Accounts</b>			97,516.70
Bank Debits and Other Liability		Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility		None This Payroll			
					<b>Total Liability</b>
					97,516.70
					97,516.70

# **VII. Staff Reports**

[Return to Home](#)

To: Tracey Crawford, Executive Director  
From: Andrea Griffin and Rachel Hubsch, Superintendents of Recreation  
Re: Program Report, January 10<sup>th</sup> 2018 through March 11<sup>th</sup> 2018

## **Program Highlights**

### Weekly

Programs began on February 12<sup>th</sup> with 1280 participations, which is up by 68 participations from 2017. New in 2018, program categories have changed. NWSRA staff spent much time and research to categorize programs into: Health & Wellness, Social, Therapy, Sports, Travel and Cultural Arts. Parents and participants have expressed that the new categories are much easier to understand when selecting programs, giving them an understanding of the overall goal and direction of the program and help set individual participant goals.

### Clubs

Friday Night Live is a club for individuals ages 21-30 year olds with physical and visual disabilities and was held on Friday, February 2. Big Ball Bingo was played with a life size calling card, a kiddie pool full of pit balls and large print BINGO cards. The event included snacks, music and much needed laughter and social interaction. Victoria Trebels, Program Specialist, created this fun game and now NWSRA program leaders will be able to enjoy Big Ball Bingo for multiple programs.

### Healthy Minds/Healthy Bodies (HMHB)

Since the start of 2018, eleven new Veterans have joined the Healthy Minds Healthy Bodies (HMHB) program. These new registrations include Two Army Veterans at Buffalo Grove Fitness Center, one Army and one Navy Veteran at Palatine Fitness Center, two Army and one Marine Veteran at Bartlett's Life Fitness Center and four Army Veterans at the newest member park district, Streamwood Fitness Center. The newest HMHB certified personal trainer, Bethanie Bock now trains out of the Streamwood and Bartlett locations. She is a fellow Army Veteran, who understands the needs of each Veteran taking advantage of what the program has to offer.

### Lightning Sports

On February 6, NWSRA's Alpine Ski and Snowshoe athletes traveled to Galena, IL for the 2018 Special Olympics Winter Games. Competing at the Winter Games were six athletes from the Alpine Ski team and ten athletes from the Snowshoe team. Alpine Ski athlete Zack, a 21 year old with Attention Deficit Disorder of Arlington Heights, beamed with joy when he received a gold medal in the Alpine Super G (downhill) Competition. This was especially exciting because he had placed lower in the years before. So, for him to land the gold was a huge accomplishment. NWSRA athletes brought home a lot of hardware this year! This included: 6 Gold, 7 Silver, 7 Bronze and 3 Ribbons.

### Paralympic Sports

On January 13, NWSRA hosted their eighth Chicago Metro Boccia Cup at Hoffman Estates Prairie Stone Sports & Wellness Center. Ten Paralympic Boccia athletes from NWSRA, Synergy Adaptive Athletics, SRA LAB, and M-NASR competed in an all-day Boccia tournament. NWSRA is one of six hosts of the Metro Boccia Cups offered throughout the year. The six Metro Boccia Cups throughout the year prepare athletes for the Paralympic Boccia Nationals held in July. NWSRA had support from the Windrose Project, who sent 29 volunteers!

### Leisure Education

On January 24, three classrooms from Kirk School, which is part of the Northwest Suburban Special Education Organization (NSSEO), tried ice skating at the Rolling Meadows Park District, Nelson Sports Complex. For many of the students, this was a new experience and exciting experience. Kevin, a 20 year old with Autism from Mount Prospect was a first time skater. As he became comfortable he let go and when he happened to fall he laughed instead of getting angry or scared. Teachers said this was wonderful as Kevin seldom shows emotion. When asked if he was having fun, he laughed and screamed "yes".

### Inclusion

The Inclusion Team officially welcomed Jacki Moore on board. Jacki was hired in 2015, as a Program Specialist. The team has all confidence in Jacki's ability to fill the big shoes of Manny Aguilar, who stepped into his role as Manager of Special Recreation (Athletics).

Tori Gonzalez provided training for the Mount Prospect Library on January 10, focusing on active inclusion and answering questions to benefit their special needs programs. The training was such a success, that three subsequent trainings have been scheduled.

Winter Inclusion Training took place on Thursday, February 1. Forty Two Inclusion Aides attended a two hour training covering NWSRA Inclusion policies, proactive behavior management strategies, engaging with participants, and communication expectations.

70 preschoolers from the Rolling Meadows Park District participated in the Ability Awareness program on January 24 and 25. The 4-5 year olds experienced maneuvering a wheelchair, having a visual impairment, communicating through sign language, and learning characteristics of autism.

The Inclusion Team would like to highlight a Elk Grove Park District preschool participant, who began receiving Inclusion services in February. Through the arduous collaborative efforts of Jennifer LoBosco, Early Childhood Coordinator, Debbie Quinn, Preschool Education Assistant and the classroom teachers, this student has regained a successful direction in his class.

## Collaborative Programming

### General Collaborative Information

- There are a total of 191 individuals on the PURSUIT interest list with 119 of those individuals are ready to be served
- 75 individuals were given tours of STAR Academy, PURSUIT RM and PURSUIT HP
- Full time staff have been making connections in Hanover Park and Rolling Meadows to help with recruitment and hiring for staff through villages, business, and libraries as well as networking events.

### The PURSUIT Adult Day Program

PURSUIT Hanover Park has begun reading to two different Hanover Park Park District preschool classes at the Hanover Park Community Center. Teaching the children sign language while reading the book. They have also started Volunteering at the ReStore Shop in Addison IL. This is similar to a good will for a hardware store. Clients help face items on the shelves, label new items, make sure items in the store are already labeled correctly and help make the store look presentable for the weekend. PURSUIT Rolling Meadows was excited and absolutely loved when the Rolling Meadows Park District preschool visited them on 2/12 dropping off homemade Valentines. PURSUIT Rolling Meadows clients participated in two Ability Awareness days with the NWSRA full time staff to help teach the children at the Rolling Meadows Park District about different abilities.

### STAR Academy After Care Program

Erica Stanko, Collaborative Coordinator has been attending Individual Education Plan meetings of those students that attend STAR to help with consistent expectations and work collaboratively with each student's school and families. STAR Academy clients have started participating in special instructor classes: yoga, therapy dog, cultural arts, music, and cooking. These are outside instructors that are experts in their field.

## **Staff Update**

### Part-Time Staff & Volunteers

The Support Service team welcomed a new member in the month of February, Megan Quandt. She was promoted to Support Service Coordinator from Program Specialist (camp), and we are excited to have her on the team.

Winter/Spring Training for part time Program Leaders took place on January 30. Updated Policy and Procedures such as locker room supervision, Rolling Meadows Community Center closing and locking procedures and driver communication process were reviewed. Assisting staff attend training on Wednesday February 7. Highlights from training included policy review stations, behavior management discussion on re-direction, and the introduction of the resource ring (provides quick access to resources and/or activities).

The Winter program season got under way on February 12<sup>th</sup> with 12 part time program leaders leading 30 programs, 89 assisting staff filling 161 program slots and 12 active drivers filling 16 driving slots.

The Support Services Department Highlighted Phil Eide, who has worked for NWSRA for several years. He recently went through training and is now a Program Leader. Phil has stepped up this season and is leading Special Olympics Soccer. Phil's commitment to the

participants and passion for the field of Therapeutic Recreation helps to make NWSRA programs successful.

### Recruitment & Outreach

The recruitment team has hired six new part time staff since January and has interviews set for 11 more potential staff in the coming weeks. The recruitment team has attended outreach events at three locations, within NWSRA service area, since January; advertising our organization, job openings and volunteer opportunities.

Recruitment is getting ready for summer. Flyers have been posted in Streamwood, Hanover Park and Bartlett this month by Jocelyn Write, Recruitment Coordinator. Inclusion Coordinators have been given recruitment flyers to hang at one of their assigned park district sites, increasing NWSRA visibility in the communities we touch.

### Staff Development and Training

Thirty Three staff attended the IAPD/IPRA Soaring to New Heights State Conference on January 18- 20. Trisha Breitlow was sworn in as an IPRA Board Member as well as Manny Aguilar who was sworn in as Secretary of Diversity Committee.

### Public Speaking

Manny Aguilar and Katrina Place, Inclusion Coordinators presented a session, “Proactive Approach to Inclusion Programming” at the IAPD/IPRA Conference. This session was based on the best practices of Inclusion and strategies to strengthen the relationship between SRA’s and Park Districts. Andrea Griffin, Superintendent of Recreation, Katrina Place, Tori Gonzalez, Jacki Moore, Inclusion Coordinators and Megan Quandt, Support Services Coordinator provided a session on “Mutli-Sensory Environment Therapy and Programming”. This was designed to highlight the acquisition and usage of the NWSRA Snoezelen Sensory Room. Trisha Breitlow, Superintendent of Recreation shared her knowledge on leadership and professional growth through a panel discussion.

On January 17, Ted Adatto, Manager of Inclusion Services and Lauren Jevaney, Inclusion Coordinator presented at Metropolis Performing Arts Center to eight full and part time head instructors. Topics focuses on behavior management and general disability knowledge.

On February 8, Cathy Splett, Foundation Coordinator and Andrea Griffin, Superintendent of Recreation presented at the Buffalo Grove Rotary Club. Andrea presented information on NWSRA program offerings and services. Cathy, who is a fellow Rotarian of Buffalo Grove, spoke about Special Leisure Services Foundation (SLSF) and upcoming events.

### Interns

NWSRA is hosting an intern from Illinois State University for 16 weeks during the winter/spring program session. Danielle Ralph is majoring in Recreation and Parks Administration/Therapeutic Recreation. Danielle started leading a health and wellness program on Mondays at Rec Plex, in Mt. Prospect. She is assisting in STAR Academy Rolling Meadows on Tuesday and PURSUIT Hanover Park on Thursdays. Her internship project will be working to improve the current picture communication system, Board Maker and creating a list of useful Apps to use on iPads to enhance programming. Saturdays, Danielle plans and implements one of NWSRA’s adult traveling programs that focuses on community integration.

## Behavior Team

The Behavior Team welcomed Lauren Jevaney as a Inclusion Coordinator. Lauren has served with distinction for the last several months as an auxiliary member to assist with training; her performance directly resulted in her promotion to the team. Ted Adatto, Manager of Inclusion Services, provided an Enhanced Foundations course from the Crisis Prevention Institute for all NWSRA full-time program staff, which instructed on the most current, effective and safest verbal and physical behavior de-escalation strategies. Liz Thomas, Manager of Collaborative Programs, attended an Individualized Education Plan with a student at Miner School, part of the Northwest Suburban Special Education Organization (NSSEO) to bring back behavioral strategies and to provide insight to the student's performance outside of school. Andrea Griffin, Superintendent of Recreation did a staff training on Anxiety and staff responses when working with someone who has Anxiety. Throughout the current time period, the Behavior Team received five formal requests for support with specific participants. The Behavior Team conducted four onsite program observations and six in-house trainings for staff who work directly with the previously identified participants. The Behavior Team conducted individual consultations with staff coordinating programs, which include identified participants, to continue to proactively address anticipated behavior challenges. The Behavior Team also conducted three parent meetings to discuss implementation of behavior management strategies used outside of NWSRA programs.





# PARK DISTRICT INTERN VISITATION DAY

## WEDNESDAY, JUNE 6

10:00 a.m. – Noon at Park Central (NWSRA's Office)

### Don't Miss Out on This Exciting Opportunity!

As interns, it's important to discover the resources available within a community. Interns will learn about the relationship between the park district and the SRA and the services provided to residents with disabilities. We hope you will join us!

Please RSVP to Rachel Hubsch at [rachelh@nwsra.org](mailto:rachelh@nwsra.org).

Learn about the relationship between NWSRA and member park districts

Learn about other Special Recreation Associations in Illinois

Learn about NWSRA programs and services offered

Learn about SRA funding

**NWSRA**

3000 W. Central Rd.  
Suite 205  
Rolling Meadows, IL

[www.nwsra.org](http://www.nwsra.org)

847/392-2848

**To: Tracey Crawford, Executive Director**  
**From: Brian Selders, Superintendent of Communications & IT**  
**Re: NWSRA/SLSF Marketing and Public Relations Report**  
**Date: March 7, 2018**

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

<b>MEDIA</b>	
<b>Daily Herald</b>	<ul style="list-style-type: none"> <li>• Article on expansion to Mt. Prospect</li> <li>• Article on Skating Championships Invitational</li> <li>• Article on STAR Academy</li> </ul>
<b>Chicago Tribune</b>	<ul style="list-style-type: none"> <li>• Article on expansion to Mt. Prospect</li> <li>• Article on Skating Championships Invitational</li> <li>• Article on STAR Academy</li> <li>• Article on Gold Medal Fashion Show</li> </ul>
<b>TribLocal/Metromix</b>	<ul style="list-style-type: none"> <li>• Added SLSF events to online calendar of events</li> </ul>
<b>Daily Herald Business Ledger</b>	<ul style="list-style-type: none"> <li>• Submitted SLSF information for the Business Ledger Philanthropy Guide</li> </ul>
<b>Patch/Journal-Topix</b>	<ul style="list-style-type: none"> <li>• Article on expansion to Mt. Prospect</li> <li>• Article on STAR Academy</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
<b>ONLINE</b>	
<b>NWSRA/SLSF Online</b>	<ul style="list-style-type: none"> <li>• SLSF Gold Medal Fashion Show online registration pages and social media page</li> <li>• Heart of the Community web page and graphics</li> <li>• Updated Part Time staff application system with more user friendly online platform to complete interest form</li> <li>• Bi-monthly NWSRA Now and SLSF Impact e-newsletters sent</li> <li>• Monthly NWSRA and SLSF Board Update e-newsletters sent</li> </ul>
<b>Social Media</b>	<ul style="list-style-type: none"> <li>• Recruitment video and NWSRA general video posted through Facebook ads</li> <li>• New video created for SLSF events</li> <li>• NWSRA now has over 5,400 Facebook followers</li> </ul>

<b>PUBLICATIONS and FLYERS</b>	
<b>NWSRA/ SLSF</b>	<ul style="list-style-type: none"> <li>• Day camp brochures redesigned and sent</li> <li>• Skating Championships Invitational materials created</li> <li>• Lightning All Star Game materials created</li> <li>• Heart of the Community logo created</li> <li>• New Gold Medal Fashion Show logo and materials created</li> <li>• STAR Academy materials updated with QR code to registration form</li> <li>• New PT recruitment flyer and template for staff created</li> <li>• NWSRA Winter/Spring brochure created and sent</li> <li>• 2017 SLSF Board Member review created</li> <li>• 2018 SLSF Event materials updated</li> <li>• Created 2018 calendar of events</li> </ul>
<b>Television, Video and Radio</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• Skating Championships Invitational coverage on ABC, NBC and WGN</li> <li>• Filmed new Snoezelen Room client success stories with Schaumburg Park District TV crew</li> </ul>
<b>ADDITIONAL MARKETING</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• Submitted Snoezelen Sensory Therapy program for NRPA Innovation in Social Equity Award</li> <li>• Server cloud conversion to Office 365 completed</li> <li>• Submitted Agency Showcase nominations to IPRA</li> <li>• Presented IAPD/IPRA Community Service Awards to supporters</li> </ul>
<b>Expos/Networking Events</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• Calendar of expos/networking events where NWSRA has provided information, created by Outreach Committee. Have provided information at 3 events in 2018 and formed several new collaborative partnerships</li> </ul>
<b>IN PROGRESS</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• Database/website build project</li> <li>• Various publications and online media</li> <li>• 2018 SLSF materials</li> <li>• Quickbooks transition</li> <li>• Annual Report and 2018 materials</li> </ul>

**To: Tracey Crawford, Executive Director**  
**From: Brian Selders, Superintendent of Communications & IT**  
**Re: Outreach Committee Report**  
**Date: March 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 31 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 3 expos and events and created over 200 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
7. Meetings have been held with the following businesses/organizations to discuss future partnership:
  - a. Building Greater Beginnings- SibShops program

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

Date: March 21, 2018  
To: Tracey Crawford, Executive Director  
From: Nanette Sowa, Superintendent of Development  
RE: SLSF Update for March NWSRA Board

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SLSF is meeting with potential sponsors, filing grants and reaching out to existing and new donors in an effort to meet its 2018 financial goals. The current status is as follows:

**Sponsorships:** Sponsorship dollars are part of the SLSF event budgets. The FY 2018 budgeted amount is \$76,350. To date, \$17,500 has been received.

**Grants:** The FY 2018 budgeted grant total is \$80,350. To date, SLSF has applied for \$55,356 in grants. All grants are pending approval. \$5,000 has been received from the 2016 Elk Grove Township and Palatine Township grants which were approved in 2017: Their fiscal years are April through March. SLSF also has \$221,000 in grant reserves from the grant received from the Wheaton Sisters in 2017 which is to be used to open PURSUIT 3.

**Events:** The FY 2017 Events budgeted amount is \$306,714. The 28<sup>th</sup> annual Gold Medal Fashion Show was held on February 25<sup>th</sup> and raised just under \$59,000. The total amount received in event dollars as of March 8<sup>th</sup> is \$72,487. A portion of those dollars represent event sponsorships as shown in the sponsorship portion of this report.

