



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

**March 17, 2021**  
**10:30 a.m. Regular Meeting**  
**Via Zoom**  
<https://zoom.us/j/95035581589>  
**Call in Number: 312-626-6799**  
**Meeting ID: 950 3558 1589**

## AGENDA

- I. Call to Order
  - A. Roll Call
  
- II. Introduction of Guests:
  - A. Trisha Palmieri – 5 Year Recognition
  
- III. Public Comment
  
- IV. Approval of Agenda
  
- V. Approval of Consent Agenda – Pages 3-43
  - A. Approval of Minutes, January 20, 2021
  - B. NWSRA Financial Reports, February 28, 2021
    - 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
  - C. Warrants:
    - 1. Warrant #2 A/P February 28, 2021 – \$256,113.88
    - 2. Warrant #3 A/P March 17, 2021 - \$67,374.53
  - D. Bi-Weekly Payroll Warrant Pay Periods Ending:
    - 1. 01/15/21 - \$73,919.76
    - 2. 01/29/21 - \$84,481.21
    - 3. 02/12/21 - \$74,160.84
    - 4. 02/26/21 - \$71,555.47
  - E. ADA Compliance Projects\*:
    - 1. Buffalo Grove:
      - a. Various Parks – Playground Surfaces - \$7,998
      - b. Veterans Park – Routes and Surfaces - \$61,392
      - c. Fitness Center – Routes and Surfaces - \$7,330
      - d. Green Lake Park – Benches-Picnic Tables - \$1,740
      - e. Green Lake Park – Exercise Machines & Routes - \$294,604.50
      - f. Fitness Center and Golf Dome – Routes and Surfaces - \$72,231.25
      - g. Alcott – Handrails - \$15,400
      - h. Alcott – Storage - \$3,509

*An extension of the local park districts serving*

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

---

3000 West Central Road, Suite 205 • Rolling Meadows, IL 60008 • VOICE 847/392-2848 • FAX 392-2870 • TTY 392-2855 • [www.nwsra.org](http://www.nwsra.org)

- i. Alcott – Routes and Surfaces - \$46,595
  - j. Golf Dome – Benches - \$3,908.16
  - k. Community Arts Center – Lavatories and Sinks - \$24,598
  - l. Golf Dome – Routes and Surfaces - \$2,917.50
  - m. Willow Stream Park – Routes and Benches - \$7,141.25
  - n. Consulting Services – Engineers - \$3,169.24
  - o. NW Space – Programs and Services - \$66,000
  - 2. Mount Prospect:
    - a. Central Community Center – Exercise Equipment - \$39,760
    - b. Golf Club – Communications - \$7,814
- \* Further details can be found on Directors Site

VI. Correspondence

- A. Written
- B. Oral

VII. Staff Reports – Pages 44-51

- A. Program Report
  - 1. Virtual Park District Visitation Day for Interns
- B. Marketing and P/R Report
- C. SLSF
- D. Directors Update - Oral

VIII. Old Business – Pages 52-55

- A. Finance Task Force Update
  - 1. Minutes

IX. New Business – Pages 56-89

- A. NWSRA Project Updates
  - 1. NWSRA Programming Space 6 – Hoffman Estates Update – Oral Report
  - 2. Hoffman Estates Lease Agreement
- B. Clearbrook Agreement
- C. NSSEO Facility Usage Agreement
- D. Surplus Ordinance O2021-1 – Various Items
- E. Park Central Building Updates – Oral Report
  - 1. HVAC
- F. Other

X. Information/Action Items – Pages

- A. 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

[Return to Home](#)

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
NORTHWEST SPECIAL RECREATION ASSOCIATION  
HELD VIA ZOOM VIDEO CALL  
ON THE 20<sup>th</sup> OF JANUARY, 2021, at 10:30 am**

Chairman Fahnstrom called the meeting to order at 10:33 a.m.

Executive Director Crawford took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Ryan Risinger, Buffalo Grove Park District; Ben Curcio, Elk Grove Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog Mount Prospect Park District; Mike Clark, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Kevin Romejko, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrener, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jan Buchs, Wheeling Park District

Absent: Rita Fletcher, Bob O'Brien and Robert Dowling

Jeff Janda, Streamwood Park District arrived at 10:34 am

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Andrea Griffin, Superintendent of Recreation; Rachel Hubsch, Superintendent of Recreation; Cathy Splett, Superintendent of Development; Miranda Woodard, Accounting Manager; Jackie Moore, Manager of Special Recreation; Andi Marfilus, Faithe Kazmark, Kathryn Schuermann, Jenny Woodard, Interns; and Jessica Vasalos, Administrative Manager as recording secretary.

Introduction of Guests

Bret Fahnstrom introduced each guest and read Jackie Moore's 5 Year Recognition.

Public Comment

None

Approval of Agenda

Chairman Fahnstrom asked for a motion to approve the agenda dated January 20, 2021. Trustee Janda made the motion and Trustee Risinger seconded the motion. Upon voice vote, the motion was carried. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

### Approval of Consent Agenda

Chairman Fahnstrom called for a motion to approve the Consent Agenda of January 20, 2021. Trustee Clark made the motion and Trustee LaFrenere seconded the motion to approve the Consent Agenda dated January 20, 2021. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

### Correspondence

None

### Staff Reports

Superintendent Hubsch shared a story of a new participant that resides in Schaumburg.

Superintendent Griffin reported on 2020 Year End Statistics including Program and Participant Statistics and Facility Statistics, this included the growth of program spaces and new initiatives developed during the pandemic. Superintendent Griffin asked Board Members to refer to the Board Packet as well as the Directors' site for Park District specific information.

### Marketing and PR

Superintendent Selders reported that there was an article published in the Illinois Parks and Recreation Magazine, Taking the Digital Leap, which recapped NWSRA's efforts in 2020. There were over 22,000 new IP hits on our website over 2020. An increase of over 200 followers on Facebook and Instagram was also logged. Working on the survey for the NWSRA Programming Spaces. This will evaluate many areas at all sites. Still taking the idea of digital marketing from 2020 and moving that into 2021.

### SLSF

Superintendent Splett reported that this year will mark SLSF's 40<sup>th</sup> anniversary. Kevin T. Kendrigan started the foundation in 1981. The Gold Medal Fashion Show will highlight the models this year with a personal touch. Moving forward SLSF will be supporting each Park District randomly. In 2021, SLSF will support Buffalo Grove, Elk Grove, Schaumburg, Salt Creek and Streamwood. Each district will receive \$200 to support an event at your districts.

### Old Business

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

Superintendent Griffin stated that 16 out of 36 staff have signed up for this benefit and asked the Board to review the documents in the Board Packet.

#### Finance Task Force Committee Meeting

Executive Director Crawford informed the Board that staff have begun to move forward and have set a meeting with the Finance Task Force. Currently staff are meeting and working with Task Force Chair, Kevin Romejko.

## New Business

### Appointment of Legal Counsel

Chairman Fahnstrom called for a motion to approve Howard Metz, with Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd., as legal counsel. Trustee Fullerton made the motion and Trustee Romejko seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

### Appointment of Director/Secretary – Tracey Crawford

Chairman Fahnstrom called for a motion to approve Tracey Crawford as Executive Director and Secretary for NWSRA. Trustee Janda made the motion and Trustee LaFrener seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

## Informational/Action Items

### COVID Update

At this time Executive Director Crawford and Superintendent Selders as well as the other Administration Team members presented the NWSRA COVID update.

Trustee Talsma asked if there was a way to provide access to the participants that do not have access to virtual programs. Executive Director Crawford informed the Board that that issue is something that NWSRA is looking into. The issues are not only device problems but also internet connectivity and the age of the guardians assisting the participants accessing the virtual programs.

Trustee Talsma raised a question about the Board approving an extension of COVID related to FFCRA. Superintendent Negrillo informed the Board that this is not additional time, this is the FFCRA time that is reimbursable by the Federal Government. The NWSRA Policy Manual gives the Executive Director the authority to do this without Board approval. Taking direction from Trustee Talsma, Executive Director Crawford called for a motion to approve the extension of Federal COVID FFCRA sick time until March 31, 2021. Trustee Talsma made the motion and Trustee Janda seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

2020 Year in Review/2021 Goals

Executive Director Crawford stated that this is the fourth and final year of NWSRA's strategic plan and it is on target. Due to our relationship with Clearbrook, some NWSRA staff were able to get the COVID vaccine. NWSRA staff are currently on waitlists but due to NWSRA being linked to State Agency's, staff were able to get vaccinated. The main goal was to ensure that staff that have direct participant contact, were able to get vaccinated.

Other

None

Closed Session

None

Adjournment

After no further business, Chairman Fahnstrom called for a motion to adjourn. Trustee LaFrener made the motion and Trustee Risinger seconded the motion to adjourn the January 20, 2021 meeting at 11:49 a.m. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

---

Secretary



## Account Statement - Transaction Summary

For the Month Ending **January 31, 2021**

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

Illinois Portfolio, IPDLAF+ Class	
Opening Market Value	145,673.65
Purchases	0.58
Redemptions	(135,143.97)
Unsettled Trades	0.00
Change in Value	0.00

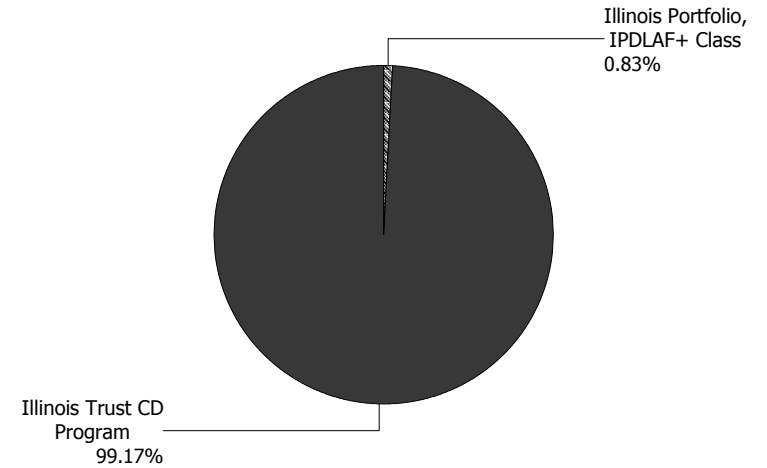
<b>Closing Market Value</b>	<b>\$10,530.26</b>
Cash Dividends and Income	0.58

Illinois Trust CD Program	
Opening Market Value	1,130,000.00
Purchases	135,000.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

<b>Closing Market Value</b>	<b>\$1,265,000.00</b>
Cash Dividends and Income	0.00

Asset Summary		
	January 31, 2021	December 31, 2020
<b>Illinois Portfolio, IPDLAF+ Class</b>	10,530.26	145,673.65
<b>Illinois Trust CD Program</b>	1,265,000.00	1,130,000.00
<b>Total</b>	<b>\$1,275,530.26</b>	<b>\$1,275,673.65</b>

### Asset Allocation







## Account Statement - Transaction Summary

For the Month Ending **February 28, 2021**

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

Illinois Portfolio, IPDLAF+ Class	
Opening Market Value	10,530.26
Purchases	210,691.37
Redemptions	(210,158.33)
Unsettled Trades	0.00
Change in Value	0.00

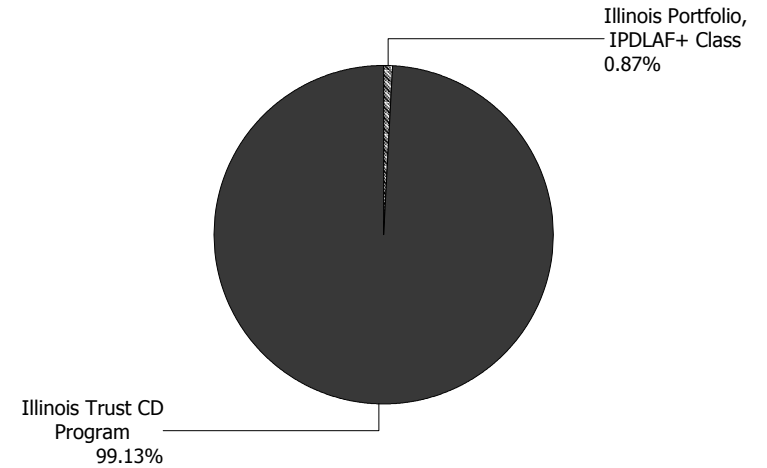
<b>Closing Market Value</b>	<b>\$11,063.30</b>
Cash Dividends and Income	0.96

Illinois Trust CD Program	
Opening Market Value	1,265,000.00
Purchases	210,000.00
Redemptions	(210,000.00)
Unsettled Trades	0.00
Change in Value	0.00

<b>Closing Market Value</b>	<b>\$1,265,000.00</b>
Cash Dividends and Income	690.41

Asset Summary		
	February 28, 2021	January 31, 2021
<b>Illinois Portfolio, IPDLAF+ Class</b>	11,063.30	10,530.26
<b>Illinois Trust CD Program</b>	1,265,000.00	1,265,000.00
<b>Total</b>	<b>\$1,276,063.30</b>	<b>\$1,275,530.26</b>

### Asset Allocation



NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW JANUARY 31, 2021**

	<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)	21,903	306,225	328,128
OPER/MMA (Village Bank & Trust)	2,833,077	50,854	2,883,930
IPDLAF	35,000		35,000
FLEX SPENDING CHECKING	1,557		1,557
CASH BANKS	0		0
TOTAL	2,892,038	357,229	3,249,267
<b><u>RESERVES: INVESTMENTS</u></b>			
BF EDWARDS		1,154,136	1,154,136
PFM Asset Management	1,275,530		1,275,530
TOTAL	1,275,530	1,154,136	2,429,666
<b><u>RESERVES:</u></b>			
<b><u>OPERATING</u></b>			
MAX SAFE 1 (Village Bank & Trust)	1,506,007		1,506,007
<b><u>CAPITAL</u></b>			
MAX SAFE 2 (Village Bank & Trust)	474,501		474,501
TOTAL	1,980,509		1,980,509
<b><u>TOTAL CASH &amp; RESERVES</u></b>			
<b>January 31, 2021</b>	\$ 6,148,077	\$ 1,511,365	\$ 7,659,442
 <b><u>TOTAL CASH &amp; RESERVES</u></b>			
<b>January 31, 2020</b>			
CASH	\$ 1,786,684	\$ 222,851	\$ 2,009,535
RESERVES - OPER	1,498,544		1,498,544
RESERVES - CAP	472,150		472,150
RESERVES - INVEST	1,740,008	1,242,570	2,982,578
	\$ 5,497,386	\$ 1,465,421	\$ 6,962,807

NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW FEBRUARY 28, 2021**

		<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)	500,213	316,133	816,346
	OPER/MMA (Village Bank & Trust)	2,034,458	50,855	2,085,312
	IPDLAF	104,312		104,312
	FLEX SPENDING CHECKING	12,838		12,838
	CASH BANKS	<u>0</u>		<u>0</u>
	TOTAL	2,652,321	<u>367,138</u>	<u>3,019,459</u>
<b><u>RESERVES: INVESTMENTS</u></b>				
	BF EDWARDS		1,173,845	1,173,845
	PFM Asset Management	<u>1,276,063</u>		<u>1,276,063</u>
	TOTAL	1,276,063	<u>1,173,845</u>	<u>2,449,909</u>
<b><u>RESERVES:</u></b>				
	<b><u>OPERATING</u></b>			
	MAX SAFE 1 (Village Bank & Trust)	1,506,096		1,506,096
	<b><u>CAPITAL</u></b>			
	MAX SAFE 2 (Village Bank & Trust)	<u>474,529</u>		<u>474,529</u>
	TOTAL	1,980,625		<u>1,980,625</u>
<b><u>TOTAL CASH &amp; RESERVES</u></b>				
	<b>February 28, 2021</b>	<u>\$ 5,909,010</u>	<u>\$ 1,540,983</u>	<u>\$ 7,449,993</u>
 <b><u>TOTAL CASH &amp; RESERVES</u></b>				
	<b>February 28, 2020</b>			
	CASH	\$ 1,630,773	\$ 234,331	\$ 1,865,104
	RESERVES - OPER	1,500,536		1,500,536
	RESERVES - CAP	472,777		472,777
	RESERVES - INVEST	<u>1,739,854</u>	<u>1,203,889</u>	<u>2,943,743</u>
		<u>\$ 5,343,939</u>	<u>\$ 1,438,220</u>	<u>\$ 6,782,160</u>

NORTHWEST SPECIAL RECREATION ASSOCIATION  
 BUDGET VS ACTUAL and CASH BALANCE

JANUARY 31, 2021

**(A) BUDGET  
 VS ACTUAL**

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	616,554	763,759	147,205	417,633	275,768	(141,865)	198,921	487,991	289,070
February	390,463		(390,463)	421,113		(421,113)	(30,650)	0	30,650
March	518,662		(518,662)	421,344		(421,344)	97,318	0	(97,318)
April	376,821		(376,821)	421,493		(421,493)	(44,672)	0	44,672
May	1,139,647		(1,139,647)	424,234		(424,234)	715,413	0	(715,413)
June	640,349		(640,349)	429,992		(429,992)	210,357	0	(210,357)
July	31,662		(31,662)	424,857		(424,857)	(393,195)	0	393,195
August	278,463		(278,463)	422,278		(422,278)	(143,815)	0	143,815
September	122,245		(122,245)	429,451		(429,451)	(307,206)	0	307,206
October	564,411		(564,411)	427,345		(427,345)	137,066	0	(137,066)
November	471,119		(471,119)	430,048		(430,048)	41,071	0	(41,071)
December	175,191		(175,191)	413,604		(413,604)	(238,413)	0	238,413
TOTAL YTD	616,554	763,759	147,205	417,633	275,768	(141,865)	198,921	487,991	289,070

**(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	5,749,319	487,991	0	(23,174)	(65,707) a.	6,148,429
February	6,148,429	0			a.	6,148,429
March	6,148,429	0			a.	6,148,429
April	6,148,429	0			a.	6,148,429
May	6,148,429	0			a.	6,148,429
June	6,148,429	0			a.	6,148,429
July	6,148,429	0			a.	6,148,429
August	6,148,429	0			a.	6,148,429
September	6,148,429	0			a.	6,148,429
October	6,148,429	0			a.	6,148,429
November	6,148,429	0			a.	6,148,429
December	6,148,429	0			a.	6,148,429

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

NORTHWEST SPECIAL RECREATION ASSOCIATION  
 BUDGET VS ACTUAL and CASH BALANCE

FEBRUARY 28, 2021

**(A) BUDGET  
 VS ACTUAL**

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	616,554	763,759	147,205	417,633	275,768	(141,865)	198,921	487,991	289,070
February	390,463	29,576	(360,886)	421,113	236,637	(184,476)	(30,650)	(207,060)	(176,410)
March	518,662		(518,662)	421,344		(421,344)	97,318	0	(97,318)
April	376,821		(376,821)	421,493		(421,493)	(44,672)	0	44,672
May	1,139,647		(1,139,647)	424,234		(424,234)	715,413	0	(715,413)
June	640,349		(640,349)	429,992		(429,992)	210,357	0	(210,357)
July	31,662		(31,662)	424,857		(424,857)	(393,195)	0	393,195
August	278,463		(278,463)	422,278		(422,278)	(143,815)	0	143,815
September	122,245		(122,245)	429,451		(429,451)	(307,206)	0	307,206
October	564,411		(564,411)	427,345		(427,345)	137,066	0	(137,066)
November	471,119		(471,119)	430,048		(430,048)	41,071	0	(41,071)
December	175,191		(175,191)	413,604		(413,604)	(238,413)	0	238,413
TOTAL YTD	1,007,017	793,336	(213,681)	838,746	512,405	(326,341)	168,271	280,931	112,660

**(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	5,749,319	487,991	0	(23,174)	(65,707) a.	6,148,429
February	6,148,429	(207,060)	(19,318)	0	(12,448) a.	5,909,603
March	5,909,603	0			a.	5,909,603
April	5,909,603	0			a.	5,909,603
May	5,909,603	0			a.	5,909,603
June	5,909,603	0			a.	5,909,603
July	5,909,603	0			a.	5,909,603
August	5,909,603	0			a.	5,909,603
September	5,909,603	0			a.	5,909,603
October	5,909,603	0			a.	5,909,603
November	5,909,603	0			a.	5,909,603
December	5,909,603	0			a.	5,909,603

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

ONE MONTH ENDING JANUARY 31, 2021

	<u>2021</u>			<u>2020</u> <u>PRIOR YR ACTUAL</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER</u> <u>(UNDER)</u>	
<b><u>REVENUE</u></b>				
GRANTS	17,250	6,500	10,750	5,833
RESTRICTED FUNDRAISING	0	400	(400)	1,873
RESTRICTED DONATIONS	1,025	208	817	3,320
UNRESTRICTED FUNDRAISING	4,612	10,700	(6,088)	18,855
UNRESTRICTED DONATIONS	16,249	6,167	10,082	4,617
INVESTMENT TRANSFER	0	0	0	0
TOTAL REVENUE	<u>39,136</u>	<u>23,975</u>	<u>15,161</u>	<u>34,498</u>
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	2,469	3,900	(1,431)	3,015
RESTRICTED FUNDRAISING	0	0	0	0
UNRESTRICTED FUNDRAISING	2,830	3,000	(170)	3,986
GRANTS GIVEN	0	0	0	0
TOTAL EXPENSES	<u>5,299</u>	<u>6,900</u>	<u>(1,601)</u>	<u>7,001</u>
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	<u>33,837</u>	<u>17,075</u>	<u>16,762</u>	<u>27,497</u>
<b><u>INVESTMENT INCOME (LOSS)</u></b>	<u>(6,459)</u>	<u>42</u>	<u>(6,500)</u>	<u>(4,101)</u>
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	<u>\$ 27,378</u>	<u>\$ 17,117</u>	<u>\$ 10,261</u>	<u>\$ 23,396</u>

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

JANUARY 31, 2021

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	24,017	32,677	8,660	6,900	5,299	(1,601)	17,117	27,378	10,261
February	28,980		(28,980)	7,775		(7,775)	21,205	0	(21,205)
March	19,705		(19,705)	5,530		(5,530)	14,175	0	(14,175)
April	27,072		(27,072)	8,175		(8,175)	18,897	0	(18,897)
May	40,222		(40,222)	89,883		(89,883)	(49,661)	0	49,661
June	32,756		(32,756)	19,700		(19,700)	13,056	0	(13,056)
July	31,322		(31,322)	1,925		(1,925)	29,397	0	(29,397)
August	42,272		(42,272)	7,543		(7,543)	34,729	0	(34,729)
September	43,972		(43,972)	7,912		(7,912)	36,060	0	(36,060)
October	32,222		(32,222)	159,193		(159,193)	(126,971)	0	126,971
November	28,972		(28,972)	18,385		(18,385)	10,587	0	(10,587)
December	23,772		(23,772)	40,144		(40,144)	(16,372)	0	16,372
TOTAL YTD	24,017	32,677	8,660	6,900	5,299	(1,601)	17,117	27,378	10,261

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,485,353	27,378	0	0	70	1,512,801
February	1,512,801					1,512,801
March	1,512,801					1,512,801
April	1,512,801					1,512,801
May	1,512,801					1,512,801
June	1,512,801					1,512,801
July	1,512,801					1,512,801
August	1,512,801					1,512,801
September	1,512,801					1,512,801
October	1,512,801					1,512,801
November	1,512,801					1,512,801
December	1,512,801					1,512,801

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

TWO MONTHS ENDING FEBRUARY 28, 2021

	<u>2021</u>			<u>2020</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER (UNDER)</u>	<u>PRIOR YR ACTUAL</u>
<b><u>REVENUE</u></b>				
GRANTS	1,667	833	833	6,667
RESTRICTED FUNDRAISING	0	1,200	(1,200)	3,396
RESTRICTED DONATIONS	0	208	(208)	3,640
UNRESTRICTED FUNDRAISING	11,971	20,530	(8,559)	44,997
UNRESTRICTED DONATIONS	2,035	6,167	(4,132)	7,930
INVESTMENT TRANSFER	0	0	0	0
TOTAL REVENUE	<u>15,673</u>	<u>28,938</u>	<u>(13,266)</u>	<u>66,631</u>
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	2,877	2,575	302	5,095
RESTRICTED FUNDRAISING	345	0	345	0
UNRESTRICTED FUNDRAISING	2,542	5,200	(2,658)	25,972
GRANTS GIVEN	0	0	0	0
TOTAL EXPENSES	<u>5,764</u>	<u>7,775</u>	<u>(2,011)</u>	<u>31,067</u>
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	<u>9,908</u>	<u>21,163</u>	<u>(11,255)</u>	<u>35,563</u>
<b><u>INVESTMENT INCOME (LOSS)</u></b>	<u>19,528</u>	<u>42</u>	<u>19,486</u>	<u>(42,632)</u>
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	<u>\$ 29,436</u>	<u>\$ 21,205</u>	<u>\$ 8,231</u>	<u>\$ (7,068)</u>

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



SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

FEBRUARY 28, 2021

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	24,017	32,677	8,660	6,900	5,299	(1,601)	17,117	27,378	10,261
February	28,980	35,200	6,220	7,775	5,764	(2,011)	21,205	29,436	8,231
March	19,705		(19,705)	5,530		(5,530)	14,175	0	(14,175)
April	27,072		(27,072)	8,175		(8,175)	18,897	0	(18,897)
May	40,222		(40,222)	89,883		(89,883)	(49,661)	0	49,661
June	32,756		(32,756)	19,700		(19,700)	13,056	0	(13,056)
July	31,322		(31,322)	1,925		(1,925)	29,397	0	(29,397)
August	42,272		(42,272)	7,543		(7,543)	34,729	0	(34,729)
September	43,972		(43,972)	7,912		(7,912)	36,060	0	(36,060)
October	32,222		(32,222)	159,193		(159,193)	(126,971)	0	126,971
November	28,972		(28,972)	18,385		(18,385)	10,587	0	(10,587)
December	23,772		(23,772)	40,144		(40,144)	(16,372)	0	16,372
TOTAL YTD	52,997	67,877	14,881	14,675	11,063	(3,612)	38,322	56,814	18,492

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,485,353	27,378	0	0	70	1,512,801
February	1,512,801	29,436	0	0	183	1,542,420
March	1,542,420	0				1,542,420
April	1,542,420	0				1,542,420
May	1,542,420	0				1,542,420
June	1,542,420	0				1,542,420
July	1,542,420	0				1,542,420
August	1,542,420	0				1,542,420
September	1,542,420	0				1,542,420
October	1,542,420	0				1,542,420
November	1,542,420	0				1,542,420
December	1,542,420	0				1,542,420

## Northwest Special Recreation Association

## Balance Sheet

03/05/21

As of January 31, 2021

Accrual Basis

	<u>Jan 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10100 · Govt Ckg II - Flex Spending	1,557.00
10300 · Petty Cash	500.00
10600 · VB&T Bus Check 2	21,903.16
10700 · IPDLAF+	35,000.46
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,265,000.00
11200 · PFM Investments Hold Account - Other	10,530.26
<b>Total 11200 · PFM Investments Hold Account</b>	<u>1,275,530.26</u>
11500 · VB&T Operating/MM Account	2,833,077.27
11650 · MAX SAFE 1 (Village Bank&Trust)	1,506,007.31
11660 · MAX SAFE 2 (Village Bank&Trust)	474,501.43
11800 · Credit Card - American Express	314.50
11810 · Credit Card - Discover	-177.00
11820 · Credit Card - MasterCard	-700.75
11830 · Credit Card - Visa	947.75
11840 · MC/VISA On-Line	-32.00
<b>Total Checking/Savings</b>	<u>6,148,429.39</u>
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	30,356.92
<b>Total Accounts Receivable</b>	<u>30,356.92</u>
<b>Other Current Assets</b>	
12100 · INTEREST RECEIVABLE	14,604.13
12200 · PREPAID EXPENSES	30.35
12300 · Prepaid Lease	25,000.00
<b>Total Other Current Assets</b>	<u>39,634.48</u>
<b>Total Current Assets</b>	<u>6,218,420.79</u>
<b>Fixed Assets</b>	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	337,019.00
13070 · Parking Lot	71,730.00
13100 · Equipment	637,845.00
13110 · Accum.Depre- Equipment	-242,243.00
13200 · Transportation Equipment	1,261,025.00
13210 · Accum.Depre.	-1,507,273.00
<b>Total Fixed Assets</b>	<u>1,564,103.00</u>
<b>TOTAL ASSETS</b>	<u><u>7,782,523.79</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
21200 · Accounts Payable	486.08
<b>Total Accounts Payable</b>	<u>486.08</u>
<b>Credit Cards</b>	
BMO Harris P-Card	24,213.13
<b>Total Credit Cards</b>	<u>24,213.13</u>
<b>Other Current Liabilities</b>	
21100 · Anticipated Refunds - Prog Fees	14,175.20
21300 · Accounts Payable Monthly	25,041.21

## Northwest Special Recreation Association

## Balance Sheet

03/05/21

As of January 31, 2021

Accrual Basis

	<u>Jan 31, 21</u>
<b>21500 · Payroll Liabilities</b>	
21510 · Employee Taxes	40,588.51
21520 · EE 457B Contributions - NTWD	1,466.01
21540 · IMRF - Employer Portion/Expense	16,180.71
22100 · EE FSA Depend & Med	9,570.87
22200 · EE 457b Contributions - AFLAC	581.87
22300 · EE 457b Contributions - ICMA RC	2,422.31
<b>Total 21500 · Payroll Liabilities</b>	<u>70,810.28</u>
<b>21600 · Security Deposits</b>	250.00
<b>21700 · Unclaimed Payroll/Property</b>	-306.89
<b>22000 · Accrued Payroll</b>	32,160.15
<b>23200 · Deferred Member District Assmnt</b>	19,317.66
<b>Total Other Current Liabilities</b>	<u>161,447.61</u>
<b>Total Current Liabilities</b>	<u>186,146.82</u>
<b>Long Term Liabilities</b>	
22500 · ACCRUED VACATION	90,661.00
<b>Total Long Term Liabilities</b>	<u>90,661.00</u>
<b>Total Liabilities</b>	<u>276,807.82</u>
<b>Equity</b>	
29500 · Retained Earnings	5,453,623.05
29550 · INVESTMENT IN CAPITAL ASSETS	1,564,102.00
Net Income	487,990.92
<b>Total Equity</b>	<u>7,505,715.97</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,782,523.79</u></u>

