



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

**January 15, 2020**  
**10:30 a.m. Regular Meeting**  
Park Central Conference Room  
3000 W. Central Road  
Rolling Meadows, IL

## **AGENDA**

- I. Call to Order
  - A. Roll Call
  
- II. Introduction of Guests:
  - A. Alex Ramoska – Program Specialist
  - B. Anita Trzebunia – Program Specialist
  - C. Brianna Assad – Program Specialist
  - D. Kelly Suchodolski – Payroll Clerk
  
- III. Public Comment
  
- IV. Approval of Agenda
  
- V. Approval of Consent Agenda - Pages 4-40
  - A. Approval of Minutes, December 11, 2019
  - B. NWSRA Financial Reports, December 31, 2019
    - 1. PFM Account Statement
    - 2. NWSRA & SLSF Organizational Cash Overview
    - 3. NWSRA Budget vs. Actual
    - 4. SLSF Budget vs. Actual
    - 5. NWSRA Balance Sheets
    - 6. SLSF Balance Sheets
    - 7. BF Edwards Account Statement
    - 8. 4<sup>th</sup> Quarter Financial Reports
  - C. Warrants:
    - 1. Warrant #12A December 31, 2019 - \$235,330.25
    - 2. Warrant #1 January 15, 2020 - \$36,028.06
  - D. Bi-Weekly Payroll:
    - 1. 12/08/2020 - \$103,068.54
    - 2. 12/22/2020 - \$99,381.10
  - E. ADA Compliance Projects
    - 1. Palatine Park District:
      - A. Dutch Shultz Park – Recreation Facilities and Routes and Surfaces - \$31,871
      - B. Dutch Shultz Park – Recreation Facilities and Routes and Surfaces - \$ 46,665

*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)

- C. Dutch Shultz Park – Recreation facilities and Routes and Surfaces - \$46,665
    - D. Community Park – Routes and Surfaces - \$93,529
    - E. Doug Lindberg Park – Playgrounds, Routes and Surfaces - \$45,399
  - 2. Elk Grove Park District:
    - A. Jensen Park South - Playground - \$3,998
  - 3. Mount Prospect Park District:
    - A. Community Center - Routes and Surfaces - \$25,453
    - B. Rec Plex - Early Childhood Wing – Routes and Surfaces - \$14,150
    - C. Rec Plex – Accessible Routes and Walking Surfaces - \$32,314
  
- VI. Correspondence
  - A. Written
  - B. Oral
  
- VII. Staff Reports - Pages 41-49
  - A. Program/Outreach Report
  - B. 2019 Year End Statistics – Oral Report with hand out
    - 1. Program & Participant Statistics
    - 2. Facility Statistics
  - C. Marketing and P/R Report
  - D. SLSF
  
- VIII. Old Business - Pages 50-54
  - A. Full Time Staff Member Benefits Usage Report
  - B. NWSRA Project Updates
    - 1. Dream Lab Accessible Technology Center at Rolling Meadows
    - 2. Community Sensory Garden at Hanover Park – Project on hold until spring
    - 3. NWSRA Programming Space 4 & 5– Wheeling and Buffalo Grove Update – Oral Report
  - C. Other
  
- IX. New Business - Pages 55-64
  - A. Appointment of Legal Counsel:
    - 1. Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Howard Metz (SLSF)
    - 2. Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Howard Metz(NWSRA)
  - B. Appointment of Director/Secretary – Tracey Crawford
  - C. Resolution R2020-1 - Appointment of Tracey Crawford as SLSF President
  - D. Rolling Meadows Programming Space Lease covering years 2020-2023
  - E. Other
  
- X. Information/Action Items - Pages 65-83
  - A. Board Member Start Dates and Chairman Assignments
  - B. Ashley’s Law
  - C. 2019 Year in Review/ 2020 Goals – Oral
  - D. Directors Report/Work Plan
  - E. Other



- 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

- XI. Closed Session  
Closed Session in accordance with Open Meetings Act to consider information regarding:
  - A. NONE
- XII. Action as a result of Closed Session
- XIII. Adjournment



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



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

# V. Consent Agenda

[Return to Home](#)

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF  
THE NORTHWEST SPECIAL RECREATION ASSOCIATION  
HELD AT THE NWSRA ADMINISTRATIVE OFFICES  
3000 W. CENTRAL ROAD, ROLLING MEADOWS, IL  
ON THE 11th DAY of DECEMBER 2019 AT 10:30 A.M.**

Chairman Morgan called the meeting to order at 10:32 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Brian Meyer, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Ben Curcio, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Alisa Kapusinski, 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; Amy Charlesworth, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jan Buchs, Wheeling Park District

Absent: Robert Dowling, Jeff Janda

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

Introduction of Guests

None

Public Comment

None

Approval of Agenda

Chairman Morgan asked for a motion to approve the agenda dated December 11, 2019, with the amendment to add agenda item under 10. 1 Action as a result of Closed Session – personnel. Trustee Clark made the motion and Trustee O'Brien seconded the motion. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Morgan called for a motion to approve the Consent Agenda of December 11, 2019. Trustee Risinger made the motion and Trustee O'Brien seconded the motion to approve the Consent Agenda dated December 11. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Correspondence

None

Staff Reports

None

Old Business

2020 Budget

Executive Director Crawford stated that she has not received any questions from the Board regarding the 2020 budget, and asked for a motion to approve the 2020 budget as presented by staff. Trustee Charlesworth made the motion and Trustee Buchs seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

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

Superintendent Griffin presented the benefit options that the member park districts are offering to NWSRA staff that are in good standing. After any necessary changes, the benefits will be presented to NWSRA staff. Trustee Risinger requested that discounted golf fees be removed from Buffalo Grove Park District's offering. Trustee Clark noted that the changes in the Palatine Park District are district-wide. Corrections and additions to Arlington Heights PD and Schaumburg PD were noted.

New Business

Installation of Officers

Chairman Morgan asked for a motion to approve the installation of officers as presented. Trustee O'Brien made the motion and Trustee Hilgers seconded the motion. Upon voice vote, the motion was carried.

Recognition of Board Members

Trustee Risinger, on behalf of the Board, NWSRA, and staff, thanked Chairman Morgan for his outstanding accomplishments and dedication as Chairman of the NWSRA Board of Trustees.

### Bank Signature Cards

Superintendent Negrillo presented information on who has access to various bank accounts and levels of approval needed for expenditures. She will be following up with Board Members to get their signatures for the bank cards. Chairman Risinger called for a motion to approve the signature cards. Trustee Charlesworth made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

### Surplus Ordinance O2019-13

Chairman Risinger called for a motion to approve the Surplus Ordinance Resolution O2019-13. Trustee Fahnstrom made the motion and Trustee Fletcher seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

### Policy Manual Approval

Superintendent Negrillo reported that the policy manual, which has been completely rewritten, is for all employees – part-time and full-time. There is now a separate manual for benefits for full-time employees. The Administration and Board section is also separate and will be given to the Board in 2020 after lawyers have reviewed it. A retention manual has been created. It was asked as to when the policy manual was last revised; the reply was 2016. A questions was raised as to when it would need to be reviewed again. Executive Director Crawford stated that the personnel manual needs to be reviewed every 5 years or whenever changes come about. Trustee Fletcher mentioned that the manual would need to be reviewed annually and suggested that next year it says, "review by...". The questions and suggestions were noted for next year.

Chairman Risinger called for a motion to approve the employee manual, benefits manual, and retention manual as presented. Trustee Clark made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

#### Vehicle to Auction Approval

Superintendent Negrillo announced that an NWSRA bus is ready to be disposed of. Trustee Clark stated a need to declare the bus as surplus. Executive Director Crawford will create Surplus Ordinance O2019-14. Trustee Clark make a motion to approve the ordinance and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Trustee Clark made a motion to submit NWSRA's 42-passenger bus to auction. Trustee Morgan seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

#### Informational/Action Items

##### Accident/Injury Summary 2019

Superintendent Negrillo reported no major injuries for full-time employees in 2019. Most injuries were related to participant behavior.

##### Other

Trustee Meyer stated that all Board Members are invited to Arlington Heights Park District's grand opening of the Arlington Ridge Center on Dec. 19.



Closed Session

Chairman Morgan asked for a motion to move into closed session. Trustee Fahnstrom made the motion and Trustee Clark seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Action as a result of Closed Session

Chairman Risinger asked for a motion to approve Resolution R2019-15 stating not to release any executive session minutes.

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs

NAY: None

Adjournment

After no further business, Chairman Morgan called for a motion to adjourn. Trustee Charlesworth made the motion and Trustee Meyer seconded the motion to adjourn the December 11, 2019 meeting at 11:20 a.m. Upon voice vote, the motion carried.

---

Secretary



## Account Statement - Transaction Summary

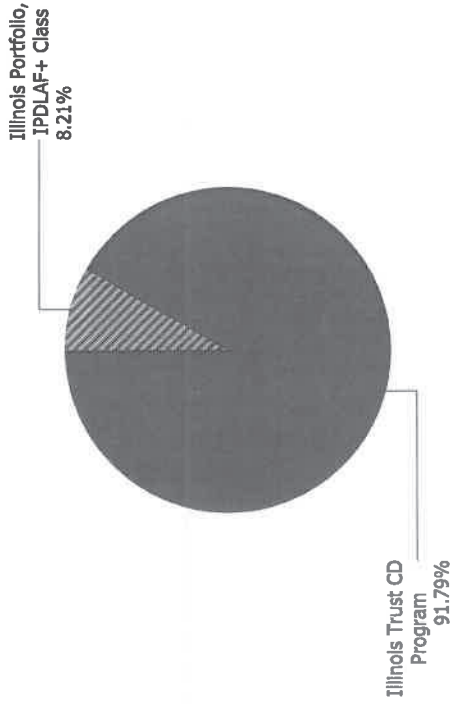
For the Month Ending **December 31, 2019**

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

Asset Summary	December 31, 2019	November 30, 2019
<b>Illinois Portfolio, IPDLAF+ Class</b>	142,542.92	30,800.96
<b>Illinois Trust CD Program</b>	1,594,000.00	1,694,000.00
<b>Total</b>	<b>\$1,736,542.92</b>	<b>\$1,724,800.96</b>

Illinois Portfolio, IPDLAF+ Class	
Opening Market Value	30,800.96
Purchases	321,939.73
Redemptions	(210,197.77)
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$142,542.92</b>
Cash Dividends and Income	82.12

Illinois Trust CD Program	
Opening Market Value	1,694,000.00
Purchases	210,000.00
Redemptions	(310,000.00)
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$1,594,000.00</b>
Cash Dividends and Income	11,685.66



NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW DECEMBER 31, 2019**

	<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)	179,543	95,237	274,780
OPER/MMA (Village Bank & Trust)	1,190,342	101,332	1,291,674
IPDLAF	25,900		25,900
CASH BANKS	-		-
TOTAL	1,396,286	196,719	1,593,004
<b><u>RESERVES: INVESTMENTS</u></b>			
BF EDWARDS		1,246,386	1,246,386
PFM Asset Management	1,736,543		1,736,543
TOTAL	1,736,543	1,246,386	2,982,929
<b><u>RESERVES:</u></b>			
<b><u>OPERATING</u></b>			
MAX SAFE 1 (Village Bank & Trust)	1,496,369		1,496,369
<b><u>CAPITAL</u></b>			
MAX SAFE 2 (Village Bank & Trust)	471,465		471,465
TOTAL	1,967,834		1,967,834
<b><u>TOTAL CASH &amp; RESERVES</u></b>			
<b>December 31, 2019</b>	\$ 5,100,662	\$ 1,443,105	\$ 6,543,767
 <b><u>TOTAL CASH &amp; RESERVES</u></b>			
<b>December 31, 2018</b>			
CASH	\$ 2,131,355	\$ 187,791	\$ 2,319,146
RESERVES - OPER	1,486,677		1,486,677
RESERVES - CAP	185,577		185,577
RESERVES - INVEST	1,401,469	1,080,198	2,481,667
	\$ 5,205,078	\$ 1,267,989	\$ 6,473,067

NORTHWEST SPECIAL RECREATION ASSOCIATION  
 BUDGET VS ACTUAL and CASH BALANCE

DECEMBER 31, 2019

(A) BUDGET  
 VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	948,647	710,865	(237,783)	401,084	181,515	(219,568)	547,564	529,349	(18,214)
February	62,547	422,818	360,271	399,880	376,603	(23,277)	(337,333)	46,215	383,548
March	563,512	315,198	(248,314)	453,422	477,682	24,260	110,091	(162,484)	(272,574)
April	103,569	454,438	350,869	671,175	352,944	(318,231)	(567,606)	101,494	669,101
May	1,225,847	1,098,973	(126,875)	476,908	292,680	(184,228)	748,939	806,292	57,353
June	538,659	673,423	134,765	524,377	429,265	(95,112)	14,281	244,158	229,877
July	551,339	74,975	(476,364)	461,858	541,794	79,936	89,481	(466,819)	(556,300)
August	106,377	404,488	298,111	462,625	790,690	328,065	(356,248)	(386,202)	(29,954)
September	346,863	164,699	(182,164)	736,076	408,584	(327,493)	(389,214)	(243,885)	145,329
October	183,464	600,894	417,430	397,517	453,083	55,566	(214,053)	147,811	361,864
November	1,068,814	482,268	(586,546)	397,017	450,832	53,815	671,797	31,436	(640,361)
December	192,302	243,328	51,026	468,278	586,148	117,870	(275,976)	(342,820)	(66,844)
TOTAL YTD	5,891,940	5,646,367	(245,574)	5,850,219	5,341,821	(508,398)	41,722	304,546	262,824

(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	5,204,174	529,349	(398,872)	6,452	(90,881) a.	5,250,222
February	5,250,222	46,215	0	6,421	(2,729) a.	5,300,129
March	5,300,129	(162,484)	0	3,921	(233) a.	5,141,333
April	5,141,333	101,494	0	3,830	2,532 a.	5,249,190
May	5,249,190	806,292	0	3,952	(791) a.	6,058,643
June	6,058,643	244,158	0	3,952	(699) a.	6,306,054
July	6,306,054	(466,819)	0	3,952	(5,016) a.	5,838,171
August	5,838,171	(386,202)	0	3,467	501 a.	5,455,936
September	5,455,936	(243,885)	0	3,891	(3,302) a.	5,212,640
October	5,212,640	147,811	0	3,952	(2,964) a.	5,361,438
November	5,361,438	31,436	0	3,921	(6,563) a.	5,390,232
December	5,390,232	(342,820)	21,220	3,891	27,498 a.	5,100,022