**Grants to NWSRA:** The Board approved a grant to NWSRA in the amount of \$334,000 for fiscal year 2018. The first of three installments will be paid in May 2018. The second installment in October 2018. The third installment December 2018 bringing the total to the budgeted \$334,000.

**Outreach:** SLSF is always looking for ways to include corporations in NWSRA programs as volunteers. Many corporations now tie philanthropic dollars to volunteer service. Introductions to area corporations are appreciated. The SLSF team is attending additional networking events and making follow up calls to the people we met in order to introduce the foundation and discuss ways that companies can become involved in the mission of SLSF.

**2018 Goal:** SLSF will be following the Development Plan prepared by American Philanthropic. The plan has each SLSF staff member focusing on a different program of the foundation: Nanette on major gifts and growing corporate and individual giving; Cathy on grants; Megan on events. As always, the entire SLSF team will be available to assist the others, but will focus their time on their individual assignments.

# **IX. New Business**

[Return to home](#)

To: Diane Hilgers, Chair  
From: Tracey Crawford, NWSRA Executive Director  
Re: Surplus Ordinance  
Date: March 21, 2018

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A surplus ordinance request is attached for Board approval to donate a DVD player and 4 office chairs.

The DVD player is no longer needed as the programming spaces NWSRA obtains have updated televisions with web based technology. The chairs were replaced with donated furniture.

**Motion:**

**A motion to approve the Surplus Ordinance as presented.**

**NORTHWEST SPECIAL RECREATION ASSOCIATION  
ORDINANCE #O2018-2**

**AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE CONVEYANCE OR  
SALE OF SURPLUS PERSONAL PROPERTY OF THE NORTHWEST SPECIAL  
RECREATION ASSOCIATION COOK COUNTY, ILLINOIS**

**WHEREAS**, the Northwest Special Recreation Association, Cook County, Illinois (“Park District”) owns personal property as described in Addendum A. hereinafter known as the “Property,” and

**WHEREAS**, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22)(“Code”), the Park District is authorized to sell, convey or donate any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the Park District; and

**WHEREAS**, the Board of Park Commissioners (“Board”) has reviewed a staff report finding that the Property is no longer useful to the Park District and recommending its sale, donation or disposal and the Board concurs with that recommendation.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Park Commissioners of the Northwest Special Recreation Association, Cook County, Illinois, as follows:

**Section 1.** The Board finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them into this Ordinance by this reference.

**Section 2.** The Board finds that the Property is no longer necessary and useful to the Park District and declares it to be for the best interests of the Park District and its residents to dispose of the Property in the following manner:

Sell the Property to the highest bidder.

or

Trade-In the Property

or

Donate the Property to such person or entity that will make use of the equipment.

or

Dispose of the Property if the District is unable to sell or donate identified equipment.

**Section 3.** The seller, Northwest Special Recreation Association, hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose. The Northwest Special



Recreation Association neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said items.

The buyer agrees to purchase said items in an “**as is**” condition with all faults. The buyer understands that the seller does not expressly or implicitly warrant that the said items meet or comply with any applicable safety standards (examples: ASTM, OSHA, CPSC). The buyer is solely responsible for determining that the said items are appropriate for any and all particular uses.

The buyer further agrees to indemnify, hold harmless and defend the Northwest Special Recreation Association and its officers, agents and employees from any and all claims resulting from injuries, damages and losses arising out of, connected with, or in any other way associated with the use of said items.

**Section 4.** The Board authorizes and directs the Executive Director take such action necessary to sell, donate or dispose of the Property as herein authorized.

**Section 5.** This ordinance shall be in full force and effect from and after its adoption as provided by law.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Ayes:

Nays:

Absent:

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Chairman, Diane Hilgers  
Board of Trustees  
Northwest Special Recreation Association

ATTEST:

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Secretary Tracey Crawford  
Board of Trustees  
Northwest Special Recreation Association

STATE OF ILLINOIS     )  
                                  )  
COUNTY OF COOK     )        SS.

SECRETARY’S CERTIFICATE

I, Tracey Crawford, do hereby certify that I am Secretary of the Board of Trustees of the Northwest Special Recreation Association, Cook County, Illinois, and as such official I am keeper of the records, ordinances, files and seal of said Agency; and,

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of:

AN ORDINANCE authorizing and providing for the conveyance or sale of surplus personal property of the Northwest Special Recreation Association, Cook County, Illinois

adopted at a duly called Regular Meeting of the Board of Trustees of the Agency, held at the Park Central, in said Agency at 10:30 a.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**I FURTHER CERTIFY** that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Northwest Special Recreation Association, Rolling Meadows, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Tracey Crawford, Secretary  
Board of Trustees  
Northwest Special Recreation Association

(SEAL)



To: Diane Hilgers, Chair  
From: Tracey Crawford, NWSRA Executive Director  
Re: Lease of Programming Space at Mount Prospect Park District  
Date: March 21, 2018

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NWSRA and Clearbrook's collaborative Adult Day Program, PURSUIT, first opened at the Rolling Meadows Community Center (RMCC) in 2015. Since its inception, PURSUIT has surpassed expectations and expanded to include the opening of a second PURSUIT at Hanover Park Community Center (HPCC) in July, 2017 and STAR Academy, an afterschool program, at Rolling Meadows Community Center, in August, 2017. STAR Academy will open at HPPD in 2018. Currently, 70 clients are registered for both PURSUIT programs and 35 clients are registered for STAR Academy. PURSUIT has an interest list of 170 individuals while STAR Academy has a waitlist each day. There are several current clients desiring additional days of service in all three programs.

With the high demand for these programs, NWSRA and Clearbrook will be opening a third site for PURSUIT. The site will be housed at Mount Prospect Park District's Central Community Center. NWSRA has received a grant to cover the first year rent costs, and the PURSUIT budget will cover rent costs in future years. The site will be used for PURSUIT, Star Academy, third Snoezelen location and additional NWSRA programming.

Attached is the lease agreement for programming space at the Central Community Center. The lease is for 5 years, with the option to renew for an additional 5 years, will cost \$30,000 per year.

**Motion: To approve the lease for the Central Community Center as presented.**

## LEASE OF PARK DISTRICT PROPERTY

This Lease ("Lease") dated this 31st day of January, 2018, between MT. PROSPECT PARK DISTRICT ("MPPD"), a body politic and corporate which is an Illinois unit of local government organized and operating under the Park District Code (70 ILCS 1205/1-1, et seq.), and NORTHWEST SPECIAL RECREATION ASSOCIATION ("NWSRA"), an Association of Illinois Park Districts formed pursuant to 8-10b of the Park District Code (70 ILCS 1205/8-10b), is made under and by virtue of the authority granted in the Park District Code, pursuant to 70 ILCS 1205/ 10-7(e). MPPD and NWSRA are sometimes hereinafter referred to herein jointly as "the Parties" or individually as a "Party".

NOW, THEREFORE, for and in consideration of the mutual promises herein set forth, the parties AGREE:

### 1. PROPERTY.

MPPD hereby leases to NWSRA Activity Rooms A-C (402, 403, 406), Kitchen (405), and Storage room (404) located on the northeast corner of the first floor, consisting of approximately 2,500 square feet (the "Premises") of the Building situated at 1000 W. Central Road, Mount Prospect, Illinois, and known as the Mt. Prospect Park District Central Community Center, together with reasonable access to the Premises at such times as the community center is open to the public, and further grants to NWSRA during the Term of this Lease a nonexclusive license to the use of the parking lot located at the north end of the Mt. Prospect Park District Central Community Center for parking for its staff and persons attending its programs. A depiction of the Premises is attached to this Agreement as Exhibit "A".

### 2. NWSRA'S USE.

NWSRA shall have the use and occupancy of the Premises for administrative purposes and its recreational programs for the handicapped. MPPD shall have the right of advance approval of all programs conducted on, and all uses of, the Premises, such approval not to be unreasonably withheld or delayed.

### 3. RENT.

NWSRA agrees to pay to MPPD as rent for the Premises the sum of Thirty Thousand Dollars (\$30,000) per year which includes maintenance and custodial Services to be provided by MPPD at its expense and consistent with such services rendered in the other parts of the Community Center during the Term of the Lease. On or before the Commencement Date described below, NWSRA shall pay to MPPD the first year's rent in the amount of \$30,000, and thereafter the additional sums of \$2,500 rent per month on or before the tenth (10<sup>th</sup>) day of each month during the Term.

4. TERM.

The term ("Term") of this Lease shall be for five (5) years, commencing on the 22nd day of March, 2018 ("Commencement Date") and terminating on the 31<sup>st</sup> day of December, 2023. NWSRA shall have the option to renew the Lease for an additional five (5) years ("Renewal Term") at an annual rental amount of \$31,500 or (ii) \$30,000 increased by an amount equal to the percentage increase, if any, in the Consumer Price Index, All Items, Urban (CPI) from the Commencement Date to November 1, 2023 (whichever is less), by providing MPPD with written notice of NWSRA's intent to renew at least ninety (90) days prior to the expiration of the Term.

5. MAINTENANCE & REPAIRS.

A. NWSRA shall keep and maintain the Premises in reasonable repair and condition during the Term of the Lease and any renewal thereof, the same as on the Commencement Date, subject only to ordinary wear and tear. MPPD shall not be obligated to repair or maintain the condition of the Premises in any way, except for providing the Maintenance and Janitorial Services set forth herein. NWSRA shall perform normal and reasonable repair and painting of the interior of the walls and windows, when needed, at its sole expense, and replace any and all broken glass and doors and, in general, to reasonably maintain and repair the Premises. MPPD shall be responsible for any necessary repair to the foundation or interior of the walls of the Premises. All other repairs required to maintain the use of the Premises, including but not limited to, heating and electrical wiring relative to such Premises, during the term of this Lease, shall be the sole obligation of MPPD. MPPD shall have a right of periodic access (upon giving NWSRA reasonable advance notice, except in the event of emergency) to the Premises during the Term for the purpose of inspecting same. If at any time in the reasonable opinion of MPPD there is a need for substantial repair which affects habitability or proper use of the Premises, MPPD shall notify NWSRA of such fact in writing and if NWSRA fails to effect such repairs at its own expense within a reasonable period of time after it receives such notice, MPPD shall have the right to enter upon the Premises, make all such repairs and thereafter recover all of its costs, including the reasonable value of work performed by MPPD employees. The rights of MPPD hereunder is in no way intended to and in no way shall be construed to impose upon MPPD any obligation to inspect the Premises for any purposes whatsoever or to otherwise be responsible for the safety or habitability of the Premises.

B. During the Term of this Lease and any renewal thereof, MPPD shall provide routine maintenance and custodial services ("Maintenance and Custodial Services") to the Premises to the standard as currently provided to the areas of the Mount Prospect Park District Central Community Center occupied by MPPD and NWSRA.

C. MPPD may enter the Premises at all reasonable times for the purpose of making any repairs or alterations therein as it may deem necessary for safety, preservation or improvement of the Premises or the Mt. Prospect Park District Central Community Center; provided, however, that MPPD's rights hereunder are not intended to and in no way shall be construed to impose upon MPPD any obligation to inspect the Premises for any purpose whatsoever or to make any repairs or alterations thereto or therein. NWSRA will make no alterations in or additions to the Premises without first obtaining MPPD's written consent, although NWSRA may erect work station dividers in the Premises which NWSRA shall remove upon termination of this Lease, putting any such rooms into the same condition as they were prior to the room dividers being installed, less ordinary wear and tear.

6. ADDITIONS AND ALTERATIONS.

Prior to or reasonably after the commencement of the Term, MPPD agrees to make alterations to provide access to and from the Premises and within the East Wing at the Mt. Prospect Park District Central Community Center. The alterations shall include, but not be limited to the Premises, and shall be done in accordance with the plans and specifications attached hereto as Exhibit "B". The parties acknowledge that MPPD shall initially pay for the costs for the construction of the alterations of items listed in Exhibit "B" but reasonably thereafter shall be reimbursed for such costs by the Special Leisure Services Foundation ("Foundation") in an amount not to exceed the amount of such costs or \$175,000.00, whichever is less. NWSRA guarantees such reimbursement shall be made by the Foundation to MPPD and that the Foundation will enter into a suitable Agreement with MPPD providing for such reimbursement. In addition to the improvements listed in Exhibit B, NWSRA agrees to reimburse MPPD for the costs for paint, flooring and miscellaneous aesthetics in the Premises to be mutually agreed to by the Parties in an amount not to exceed \$63,000.

7. INSURANCE.

NWSRA and MPPD agree to at all times during the Term and any Renewal Term comply with the Insurance Requirements set forth on Exhibit "C" hereto. Either or both Parties may meet such requirements through insurance provided by any joint intergovernmental risk pool of which either or both is a Member (s), if applicable.

8. MISCELLANEOUS.

A. No representations, except such as are specifically set forth herein, have been made to NWSRA respecting the condition of the Premises. The taking of possession of the Premises by NWSRA shall be conclusive evidence as against NWSRA that said Premises were in good and satisfactory condition when possession of the same was so taken; and NWSRA will, at the termination of this

lease by lapse of time or otherwise, return the Premises to MPPD in as good condition as when received, loss by ordinary wear and tear excepted.

- B. NWSRA, without written consent by MPPD, shall not assign this Lease or any interest hereunder and will not sublet the Premises or any part thereof and will not permit the use of said Premises by any parties other than NWSRA and its agents and servants. The consent of MPPD may be granted or withheld in its sole discretion.
- C. MPPD shall not be liable for any damage, either to person or property, sustained by NWSRA or by other persons, arising out of NWSRA's use of the Premises, or of the Mt. Prospect Park District Central Community Center and parking lot, as a whole, or any part of either or any appurtenances thereof, or out of the Premises becoming out of repair, or due to the happening of any accident in or about the Premises or the Mt. Prospect Park District Central Community Center and parking lots, except for those situations which arise out of MPPD's negligent, reckless or intentional misconduct. Each party agree to indemnify and hold the other harmless from and against any and all third party proceedings or suits brought against it, and any and all damages, liabilities, costs or expenses (including reasonable attorneys' fees) which such party may sustain, suffer or incur, relating to or on account of the negligent, reckless or intentional misconduct of the indemnifying party.
- D. MPPD shall provide electricity, water, sewer and gas to the Premises at no additional charge.
- E. NWSRA shall be responsible for the costs of internet and phone systems as needed.
- F. In the event of any breach of this Lease, it is the intention of the Parties that their remedies be limited to recovery of actual damages, specific performance or injunctive relief. Notwithstanding, in the event of a material breach by NWSRA involving health or safety or its failure to be a member of PDRMA (or obtain substitute insurance as provided herein), MPPD may, at its option and in its sole discretion following ten (10) days' prior notice, during which time NWSRA may cure such breach, declare this Lease terminated, where upon MPPD may repossess itself of the Premises. NWSRA shall not be entitled to return of any unpaid rents, all of which shall be deemed liquidated damages with respect to potential loss of rents due to inability to file a suitable replacement tenant; however, MPPD shall retain the right to pursue any and all other remedies with respect to all other losses, including but not limited to costs of repair of the Premises.
- G. NWSRA shall not be responsible for damage to the Premises resulting from fire, explosion, or casualty, but shall remain responsible for all NWSRA contents therein. MPPD shall be responsible for all damages to the Mount Prospect Park District Central Community Center (including the portion constituting the Premises)




resulting from fire, explosion or other casualty and shall take all reasonable steps to promptly restore the property to its condition prior to the casualty. Each Party shall promptly submit claims to their risk management agency and shall cooperate with each agency and each other.

- H. NWSRA specifically covenants that will hold and maintain the Premises exclusively for public park or recreational purposes; NWSRA's rights to possess and occupy the Premises shall automatically revert to MPPD if NWSRA knowingly violates said covenant by allowing all or any part of the Premises to be used for any purpose other than park or recreational purposes, all as provided in 70ILCS 1205/10-7.
  
- I. All notices hereunder shall be in writing. Delivery of such notices may be by personal delivery or regular mail, provided that personal delivery to MPPD may be had by delivery of any such notice to the Secretary or the President of the Board of MPPD; personal delivery to NWSRA may be had by delivery of any such notice to the Secretary or the Chairperson of the Board of Trustees of NWSRA. Mail delivery to either Party shall be had by mailing any such notice in a properly stamped and addressed envelope addressed to the address shown below. Any such mail delivery shall be deemed received by the recipient on the 2<sup>nd</sup> day subsequent to deposit of any such envelope in a proper U.S. mail receptacle for mail deposits.

DATED the year, month and day first aforesaid.

