



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

May 20, 2026
10:30 a.m. Regular Meeting
Park Central Board Room
3000 W. Central Road
Rolling Meadows, IL

AGENDA

- I. Call to Order
 - A. Roll Call

- II. Introduction of Guests
 - A. Steve Hogan, Vice President of Sales and Marketing, Stumm Insurance, LLC
 - B. Martha Trotter, Principal at Sikich
 - C. Ashley Houser, Marketing and Development Intern
 - D. Kayle Burns, Therapeutic Recreation Intern
 - E. Ashley Richardson, Recreation Specialist
 - F. Josh Ruston, Operations Coordinator – 5 Year Recognition
 - G. Cassie Lexa, Collaborative Coordinator – 5 Year Recognition

- III. Approval of Agenda

- IV. Public Comment

- V. [Approval of Consent Agenda | Pages 4-31](#)
Motion to approve Consent Agenda items A through C.
 - A. March 18, 2026 Minutes
 - B. NWSRA Financial Reports
 1. March 2026
 - a. Income Statement
 - b. Monthly Account Snapshot
 - c. Ratification of Disbursements \$172,268.41
 2. April 2026
 - a. Income Statement
 - b. Monthly Account Snapshot
 - c. Ratification of Disbursements \$127,161.72

- C. ADA Compliance Projects
 - 1. Buffalo Grove Park District
 - a. Kilmer Park I \$47,990
 - b. Bicentennial Park I \$44,090
 - c. Woodland Park I \$54,480
 - d. Community Arts Center I \$12,850
 - e. Mike Rylko Community Park I \$3,900
 - f. Spray N Play I \$77,321.20
 - g. Golf Dome I \$8,343
 - h. Multiple Properties I \$26,220
 - i. Fitness Center I \$57,808
 - j. Longfellow Park I \$124.80
 - k. Emmerich Park I \$1,873
 - 2. Hanover Park Park District
 - a. East Harbors Park I \$165,172
 - 3. Rolling Meadows Park District
 - a. Park Central Sidewalk I \$77,779.50
 - 4. Streamwood Park District
 - a. Hoosier Grove Barn Elevator I \$187,071.91

VI. Correspondence

- A. Written
- B. Oral

VII. [Staff Reports | Pages 32-45](#)

- A. Programs & Services Written Report
- B. Human Resources Written Report
- C. Financial Oral Report
- D. Communication & Technology Written Report
- E. Foundation Written Report
- F. Director Oral Report

VIII. [Old Business | Pages 46-70](#)

A. Capital Budget Funding

Motion to approve the updated Capital Asset Policy.

- 1. Updated Capital Asset Policy
- 2. Capital Budget Funding Updates – Accessible Vehicle Leasing vs. Purchasing Review
- 3. Capital Budget Funding Updates – Technology
- 4. Capital Budget Summary 2026 – 2030

- B. Ratification of signed Park District Consent & Waivers
 - Motion to ratify signed Park District Consent & Waivers.*
 - 1. Buffalo Grove Park District
 - 2. Hoffman Estates Park District
 - 3. Wheeling Park District

- IX. **New Business | Pages 71-89**
 - A. First Quarter Reports
 - 1. 2026 Agency Goals
 - 2. FY2026 Budget Variance Explanation Review
 - 3. Program Statistics
 - B. Member District Annual Assessment
 - Motion to approve an increase to the MDAA rate from 2% to 3% for FY2027.*
 - C. Recognition of Jan Buchs

- X. **Information/Action Items | Pages 90-123**
 - A. HR Source 2027 Pay Grade Assignments
 - Motion to approve 2027 Full-Time Salary Ranges.*
 - 1. 2027 Pay Grade Assignments
 - Motion to approve proposed salary increases not to exceed \$50,000 effective 1/1/2027.*
 - 2. HR Source Salary Survey
 - a. Market Benchmarking & Compensation Structure Development Project
 - B. Marketing Specialist Full-Time Position
 - Motion to approve the Marketing Specialist Full-Time Position & Updated Org Chart.*
 - 1. Updated Organizational Chart
 - C. RingCentral
 - Motion to approve the RingCentral Contract for a monthly payment of \$1,168.75 beginning 7/20/2026 – 7/20/2028.*
 - 1. RingCentral Contract
 - D. Audit Presentation/Acceptance FY2025
 - Motion to approve the FY2025 Audit as presented by Sikich.*
 - 1. Annual Financial Report
 - E. Health Insurance
 - 1. PDRMA Health Insurance
 - a. Proposed Resolution
 - 2. Stumm Health Insurance
 - Motion to approve the Stumm Health Insurance Client Services Agreement.*
 - a. Client Services Agreement