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

TWELVE MONTHS ENDING DECEMBER 31, 2019

	<u>2019</u>			<u>2018</u> PRIOR YR ACTUAL
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER</u> <u>(UNDER)</u>	
<b><u>REVENUE</u></b>				
GRANTS	\$ 226,350	\$ 300,500	\$ (74,150)	\$ 310,928
RESTRICTED FUNDRAISING	44,352	55,640	(11,288)	57,999
RESTRICTED DONATIONS	7,150	13,266	(6,116)	3,892
UNRESTRICTED FUNDRAISING	227,058	257,920	(30,862)	277,468
UNRESTRICTED DONATIONS	70,710	80,100	(9,390)	137,350
NWSRA WORKSHOPS	0	0	0	410
INVESTMENT TRANSFER	0	0	0	100,000
TOTAL REVENUE	<u>\$ 575,619</u>	<u>\$ 707,426</u>	<u>\$ (131,807)</u>	<u>\$ 888,047</u>
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	\$ 42,421	\$ 53,294	\$ (10,873)	\$ 56,467
RESTRICTED FUNDRAISING	12,092	12,245	(153)	11,570
UNRESTRICTED FUNDRAISING	78,881	98,768	(19,887)	98,847
GRANTS GIVEN	436,639	541,766	(105,127)	598,433
TOTAL EXPENSES	<u>\$ 570,032</u>	<u>\$ 706,074</u>	<u>\$ (136,040)</u>	<u>\$ 765,317</u>
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	<u>\$ 5,588</u>	<u>\$ 1,353</u>	<u>\$ 4,233</u>	<u>\$ 122,729</u>
<b><u>INVESTMENT INCOME (LOSS)</u></b>	167,502	0	167,502	(33,660)
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	<u>\$ 173,089</u>	<u>\$ 1,353</u>	<u>\$ 171,735</u>	<u>\$ 89,069</u>

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

DECEMBER 31, 2019

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	215,749	236,674	20,925	8,364	4,728	(3,636)	207,386	231,946	24,561
February	53,189	54,360	1,170	4,270	10,936	6,666	48,919	43,424	(5,495)
March	44,070	29,955	(14,115)	86,366	12,113	(74,253)	(42,297)	17,842	60,138
April	19,725	49,523	29,799	5,011	28,015	23,004	14,713	21,508	6,795
May	53,576	1,121	(52,455)	149,556	100,346	(49,210)	(95,980)	(99,225)	(3,245)
June	28,680	66,080	37,400	10,241	25,581	15,339	18,438	40,499	22,061
July	19,775	49,962	30,188	5,923	22,027	16,104	13,852	27,935	14,084
August	38,986	34,507	(4,479)	4,203	17,840	13,637	34,783	16,667	(18,116)
September	85,941	49,355	(36,586)	71,048	6,933	(64,115)	14,893	42,423	27,529
October	50,234	48,926	(1,308)	114,382	189,385	75,003	(64,147)	(140,459)	(76,311)
November	76,783	71,657	(5,125)	27,700	92,097	64,397	49,082	(20,440)	(69,522)
December	20,718	50,999	30,282	219,007	60,032	(158,975)	(198,289)	(9,033)	189,256
TOTAL YTD	707,426	743,121	35,695	706,073	570,032	(136,040)	1,353	173,088	171,735

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,266,589	231,946	0	0	(1,603)	1,496,933
February	1,496,933	43,424	0	0	(62)	1,540,294
March	1,540,294	17,842	0	0	330	1,558,465
April	1,558,465	21,508	0	0	3,315	1,583,288
May	1,583,288	(99,225)	0	0	(895)	1,483,168
June	1,483,168	40,499	0	0	515	1,524,182
July	1,524,182	27,935	0	0	352	1,552,469
August	1,552,469	16,667	0	0	(393)	1,568,744
September	1,568,744	42,423	0	0	608	1,611,775
October	1,611,775	(140,459)	0	0	(99)	1,471,217
November	1,471,217	(20,440)	0	0	1,300	1,452,077
December	1,452,077	(9,033)	0	0	704	1,443,749

**Northwest Special Recreation Association**  
**Balance Sheet**  
 As of December 31, 2019

	<b>Dec 31, 19</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10300 · Petty Cash	500.00
10600 · VB&T Bus Check 2	179,543.35
10700 · IPDLAF+	25,900.35
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,594,000.00
11200 · PFM Investments Hold Account - Other	142,542.92
<b>Total 11200 · PFM Investments Hold Account</b>	<b>1,736,542.92</b>
11500 · VB&T Operating/MM Account	1,190,341.82
11600 · Money Market (Harris Bank)	-0.00
11650 · MAX SAFE 1 (Village Bank&Trust)	1,496,369.14
11660 · MAX SAFE 2 (Village Bank&Trust)	471,464.70
11800 · Credit Card - American Express	-20.00
11810 · Credit Card - Discover	-51.00
11820 · Credit Card - MasterCard	-172.50
11830 · Credit Card - Visa	214.00
11840 · MC/VISA On-Line	-611.00
<b>Total Checking/Savings</b>	<b>5,100,021.77</b>
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	3,601.00
<b>Total Accounts Receivable</b>	<b>3,601.00</b>
<b>Other Current Assets</b>	
12100 · INTEREST RECEIVABLE	33,551.34
12200 · PREPAID EXPENSES	30.35
12300 · Prepaid Lease	19,656.61
<b>Total Other Current Assets</b>	<b>53,238.30</b>
<b>Total Current Assets</b>	<b>5,156,861.07</b>
<b>Fixed Assets</b>	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	466,778.00
13110 · Accum.Depre- Equipment	-221,711.00
13200 · Transportation Equipment	1,261,025.00
13210 · Accum.Depre.	-1,393,792.00
<b>Total Fixed Assets</b>	<b>1,525,674.00</b>
<b>TOTAL ASSETS</b>	<b>6,682,535.07</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
21200 · Accounts Payable	2,722.83
<b>Total Accounts Payable</b>	<b>2,722.83</b>
<b>Other Current Liabilities</b>	
21600 · Security Deposits	250.00
21700 · Unclaimed Payroll/Property	-317.98
22000 · Accrued Payroll	22,493.90
22100 · FSA WH/PYMTS	9,892.65
23200 · Deferred Member District Assmnt	21,220.15
<b>Total Other Current Liabilities</b>	<b>53,538.72</b>
<b>Total Current Liabilities</b>	<b>56,261.55</b>

1:28 PM

01/09/20

Accrual Basis

**Northwest Special Recreation Association**  
**Balance Sheet**  
As of December 31, 2019

	<u>Dec 31, 19</u>
Long Term Liabilities	
22500 · ACCRUED VACATION	99,217.00
Total Long Term Liabilities	<u>99,217.00</u>
Total Liabilities	155,478.55
Equity	
29500 · Retained Earnings	4,755,994.60
29550 · INVESTMENT IN CAPITAL ASSETS	1,466,516.00
Net Income	304,545.92
Total Equity	<u>6,527,056.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,682,535.07</u></u>



**Special Leisure Services Foundation**  
**Balance Sheet**  
 As of December 31, 2019

	<b>Dec 31, 19</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10100 · Petty Cash	150.00
10300 · VB&T Checking	95,237.21
10800 · VB&T MMA	101,331.57
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	134,669.15
11300 · BENJAMIN EDWARDS - Other	1,111,717.05
<b>Total 11300 · BENJAMIN EDWARDS</b>	<b>1,246,386.20</b>
11800 · Credit Card - American Express	-14.90
11820 · Credit Card - MasterCard	300.00
11830 · Credit Card - Visa	483.85
11840 · Credit Card - On-Line	-125.00
<b>Total Checking/Savings</b>	<b>1,443,748.93</b>
<b>Other Current Assets</b>	
12200 · Event Deposits	3,000.00
12400 · Interest Receivable	2,801.94
<b>Total Other Current Assets</b>	<b>5,801.94</b>
<b>Total Current Assets</b>	<b>1,449,550.87</b>
<b>TOTAL ASSETS</b>	<b>1,449,550.87</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
29000 · Retained Earnings	1,001,227.34
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	173,088.48
<b>Total Equity</b>	<b>1,449,550.87</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,449,550.87</b>



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

\* 0013050 03 AB 0.409 03 TR 00083 X109PA03 000000

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



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

December 1, 2019 - December 31, 2019  
 Account Number: ~~XXXXXXXX~~

**Portfolio at a Glance**

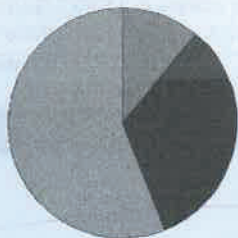
	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,224,474.17</b>	<b>\$1,080,198.21</b>
Dividends, Interest and Other Income	29,968.42	48,118.28
<b>Net Change in Portfolio<sup>1</sup></b>	<b>-8,056.39</b>	<b>118,069.71</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,246,386.20</b>	<b>\$1,246,386.20</b>
Estimated Annual Income	\$18,674.31	

<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
11%	Cash, Money Funds, and Bank Deposits	28,371.08	37,791.74	134,669.15
33%	Fixed Income	434,839.90	447,241.60	407,178.85
56%	Mutual Funds	616,987.23	739,440.83	704,538.20
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,080,198.21</b>	<b>\$1,224,474.17</b>	<b>\$1,246,386.20</b>

Please review your allocation periodically with your Financial Advisor.



FY 2019 NWSRA 4th Quarter Financial Report

Line Item #	Description	FY 2019 Budget	January-December 2019	% Change from Budget	Explanation
<b>Income</b>					
310000	Member District Assessments	4,277,532.03	4,277,532.06	100.0%	This line item is on target.
320000	Program Fees	705,958.00	789,785.97	111.9%	Leisure Education saw an increase in registrations. And, weekly programs increased due to 5 year fee policy action plan.
321000	Transportation - Door to Door	5,700.00	4,797.75	84.2%	Slightly lower due to less door to door routes for summer day camps.
321100	Transportation - Pick up Points	22,500.00	34,201.75	152.0%	Higher than anticipated due to collecting transportation revenue from summer STAR Academy.
340000	Non-Program Revenue	198,500.28	187,817.90	94.6%	This line item is on target.
350000	SLSF Grant Contributions	350,000.00	215,676.47	61.6%	Lower than budgeted due to cancellation of event due to weather, decrease in restricted donations, and SLSF directly purchasing the furniture for the NWSRA programming space in Wheeling.
360000	Sale of Fixed Assets	1,250.00	0.00	0.0%	No assets were sold in 2019.
370000	Interest	80,000.00	137,063.38	171.3%	Budgeted conservatively. Interest rates higher than expected.
380000	Revenue SLSF	500.00	-508.50	-101.7%	2018 SLSF revenue, oversight transferred/paid in 2019.
385000	Transfer of Reserve	250,000.00	0.00	0.0%	No transfer was needed in 2019.
	<b>Total Income</b>	<b>5,891,940.31</b>	<b>5,646,366.78</b>	<b>95.8%</b>	
<b>Administration</b>					
421000	Professional Fees	13,550.00	15,780.83	116.5%	This is due to unexpected legal fees.
421100	Office Supplies	4,400.00	10,949.75	248.9%	Amount is over budget due to locksmith expenses for office security and buy ahead items for 2020.
421150	Credit Card & Bank Fees	12,330.00	14,049.22	113.9%	Incurred bank account maintenance fees, not budgeted.
421200	Postage	5,200.00	6,644.32	127.8%	Amount is over budget due to buy ahead postage for 2020.
421300	Telephone/Fax	17,110.00	18,369.69	107.4%	Amount is slightly over budget due to buy ahead of cell phones for 2020.
421400	Conference/Education	41,208.00	60,557.34	147.0%	This line item is above budget, due to purchasing conferences for 2020 in 2019. Also an increase in staff attending IPRA state conference.
421500	Memberships	17,660.00	25,039.17	141.8%	This line item is above budget due to an increase in staff and specialty staff that require memberships and certifications.
421600	Health Insurance	591,061.92	442,086.22	74.8%	Under, due to multiple changes in employees for 2019.
421700	Maintenance/Utilities	47,325.00	51,304.47	108.4%	Buy ahead on bulbs for entire building replacement.
421800	Rent	70,096.00	55,096.00	78.6%	RMCC Prepaid for 3 three years ahead. Wheeling budgeted 15k but no 2019 payments.
421900	Computer	117,175.00	161,406.54	137.7%	Amount is over budget due to buy ahead hardware for implementation of Buffalo Grove space, website accessibility audit and purchase of 2020 hardware.
	<b>Subtotal Administration Expense</b>	<b>937,115.92</b>	<b>861,283.55</b>	<b>91.9%</b>	
<b>Program</b>					
422100	Rental Municipal	36,791.81	26,578.67	72.2%	Slightly lower due to paying less than anticipated for usage of schools for Lightning Athletics and less Lightning Athletic teams qualified for competitions.
422200	Commercial Expense	154,765.50	155,153.47	100.3%	This line item is on target.
422300	Program Development	18,486.00	11,073.63	59.9%	This line item is lower then budgeted due to many new initiatives moving to set programs.
422400	Program Supplies	75,274.25	117,877.90	156.6%	This line item is above budget due to purchasing items budgeted for 2020 in 2019.
422500	Commercial Transportation	115,125.00	127,204.58	110.5%	This line item is over budget due to an increase in day camp participants needing transportation.
422600	Staff Mileage	25,000.00	24,867.21	99.5%	This line item is on target.
422700	Transportation Maintenance	83,900.00	89,554.69	106.7%	Over, due to multiple major repairs needed in 2019.
422800	Transportation Gas/Tolls	75,800.00	67,403.40	88.9%	Less due to summer transportation contracted out and lower gas prices.
422900	Printing	53,374.00	52,527.08	98.4%	This line item is on target.
423100	Public Awareness	12,480.00	25,101.61	201.1%	Over budget, due to Recruitment and Outreach buy ahead purchases for 2020, and unanticipated costs toward Staff Support in 2019.
	<b>Subtotal Program Expense</b>	<b>650,996.56</b>	<b>697,342.24</b>	<b>107.1%</b>	

<b>Salary</b>					
424100	Full Time Staff Salary	2,188,963.05	2,110,944.22	96.4%	Under, due to various changes of employees in 2019
424200	Part Time Staff Salary	518,112.65	608,522.97	117.4%	Over, due to an increase in camp & driver rates.
424300	Payroll Processing	27,734.00	28,867.41	104.1%	Slightly over budget due to an increase in part time staff.
424500	Car Allowance	7,800.00	7,800.00	100.0%	This line item is on target.
	<b>Subtotal Salary Expense</b>	<b>2,742,609.70</b>	<b>2,756,134.60</b>	<b>100.5%</b>	
<b>Liability/Audit/IMRF</b>					
441000	Liability/PDRMA	80,626.52	84,003.44	104.2%	This line item is on target.
442000	Audit	8,750.00	8,750.00	100.0%	This line item is on target.
442100	Employer FICA	245,821.55	233,373.03	94.9%	Under, due to various changes of employees in 2019
442200	IMRF	203,792.46	173,012.63	84.9%	Under, due to various changes of employees in 2019
	<b>Subtotal Liability/Audit/IMRF Expenses</b>	<b>538,990.53</b>	<b>499,139.10</b>	<b>92.6%</b>	
<b>ADA Compliance/ Capital</b>					
450000	ADA Compliance	517,005.95	445,125.15	86.1%	Below budget due to slightly lower than expected registrations and staffing.
460000	Capital Equipment Replacement	463,500.00	30,740.86	6.6%	Under due to Wheeling PURSUIT not opening and no purchase of vehicles.
	<b>Subtotal ADA/Capital Expenses</b>	<b>980,505.95</b>	<b>475,866.01</b>	<b>48.5%</b>	
	<b>Total Expenses</b>	<b>5,850,218.66</b>	<b>5,289,765.50</b>	<b>90.4%</b>	
	<b>Net Income(Revenue-Expenses)</b>	<b>41,721.65</b>	<b>356,601.28</b>	<b>854.7%</b>	

**Warrant #12A  
Summary  
December 31, 2019**

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

<b>Total VB&amp;T Electronic Accounts Payable (IMRF, ADP, Excalibur, Wex, ComEd, HP)</b>	<b>38,348.87</b>
<b>Total IPDLAF Electronic Accounts Payable (PCARDS)</b>	<b>54,208.13</b>
<b>Total VB&amp;T Business Checking Accounts Payable</b>	<b><u>142,773.25</u></b>
	<b><u>235,330.25</u></b>