MT. PROSPECT PARK DISTRICT

By:  \_\_\_\_\_

Attest: \_\_\_\_\_

Address for Notices:  
1000 W. Central Rd.  
Mount Prospect, IL 60056

NORTHWEST SPECIAL RECREATION  
ASSOCIATION

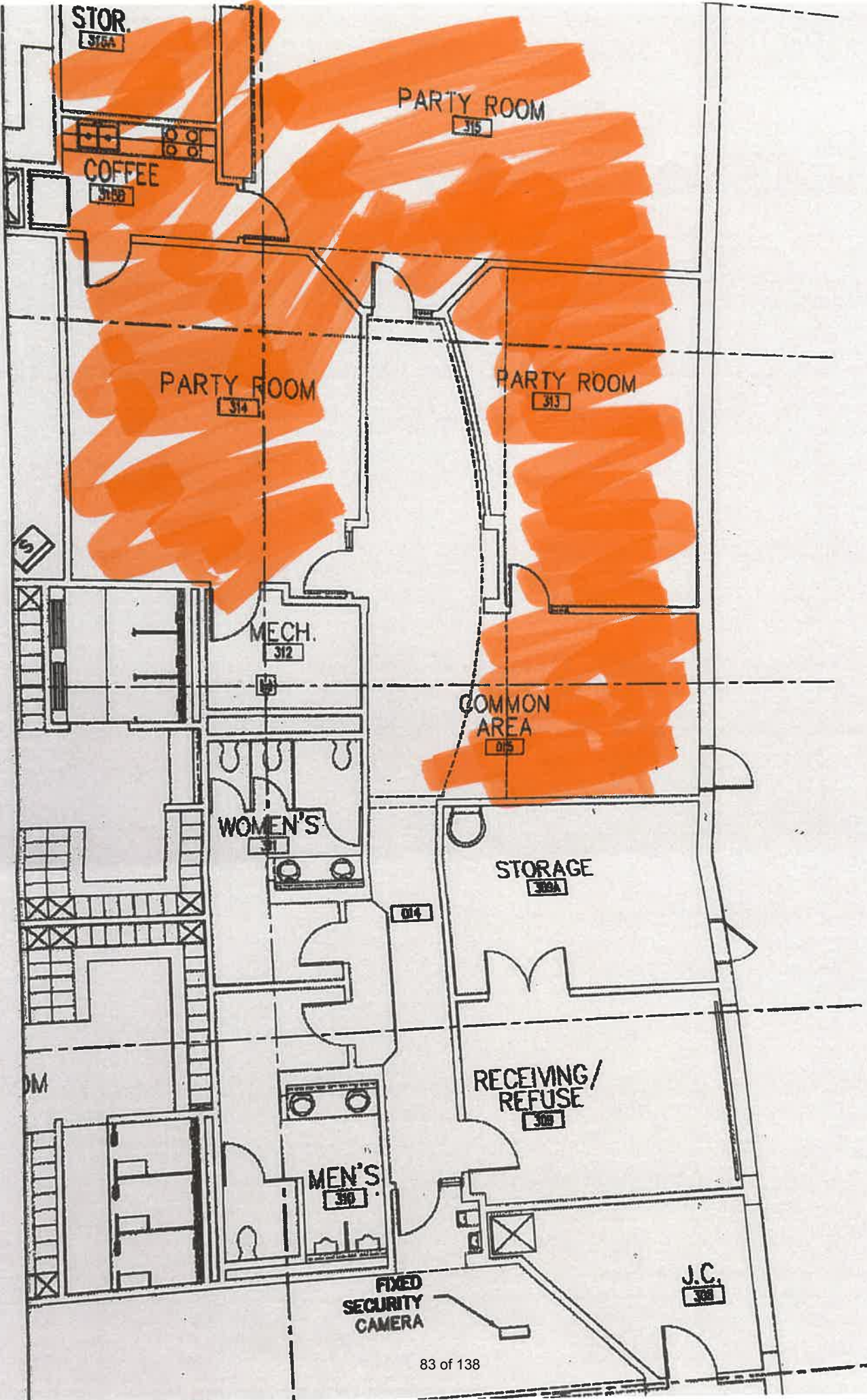
By: \_\_\_\_\_

Attest: \_\_\_\_\_

Address for Notices:  
3000 W. Central Rd., Suite 205  
Rolling Meadows, IL 60008

**EXHIBIT A**  
**(depiction of the Premises)**

activity to a specific success?



## EXHIBIT B

### Mt. Prospect Park District, Central Community Center Alterations and Additions

Overall change of paint, floors, lighting, hanging of new cabinetry/shelves and doors and misc. aesthetics

#### Outside of Main NWSRA Entrance & Parking Lot

- Widen walkway to make accessible curb cuts
- Designate handicapped parking near door

#### Entrances

Entry into hallway from inside building near skate rink

- Widen door (take out glass and widen door frame)
- Make door able to open with handicapped door button
- Water fountain outside entry way accessible

Entry into wing from outside

- Open up door way and make accessible entrance with handicapped door button

#### Purple Room

- Build wall to split large room into two rooms with door and frame to enter second half of room

#### Teal Room

- Remove kitchen wall & add accessible bar/counter (TBD on cost)

#### Kitchen

- Add shelving
- Add stove
- Update counter tops & cabinets

#### Red Room

- Remove black cabinets in-between kitchen door and storage room to add shelving

**\*\*Look at room entrances and widen doors if needed per construction consultant on ADA construction recommendations**

Construction per Special Leisure Services Foundation Agreement not to exceed \$175,000

NWSRA will reimburse MPPD the cost for paint, flooring and miscellaneous aesthetics not to exceed \$63,000

\*Alterations & Additions will be prioritized based on a not -to- exceed amount of \$238,000.

## EXHIBIT C

### INSURANCE

NWSRA shall maintain insurance of the types and in the amounts listed below.

#### A. Commercial General and Umbrella Liability Insurance

NWSRA shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

MPPD shall each be included as an additional insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

#### B. Business Auto and Umbrella Liability Insurance

NWSRA shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01. MPPD shall each be included as an additional insured under the Business auto policy.

#### C. Workers' Compensation Insurance

NWSRA shall maintain workers' compensation as required by statute and employers liability insurance with a minimum limit of \$500,000 each accident for bodily injury by accident or \$500,000 each employee for bodily injury by disease.

#### D. Excess Liability- Umbrella Form

\$2,000,000 Each Occurrence

\$2,000,000 Aggregate

**E. General Insurance Provisions**

**1. Evidence of Insurance**

Prior to the commencement of the Term, the NWSRA shall furnish MPPD with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of its insurer, showing compliance with the insurance requirements set forth above.

Failure of MPPD to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of MPPD to identify a deficiency from evidence that is provided shall not be construed as a waiver of the NWSRA's obligation to maintain such insurance.

MPPD shall have the right, but not the obligation, of prohibiting NWSRA, its employees, agents or participants from entering the parking lot until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by MPPD.

**2. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, either Party has the right to reject insurance written by an insurer it deems unacceptable.

**3. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared by NWSRA.

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Clearbrook Collaborative Agreement  
**Date:** March 21, 2018

---

The attached agreement is between Clearbrook and Northwest Special Recreation Association (NWSRA) to continue to collaborate for the adult day program, PURSUIT and the aftercare program, STAR Academy. The collaborative agreement is to maintain current PURSUIT Adult Day programs and STAR Academy and to create new PURSUIT Adult Day programs and STAR Academy programs. The Collaborative Agreement between Clearbrook and Northwest Special Recreation Association through February 1<sup>st</sup>, 2021.

**To:** Diane Hilgers, NWSRA Board Chairman  
**From:** Tracey Crawford, Executive Director  
**Re:** Clearbrook Collaborative Agreement  
**Date:** March 13, 2018

---

The attached agreement is between Clearbrook and Northwest Special Recreation Association (NWSRA) to continue to collaborate for the adult day program, PURSUIT and the aftercare program, STAR Academy. The collaborative agreement is to maintain current PURSUIT Adult Day programs and STAR Academy and to create new PURSUIT Adult Day programs and STAR Academy programs.

Contents of Agreement:

1. **Collaborative Models**

**PURSUIT Adult Day Program** is designed to meet the needs of individuals 21 years and older throughout the year by creating recreation and leisure opportunities, improving health and wellness, teaching life skills, self-advocacy and community integration.

**STAR Academy Aftercare Program** provides opportunities for growth for children and teens with disabilities through recreation and leisure activities that are fulfilling and enriching.

2. **Governance of Collaborative Programs**

**The Collaborative Board** governs the PURSUIT Adult Day Program and the STAR Academy Aftercare Program. The board is made up of eight representatives from both Clearbrook and NWSRA. The board oversees the operations of both programs.

**The Collaborative Advisory Committee** provides the Collaborative Board with input regarding the effectiveness of all programs. The board is made up of five representatives from both Clearbrook and NWSRA.

3. **Personal to support collaborative programs** is the responsibility of both Clearbrook and NWSRA. NWSRA is responsible for employing and maintaining a certified Manager of Special Recreation and a Collaborative Coordinator for each PURSUIT Adult Day Program and STAR Academy location. Clearbrook will hire and train all program staff to become Direct Service Providers to meet State of Illinois's DHS/SS Developmental Training Program Guidelines.



4. **Safety and Liability** is equally shared between Clearbrook and NWSRA.
5. **Fiscal Operations**  
Clearbrook is seen as the fiscal agent of PURSUIT Adult Day program and the STAR Academy aftercare program. The fiscal year for the program will be based on the fiscal year of July 1<sup>st</sup> through June 30<sup>th</sup>. The net balance for both programs will be divided equally, after revenue and agreed upon expenses have been reconciled. The Collaborative Board will meet annually to balance the budget, determine the finalized net balance, and create the following years fiscal budget.

**Motion:**

Approval sign into the Program Collaboration: Collaborative Agreement between Clearbrook and Northwest Special Recreation Association through February 1<sup>st</sup>, 2021.

**Program Collaboration**  
**Collaborative Agreement between Clearbrook and**  
**Northwest Special Recreation Association**

This is an agreement between Clearbrook and Northwest Special Recreation Association (NWSRA) to collaborate and create the adult day program entitled PURSUIT and the aftercare program called STAR Academy. The President of Clearbrook and the NWSRA Board of Trustees will enter into this Collaborative Agreement to maintain current PURSUIT Adult Day Programs and STAR Academy and create new PURSUIT Adult Day Programs and STAR Academy Programs. The PURSUIT Program & STAR Academy will be housed in the NWSRA Programming Space within its Member Park District facilities.

**1. Clearbrook**

Clearbrook is committed to being a leader in creating innovative opportunities, services and supports to people with disabilities. Clearbrook serves people over a range of ages and disabilities from children diagnosed with developmental delays at birth to the unique needs of seniors with disabilities and all ages in between. Annually, Clearbrook supports over 6,000 individuals as well as their families in 13 counties, in over 160 communities and 50 locations throughout Chicago and the suburbs. Clearbrook is the largest provider of home-based services in Illinois.

**2. NWSRA**

NWSRA exist to provide outstanding opportunities through recreation for children and adults with disabilities. NWSRA strives to be a leading force, creating greater options that enrich the life experiences of the participants, families and communities served. NWSRA was formed in 1974 to provide recreation services to individuals with disabilities and is an extension of seventeen member park districts located in the northwest suburbs of Chicago. This type of agency is unique to Illinois. NWSRA offers public access and year round recreational programming to over 14,000 individuals with disabilities. NWSRA is the largest of all special recreation associations and is a leader among peers with over 18,000 registrations annually.

With mutual missions to provide innovative opportunities for individuals with disabilities Clearbrook and NWSRA creates a beneficial environment for the agencies' respective clientele. The PURSUIT Program will be a leading force providing adult day programming options for individuals with disabilities to enrich the life experiences of the adult participants and their families in the community.

## The Collaborative Model

### **PURSUIT Program Collaboration**

The PURSUIT Program is designed to meet the needs of individuals with disabilities 21 years and older throughout the year by creating recreation and leisure opportunities, improving health and wellness, teaching life skills, self-advocacy, and community integration. The PURSUIT Program is certified by the Department of Human Services Division of Development Disabilities. Clearbrook and NWSRA agencies will have equal input in program design and have developed measurable outcomes to determine the effectiveness of the program.

#### **Mission**

To provide opportunities for continued growth for adults with disabilities through recreation and leisure activities that are fulfilling and enriching. The PURSUIT Program is structured around four core elements:

1. Recreation and Leisure
2. Skills and Self Advocacy
3. Community Integration
4. Health and Wellness

### **STAR Academy Collaboration**

The STAR Academy is designed to meet the needs of elementary age individuals through high school graduation throughout the year through a recreation and leisure based aftercare program.

#### **Mission**

To provide opportunities for growth for children with disabilities through recreation and leisure activities that are fulfilling and enriching. The STAR Academy is structured around three core elements. All core elements are facilitated in a neutral and safe environment supported by staff, allowing participants to independently choose their recreational activities. Clearbrook and NWSRA agencies will have equal input in program design and have develop measurable outcomes to determine the effectiveness of the program.

1. Recreation & Leisure
  - Develop gross and fine motor skills
  - Experience cultural arts - dance, drama, arts and music
  - Participate in passive and active activities
2. Health & Wellness
  - Develop skills to enhance a healthy life style
  - Improve physical health
  - Improve self-respect and self-image
3. Social Skills
  - Expand communication skills
  - Enhance interaction with peers
  - Develop interpersonal skills

## **Governance of Collaborative Programs**

Clearbrook Board of Directors and NWSRA Board of Directors approve the Collaborative Agreement between Clearbrook and NWSRA to run the PURSUIT Adult Day Program and the STAR Academy After Care Program.

### **The Collaborative Board**

The PURSUIT Program and STAR Academy will be governed by a Collaborative Board made up of eight individuals. The board will oversee the general operations of the programs. The board will consist of the following individuals:

- The President of Clearbrook and the Executive Director of NWSRA
- Both Vice Presidents of Program Services for Clearbrook and the Superintendent of Recreation for NWSRA
- The Director of Day Services, Director of Home Based Services for Clearbrook and the Manager of Special Recreation for NWSRA

The Collaborative Board will determine the admissions criteria for the Pursuit Program and STAR Academy, the staffing of the each program, the ratios of each program participants, the size of each program, the hours of operation for each program, the budget for each program, the fees for each program, and anything involved with the overall Pursuit Program and STAR Academy Model.

### **The Collaborative Advisory Committee**

The Advisory Committee will provide the PURSUIT and STAR Academy Board with input regarding the effectiveness of all programs. The Advisory Committee will consist of the following individuals:

- The Director of Day Services for Clearbrook
- The Director of Admissions for Clearbrook
- The Director of Home Based Services for Clearbrook
- The Manager of Special Recreation for NWSRA
- The Collaborative Coordinators for NWSRA

The Collaborative Advisory Committee will meet at least quarterly. The Collaborative Advisory Committee will determine the supervision of all programs, the use of volunteers, the admission process for all programs, the participation eligibility, resident and non-resident criteria, the exit criteria, transportation, quarterly evaluations and reviews and anything involved with both the PURSUIT Program and STAR Academy calendar based on each programs core elements.

## **Personal to Support Collaborative Programs**

### **The PURSUIT Program & STAR Academy Personnel**

NWSRA will be responsible for employing and maintaining a Manager of Special Recreation. An NWSRA Collaborative Coordinator will directly oversee each NWSRA programming space housing the PURSUIT adult day program and STAR Academy. The NWSRA Collaborative Coordinator will be a Certified Therapeutic Recreation Specialist (CTRS) and/or a Certified Park and Recreation Professional (CPRP) employed by NWSRA and shall be subject to all NWSRA personnel policies and practices and performance expectations. The Collaborative Coordinator shall be trained by Clearbrook to become a Qualified Intellectual Disabilities Professional (QIDP) and a Direct Service Provider (DSP) to meet the State of Illinois DHS/DD Developmental Training Program Guidelines. NWSRA is responsible for the Manager of Recreation. The cost of each program sites, NWSRA Collaborative Coordinator salary will be in the PURSUIT and/or STAR Academy program budget. In case of any absences of the Collaborative Coordinator hired by NWSRA, an additional NWSRA employee will be trained as a QIDP by Clearbrook.

The program staff will be recruited and hired by NWSRA and Clearbrook. The staff will be employed by Clearbrook and shall be subject to all of the Clearbrook personnel policies and practices and performance expectations. The program staff shall be trained by Clearbrook to become a DSP to meet the State of Illinois DHS/DD Developmental Training Program Guidelines. Clearbrook shall be solely responsible for the wages, employment taxes and benefits pertaining to program Staff.

Jointly Clearbrook and NWSRA shall develop, implement and communicate work rules for employees to follow while performing services for the PURSUIT Program and STAR Academy.

Each agency retains its right to discipline, reassign or terminate the program staff. Clearbrook and NWSRA will work together to resolve any personnel issues that are detrimental to program operations or participants. Once the Collaborative Advisory Committee has determined the use of volunteers is necessary, NWSRA will do its best to select, train and supervise recruited volunteers as necessary to assist in the programs.

## **Safety & Liability**

### **Mutual Indemnification, Insurance, and Sharing of Liability**

To the fullest extent permitted by law, Clearbrook shall indemnify, defend and hold NWSRA, its board members, officers, employees, agents, volunteers, or successors and assigns harmless from and against any and all liabilities, obligations, claims, losses, damages, penalties, causes of action, or other form of liability including, but not limited to, reasonable attorneys' and paralegal fees, costs, and expenses of litigation, resulting from any negligent or willful act or omission of the Clearbrook, its officers, agents, volunteers or employees in the performance of its responsibilities described in this Collaborative Agreement arising from, related to, or in connection with the PURSUIT Program and STAR Academy.

To the fullest extent permitted by law, NWSRA shall indemnify, defend and hold Clearbrook, its board members, officers, employees, agents, volunteers or successors and assigns harmless from and against any and all liabilities, obligations, claims, losses, damages, penalties, causes of action or other form of liability including, but not limited to, reasonable attorneys' and paralegal fees, costs, and expenses of litigation, resulting from any negligent or willful act or omission of the NWSRA, its officers, agents, volunteers or employees in the performance of its responsibilities described in this Collaborative Agreement arising from, related to, or in connection with the PURSUIT Program & STAR Academy.