- XI. **Adjournment**

Consent Agenda

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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT PARK CENTRAL;
3000 CENTRAL ROAD, ROLLING MEADOWS, IL
ON THE 18th OF MARCH, 2026, AT 10:30 AM**

Chairperson Janda called the meeting to order at 10:30 a.m.

Superintendent Hubsch took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Joe Zimmermann, Buffalo Grove Park District; Ben Curcio, Elk Grove Park District; Steve Bessette, Hanover Park Park District (arrived at 10:41AM); Craig Talsma, Hoffman Estates Park District; Ben Rea, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Nick Troy, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrener, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Kevin Romejko, Robert Dowling, Jim Jarog

Also present: Andrea Griffin, Executive Director; Rachel Hubsch, Victoria Gonzalez, Superintendents of Recreation; Tom Draper, Superintendent of Communications and Technology; Anne Kiwala, Superintendent of Development; Sara Carey, Manager of Human Resources; Nick Eckelberry, Manager of Finance

Introduction of Guests

None

Approval of Agenda

Chairperson Janda asked for a motion to approve the agenda dated March 18, 2026. Director Talsma made the motion and Director Morgan seconded the motion to approve the agenda. Upon voice vote, the motion was carried.

Public Comment

None

Approval of Consent Agenda

Chairperson Janda called for a motion to approve the Consent Agenda of March 18, 2026. Director Fullerton made the motion and Director Fahnstrom seconded the motion to approve the Consent Agenda. Upon roll being called the vote was as follows:

AYE: Carrie Fullerton, Joe Zimmermann, Ben Curcio, Craig Talsma, Ben Rea, Christina Ferraro, Bret Fahnstrom, Nick Troy, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Correspondence

Director Griffin expressed her condolences and appreciation for the thank you card received following services for an NWSRA participant. Written correspondence from WINGS was also shared, expressing gratitude to the agency for the items collected and donated through the Staff Enrichment Committee's pantry supply drive.

Staff Reports

Programs and Services

Superintendent Gonzalez highlighted the winter program season by sharing the strong engagement received within 60 therapeutic recreation programs. Leisure Education school outings continue to utilize member district facilities and strengthen partnerships. There were 4 large special events that occurred in January in February, allowing both youth and adult participants to connect socially. Athletics had a successful Winter Games where 9 medals were received, basketball advanced to State competition, and swim along with gymnastics advanced to regional qualifiers. Day Camp has begun preparing for the upcoming season with 165 returning staff, 200 campers registered, and the addition of a Rover position to support staff across sites throughout the summer. Through financial support from the foundation, the Buffalo Grove Media Lab and Rolling Meadows Music Room are expanding which provides participants with more individualized creative programming options. There has been an increase with Snoezelen sensory room field trips through school partnerships. Inclusion trained 45 Inclusion Aides, with a focus on crisis response, behavior support, and advocacy. The Inclusion team also presented at the annual IPRA Conference and provided Inclusion training for over 110 staff at the Palatine Public Library. Superintendent Gonzalez reported that these highlights represent the focus on program quality and participant growth within therapeutic recreation services.

Human Resources

Manager Carey reported that the department continues with recruitment efforts by attending multiple job fairs, while noting that the upcoming Spring Break job fair will be hosted by Rolling Meadows Park District and will mark a total of 9 job fairs attended this year. The agency will also be fully staffed once the new Recreation Specialist begins in May. Team engagement and morale has been a focus by planning activities for National Employee Appreciation Day and a March Madness event. Selection for a health benefits broker has been narrowed down to Stumm Insurance and Gallagher. A final selection is expected to be finalized by the end of March/early April. Manager Carey and Director Griffin submitted updated full-time job descriptions and launched the HR Source Compensation Survey in February. Results from the survey are currently being reviewed with the goal of ensuring market alignment, competitive pay, improved retention, while providing a summary of the approach used to analyze the data and how it was adjusted or weighted to provide comparisons between Park Districts and SRAs.