Motion to approve Warrant #12A dated December 31, 2019 totaling

\$235,330.25

**Northwest Special Recreation Association  
 VBT Electronic Accounts Payable  
 Warrant #12A  
 December 31, 2019**

Vendor	Description	Account	Amount
<b>IMRF</b>	Nov 2019	442201	15,662.31
	Nov 2019	442202	7,431.33
	Nov 2019	442203	90.00
	Nov 2019	442204	182.60
	Nov 2019	442205	2,076.94
	IMRF Total		<b>25,443.18</b>
<b>ADP</b>	FSA - December	424303	120.18
	Payroll - Nov	424301	309.66
	Payroll - Nov	424302	1,988.76
	Payroll - Nov	424304	-
	ADP Total		<b>2,418.60</b>
<b>Excalibur</b>	Invoice - 182844	421902	7,406.05
	Invoice - 183098	421905	868.35
	Invoice - 183098 PT 1933	421902	868.35
	Invoice - 183187	421902	115.92
	Excalibur Total		<b>9,258.67</b>
<b>Wex Bank</b>	Invoice -	422801	-
<b>ComEd</b>	Svc 11/26 - 12/31	421702	<b>308.56</b>
<b>Hewlett Packard Fin Svcs</b>	Lease Payment #5	460001	919.86
<b>Total Warrant #12A for Electronic Accounts Payable</b>			<b>38,348.87</b>

**Northwest Special Recreation Association  
 VBT Electronic Accounts Payable  
 Warrant #12A  
 December 31, 2019**

Vendor	Description	Account	Amount
<b>BMO Solutions</b>			
Amazon	office supplies	421101	96.56
EasyKeys.com	office supplies	421103	67.22
Amazon	office supplies	421105	13.26
Digital Buyer.com	office supplies	421106	227.37
Office Depot	office supplies	421106	14.22
Authorize.net	credit card and bank fees	421152	26.35
USPS PO	postage	421201	55.00
Pitney Bowes	postage	421202	465.00
Verizon Wireless	telephone/fax	421301	614.64
AT&T	telephone/fax	421302	183.50
First Communications	telephone/fax	421304	508.27
Converged Digital Networks	telephone/fax	421305	314.00
IPRA	conference/education	421402	20.00
IAPD/IPRA		421402	520.00
Wildberry Café	conference/education	421405	81.31
Amazon	conference/education	421406	520.00
Jewel	conference/education	421406	163.47
Starbucks	conference/education	421406	18.26
Subway	conference/education	421406	10.54
Northwest Missouri State	conference/education	421407	249.00
Northwest Missouri State	conference/education	421407	1,097.98
Grub Hub/Sarpinos	conference/education	421407	101.67
Morettis	conference/education	421407	225.14
Walmart	conference/education	421408	77.69
Dollar Tree	conference/education	421408	15.00
Café Zupas	conference/education	421408	65.51
ATRA	memberships/certifications	421501	125.00
NRPA	memberships/certifications	421503	75.00
Training Venue	memberships/certifications	421513	399.00
PATH	memberships/certifications	421513	60.00
Specialty Toy	memberships/certifications	421513	329.00
PayPal	memberships/certifications	421513	40.00
Nicor Gas	maintenance/utilities	421703	60.28
Nicor Gas	maintenance/utilities	421703	55.81
Hudson Energy	maintenance/utilities	421704	637.13
Comcast	maintenance/utilities	421706	172.09
Comcast	maintenance/utilities	421706	141.85
Comcast	maintenance/utilities	421706	205.82
AT&T	maintenance/utilities	421706	72.82
Comcast	maintenance/utilities	421706	163.50
Amazon	maintenance/utilities	421707	118.16
Bulbs.com	maintenance/utilities	421707	680.88
Amazon	maintenance/utilities	421707	89.98
Office Depot	maintenance/utilities	421707	32.98
Office Depot	maintenance/utilities	421707	32.98
Amazon	maintenance/utilities	421707	36.99
Menards	maintenance/utilities	421707	49.96
Apple	computers	421905	0.99

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #12A**  
**December 31, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Adobe Creative Cld	computers	421905	337.22
Animoto	computers	421905	264.00
Canva	computers	421905	119.40
Adobe Acrobat	computers	421905	14.99
Apple	computers	421905	9.99
Quickbooks	computers	421905	362.47
Amazon	computers	421906	83.96
Woodcrafters	rental municipal	422109	1,375.00
Aldi	commercial expense	422201	18.90
Dollar Tree	commercial expense	422201	9.00
Dollar Tree	commercial expense	422201	30.00
Dollar Tree	commercial expense	422201	29.88
Tre Amici	commercial expense	422201	228.50
All Ways Catering	commercial expense	422201	865.82
Sky Center Martial Arts	commercial expense	422202	104.00
Elk Grove Bowl	commercial expense	422202	31.50
Elk Grove Bowl	commercial expense	422202	63.00
Marathon Petro	commercial expense	422202	10.60
Pizza Hut	commercial expense	422202	18.02
McDonalds	commercial expense	422202	20.12
Panda	commercial expense	422202	25.14
Starbucks	commercial expense	422202	10.99
Subway	commercial expense	422202	9.63
Bensenville Theater	commercial expense	422204	66.00
Brunswick/Bowlerto	commercial expense	422204	656.30
McDonalds	commercial expense	422204	11.08
DuPage Childrens Museum	commercial expense	422205	71.75
DuPage Childrens Museum	commercial expense	422205	4.25
Volo Museum	commercial expense	422205	50.00
Volo Museum	commercial expense	422206	175.45
Volo Museum	commercial expense	422206	19.80
Volo Museum	commercial expense	422206	32.26
USPS	commercial expense	422206	295.20
USPS	commercial expense	422206	180.40
Papa Johns	commercial expense	422206	11.19
Papa Johns	commercial expense	422206	66.80
Redbox	commercial expense	422206	3.50
Domino's	commercial expense	422206	75.14
Rack House	commercial expense	422206	64.50
Poplar Creek Bowl	commercial expense	422206	51.30
Wilmot Mountain	commercial expense	422206	282.00
Brunswick Zone	commercial expense	422206	441.00
Jason's Deli	commercial expense	422206	57.33
Elk Grove Bowl	commercial expense	422206	63.00
Elk Grove Bowl	commercial expense	422209	117.00
Elk Grove Bowl	commercial expense	422209	121.50
Arlington Lanes	commercial expense	422209	57.50
Elk Grove Bowl	commercial expense	422209	154.00
Elk Grove Bowl	commercial expense	422209	99.00
Poplar Creek Bowl	commercial expense	422209	74.10



**Northwest Special Recreation Association  
VBT Electronic Accounts Payable  
Warrant #12A  
December 31, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Elk Grove Bowl	commercial expense	422209	112.50
Putting Edge	commercial expense	422209	50.00
Arlington Lanes	commercial expense	422209	210.00
Poplar Creek Bowl	commercial expense	422209	108.30
Streamwood Bowl	commercial expense	422209	95.00
Hanover Quick Wash	commercial expense	422209	1.00
Hanover Quick Wash	commercial expense	422209	10.00
Poplar Creek Bowl	commercial expense	422209	108.30
Little Caesars	commercial expense	422210	33.61
Amazon	commercial expense	422210	7.49
Amazon	commercial expense	422210	8.06
Amazon	commercial expense	422210	52.44
Amazon	commercial expense	422210	16.86
Amazon	commercial expense	422210	39.76
Amazon	commercial expense	422210	10.48
Amazon	commercial expense	422210	16.99
Amazon	commercial expense	422210	26.12
Amazon	commercial expense	422210	43.26
Morettis	supplies	422401	68.23
Dollar Tree	supplies	422401	69.00
Jewel	supplies	422401	76.81
Jewel	supplies	422404	33.87
Crown Awards	supplies	422404	89.19
Crown Awards	supplies	422404	(4.60)
Dollar Tree	supplies	422404	11.00
Jewel	supplies	422404	19.97
Minerva	supplies	422404	34.00
Amazon	supplies	422405	115.97
Dollar Tree	supplies	422405	7.00
Walmart	supplies	422405	29.46
Amazon	supplies	422405	9.99
Amazon	supplies	422405	15.98
Amazon	supplies	422405	9.99
Dollar Tree	supplies	422405	8.00
Amazon	supplies	422405	9.99
Aldi	supplies	422405	9.96
Dollar Tree	supplies	422405	11.00
Dollar Tree	supplies	422405	16.00
Dollar Tree	supplies	422405	6.00
Walmart	supplies	422405	33.54
Ultimate Screen Print	supplies	422405	4,280.00
Bed Bath & Beyond	supplies	422405	8.00
Dollar Tree	supplies	422405	9.54
Walmart	supplies	422405	27.19
Amazon	supplies	422405	6.99
Dollar Tree	supplies	422405	11.08
Amazon	supplies	422405	101.98
Stans Donuts	supplies	422406	38.63
Streamwood Bowl	supplies	422406	20.25
Streamwood Bowl	supplies	422406	76.25

**Northwest Special Recreation Association  
 VBT Electronic Accounts Payable  
 Warrant #12A  
 December 31, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Rosatis Pizza	supplies	422406	51.25
Dollar Tree	supplies	422406	61.00
Aldi	supplies	422406	39.51
Amazon	supplies	422406	37.77
Walmart	supplies	422406	89.91
Jewel	supplies	422406	42.00
Jewel	supplies	422406	42.51
Jewel	supplies	422406	38.00
Jewel	supplies	422406	39.41
Amazon	supplies	422406	9.99
Amazon	supplies	422406	11.99
Amazon	supplies	422406	10.99
Amazon	supplies	422406	9.99
Amazon	supplies	422406	16.32
Amazon	supplies	422406	7.99
Walmart	supplies	422406	53.44
Jewel	supplies	422406	46.73
Jewel	supplies	422406	46.73
Jewel	supplies	422406	24.07
Flaghouse	supplies	422406	1,633.02
Jewel	supplies	422406	15.48
Jewel	supplies	422406	21.94
Ultimate Screen Print	supplies	422406	98.00
Elite Sportswear	supplies	422406	(9.79)
Meijer	supplies	422406	161.30
Amazon	supplies	422409	57.62
Amazon	supplies	422409	4.99
Amazon	supplies	422409	12.99
Amazon	supplies	422409	5.49
Amazon	supplies	422409	11.90
Amazon	supplies	422409	12.93
Amazon	supplies	422409	15.95
CD One	supplies	422409	14.99
Walmart	supplies	422409	22.56
Pet Supplies	supplies	422409	4.50
Walmart	supplies	422409	5.67
Jewel	supplies	422409	(4.99)
Jewel	supplies	422409	18.47
Five Below	supplies	422409	81.80
CD One	supplies	422409	14.99
Jewel	supplies	422409	55.23
Jewel	supplies	422409	36.97
Walmart	supplies	422409	14.22
Five Below	supplies	422409	98.50
Jewel	supplies	422409	23.23
Dollar Tree	supplies	422409	22.00
Netflix	supplies	422409	15.99
Gamestop	supplies	422409	169.60
Amazon	supplies	422409	14.97
Walgreens	supplies	422409	37.90

**Northwest Special Recreation Association  
 VBT Electronic Accounts Payable  
 Warrant #12A  
 December 31, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Amazon	supplies	422409	44.85
Jewel	supplies	422409	29.36
Trader Joe's	supplies	422409	51.74
Jewel	supplies	422409	15.32
Jewel	supplies	422409	47.77
Jewel	supplies	422409	21.78
Jewel	supplies	422409	7.49
Amazon	supplies	422409	7.39
Amazon	supplies	422409	(53.97)
Amazon	supplies	422409	7.99
Amazon	supplies	422409	29.96
Amazon	supplies	422409	53.97
Amazon	supplies	422409	8.99
Amazon	supplies	422409	10.78
Amazon	supplies	422409	31.66
Amazon	supplies	422409	16.49
Pet Supplies Plus	supplies	422409	3.00
Amazon	supplies	422409	21.97
Amazon	supplies	422409	13.16
Amazon	supplies	422409	23.99
Disney	supplies	422409	69.99
Amazon	supplies	422409	47.97
Amazon	supplies	422409	29.99
Amazon	supplies	422409	42.05
Amazon	supplies	422409	4.10
Menards	supplies	422409	16.00
Walmart	supplies	422409	16.09
Walmart	supplies	422409	29.75
Dollar Tree	supplies	422409	9.00
JoAnn	supplies	422409	62.16
Walmart	supplies	422409	29.70
Pet Supplies Plus	supplies	422409	3.50
Walmart	supplies	422409	5.00
Amazon	supplies	422409	6.66
Amazon	supplies	422409	23.88
Amazon	supplies	422409	36.85
Amazon	supplies	422409	292.48
Starbucks	supplies	422409	20.47
Amazon	supplies	422409	21.99
Amazon	supplies	422409	15.98
Amazon	supplies	422409	19.82
Amazon	supplies	422409	59.14
Amazon	supplies	422409	732.48
Amazon	supplies	422409	13.00
Amazon	supplies	422409	8.29
Amazon	supplies	422409	25.95
Amazon	supplies	422409	49.33
Amazon	supplies	422409	13.99
Amazon	supplies	422409	24.49
Amazon	supplies	422409	20.74

**Northwest Special Recreation Association  
 VBT Electronic Accounts Payable  
 Warrant #12A  
 December 31, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Amazon	supplies	422409	157.96
Amazon	supplies	422409	407.51
Amazon	supplies	422409	309.94
Amazon	supplies	422409	29.97
Amazon	supplies	422409	30.67
Amazon	supplies	422409	26.74
Amazon	supplies	422409	15.99
Amazon	supplies	422409	133.74
Loews	supplies	422409	279.40
Amazon	supplies	422409	147.56
Amazon	supplies	422409	12.95
Amazon	supplies	422409	68.97
Amazon	supplies	422409	46.52
Amazon	supplies	422409	89.00
Amazon	supplies	422409	34.85
Amazon	supplies	422409	822.98
Amazon	supplies	422409	79.92
Amazon	supplies	422409	379.96
Amazon	supplies	422409	45.40
Amazon	supplies	422409	599.00
Amazon	supplies	422409	188.24
Amazon	supplies	422409	86.97
Amazon	supplies	422409	959.97
Amazon	supplies	422409	49.70
Amazon	supplies	422409	37.52
Amazon	supplies	422409	76.99
Amazon	supplies	422409	62.22
Amazon	supplies	422409	22.81
Amazon	supplies	422409	15.98
Amazon	supplies	422409	159.99
Walmart	supplies	422409	539.32
Amazon	supplies	422409	25.88
Amazon	supplies	422409	4.97
Amazon	supplies	422409	121.99
Amazon	supplies	422409	895.00
Amazon	supplies	422409	78.38
Amazon	supplies	422409	51.70
Amazon	supplies	422409	1,119.59
Alliance	supplies	422409	505.22
PODS	supplies	422409	264.98
Little Caesars	supplies	422412	50.00
Walmart	supplies	422412	100.00
Amazon	supplies	422414	59.12
Amazon	supplies	422414	36.89
Amazon	supplies	422414	39.87
Amazon	supplies	422414	26.80
Amazon	supplies	422415	19.99
Dollar Tree	supplies	422415	23.00
Hobby Lobby	supplies	422415	42.90
Hobby Lobby	supplies	422415	18.95