Each Party shall maintain in full force and effect during the term of this Collaborative Agreement, or any extension thereof, Commercial General Liability Insurance in the amount of Three Million Dollars (\$3,000,000), per occurrence coverage, a general aggregate limit of no less than Three Million Dollars (\$3,000,000), including coverage for the party's indemnification obligation pursuant to the paragraphs above. Each Party further agrees to obtain and maintain in full force and effect Commercial Automobile Liability Insurance with limits of not less than Three Million Dollars (\$3,000,000) combined single limits for bodily injury and property damage, on all vehicles owned by each agency or operated for purposes of the PURSUIT Program & STAR Academy. Each agency's General Liability and Automobile Liability insurance policies shall name the other agency, and/or their officers, directors, commissioners, employees, agents and volunteers as additional insureds. Each agency also agrees to obtain and maintain in full force and effect Workers' Compensation Insurance which supplies statutory limits of coverage. All policies must be written on an occurrence basis and not on a claims made basis. Prior to the commencement of the term of this Collaborative Agreement or any extensions thereof, and upon request by any agency, the agency shall provide a Certificate of Insurance or a copy of all insurance policies and endorsements thereto, evidencing proof of all insurance required hereunder. All Certificates of Insurance shall state that the insurer shall provide the additional insured agency a 30-day notice prior to cancellation, modification, material change or non-renewal of the policies.

If self-insurance is maintained by either agency, a letter shall be provided clarifying applicable coverage which will be generally comparable to current commercial forms of such insurance. Further, the agencies shall obtain general public liability insurance policies to insure against any loss or liability by reason of civil rights damage claims and suits, and death and bodily injury and property damage claims and suits, including the defense thereof, when damages are sought for negligent or wrongful acts allegedly committed during the scope of employment or under the direction of either agency.

## Fiscal Operations

Clearbrook shall be seen as the fiscal agent of the PURSUIT Adult Day Program and STAR Academy After Care Program. The fiscal year for the program will be based on Clearbrook's fiscal year of July 1<sup>st</sup> through June 30<sup>th</sup>. The net balance for both programs will be divided by 50%, after revenue and agreed upon expenses have been reconciled. The Collaborative Board will meet annually to close out the budget, determine the finalized net balance, and create the following year's fiscal budget. NWSRA will invoice Clearbrook July 31<sup>st</sup> with an anticipated due date of August 30<sup>th</sup>.

The PURSUIT Day Program and/or STAR Academy budget will include an agreed upon rental expense for each programming site to be reimbursed to NWSRA. As new programming space is acquired by NWSRA, the Collaborative Board will determine the annual amount reimbursed to NWSRA by Clearbrook for the new programming space. NWSRA will invoice Clearbrook the last day of every month with an anticipated due date of the 10<sup>th</sup> of the month.

The PURSUIT Day Program and/or STAR Academy budget will include an expense for to be reimbursed to NWSRA for an agreed upon amount annually for each collaborative programming site Coordinator. NWSRA will be responsible for the employment taxes and benefits pertaining to the Collaborative Coordinators. NWSRA will invoice Clearbrook the last day of every month with an anticipated due date of the 10<sup>th</sup> of the month.

Annually an amount to pledge to scholarships for the STAR Academy will be determined by NWSRA and its fundraising arm Special Leisure Services Foundation. Payments will be made four times a year to Clearbrook from NWSRA. Clearbrook will invoice NWSRA quarterly for scholarships awarded.

### Effective Date of Agreement

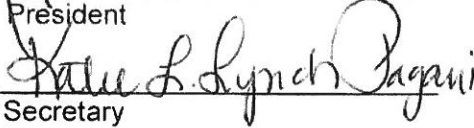
This Collaborative Agreement becomes effective upon adoption by Clearbrook and the NWSRA Board of Trustees. The term of this Collaborative Agreement shall run from February 1, 2018 until February 1, 2021 or until one of the collaborators give a one year notice to disband the program.

**CLEARBROOK**

**NORTHWEST SPECIAL  
RECREATION ASSOCIATION**

By:   
Its: President

By: \_\_\_\_\_  
Its: Chairman

Attest:   
Secretary

Attest: \_\_\_\_\_  
Secretary

Dated: February 26, 2018

Dated: \_\_\_\_\_, 2018

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** NSSEO Facility Use Agreement  
**Date:** March 21, 2018

---

Enclosed is the agreement to be entered into between Northwest Suburban Special Education Organization (NSSEO) and Northwest Special Recreation Association (NWSRA). NSSEO makes facilities available to NWSRA for leisure services at Kirk School, Sunrise Lake Outdoor Education Center, Miner School and Timber Ridge School. The agreement lays out NSSEO's suggested payment for use of their facilities with a 3% increase per year. The agreement dates are July 1<sup>st</sup> 2018 through June 30<sup>th</sup> 2021. We have entered into this agreement since 1981.



**To:** Diane Hilgers, NWSRA Board Chairman  
**From:** Tracey Crawford, Executive Director  
**Re:** NSSEO Facility Use Agreement  
**Date:** March 21, 2018

---

The attached agreement is entered into between Northwest Suburban Special Education Organization (NSSEO) and Northwest Special Recreation Association (NWSRA). NSSEO makes facilities available to NWSRA for leisure services at Kirk School, Sunrise Lake Outdoor Education Center, Miner School and Timber Ridge School.

At this time, NSSEO is requesting advance payment of \$3,200 to assist NSSEO in its summer enrichment program at Sunrise Lake Outdoor Education Center. The \$3,200 payment will be credited to the total usage of the above locations cost that NWSRA will incur. NSSEO suggested payment for use of their facilities at the following rates with a 3% increase per year:

**July 1, 2018 to June 30, 2019**

\$ 15.93 per hour Kirk/Miner/Timber Ridge Schools (Monday - Friday)  
\$ 44.74 per hour Kirk/Miner/Timber Ridge Schools (Weekends, holidays and dates when NSSEO is closed)  
\$ 15.93 per hour Sunrise (Monday - Friday 8:00 am - 4:00 pm when staff is on site)  
\$ 44.74 per hour Sunrise (Monday - Friday evenings, weekends, holidays, dates when NSSEO is closed, and dates when exclusive use of Sunrise is requested by NWSRA)

Overnights at Sunrise will be billed at the higher rate from open to close at the facilities and at the lower rate when NSSEO staff is not on site.

**July 1, 2019 to June 30, 2020**

\$ 16.41 per hour Kirk/Miner Schools (Monday - Friday)  
\$ 46.09 per hour Kirk/Miner Schools (Weekends, holidays and dates when NSSEO is closed)  
\$ 16.41 per hour Sunrise (Monday - Friday 8:00 am - 4:00 pm when staff is on site)  
\$ 46.09 per hour Sunrise (Monday - Friday evenings, weekends, holidays, dates when NSSEO is closed, and dates when exclusive use of Sunrise is requested by NWSRA)

Overnights at Sunrise will be billed at the higher rate from open to close at the facilities and at the lower rate when NSSEO staff is not on site.

**July 1, 2020 to June 30, 2021**

\$ 16.90 per hour Kirk/Miner Schools (Monday - Friday)

\$ 47.47 per hour Kirk/Miner Schools (Weekends, holidays and dates when NSSEO is closed)

\$ 16.90 per hour Sunrise (Monday - Friday 8:00 am - 4:00 pm when staff is on site)

\$ 47.47 per hour Sunrise (Monday - Friday evenings, weekends, holidays, dates when NSSEO is closed, and dates when exclusive use of Sunrise is requested by NWSRA)

**Motion:**

A motion to approve the Facility Agreement between Northwest Suburban Special Education Organization and Northwest Special Recreation Association from July 1<sup>st</sup> through June 30<sup>th</sup> , 2021.

**Northwest Suburban Special Education Organization  
and the  
Northwest Special Recreation Association**

**FACILITY USE AGREEMENT**

This Facility Use Agreement (hereinafter "Agreement") is entered into between the BOARD OF TRUSTEES OF NORTHWEST SPECIAL RECREATION ASSOCIATION (hereinafter "NWSRA") and the GOVERNING BOARD OF THE NORTHWEST SUBURBAN SPECIAL EDUCATION ORGANIZATION (hereinafter "NSSEO") on the date(s) hereinafter set forth.

**WITNESSETH**

**WHEREAS**, NWSRA is a partnership of seventeen park districts within the northwest suburbs that exists for purpose of providing community access to recreation to individuals with disabilities; and,

**WHEREAS**, NSSEO is a special education joint agreement organized and existing under Section 5/10-22.31 of the *Illinois School Code* consisting of eight member public school districts within the northwest suburban area for the purpose of providing special education and related services to children with disabilities; and,

**WHEREAS**, NWSRA and NSSEO programs provide services for northwest suburban residents with disabilities; and,

**WHEREAS**, the parties believe it to be in the public interest to make joint use of each other's resources so as to provide a more adequate network of services within the northwest suburban area at the most economical cost to the taxpayers.

**NOW, THEREFORE**, in consideration of the promises and consideration each to the other made as hereinafter set forth, it is hereby understood and agreed by the parties as follows:

I. **Term.** This Agreement begins on July 1, 2018 and terminates on June 30, 2021. If either party to this Agreement determines that there is a need to terminate this Agreement, such party shall notify the other party no later than one hundred (100) days prior to the cancellation. All notices shall be in writing. Delivery of such notices may be by personal delivery or by certified mail, return receipt requested. The notice of termination shall state the specific reason for termination.

II. **NSSEO Facilities Available for NWSRA Use:**

NSSEO will make available to NWSRA for the provision of leisure services the following NSSEO Facilities: Kirk School; Sunrise Lake Outdoor Education Center; Miner School; and Timber Ridge School.

**A. Location of Facilities.**

Kirk School - 520 S. Plum Grove Rd., Palatine, IL 60067

Sunrise Lake Outdoor Education Center – 7N749 Route 59, Bartlett, IL 60103

Miner School - 1101 E. Miner, Arlington Heights, IL 60004

Timber Ridge School - 201 S. Evanston, Arlington Heights, IL 60004

**B. Use of Facilities.**

1. Kirk, Miner, and Timber Ridge Schools

NWSRA may request the use of Kirk, Miner, and Timber Ridge Schools twenty eight (28) to thirty two (32) weeks during the calendar year. Usage of Kirk, Miner and Timber Ridge Schools will be for after school activities and weekends. All activities will be scheduled through school principal.

NWSRA may also request the usage of Kirk School during the summer for an after-care program while the NSSEO extended school year program is in session and for a four week period for an NWSRA summer camp program following the completion of the NSSEO extended school year program.

NWSRA may request the use of the following areas for both after school programming and week end programming: classrooms, kitchen and cafeteria areas, the pool (Kirk only) and locker rooms, multipurpose rooms, gymnasiums, outdoor fields, outdoor grills, playgrounds, and athletic fields. Use of specific classrooms and other areas will be scheduled through the building principals.

2. Sunrise Lake Outdoor Education Center

NWSRA may request the use of Sunrise Lake Outdoor Education Center during a four (4) week period in late summer following the NSSEO summer school program. The four (4) weeks will consist of a Monday through Friday day camp with up to four one night overnight stays. NWSRA may also request use of Sunrise on school days during the school year for its Leisure Education Program, as space allows. Additional requests for facility use for evening club activities or special events will be negotiated and mutually agreed upon in advance by the parties.

The following areas may be requested by NWSRA when utilizing Sunrise Lake Outdoor Education Center: the main lodge, the kitchen and cafeteria area, the arts and crafts lodge, the Adventure Ed. lodge, fireplace area and firewood, the swim area, including rowboats, canoes, life jackets and water toys, the bathhouse, tents, fishing piers and fishing poles, keys to the

boats and bathhouse, washer and dryers at the main lodge, trails and the use of an emergency phone.

**C. Terms of Use.**

1. NWSRA

- a. NWSRA will prepare a schedule of programs at Kirk, Miner, Timber Ridge Schools, and Sunrise, and, on a seasonable basis, will also complete Facility Use forms as required by NSSEO.
- b. NWSRA will provide a site supervisor on weekends.
- c. NWSRA will provide adequately trained adult leadership at all programs offered by the Association.
- d. NWSRA will be responsible for providing its own program supplies and equipment unless otherwise noted within this Agreement or on the building use forms.
- e. NWSRA will provide leisure education services where requested by or through NSSEO programs. When providing leisure education services at Sunrise during the school day, the Facility will be provided by NSSEO on a no-charge basis and will be exempt from the charges agreed to within this Agreement.
- f. NWSRA will assist in the reservations of pools for NSSEO extended school year programs, as requested in advance by NSSEO personnel.

2. NSSEO

- a. NSSEO agrees to consider and approve Facility Use forms submitted by NWSRA on a seasonal basis.
- b. NSSEO agrees to provide custodial staff when necessary.
- c. NSSEO will endeavor to notify NWSRA within a reasonable amount of time of the school schedules for both the school year and the summer program.
- d. NSSEO will endeavor to notify NWSRA with reasonable advance notice of any necessary changes or cancellations regarding facility usage.
- e. NSSEO will bill NWSRA seasonally as provided in Section D below for Facility Use.

**D. Fees.**

1. NWSRA agrees to pay NSSEO an advance payment in the amount of \$3,200 to assist NSSEO in its summer enrichment program at Sunrise Lake Outdoor Education Center. The \$3,200 payment will be credited to the total usage fee that the Association will be required to pay, and will be billed to the NWSRA in January of each fiscal year and paid to NSSEO

within thirty (30) days of NWSRA's receipt of NSSEO's invoice.

2. NWSRA agrees to pay NSSEO for the use of NSSEO Facilities at the following rates within thirty (30) days of NWSRA's receipt of NSSEO's invoice:

July 1, 2018 to June 30, 2019

\$ 15.93 per hour Kirk/Miner/Timber Ridge Schools (Monday – Friday)  
\$ 44.74 per hour Kirk/Miner/Timber Ridge Schools (Weekends, holidays and dates when NSSEO is closed)  
\$ 15.93 per hour Sunrise (Monday – Friday 8:00 am – 4:00 pm when staff is on site)  
\$ 44.74 per hour Sunrise (Monday – Friday evenings, weekends, holidays, dates when NSSEO is closed, and dates when exclusive use of Sunrise is requested by NWSRA)

Overnights at Sunrise will be billed at the higher rate for the time when NSSEO staff is opening and closing the facilities and at the lower rate when NSSEO staff is not on site.

July 1, 2019 to June 30, 2020

\$ 16.41 per hour Kirk/Miner Schools (Monday – Friday)  
\$ 46.09 per hour Kirk/Miner Schools (Weekends, holidays and dates when NSSEO is closed)  
\$ 16.41 per hour Sunrise (Monday – Friday 8:00 am – 4:00 pm when staff is on site)  
\$ 46.09 per hour Sunrise (Monday – Friday evenings, weekends, holidays, dates when NSSEO is closed, and dates when exclusive use of Sunrise is requested by NWSRA)

Overnights at Sunrise will be billed at the higher rate for the time when NSSEO staff is opening and closing the facilities and at the lower rate when NSSEO staff is not on site.

July 1, 2020 to June 30, 2021

\$ 16.90 per hour Kirk/Miner Schools (Monday – Friday)  
\$ 47.47 per hour Kirk/Miner Schools (Weekends, holidays and dates when NSSEO is closed)  
\$ 16.90 per hour Sunrise (Monday – Friday 8:00 am – 4:00 pm when staff is on site)  
\$ 47.47 per hour Sunrise (Monday – Friday evenings, weekends, holidays, dates when NSSEO is closed, and dates when exclusive use of Sunrise is requested by NWSRA)

Overnights at Sunrise will be billed at the higher rate for the time when NSSEO staff is opening and closing the facilities and at the lower rate when NSSEO staff is not on site.

3. NSSEO will bill NWSRA during the month of January for summer usage and January and June for school year usage.

- E. **Compliance with Laws and Policies.** NWSRA shall comply with all applicable federal, State, and local laws related to its use of NSSEO's Facilities and shall comply with all NSSEO's policies and procedures.
- F. **No Improvements.** NWSRA shall not modify, alter, or place permanent fixtures or improvements upon NSSEO's property or within NSSEO's Facilities without the NSSEO's prior written approval.
- G. **Supervision.** NWSRA shall be solely responsible, at its own expense, for providing adequate adult supervision at all times in connection with its use of the NSSEO's Facilities. NWSRA acknowledges and assumes complete responsibility for its employees and agents used to supervise its activities and services.