Financial

Manager Eckelberry relayed that the setup process for BS&A financial software has started with a focus on staff permission levels, finalizing the chart of accounts, and ensuring information is transferred over properly. The agency is scheduled to go live with the software on April 6th with a BS&A staff on site to provide support until April 17th. Access to AccuFund financial software will still be available until the end of 2nd quarter, guaranteeing that all information is fully transitioned over to BS&A. Manager Eckelberry stated that the audit was completed successfully and that the process went smoothly due to thorough preparation. Director Talsma congratulated the agency on a successful audit and asked if January and February balances will

be inputted into BS&A to settle finances. Director Griffin stated that an update will be provided to the Board upon further research for pricing.

Communication and Technology

Superintendent Draper provided an update on improvements made to the registration process to increase efficiency and enhance service to participants. Families may now register for programs online through RecTrac or in person at the office. This updated process enables real time registration entry, more effective management of waitlists, and allows staff to proactively address staffing and facility needs prior to the start of each program season. Additionally, RecTrac offers enhanced household setup features to help ensure participants are enrolled in the appropriate programs, while also supporting installment billing. Going forward, separate registration periods will be scheduled for residents and non-residents, allowing the process to be more automated and ensuring participants are placed on waitlists once programs reach capacity.

Foundation

Superintendent Kiwala gave an update on SLSF by reporting a strong start to the year, highlighted by the successful 36th annual fashion show held at the end of February. The event featured 49 models, drew nearly 450 attendees, and generated a record breaking \$78,000 in support. Superintendent Kiwala thanked board members, volunteers, and sponsors for their continued support. For 2026, SLSF budgeted \$400,000 in grant support to NWSRA, representing a \$50,000 increase from last year. Additionally, SLSF is directly supporting professional development and outreach initiatives outside of the agency's budget. These efforts have led to promising new partnerships, including discussions with Ascension Healthcare to assist with reviving the Sibshops program and potential grant opportunities. Individual donations, excluding event revenue, have exceeded \$54,000, driven in part by strong memorial giving early in the year. Superintendent Kiwala also announced the start of golf outing season, encouraging support through promotional efforts for early bird business sponsorship packages covering all six outings, and the Kevin's Club VIP program for participants registering for three or more outings. Superintendent Kiwala reported that the SLSF Board Meeting was held last night, following a transition to quarterly meetings. During the meeting, Director Rea and Hilgers were inducted as trustees for 2-year terms, along with an additional community partner. SLSF also approved updates to its board and admin policy manual, including a revised investment policy statement.

Director

Director Griffin provided an update on the THRIVE program, stating that staff are exploring additional program options for fall, including traveling programs to better serve individuals currently on the waitlist. Director Griffin along with Superintendents Hubsch and Gonzalez, are also evaluating the feasibility of making therapeutic recreation (TR) a billable service under Medicaid. Currently, there are a few states billing for TR services, and a meeting has been scheduled with the Legislative Director at American Therapeutic Recreation Association (ATRA) and the TR department in the state of Utah to better understand the process. Director Griffin will provide updates as discussions progress as this initiative is in early stages and will involve legislative action. Director Griffin also gave an update on park district leases; staff are working with legal counsel to develop a standardized lease agreement across all districts. Drafts will be shared for review, with a goal of completion by May. Director Griffin recognized Superintendent

Hubsch and the Manager of Day Camp for presenting on the Fire Academy program to the Illinois Fire Chiefs Association, another Special Recreation Association (SRA) has since adopted the program model. Additional updates included coordination with Arlington Heights Park District for the annual Walk and Roll event to support Autism Awareness Month, with proceeds benefiting NWSRA. Director Griffin also reported ongoing outreach with member park districts and expressed appreciation for invitations to attend future community events.