## Northwest Special Recreation Association

## Balance Sheet

As of February 28, 2021

03/05/21

Accrual Basis

	<u>Feb 28, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10100 · Govt Ckg II - Flex Spending	12,838.13
10300 · Petty Cash	500.00
10600 · VB&T Bus Check 2	500,212.73
10700 · IPDLAF+	104,312.06
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,265,000.00
11200 · PFM Investments Hold Account - Other	11,063.30
<b>Total 11200 · PFM Investments Hold Account</b>	<u>1,276,063.30</u>
11500 · VB&T Operating/MM Account	2,034,458.39
11650 · MAX SAFE 1 (Village Bank&Trust)	1,506,095.77
11660 · MAX SAFE 2 (Village Bank&Trust)	474,529.30
11800 · Credit Card - American Express	314.50
11810 · Credit Card - Discover	-159.00
11820 · Credit Card - MasterCard	-635.75
11830 · Credit Card - Visa	1,091.00
11840 · MC/VISA On-Line	-17.00
<b>Total Checking/Savings</b>	<u>5,909,603.43</u>
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	4,330.57
<b>Total Accounts Receivable</b>	<u>4,330.57</u>
<b>Other Current Assets</b>	
12100 · INTEREST RECEIVABLE	14,604.13
12200 · PREPAID EXPENSES	30.35
12300 · Prepaid Lease	20,000.00
<b>Total Other Current Assets</b>	<u>34,634.48</u>
<b>Total Current Assets</b>	<u>5,948,568.48</u>
<b>Fixed Assets</b>	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	337,019.00
13070 · Parking Lot	71,730.00
13100 · Equipment	637,845.00
13110 · Accum.Depre- Equipment	-242,243.00
13200 · Transportation Equipment	1,261,025.00
13210 · Accum.Depre.	-1,507,273.00
<b>Total Fixed Assets</b>	<u>1,564,103.00</u>
<b>TOTAL ASSETS</b>	<u><u>7,512,671.48</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
21200 · Accounts Payable	486.08
<b>Total Accounts Payable</b>	<u>486.08</u>
<b>Credit Cards</b>	
BMO Harris P-Card	24,213.13
<b>Total Credit Cards</b>	<u>24,213.13</u>
<b>Other Current Liabilities</b>	
21100 · Anticipated Refunds - Prog Fees	14,315.70
21300 · Accounts Payable Monthly	22,173.71

## Northwest Special Recreation Association

## Balance Sheet

03/05/21

As of February 28, 2021

Accrual Basis

	<u>Feb 28, 21</u>
<b>21500 · Payroll Liabilities</b>	
21510 · Employee Taxes	-129.07
21520 · EE 457B Contributions - NTWD	2,987.53
21540 · IMRF - Employer Portion/Expense	14,694.52
22100 · EE FSA Depend & Med	7,852.00
22200 · EE 457b Contributions - AFLAC	1,061.39
22300 · EE 457b Contributions - ICMA RC	3,596.45
	<hr/>
<b>Total 21500 · Payroll Liabilities</b>	30,062.82
21600 · Security Deposits	250.00
21700 · Unclaimed Payroll/Property	-306.89
22000 · Accrued Payroll	32,160.15
	<hr/>
<b>Total Other Current Liabilities</b>	98,655.49
	<hr/>
<b>Total Current Liabilities</b>	123,354.70
<b>Long Term Liabilities</b>	
22500 · ACCRUED VACATION	90,661.00
	<hr/>
<b>Total Long Term Liabilities</b>	90,661.00
	<hr/>
<b>Total Liabilities</b>	214,015.70
<b>Equity</b>	
29500 · Retained Earnings	5,453,623.05
29550 · INVESTMENT IN CAPITAL ASSETS	1,564,102.00
Net Income	280,930.73
	<hr/>
<b>Total Equity</b>	7,298,655.78
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>7,512,671.48</u></b>

## Special Leisure Services Foundation

## Balance Sheet

As of January 31, 2021

	<u>Jan 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10100 · Petty Cash	150.00
10300 · VB&T Checking	306,224.96
10800 · VB&T MMA	50,854.16
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	64,780.01
11300 · BENJAMIN EDWARDS - Other	1,089,355.65
<b>Total 11300 · BENJAMIN EDWARDS</b>	<u>1,154,135.66</u>
11800 · Credit Card - American Express	-39.55
11810 · Credit Card - Discover	-18.91
11820 · Credit Card - MasterCard	1,505.52
11830 · Credit Card - Visa	126.54
11840 · Credit Card - On-Line	-137.18
<b>Total Checking/Savings</b>	<u>1,512,801.20</u>
<b>Other Current Assets</b>	
12200 · Event Deposits	2,000.00
12300 · ACCOUNTS RECEIVABLE-OTHER	1,209.53
12400 · Interest Receivable	2,009.42
<b>Total Other Current Assets</b>	<u>5,218.95</u>
<b>Total Current Assets</b>	<u>1,518,020.15</u>
<b>TOTAL ASSETS</b>	<u><u>1,518,020.15</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
29000 · Retained Earnings	1,215,407.08
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	27,378.02
<b>Total Equity</b>	<u>1,518,020.15</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,518,020.15</u></u>

## Special Leisure Services Foundation

## Balance Sheet

As of February 28, 2021

	<u>Feb 28, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10100 · Petty Cash	150.00
10300 · VB&T Checking	316,133.07
10800 · VB&T MMA	50,854.94
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	65,517.98
11300 · BENJAMIN EDWARDS - Other	1,108,327.38
<b>Total 11300 · BENJAMIN EDWARDS</b>	<u>1,173,845.36</u>
11800 · Credit Card - American Express	-39.55
11810 · Credit Card - Discover	-18.91
11820 · Credit Card - MasterCard	1,505.52
11830 · Credit Card - Visa	126.54
11840 · Credit Card - On-Line	-137.18
<b>Total Checking/Savings</b>	<u>1,542,419.79</u>
<b>Other Current Assets</b>	
12200 · Event Deposits	2,000.00
12300 · ACCOUNTS RECEIVABLE-OTHER	1,209.53
12400 · Interest Receivable	1,826.50
<b>Total Other Current Assets</b>	<u>5,036.03</u>
<b>Total Current Assets</b>	<u>1,547,455.82</u>
<b>TOTAL ASSETS</b>	<u><u>1,547,455.82</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
29000 · Retained Earnings	1,215,407.08
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	56,813.69
<b>Total Equity</b>	<u>1,547,455.82</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,547,455.82</u></u>



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

\* 0042825 02 AV 0.395 02 TR 00218 X106PD04 000000

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



January 1, 2021 - January 31, 2021  
 Account Number: ~~XXXXXXXX~~

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

**Portfolio at a Glance**

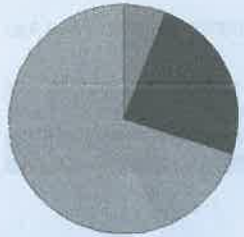
	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,160,525.08</b>	<b>\$1,160,525.08</b>
Dividends, Interest and Other Income	733.70	733.70
<b>Net Change in Portfolio<sup>1</sup></b>	<b>-7,123.12</b>	<b>-7,123.12</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,154,135.66</b>	<b>\$1,154,135.66</b>

Estimated Annual Income \$14,669.97

<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
6%	Cash, Money Funds, and Bank Deposits	24,046.31	24,046.31	64,780.01
24%	Fixed Income	319,418.15	319,418.15	278,529.30
70%	Mutual Funds	817,060.62	817,060.62	810,826.35
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,160,525.08</b>	<b>\$1,160,525.08</b>	<b>\$1,154,135.66</b>

Please review your allocation periodically with your Financial Advisor.



S 042825 X106PD04 053567





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

February 1, 2021 - February 28, 2021  
 Account Number: ~~XXXXXXXX~~

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

**Portfolio at a Glance**

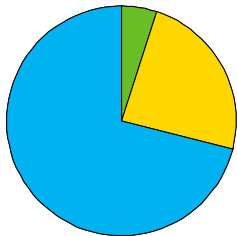
	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,154,135.66</b>	<b>\$1,160,525.08</b>
Dividends, Interest and Other Income	737.97	1,471.67
<b>Net Change in Portfolio<sup>1</sup></b>	<b>18,971.73</b>	<b>11,848.61</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,173,845.36</b>	<b>\$1,173,845.36</b>
Estimated Annual Income	\$14,670.44	

<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
5%	Cash, Money Funds, and Bank Deposits	24,046.31	64,780.01	65,517.98
24%	Fixed Income	319,418.15	278,529.30	278,314.15
71%	Mutual Funds	817,060.62	810,826.35	830,013.23
100%	<b>Account Total (Pie Chart)</b>	<b>\$1,160,525.08</b>	<b>\$1,154,135.66</b>	<b>\$1,173,845.36</b>

Please review your allocation periodically with your Financial Advisor.



**Warrant #2  
Summary  
February 28, 2021**

<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</b>	
- IMRF, Excalibur, Wex, Wells Fargo, ComEd, HP	<b>48,001.68</b>
<b>Total IPDLAF Electronic Accounts Payable (PCARDS)</b>	<b>18,079.57</b>
<b>Total VB&amp;T Business Checking Accounts Payable</b>	<b>190,032.63</b>
<b>Total</b>	<b><u>256,113.88</u></b>

Motion to approve Warrant #2 dated February 28, 2021 totaling

\$256,113.88

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #2**  
**February 28, 2021**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
<b>IMRF</b>	December 2020	21540	24,415.72
	December 2020	442202	9,654.78
	December 2020	442203	-
	December 2020	442204	-
	December 2020	442205	1,657.53
	IMRF Total		<b>35,728.03</b>
<b>Excalibur</b>	Invoice - 106436	421906	143.38
	Invoice - 107112	421902	7,699.30
	Invoice - 107270	421905	130.00
	Excalibur Total		<b>7,972.68</b>
<b>Wex Bank</b>	Invoice - 70079657	422801	736.58
		Wex Total	<b>736.58</b>
<b>ComEd</b>	Svc 12/31/2020 - 02/01/2021	421702	737.69
<b>Wells Fargo</b>	Konica Minolta - Inv 5013412243	46001	2,194.53
<b>FLEX</b>	Invoice - 448563946924	424303	64.00
<b>Citi Cards</b>	General Supplies - 02/08/2021	422417	40.56
<b>IL Dept of Rev</b>	Late Pmt Penalty	424305	386.00
<b>Hewlett Packard Fin Svcs</b>	Lease Payment	460001	919.86
<b>Total Warrant #2 for Electronic Accounts Payable</b>			<b>48,001.68</b>

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #2**  
**February 28, 2021**

Vendor	Description	Account	Amount
<b>BMO Solutions</b>			
Amazon	Professional Fees	421003	36.98
Amazon	Professional Fees	421003	12.99
Amazon	Professional Fees	421003	23.97
Amazon	Professional Fees	421003	12.73
Amazon	Professional Fees	421003	10.99
Walmart	Office Supplies	421101	43.84
Amazon	Office Supplies	421105	9.49
Amazon	Office Supplies	421105	10.99
Sagamore	Office Supplies	421105	228.90
Authorize.net	Credit Card and Bank Fees	421152	35.50
Verizon Wireless	Telephone/Fax	421301	598.45
First Communications	Telephone/Fax	421304	528.39
Converged Digital	Telephone/Fax	421305	314.00
IPRA	Confrence/Education	421402	25.00
Amazon	Conference/Education	421406	8.99
Amazon	Conference/Education	421406	141.26
Rotary Club	Conference/Education	421406	10.00
Amazon	Conference/Education	421406	19.95
NHRC	Confrence/Education	421407	10.00
NHRC	Confrence/Education	421407	15.00
IL Public Health	Conference/Education	421407	10.00
IPRA	Confrence/education	421407	25.00
IPRA	Confrence/education	421407	10.00
AH Chamber	Conference/Education	421407	20.00
Amazon	Maintenance/Utilities	421408	19.99
Amazon	Maintenance/Utilities	421408	415.65
NCTRC	Memberships/Certifications	421504	80.00
Paypal	Memberships/Certifications	421513	40.00
PayPal	Memberships/Certificates	421513	40.00
WILS	Memberships/Certificates	421513	40.00
NAPS	Memberships/Certificates	421513	360.00
NAPS	Memberships/Certificates	421513	300.00
CHI Chapter of Greater	Memberships/Certificates	421513	40.00
PayPal	Memberships/Certificates	421513	40.00
Nicor	Maintenance/Utilities	421703	175.87
Nicor	Maintenance/Utilities	421703	173.31
Comcast	Maintenance-Utilities	421706	176.08
Comcast	Maintenance-Utilities	421706	254.62
Comcast	Maintenance-Utilities	421706	123.40
Comcast	Maintenance-Utilities	421706	193.35
Comcast	Maintenance-Utilities	421706	123.40
Comcast	Maintenance-Utilities	421706	182.64
Amazon	Maintenance/Utilities	421708	-21.99
Amazon	Maintenance/Utilities	421708	28.95
Makeshift	Computers	421905	221.91
Right Networks	Computers	421905	53.85
Intuit	Computers	421905	1188.18
Job Match/ApplicantPro	Computers	421905	329.00
Zoom	Computers	421905	14.99

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #2**  
**February 28, 2021**

Vendor	Description	Account	Amount
Fleetio	Computers	421905	136.80
Poll Everywhere	Computers	421905	999.00
Tobii Dynavox	Computers	421905	199.00
Apple	Computers	421905	0.99
Magisto	Computers	421905	119.90
Adobe Acrobat	Computers	421905	14.99
Microsoft	Computers	421905	105.19
HTC Corp	Computers	421905	12.99
Survey Monkey	Computers	421905	384.00
Amazon	Computers	421906	51.98
Amazon	Computers	421906	51.00
Amazon	Computers	421906	158.02
amazon	Computers	421906	94.98
Goofy Faces	Commercial Expense	422204	150.00
CircEsteem	Commerical Expense	422209	650.00
Villa Olivia	Athletics	422211	104.00
Villa Olivia	Athletics	422211	78.00
Villa Olivia	Athletics	422211	104.00
Villa Olivia	Athletics	422211	-26.00
Villa Olivia	Athletics	422211	78.00
Dollar Tree	Program Development	422303	7.00
Dollar Tree	Program Development	422303	14.40
Dollar Tree	Program Development	422303	7.50
Dollar Tree	Program Development	422303	4.00
Dollar Tree	Program Development	422303	7.00
Dollar Tree	Program Development	422303	13.00
Walmart	Program Development	422303	4.61
Dollar Tree	Program Development	422303	15.00
Dollar Tree	Program Development	422303	7.00
Novak and Parker Home	Telephone/Fax	422305	175.00
Amazon	Supplies	422400	18.74
Amazon	Supplies	422400	78.79
Amazon	Supplies	422400	25.58
Amazon	Supplies	422400	19.18
Amazon	Supplies	422400	34.38
Jewel Osco	Supplies	422402	21.39
Walmart	Supplies	422402	8.09
Walmart	Supplies	422406	9.61
Walmart	Supplies	422406	5.74
Amazon	Supplies	422406	27.99
Walmart	Supplies	422406	29.57
Amazon	Supplies	422409	96.86
PURSUIT	Supplies	422409	17.46
Amazon	Supplies	422409	419.00
Amazon	Supplies	422409	16.99
Amazon	Supplies	422409	24.98
Amazon	Supplies	422409	23.40
Amazon	Supplies	422409	9.99
Amazon	Supplies	422409	-10.99
Amazon	Supplies	422409	51.47