### III. **Miscellaneous Provisions:**

- A. **Health and Safety Issues.** In the event of emergency, safety issue, or failure to maintain insurance, or any other condition that constitutes a substantial threat to the health or safety of students, employees or others at NSSEO as determined by NSSEO in its sole discretion, NSSEO may immediately suspend NWSRA's activities hereunder until such condition has been remedied to NSSEO's satisfaction.
- B. **Maintenance of Property.** NWSRA shall leave the NSSEO's Facilities and properties in substantially the same condition, ordinary wear and tear excepted, and shall remove all of NWSRA's personal property at the termination of this Agreement. NWSRA shall be responsible for the cost of repair and/or replacement of any damage to NSSEO's Facilities and properties, including fixtures and furnishings, which occurs as a result of or in connection with NWSRA or its employees' or agents' use of NSSEO's Facilities and properties. If NWSRA does not repair damages to NSSEO's Facilities and properties within thirty (30) days of NSSEO written request, NSSEO may repair the damage at NWSRA's expense. NWSRA shall reimburse NSSEO for any additional costs within 14 days after NSSEO provides a written invoice for such costs to NWSRA.
- C. **Background Checks.** NWSRA shall conduct, at its own cost and expense, criminal background checks in accordance with Section 10-21.9 of the Illinois School Code, 105 ILCS 5/10-21.9, of all of its employees and agents that will work on NSSEO's Facilities and properties and have direct contact with NSSEO

students during NSSEO program time. NWSRA shall not send to the NSSEO's Facilities and properties, or allow to have direct contact with NSSEO students during NSSEO program time, any employee or agent (1) for whom NWSRA has not received the completed results of the criminal background check; (2) whose criminal background check reveals (a) convictions that would prohibit employment by NSSEO under Section 10-21.9 of the Illinois School Code, or (b) conviction of other criminal conduct calls into question such individual's fitness to work near children; or (3) whose commission of inappropriate behavior calls into question such individual's fitness to work near children.

- D. Indemnification.** To the fullest extent permitted by law, and as partial consideration for NWSRA to use NSSEO's Facilities and properties, NWSRA shall indemnify, hold harmless, and defend NSSEO, its Board, Board members, employees, agents and successors against all claims, losses, liability, costs, and expenses (including attorneys' fees) related to damages to property or person (including death) that may arise out of or in connection NWSRA, its employees', agents', or guests' use of NSSEO's Facilities and properties, except to the extent caused by any negligent or wrongful act or omission of any indemnitee. The covenants of this Section shall survive the expiration or termination of this Agreement.
- E. Insurance.** During the term of this Agreement, NWSRA, at its sole cost and expense, and for the benefit of NSSEO, shall carry and maintain, with companies and in forms reasonably satisfactory to NSSEO, comprehensive general liability and property damage insurance (including contractual liability coverage), insuring against all liability of NWSRA arising out of its use of the NSSEO's Facilities and/or properties, with a minimum combined single limit of Two Million (\$2,000,000.00) dollars per occurrence. Such policy(ies) shall name NSSEO, its Board, Board members, employees, agents and successors as an additional insured. NWSRA shall provide NSSEO with certificates of insurance and/or copies of policies reasonably acceptable to NSSEO evidencing the existence of the coverage(s) described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling NSSEO to terminate this Agreement immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least thirty (30) days prior written notice to NSSEO.
- F. 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.
- G. Waiver of Claims.** Except to the extent prohibited by law and for any claim



arising out of, relating to or connected with any breach of this Agreement, and to the extent excluded or exceeding the scope of NSSEO's liability coverages, NSSEO shall not be liable, and NWSRA waives all claims against NSSEO for damages to person or property sustained by NWSRA resulting from its use of NSSEO's Facilities or properties, or any equipment, furniture, fixtures, or appurtenances thereto becoming out of repair, resulting from any accident in or about the NSSEO's Facilities and properties or common areas, or resulting directly or indirectly from any act or neglect of any person on the Facilities and properties or common areas. This Section shall apply especially, but not exclusively, to damage caused by water, snow, frost, steam, excessive heat or cold, sewage, gas, odors, or noise or the bursting or leaking of pipes or plumbing fixtures and shall apply if any such damage results from the act or neglect of other occupants, or an employee or employees of NSSEO. All personal property belonging to NWSRA on the NSSEO's Facilities and properties shall be there at the risk of NWSRA. NSSEO shall not be liable for any damage thereto or the theft or misappropriation thereof. NWSRA shall be limited to its own insurance coverages to pay for damage to its property or fixtures and hereby holds harmless and releases NSSEO from any damage or claim of damage to the NWSRA's property or fixtures.

- H. **No Waiver of Tort Immunity Defenses.** Nothing contained in this Agreement, or in any other provision of this Agreement, is intended to constitute nor shall constitute a waiver of the defenses available to NSSEO under the Illinois Local Governmental and Governmental Employees Tort Immunity Act, with respect to claims by third parties.
  
- I. **Taxes.** If, as a result of this Agreement, the NSSEO's property is threatened with the loss of its tax exempt status, NSSEO, in its sole discretion, may immediately terminate this Agreement and NWSRA's activities hereunder without NSSEO incurring any damages or liability to NWSRA. If any portion of NSSEO's Facilities and properties becomes subject to taxation as result of this Agreement or the NWSRA's use of the Facilities and properties, NWSRA shall be responsible for the payment of any taxes assessed and such taxes shall be payable at the time said taxes are due. NSSEO shall have the right to challenge, at NWSRA's expense, any loss of tax exempt status of NSSEO's Facilities and properties. In the event that NWSRA fails to pay the taxes when due, NSSEO may, at its sole option, pay the taxes and NWSRA shall be liable, in addition to any other remedies available to NSSEO, to NSSEO for all costs and expenses, including, but not limited to, reasonable legal fees, incurred by NSSEO in paying the delinquent taxes. The covenants of this Section shall survive the expiration or termination of this Agreement.
  
- J. **No Assignment.** NWSRA may not assign any rights or duties under this Agreement without the prior express written consent of NSSEO.

- K. **Entire Agreement.** This Agreement shall constitute the entire agreement of the Parties hereto with respect to the property and activities hereunder and supersedes any and all prior agreements and understandings, whether written or oral, formal or informal. This Agreement may not be amended except by means of a written document signed by authorized representatives of the Parties.
  
- L. **Notice.** All notices required or permitted by this Agreement must be in writing and delivered personally or sent by certified mail, return receipt requested to the respective party's mailing address. Either party may specify a different address to receive notices by providing a written directive given in accordance with this Section.
  
- M. **Additional Services.** NWSRA hereby agrees and acknowledges that this Agreement entitles it only to the use of the property as described herein. While NSSEO will utilize its best efforts to accommodate additional requests from NWSRA for the use of NSSEO's equipment, employees and services, any such use shall be the subject of a separate agreement.

IN WITNESS WHEREOF, the undersigned Parties have caused this Agreement to be executed by their duly designated officials or officers.

Governing Board, Northwest Suburban Special Education Organization

Board of Trustees, Northwest Special Recreation Association

By: *Jenice Kunsch*  
 President

By: \_\_\_\_\_  
 NWSRA Chair

Dated: March 7, 2018

Dated: \_\_\_\_\_

By: *Carol Botwinski*  
 Secretary

By: \_\_\_\_\_  
 NWSRA Executive Director

Dated: March 7, 2018

Dated: \_\_\_\_\_

# **X. Information /Action Items**

[Return to home](#)

**To:** Diane Hilgers, NWSRA Board Chairman  
**From:** Tracey Crawford, Executive Director  
**Re:** NWSRA Fee Policy & Procedure  
**Date:** March 21, 2018

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NWSRA is committed to providing a wide range of recreational programs and leisure opportunities for individuals with disabilities. In the past, NWSRA surveyed all seventeen member districts as well as the surrounding Special Recreation Associations to ensure that the NWSRA fees were in line with what the market would bear for similar programs and services. Although this has been a long standing practice there was no existing policy to set the parameters in developing and maintaining fees for existing NWSRA programs and services.

As one of our strategic goals, staff analyzed the NWSRA program fees and the past fee survey results to develop a fee policy. The NWSRA Fee Policy is designed to serve as a guide in establishing a fee structure for programs and services throughout NWSRA. This fee policy is a five year plan and fee procedures have been created as a guide for staff when creating and developing programs.

**A motion to approve the NWSRA Fee Policy and Procedures as presented.**

## NWSRA FEE POLICY

This policy is designed to serve as a guide in establishing a fee structure for programs and services throughout NWSRA.

### Philosophy

The NWSRA Fee Policy is designed to serve as a guide in establishing a fee structure for programs and services throughout NWSRA. This fee policy is a five year plan and fee procedures have been created as a guide for staff when creating and developing programs. To ensure that NWSRA continues to adhere to the Americans with Disability Act, fees will be compared to member districts every 3 years and participants will not be charged based solely on their needs.

### Definitions

- NWSRA Direct Costs – Include, but are not limited to, program leaders, drivers, part-time support staff, supplies, equipment, admission and parking.
- NWSRA Indirect Costs – Include, but are not limited to, vehicle maintenance, gas, tolls full time staff salaries and administrative expenses which are not allocated in individual program budgets.
- NWSRA Program Budget Categories - Bowling, Swimming, Cooking, Specialty, General, Instructional, Traveling, Private Instruction and Therapy.
- Budget Price Sheet – The price sheet is based on Program Budget Categories and length of program. The price sheet lists staff costs and direct costs for programs. The price sheet is a five year plan.
- Five Year Budget Sheet – A guide to price programs consistently based on type of program. This sheet is determined by length of program and program category.
- Profit – Defined as a positive revenue.
- Subsidized – Defined as program needing financial support.

The Superintendent of Recreation 1 does a comparison of NWSRA program fees to Member Park Districts and surrounding SRAs every three years. The Superintendent also looks at what the market will bear and competitors fees for similar programs and services. Every five years, the Superintendent of Recreation 1, re-evaluates the Budget Price Sheet and will make recommendations of program fees to the Executive Director. This helps to accomplish fair and marketable program pricing.

A three year comparison is done and the following is created:

- A quick glance Program Comparison Worksheet to help NWSRA stay competitive and adjust current fees, if needed, with appropriate justification.

### NWSRA Program Fee 5 Year Plan

Program fees will be established based on a 70/30 target range of revenue split philosophy. This means that 70% of programs will need to generate revenue, whereas no more than 30%

of the NWSRA programs can be subsidized and supported by other streams of revenue with a maximum subsidy of 35%. Summer Day Camps are excluded from these calculations. NWSRA will use the 5 Year Budget Price Sheet to determine the program budgets.

### **Fee Guideline for Collaborative Programs**

Fees for collaborative programs will be determined jointly with all agencies contributing to the revenue and expense of the program. All program fees for established collaborative programs must be self-sustaining or generate a net revenue.

### **Fee Guidelines for Weekly & New Initiative Programs**

Superintendent of Recreation 1 and Senior Manager of Special Recreation will determine programs to be offered each year in August, placing each program into a Program Budget Category. Individual budget worksheets are created by the Senior Manager of Special Recreation for all programs through the use of the Budget Price Sheet.

- Traveling programs are priced from the first pick up time to the last drop off time
- After workshop/school programs have pick up transportation fees added into the base fee
- After workshop/school programs drop off transportation fee is a separate fee and an optional service choice
- Door-to-door transportation fees for programs for individuals that have physical or visual disabilities (P/V) is included in program fee

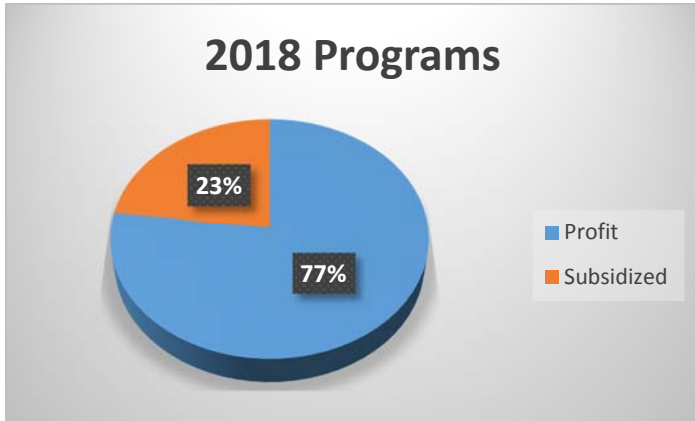
### **Fee Guidelines for Special Events, Trips, Clubs, Leisure Education and Camp Programs**

Superintendent of Recreation 1 and 2, Senior Manager of Special Recreation, Manager of Special Recreation (Day Camps) and Manager of Special Recreation (Athletics) determine events and camps to be offered for the year. Individual budget worksheets are created by the Senior Manager of Special Recreation, Special Recreation Manager (Day Camps) and Special Recreation Manager (Athletics).

- Day camps are subsidized due to
  - Cost of facilities
  - Close staff to participant ratios
  - Commercial transportation
- Special Events and Clubs will be priced at a 20% - 30% profit margin
- Leisure Education will be priced to net a profit

# 3 Year Comparisons

## Profit vs. Subsidized



The Comparisons represent:

- Weekly Programs
- New Initiatives
- Camps
- Trips
- Clubs
- Special Events

This does not include programs that generate a profit:

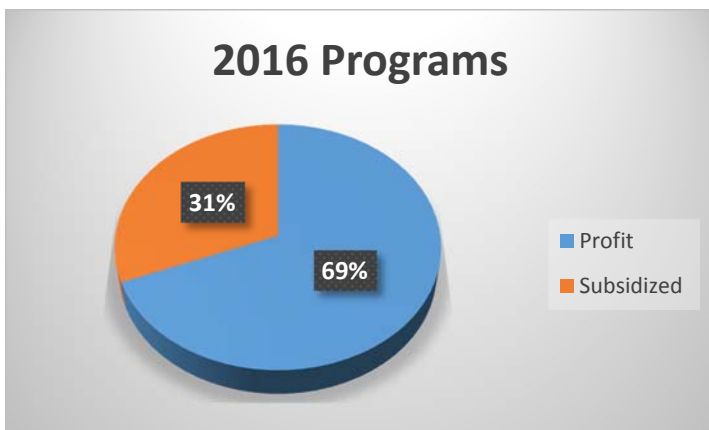
- Leisure Education Programs
- Collaborative Programs (PURSUIT & STAR)



The 3 year Program averages are as follows:

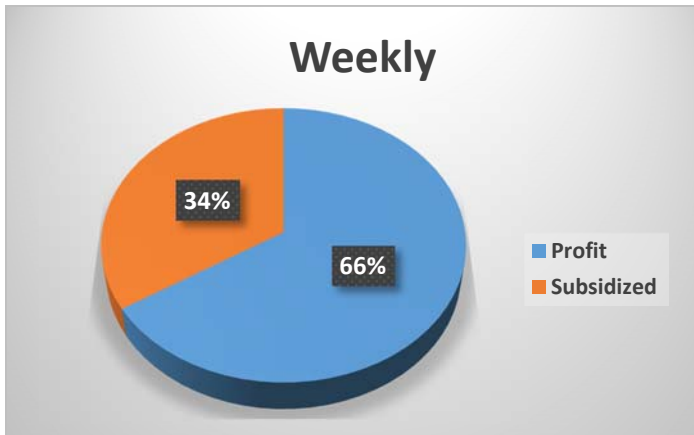
72.33% Profits

27.66% Subsidized



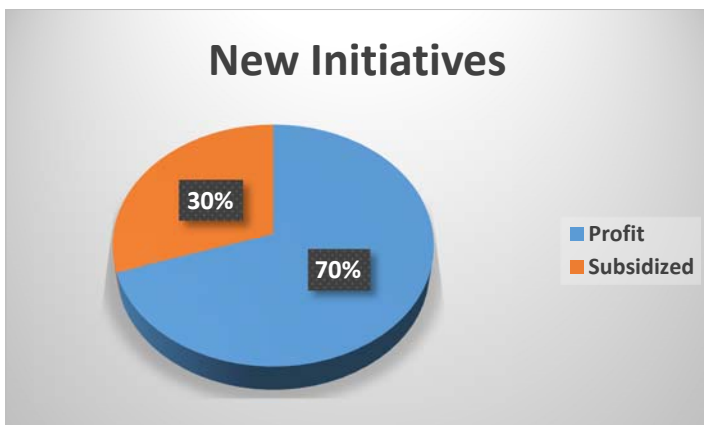
# 2016 Comparisons

## Profit vs. Subsidized



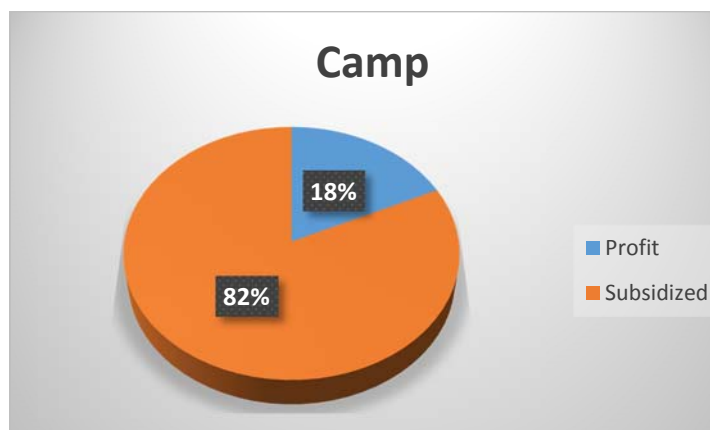
### Weekly Programs

- Profit Programs:
  - Sports
  - Instructional (ie: cooking, arts, yoga and Zumba)
- Subsidized Programs:
  - Programs that travel within the community accessing commercial facilities and utilizing a higher staff ratio
  - Programs for individuals with physical and visual disabilities



### New Initiatives

- Profit Programs:
  - Programs that focused on individual skills (ie: sports skills, swim lesson)
- Subsidized Programs:
  - Programs that have a contracted/specialty instructor