Old Business

Board & Admin Manual Updates

Director Griffin asked for a motion to approve the Board and Admin Policy Manual updates as presented. Upon approval, the revised document will be submitted for legal review. Director Griffin highlighted the update to the audit section, requiring completion of the audit by a Certified Public Accountant (CPA). Additionally, a revision to the Employment of Relatives of Board Members section was proposed to allow relatives of board members the opportunity to volunteer and work part-time for NWSRA. Director Bessette made the motion and Director Fullerton seconded the motion to approve the Board and Admin Policy Manual updates. Upon roll being called the vote was as follows:

AYE: Carrie Fullerton, Ben Curcio, Steve Bessette, Craig Talsma, Ben Rea, Christina Ferraro, Bret Fahnstrom, Nick Troy, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

ABSTAIN: Joe Zimmermann

The motion carried.

New Business

Capital Budget Funding

Director Griffin introduced discussion regarding the agency's capital budget and long-term funding strategies while providing an overview of the current capital plan. Director Griffin highlighted projected increases in expenses beyond 2027, which are not matched by corresponding revenue growth. Director Griffin also reported that the agency will receive overlapping revenue related to the Pursuit program, resulting in a temporary increase in revenue for 2026. This is not expected to continue in the future as revenue will return to a standard cycle. Director LaFrenere noted that an annual funding approach may provide greater flexibility to address unforeseen repairs, and allow capital needs to be evaluated each year based on current conditions rather than long term projections. Director Fullerton inquired on the viability of leasing agency vehicles as an alternative to purchasing. Director Griffin noted that research has previously been conducted but added that Superintendent Hubsch will further review with the goal of providing an update at the May meeting. Director Talsma mentioned the current capital asset threshold and related administrative processes. Suggesting that the existing threshold may be too low and could create inefficiencies in tracking and surplus procedures for lower value items. Director Talsma encouraged staff to review and recommend a more appropriate capital threshold while focusing on major assets such as vehicles, equipment, and facility improvements. Director Griffin conveyed that staff would conduct further review and return with recommendations at the May meeting to continue the discussion.

Information/Action Items

Part-Time Employee Classifications

Director Griffin presented 3 part-time classifications based on average weekly hours worked and outlined the proposed benefits structure, noting that the health insurance cost estimates are based on actual employee data from incoming staff. Director Janda asked if future part-time classification 3 employees would have the option to enroll in health insurance coverage for themselves and their families. Director Griffin noted that eligible part-time employees may elect coverage options including employee only, employee plus spouse, or employee plus children.

Part-Time Employee Health Benefits

Director Griffin noted additional benefits include dental, vision, flexible spending, and an employee assistance program. Board members discussed differences between part-time and full-time benefit offerings, including plan types and eligibility thresholds. Director Talsma raised the idea of reviewing the amount of paid leave provided to part-time classification 3 employees. Director Rea expressed that this is the initial implementation and may be adjusted in the future if needed. With no further discussion or questions, Chairperson Janda requested a motion to approve the part-time employee health benefits policy as presented. Director LaFrenere made the motion and Director Rea seconded the motion to approve the part-time employee health benefits policy as presented. Upon roll being called the vote was as follows:

AYE: Carrie Fullerton, Ben Curcio, Steve Bessette, Craig Talsma, Ben Rea, Christina Ferraro, Bret Fahnstrom, Nick Troy, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

ABSTAIN: Joe Zimmermann

The motion carried.

Upon approval for the part-time employee health benefits policy, Chairperson Janda asked for a motion to sign the resolution authorizing health insurance offerings for eligible part-time employees. Director LaFrenere made the motion Director Fahnstrom seconded the motion to sign the resolution. Upon roll being called the vote was as follows:

AYE: Carrie Fullerton, Ben Curcio, Steve Bessette, Craig Talsma, Ben Rea, Christina Ferraro, Bret Fahnstrom, Nick Troy, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

ABSTAIN: Joe Zimmermann

The motion carried.

Closed Session

Chairperson Janda requested a motion for adjournment to closed session for the purpose of discussing personnel. Director Fullerton made the motion and Director Fahnstrom seconded the motion for adjournment to closed session. Upon roll being called the vote was as follows:

AYE: Carrie Fullerton, Joe Zimmermann, Ben Curcio, Steve Bessette, Craig Talsma, Ben Rea, Christina Ferraro, Bret Fahnstrom, Nick Troy, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Adjournment

After no further business, Chairperson Janda called for a motion to adjourn. Director Curcio made the motion and Director Fahnstrom seconded the motion to adjourn the March 18, 2026 NWSRA Board of Directors meeting at 11:32 a.m. Upon voice vote the meeting was adjourned.