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #2**  
**February 28, 2021**

Vendor	Description	Account	Amount
Amazon	Supplies	422409	25.98
Amazon	Supplies	422409	12.88
Jewel	Supplies	422409	5.99
Amazon	Supplies	422409	66.95
Amazon	Supplies	422409	59.96
Amazon	Supplies	422409	45.02
Amazon	Supplies	422409	270.22
Amazon	Supplies	422409	279.84
Amazon	Supplies	422409	7.22
Netflix	Supplies	422409	17.99
Starbucks	Supplies	422409	11.01
Dollar Tree	Supplies	422409	138.00
Walmart	Supplies	422409	219.18
Dollar Tree	Supplies	422409	13.00
Marianos	Supplies	422409	9.16
Fairplay	Supplies	422409	5.28
Pet Supplies Plus	Supplies	422409	6.60
Amazon	Supplies	422411	24.99
Adobe	Supplies	422412	26.55
Amazon	Supplies	422417	557.14
Amazon	Supplies	422417	35.99
amazon	Supplies	422417	182.22
amazon	Supplies	422417	48.58
Amazon	Supplies	422421	29.17
Amazon	Supplies	422421	344.63
amazon	Supplies	422421	11.33
Snapchat	Program Supplies	422422	12.04
Wal-Mart	Supplies	422422	57.09
Dollar Tree	Supplies	422422	39.50
amazon	Supplies	422422	66.97
amazon	Supplies	422422	13.95
Transportation Access	Transportation Maintenance	422705	149.30
Marathon Petro	Transportation Gas/Tolls	422801	59.55
Konica Minolta	Printing	422906	1227.38
Target	Public	423101	42.53
Target	Public	423101	20.26
Zoom	Public Awareness/Subscriptions	423108	14.99
Daily Herald	Public	423108	142.80
Daily Herald	Public	423108	142.80
Crains	Public Awareness	423108	-162.50
Fyf Fromyouflowers	Public Awareness	423109	83.91
Dollar Tree	Public	423109	7.49
harverd	Public	423109	99.00
Inc	Public	423109	19.99
Amazon	Public Awareness/Subscriptions	423110	64.80
IC3SP	Public Awareness/Subscriptions	423110	75.00
SXU	Public Awareness/Subscriptions	423110	50.00
Intuit	Payroll Processing	424304	83.98
Amazon	Inclusion	450017	98.91
Amazon	Inclusion	450022	15.76

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #2**  
**February 28, 2021**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Apple	Capital Equipment	460001	1794.00
<b>Total Warrant #2 for Electronic Accounts Payable</b>			<b>18,079.57</b>

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #2**  
**February 28, 2021**

Num	Name	Description	Account	Amount
5158	Schmidt, Katelyn M	Payroll - P/D 01/15/2021		
5159	Bill's Auto & Truck Repair	Inv 107994 - 108067 Inv 107994 Inv 108033 Inv 108052 Inv 108067	10600 · VB&T Bus Check 2 21300 · Accounts Payable Monthly 21300 · Accounts Payable Monthly 21300 · Accounts Payable Monthly 21300 · Accounts Payable Monthly	-9,492.66 3,355.88 1,700.01 2,966.28 1,470.49 <u>9,492.66</u>
5160	Luke Angelo Joyce	Drum Lessons 10/6-11/10 Drum Lessons 10/6-11/10	10600 · VB&T Bus Check 2 21300 · Accounts Payable Monthly	-187.00 187.00 <u>187.00</u>
5161	PDRMA	Inv SH20132 Inv SH20132	10600 · VB&T Bus Check 2 21300 · Accounts Payable Monthly	-38,810.70 38,810.70 <u>38,810.70</u>
5162	PDRMA	Inv SH20132H Inv SH20132H	10600 · VB&T Bus Check 2 21300 · Accounts Payable Monthly	-32,785.23 32,785.23 <u>32,785.23</u>
5163	Zot Artz	Estimate 664 Estimate 664	10600 · VB&T Bus Check 2 21300 · Accounts Payable Monthly	-531.30 531.30 <u>531.30</u>
5164	Venus Awe	Refund - 7079 W2021 Refund - 7079 W2021	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-9.00 9.00 <u>9.00</u>
5165	Jeanette Suarez	Refund - 7079 W2021 Refund - 7079 W2021	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-9.00 9.00 <u>9.00</u>
5166	Marybell DeChoudens	Refund - 7079 W2021 Refund - 7079 W2021	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-9.00 9.00 <u>9.00</u>
5167	WDSRA	Invoice 16700 Winter 2020 Invoice 16700 Winter 2020	10600 · VB&T Bus Check 2 423102 · Ads	-107.30 107.30 <u>107.30</u>
5168	Bill's Auto & Truck Repair	Invoice 108023 Invoice 108023	10600 · VB&T Bus Check 2 422702 · Repair / Maintenance	-10,066.46 10,066.46 <u>10,066.46</u>
5169	SLSF	VOID: Donation - T Woodbury 2549 F2020	10600 · VB&T Bus Check 2	0.00
5170	SLSF	2020 Donations 2020 Donations	10600 · VB&T Bus Check 2 380001- Revenue SLSF	-2,878.75 2,878.75 <u>2,878.75</u>
5171	RMC Mechanical Services	Inv SI2108039 Inv SI2108039	10600 · VB&T Bus Check 2 21300 · Accounts Payable Monthly	-2,275.00 2,275.00 <u>2,275.00</u>
5172	Perspectives	Inv 97551 Inv 97551	10600 · VB&T Bus Check 2 21300 · Accounts Payable Monthly	-300.00 300.00 <u>300.00</u>
5173	Prospect Music Therapy LLC	Invoice - Virtual Programming #276 Invoice - Virtual Programming #276	10600 · VB&T Bus Check 2 21300 · Accounts Payable Monthly	-125.00 125.00 <u>125.00</u>



**Northwest Special Recreation Association**  
**VBT Business Checking Accounts Payable**  
**Warrant #2**  
**February 28, 2021**

Num	Name	Description	Account	Amount
				125.00
5174	Rolling Meadows Park District	Invoice 21-402 Invoice 21-402	10600 - VB&T Bus Check 2 421701 - Condo Maintenance	-960.00 960.00 <hr/> 960.00
5175	Park Central Condo Assn.	Invoice 10-002 Invoice 10-002	10600 - VB&T Bus Check 2 421801 - Condo Association Fee	-1,065.00 1,065.00 <hr/> 1,065.00
5176	Rolling Meadows Park District	Invoice 21-0002 Invoice 21-0002	10600 - VB&T Bus Check 2 421802 - RMCC Rental Space	-960.00 960.00 <hr/> 960.00
5177	Hanover Park Park District	Rent - Feb 2021 Rent - Feb 2021	10600 - VB&T Bus Check 2 421803 - HPPD Rental Space	-1,443.00 1,443.00 <hr/> 1,443.00
5178	Schmidt, Katelyn M	Payroll - P/D 01/29/2021		
5179	U.S. Postal Service	Postage Refill 1/28/2021 Postage Refill 1/28/2021	10600 - VB&T Bus Check 2 421201 - Postage	-1,000.00 1,000.00 <hr/> 1,000.00
5180	Nina Rauzi	Voice & Piano - Jan 2021 Voice & Piano - Jan 2021	10600 - VB&T Bus Check 2 424402 - General Programs	-104.47 104.47 <hr/> 104.47
5181	Brianna M Assad (V)	Reimb 1/21/2021 Walmart & \$1 Tree Reimb 1/21/2021 Walmart & \$1 Tree	10600 - VB&T Bus Check 2 422303 - New Initiatives / Programs	-6.62 6.62 <hr/> 6.62
5182	PDRMA	Invoice 0121132H Invoice 0121132H Invoice 0121132H Invoice 0121132H	10600 - VB&T Bus Check 2 421603 - Employer Contributions 21530 - Employee Health Insurance 21550 - EE Contributions - Vol Life Ins	-34,242.66 30,210.58 3,892.78 139.30 <hr/> 34,242.66
5183	VOID			
5184	RMC Mechanical Services	Invoice SI2109154 Invoice SI2109154	10600 - VB&T Bus Check 2 421707 - Miscellaneous	-1,596.00 1,596.00 <hr/> 1,596.00
5185	Campfire Concepts	Invoice 20076 Invoice 20076	10600 - VB&T Bus Check 2 423109 - Miscellaneous	-4,500.00 4,500.00 <hr/> 4,500.00
5186	Deluxe	Invoice 02048849087 Invoice 02048849087	10600 - VB&T Bus Check 2 421105 - Supplies	-693.61 693.61 <hr/> 693.61
5187	Prasanna, Priyanka	Payroll - P/D 02/12/2021		
5188	Schmidt, Katelyn M	Payroll - P/D 02/12/2021		
5189	Rolling Meadows Park District	Inv 21-0002 - Corrected Inv 21-0002 - Corrected	10600 - VB&T Bus Check 2 421802 - RMCC Rental Space	-1,540.00 1,540.00 <hr/> 1,540.00
5190	Rolling Meadows Park District	Inv 134Feb-Apr-2021 Inv 134Feb-Apr-2021	10600 - VB&T Bus Check 2 421707 - Miscellaneous	-91.05 91.05 <hr/> 91.05

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #2**  
**February 28, 2021**

Num	Name	Description	Account	Amount
				91.05
5191	Robbins Schwartz	Invoice 880763 & 880764	10600 - VB&T Bus Check 2	<b>-2,867.50</b>
		Invoice 880763	21300 - Accounts Payable Monthly	50.00
		Invoice 880764	21300 - Accounts Payable Monthly	2,817.50
				<u>2,867.50</u>
5192	South Barrington Park District	Jan 2021 Jon Oliveri	10600 - VB&T Bus Check 2	<b>-160.00</b>
		Jan 2021 Jon Oliveri	450015 - South Barrington	160.00
				<u>160.00</u>
5193	IPRF	Invoice 02092021	10600 - VB&T Bus Check 2	<b>-40.00</b>
		Invoice 02092021	421402 - IPRA Conf/Wkshps/Webnrs/Schools	40.00
				<u>40.00</u>
5194	Prasanna, Priyanka	Payroll - P/D 02/26/2021		
5195	Schmidt, Katelyn M	Payroll - P/D 02/26/2021		
5196	Mt. Prospect Park District	Rent - Feb 2021	10600 - VB&T Bus Check 2	<b>-2,500.00</b>
		Rent - Feb 2021	421804 - MPPD Rental Space	2,500.00
				<u>2,500.00</u>
5197	RMC Mechanical Services	Invoice SI2111902 & SI2111903	10600 - VB&T Bus Check 2	<b>-3,270.00</b>
		Invoice SI2111902	460001 - Capital Expenses	1,155.00
		Invoice SI2111903	460001 - Capital Expenses	2,115.00
				<u>3,270.00</u>
5198	Midwest Transit Equipment	Title & License - IDOT Grant Bus	10600 - VB&T Bus Check 2	<b>-208.00</b>
		Title & License - IDOT Grant Bus	422705 - Miscellaneous	208.00
				<u>208.00</u>
5199	Nina Rauzi	Feb 2021 - Voice & Piano Lessons	10600 - VB&T Bus Check 2	<b>-104.47</b>
		Feb 2021 - Voice & Piano Lessons	424402 - General Programs	104.47
				<u>104.47</u>
5205	Elizabeth Thomas	CPRP Renewal 243058	10600 - VB&T Bus Check 2	<b>-75.00</b>
		CPRP Renewal 243058	421503 - CPRP Exam / Renewal	75.00
				<u>75.00</u>
5206	PDRMA	Invoice 0221132H	10600 - VB&T Bus Check 2	<b>-34,242.66</b>
		Invoice 0221132H	421603 - Employer Contributions	31,083.15
		Invoice 0221132H	21530 - Employee Health Insurance	3,022.21
		Invoice 0221132H	21550 - EE Contributions - Vol Life Ins	137.30
				<u>34,242.66</u>
5207	Bill's Auto & Truck Repair	Invoice 108595 & 108496	10600 - VB&T Bus Check 2	<b>-616.19</b>
		Invoice 108595	422702 - Repair / Maintenance	304.47
		Invoice 108496	422702 - Repair / Maintenance	311.72
				<u>616.19</u>
5208	South Barrington Park District	Jon Oliveri - Feb 2021	10600 - VB&T Bus Check 2	<b>-160.00</b>
		Jon Oliveri - Feb 2021	450015 - South Barrington	160.00
				<u>160.00</u>
<b>Total for Warrant #2 VB&amp;T Business Checking Accounts Payable</b>				<b>190,032.63</b>

**Warrant #3  
Summary  
March 17, 2021**

<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</b>	
- IMRF, Excalibur, Wex, Wells Fargo, ComEd, HP	<b>58,507.53</b>
<b>Total IPDLAF Electronic Accounts Payable (PCARDS)</b>	<b>-</b>
<b>Total VB&amp;T Business Checking Accounts Payable</b>	<b>8,867.00</b>
<b>Total</b>	<b><u>67,374.53</u></b>

Motion to approve Warrant #3 dated March 17, 2021 totaling

\$67,374.53

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #3**  
**March 17, 2021**

Vendor	Description	Account	Amount
<b>IMRF</b>	January 2021	21540	17,703.10
	January 2021	442202	6,903.37
	January 2021	442203	-
	January 2021	442204	-
	January 2021	442205	1,408.86
	Total		26,015.33
	February 2021	21540	16,586.26
	February 2021	442202	6,467.86
	February 2021	442203	-
	February 2021	442204	-
February 2021	442205	1,420.78	
Total		24,474.90	
<b>IMRF Total</b>			<b>50,490.23</b>
<b>Excalibur</b>	Invoice - 108028	421902	7,699.30
	Invoice -	421902	-
	Invoice -	421905	-
	Excalibur Total		<b>7,699.30</b>
<b>Wex Bank</b>	Invoice -	422801	-
	Wex Total		-
<b>ComEd</b>	Svc	421702	-
<b>Wells Fargo</b>	Konica Minolta - Inv	46001	-
<b>FLEX</b>	Invoice - 994389252155	424303	318.00
<b>Citi Cards</b>		422417	-
<b>IL Dept of Rev</b>		424305	-
<b>Hewlett Packard Fin Svcs</b>	Lease Payment	460001	-
<b>Total Warrant #3 for Electronic Accounts Payable</b>			<b>58,507.53</b>

**Northwest Special Recreation Association  
VBT Electronic Accounts Payable  
Warrant #3  
March 17, 2021**

Vendor	Description	Account	Amount
BMO Solutions			
<b>Total Warrant #3 for Electronic Accounts Payable</b>			<b>0.00</b>