**Northwest Special Recreation Association  
VBT Electronic Accounts Payable  
Warrant #12A  
December 31, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Party City	supplies	422415	57.23
Dollar Tree	supplies	422415	35.20
Jewel	supplies	422415	73.40
US Casino Rentals	supplies	422415	1,745.00
Ultimate Screen Print	supplies	422416	5,000.00
Walmart	supplies	422417	46.99
Amazon	supplies	422417	42.86
Amazon	supplies	422417	36.35
Amazon	supplies	422417	(36.35)
Jewel	supplies	422418	19.98
Ultimate Screen Print	supplies	422419	3,175.00
Jewel	supplies	422420	3.00
Walmart	supplies	422420	14.15
Amazon	transportation maintenance	422701	491.84
Amazon	transportation maintenance	422705	46.88
Harbor Freight	transportation maintenance	422705	89.91
Menards	transportation maintenance	422705	12.98
SporHero	transportation gas/tolls/parking	422800	16.00
PB Payment Service	printing	422901	369.35
PB Payment Service	printing	422902	381.45
VistaPrint	printing	422908	73.19
Staples	printing	422909	50.16
Omaha Steaks.com	public awareness/subscriptions/ads	423100	100.00
Dollar Tree	public awareness/subscriptions/ads	423101	18.00
Reps Place	public awareness/subscriptions/ads	423101	100.63
Trader Joes	public awareness/subscriptions/ads	423101	86.33
Jewel	public awareness/subscriptions/ads	423101	93.51
Dollar Tree	public awareness/subscriptions/ads	423101	131.00
Dollar Tree	public awareness/subscriptions/ads	423101	16.00
Facebook	public awareness/subscriptions/ads	423102	99.25
Indeed	public awareness/subscriptions/ads	423103	258.62
Amazon	public awareness/subscriptions/ads	423103	12.85
Amazon	public awareness/subscriptions/ads	423103	37.53
Amazon	public awareness/subscriptions/ads	423103	30.95
Amazon	public awareness/subscriptions/ads	423103	39.18
Walmart	public awareness/subscriptions/ads	423107	72.14
EZCater - Bibibop	public awareness/subscriptions/ads	423107	396.00
Ultimate Screen Print	public awareness/subscriptions/ads	423107	644.75
Target	public awareness/subscriptions/ads	423107	1,030.00
Daily Herald	public awareness/subscriptions/ads	423108	95.60
Target	public awareness/subscriptions/ads	432107	200.00
Amazon	ADA compliance	450001	59.00
Amazon	ADA compliance	450006	14.95
Amazon	ADA compliance	450006	18.99
Jimmy Johns	ADA compliance	450008	35.98
Amazon	ADA compliance	450008	66.56
Tortorices Pizza	ADA compliance	450008	187.20
Amazon	ADA compliance	450009	26.99
Amazon	ADA compliance	450009	107.96
Westwood Tavern	ADA compliance	450014	37.48

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #12A**  
**December 31, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
<b>Amazon</b>	ADA compliance	450018	<b>39.76</b>
<b>Target</b>	ADA compliance	450020	<b>10.99</b>
<b>Home Goods</b>	ADA compliance	450020	<b>18.69</b>
<b>Amazon</b>	ADA compliance	450022	<b>575.06</b>
<b>Total Warrant #12A for Electronic Accounts Payable</b>			<b>54,208.13</b>

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #12A**  
**December 31, 2019**

Num	Name	Description	Account	Amount
4374	Gabriel J Luncsford	P/D 11/22 - DD Return Acct Clsd	10600 · VB&T Bus Check 2	-18.47
		P/D 11/22 - DD Return Acct Clsd	21700 · Unclaimed Payroll/Property	18.47
				18.47
4375	Konica Minolta Business Solutions USA Inc	Invoice 262910679	10600 · VB&T Bus Check 2	-1,913.30
		Invoice 262910679	421906 · Miscellaneous Hardware	1,913.30
				1,913.30
4376	Northwest HR Council	Invoice 1484	10600 · VB&T Bus Check 2	-100.00
		Invoice 1484	421513 · Miscellaneous	100.00
				100.00
4377	PDRMA	Invoice 1119132H	10600 · VB&T Bus Check 2	-43,192.26
		Invoice 1119132H	421603 · Employer Contributions	43,192.26
				43,192.26
4378	NSSEO	Invoice 6266	10600 · VB&T Bus Check 2	-90.26
		Invoice 6266	422202 · Leisure Education	90.26
				90.26
4379	All Ways Catering & Deli	Invoice 9078 & 9079	10600 · VB&T Bus Check 2	-653.50
		Invoice 9078	421406 · Professional Meetings	439.00
		Invoice 9079	421408 · ATRA/Conf/Wrkshopp Web Schls	214.50
				653.50
4380	Jennifer L. Voss	Zumba (3) 11/19 - 12/03	10600 · VB&T Bus Check 2	-181.50
		Zumba (3) 11/19 - 12/03	422206 · Weekly Programs	181.50
				181.50
4381	South Barrington Park District	Jon Oliveri Nov & Dec 2019	10600 · VB&T Bus Check 2	-320.00
		Jon Oliveri Nov 2019	450015 · South Barrington	160.00
		Jon Oliveri Dec 2019	450015 · South Barrington	160.00
				320.00
4382	John S. Swift	Invoice 19-30198	10600 · VB&T Bus Check 2	-3,931.41
		Invoice 19-30198	422907 · Seasonal Brochure	3,931.41
				3,931.41
4383	Aswex Engineering Company	Invoice 119201nwsra	10600 · VB&T Bus Check 2	-479.86
		Invoice 119201nwsra	421707 · Miscellaneous	479.86
				479.86
4384	School District 54	Invoices 117, 130, & 131	10600 · VB&T Bus Check 2	-132.00
		Invoice 117	422207 · Miscellaneous	63.00
		Invoice 130	422207 · Miscellaneous	21.00
		Invoice 131	422207 · Miscellaneous	48.00
				132.00
4385	Jessica Vasalos	Fall 2019 Tuition Reimb	10600 · VB&T Bus Check 2	-1,324.59
		Fall 2019 Tuition Reimb	421407 · Other Trainings/Workshops	1,324.59
				1,324.59
4386	Capetty Consulting, LLC	Invoice 12/10/19	10600 · VB&T Bus Check 2	-4,843.00
		Invoice 12/10/19	421407 · Other Trainings/Workshops	4,843.00
				4,843.00
4387	Dave's Specialty Foods	Invoice 4250	10600 · VB&T Bus Check 2	-150.00
		Invoice 4250	422206 · Weekly Programs	150.00
				150.00
4388	Bartlett Park District	Invoice 4694	10600 · VB&T Bus Check 2	-455.00
		Invoice 4694	422102 · Leisure Education	455.00
				455.00

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #12A  
 December 31, 2019**

Num	Name	Description	Account	Amount
				455.00
4389	Emmerling, Kayla J	Reissue Payroll Ck #02669460 8/2/19	10600 · VB&T Bus Check 2	-254.56
		Reissue Payroll Ck #02669460 8/2/19	21700 · Unclaimed Payroll/Property	254.56
				254.56
4390	Alexian Brothers Corporate Health Service	Invoice 696369 & 696507	10600 · VB&T Bus Check 2	-211.00
		Invoice 696369	441002 · Drug Tests / Physicals	122.00
		Invoice 696507	441002 · Drug Tests / Physicals	89.00
				211.00
4397	Linda Mancini	Refund - 2630 - Fall 2019	10600 · VB&T Bus Check 2	-59.75
		Refund - 2630 - Fall 2019	11500 · VB&T Operating/MM Account	59.75
				59.75
4398	PDRMA	Invoice SH19132	10600 · VB&T Bus Check 2	-36,795.72
		Invoice SH19132	441004 · PDRMA Liability	36,795.72
				36,795.72
4399	PDRMA	Invoice SH19132H	10600 · VB&T Bus Check 2	-43,184.20
		Invoice SH19132H	421603 · Employer Contributions	43,184.20
				43,184.20
4400	NCPERS Group Life Insurance	Invoice 5436012020	10600 · VB&T Bus Check 2	-16.00
		Invoice 5436012020	421601 · Additional Life	16.00
				16.00
4401	SLSF	Trf - 2019 Donations to SLSF	10600 · VB&T Bus Check 2	-267.00
		Trf - 2019 Donations to SLSF	380001 · Revenue SLSF	192.00
		Donation - Janet Gilbertson (YE refunds)	11500 · VB&T Operating/MM Account	75.00
				267.00
4402	Clearbrook	STAR Scholarship Bal Dec 2019	10600 · VB&T Bus Check 2	-622.48
		STAR Scholarship Bal Dec 2019	422304 · STAR Scholarship Reimbursemen	622.48
				622.48
4403	Jennifer Amaro	Sewing Class - Dec 2019	10600 · VB&T Bus Check 2	-40.00
		Sewing Class - Dec 2019	422409 · PURSUIT	40.00
				40.00
4404	Paul J Klopke	Guitar & Rhythm Dec 2 & 16	10600 · VB&T Bus Check 2	-60.00
		Guitar & Rhythm Dec 2 & 16	422409 · PURSUIT	60.00
				60.00
4405	Manny Aguilar	Mileage	10600 · VB&T Bus Check 2	-72.50
		Mileage	422601 · Staff Mileage	72.50
				72.50
4406	Mary Lou D'Astice	Mileage	10600 · VB&T Bus Check 2	-32.48
		Mileage	422601 · Staff Mileage	32.48
				32.48
4407	Nicole Derrig	Mileage	10600 · VB&T Bus Check 2	-48.72
		Mileage	422601 · Staff Mileage	48.72
				48.72
4408	Edwards, Megan	Mileage	10600 · VB&T Bus Check 2	-66.06
		Mileage	422601 · Staff Mileage	66.06
				66.06
4409	Tori Gonzalez	Mileage	10600 · VB&T Bus Check 2	-195.46
		Mileage	422601 · Staff Mileage	195.46
				195.46



**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #12A  
 December 31, 2019**

Num	Name	Description	Account	Amount
4410	Andrea Griffin	Mileage	10600 · VB&T Bus Check 2	-92.80
		Mileage	422601 · Staff Mileage	92.80
				<u>92.80</u>
4411	Mackenzie Irelan	Mileage	10600 · VB&T Bus Check 2	-30.16
		Mileage	422601 · Staff Mileage	30.16
				<u>30.16</u>
4412	Lauren Jevaney	Mileage	10600 · VB&T Bus Check 2	-58.58
		Mileage	422601 · Staff Mileage	58.58
				<u>58.58</u>
4413	Jacob Joyce	Mileage	10600 · VB&T Bus Check 2	-32.51
		Mileage	422601 · Staff Mileage	32.51
				<u>32.51</u>
4414	Georgia Klotz	Mileage	10600 · VB&T Bus Check 2	-38.74
		Mileage	422601 · Staff Mileage	38.74
				<u>38.74</u>
4415	Kotsovos, Clariza	Mileage	10600 · VB&T Bus Check 2	-50.92
		Mileage	422601 · Staff Mileage	50.92
				<u>50.92</u>
4416	Kurkcun, Aidan	Mileage	10600 · VB&T Bus Check 2	-82.36
		Mileage	450020 · Rovers Salary	82.36
				<u>82.36</u>
4417	Lizalde, Rebecca	Mileage	10600 · VB&T Bus Check 2	-88.16
		Mileage	422601 · Staff Mileage	88.16
				<u>88.16</u>
4418	Cortney Lucente	Mileage	10600 · VB&T Bus Check 2	-56.84
		Mileage	422601 · Staff Mileage	56.84
				<u>56.84</u>
4419	Jacklyn Moore	Mileage	10600 · VB&T Bus Check 2	-62.06
		Mileage	422601 · Staff Mileage	62.06
				<u>62.06</u>
4420	Moran, Kate	Mileage	10600 · VB&T Bus Check 2	-132.24
		Mileage	422601 · Staff Mileage	132.24
				<u>132.24</u>
4421	Nock, Emily	Mileage	10600 · VB&T Bus Check 2	-34.22
		Mileage	422601 · Staff Mileage	34.22
				<u>34.22</u>
4422	O'Brien, Megan	Mileage	10600 · VB&T Bus Check 2	-23.20
		Mileage	422601 · Staff Mileage	23.20
				<u>23.20</u>
4423	Trisha Palmieri	Mileage	10600 · VB&T Bus Check 2	-59.16
		Mileage	422601 · Staff Mileage	59.16
				<u>59.16</u>
4424	Paradise, Michele	Mileage	10600 · VB&T Bus Check 2	-43.09
		Mileage	422601 · Staff Mileage	43.09
				<u>43.09</u>
4425	Erica Patricca	Mileage	10600 · VB&T Bus Check 2	-67.86
		Mileage	422601 · Staff Mileage	67.86
				<u>67.86</u>

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #12A  
 December 31, 2019**

Num	Name	Description	Account	Amount
				67.86
4426	Katrina Place	Mileage	10600 · VB&T Bus Check 2	<b>-87.58</b>
		Mileage	422601 · Staff Mileage	87.58
				<u>87.58</u>
4427	Megan Quandt	Mileage	10600 · VB&T Bus Check 2	<b>-53.36</b>
		Mileage	422601 · Staff Mileage	53.36
				<u>53.36</u>
4428	Alexzandra Ramoska	Mileage	10600 · VB&T Bus Check 2	<b>-92.22</b>
		Mileage	422601 · Staff Mileage	92.22
				<u>92.22</u>
4429	Ross, Jordan	Mileage	10600 · VB&T Bus Check 2	<b>-79.11</b>
		Mileage	422601 · Staff Mileage	79.11
				<u>79.11</u>
4430	Sposito, Maria	Mileage	10600 · VB&T Bus Check 2	<b>-12.01</b>
		Mileage	422601 · Staff Mileage	12.01
				<u>12.01</u>
4431	Elizabeth Thomas	Mileage	10600 · VB&T Bus Check 2	<b>-30.16</b>
		Mileage	422601 · Staff Mileage	30.16
				<u>30.16</u>
4432	Winston, Janae	Mileage	10600 · VB&T Bus Check 2	<b>-76.56</b>
		Mileage	422601 · Staff Mileage	76.56
				<u>76.56</u>
4433	Wirkus, Morgan T	Mileage	10600 · VB&T Bus Check 2	<b>-66.12</b>
		Mileage	422601 · Staff Mileage	66.12
				<u>66.12</u>
4434	Yurik, David	Mileage	10600 · VB&T Bus Check 2	<b>-51.10</b>
		Mileage	422601 · Staff Mileage	51.10
				<u>51.10</u>
4435	Thrown Elements Pottery	Invoice #1 (Clay Class Sept-Nov)	10600 · VB&T Bus Check 2	<b>-1,470.00</b>
		Invoice #1 (Clay Class Sept-Nov)	422206 · Weekly Programs	1,470.00
				<u>1,470.00</u>
4436	Rolling Meadows Park District	Pest Svc - Inv 134Nov2019-Jan2020	10600 · VB&T Bus Check 2	<b>-91.05</b>
		Pest Svc - Inv 134Nov2019-Jan2020	421707 · Miscellaneous	60.70
		Pest Svc - Inv 134Nov2019-Jan2020	12200 · PREPAID EXPENSES	30.35
				<u>91.05</u>
<b>Total for Warrant #12A VB&amp;T Business Checking Accounts Payable</b>				<b>142,773.25</b>