Secretary: _____

Date:

REVENUE AND EXPENDITURE REPORT FOR NWSRA

Balance As of 03/31/2026

GL Number	Description	2026 Amended Budget	YTD Balance 03/31/2026 Normal (Abnormal)	Activity For 03/31/2026 Increase (Decrease)	Available Balance 03/31/2026 Normal (Abnormal)	% Bdgt Used
Fund: 10 GENERAL FUND						
Account Category: Revenues						
31	MEMBER DISTRICT ASSESSMENTS	4,607,218.94	1,182,408.16	134,900.91	3,424,810.78	25.66
32	PROGRAM FEES	1,181,270.00	346,545.13	207,780.50	834,724.87	29.34
33	TRANSPORTATION DOOR TO DOOR	27,500.00	3,633.32	2,316.00	23,866.68	13.21
34	TRANSPORTATION PICKUP POINTS	27,140.00	15,094.58	5,675.00	12,045.42	55.62
35	OTHER REVENUES	563,629.17	131,457.18	46,327.66	432,171.99	23.32
36	SLSF GRANT CONTRIBUTIONS	409,500.00	914.66	636.80	408,585.34	0.22
37	SALE OF FIXED ASSETS	500.00	10.00	10.00	490.00	2.00
38	INTEREST	78,600.00	26,355.65	9,596.66	52,244.35	33.53
Revenues		6,895,358.11	1,706,418.68	407,243.53	5,188,939.43	24.75
Account Category: Expenditures						
41	PROFESSIONAL FEES	50,870.00	22,202.50	12,742.50	28,667.50	43.65
42	OFFICE SUPPLIES	6,436.00	1,104.93	187.66	5,331.07	17.17
43	CREDIT CARD AND BANK FEES	7,994.33	1,847.25	508.31	6,147.08	23.11
44	POSTAGE	3,518.84	502.40	492.40	3,016.44	14.28
46	CONFERENCE/EDUCATION/PROFESSIONAL DEVELO	33,026.00	11,341.44	637.04	21,684.56	34.34
47	MEMBERSHIPS/CERTIFICATIONS	21,233.78	2,374.00	615.89	18,859.78	11.18
48	HEALTH INSURANCE	437,031.84	101,694.02	49,285.81	335,337.82	23.27
49	MAINTENANCE/UTILITIES	63,792.80	14,313.23	5,738.44	49,479.57	22.44
50	RENT	188,362.00	36,776.66	16,668.00	151,585.34	19.52
51	COMPUTERS	215,003.66	48,924.97	24,338.60	166,078.69	22.76
52	RENTAL MUNICIPAL	24,554.00	3,056.35	281.00	21,497.65	12.45
53	COMMERCIAL EXPENSE	152,382.00	23,396.96	5,146.71	128,985.04	15.35
55	PROGRAM SUPPLIES	72,951.00	10,650.41	4,722.26	62,300.59	14.60
56	COMMERCIAL TRANSPORTATION	146,600.00	0.00	0.00	146,600.00	0.00
57	MILEAGE	26,388.00	5,472.75	2,293.79	20,915.25	20.74
58	TRANSPORTATION MAINTENANCE	130,720.00	15,054.52	3,278.19	115,665.48	11.52
59	TRANSPORTATION GAS/TOLLS	67,500.00	5,954.49	3,201.44	61,545.51	8.82
60	PRINTING	33,245.96	4,319.08	2,524.38	28,926.88	12.99
61	PUBLIC AWARENESS	20,149.00	1,959.04	585.89	18,189.96	9.72
62	FULL-TIME SALARY	2,408,128.11	543,366.77	261,995.22	1,864,761.34	22.56
63	PART-TIME SALARY	1,175,332.56	111,471.93	63,143.43	1,063,860.63	9.48
64	PAYROLL PROCESSING	6,094.00	5,647.45	635.40	446.55	92.67
65	INDEPENDENT CONTRACTORS	41,230.00	5,232.33	4,533.33	35,997.67	12.69
66	EMPLOYMENT EXPENSES	102,394.40	4,279.65	3,810.35	98,114.75	4.18
67	FICA	348,837.54	58,151.38	28,656.98	290,686.16	16.67
68	IMRF	91,633.21	20,109.46	9,712.05	71,523.75	21.95
69	INCLUSION	1,007,347.24	135,301.24	63,826.25	872,046.00	13.43
Expenditures		6,882,756.27	1,194,505.21	569,561.32	5,688,251.06	17.36
Fund 10 - GENERAL FUND:						
TOTAL REVENUES		6,895,358.11	1,706,418.68	407,243.53	5,188,939.43	24.75
TOTAL EXPENDITURES		6,882,756.27	1,194,505.21	569,561.32	5,688,251.06	17.36
Total Fund 10 GENERAL FUND:		12,601.84	511,913.47	(162,317.79)	(499,311.63)	