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #3  
 March 17, 2021**

Num	Name	Description	Account	Amount
5200	Hanover Park Park District	Rent - March 2021	10600 · VB&T Bus Check 2	-1,443.00
		Rent - March 2021	421803 · HPPD Rental Space	1,443.00
				1,443.00
5201	Mt. Prospect Park District	Rent - March 2021	10600 · VB&T Bus Check 2	-2,500.00
		Rent - March 2021	421804 · MPPD Rental Space	2,500.00
				2,500.00
5202	Park Central Condo Assn.	Invoice 10-003	10600 · VB&T Bus Check 2	-1,065.00
		Invoice 10-003	421801 · Condo Association Fee	1,065.00
				1,065.00
5203	Rolling Meadows Park District	Invoice 21-0003	10600 · VB&T Bus Check 2	-2,500.00
		Invoice 21-0003	421802 · RMCC Rental Space	2,500.00
				2,500.00
5204	Rolling Meadows Park District	Invoice 21-403	10600 · VB&T Bus Check 2	-960.00
		Invoice 21-403	421701 · Condo Maintenance	960.00
				960.00
5209	Benefax	Invoice 0089178-IN	10600 · VB&T Bus Check 2	-399.00
		Invoice 0089178-IN	421303 · Fax Maintenance	399.00
				399.00
<b>Total for Warrant #3 VB&amp;T Business Checking Accounts Payable</b>				<b>8,867.00</b>



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

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Payroll  
**Date:** March 17, 2021

---

**Motion:**

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

1. 01/15/21 - \$73,919.76
2. 01/29/21 - \$84,481.21
3. 02/12/21 - \$74,160.84
4. 02/26/21 - \$71,555.47

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

## Northwest Special Recreation Association Payroll Summary January 15, 2021

**Employee Wages, Taxes and Adjustments**

<b>Gross Pay</b>	
Exempt	65,686.93
Office Support-FT	5,239.77
Inclusion AH	431.25
Inclusion EG	389.00
Inclusion HE	432.71
Inclusion PAL	106.80
Inclusion PH	1,276.42
Inclusion Sch	814.00
Inclusion Training	16.50
Inclusion WH	554.06
Car Allowance	300.00
Phone/Data Stipend	1,225.00
<b>Total Gross Pay</b>	<b>76,472.44</b>
<b>Deductions from Gross Pay</b>	
457b Plan Emp.	-1,347.83
Dep. Care FSA (pre-tax)	-41.67
Health Insurance (pre-tax)	-1,945.89
IMRF-FT-EE	-3,205.22
IMRF-Voluntary	-704.43
Medical Care FSA (pre-tax)	-500.04
Roth IRA Emp.	-150.00
Voluntary Life (taxable)	-77.65
<b>Total Deductions from Gross Pay</b>	<b>-7,972.73</b>
<b>Adjusted Gross Pay</b>	<b>68,499.71</b>
<b>Taxes Withheld</b>	
Federal Withholding	-6,909.00
Medicare Employee	-1,072.74
Social Security Employee	-4,587.07
IL - Withholding	-3,368.47
Medicare Employee Addl Tax	0.00
<b>Total Taxes Withheld</b>	<b>-15,937.28</b>
<b>Deductions from Net Pay</b>	
Accident Insurance (taxable)	-64.57
Critical Illness Ins. (taxable)	-18.79
Short Term Disability (taxable)	-156.40
<b>Total Deductions from Net Pay</b>	<b>-239.76</b>
<b>Net Pay</b>	<b>52,322.67</b>
<b>Employer Taxes and Contributions</b>	
Medicare Company	1,072.74
Social Security Company	4,587.07
IL - Unemployment	0.00
IMRF-FT	8,105.61
<b>Total Employer Taxes and Contributions</b>	<b>13,765.42</b>

<b>Total Payroll</b>	<b>\$ 73,919.76</b>
- Checks & Direct Deposits	\$ 52,322.67
- Tax Liability	\$ 21,597.09
- Illinois	\$ 3,368.47
- Federal	\$ 18,228.62



**Northwest Special Recreation Association**  
**Payroll Summary**  
January 29, 2021

**Employee Wages, Taxes and Adjustments**

<b>Gross Pay</b>	
Exempt	65,694.93
Office Support-FT	5,239.77
Inclusion AH	103.50
Inclusion BRT	84.00
Inclusion EG	576.17
Inclusion HE	597.71
Inclusion HP	234.80
Inclusion PAL	302.07
Inclusion PH	1,397.15
Inclusion Sch	927.91
Inclusion WH	715.60
Leader	327.22
Training/Orientation	89.84
Wellness Incentive	9,720.00
Car Allowance	300.00
<b>Total Gross Pay</b>	<b>86,310.67</b>
<b>Deductions from Gross Pay</b>	
457b Plan Emp.	-1,348.23
Dep. Care FSA (pre-tax)	-41.67
Health Insurance (pre-tax)	-1,946.89
IMRF-FT-EE	-3,205.22
IMRF-Voluntary	-704.43
Medical Care FSA (pre-tax)	-500.04
Roth IRA Emp.	-180.00
Voluntary Life (taxable)	-75.65
<b>Total Deductions from Gross Pay</b>	<b>-8,002.13</b>
<b>Adjusted Gross Pay</b>	<b>78,308.54</b>
<b>Taxes Withheld</b>	
<b>Federal Withholding</b>	<b>-7,066.00</b>
<b>Medicare Employee</b>	<b>-1,215.51</b>
<b>Social Security Employee</b>	<b>-5,196.92</b>
IL - Withholding	-3,790.54
Medicare Employee Addl Tax	0.00
<b>Total Taxes Withheld</b>	<b>-17,268.97</b>
<b>Deductions from Net Pay</b>	
Accident Insurance (taxable)	-64.57
Critical Illness Ins. (taxable)	-18.79
Short Term Disability (taxable)	-156.40
<b>Total Deductions from Net Pay</b>	<b>-239.76</b>
<b>Net Pay</b>	<b>60,799.81</b>
<b>Employer Taxes and Contributions</b>	
<b>Medicare Company</b>	<b>1,215.51</b>
<b>Social Security Company</b>	<b>5,196.92</b>
IL - Unemployment	0.00
IMRF-FT	8,105.61
Wellness	0.00
<b>Total Employer Taxes and Contributions</b>	<b>14,518.04</b>

<b>Total Payroll</b>	<b>\$ 84,481.21</b>
- Checks & Direct Deposits	\$ 60,799.81
- Tax Liability	\$ 23,681.40
- Illinois	\$ 3,790.54
- Federal	\$ 19,890.86

## Northwest Special Recreation Association Payroll Summary February 12, 2021

**Employee Wages, Taxes and Adjustments**

**Gross Pay**

Exempt	65,686.93
Office Support-FT	5,239.77
Inclusion AH	161.96
Inclusion EG	330.42
Inclusion HE	171.28
Inclusion HP	222.08
Inclusion PAL	376.95
Inclusion PH	1,192.45
Inclusion Sch	770.40
Inclusion WH	636.00
Leader	410.11
Car Allowance	300.00
Phone/Data Stipend	1,225.00

**Total Gross Pay** 76,723.35

**Deductions from Gross Pay**

457b Plan Emp.	-1,347.83
Dep. Care FSA (pre-tax)	-41.67
Health Insurance (pre-tax)	-1,945.89
IMRF-FT-EE	-3,205.22
IMRF-Voluntary	-704.43
Medical Care FSA (pre-tax)	-500.04
Roth IRA Emp.	-180.00
Voluntary Life (taxable)	-76.65

**Total Deductions from Gross Pay** -8,001.73

**Adjusted Gross Pay** 68,721.62

**Taxes Withheld**

<b>Federal Withholding</b>	-6,800.00
<b>Medicare Employee</b>	-1,076.32
<b>Social Security Employee</b>	-4,602.66
IL - Withholding	-3,340.14
Medicare Employee Addl Tax	0.00

**Total Taxes Withheld** -15,819.12

**Deductions from Net Pay**

Accident Insurance (taxable)	-64.57
Critical Illness Ins. (taxable)	-18.79
Short Term Disability (taxable)	-156.40

**Total Deductions from Net Pay** -239.76

**Net Pay** 52,662.74

**Employer Taxes and Contributions**

<b>Medicare Company</b>	1,076.32
<b>Social Security Company</b>	4,602.66
IL - Unemployment	0.00
IMRF-FT	8,105.61

**Total Employer Taxes and Contributions** 13,784.59

<b>Total Payroll</b>	<b>\$ 74,160.84</b>
- Checks & Direct Deposits	\$ 52,662.74
- Tax Liability	\$ 21,498.10
- Illinois	\$ 3,340.14
- Federal	<b>\$ 18,157.96</b>

## Northwest Special Recreation Association Payroll Summary February 26, 2021

**Employee Wages, Taxes and Adjustments**

<b>Gross Pay</b>	
Exempt	65,686.93
Office Support-FT	5,239.77
Inclusion AH	217.16
Inclusion EG	153.26
Inclusion HE	163.96
Inclusion HP	59.00
Inclusion PAL	304.95
Inclusion PH	488.10
Inclusion Sch	439.40
Inclusion WH	557.80
Leader	644.77
Bonus	50.00
Car Allowance	300.00
<b>Total Gross Pay</b>	<b>74,305.10</b>
<b>Deductions from Gross Pay</b>	
457b Plan Emp.	-1,347.83
Dep. Care FSA (pre-tax)	-41.67
Health Insurance (pre-tax)	-1,945.89
IMRF-FT-EE	-3,207.47
IMRF-Voluntary	-704.43
Medical Care FSA (pre-tax)	-500.04
Roth IRA Emp.	-180.00
Voluntary Life (taxable)	-76.65
<b>Total Deductions from Gross Pay</b>	<b>-8,003.98</b>
<b>Adjusted Gross Pay</b>	<b>66,301.12</b>
<b>Taxes Withheld</b>	
Federal Withholding	-6,617.00
Medicare Employee	-1,041.41
Social Security Employee	-4,452.70
IL - Withholding	-3,225.62
Medicare Employee Addl Tax	0.00
<b>Total Taxes Withheld</b>	<b>-15,336.73</b>
<b>Deductions from Net Pay</b>	
Accident Insurance (taxable)	-64.57
Critical Illness Ins. (taxable)	-18.79
Short Term Disability (taxable)	-156.40
<b>Total Deductions from Net Pay</b>	<b>-239.76</b>
<b>Net Pay</b>	<b>50,724.63</b>
<b>Employer Taxes and Contributions</b>	
Medicare Company	1,041.41
Social Security Company	4,452.70
IL - Unemployment	0.00
IMRF-FT	8,111.30
<b>Total Employer Taxes and Contributions</b>	<b>13,605.41</b>
<b>Total Payroll</b>	<b>\$ 71,555.47</b>
- Checks & Direct Deposits	\$ 50,724.63
- Tax Liability	\$ 20,830.84
- Illinois	\$ 3,225.62
- Federal	\$ 17,605.22

# **VII. Staff Reports**

[Return to Home](#)

To: Tracey Crawford  
From: Andrea Griffin and Rachel Hubsch  
Re: Program Report, January 1, 2021 – February 28, 2021

---

## **NWSRA General Therapeutic Recreation Programs & Services**

NWSRA continues to offer both virtual and in person programs and opportunities, utilizing a monthly registration process, to ensure staff are keeping up with the changing COVID guidelines. Additionally, staff continue to offer 1:1 zoom health check calls, a variety of activity boxes, and NWSRA bus visits. The individualized health checks and activity boxes allow participants to increase self-awareness, encourage self-expression, enhance communication skills and improve the use of healthy coping skills.

### **Leisure Education**

The 2020-2021 Virtual Leisure education program is underway. 300 students, from 45 classes, within school districts throughout NWSRA 17 Member Park Districts are accessing virtual leisure education opportunities. Students are participating in three one-hour virtual recreational activities throughout the school year. Two popular activities are run collaboratively with Sky Center's Martial Arts and Bartlett Park District Nature Center. Below is a picture NWSRA's Leisure Education Coordinator, Megan Quandt getting trained in handling the animals at Bartlett Park Districts Nature Center.



## **Special Events**

Five virtual special events are offered monthly. Each month those that register for the special event pass, receive access to all 5 special events held throughout that month. Some participant's favorites were the Sports or Spa Night, Super Bowl Party, and the 90's Dance!

## **Athletics**

Staff and athletes have been excited to join in person skill development lightning athletics monthly. Currently the following athletic programs are being offered Basketball, Powerlifting, Aquatics, Gymnastics, Bocce, Alpine Ski, and Snowshoe skills. Lightning Athletics is focusing on skill development and individualized goals as staff get to work with a smaller group of athletes.

## **PURSUIT Community Adult Day Program**

In January, the PURSUIT clients wrote letters to Veterans for Honor Flight. This project allowed for an opportunity for staff and clients to discuss ways in which to honor and show support for veterans while brining history alive. All five PURSUIT Sites and virtual clients participated in a virtual Ability Expo. Clients had the ability to connect with products, technologies and resources that would allow for their greater independence. These sits have also started a Life in Motion program, that will run all year. The program is designed to measure current fitness status, create individual fitness goals, and to track progress over a 12-month period. In February, PURSUIT and virtual clients had a virtual Valentines dance! They enjoyed listening to music, dancing with friends and learning some fun facts about Valentine's Day. PURSUIT Wheeling and PURSUIT Buffalo Grove continue to run assessments and client trials to ensure the program is the correct fit for the client.

## **Inclusion Services**

The inclusion team continues to support eLearning and hybrid models during the different phases of the COVID 19 pandemic. Most participants are requiring all day support, which is from 8a to 6p. Inclusion Coordinator, Clariza Kotsovov, had the opportunity to speak at a virtual D15 Special Education Administration Department meeting with 18 attendees. Clariza shared inclusion resources and contact information so that teachers could be well informed in the event a family needs inclusion support. Winter/Spring Orientation took place virtually on February 25<sup>th</sup>. Topics included: How to Support ELearning, Avoiding Power Struggles, and Communication so that our inclusion aides are prepared and can continue to provide quality provision during these unprecedented times.

### **Behavior Management Team**

The Behavior Team continues to meet regularly and provide support on an as needed basis for both virtual and in person programs. This year the team is determined to seek new and additional resources for behaviors and share with one another on a monthly basis as well as to develop a refresher training that includes a visual chart of how the Behavior Team works. The team also regularly attends learning opportunities that can enhance behavior management techniques. Members of the team attended a February training including: Ethics, Sexuality, and Intellectual Disability.

### **The Dream Lab**

The Dream Lab Team is proud to have won the ITRS Outstanding program of the year at the Illinois Parks and Recreation Association Conference. The NWSRA Dream Lab Team has outlined new programming ideas, how to advance the current offerings and other implementations of the room. Looking into how PURSUIT, Day camp and general programs can utilize the room further. Dream Lab is offering multiple in-person programs including Media Meet up and one on one Dream Lab sessions.