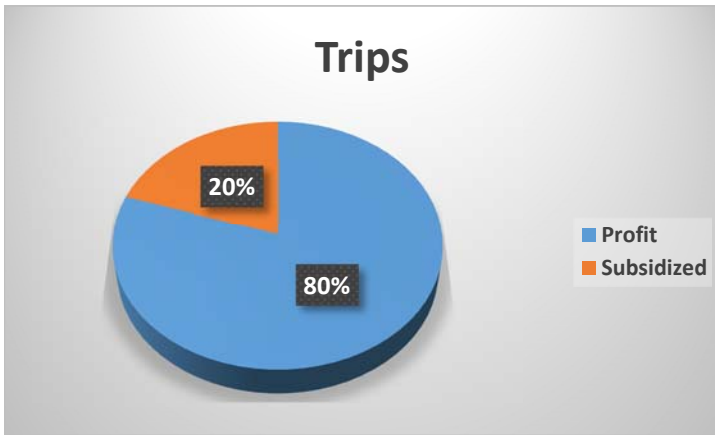
### Camp

- Subsidized Camps:
  - Summer Camps due to commercial transportation cost, facility cost and high staffing ratios
- Profit Camps:
  - Winter and Spring Break Camps use Member Park District facilities, full time and NWSRA transportation



# 2016 Comparisons

## Profit vs. Subsidized



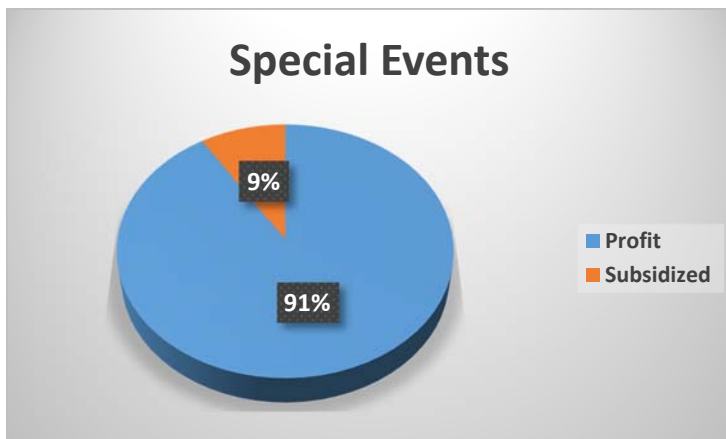
### Trips

- Profit Programs
  - Vacation trips for individuals with developmental disability who pay the direct cost
- Subsidized Programs
  - Vacation Trips / Overnights for individuals with physical and visual disabilities due commercial transportation and accommodations



### Club

- Profit Programs
  - Clubs with high attendance rates that could cover the expenses
- Subsidized Programs
  - Clubs with lower attendance rates that were unable to cover the direct cost



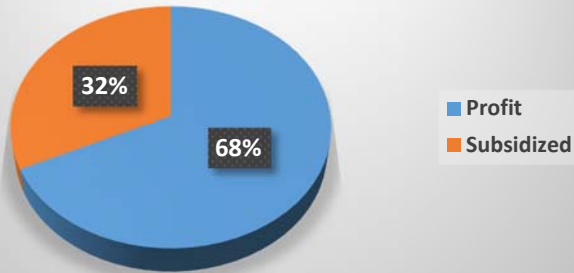
### Special Events

- Profit Events
  - All day trips (ie: Great America, plays & lunch, holiday / school day off)
- Subsidized Events
  - Free and low cost events (ie: Arts in the Park, music recitals)

# 2017 Comparisons

## Profit vs. Subsidized

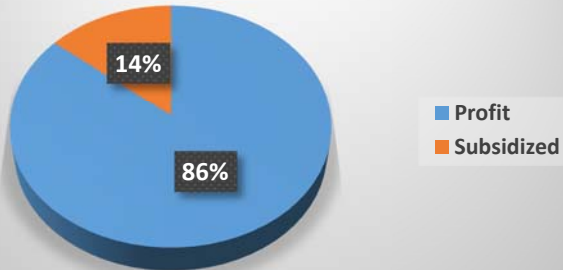
### Weekly Programs



### Weekly Programs

- Profit Programs
  - General Rec Programs (ie: bowling, fitness, enrichment / educational classes)
  - Instructional/Individual Programs (ie: Autism Movement Therapy, music lessons, sports skills)
- Subsidized Programs
  - After school (ie: Kirk Kids on the Go, Traveling Teens, After School Fitness) due to facility costs and high staff ratios

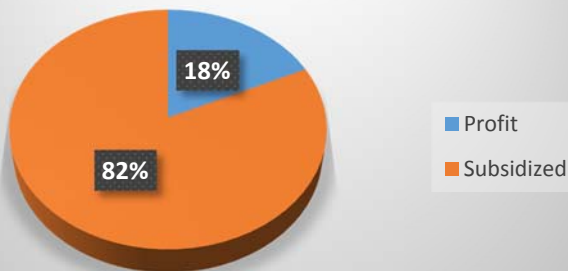
### New Initiatives



### New Initiatives

- Profit Programs
  - Individual Programming (ie: Sensory Therapy, Personal Training)
- Subsidized Programs
  - Programs with high facility and staff cost (ie: Flow Fitness, Saturday Clubhouse, Exploring the Burbs)

### Camp

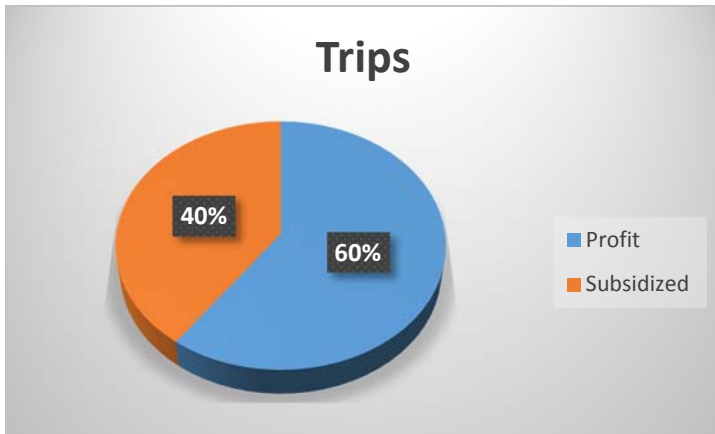


### Camp

- Subsidized Camps:
  - Summer Camps due to commercial transportation cost, facility cost and high staffing ratios
- Profit Camps:
  - Winter and Spring Break Camps use Member Park District facilities, full time and NWSRA transportation

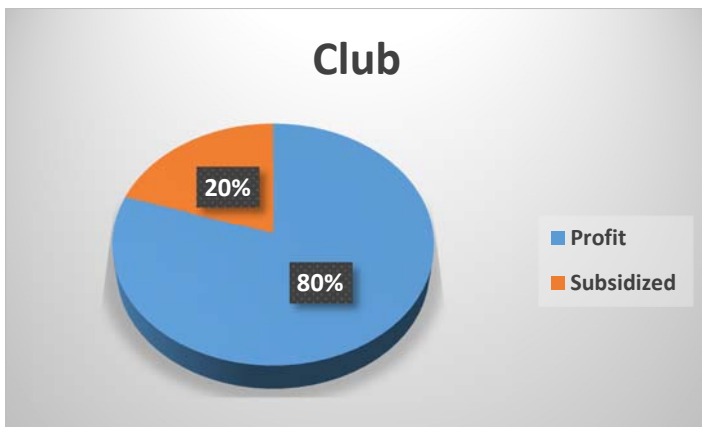
# 2017 Comparisons

## Profit vs. Subsidized



### Trips

- Profit Trips
  - Vacation Trips / Overnights for individuals with developmental disabilities
- Subsidized Trips
  - A higher than typical percentage of trips is subsidized due to needing part-time male staff for individuals with physical and visual disabilities



### Club

- Profit
  - Clubs with higher attendance rates
- Subsidized Clubs
  - Healthy Minds Healthy Bodies due to free and reduced social opportunities
  - Friday Night Live (higher staff cost and less attendance rates)

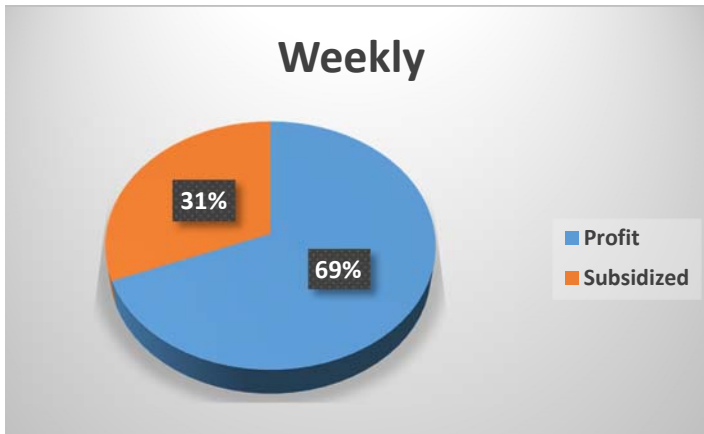


### Special Events

- Profit Events
  - All day trips (ie: Great America, plays & lunch, holiday / school day off)
- Subsidized Events
  - Free and low cost events (ie: Arts in the Park, music recitals, visit with Santa)

# 2018 Comparisons

## Profit vs. Subsidized



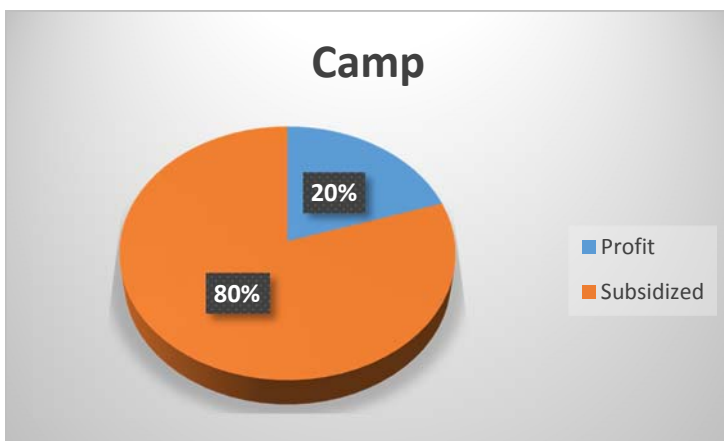
### Weekly

- Profit Programs
  - Therapies / Private Instruction /Skill (Autism Movement Therapy, Sensory Therapy, Sports skills, music lessons)
  - General Rec Programs (ie: bowling, fitness, enrichment classes)
- Subsidized Programs
  - Programs with higher commercial expenses (ie: Busy Bodies, Alpine Ski, Partner Bowl)



### New Initiatives

- Profit Programs
  - Programs without a facility expense (ie: Recess Games, Fun With the Alphabet, Talented Tots)
- Subsidized Programs
  - Program with facility cost (ie: Yoga Kids)

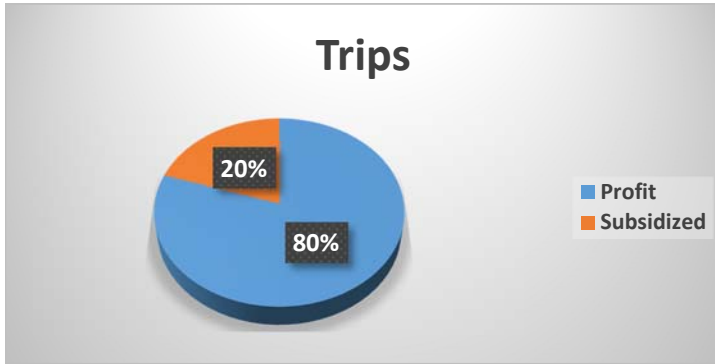


### Camp

- Subsidized Camps:
  - Summer Camps due to commercial transportation cost, facility cost and high staffing ratios
- Profit Camps:
  - Winter and Spring Break Camps use Member Park District facilities, full time and NWSRA transportation

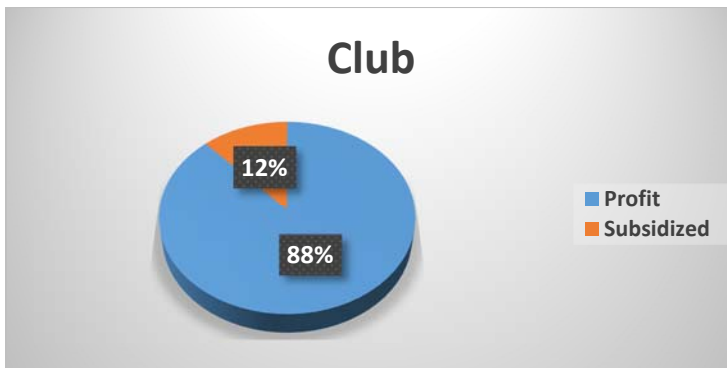
# 2018 Comparisons

## Profit vs. Subsidized



### Trips

- Profit Trips
  - Vacation Trips / Overnights for individuals with developmental disabilities
- Subsidized Trips
  - Vacation Trips / Overnights for individuals with physical and visual disabilities due commercial transportation and accommodations



### Club

- Profit Clubs
  - Clubs with large attendance (Social Club South, Social Club North, Teen Clubs)
- Subsidized Clubs
  - Healthy Minds Healthy Bodies due to fee or reduced social opportunities



### Special Events

- Profit Events
  - All day trips (ie Great America, plays & lunch, holiday / school day off)
- Subsidized Events
  - Free and low cost events (ie music recitals, visit with Santa)

**To: Diane Hilgers, Chairman**  
**From: Tracey Crawford, Executive Director**  
**Re: ADA Transition Plan**  
**Date: March 7, 2018**

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Attached for your review is the ADA Transition Plan proposal from WT Group to ensure compliance with ADA Standards as well as IPRA Distinguished Agency Standards. This review, which has been budgeted for 2018, should occur every 10 years according to Distinguished Agency Standards and will ensure the highest level of accessibility for patrons.

**To: Tracey Crawford, Executive Director**  
**From: Brian Selders, Superintendent of Communications & IT**  
**Re: ADA Transition Plan**  
**Date: March 7, 2018**

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As part of the Comprehensive Strategic Plan, as well as ongoing efforts to ensure the highest level of accessibility for patrons, NWSRA will be developing a new ADA Transition Plan for its owned property located at 3000 W. Central Rd., Rolling Meadows, IL. WT Group developed the previous ADA Transition Plan for NWSRA, and will be partnering again to develop the current plan, which has been budgeted to take place in 2018. The attached proposal is designed to ensure compliance with:

- ADA Mandates
- IPRA Distinguished Agency Standards
  - According to Distinguished Agency Standards, this review should take place every 10 years

The ADA Transition Plan will contrast the site to requirements of the Illinois Accessibility Code and the federal 2010 Standards for Accessible Design, as well as:

- Provide descriptions of the deficits
- Provide retrofit recommendations
- Assign people responsible for retrofit
- Ensure program access tests application
- Provide phase or priority for retrofit
- Provide cost reference for planning purposes

The total cost for the development of the ADA Transition Plan by WT Engineering is \$4,500. The National Recreation and Park Association recognizes WT Group as the preferred provider of accessibility consulting, and as NWSRA is a member of NRPA, this cost includes 10% discount on the project. The WT Group, LLC accessibility practice has served more than 240 special recreation associations, park districts, cities, counties and states to help meet the many requirements of the ADA. John McGovern, Owner and Principal, has served on all three of the federal advisory committees that developed the design requirements for parks and recreation assets, and we look forward to their expertise in the development of the ADA Transition Plan for NWSRA.



Engineering • Design • Consulting

March 2, 2018

Brian Selders, CPRP  
Superintendent of Communications and IT  
NWSRA  
3000 West Central Road, Suite 205  
Rolling Meadows, IL 60008

Dear Brian:

Thanks for the discussions regarding an access audit and transition plan for the NWSRA office location. I understand that you do not want a review of partner park district sites in use by NWSRA.

Below I will describe our access audit and transition plan process and deliverables. I will follow that with a proposed fee, and a brief discussion regarding our qualifications.

### **Access Audits**

To conduct the access audit, we would start with a kickoff meeting to introduce our team to yours, and review our methods. We will need a staff member to open every space for our audit. In the alternative, give us a key and we will return it at the end of the day.

We audit in teams of two, as a quality control element. No one person sees everything. In our work, we contrast your site to the requirements of the Illinois Accessibility Code and the federal 2010 Standards for Accessible Design. As a deliverable, you receive a comprehensive the completed checklists, and these identify assets that are compliant as well as those that are noncompliant.

Brian, we are fast, efficient, thorough, and accurate. In the audit, we will stay out of the way of staff and meetings or programs. If meetings or events are planned or happen to occur, we will simply audit another part of the building.

We then use the access audit results to prepare a site report. The site report includes digital images of deficits. The site report also applies the program access test and will identify retrofits we believe NWSRA must complete, as well as retrofits we believe NWSRA need not complete until it next modifies that site.

In the site report, we also identify deficits that can be left as is because of *equivalent facilitation* and *construction tolerance*. Lastly, some retrofits are *technically infeasible* and need not be made. This process is transparent, and you will always know the “why” behind our recommendations.

The site report comes digitally as a pdf document, with the completed checklists.