REVENUE AND EXPENDITURE REPORT FOR NWSRA

Balance As of 03/31/2026

GL Number	Description	2026 Amended Budget	YTD Balance 03/31/2026 Normal (Abnormal)	Activity For 03/31/2026 Increase (Decrease)	Available Balance 03/31/2026 Normal (Abnormal)	% Bdgt Used
Fund: 20 CAPITAL FUND						
Account Category: Revenues						
38 - INTEREST		8,000.00	2,142.75	1,147.33	5,857.25	26.78
Revenues		8,000.00	2,142.75	1,147.33	5,857.25	26.78
Account Category: Expenditures						
43 - CREDIT CARD AND BANK FEES		0.00	212.24	212.24	(212.24)	100.00
80 - CAPITAL PROJECTS		229,782.80	38,492.20	2,566.89	191,290.60	16.75
Expenditures		229,782.80	38,704.44	2,779.13	191,078.36	16.84
Fund 20 - CAPITAL FUND:						
TOTAL REVENUES		8,000.00	2,142.75	1,147.33	5,857.25	26.78
TOTAL EXPENDITURES		229,782.80	38,704.44	2,779.13	191,078.36	16.84
Total Fund 20 CAPITAL FUND:		(221,782.80)	(36,561.69)	(1,631.80)	(185,221.11)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		6,903,358.11	1,708,561.43	408,390.86	5,194,796.68	24.75
TOTAL EXPENDITURES - ALL FUNDS		7,112,539.07	1,233,209.65	572,340.45	5,879,329.42	17.34
NET OF REVENUES & EXPENDITURES:		(209,180.96)	475,351.78	(163,949.59)	(684,532.74)	

NWSRA Accounts Snapshot as of

3/31/2026

Village Bank & Trust		
	Operating Account	340,113.21
	MDAA Max Safe	628,271.89
	Capital Max Safe	231,820.53
	FSA Account	17,243.39
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Total		1,217,449.02
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PFM Investments		
<i>PFM General Reserve</i>		
	Cash Account	188,050.59
	Investments	1,245,000.00
Total PFM General Reserve		1,433,050.59
 <i>PFM Capital Reserve</i>		
	Cash Account	120,847.37
	Investments	245,000.00
Total PFM Capital Reserve		365,847.37
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Total of all Assets/Accounts		\$3,016,346.98
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CHECK DISBURSEMENT REPORT FOR NWSRA