## MARKETING & PR REPORT JANUARY/FEBRUARY 2021

As a leader in the field of Therapeutic Recreation, NWSRA maximizes public outreach through a variety of endeavors. The following report highlights some of the recent marketing and public relations activities:

### MEDIA

#### DAILY HERALD BUSINESS LEDGER

- Submitted SLSF information for the Business Ledger Philanthropy Guide

#### TRIBLOCAL/METROMIX

- Added SLSF events to online calendar of events

#### MISCELLANEOUS

- Submitted information on NWSRA Activity Center to National Association of Councils on Developmental Disabilities (NACDD) for listing on Developmental Disabilities Awareness Month resource guide

### ONLINE

- New activities uploaded to NWSRA Activity Center
- Monthly Face to Face and Virtual Programming promoted
- Promoted NWSRA Day Camps
- Created new Snapchat filter to promote ATRA TR month
- Completed ATRA APIED challenge through social media
- SLSF Gold Medal Fashion Show promoted through a variety of videos, memes and informational posts
- Updated information for SLSF golf events
- SLSF Flower Power Fundraiser promoted
- Monthly NWSRA and SLSF Board Update e-newsletters sent
- Updated info on staff trainings and awards
- SLSF Trivia Night promoted
- Updated online Coronavirus Center

### PUBLICATIONS AND FLYERS

- 2020 NWSRA/SLSF Annual Report
- Monthly Face to Face and Virtual program brochures
- SLSF Gold Medal Fashion Show and golf outing materials
- Virtual programming and Activity Center materials
- SLSF Hole Sponsorship Deal
- NWSRA Sibshops flyer updated
- PURSUIT PPE flyer
- Staff enrichment slideshow and flyer
- New NWSRA and SLSF Infographics
- NWSRA/SLSF Calendar of Events
- 2021 NWSRA Brochure re-design

### MISCELLANEOUS

- Presentation to staff on "Engaging Social Media", including training on writing, photography and branding
- Videos for virtual SLSF Gold Medal Fashion Show
- IPRA Awards Received: IPRA Chairman's Award- Tracey Crawford, ITRS Rising Star Award- Lauren Jevaney, ITRS Outstanding Program Award- Dream Lab Accessible Technology Center
- Online survey on NWSRA programming spaces

### IN PROGRESS

- 2022-2024 NWSRA Comprehensive Strategic Plan
- NWSRA 2021 Face to Face and Virtual Programming websites/brochure/registration
- Transportation Needs, Accommodations and Obstacles survey next steps
- Database build project
- 2021 NWSRA/SLSF materials





## WEBSITE STATISTICS

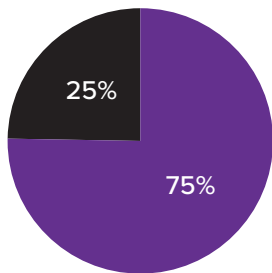
www.nwsra.org

7,798

TOTAL PAGE VIEWS

4,258

TOTAL SESSIONS



■ New Visitor  
■ Returning Visitor

1,699

NEW VISITORS

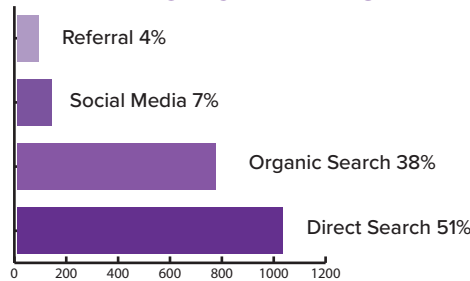
### MOST VISITED PAGES

Rank	Page Name	Page Views	Avg. Time Spent
1.	NWSRA   Homepage	1,924	49 sec
2.	NWSRA   Virtual Programming	1,887	3:10
3.	NWSRA   NWSRA Brochure	1,041	3:05
4.	NWSRA   Activity Center	948	3:12
5.	NWSRA   Staff Contacts	333	2:33
6.	NWSRA   Volunteer Opportunities	211	6:39
7.	NWSRA   Employment Opportunities	206	2:02
8.	NWSRA   PURSUIT	163	2:04
9.	NWSRA   Staff/Volunteer Portal	123	34 sec
10.	About   NWSRA	94	1:17

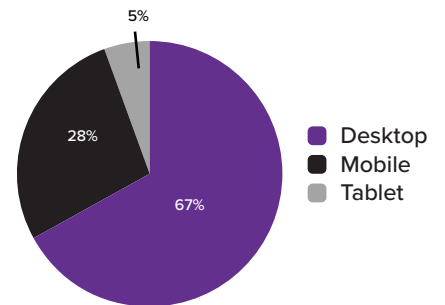
### PAGE VIEWS

### AVG. TIME SPENT

### TOP CHANNELS



### DEVICES BEING USED



■ Desktop  
■ Mobile  
■ Tablet

## SOCIAL MEDIA STATISTICS



Post Reach: 10,652  
Total Page Likes: 8,894  
Post Engagements: 1,803  
Page Views: 800



Total Followers: 390  
Tweet Impressions: 4,000  
Page Visits: 110

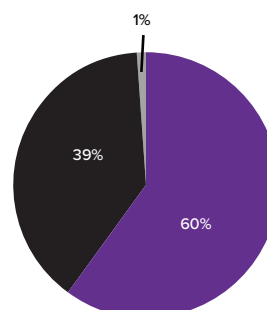


Post Impressions: 2,425  
Post Reach: 2,134  
Total Followers: 663  
Post Likes: 229

## TRENDING POSTS

- Staff Award Recognition
- In Person and Virtual Program Promotion
- NWSRA Sensory Garden update
- Staff of the Month posts
- Happy New Year from NWSRA

## GOOGLE LISTING



1,981  
TOTAL SEARCHES  
ON GOOGLE

49 of 89

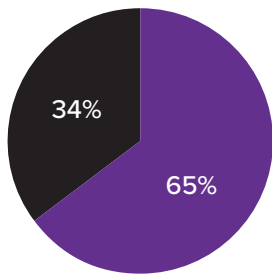
■ Direct ■ Discovery ■ Branded

## WEBSITE STATISTICS

www.nwsra.org

**12,469** TOTAL PAGE VIEWS

**8,018** TOTAL SESSIONS



■ New Visitor  
■ Returning Visitor

**3,145** NEW VISITORS

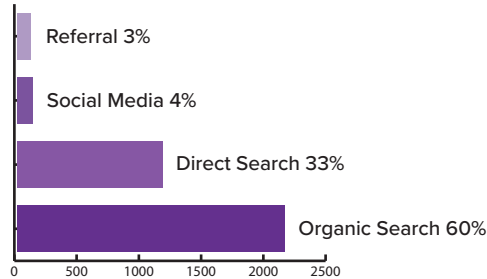
### MOST VISITED PAGES

Rank	Page Name	Page Views	Avg. Time Spent
1.	NWSRA   Homepage	2,104	1:00
2.	NWSRA   Virtual Programming	1,874	4:10
3.	NWSRA   NWSRA Brochure	1,285	3:20
4.	NWSRA   Activity Center	839	3:09
5.	NWSRA   Day Camps	484	3:21
6.	NWSRA   Staff Contacts	347	2:00
7.	NWSRA   Employment Opportunities	264	2:48
8.	About   NWSRA	202	1:49
9.	NWSRA   PURSUIT	161	3:36
10.	NWSRA   Staff/Volunteer Portal	133	3:40

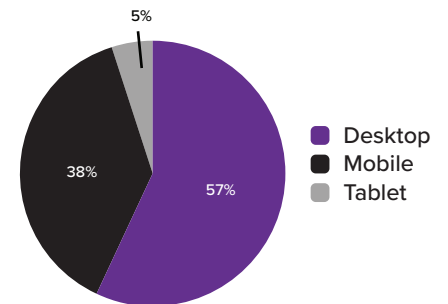
### PAGE VIEWS

### AVG. TIME SPENT

### TOP CHANNELS



### DEVICES BEING USED



■ Desktop  
■ Mobile  
■ Tablet

## SOCIAL MEDIA STATISTICS



Post Reach: 16,924  
Total Page Likes: 8,887  
Post Engagements: 2,280  
Page Views: 869



Total Followers: 395  
Tweet Impressions: 5,627  
Page Visits: 142

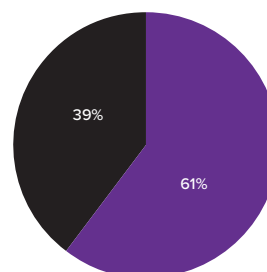


Post Impressions: 3,628  
Post Reach: 3,061  
Total Followers: 687  
Post Likes: 330

## TRENDING POSTS

- Participant of the Year Bus Visit
- In Person and Virtual Program Promotion
- GMFS Promotion
- Program Posts
- APIED Challenge

## GOOGLE LISTING



**1,771** TOTAL SEARCHES ON GOOGLE

■ Direct ■ Discovery

Date: March 2021  
To: Tracey Crawford, Executive Director  
From: Cathy Splett, Superintendent of Development  
RE: SLSF Update for the March NWSRA Board Meeting

---

**Sponsorships:** Sponsorship dollars are part of the SLSF event budgets. The FY 2021 budgeted amount is \$61,200. To date, \$3,850 has been received which is lower than previous years due to the Buffalo Grove Golf Classic moving from May to August due to COVID-19 restrictions. SLSF staff are currently soliciting companies and local businesses to partner with SLSF for the expansion of PURSUIT 6 at the Vogelei House through the Hoffman Estates Park District.

**Grants:** The FY 2021 grant budgeted amount is \$83,000. To date, SLSF has applied for \$40,000 in grants with \$26,250 approved and the remaining grants still pending. SLSF will be submitting additional grants throughout the year in order to meet the needs of NWSRA programs and the expansion of PURSUIT 6.

**Events:** The FY 2021 Events budgeted amount is \$208,585. The budgeted amount is lower than previous years due to the uncertainty of state and federal guidelines due to the COVID-19 pandemic, but higher than the actual funds raised through events in 2020. The 31<sup>st</sup> Gold Medal Fashion Show will be held virtually on Sunday, March 14<sup>th</sup> with over 200 attendees. SLSF has begun meeting with committees for the remaining SLSF events.

**Grants to NWSRA:** The Board approved a grant in the amount of \$260,000 for the fiscal year 2021. The first of three installments will be paid in May, the second installment in October, and the third installment in December.

**Additional Fundraisers/Outreach:**

- **Flower Power (March):** The NWSRA gardening committee which consists of staff and NWSRA parents was created due to the Sensory Garden at Hanover Park Park District wanted to continue to fundraiser and bring awareness to this beautiful addition to the community.
- **Wyatt's Dog Company (April):** SLSF will be collaborating with Wyatt's Dog Company with a portion of the proceeds raised during the month of April benefitting SLSF. Wyatt is one of our models, diagnosed with Down syndrome and autism, who started his own business in October 2020.
- **High 5 Campaign (May):** This fundraiser was created last year during the "Stay at Home" orders and was successful in bringing in additional revenues as well as new donors. Since SLSF is celebrating our 40<sup>th</sup> Anniversary, we thought of a way to bring "40" into this campaign, requesting donations of \$40 per person...reach out to four friends and ask for \$10 from each.

**2021 Strategic Plan and Goals:** The SLSF team held their annual retreat on January 18, 2021 through Zoom. The main focus was twofold: to evaluate the completion of the American Philanthropic Development Plan and to create the 2021 SLSF Strategic Development Plan. Understanding that 2021 will be a time of economic uncertainty, SLSF created the following four strategies that align with SLSF's mission, vision and core values.

- Core Strategy One: Community Engagement
- Core Strategy Two: Marketing/Communication
- Core Strategy Three: Improve Board Engagement
- Core Strategy Four: Enhance Fundraising Vehicles/Methods

# VIII. Old Business

[Return to Home](#)

**NWSRA Finance Task Force Meeting  
Wednesday, February 10, 2021, 10:30 a.m.**

Present: Kevin Romejko, Rolling Meadows Park District; Bret Fahnstrom, River Trails Park District; Bob O'Brien, Hanover Park Park District; Jeff Janda, Streamwood Park District; Rita Fletcher, Bartlett Park District; Craig Talsma, Hoffman Estates, Park District; Christina Ferraro, Prospect Heights Park District, Ben Curcio, Elk Grove Park District; Tony LaFrenere, Schaumburg Park District; Tracey Crawford, NWSRA Executive Trustee; Miranda Woodard, Accounting Manager; Darleen Negrillo, Superintendent of Administrative Services; and Jessica Vasalos, Administrative Manager, as Recording Secretary.

Mike Clark arrived at 11:01 am.

The meeting was called to order at 10:33 a.m.

**NWSRA Financial Overview**

**NWSRA Financial Q&A**

Kevin Romejko, started the meeting with recapping the reason for the meeting and to inform the Board that he does not feel this will be the only meeting needed to completed. He also reminded the Board they are not involved with day-to-day operations.

Trustee LaFrenere added that the Task Force going through the Q and A is important and he believes in the Board not being involved with day-to-day operations. He believes that some of the ideas that are being presented, although they are operational, will help NWSRA in streamlining some processes. He has no concerns about the financial reporting that is being presented.

Kevin Romejko, then reviewed the Q and A document. He informed the Board that he met with Tracey Crawford, Darleen Negrillo, Miranda Woodard and Jessica Vasalos to review all the financial processes and reports. He then asked for questions. Trustee LaFrenere asked for clarification on how General Reserves is a revenue source. Trustee Talsma agreed that this should not be listed as a revenue source. He also mentioned that NWSRA is a single fund, and that NWSRA should not recognize the utilization of reserves in the day-to-day budget; therefore, it should not be included in the Revenue portion of the budget. Trustee Talsma indicated that once the budget is approved, the Board should not be involved in how that budget is met. If a shortage should occur, the Executive Director should, without Board approval, make transfers to cover the shortage. Kevin Romejko, suggested the removal of the word "fund" from what NWSRA's Financial status is, and use the work account. The outflow account is the Business Checking Account, which is funded by the Money Market account. The P-Card account is the IPDLAF account that pays the P-Card expenses, and is funded by the Money Market Account.

After some discussion, Director Crawford informed the Task Force that in speaking with the auditing firm, NWSRA can have "Funds" set up with Board Approval. She also added that the way that NWSRA's Fund Balance Policy and Financials are set up are being suggested to other SRA's. They are recommending that an Operating Fund, General Reserve Fund and Capital Fund be set up at SRA's as separate funds. Trustee Talsma asked if any other districts had separate accounts for each of its funds. He didn't believe that any district did and didn't think that separate accounts are not needed.

Director Crawford reminded the Board, that the auditors, recommended to Craig Culp to call NWSRA and ask for how the Agency's Accounts/Funds are laid out. She also would like the Board to keep in mind that they cannot think of the SRA as a park district. NWSRA is set up a little differently, which is not wrong. She feels more comfortable not co-mingling accounts/funds. A conversation was also had with the Investment Management team who agreed with how things are being done. Trustee Talsma would like to speak with the Auditors for more clarification, and would like them to advise how to show inter-fund transfers, so they are not shown as a revenue. Director Crawford asked the Task Force, "How would you like us to show inter-fund transfers on the budget worksheet?"

A larger discussion was had concerning interest rates on liquid accounts, merging accounts/funds, and having PFM invest the larger amounts. General Reserve Accounts, Capital Accounts and the Operating Accounts all in one account and only transfer money to cover what check runs would be on any given day. As well as, be in the highest interest rate account possible. Trustee Clark agreed in the fact that he would like PFM to manage more of the funds to ensure that NWSRA is always getting the most dollar for dollar.