**Warrant #1  
Summary  
January 15, 2020**

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

<b>Total VB&amp;T Electronic Accounts Payable (IMRF, ADP, Excalibur, Wex, ComEd, HP)</b>	<b>28,769.01</b>
<b>Total IPDLAF Electronic Accounts Payable (PCARDS)</b>	-
<b>Total VB&amp;T Business Checking Accounts Payable</b>	<b><u>7,259.05</u></b>
	<b>36,028.06</b>

Motion to approve Warrant #1 dated January 15, 2020 totaling

\$36,028.06

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #1**  
**January 15, 2020**

Vendor	Description	Account	Amount
<b>IMRF</b>	Dec 2019	442201	15,867.68
	Dec 2019	442202	7,669.69
	Dec 2019	442203	-
	Dec 2019	442204	-
	Dec 2019	442205	2,076.94
	IMRF Total		<b>25,614.31</b>
<b>ADP</b>	FSA - January	424303	-
	Payroll - Dec	424301	206.40
	Payroll - Dec	424302	1,184.20
	Payroll - Dec	424304	-
	ADP Total		<b>1,390.60</b>
<b>Excalibur</b>	CM 183098 01/08/20	421902	(868.35)
		Excalibur Total	<b>(868.35)</b>
<b>Wex Bank</b>	Invoice - 63284920	422801	2,632.45
<b>ComEd</b>	Svc 12/31 - 1/26	421702	-
<b>Hewlett Packard Fin Svcs</b>	Lease Payment #5	460001	-
<b>Total Warrant #1 for Electronic Accounts Payable</b>			<b>28,769.01</b>

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #1**  
**January 15, 2020**

Num	Name	Description	Account	Amount
4391	Inter-Act Magic	Invoice - Stmt #001 Invoice - Stmt #001	10600 · VB&T Bus Check 2 422209 · PURSUIT	<b>-650.00</b> 650.00 <u>650.00</u>
4392	Park Central Condo Assn.	Invoice 901 Invoice 901	10600 · VB&T Bus Check 2 421801 · Condo Association Fee	<b>-1,065.00</b> 1,065.00 <u>1,065.00</u>
4393	Rolling Meadows Park District	Invoice 20-501 Invoice 20-501	10600 · VB&T Bus Check 2 421701 · Condo Maintenance	<b>-960.00</b> 960.00 <u>960.00</u>
4394	Mt. Prospect Park District	Invoice 2405 Invoice 2405	10600 · VB&T Bus Check 2 421804 · MPPD Rental Space	<b>-2,500.00</b> 2,500.00 <u>2,500.00</u>
4395	Hanover Park Park District	Invoice 0120 Invoice 0120	10600 · VB&T Bus Check 2 421803 · HPPD Rental Space	<b>-1,443.00</b> 1,443.00 <u>1,443.00</u>
4396	Deena A Norris	DJ - Jan 11, 2020 DJ - Jan 11, 2020	10600 · VB&T Bus Check 2 422404 · Special Events	<b>-300.00</b> 300.00 <u>300.00</u>
4437	Rolling Meadows Park District	Pest Svc - Inv 134Feb-Apr2020 Pest Svc - Inv 134Feb-Apr2020	10600 · VB&T Bus Check 2 12200 · PREPAID EXPENSES	<b>-91.05</b> 91.05 <u>91.05</u>
4438	Loren Goodman	Music Therapy - 01/10/2020 Music Therapy - 01/10/2020	10600 · VB&T Bus Check 2 422209 · PURSUIT	<b>-250.00</b> 250.00 <u>250.00</u>
<b>Total for Warrant #1 VB&amp;T Business Checking Accounts Payable</b>				<b>7,259.05</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:** January 15, 2020

---

**Motion:**

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

1. 12/08/2019 - \$103,068.54
2. 12/22/2019 - \$99,381.10

An extension of the local park districts serving

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

---

3000 West Central Road, Suite 205 • Rolling Meadows, IL 60008 • VOIC 847-832848 • FAX 392-2870 • TTY 392-2855 • [www.nwsra.org](http://www.nwsra.org)

Liability	Taxes Debited				
Recap		Federal Income Tax		8,232.77	
		Earned Income Credit Advances		.00	
		Social Security - EE		5,930.57	
		Social Security - ER		5,930.51	
		Social Security Adj - EE		.00	
		Medicare - EE		1,471.53	
		Medicare - ER		1,471.52	
		Medicare Adj - EE		.00	
		Medicare Surtax - EE		.00	
		Medicare Surtax Adj - EE		.00	
		COBRA Premium Assistance Payments		.00	
		Federal Unemployment Tax		.00	
		State Income Tax		4,568.92	
		State Unemployment Insurance - EE		.00	
		State Unemployment/Disability Ins - ER		.00	
		State Unemployment Insurance Adj - EE		.00	
		State Disability Insurance - EE		.00	
		State Disability Insurance Adj - EE		.00	
		State Family Leave Insurance - EE		.00	
		State Family Leave Insurance - ER		.00	
		State Medical Leave Insurance - EE		.00	
		State Medical Leave Insurance - ER		.00	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Transit Tax - EE		.00	
	Local Income Tax		.00		
	School District Tax		.00		
	<b>Total Taxes Debited</b>	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	<b>27,685.82</b>	
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	68,970.15	
	ADP Check	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	6,492.57	
	<b>Total Amount Debited From Your Accounts</b>				<b>103,068.54</b>
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00	
Taxes - Your Responsibility	None This Payroll				
					<b>Total Liability</b>
					<b>103,068.54</b>
					<b>103,068.54</b>

Liability	Taxes Debited					
Recap	Federal Income Tax			8,306.19		
	Earned Income Credit Advances			.00		
	Social Security - EE			6,025.28		
	Social Security - ER			6,025.29		
	Social Security Adj - EE			.00		
	Medicare - EE			1,409.14		
	Medicare - ER			1,409.14		
	Medicare Adj - EE			.00		
	Medicare Surtax - EE			.00		
	Medicare Surtax Adj - EE			.00		
	COBRA Premium Assistance Payments			.00		
	Federal Unemployment Tax			.00		
	State Income Tax			4,469.94		
	State Unemployment Insurance - EE			.00		
	State Unemployment/Disability Ins - ER			.00		
	State Unemployment Insurance Adj - EE			.00		
	State Disability Insurance - EE			.00		
	State Disability Insurance Adj - EE			.00		
	State Family Leave Insurance - EE			.00		
	State Family Leave Insurance - ER			.00		
	State Medical Leave Insurance - EE			.00		
	State Medical Leave Insurance - ER			.00		
	Workers' Benefit Fund Assessment - EE			.00		
	Workers' Benefit Fund Assessment - ER			.00		
	Transit Tax - EE			.00		
	Local Income Tax			.00		
	School District Tax			.00		
	<b>Total Taxes Debited</b>	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	<b>27,644.98</b>		
	Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	69,773.91	
		ADP Check	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	1,962.21	
<b>Total Amount Debited From Your Accounts</b>				<b>99,381.10</b>		
Bank Debits and Other Liability	Adjustments/Prepay/Voids		.00			
Taxes - Your Responsibility	None This Payroll					
					<b>Total Liability</b>	
					<b>99,381.10</b>	
					<b>99,381.10</b>	



**Statistical Summary**  
**Recap**

**NORTHWEST SPECIAL RE**

Company Code: P5E  
Region Name: CHICAGO REGION

Batch : 8388  
Quarter Number: 1  
Service Center: 060

Period Ending : 12/22/2019  
Pay Date : 01/03/2020  
Current Date : 12/27/2019

Week 01  
Page 1



# VII. Staff Reports

[Return to Home](#)

**To: Tracey Crawford**  
**From: Rachel Hubsch and Andrea Griffin, Superintendents of Recreation**  
**Re: NWSRA Program/Outreach Report, November 11, 2019 through January 12, 2020**

## NWSRA Programs and Services

### Leisure Education

The 2019-2020 Leisure Education program is servicing approximately 1,350 students in 142 classes. NWSRA full time staff are providing 38 different options for goal based leisure activities which include Martial Arts, Sled Hockey, Rhythmic Movement, and Learning to Cook over the Campfire.

Lakeshore Academy Gymnastics Center of Prospect Heights and NWSRA have collaborated to provide skilled gymnastics coaches to teach our tumbling activities at their facility. The feedback from this new partnership has been extremely positive.

On, December 12<sup>th</sup>, Camelot Classroom had an exceptional time at the Triphan Center Ice Rink in Hoffman Estates. NWSRA provided transportation for the opportunity to explore a community facility and a chance to try their hand at Sled Hockey. The students climbed the steps to find a seat on the chilled bleachers as Jordan Ross, CTRS (and ex hockey player) explained the activity. Jordan spent time showing the sticks, each person gets two, both double sided one to hit the puck and the other with a pick to propel you forward on the ice. Next, he explained and demonstrated the sleds. Lastly, he spent a moment breaking down the activity step by step. The teachers helped select the first six students to get on the ice. Sled hockey sleds are awkward for a first timer, it's like sitting in a bucket swing seat on the floor strapped to some tiny blades, and then there is a long u-shaped foot rest. Too much weight on the left or right will dump you out into the ice. It is not easy, but EVERYONE in the class tried it. With a little help, they got situated one by one and then they slid out on to the ice starting with a small push from a teacher or NWSRA staff. With prompting and direction staff taught the students how to use the sticks and a few were on their way independently making full circles around the rink. The more comfortable they got, the faster they went, the bigger the smiles got. I was so excited to be a part of today's class. There were 4 students who (though they did not explicitly say this was their first sled hockey experience) went from getting on the ice for the first time to learning to propel themselves sliding, stopping and even puck handling. The coordination it takes to partake is apparent, and the students were up for the challenge. We had a few spills and a bunch of laughs thank you for helping make this a possibility.



## Collaboratives

The collaborative team has given 30 individuals tours of STAR Academy and the PURSUIT Adult Day Program. Sharing with them the uniqueness of both programs and how each client receives individualized therapeutic services.

A core element of the PURSUIT Adult Day Program is to Community Integration, this core element was met when clients donated a total of 520 tooth brushes to multiple locations. They donated to Journeys in Palatine, Revers Court as bingo prizes, Wheeling Township food pantry, PADS of Elgin, Lazarus House and they added them to Military care packages. A benefit staff have witnessed within clients when giving back to their community is the boost in their self-esteem. There's nothing more self-affirming than knowing that you, regardless of ability level, are doing something good.

All four PURSUIT Sites participated in a Lightning Athlete Special Olympic and Paralympic day lead by the NWSRA certified Lighting Sports Committee in hopes to increase our athletic enrollment and help clients find their athletic niche.

As staff and clients eagerly wait for PURSUIT Wheeling to officially open at the Wheeling Community Center, trials started running out of the PURSUIT Mount Prospect location. PURSUIT Wheeling will be running out of the Teen Center starting January 6 until construction is done at PURSUIT Wheeling. Clients and families are grateful to have services begin.

## Lightning Athletics

Big shout out to CrossFit Ariocho, as they hosted NWSRA and held a two hour clinic with our powerlifting athletes. They worked on their form, core, and competition tips. They will also be creating individualized strength building plans to meet our athlete's needs and ability. We look forward to continue working with Greg Buck and his team.

Basketball has started once again and NWSRA has 7 Lightning teams, which is an increase from the previous year. They will be competing to see who will represent NW at State Competition on Jan 19!

## Break Camp

This winter we offered 8 Winter Break Camps, with a total of 38 participants. Camp locations included NWSRA sites at Rolling Meadows, Mount Prospect, Hanover Park, and Wheeling Park District. Winter Break Camp includes swimming and activities geared towards sensory, gross motor, fine motor, and social/emotional skills. Some of the field trips selected this year were: The Exploratorium, The Teen Hub, and Color Wheel Playhouse.

## **NWSRA Outreach**

### **Events Attended**

Staff in Outreach and Recruitment attended an event at A World of Thanks by Palatine Park District at Falcon Park. This event was very successful and overall 150+ impressions were made. NWSRA Recruitment Coordinator attended the Hoffman Estates Park District Job Fair, sharing information on job opportunities at NWSRA.

NWSRA Full Time staff attended and led a Paralympics bocce station at the Harper College Adaptive Sports Day. The event was a great outreach tool and also learning platform. Four clients from the PURSUIT Adult Day Program also attended.

### **Schools Connected With**

- Rolling Meadows High School, the Future Educators; conducting three seminars while sharing information on NWSRA and SLSF.
- Class visit with Hersey High Schools EmPower Me Club

NWSRA is averaging two new employee hires per week. This is happening through attending outreach and recruitment events. Utilization of new job boards, SimplyHired and Craigslist and as well as continuing the use Indeed, Handshake, College Central, Care.com, Volunteer Match and Hands On Suburban Chicago for volunteer recruitment. Along with heavier social media campaigns, including the utilization of Facebook Jobs.



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

January 6, 2019

To: Tracey Crawford, Executive Director  
From: Andrea Griffin, Superintendent of Recreation  
Rachel Hubsch, Superintendent of Recreation  
RE: Year End Statistics

---

We are excited to present the Year End Program Statistics for 2019. New programs and services created in 2019, have allowed staff the opportunity to provide therapeutic opportunities for group and individualized recreation programs and therapies. Through identifying true therapeutic programs and use of the APIE+D process within these programs, NWSRA CTRS's have been able to provide cutting edge therapeutic experiences throughout NWSRA service area.

Greater opportunities were made available through this expansion, which allowed restructuring of after day program offerings for adults within the PURSUIT Adult Day Program, including, extending late afternoon/early evening programming to take place outside of NWSRA traditional seasonal dates. Summer day camp was extended by a week and the STAR Academy ran all summer long as an aftercare option for summer campers. This offering helped with extended programming time and care for working families.

The NWSRA Inclusion Team has logged over 615 service hours. These hours are time spent at Member Districts providing inclusion support, through training Member District staff, onsite training of Inclusion Aides, attending parent meetings, providing adaptive equipment and assisting with behavior interventions.