CHECK DATE 03/01/2026 - 03/31/2026

BANK CODE: VBOPF - OPERATING FUND - NWSRA

Check Date	Bank Account	Check #	Payee	Description	GL Number	Amount
03/13/2026	VBOPF	1000(E)	Blitt and Gaines, P.C.	WAGE GARNISHMENT PAYABLE	10-20-201019-0000	26.03
03/13/2026	VBOPF	1001(E)	Illinois Dept of Employment Securi	UNEMPLOYMENT	10-66-441003-0000	3,025.00
03/13/2026	VBOPF	1002(E)	Mission Square	457 RETIREMENT PLAN ICMA, AFLAC, NTWD	10-20-201012-0000	370.00
				457 RETIREMENT PLAN ICMA, AFLAC, NTWD	10-20-201012-0000	273.23
				457 RETIREMENT PLAN ICMA, AFLAC, NTWD	10-20-201012-0000	100.00
03/13/2026	VBOPF	1003(E)	Robbins Schwartz	LEGAL FEES	10-41-421002-0000	1,242.50
03/13/2026	VBOPF	1004(E)	Sterling Network Integration	MISCELLANEOUS HARDWARE	10-51-421906-0000	57.93
				FRAMEWORK SUPPORT	10-51-421902-0000	4,275.05
				FRAMEWORK SUPPORT	10-51-421902-0000	430.00
				FRAMEWORK SUPPORT	10-51-421902-0000	4,275.05
				FRAMEWORK SUPPORT	10-51-421902-0000	344.00
				FRAMEWORK SUPPORT	10-51-421902-0000	4,447.05
03/13/2026	VBOPF	1005(E)	WEX Bank	TRANSPORTATION/ GAS	10-59-422801-0000	3,201.44
03/30/2026	VBOPF	1006(E)	AccuFund	HR/FINANCE SOFTWARE	10-51-421907-0000	1,515.00
03/30/2026	VBOPF	1007(E)	SIKICH Sikich CPA, LLC	AUDIT	10-41-421004-0000	9,500.00
03/06/2026	VBOPF	1008(E)	Canon Financial Services, Inc.	PRINTER LEASE	20-80-460003-2206	345.11
				PRINTER LEASE	20-80-460003-2206	1,199.87
03/06/2026	VBOPF	1009(E)	Hewlett Packard	COMPUTER (LEASE / PURCHASE)	20-80-460003-2202	1,021.91
03/06/2026	VBOPF	1010(E)	Nicor Gas	GAS	10-49-421703-0000	703.14
03/20/2026	VBOPF	1011(E)	IMRF	IMRF EE	10-20-201011-0000	8,065.72
				IMRF ER	10-20-201011-9950	6,488.41
				IMRF EE	10-20-201011-0000	1,128.68
03/20/2026	VBOPF	1012(E)	Mission Square	457 RETIREMENT PLAN ICMA, AFLAC, NTWD	10-20-201012-0000	1,430.59
03/20/2026	VBOPF	1013(E)	Pitney Bowes	POSTAGE	10-44-421201-0000	492.40
03/27/2026	VBOPF	1014(E)	Aflac	457 RETIREMENT PLAN ICMA, AFLAC, NTWD	10-20-201012-0000	359.44
03/27/2026	VBOPF	1015(E)	Catapult	FSA	10-64-424303-0000	100.00

CHECK DISBURSEMENT REPORT FOR NWSRA

CHECK DATE 03/01/2026 - 03/31/2026

BANK CODE: VBOPF - OPERATING FUND - NWSRA

Check Date	Bank Account	Check #	Payee	Description	GL Number	Amount
03/27/2026	VBOPF	1016(E)	ComEd	ELECTRIC	10-49-421702-0000	491.60
03/27/2026	VBOPF	1017(E)	Mission Square	457 RETIREMENT PLAN ICMA, AFLAC, NTWD 457 RETIREMENT PLAN ICMA, AFLAC, NTWD	10-20-201012-0000 10-20-201012-0000	273.23 100.00
03/27/2026	VBOPF	1018(E)	PDRMA	EMPLOYEE HEALTH INSURANCE	10-20-201006-0000	41,564.08
03/27/2026	VBOPF	1019(E)	Premistar-North	SERVICE AGREEMENTS	10-49-421705-0000	2,016.00
03/09/2026	VBOPF	1020(E)	Citi Cards - Costco	CPI BOOKS / PROGRAM SUPPLIES CLUBS COMMERCIAL EXPENSES PURSUIT / PROGRAM SUPPLIES	10-55-422413-0000 10-53-422201-1001 10-55-422409-1009	99.78 237.25 54.88
03/02/2026	VBOPF	1021(E)	United States Post Office	BROCHURE PRINTING	10-60-422903-0000	446.50
03/24/2026	VBOPF	1022(E)	United States Post Office	BROCHURE PRINTING	10-60-422903-0000	1,538.51
03/13/2026	VBOPF	9253	All Ways Catering & Deli	CLUBS / PROGRAM SUPPLIES	10-55-422401-1001	314.00
03/13/2026	VBOPF	9254	Bill's Auto & Truck Repair	REPAIR / TRANSPORT MAINTENANCE	10-58-422702-0000	3,817.49
03/13/2026	VBOPF	9255	Ermelinda Ponticelli	INCLUSION INDEPENDENT CONTRACTORS	10-69-450018-0003	160.00
03/13/2026	VBOPF	9256	Hanover Park Park District	HPCC RENTAL SPACE	10-50-421803-0000	1,443.00
03/13/2026	VBOPF	9257	Kathleen Wenner	INCLUSION INDEPENDENT CONTRACTORS	10-69-450018-0003	400.00
03/13/2026	VBOPF	9258	Mt. Prospect Park District	MOUNT PROSPECT INCLUSION SALARY	10-69-450008-0001	56.00
03/13/2026	VBOPF	9259	School District 54	ATHLETIC COMMERCIAL EXPENSES	10-53-422211-1011	72.00
03/13/2026	VBOPF	9260	Wheeling Park District	PREPAID LEASE WPD RENTAL SPACE	10-10-102004-0000 10-50-421805-0000	7,725.00 7,725.00
Report Total:						<u>122,951.87</u>