**Brian Selders**

**NWSRA Proposal for Access Audits and Transition Plan - Revised**

**March 2, 2018 page 2**

### **Transition Plan**

The transition plan (see 35.150(d)) is a phased schedule of recommended retrofits. We use our experience with courts, state enforcement agencies, and federal enforcement agencies to prepare a phased schedule that will give the District a reasonable number of years to apply resources to retrofits. I note here that a court or enforcement agency has not once rejected our transition plan approach.

Our transition plan hyperlinks to the site reports and includes:

- ❖ a description of the deficit (in the site report)
- ❖ retrofit recommendation (in the site report and transition plan)
- ❖ person responsible for retrofit (in the site report)
- ❖ program access test application (in the site report)
- ❖ phase or priority for retrofit (in the site report and the transition plan)
- ❖ cost reference for planning purposes (in the transition plan)

A word about cost references. In the absence of a design, we cannot give a cost estimate. We do use R. S. Means as our guide, but Means has not been updated since 2004. As a result, we apply a 40% multiplier to Means to make the costs more realistic.

Our transition plan is a simple Excel tool, easily searchable by staff. We use Excel because virtually every one of your staff already know Excel. We also will plan and conduct a public feedback session, with your team.

You will receive a printed transition plan, as well as a digital version.

### **Proposed Cost**

The National Recreation and Park Association recognizes our firm as the preferred provider of accessibility consulting for the more than 60,000 members of NRPA. We know NWSRA staffs are active members of NRPA. As such, NWSRA receives a 10% discount on our services.

The discounted cost for this task is \$4,500. Zuniga and Scheibe will lead our efforts here. There is no national professional accessibility credential, however, two states, Texas and California, have such a credential. Zuniga possesses the California credential and Scheibe possesses the Texas credential. I will oversee interpretation of the standards and development of the transition plan and all reporting to NWSRA.

### **Qualifications**

NWSRA knew us decades ago as special recreation professionals. Then in 2008 we started Recreation Accessibility Consultants along with W-T Engineering. We have rebranded now, ten years later, as the WT Group, LLC accessibility practice. This allows us a seamless relationship with engineers, architects, surveyors, and other design professionals.

We have served more than 240 special recreation associations, park districts, cities, counties, and states, helping each meet the many requirements of the ADA. There is no national professional accessibility credential, but two states have developed a credential.

**Brian Selders**

**NWSRA Proposal for Access Audits and Transition Plan - *Revised***

**March 2, 2018 page 3**

Shelley possesses the California credential (the Certified Access Specialist, or CASp), and Tanya Scheibe possesses the Texas credential (the Registered Accessibility Specialist, or RAS). Two of our team are Certified ADA Coordinators, and I am licensed to practice law in Illinois.

In addition, I am the only person in the United States to have served on all three of the federal advisory committees that developed the design requirements for parks and recreation assets. You won't find that set of qualifications under one roof anywhere.

It is important to be proactive regarding ADA compliance. Do not wait for Department of Justice staff to call you. In our work we have trained DOJ enforcement staffs. We know their approach, and we know what works and what does not work in ADA compliance.

NRPA recognizes our unique skill set, and recommends us to NRPA members for accessibility consulting. Let us simplify the ADA requirements so you can focus on your mission and enrich your community of people with disabilities with a better quality of life.

### **Conclusion**

Thanks for inviting us to submit a proposal. Let us help you, as we have for almost 100 other Illinois agencies.

If I can answer any questions about the proposal or the alternates, please reach me at 224-293-6451, or by email at [john.mcgovern@rac-llc.com](mailto:john.mcgovern@rac-llc.com).

Sincerely,



John N. McGovern, JD  
Owner and Principal

JNM/NWSRA PROPOSAL 201801

CELEBRATE ABILITY  
**NWSRA**  
NORTHWEST SPECIAL RECREATION ASSOCIATION

FEB. 18  
2018



GLACIER ICE ARENA  
670 Lakeview Parkway  
Vernon Hills, IL.

**SKATING CHAMPIONSHIPS  
INVITATIONAL** FOR ATHLETES WITH  
DISABILITIES



# NWSRA athletes invited to attend Skating Championships Invite

Submitted by Brian Selders

Skaters with disabilities from throughout the state of Illinois are invited to compete in the inaugural year of the Skating Championships Invitational.

This event, hosted by Northwest Special Recreation Association, will be from 2-6:30 p.m. Sunday, Feb. 18, at Glacier Ice Arena, 670 Lakeview Parkway, in Vernon Hills.

The event will be followed by a celebratory dinner and dance at the White Deer Run Golf Course, 250 W Greggs Parkway, in Vernon Hills.

NWSRA Senior Manager of Special Recreation JoAnn Snyder said, "This is a fantastic opportunity for skaters with disabilities to continue to develop their skills and compete on a statewide level. We are very excited to work with local partners and organizations to ensure that figure skating is accessible for all."

The event is open to all skaters with a disability, and families, friends and supporters are invited to cheer on the athletes during the day of competition.

NWSRA is currently registering athletes, as well as seeking sponsors. Contact JoAnn Snyder, Northwest Special Recreation Association, (847) 392-2848 or [jsnyder@nwsra.org](mailto:jsnyder@nwsra.org) for a registration packet or more information.

Northwest Special Recreation Association provides outstanding opportunities through recreation for



COURTESY OF JOANN SNYDER  
Figure skaters with disabilities are invited to compete in the upcoming Skating Championships Invitational.

children and adults with disabilities. NWSRA has grown tremendously over its 43-year history. NWSRA provides more than 2,000 recreational programs and received more than 15,000 registrations annually.

Athletics are very popular at NWSRA, with more than 600 athletes competing in 16 sports. NWSRA has received the National Recreation and Park Association Excellence in Inclusion Award, given to one organization throughout the nation that has proved its leadership in the promotion of inclusion and diversity initiatives.

NWSRA serves 17 Northwest suburban communities, providing day camps, weekly programs, trips, special events, cultural arts and more.

For information on NWSRA, visit [www.nwsra.org](http://www.nwsra.org) or contact Brian Selders at (847) 392-2848 or [bselders@nwsra.org](mailto:bselders@nwsra.org).

• Submit 'Your News' at [www.dailyherald.com/share](http://www.dailyherald.com/share).

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Page 3  
1/25/18

# From the community: Celebrating Ability at the SLSF Gold Medal Fashion Show



NWSRA participant Tori Geraci models a tuxedo at the 2017 SLSF Gold Medal Fashion Show. (Posted by bselders, Community Contributor)

By **Community Contributor bselders**

FEBRUARY 1, 2018, 8:25 AM

**R**olling Meadows, IL: Children and adults with disabilities will hit the runway and model the latest fashions at the annual Special Leisure Services Foundation (SLSF) Gold Medal Fashion Show, to be held on Sunday, February 25 at the Meadows Club in Rolling Meadows, IL. According to the U.S. Census Bureau, approximately 11% of individuals within each community have some type of disability. The Gold Medal Fashion Show celebrates the abilities of these individuals, while raising the funding necessary to provide safe, accessible and inclusive recreation within their communities.

SLSF is the fundraising arm of Northwest Special Recreation Association (NWSRA), which provides recreational programs and services for children and adults with disabilities throughout 17 northwest suburban Park District communities. Through over 2,000 day camps, athletics, cultural arts, special events and recreational programs, individuals with disabilities have the opportunity to have fun, make friends, be included, go new places, learn new things and celebrate their lives. The event is expected to

draw over 600 attendees and funds will support NWSRA scholarships, inclusion services, athletics, accessible transportation, programs and more.

SLSF President Tracey Crawford stated that due to the support of so many attendees of the Gold Medal Fashion Show, this "translates into extra scholarships, safer vehicles, more support for Lightning athletes, better adapted equipment, and quality inclusion opportunities for individuals to recreate within their home park district programs."

The event is sponsored by local companies including Americor Electronics, Ltd., Northwest Community Healthcare and the Daily Herald, with clothing provided by DressBarn, Formally Modern Tuxedo and JC Penney. NWSRA participants Rachel Hess and Eric Brandt will perform at the show, and tickets are \$50/person which includes lunch, entertainment, access to raffles and more. For more information or to register, visit [www.slsf.me](http://www.slsf.me) or contact Megan O'Brien at 847-392-2848, ext. 267 or e-mail [megano@slsf.me](mailto:megano@slsf.me).

*This item was posted by a community contributor. To read more about community contributors, click [here](#).*

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GOLD MEDAL  
*Fashion*  
SHOW

*SLSF*  
MAKING AN IMPACT FOR NWBRA

SUNDAY, FEBRUARY 25, 2018

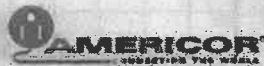


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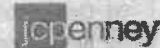
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Special Leisure Services Foundation is dedicated to supporting and promoting outstanding opportunities through recreation for children, and adults with disabilities in cooperation with Northwest Special Recreation Association. Call 847-392-2848 or visit us at [www.slsf.me](http://www.slsf.me).

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## From the community: NWSRA Announces Expansion



STAR Academy participant Kaytany Jones at the collaborative program between Clearbrook and NWSRA. (Posted by bselders, Community Contributor)

By Community Contributor bselders

FEBRUARY 5, 2018, 4:04 PM

**R**olling Meadows, IL: Northwest Special Recreation Association (NWSRA) recently unveiled its plans for expanding programming space to serve the physical, social, emotional and recreational needs of children and adults with disabilities. As a partnership of 17 northwest suburban Park Districts, NWSRA provides innovative recreational programs and services for children and adults with disabilities. This year, NWSRA will open its third recreational programming space in cooperation with the Mt. Prospect Park District at its Central Community Center, located at 1000 W. Central Rd. in Mount Prospect. NWSRA Executive Director Tracey Crawford stated "We truly appreciate the outstanding partnership of our Member Park Districts to collaboratively improve the lives of individuals who need services throughout the suburbs."

Through the expansion of programming space in collaboration with partner Park Districts, current and future NWSRA sites will provide a diverse range of recreational options. Certified staff will provide the tools and leadership for individuals with disabilities to achieve their personal goals, including social skills, community integration, health & wellness, sensory integration and more. "We have many donors, advocates, families, friends, staff and volunteers and community organizations committed to the idea that children and adults with disabilities should have access to safe and innovative recreational programming within their communities. They are truly the heart of the community" Crawford added.

Due to a generous grant from the Wheaton Franciscan Sisters, the new location will also host the third PURSUIT Adult Day Program, to be opened Fall 2018. As a collaborative program between Clearbrook and NWSRA, the PURSUIT Adult Day Program provides continued growth through enriching recreational activities. The current PURSUIT programs, hosted at the Rolling Meadows Community Center and Hanover Park Community Center, have received much fanfare from the community, and currently has a waiting list that highlights the success of program while making the need for additional services evident.

The STAR Academy After Care program is also a collaborative program between Clearbrook and NWSRA, and provides year round after care for children and teens with disabilities, providing each individual with activities designed to meet their personal goals. The STAR Academy After Care is currently hosted in Rolling Meadows, and will be opened in Hanover Park in 2018. Future plans include opening STAR Academy at the Mt. Prospect location as well. Mt. Prospect Park District Executive Director Dan Malartsik stated "This is an excellent opportunity for our community and Park District to collaborate with NWSRA and Clearbrook to provide industry leading recreational programs for children and adults with disabilities here in Mount Prospect. We are very excited to call PURSUIT 3 and STAR Academy home to Mount Prospect!"

NWSRA and its fundraising arm, Special Leisure Services Foundation (SLSF), are also committed to the building of a Snoezelen® Sensory Room at each location. Through technology and innovative design, the Snoezelen® room is a controlled multi-sensory environment that helps to create a therapeutic alliance between the participant and staff as well as a safe place to develop life skills. In addition, all locations will host a variety of recreational programming, unique to the interests and needs of each community and their surrounding area.

It has been reported that throughout the nation, 1 out of 10 individuals has a disability, and over 79% of individuals with disabilities reported barriers to physical activity in spite of legislative requirements and existing accommodations. NWSRA Superintendent of Recreation Andrea Griffin stated "We are extremely grateful to our collaborative



partners including the Mt. Prospect Park District, Clearbrook and the Wheaton Franciscan Sisters for making this dream a reality." Through the collective efforts of donors, volunteers and advocates, accessible recreation that is integral to the quality of life for individuals with disabilities in our communities will be made possible.

**About NWSRA:**

NWSRA has enriched the lives of children and adults with disabilities as a partnership of 17 northwest suburban Park Districts by providing outstanding recreational opportunities for over 40 years. NWSRA holds the distinction of Distinguished Accredited Agency from the Illinois Park and Recreation Association, and won the National Recreation and Park Association Excellence in Inclusion Award for national leadership in diversity and inclusion initiatives. If you are interested to learn more about NWSRA's programs and success stories, please visit our website: [www.nwsra.org](http://www.nwsra.org), or contact Brian Selders at 847-392-2848.

**About Clearbrook:**

Today, Clearbrook serves over 7,000 children and adults with intellectual/developmental disabilities in over 160 communities throughout Chicago and the suburbs. Clearbrook is committed to being a leader in creating innovative opportunities, services and supports for people with disabilities. With a staff of 900+ and more than 50 locations across Chicagoland, Clearbrook reports that 92 percent of every dollar raised goes directly into their programs and services.

*This item was posted by a community contributor. To read more about community contributors, [click here](#).*

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**This article is related to:** [Rolling Meadows](#)

# NWSRA announces plans to expand programming space

Submitted by Brian Selders

Northwest Special Recreation Association recently unveiled its plans for expanding programming space to serve the physical, social, emotional and recreational needs of children and adults with disabilities.

As a partnership of 17 Northwest suburban park districts, NWSRA provides innovative recreational programs and services for children and adults with disabilities. This year, NWSRA will open its third recreational programming space in cooperation with the Mount Prospect Park District at its Central Community Center, 1000 W. Central Road, in Mount Prospect.

NWSRA Executive Director Tracey Crawford stated, "We truly appreciate the outstanding partnership of our member park districts to collaboratively improve the lives of individuals who need services throughout the suburbs."

Through the expansion of programming space in collaboration with partner park districts, current and future NWSRA sites will provide a diverse range of recreational options. Certified staff will provide the tools and leadership for individuals with disabilities to achieve their personal goals, including social skills, community integration, health and wellness, sensory integration and more.

"We have many donors, advocates, families, friends, staff and volunteers and community organizations committed to the idea that children and adults with disabilities should have access to safe and innovative recreational programming within their communities. They are truly the heart of the community," Crawford added.

Due to a generous grant from the Wheaton Franciscan Sisters, the new location will also host the third PURSUIT Adult Day Program, which will open in the fall of 2018.

As a collaborative program between Clearbrook and NWSRA, the PURSUIT Adult Day Program provides continued growth through enriching recreational activities. The current PURSUIT programs, hosted at the Rolling Meadows Community Center and Hanover Park Community Center, have received much fanfare from the community, and currently has a waiting list that highlights the success of the program while making the need for additional services evident.

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The STAR Academy After Care is currently hosted in Rolling Meadows and will be opened in Hanover Park in 2018. Future plans include opening STAR Academy at the Mount Prospect location as well.

Mount Prospect Park District Executive Director Dan Malartsik said, "This is an excellent



COURTESY OF KARYN EMERALDA

**STAR Academy participant Kaylany Jones at the collaborative program between Clearbrook and NWSRA.**

opportunity for our community and park district to collaborate with NWSRA and Clearbrook to provide industry leading recreational programs for children and adults with disabilities here in Mount Prospect. We are very excited to call PURSUIT 3 and STAR Academy home to Mount Prospect."

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NWSRA Superintendent of Recreation Andrea Griffin said, "We are extremely grateful to our collaborative partners, including the Mt. Prospect Park District, Clearbrook and the Wheaton Franciscan Sisters, for making this dream a reality."

Through the collective efforts of donors, volunteers and advocates, accessible recreation that is integral to the quality of life for individuals with disabilities in our communities will be made possible.

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# Making their own miracle on ice



Daily Herald photo of Gary Smith with Coach Tom Winger at the Crystal Ice House in Crystal Lake before making the announcement to reinstate the skating events.

Not giving up on Special Olympics figure skating

Special Olympics and coaching at the Crystal Ice House in Crystal Lake before making the announcement to reinstate the skating events. Gary Smith, 42, of Crystal Lake, is with Coach Tom Winger at the Crystal Ice House in Crystal Lake before making the announcement to reinstate the skating events. Smith is wearing a dark jacket and Winger is wearing a light-colored jacket. They are standing on the ice rink.



**GARY SMITH'S**  
DREAMS  
WAS TO REINSTATE FIGURE SKATING AT THE CRYSTAL ICE HOUSE IN CRYSTAL LAKE. SMITH IS WITH COACH TOM WINGER AT THE CRYSTAL ICE HOUSE IN CRYSTAL LAKE BEFORE MAKING THE ANNOUNCEMENT TO REINSTATE THE SKATING EVENTS.



**WATCH VIDEO: Show girls on**  
K3 SIX MIRACLE SKATING: A group of girls are skating on an ice rink. One girl is wearing a red and black outfit and is being supported by another person. The rink is surrounded by a crowd of people.

SMITHS - PAGE 4



An photo from the Daily Herald photo of Gary Smith with Coach Tom Winger at the Crystal Ice House in Crystal Lake before making the announcement to reinstate the skating events.