## MARKETING & PR REPORT NOVEMBER/DECEMBER

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

- Article on Unplug Illinois Day
- Article on Holiday Sensory Concert
- Appreciation Ad for Arlington Classic, Women's Golf Outing

#### DAILY HERALD BUSINESS LEDGER

- Article on Cathy Splett receiving CFRE
- Submitted SLSF information for the Business Ledger Philanthropy Guide

#### TRIBLOCAL/METROMIX

- Added SLSF events to online calendar of events

#### MISCELLANEOUS

- Ongoing ad in Hanover Township newsletter
- SLSF events posted online to the following sites: ABC Chicago, CBS Chicago, Daily Herald, WGN TV, Chicago Mama, Chicago Music Guide, North Shore Breaking News, B96, and more

### ONLINE

- NWSRA Village videos posted
- New Staff of the Month posts
- Facebook ad optimization with Pixel integration project complete
- Project Updates page updated for Dream Lab, Sensory Garden and Snoezelen Room
- New features on NWSRA and Directors sites
- SLSF events with online registration posted
- New website search engine optimization tools enabled
- Bi-monthly NWSRA Now and SLSF Impact e-newsletters sent
- Monthly NWSRA and SLSF Board Update e-newsletters sent

### PUBLICATIONS AND FLYERS

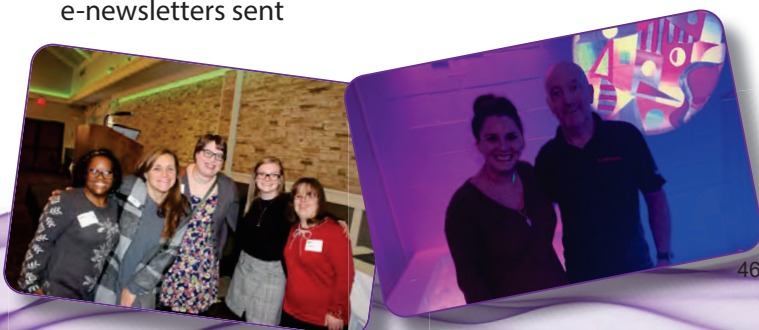
- New Inclusion brochure created
- Holiday Luncheon materials created
- Winter/Spring 2020 Brochure created
- SLSF Annual Appeal created with e-mail followups
- SLSF Gold Medal Fashion Show invitation created
- New Collaborative staff profiles template
- Updated Snoezelen brochure and flyers
- Holiday Luncheon invitation
- Updated pieces with Unplug Illinois information
- New event flyers and logos created

### MISCELLANEOUS

- ITRS/IPRA Award nominations submitted
- SLSF event videos created
- NWSRA Brand Video
- Dream Lab complete
- Submitted Snoezelen Sensory Therapy program for NRPA Innovation in Social Equity Award

### IN PROGRESS

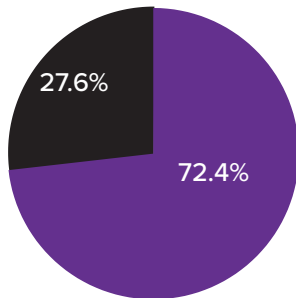
- Transportation Needs, Accommodations and Obstacles survey next steps
- Database build project
- 2019 Annual Report
- Various publications and online media
- Windows Server Upgrade
- PowerDMS implementation
- Quickbooks transition
- 2020 NWSRA/SLSF materials
- NWSRA Village videos



## WEBSITE STATISTICS

**5,971** TOTAL PAGE VIEWS

**2,731** TOTAL SESSIONS

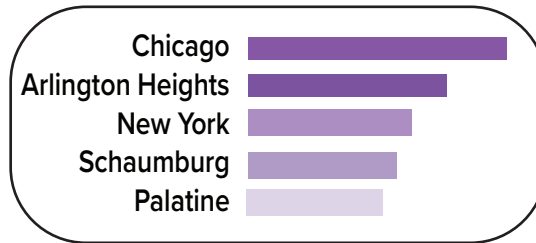


■ New Visitor  
■ Returning Visitor

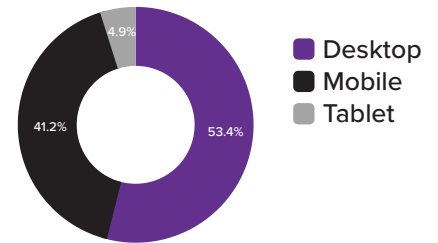
### MOST VISITED PAGES

MOST VISITED PAGES	PAGE VIEWS	AVG. TIME SPENT
1. NWSRA   Homepage	2,085	44 sec
2. NWSRA   Brochure	1,080	6:43
3. NWSRA   Staff/Volunteer Portal	520	1:24
4. NWSRA   Staff Contacts	452	1:51
5. NWSRA   Employment Opportunities	323	2:15
6. NWSRA   PURSUIT	148	2:10
7. About   NWSRA	119	1:35
8. NWSRA   Directors	100	1:33
9. NWSRA   Snoezelen Sensory Room	92	1:53
10. NWSRA   Staff/Volunteer Portal	87	1:40

### CITIES USERS ARE ACCESSING FROM



### DEVICES BEING USED



## SOCIAL MEDIA STATISTICS



Total Page Likes: 8,506  
 New Followers: 73  
 Post Engagements: 5,363  
 Post Reach: 39,907



Total Followers: 358  
 New Followers: 7  
 Impressions: 9.4K  
 Profile Visits: 273



Total Followers: 413  
 New Followers: 22  
 Post Likes: 385

## TRENDING POSTS

- NWSRA Brand Video posted
- Unplug Illinois posts
- NWSRA Winter/Spring Brochure posted online
- Staff Enrichment - Gift Giving Luncheon
- Sibshop Holiday Party Flyer
- STAR Academy program photos
- Ability Awareness photos
- Lightning Athletics spirit wear
- Innovation Award - Snoezelen Room
- Zurich Fun Fair video
- Mt. Prospect Snoezelen Room - Unveiling
- SLSF Celebrate Ability Gala

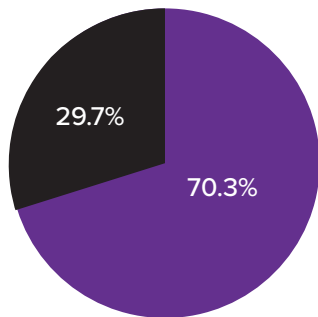


## WEBSITE STATISTICS

www.nwsra.org

**6,396** TOTAL PAGE VIEWS

**2,920** TOTAL SESSIONS

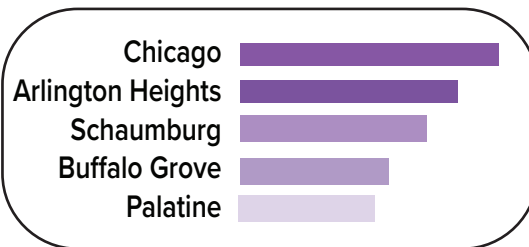


■ New Visitor  
■ Returning Visitor

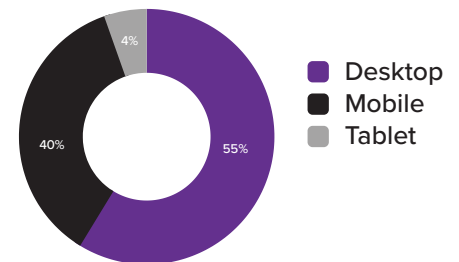
### MOST VISITED PAGES

	PAGE VIEWS	AVG. TIME SPENT
1. NWSRA   Homepage	2,324	39 sec
2. NWSRA   Brochure	1,424	4:05
3. NWSRA   Staff Contacts	596	1:15
4. NWSRA   Staff/Volunteer Portal	335	1:12
5. NWSRA   Employment Opportunities	313	2:20
6. About   NWSRA	163	59 sec
7. NWSRA   PURSUIT	158	1:43
8. NWSRA   Day Camps	89	1:48
9. NWSRA   Snoezelen Sensory Room	83	37 sec
10. NWSRA   Snoezelen Sensory Room	77	1:50

### CITIES USERS ARE ACCESSING FROM



### DEVICES BEING USED



## SOCIAL MEDIA STATISTICS



Total Page Likes: 8,605  
 New Followers: 99  
 Post Engagements: 6,756  
 Post Reach: 29,370



Total Followers: 361  
 New Followers: 4  
 Impressions: 12.2K  
 Profile Visits: 272



Total Followers: 436  
 New Followers: 23  
 Impressions: 4,139  
 Post Likes: 481

## TRENDING POSTS

- SibShops Holiday Party
- Sensory Friendly Holiday Concert
- Special Event photos "Windy City Cake Boss Challenge"
- Lightning Ski team photos
- Powerlifting Team photos
- Staff Enrichment - Plum Creek Supportive Living post
- Mt. Prospect Snoezelen video
- Arlington Heights Park District's Arlington Ridge Center Opening.
- SLSF Holiday Luncheon





Date: January 2020  
To: Tracey Crawford, Executive Director  
From: Cathy Splett, Superintendent of Development  
RE: SLSF Update for the January NWSRA Board Meeting

---

**Sponsorships:** Sponsorship dollars are part of the SLSF event budgets. The FY 2019 budgeted amount is \$76,600. In 2019 SLSF received \$72,900 in event sponsorship. Monies donated to the NWSRA Camp Connections Family Day was correctly entered as unrestricted donations, however the donors were recognized as sponsors at that event.

**Grants:** The FY 2019 budgeted grant total is \$268,000. SLSF applied for \$391,127 in grants. From the proposals sent, \$226,600 in grant money has been approved and \$226,349.96 has been received in 2019. SLSF has been awarded a grant from RMS for \$5,000 which will be received in 2020.

SLSF was notified from IDOT that NWSRA was awarded a 14 passenger accessible vehicle from the 2018 grant that was submitted. NWRA should receive vehicle by fall 2020.

**Events:** The FY 2019 Events budgeted amount is \$309,420. The total amount received in event dollars for 2019 was \$262,148.81. A portion of those dollars represent event sponsorships as shown in the sponsorship portion of this report. The events didn't make budget this year due to weather issues and lower attendance at the Celebrate Ability Gala. The team and committees have already begun preparing for the 2020 events focusing on increasing sponsorship and attendance.

**Donations:** SLSF has four areas for individual donations: Memorial, General, Annual Appeal and Kevin's Club.

- Memorial Donations = \$3,921.70. Four families requested to have donations made in lieu of flowers for their loved ones.
- General Donations = \$52,839.74. SLSF had 29 monthly donors who have donated in 2019.
- Annual Appeal = \$16,256.12 from 74 donors.
- Kevin's Club = \$4,221 from four donors.

**Grants to NWSRA:** SLSF granted \$225,086.24 to NWSRA. SLSF has directly paid \$211,552.92 for the creation of the Dream Lab, Sensory Garden, Mt. Prospect Sensory Room and purchase of the furniture for the NWSRA Programming Space in Wheeling.

**2020 Goals:**

- This is the final year of the SLSF Development Plan presented by American Philanthropic. The 2020 goals are to increase event sponsorship, event attendance, individual donations, networking and speaking engagements.
- SLSF will also be meeting with NWSRA families in order to build relationships with the Foundation. These new relationships will help continue bringing donors into the donor base who have a personal connection to the mission.
- The team will be focusing on securing and cultivating relationships with individuals and businesses within NWSRA's service area. The team will also continue to send postcards, letters and emails, as well as continuing to make personal phone calls to donors.
- SLSF will focus on utilizing additional social media sites in order to reach the intergenerational donor base. The staff will be utilizing techniques learned from the Nonprofit Storytellers Conference they attended in 2019.

# VIII. Old Business

[Return to Home](#)

# Memo

**To:** Tracey Crawford

**From:** Andrea Griffin

**Date:** December 19, 2019

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

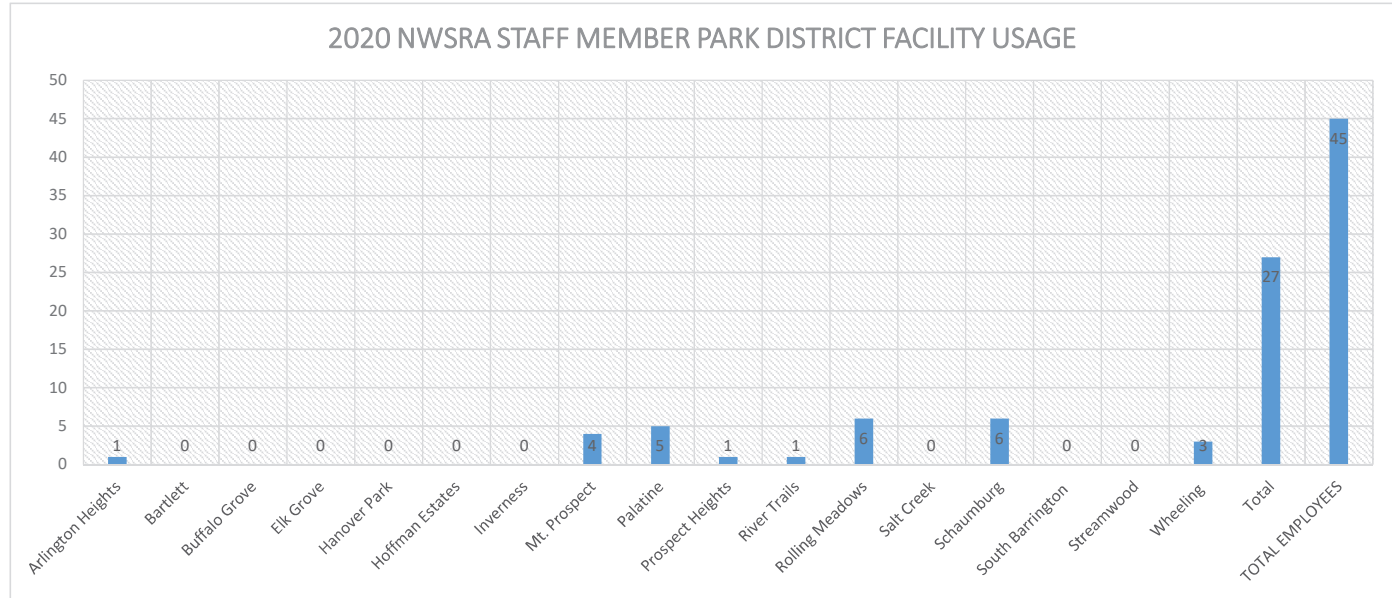
---

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

In December, NWSRA Full Time Staff designate one Member District as their "Home" Park District for 2020. Each Member District has received the NWSRA Individual Employee "Home" District Form, indicating that their Park District has been selected for this benefit.

Attached are the results of Full Time Staff "Home" Park District chooses for 2020.

Park District	Total Staff
Arlington Heights	1
Bartlett	0
Buffalo Grove	0
Elk Grove	0
Hanover Park	0
Hoffman Estates	0
Inverness	0
Mt. Prospect	4
Palatine	5
Prospect Heights	1
River Trails	1
Rolling Meadows	6
Salt Creek	0
Schaumburg	6
South Barrington	0
Streamwood	0
Wheeling	3
<b>Total</b>	<b>27</b>
<b>TOTAL EMPLOYEES</b>	<b>45</b>



**To: Tracey Crawford, Executive Director**  
**From: Brian Selders, Superintendent of Communications & IT**  
**Rachel Hubsch, Superintendent of Recreation**  
**Re: Dream Lab Accessible Technology Center Update**  
**Date: January 8, 2020**

---

NWSRA was fortunate to have been granted \$83,000 to create a state of the art accessible technology lab, the Dream Lab Accessible Technology Center. This center will enable clients to compensate for the impairments they experience, promoting independence, decreasing the need for additional support, and allowing for access of information and enjoyment of music, sports, travel, and the arts independently. This room will be an equalizer for diverse learners and can assist with social development and motivation and help staff personalize therapeutic lessons. Following are details of the project and an update on progress thus far:

### **Purpose and Goals of the Project**

The Dream Lab will empower people throughout our communities to realize their full potential through a fully accessible window to the world. Following are the goals of the project:

- Promote a person's physical and mental well-being through the use of interactive technology
- Provide relief from tension and give a sense of accomplishment
- Promote fine and gross motor skills
- Engage stimulation of all senses
- Encourage communication and working with others
- Ability to transfer knowledge of tech skills from NWSRA to home/work
- Engage in good digital citizenship
- Know and appreciate the importance of technology
- Ability to apply tools, materials, processes and technical concepts safely and efficiently
- Uncover and develop individual talents
- Apply problem-solving techniques
- Apply creative abilities
- Adjust to the changing environment
- Facilitate experiences encouraging flexibility, adaptability, resourcefulness and embracing new challenges

The Dream Lab will be used by a variety of programs, including PURSUIT, STAR Academy, Leisure Education, Social Clubs, Music Classes, Sensory and Technology Classes and Specialized STEM camps and programs. In addition, the facility will provide additional opportunities for potential collaborative programs with other Park District programs including Preschool, Seniors, etc.