Director Crawford asked the Board for clarification on approval to spend money from the Capital Account. Trustee Talsma reiterated that she has the approval to spend money from any account as long as the expenditure is in the approved budget.

Kevin Romejko informed the Board that he, Trustee Talsma, Trustee LaFrenere, and Trustee Clark will meet and design a draft of an ebb and flow chart for the agency for the next meeting. Staff are on Board with developing this draft. There being no further discussion, the individuals named will discuss this and requested the auditor be present for the next meeting. Director Crawford will forward Trustee Romejko the updated Capital Plan.

### **Fund Balance Policy**

Trustee Romejko reviewed the Fund Balance Policy and with the Board would like to rename the Funds to Accounts. Trustee LaFrenere suggested that the General Reserve Fund would be blended with the Operating Fund, as well as after speaking with other SRA's and would like to revisit the percentage used. Trustee Talsma informed the Board of what his interpretation is of the Fund Balance Policy. He also stated he would like the Policy to state why we want reserves, do we want to restrict any of the reserves

and what happens if the reserves are surpassed. Trustee Talsma suggested some scenarios for what the Fund Balance Policy percentages could be with some examples. After a further discussion regarding cash flow, reserve funds and capital needs; it was determined that Kevin Romejko will bring a draft to the Task Force. and Mike Clark will assist NWSRA staff in developing a very detailed and more inclusive Capital Plan for the Task Force to review.

Director Crawford reminded the Board when comparing NWSRA to other SRA's to keep in mind that NWSRA is a much larger SRA in the fact that we have a fleet of 25 vans, soon to be 6 sites and the Administrative Offices at Park Central. Other SRA's do not have these Capital items. Trustee Talsma and Trustee LaFrenere concluded that he would like to propose that NWSRA have a Capital Reserve Fund that also serves as a General Reserve Fund and that NWSRA does need a Reserve Fund.

Trustee Clark gave a little more information on when the Fund Balance Policy was developed and how and why it was structured.

Trustee Clark suggested that the definitions and wording of the accounts be more defined as to what the one fund will be used for with a better laid out plan giving Tracey the ability to moved money as needed. Adding that anything outside of the definition would go to the Board for funding.

After much discussion regarding the Capital Plan, the Capital Fund and how those funds will be used. Trustee Romejko raised the concern again about depleting the Capital Fund with capital needs existing. It was determined that Kevin Romejko and Mike Clark will assist NWSRA staff in developing a very detailed and more inclusive Capital Plan for the Task Force to review.

# **IX. New Business**

[Return to home](#)





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

To: Bret Fahnstrom  
 From: Tracey Crawford, NWSRA Executive Director  
 Re: Lease of Programming Space at Hoffman Estates Park District  
 Date: February, 2021

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 PURSUIT at Hanover Park Community Center, Mount Prospect Park District Central Community Center, Wheeling Park District Community Center and Buffalo Grove Park District Fitness Center. Currently 105 clients are registered between all PURSUIT programs. PURSUIT has an interest list of 203 individuals waiting to join the program. There are several current clients desiring additional days of service in all programs.

With the high demand for these programs, NWSRA and Clearbrook will be opening a sixth site for PURSUIT. The site will be housed at Hoffman Estates Park District’s Vogelei House. The site will be used for PURSUIT and additional NWSRA programming. NWSRA has been grateful over the last year for the dedicated space for therapeutic programs and services. Our programming space within NWSRA Member Park Districts has allowed staff to provide safe, socially distanced programming, supports, one on one therapy.

Attached is the lease agreement for programming space at the Vogelei House. The lease is for 5 years, with the option to renew for an additional 5 years, at a cost of \$30,000 per year. The project expenses were voted and approved by the SLSF board at the January board meeting.

Expenses for Project:		Payment for Project	
Construction	\$ 360,000.00		
Interior Design	\$ 90,000.00	NWSRA Capital	\$ 250,000.00
Technology and Marketing	\$ 35,000.00	SLSF Budgeted	\$ 100,000.00
		Grants or SLSF Investment - approved at January 2021 Board Meeting	\$ 150,000.00
Program Start Up Supplies	\$ 15,000.00		
<b>Total Cost</b>	<b>\$ 500,000.00</b>	<b>Total</b>	<b>\$ 500,000.00</b>

### Proposed Timeline

January	Project expenses and timeline shared with SLSF board
March	Lease, expenses & payments shared with NWSRA board
April/May	Hoffman Estates goes to bid for project
June/July	Hoffman Estates selects bid
August	Construction begins
Winter 2021/2022	Space is handed over to NWSRA
Winter 2022	NWSRA begins programming out of space

**Motion: To approve the lease for the Hoffman Estates Park District as presented.**



- **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 58 of 89  
adapt



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

## **LEASE OF PARK DISTRICT PROPERTY**

This Lease ("Lease") dated this \_\_\_ day of \_\_\_\_, 20\_\_ between HOFFMAN ESTATES PARK DISTRICT ("HEParks"), 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). HEParks 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.**

HEParks hereby leases to NWSRA the Vogelei House , located on the northeast intersection of Higgins Road and Golf Road at 650 West Higgins Road in Hoffman Estates, consisting of approximately 3,489 square feet, and is located in the Hoffman Estates Park District Vogelei Park, together with reasonable access to the Premises at such times as NWSRA recreation programs, trainings or staff office hours are occurring, and further grants to NWSRA during the Term of this Lease a nonexclusive license to the use of the parking lot located to the north of the Hoffman Estates Park District Vogelei House for parking for its staff and persons attending its programs and access to the Vogelei Park. 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. HEParks 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 HEParks as rent for the Premises the sum of Thirty Thousand Dollars (\$30,000) per year which includes maintenance and custodial services twice per week to be provided by HEParks at its expense and consistent with such services rendered at other facilities during the Term of the Lease. On the Commencement Date described below, NWSRA shall make payment to HEParks twice over the fiscal year (calendar year).

### **4. TERM.**

The term ("Term") of this Lease shall be for (5) years, commencing upon completion of the project in 20\_\_ ("Commencement Date") and terminating on the \_\_\_ day of \_\_\_\_, 20\_\_. 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 5% increase by providing HEParks 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. HEParks 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. HEParks 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 HEParks. HEParks 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 HEParks there is a need for substantial repair which affects habitability or proper use of the Premises, HEParks 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, HEParks 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 HEPARKS employees. The rights of HEParks hereunder is in no way intended to and in no way shall be construed to impose upon HEParks 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, HEParks shall provide routine maintenance and custodial services twice per week (“Maintenance and Custodial Services”) to the Premises to the standard as currently provided to other facilities of the Hoffman Estates Park District, occupied by HEParks and NWSRA.
- C. HEParks 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 Hoffman Estates Park District; provided, however, that HEParks’s rights hereunder are not intended to and in no way shall be construed to impose upon HEParks 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 HEParks’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. CONSTRUCTION AND IMPOROVMENTS to Vogelei House

Prior to or within a reasonable time after the Effective Date, HEParks agrees to construct certain improvements to the property being leased to NWSRA. The improvements shall include, but not be limited to construction of improvements to the NWSRA Premises, and shall be done in accordance with the plans and specifications attached to and incorporated as part of this Agreement as **Exhibit B** (the "Project"). NWSRA understands and agrees that HEParks shall control and make all decisions regarding the construction of the Project and that NWSRA shall have no control or decision-making authority regarding the construction of the Project. The Parties acknowledge that HEParks shall initially pay for the costs for the construction of the improvements listed in Exhibit B, and NWSRA shall reimburse HEParks for all Project costs ("Capital Contribution"); provided NWSRA's payment for the Capital Contribution shall not to exceed \$360,000.00. NWSRA guarantees such reimbursement shall be made either by NWSRA or by the Special Leisure Services Foundation within thirty (30) days upon completion of the Project.

7. 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 HEParks in as good condition as when received, loss by ordinary wear and tear excepted.
- B. NWSRA, without written consent by HEParks, 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 HEParks may be granted or withheld in its sole discretion.
- C. HEParks shall not be liable for any damage, either to person or property, sustained by NWSRA or by other persons, due to the Premises, or the Hoffman Estates Park District Vogelei Park, as a whole, or any part of either or any appurtenances thereof, becoming out of repair, or due to the happening of any accident in or about the Premises or the Hoffman Estates Park District Vogelei Park except for those situations which arise out of HEParks's negligent, reckless or intentional misconduct. The parties agree to indemnify and hold each other harmless from and against any and all third party proceedings or suits in which either party may be named, and any and all damages, liabilities, costs or expenses (including reasonable attorneys' fees) which either party may sustain, suffer or incur, relating to the negligent, reckless or intentional misconduct of the other party.
- D. Both HEParks and NWSRA are members of the Park District Risk Management Agency (PDRMA") and acknowledge that the coverage provided by PDRMA is acceptable to each of them with respect to the obligations of the other hereunder. In the event that either or both of HEParks and NWSRA cease to be members of PDRMA, the parties shall

promptly negotiate a replacement provision for reasonably acceptable insurance coverage through private carriers.

- E. HEParks shall provide electricity, water, sewer and gas to the Premises at no additional charge.
- F. HEParks will allow NWSRA to install internet and phone system. NWSRA will install cables for internet and phone systems as part of the construction and improvements to the property, while HEParks will provide the necessary power outlets. NWSRA shall be responsible for the costs of internet usage and phone systems as needed.
- G. In the event of any breach of this Lease, it is the intention of the parties that their remedies be limited to 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), HEParks 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, whereupon HEParks 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, HEParks 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.
- H. NWSRA shall not be responsible for damage to the Premises resulting from fire, explosion or other casualty, but shall remain responsible for all NWSRA contents therein. HEParks shall be responsible for all damages to the Hoffman Estates Park District Vogelei Park (including the portion constituting the Premises) resulting from fire, explosion or other casualty and shall take all reasonable steps to promptly restore said property to its condition prior to said casualty. Each party shall promptly submit claims to PDRMA and shall cooperate with PDRMA and each other.
- I. 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 HEParks 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.
- J. All notices hereunder shall be in writing. Delivery of such notices may be by personal delivery or regular mail, provided that any such notice is personally delivered to HEParks by hand to the Secretary or the President of the Board of HEParks; 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.