## Miracle: Special Olympics Illinois could reinstate the skating events

By Tom Winger

It's a miracle, a miracle that is being made in Crystal Lake, Ill. The Crystal Ice House is now open to the public and is offering figure skating lessons to Special Olympics athletes. This is a first for the facility and a big step for the organization. The Crystal Ice House is a community center that has been open for many years. It has a large ice rink and a variety of other activities. The Crystal Ice House is a great place for people to enjoy the winter months. The Crystal Ice House is a great place for people to enjoy the winter months. The Crystal Ice House is a great place for people to enjoy the winter months.



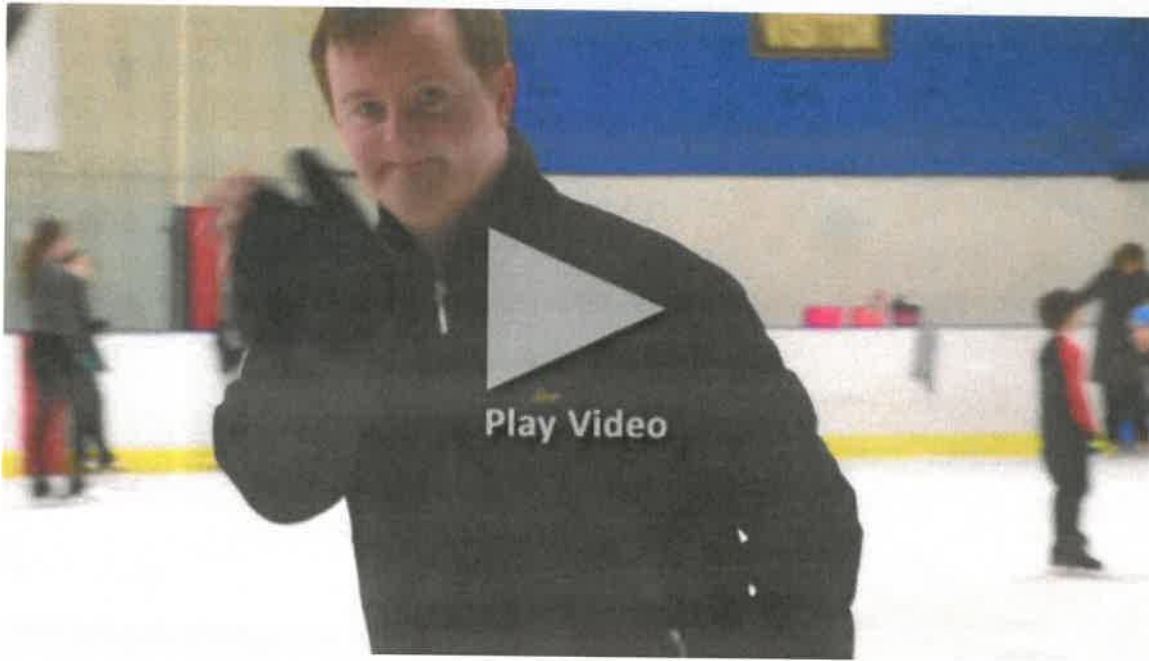
Coach Gary Smith with Coach Tom Winger at the Crystal Ice House in Crystal Lake before making the announcement to reinstate the skating events.

**If you go**  
Special Olympics Illinois is offering figure skating lessons to athletes with disabilities. The lessons are being held at the Crystal Ice House in Crystal Lake, Ill. The Crystal Ice House is a community center that has been open for many years. It has a large ice rink and a variety of other activities. The Crystal Ice House is a great place for people to enjoy the winter months. The Crystal Ice House is a great place for people to enjoy the winter months. The Crystal Ice House is a great place for people to enjoy the winter months.

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Columns updated: 2/17/2018 6:24 PM

# Constable: Disabled skaters save Olympic-style competition



**Video:** Show goes on for these skaters



**Burt Constable**

Some kids, and probably a few adults, cried. They couldn't believe [Special Olympics Illinois \(https://www.soill.org/\)](https://www.soill.org/), citing dwindling numbers of ice skaters, proclaimed that last year's annual skating competition for children, teens and young adults with developmental disabilities would be the last.

"It happened right before the skating, so it was very devastating," remembers Zane Shropshire, a longtime coach who trains skaters with disabilities at the [Crystal Ice House \(http://www.crystalicehouse.com/Home/tabid/298/Default.aspx\)](http://www.crystalicehouse.com/Home/tabid/298/Default.aspx) in Crystal Lake. No more medals. No more red carpet. No more banquet. No more dance party. No more skating. No more competing with friends.

Hutts: 'The time for moral victories has come and gone'



inRead invented by Teads

But wait.

"We don't give in too fast," says JoAnn Snyder, senior manager at Northwest Special Recreation Association (<http://www.nwsra.org/ns/>), which organizes activities for people with disabilities. When it became apparent that Special Olympics wasn't bluffing about axing the skating, Snyder, Shropshire, Palatine Township Elementary District 15 special education program assistant Deb Jessen, U.S. Figure Skating Association judge MaryRose Santee and other coaches and parents figured they'd just do a skating competition on their own.

"We are very excited that we were able to put this together," Snyder says. The Skating Championship Invitational for athletes with disabilities will take place from 2 to 6:30 p.m. Sunday, Feb. 18, at Glacier Ice Arena (<http://www.glacierskate.com/>), 670 Lakeview Pkwy., Vernon Hills, and is free and open to the public.

"We just knew they wanted to skate and compete," Shropshire says of the athletes. "The coaches all got together and said, 'We're going to keep it going.' We knew there was a place for them."

But to build a competition from scratch, they needed plenty of help.

Glacier Ice Arena, where Jessen coaches skating, donated the rink for the competition and the Ice Dogs Hockey Club gave up their scheduled time on the ice to accommodate the skaters with disabilities.

"Once we had ice, we knew we could roll," Snyder says.

All the glitz and glamour from last year's event remain. Local legend [Wayne Messmer](http://waynemessmer.com/) (<http://waynemessmer.com/>) will sing the national anthem. After the competition, the skaters will be guests at a lavish celebration dinner, and then the fun continues with a dance party hosted by a DJ who has Down syndrome, Snyder says. Things aren't just the same as last year, they are better.

"We have 10 new skaters who have not competed before," Snyder says. "We've got 48 skaters. We're not dwindling."

Veteran skaters, such as 18-year-old Abby Stanton of Lake in the Hills, often practice all year on complicated routines performed to music. "When you think about all the stuff they have to overcome to skate, it's amazing,"

says mom Mindy Stanton. "Thank goodness for the coaches. They know how important it is for the kids."

"I'm sure it will be great," says Marty Hickman, chief operating officer of Special Olympics Illinois. Hickman says his agency offered local figure skaters a chance to compete in the Iowa Special Olympics (as some speed skaters did), but understands the decision to host a local skating competition.

To grow the sport, this year's event added a skills competition. Skaters range in age from about 8 to about 40 and come from around the state.

"Everyone is so passionate about having this opportunity to express themselves in a sport many people can't do," Snyder says, adding that many skaters perform complicated moves with grace, while their parents can't step on the ice without falling.

"It feels really good. I just love being on the ice," skater Kayla Barnard, 27, told her mother, Patti Barnard, after the competition was saved. The Algonquin woman, who has a mild intellectual disability, was named a global messenger with Special Olympics, which gave her the opportunity to make speeches to promote her sport.

"She found out a few months after she became a global messenger that her sport was being eliminated," her mother says, explaining how Kayla responded by saying, "Mom, I'm not an Olympian anymore because my sport is gone."

Kayla is not a Special Olympian (although she's hoping to compete in tennis this year) but Sunday's event gives her what she loves -- learning new routines, challenging herself and being with teammates who "all accept each other, no matter what their level," her mom says. "With the Winter Olympic Games going on (in South Korea), they equate that with themselves."

The ultimate goal is to build up involvement and persuade Special Olympics to once again include ice skating under its sports umbrella, Snyder says.

"That would be a great thing to build the program from a grass-roots level," says Hickman, who added that Special Olympics Illinois could reinstate skating events if warranted.

"In the meantime, our guys are extremely excited," Snyder says of the athletes who will be competing and the coaches, parents and friends who will be rooting them on. "I have a feeling this will continue."

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## Related Articles

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**Athletes invited to Skating Championships Invitational**  
Jan 16, 2018

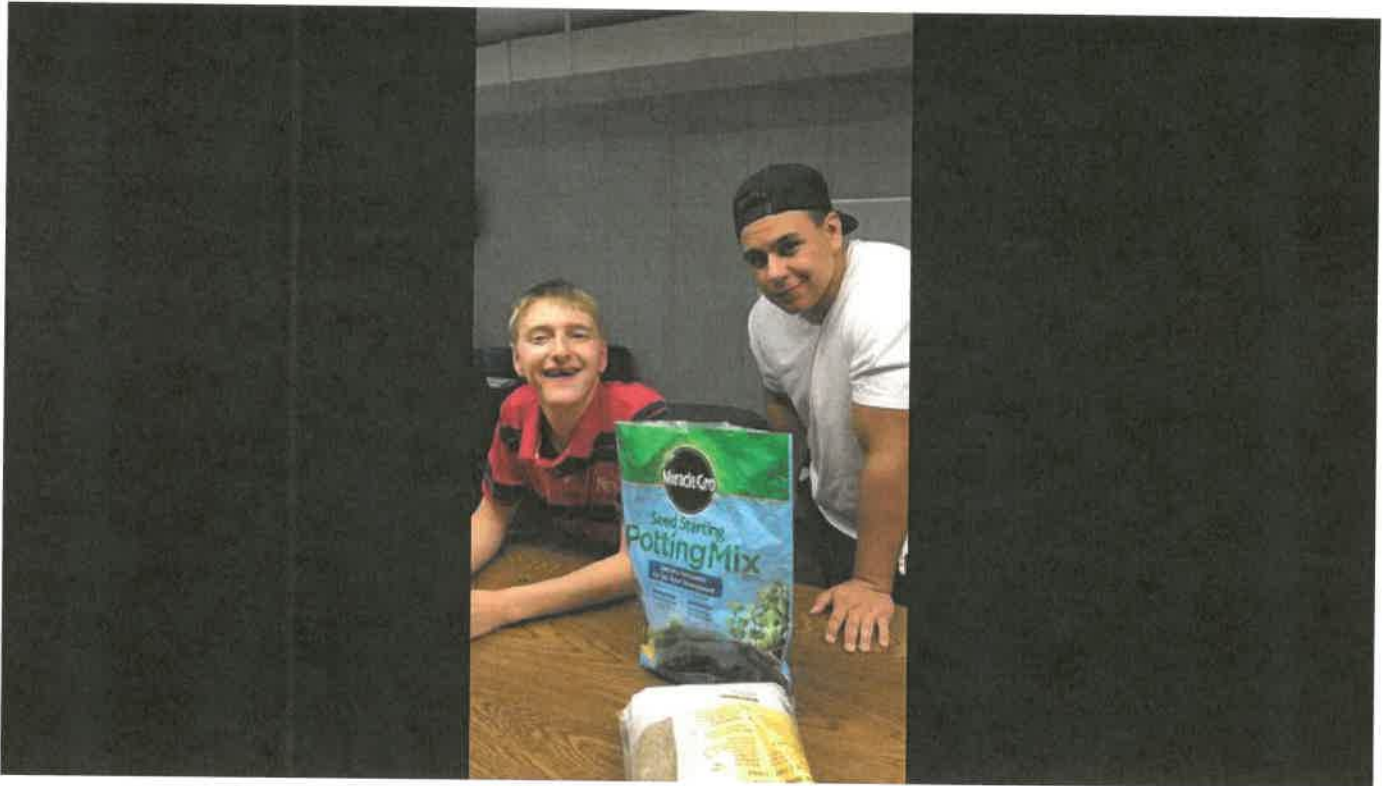


**Five myths about figure skating**  
Feb 9, 2018

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## Topics in this Article

# From the community: Students with disabilities to receive increased access to after school programs



Students with disabilities from across the northwest suburbs will now have access to affordable, safe after school programming through the STAR Academy. (Posted by bselders, Community Contributor)

By **Community Contributor bselders**

FEBRUARY 22, 2018, 11:32 AM

**H**anover Park, IL: For working families of students with disabilities throughout the northwest suburbs, one of the largest barriers to full time employment can be the limited access to appropriate after school programs for their loved one. To increase access for these families, two of the largest service providers for individuals with disabilities in the area, Clearbrook and Northwest Special Recreation Association (NWSRA), will expand the existing STAR Academy After Care Program into Hanover Park. This will be the second location for the program, which provides after care throughout the school year and the summer months for children and teens with disabilities. The current program resides in Rolling Meadows, and the program in Hanover Park will open on the first day of NWSRA Summer Camp on Tuesday, June 12, 2018.

Through the collaboration, state-certified staff lead a variety of educational, social and recreational activities after school, or day camp in the summer, for students with disabilities throughout the northwest suburbs. The program is overseen by a Certified Therapeutic Recreation Specialist (CTRS) and Certified Park and Recreation Professional (CPRP). Clearbrook President Anthony Di Vittorio stated "STAR Academy helps to meet the growing needs of families impacted by intellectual and developmental disabilities. Clearbrook is proud to be working alongside NWSRA again to provide an innovative solution to an everyday challenge."

STAR stands for Students in Therapeutic Afterschool Recreation. The second location will provide services to over 50 students with disabilities daily, five days a week, throughout the school year. "We are truly excited to partner with Clearbrook to address growing need for affordable, accessible after school programming for students throughout the northwest suburbs", NWSRA Executive Director Tracey Crawford stated. To address the increased need for services needed for working families of students with disabilities, Clearbrook and NWSRA partnered collaboratively to form the STAR Academy.

In order to serve the unique needs of these students, STAR Academy curriculum focuses on three core elements; Recreation & Leisure, Health & Wellness and Social Skills. The Recreation & Leisure component focuses on developing gross and fine motor skills, experiencing cultural arts, dance, drama and music, as well as participating in passive and active recreation. The Health & Wellness component focuses on developing skills to enhance a healthy lifestyle, improving one's physical health, self-respect and self-image. Finally, the Social Skills component focuses on expanding communication skills, enhancing interaction with peers and developing interpersonal skills.

Many public school districts in Illinois are unable to provide after school services specifically for their students who participate in Special Education classes, leaving many families in desperate need of services with limited financial options. Through the collaboration between Clearbrook, NWSRA and the local School Districts, STAR Academy provides an innovative approach to after school programming.

The program will provide a Certified Therapeutic Recreation Specialist (CTRS) and Direct Service Provider (DSP) staff who will oversee and implement a variety of educational, social and recreational activities daily. STAR Academy will run throughout the school year following the NSSEO school calendar, after school until 6:00 p.m., 5 days a week and will serve students of all ages. Transportation may be provided for students attending NSSEO and District 15 schools. Students that do not attend an NSSEO or District 15 school are welcome to attend the STAR Academy but will need to arrange transportation to the program.

For more information on STAR Academy, visit [www.nwsra.org/academy](http://www.nwsra.org/academy) or contact Andrea Griffin at 847-392-2848, ext. 236 or e-mail [agriffin@nwsra.org](mailto:agriffin@nwsra.org).

About Clearbrook:



Based in Northern Illinois, Clearbrook was founded in 1955 and has since evolved into a recognized leader in the field of intellectual/developmental disabilities. Today, Clearbrook creates innovative opportunities for over 8,000 children and adults with intellectual/developmental disabilities including autism, Down syndrome, and cerebral palsy - as well as their families. Clearbrook provides personalized children's, adult day, employment, residential and clinical services at more than 50 locations throughout the Chicagoland-area. In addition, Clearbrook is the largest provider of home-based services in the state of Illinois. Clearbrook employs more than 900 people and proudly reports that 92 percent of every dollar raised goes directly into programs and services. For more information, please visit [www.clearbrook.org](http://www.clearbrook.org).

180 communities including metropolitan Chicago and provides services in more than 70 residential, program and support locations and is the largest provider of Home-Based Services in the state.

About NWSRA:

NWSRA has enriched the lives of children and adults with disabilities as a partnership of 17 northwest suburban Park Districts by providing outstanding recreational opportunities for over 40 years. NWSRA holds the distinction of Distinguished Accredited Agency from the Illinois Park and Recreation Association, and won the National Recreation and Park Association Excellence in Inclusion Award for national leadership in diversity and inclusion initiatives. If you are interested to learn more about NWSRA's programs and success stories, please visit our website: [www.nwsra.org](http://www.nwsra.org), or contact Brian Selders at 847-392-2848.

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# STAR Academy offers after-school care for kids with disabilities

Submitted by Brian Selders

For working families of students with disabilities throughout the Northwest suburbs, one of the largest barriers to full-time employment can be the limited access to appropriate after school programs for their loved one.

To increase access for these families, two of the largest service providers for individuals with disabilities in the area, Clearbrook and Northwest Special Recreation Association, will expand the existing STAR Academy After Care Program into Hanover Park.

This will be the second location for the program, which provides after care throughout the school year and the summer months for children and teens with disabilities. The current program resides in Rolling Meadows, and the program in Hanover Park will open on the first day of Northwest Special Recreation Association Summer Camp, Tuesday, June 12.

Through the collaboration, state-certified staff lead a variety of educational, social and recreational activities after



COURTESY OF BRIAN SELDERS

Students with disabilities from across the Northwest suburbs will have increased access to affordable, safe after-school programming through the STAR Academy.

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Specialist and Certified Park and Recreation Professional.

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