## Project Implementation Timeline

Following is the implementation timeline for the Dream Lab Accessible Technology Center:

Month	Implementation to Take Place	Status
April	Electrical outlets/Cat 6 cables/Lighting	Complete
April	Installation of camera system	Complete
April	Installation of new switch/network connectivity/wireless access point	Complete
May-June	Wall wrap installation within room	Complete
June-July	Installation of Equipment/Furniture/Room Darkening shades	Complete
August- September	Finalizing network configurations Installing Software	Complete
October	Opening for PURSUIT	Complete

## Progress To Date

All software and hardware has been installed for the Dream Lab Accessible Technology Center. Staff are currently in the process of planning an Open House to unveil the space to families, partners and supporters.

# **IX. New Business**

[Return to home](#)

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Appointment of Legal Council  
**Date:** January 15, 2020

---

**Motion:**

A motion to approve the following Legal Council appointments:

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



**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Appointment of Director/Secretary, Tracey Crawford  
**Date:** January 15, 2020

---

**Motion:**

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

**RESOLUTION R2020-1**

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

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

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

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

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

AYE:

NAY:

ABSENT:

Attest \_\_\_\_\_ Board of Trustees Secretary,

Northwest Special Recreation Association

**Dated this 15th day of January, 2020**



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

January 6, 2019

To: Tracey Crawford, Executive Director  
From: Andrea Griffin, Superintendent of Recreation  
Darleen Negrillo, Superintendent of Administrative Services  
RE: Rolling Meadows Lease Agreement

---

In 2014, NWSRA and Rolling Meadows Park District entered into a lease agreement with NWSRA for dedicated NWSRA programming space within the Rolling Meadows Community Center. This contract renewed in 2017 and is now due for review and renewal in 2020 through 2023.

The lease states that the rental rates and custodial/maintenance fees will remain unchanged. Previously, the total fee for the rental space was paid up front through the NWSRA budget with support of the Special Leisure Services Foundation. NWSRA now has three additional dedicated programming spaces within three other Member Park Districts. NWSRA has asked Rolling Meadows to adjust the lease to monthly payments for programming space at the Rolling Meadows Community Center and upfront payment for the storage space.

The breakdown of the rent is as follows

- 4,775.5 square feet X \$9/ft. = \$42,979.50 annual rent + annual maintenance cost estimated at \$4,075.82. Total \$47,055 x three years = \$141,165.
- \$51,165 3-year upfront payment for storage space paid by SLSF FY2020.
- \$2500 per month for 36 months = \$90,000
- PURSUIT space \$90,000 + storage space = \$141,165 for the three year term.

**Motion:**

**A motion to approve the Rolling Meadows Park District Lease with changes as presented.**

---

---

## BOARD SUMMARY

---

---

**FROM:** AMY CHARLESWORTH  
**SUBJECT:** NWSRA LEASE AGREEMENT  
**DATE:** NOVEMBER 12, 2019



**COMMITTEE:** Buildings and Grounds

**SUMMARY:**

In 2014, we entered into a lease agreement with NWSRA for the space that was previously occupied by Clearbrook. This contract renewed in 2017, is due for review and renewal in 2020, NWSRA is currently in the process of developing their 2020 budget.

I am proposing that rental rates and custodial/maintenance fees will remain the same. In the past, the total fee for the rental space was paid up front through the NWSRA budget with support of the Special Leisure Services Foundation. NWSRA now has three additional PURSUIT program spaces and they have asked if RM would agree to monthly payments for the PURSUIT program space and upfront payment for the storage space.

The breakdown of the rent is as follows

- 4,775.5 square feet X \$9/ft. = \$42,979.50 annual rent + annual maintenance cost estimated at \$4,075.82. Total \$47,055 x three years = \$141,165.
- \$51,165 3-year upfront payment for storage space paid in NWSRA FY2020.
- \$2500 per month for 36 months = \$90,000
- Pursuit space \$90,000 + storage space = \$141,165 for the three year term.

**SUGGESTED ACTION:**

Approval of NWSRA Lease Agreement

## LEASE OF PARK DISTRICT PROPERTY

WITNESS this Agreement dated this 15<sup>th</sup> day of January, 2020, between ROLLING MEADOWS PARK DISTRICT ("RMPD"), a body politic and corporate which is an Illinois unit of 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 1205/8-16 and 10-7.

For and in consideration of the mutual promises herein set forth, the parties AGREE:

1. RMPD hereby leases to NWSRA a portion of the South East Wing, consisting of approximately 4,775.50 square feet (the "Premises") of the Building situated at 3705 Pheasant Drive, Rolling Meadows, Illinois, and known as the Rolling Meadows Park Community Center, together with reasonable access to the Premises, as well as grants to NWSRA during the term of this lease a non-exclusive license to the use of the parking lot located at the South end of the Rolling Meadows Park District Community Center for parking for its staff and persons attending its programs. Exhibit "A", which is attached hereto and made a part hereof, contains a drawing which shows that portion of the Rolling Meadows Park District Community Center which constitutes the Premises leased hereunder.

2. RMPD shall have the use and occupancy of (and covenants that it shall hold and maintain for public use) the Premises for its administrative offices and recreational programs for the handicapped, provided that said programs are consistent with the overall use of the Rolling Meadows Park District Community Center and with the provisions of 70 ILCS 1206/8-10b. In addition, RMPD reserves the right to approve all programs conducted on and all uses of the Premises.

3. The rent for the Premises is \$47,054.82 per year (based upon \$9.00 per square foot for 4,775.50 square feet, plus annual Maintenance and Custodial Services estimated at \$4,075.32). On or before the Commencement Date described below, NWSRA shall pay to RMPD the amount of \$2,500 rent per month on or before the tenth (10<sup>th</sup>) day of each month during the Term. Additionally, on or before the Commencement Date described below, SLSF shall pay to RMPD the amount of \$51,165, representing the rent for storage space in advance for the entire three (3) year term of this Lease as set forth in Section 5 hereof.

4. NWSRA shall keep and maintain the Premises in reasonable repair and condition during the term of the lease, the same as on the Commencement Date, subject only to ordinary wear and tear. RMPD 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 in Section 15 hereof. NWSRA however, 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. If there is any need for substantial repair to the foundation or interior of the walls of the Premises, neither RMPD nor NWSRA shall have any obligation to repair the same, but if NWSRA desires to make any such substantial repairs it may do so after obtaining the written approval of RMPD of the plans for any such repair, all at the expense of NWSRA. 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 NWSRA. If at any time in the reasonable opinion of RMPD there is a need for substantial repair which affects habitability or proper use of the Premises, RMPD 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, RMPD 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 RMPD employees. The right of RMPD hereunder is in no way intended to and in no way shall be construed to impose upon RMPD any obligation to inspect the Premises for any purposes whatsoever or to otherwise be responsible for the safety or habitability of the Premises.

5. The term of this lease shall be for three (3) years, commencing on the 1<sup>st</sup> day of April, 2020 (“Commencement Date”) and terminating on the 31 day of March, 2023.

6. 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 RMPD in as good condition as when received, loss by ordinary wear and tear excepted.

7. NWSRA, without written consent by RMPD, 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.

8. RMPD may enter the Premises at all reasonable times for the purpose of making any repair or alterations therein as it may deem necessary for the safety, preservation or improvement of the Premises or the Rolling Meadows Park District Community Center; provided, however, that RMPD’S rights hereunder are not intended to and in no way shall be construed to impose upon RMPD 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 RMPD’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.

9. RMPD 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 Rolling Meadows Park District Community Center, 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 Rolling Meadows Park District Community Center. NWSRA agrees to indemnify and hold RMPD harmless from and against any and all third party proceedings or suits in which RMPD may be named, and any and all damages, liabilities, costs or expenses (including reasonable attorneys' fees) which RMPD may sustain, suffer or incur, relating to the lease of the Premises and the grant of license to use of the parking lot.

10. Both RMPD 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 RMPD and NWSRA cease to be members of PDRMA, the parties shall promptly negotiate a replacement provision for reasonably acceptable insurance coverage through private carriers.

11. Provided that NWSRA'S use of electricity, water, sewer and gas is reasonably consistent with that of the prior occupants, RMPD shall make no additional charge therefore.

12. 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), RMPD 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 RMPD 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, RMPD 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.

13. NWSRA shall be responsible for all damage to the Premises and its contents resulting from fire, explosion or other casualty and shall take all reasonable steps to promptly restore the Premises to its condition prior to said casualty. RMPD shall be responsible for all damages to the Rolling Meadows Park District Community Center (except for 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. NWSRA shall not be entitled to any reimbursement, adjustment or abatement of rent irrespective of whether all or any portion of the Premises or the Rolling Meadows Park District Community Center is untenable for any length of time.

14. NWSRA specifically covenants that it 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 RMPD if NWSRA knowingly violates said covenant by allowing all or any part of the Premises to be used for purposes other than park or recreational purposes, all as provided in 70 ILCS 1205/10-7.

15. During the term of this Lease, RMPD shall provide routine maintenance and custodial services ("Maintenance and Custodial Services") to the Premises to the same standard as currently provided to the areas of the Rolling Meadows Park District Community Center occupied by RMPD and NWSRA.

16. All notices hereunder shall be in writing. Delivery of such notices may be by personal delivery or by regular mail, as hereinafter stated. Personal delivery to RMPD may be had by delivery of any such notice to the Secretary or the President of the Board of RMPD; 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 addresses 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.

ROLLING MEADOWS PARK DISTRICT

NORTHWEST SPECIAL RECREATION  
ASSOCIATION

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

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

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

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

Address for Notices:  
3000 Central Road  
Rolling Meadows, IL 60008

Address for Notices:  
300 Central Road  
Rolling Meadows, IL 60008



# **X. Information /Action Items**

[Return to home](#)

**NWSRA Board Member Start Dates  
and Chairman of the Board Assignments**

<b><i>Year Assigned to NWSRA Board</i></b>	<b><i>Name</i></b>	<b><i>Member District</i></b>	<b><i>Become Chairman of the Board</i></b>
2002	Amy Charlesworth	Rolling Meadows	2029
2002	Jan Buchs	Wheeling	2030
2005	Rita Fletcher	Bartlett	2031
2007	Jay Morgan	So. Barrington	2032
2010	Diane Hilgers	Salt Creek	2033
2012	Tony LaFrenera	Schaumburg	2034
2012	Mike Clark	Palatine	2035
2012	Bob Dowling	Inverness	
2014	Bret Fahnstrom	River Trails	2021
2015	Ryan Risinger	Buffalo Grove	2020
2016	Christina Ferraro	Prospect Heights	2022
2017	Craig Talsma	Hoffman Estates	2023
2018	Bob O'Brien	Hanover Park	2024
2018	Jim Jarog	Mount Prospect	2025
2019	Ben Curcio	Elk Grove	2026
2019	Jeff Janda	Streamwood	2027
2020	Carrie Fullerton	Arlington Heights	2028

## Information Bulletin: Medical Cannabis Pilot Program and Ashley's Law (Public Act 100-0660) October 2018

**DISCLAIMER OF LEGAL ADVICE:** The following is provided by the Illinois Department of Public Health for informational purposes only. This information is not legal advice, and should not be relied upon as legal advice.

Effective August 1, 2018, Public Act 100-0660, also known as [Ashley's Law](#), amends the School Code [105 ILCS 5/]. Subject to certain restrictions a school district, public school, charter school, or nonpublic school shall authorize a parent or guardian or any other individual registered with the Department of Public Health as a designated caregiver of a student who is a registered qualifying patient to administer a medical cannabis infused product to the student on the premises of the child's school or on the child's school bus if both the student (as a registered qualifying patient) and the parent or guardian or other individual (as a registered designated caregiver) have been issued registry identification cards under the [Compassionate Use of Medical Cannabis Pilot Program Act](#) ("MCP") [410 ILCS 130]. After the student is given the medical cannabis-infused product, it must be removed from the school premises or school bus. Designated caregivers of registered qualifying patients under 18 years of age may purchase only medical cannabis-infused products. Medical cannabis-infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped.

Ashley's Law only allows students who are registered qualifying patients under the MCP to use these products and both the student and the designated caregiver must have a registry identification card. Minors are eligible to register under the MCP if certain criteria are met including a diagnosis of a debilitating medical condition, two signed written certifications, and an identified designated caregiver. A medical cannabis registered patient under age 18 is required to have at least one designated caregiver (custodial parent or legal guardian). The designated caregiver must be at least 21 years old.

Ashley's Law also includes the following provisions:

- A parent or guardian or other individual may not administer a medical cannabis-infused product under this Section in a manner that, in the opinion of the school district or school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.
- A school district or school may not discipline a student who is administered a medical cannabis-infused product by a parent or guardian or other individual under this Section and may not deny the student's eligibility to attend school solely because the student requires the administration of the product.
- A school district, public school, charter school, or nonpublic school may not authorize the use of a medical cannabis-infused product under this Section if the school district or school would lose federal funding as a result of having such a policy.
- A school district, public school, charter school, or nonpublic school shall adopt a policy to implement these requirements.
- Nothing requires a member of a school's staff to administer a medical cannabis infused product to a student.

## Frequently Asked Questions for Parents and Guardians

- Can a school nurse administer medical cannabis to my child?  
Only the designated caregiver who is registered with the Medical Cannabis Pilot Program can administer medical cannabis. Minors are required to have at least one designated caregiver, but may have two. Designated caregivers for minors are usually the parent or guardian of the child.
- What are the procedures for storing my child's medical cannabis during the school day?  
Medical Cannabis cannot be stored on school grounds. After the student is given the medical cannabis-infused product, the designated caregiver must remove the product from the school premises or school bus.
- The student's parents both work during the day. Can another family member come to the school to administer the medical cannabis?  
Only a designated caregiver who is registered with the Medical Cannabis Pilot Program can administer medical cannabis. Minors are required to have at least one designated caregiver, but may have two. Designated caregivers for minors are usually the parent or guardian of the child.
- Smoking is not allowed on school grounds, how can the student use his/her medical cannabis?  
Minors are not permitted to purchase or use smoked or vaped forms of medical cannabis. The MCPP limits the use of medical cannabis by minors to infused products.
- I want to order "CBD oil" for my child from an internet site. Can I visit the school to administer the CBD oil during the school day?  
The provisions of Ashley's Law (PA 100-0660) only apply to patients and designated caregivers under the MCPP. Families purchasing CBD oil from unlicensed sources cannot be accorded the rights and protections under Ashley's Law and the MCPP.
- How is "CBD oil" purchased at a licensed medical cannabis dispensary different from products purchased over the Internet or in a retail store?  
CBD oil which is produced from medical cannabis plants grown in licensed Illinois Cultivation Centers and sold in licensed dispensaries is only available for purchase or use by qualifying patients who are registered with the Medical Cannabis Pilot Program. Products, purchased from sources other than licensed dispensaries, claiming to be "CBD oil" or "hemp-derived plant extracts," are outside the purview of the State's Medical Cannabis Program and may be of unknown content and quality. There is no regulation for these products; not all brands of hemp-based "CBD oil" are reputable or even safe. IDPH encourages consumers to use caution when purchasing these products.
- My family is interested in applying to the Medical Cannabis Pilot Program for our minor child who has been diagnosed with epilepsy. Where can we obtain more information?  
Information about applications to the Medical Cannabis Pilot Program can be viewed at the Illinois Department of Public Health website <http://dph.illinois.gov/topics-services/prevention-wellness/medical-cannabis/minorqualifyingpatients>. On-line applications can be submitted at <http://medicalcannabispatients.illinois.gov>. Families can address questions to the IDPH email [dph.medicalcannabis@illinois.gov](mailto:dph.medicalcannabis@illinois.gov).