HOFFMAN ESTATES PARK DISTRICT

NORTHWEST SPECIAL RECREATION  
ASSOCIATION

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

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

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

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

Address for Notices:  
1685 W. Higgins  
Hoffman Estates, IL 60169

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

**Exhibit A**

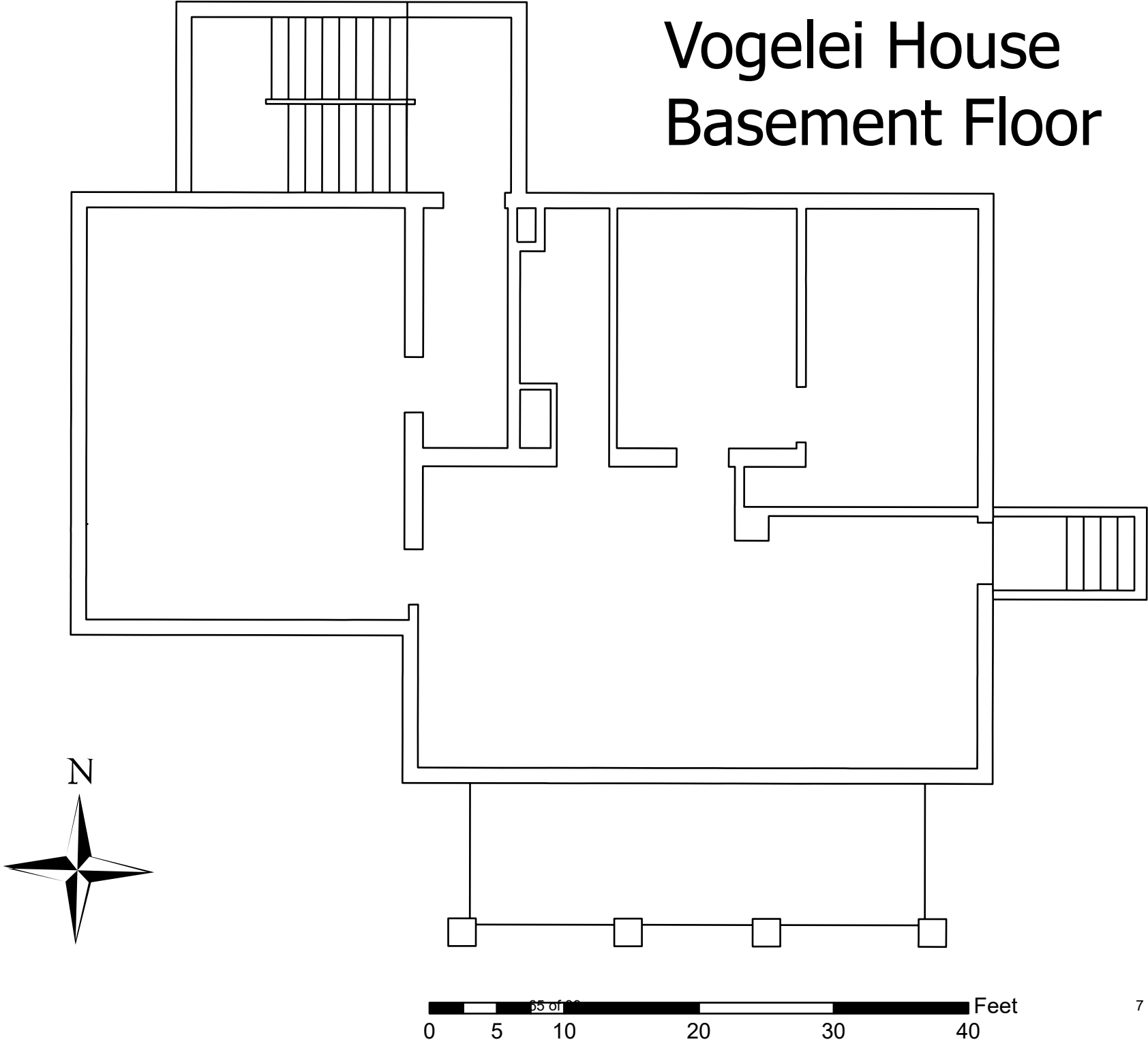
**NWSRA Premises**

**Depiction of the Premises**

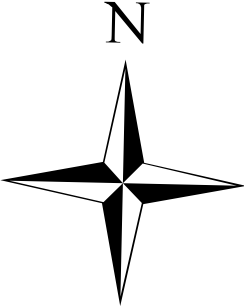
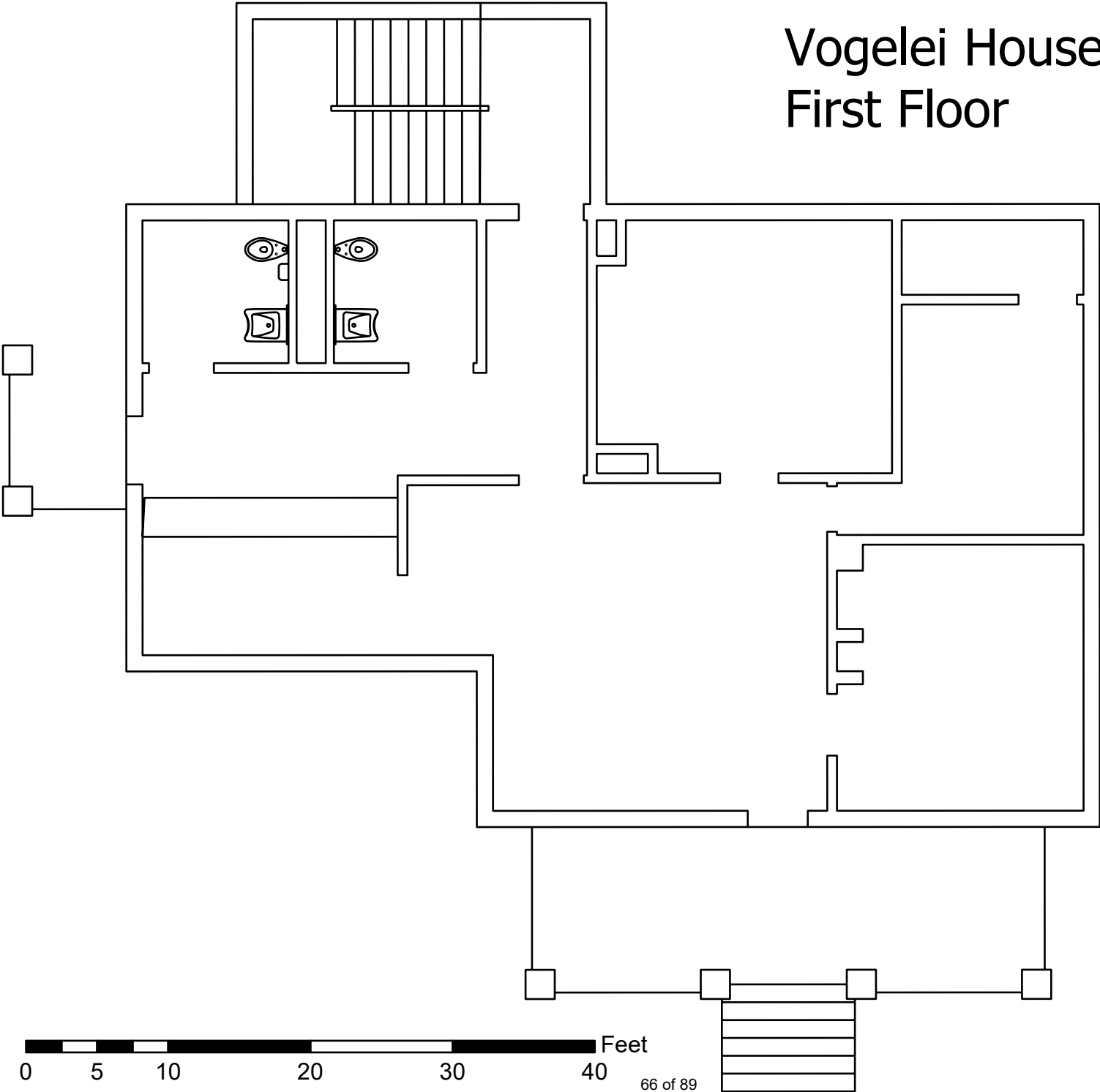
HEParks hereby leases to NWSRA the Vogelei House, approximately 3,400 square feet consisting of 3 floors. Current building layout for each floor is provided below.



# Vogelei House Basement Floor

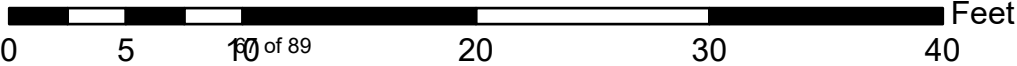
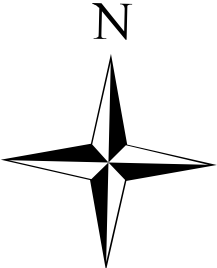
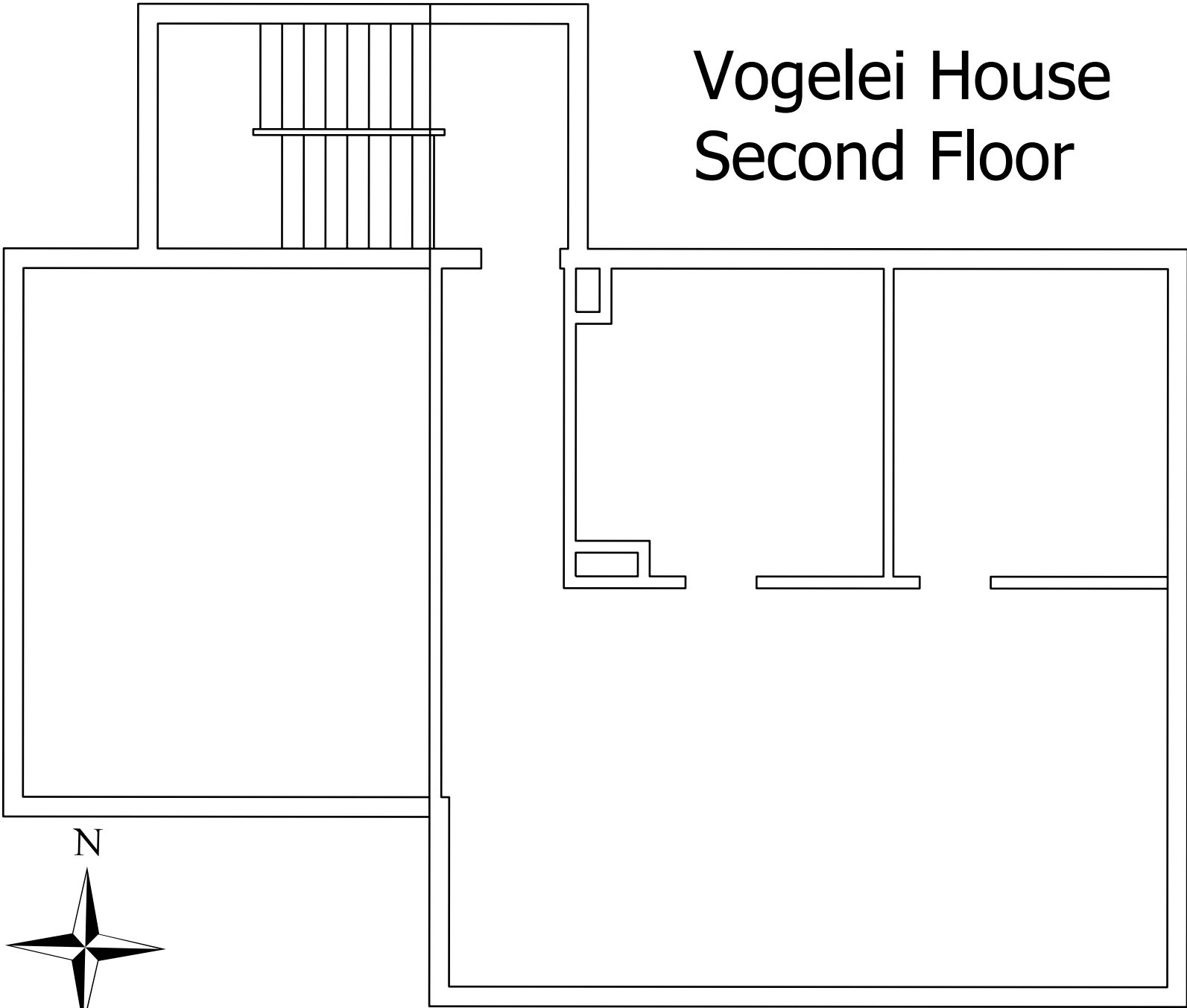


# Vogelei House First Floor



0 5 10 20 30 40 Feet

# Vogelei House Second Floor



## Exhibit B

### **Construction and Improvements**

The following is a brief description of the construction that will take place at the Vogeley House prior to the property being leased. These items are not guaranteed and scope of work can change based on the engineering and architectural plans.

#### Basement

- Electric will be updated and added to provide office use in the basement.
- Fire suppression system will be updated and sprinklers may need to be relocated.
- Walls and floors will have concrete work completed to assure proper moisture barriers.
- Structural needs will be investigated and repaired if needed.
- Ceiling, pipes and wall will be painted.
- ADA ramp entrance to basement door.

#### First Floor

- Electric will be updated and added to provide enough use space for first floor.
- Updated restrooms
- Heavy steel doors to be replaced by more manageable doors.
- Walls to be removed between rooms to provide open floor plan.
- Flooring to be replaced.
- Window replacement if needed, keeping the wood framing.
- Walls and ceiling to be painted.
- Chair lift to be installed from first floor to second floor.
- Porch entrance to meet ADA standards, entire porch including railings to be painted and sealed, anti-slip paint to be used on deck boards.

#### Second Floor

- Electric will be updated and added to provide enough use space for second floor.
- Window replacement if needed, keeping the wood framing.
- Walls to be removed to provide open floor plan.
- Carpet flooring to be removed and replaced with new flooring.
- Walls and ceiling to be painted.
- Ramp entrance to second floor from outside to be installed. Ramp will be ADA Compliant.

#### Outside Landscapes

- Accessible path from existing path to basement and first floor entrance will be installed.
- Landscapes around building will be completed after renovations as part of restoration.

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Clearbrook Collaborative Agreement  
**Date:** March 10, 2021

---

NWSRA and Clearbrook entered into an agreement 2014 in to provide adult day programming to NWSRA 17 Member Park District. This collaboration has developed the PURSUIT Community Adult Day Program, designed to meet the needs of individuals with disabilities 21 years and older throughout the year though four core elements: recreation & leisure, skills & self-advocacy, community integration and health & wellness. The STAR Academy After Care Program has also been developed through this collaborative, which provides a variety of educational, social and recreation activities in an after care setting for individuals with disabilities.

It is that time again to renew the collaborative agreement. The collaborative agreement attached will be through February 1, 2021 – February 1, 2024. The only changes to the initial agreement are below:

1. In the Financial Section of the agreement a paragraph has been added to address any unforeseen circumstance such as: natural disaster, pandemic or non-payment from the State of Illinois holding both agencies fiscally responsible.
2. The title change from Clearbrook employee Sheila Lullo from Vice President of Program Services to Executive Vice President/Program Services.

## **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 community day program entitled PURSUIT and the aftercare program entitled STAR Academy. The President of Clearbrook and the NWSRA Board of Trustees will enter into this Collaborative Agreement to maintain current PURSUIT Community Day Programs and STAR Academy Aftercare Program and create new PURSUIT Community Day Programs and STAR Academy Aftercare Programs. The PURSUIT Program & STAR Academy will be housed in the NWSRA Programming Space within its Member Park District facilities.

### **1. Clearbrook**

Clearbrook is home, a family, to over 8,000 children and adults impacted by intellectual/developmental disabilities. They support them—and their families—by providing support across the lifespan, empowering them to live their fullest lives possible.

Clearbrook is one of the only organizations to deliver services for those with intellectual and developmental disabilities in a multifaceted way, covering all ages, issues, and levels of severity. Clearbrook's goal is to help those entrusted to them be as independent as possible within their home and community. They provide personalized children, community day, employment, residential, and clinical services at more than 60 locations in 160 communities throughout the Chicagoland area. Clearbrook is the largest provider of home-based services in the state.

Clearbrook is more than a nonprofit, they are family, friends, a job, a way to give back, home. Their deep expertise spans six decades—allowing them to care for an array of unique needs. Clearbrook works hard to enrich the lives of thousands and help them embrace their potential.

### **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.

### **3. Clearbrook & NWSRA**

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 licensed 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 Community Day Program and the STAR Academy Aftercare Program.

### **The Collaborative Board**

The PURSUIT Program and STAR Academy will be governed by a Collaborative Board. 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
- The Executive Vice President/Vice President of Program Services for Clearbrook and the Superintendent of Recreation for NWSRA
- The Director of Collaborative Community Day Services for Clearbrook and the Managers of Collaborative Services 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 Collaborative Board with input regarding the effectiveness of all programs. The Advisory Committee will consist of the following individuals:

- The Director of Collaborative Community Day Services for Clearbrook
- The Managers of Collaboratives for NWSRA
- The Director of Admissions for Clearbrook

The Collaborative Advisory Committee will meet at least bi-monthly. 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.



## **Personnel to Support Collaborative Programs**

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

NWSRA will be responsible for employing and maintaining two Managers of Collaborative Services. A NWSRA Collaborative Coordinator will directly oversee each NWSRA programming space housing the PURSUIT Community 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 both the Managers of Collaborative Services, who will also be trained by Clearbrook to become Qualified Intellectual Disabilities Professional (QIDP) and a Direct Service Provider (DSP). The cost of each program sites and the NWSRA Collaborative Coordinators 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 procedures, the Union contract 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. 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 Community Day Program and STAR Academy Aftercare 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.

The PURSUIT Community 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 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.

If an unforeseen circumstance such as: natural disaster, pandemic or non-payment from the State of Illinois should occur for services, NWSRA and Clearbrook will remain committed to continuity of community program offerings through this joint agreement. In the event the above situation occurs and there is a revenue interruption both agencies will agree to absorb an agreed upon amount of expenses in order to prevent a disruption in services. Once the revenue has been restored NWSRA & Clearbrook agree to re-evaluate the expenditures absorbed by each agency and will mutually agree upon a re-payment of lost revenue.

### **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, 2021 until February 1, 2024 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: \_\_\_\_\_, 2021

Dated: \_\_\_\_\_, 2021

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** NSSEO Facility Use Agreement  
**Date:** March 17, 2021

---

Enclosed is the agreement to be entered into between Northwest Suburban Special Education Organization (NSSEO) and Northwest Special Recreation Association (NWSRA) that has existed since 1981. 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> 2021 through June 30<sup>th</sup> 2024.

**Motion:**

**A motion to approve the Facility Usage Agreement between NSSEO and NWSRA as presented.**

**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, 2021 and terminates on June 30, 2024. 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, 2021 to June 30, 2022

\$ 16.41 per hour Kirk/Miner/Timber Ridge Schools (Monday – Friday)  
\$ 46.08 per hour Kirk/Miner/Timber Ridge 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)  
\$ 46.08 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, 2022 to June 30, 2023

\$ 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.

July 1, 2023 to June 30, 2024

\$ 17.41 per hour Kirk/Miner Schools (Monday – Friday)  
\$ 48.89 per hour Kirk/Miner Schools (Weekends, holidays and dates when NSSEO is closed)  
\$ 17.41 per hour Sunrise (Monday – Friday 8:00 am – 4:00 pm when staff is on site)  
\$ 48.89 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:

\_\_\_\_\_  
President

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

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

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

By:

\_\_\_\_\_  
Secretary

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

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

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

**NORTHWEST SPECIAL RECREATION ASSOCIATION  
ORDINANCE #O2021-1**

**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 17<sup>th</sup> day of March, 2021.

Ayes:

Nays:

Absent:

---

Chairman, Bret Fahnstrom  
Board of Trustees  
Northwest Special Recreation Association

ATTEST:

---

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 via zoom, 10:30 a.m. on the 17<sup>th</sup> day of March, 2021.

**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 17<sup>th</sup> day of March, 2021.

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

(SEAL)