- Our child is a registered medical cannabis patient and we use a medical cannabis topical product. Other parents have asked whether there are health concerns about skin-to-skin contact with other children?

Cannabinoids combined with a penetrating topical cream can enter the skin and body tissues and allow for direct application to the skin. Different types of medical cannabis topicals include salves and creams. Topicals are non-psychoactive. They produce the therapeutic effects of medical cannabis, but not the “high.” A literature search did not result in instances of secondary exposure to medical cannabis topicals. In order to minimize the potential for secondary exposure by other patients who use topical can massage them into areas such as shoulders, back of heel/foot, soles of the feet, elbows or knees, which may be covered after the product has been applied. After applying the topical product, the patient or designated caregiver should wash their hands thoroughly.
- Can the school share information about my child’s participation in the Medical Cannabis Pilot Program with other teachers or other staff at the school?

School personnel should ensure student confidentiality is respected by revealing only necessary health concerns and only to those individuals whose knowledge may affect the student's health. For example, individuals who have no contact with a particular student have no need to know that student's medical or mental health issues. Both FERPA, the Family Educational Rights and Privacy Act, and HIPAA, the Health Information Portability and Accountability Act may apply. School nurses should work with their school administration to determine applicability.
- I want to come to my child’s school to administer his/her medication, but I do not want to tell the school the name of the medication. Can my child’s school require that I reveal the name of the medication?

Ashley’s Law requires a school to adopt a policy to implement the law; however, a school is allowed to place restrictions including, but not limited to, refusing to allow administration of a medical cannabis-infused product when, in the opinion of the school, it would create a disruption to the school’s education environment or would cause exposure of the product to other students.”
- I work full-time and cannot leave my job to administer medical cannabis to my child during the school day. Can anyone else serve as the designated caregiver for my child who is a registered minor patient?

In Illinois, there is a 1:1 registered patient to designated caregiver relationship (except for minors for whom both parents/guardians may register). The designated caregiver may assist with the purchase, transportation and administration of medical cannabis to the registered patient.

Where can I obtain more information about Ashley’s Law?

For more information, please contact the Illinois Department of Public Health, Medical Cannabis Pilot Program at 855-636-3688 or [dph.medicalcannabis@illinois.gov](mailto:dph.medicalcannabis@illinois.gov)

AN ACT concerning education.

**Be it enacted by the People of the State of Illinois,  
represented in the General Assembly:**

Section 5. The School Code is amended by adding Section 22-33 as follows:

(105 ILCS 5/22-33 new)

Sec. 22-33. Medical cannabis.

(a) This Section may be referred to as Ashley's Law.

(a-5) In this Section, "designated caregiver", "medical cannabis infused product", "qualifying patient", and "registered" have the meanings given to those terms under Section 10 of the Compassionate Use of Medical Cannabis Pilot Program Act.

(b) Subject to the restrictions under subsections (c) through (g) of this Section, a school district, public school, charter school, or nonpublic school shall authorize a parent or guardian or any other individual registered with the Department of Public Health as a designated caregiver of a student who is a registered qualifying patient to administer a medical cannabis infused product to the student on the premises of the child's school or on the child's school bus if both the student (as a registered qualifying patient) and the parent or guardian or other individual (as a registered designated caregiver) have

been issued registry identification cards under the Compassionate Use of Medical Cannabis Pilot Program Act. After administering the product, the parent or guardian or other individual shall remove the product from the school premises or the school bus.

(c) A parent or guardian or other individual may not administer a medical cannabis infused product under this Section in a manner that, in the opinion of the school district or school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

(d) A school district or school may not discipline a student who is administered a medical cannabis infused product by a parent or guardian or other individual under this Section and may not deny the student's eligibility to attend school solely because the student requires the administration of the product.

(e) Nothing in this Section requires a member of a school's staff to administer a medical cannabis infused product to a student.

(f) A school district, public school, charter school, or nonpublic school may not authorize the use of a medical cannabis infused product under this Section if the school district or school would lose federal funding as a result of the authorization.

(g) A school district, public school, charter school, or

nonpublic school shall adopt a policy to implement this Section.

Section 10. The Compassionate Use of Medical Cannabis Pilot Program Act is amended by changing Section 30 as follows:

(410 ILCS 130/30)

(Section scheduled to be repealed on July 1, 2020)

Sec. 30. Limitations and penalties.

(a) This Act does not permit any person to engage in, and does not prevent the imposition of any civil, criminal, or other penalties for engaging in, the following conduct:

(1) Undertaking any task under the influence of cannabis, when doing so would constitute negligence, professional malpractice, or professional misconduct;

(2) Possessing cannabis:

(A) except as provided under Section 22-33 of the School Code, in a school bus;

(B) except as provided under Section 22-33 of the School Code, on the grounds of any preschool or primary or secondary school;

(C) in any correctional facility;

(D) in a vehicle under Section 11-502.1 of the Illinois Vehicle Code;

(E) in a vehicle not open to the public unless the medical cannabis is in a reasonably secured, sealed,



tamper-evident container and reasonably inaccessible while the vehicle is moving; or

(F) in a private residence that is used at any time to provide licensed child care or other similar social service care on the premises;

(3) Using cannabis:

(A) except as provided under Section 22-33 of the School Code, in a school bus;

(B) except as provided under Section 22-33 of the School Code, on the grounds of any preschool or primary or secondary school;

(C) in any correctional facility;

(D) in any motor vehicle;

(E) in a private residence that is used at any time to provide licensed child care or other similar social service care on the premises;

(F) except as provided under Section 22-33 of the School Code, in any public place. "Public place" as used in this subsection means any place where an individual could reasonably be expected to be observed by others. A "public place" includes all parts of buildings owned in whole or in part, or leased, by the State or a local unit of government. A "public place" does not include a private residence unless the private residence is used to provide licensed child care, foster care, or other similar social service care on

the premises. For purposes of this subsection, a "public place" does not include a health care facility. For purposes of this Section, a "health care facility" includes, but is not limited to, hospitals, nursing homes, hospice care centers, and long-term care facilities;

(G) except as provided under Section 22-33 of the School Code, knowingly in close physical proximity to anyone under the age of 18 years of age;

(4) Smoking medical cannabis in any public place where an individual could reasonably be expected to be observed by others, in a health care facility, or any other place where smoking is prohibited under the Smoke Free Illinois Act;

(5) Operating, navigating, or being in actual physical control of any motor vehicle, aircraft, or motorboat while using or under the influence of cannabis in violation of Sections 11-501 and 11-502.1 of the Illinois Vehicle Code;

(6) Using or possessing cannabis if that person does not have a debilitating medical condition and is not a registered qualifying patient or caregiver;

(7) Allowing any person who is not allowed to use cannabis under this Act to use cannabis that a cardholder is allowed to possess under this Act;

(8) Transferring cannabis to any person contrary to the provisions of this Act;

(9) The use of medical cannabis by an active duty law enforcement officer, correctional officer, correctional probation officer, or firefighter; or

(10) The use of medical cannabis by a person who has a school bus permit or a Commercial Driver's License.

(b) Nothing in this Act shall be construed to prevent the arrest or prosecution of a registered qualifying patient for reckless driving or driving under the influence of cannabis where probable cause exists.

(c) Notwithstanding any other criminal penalties related to the unlawful possession of cannabis, knowingly making a misrepresentation to a law enforcement official of any fact or circumstance relating to the medical use of cannabis to avoid arrest or prosecution is a petty offense punishable by a fine of up to \$1,000, which shall be in addition to any other penalties that may apply for making a false statement or for the use of cannabis other than use undertaken under this Act.

(d) Notwithstanding any other criminal penalties related to the unlawful possession of cannabis, any person who makes a misrepresentation of a medical condition to a physician or fraudulently provides material misinformation to a physician in order to obtain a written certification is guilty of a petty offense punishable by a fine of up to \$1,000.

(e) Any cardholder or registered caregiver who sells cannabis shall have his or her registry identification card revoked and is subject to other penalties for the unauthorized

sale of cannabis.

(f) Any registered qualifying patient who commits a violation of Section 11-502.1 of the Illinois Vehicle Code or refuses a properly requested test related to operating a motor vehicle while under the influence of cannabis shall have his or her registry identification card revoked.

(g) No registered qualifying patient or designated caregiver shall knowingly obtain, seek to obtain, or possess, individually or collectively, an amount of usable cannabis from a registered medical cannabis dispensing organization that would cause him or her to exceed the authorized adequate supply under subsection (a) of Section 10.

(h) Nothing in this Act shall prevent a private business from restricting or prohibiting the medical use of cannabis on its property.

(i) Nothing in this Act shall prevent a university, college, or other institution of post-secondary education from restricting or prohibiting the use of medical cannabis on its property.

(Source: P.A. 98-122, eff. 1-1-14.)

Section 99. Effective date. This Act takes effect upon becoming law.

# Financial Management

Focus 1A. Budget Training		
Goal	Quarter Completed	Objective Completed
1. Create a universal guide to enhance all staff knowledge of department budgets in relation to the overall budget		
Focus 1C. Program Fee & Budget Analysis		
Goal	Quarter Completed	Objective Completed
2. Investigate transportation hubs system to decrease cost and vehicle usage		
3. Implement the formula and levels for part-time staff pay rates to address minimum wage increases		
Focus 1D. NWSRA Investment Portfolio, Capital Replacement Plan, Operating and Capital Reserve Funds for Long Range Planning		
Goal	Quarter Completed	Objective Completed
4. Create appropriate funding to cover both anticipated and unanticipated building repairs, rental increases and deep cleaning in owned/leased NWSRA spaces.		
5. Continue to financially analyze the expansion of PURSUIT, PURSUIT Plus and STAR		
6. Implement ADA transition plan items once Illinois Capital Improvement Grant has been awarded		

# Operational Excellence

## Focus 2A. Adult and Senior Programming

Goal	Quarter Completed	Objective Completed
1. Investigate and develop senior programming model and partnerships for the aging adults		
2. Evaluate all NWSRA programs offerings for Adults/Seniors		
3. Develop and implement fifth and sixth NWSRA Program Space and PURSUIT locations		

## Focus 2B. Early Childhood and School Age Programming

Goal	Quarter Completed	Objective Completed
4. Evaluate all NWSRA programs offerings for Early Childhood and School Age		
5. Investigate expansion of STAR Academy in northern region		

## Focus 2C. Communications and Publicity

Goal	Quarter Completed	Objective Completed
6. Define NWSRA job titles and descriptions to adhere / match NCTRC and ATRA guidelines		
7. Create and Implement a needs assessment survey to assess the need for programming growth		
8. Reach out to Park District Executive Directors for invitation to board meetings		
9. Revamp registration and personal care forms and the process of collecting participant information		

# Promoting Leadership

## Focus 3A. Training

Goal	Quarter Completed	Objective Completed
1. Develop position specific manuals for Admin and Managers		
2. Finalize procedural manual for Management positions		
3. Create and implement new training system for new park district staff on NWSRA programs and services		
4. Prepare for DA reaccreditation for 2021 and new PDRMA process in 2020		
5. Reevaluate and create new full-time staff training and in-services to focus on therapeutic programming needs, DA / PDRMA requirements and professional development		
6. Revamp Board / Agency policy and procedure manuals		

## Focus 3B. Succession Planning

Goal	Quarter Completed	Objective Completed
7. Utilize NWSRA's succession plan to develop coaches from supervisory staff. Continue to offer mentoring opportunities for full-time staff		
8. Create mentoring committee for full-time staff and send out survey to assess staff needs for mentoring		

# Promoting Leadership

Focus 3C. Public Relations		
Goal	Quarter Completed	Objective Completed
9. Effectively communicate factors that may affect program services including new legislation and regulations to participants, families, board members and the community		
10. Educate new legislators on NWSRA programs, services, needs and opportunities		



# Outstanding Service

## Focus 4A. Parent / Stakeholder Feedback, Education and Networking

Goal	Quarter Completed	Objective Completed
1. Share and Implement updated NWSRA's Fair Play guidelines and the participant care guidelines		
2. Reevaluate participant personal care forms and the process of gathering participant information		
3. Implement ADA Compliance on website and electronic / online materials		
4. Create a questionnaire to collect feedback on program/services from registration to the end of a program		

## Focus 4B. Community Outreach

Goal	Quarter Completed	Objective Completed
5. Implement new tracking system to identify community visibility		
6. Host open houses for Dream Lab in Rolling Meadows and Snoezelen Room in Mt. Prospect		

## Focus 4C. Facility Usage and Location Analysis

Goal	Quarter Completed	Objective Completed
7. Maximize use of member Park District facilities to ensure participants are included within the community		
8. Revamp facility usage reports		

# Outstanding Service

Focus 4D. Program Service Analysis and Development		
Goal	Quarter Completed	Objective Completed
9. Share Transportation Report results in conjunction with Connect to Community		
10. Analyze Transportation Report results to develop an action plan for NWSRA to address transportation barriers and needs		
11. Install phase two of Sensory Garden at Hanover Park Park District		
12. Investigate placement of fourth Snoezelen Room		
13. Define the criteria for Recreation Therapy Programs and Services offered at NWSRA		

# Special Leisure Services Foundation receives \$5,000 grant

Submitted by Brian Sellers

Special Leisure Services Foundation, the fundraising arm of Northwest Special Recreation Association, received a \$5,000 grant from The UPS Foundation, which drives global corporate citizenship and philanthropic programs for UPS.

The grant will be used toward Northwest Special Recreation Association accessible transportation. This grant will offset expenses incurred for gasoline, maintenance and the acquisition of a new 14-passenger, wheelchair accessible vehicle.

Throughout the year, Special Leisure Services Foundation, with community-minded organizations and individuals, submits grant applications and hosts fundraising events to support accessible transportation.

Each year, the Northwest Special Recreation Association provides more than 42,000 rides to and from recreational programs for children and adults with disabilities.

Special Leisure Services Foundation President Tracey Crawford stated, "We are very excited to have UPS return as a supporter of Special Leisure



UPS volunteers support Northwest Special Recreation Association accessible transportation.

COURTESY OF CATHY SPLETT

Services Foundation and the Northwest Special Recreation Association.

"Their support will provide the necessary funding for us to transport children and adults

with disabilities to recreational programs that enable goal achievement, personal growth and development of skills."

"The UPS Foundation is

honored to support the Special Leisure Services Foundation efforts to support accessible transportation," said Eduardo Martínez, president of The UPS Foundation and

chief diversity and inclusion officer at UPS.

"Our goal is to fund powerful programs that make a lasting difference to the global community."

## About the UPS Foundation

UPS is a global leader in logistics, offering a broad range of solutions, including transporting packages and freight, facilitating international trade, and deploying advanced technology to more efficiently manage the world of business. Since its founding in 1907, UPS has built a legacy as a caring and responsible corporate citizen, supporting programs that provide long-term solutions to community needs.

Founded in 1951, The UPS Foundation leads its global citizenship programs and is responsible for facilitating community involvement in local, national, and global communities.

In 2018, UPS and its employees, active and retired, invested more than \$114.9 million in charitable giving around the world. The UPS Foundation can be found at [UPS.com/Foundation](http://UPS.com/Foundation) and @UPS Foundation on Twitter.

To get UPS news direct, follow @UPS News on Twitter

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

Daily Herald  
12/11/19  
Section 5  
Page 3