**February 2026
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Vendor	Expense Account Title	Expense Description	Account	Amount
WAREHOUSE DIRECT	OFFICE SUPPLIES	WAREHOUSE DIRECT-FOLDERS AND BINDER CLIPS-KS	10-42-421105-0000	\$ 55.03
THE HOME DEPOT #6701	OFFICE SUPPLIES	THE HOME DEPOT #6701-SPLIT - OFFICE SUPPLIES (50%-)JD	10-42-421105-0000	\$ 228.50
AMAZON	OFFICE SUPPLIES	AMAZON-OFFICE SUPPLIES -AC	10-42-421105-0000	\$ 39.18
AMAZON	OFFICE SUPPLIES	AMAZON-TAPE AND POST ITS-KS	10-42-421105-0000	\$ 43.87
AMAZON	OFFICE SUPPLIES	AMAZON-OFFICE SUPPLIES -AC	10-42-421105-0000	\$ 33.13
AMAZON	OFFICE SUPPLIES	AMAZON-OFFICE SUPPLIES-SC2	10-42-421105-0000	\$ 27.12
AMAZON	OFFICE SUPPLIES	AMAZON-OFFICE SUPPLIES-DO	10-42-421105-0000	\$ 44.77
THE HOME DEPOT #1927	OFFICE SUPPLIES	THE HOME DEPOT #1927-TOOLS-JD	10-42-421105-0000	\$ 286.40
AUTHORIZE.NET	CREDIT CARD AND BANK FEES	AUTHORIZE.NET-CREDIT CARD PROCESSING - LAST PAYMENT -TD	10-43-421151-0000	\$ 25.00
THE UPS STORE 4749	POSTAGE	THE UPS STORE 4749-UPS PACKAGES SHIPPED FOR RACHEL-JR2	10-44-421204-0000	\$ 10.00
IPRA IL	CONFERENCE/EDUCATION	IPRA IL-IPRA PROCONNECT-DO	10-46-421402-0000	\$ 150.00
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-IPRA CONFERENCE TRAVEL-AD	10-46-421402-0000	\$ 35.21
HYATT HOTELS	CONFERENCE/EDUCATION	HYATT HOTELS-HOTEL FOR IPRA-TD	10-46-421402-0000	\$ 471.90
LAZ PARKING M10428	CONFERENCE/EDUCATION	LAZ PARKING M10428-CONFERENCE PARKING - AK-AK	10-46-421402-0000	\$ 62.00
HYATT HOTELS	CONFERENCE/EDUCATION	HYATT HOTELS-IPRA CONFERENCE 2026 - HOTEL FOR 2 STAFF-KM	10-46-421402-0000	\$ 314.60
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-UBER TRIP CONFERENCE -ST	10-46-421402-0000	\$ 57.96
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-UBER-KM1	10-46-421402-0000	\$ 51.24
HYATT HOTELS	CONFERENCE/EDUCATION	HYATT HOTELS-HYATT ROOM FOR IPRA CONFERENCE -AC	10-46-421402-0000	\$ 314.60
LYFT 1 RIDE 01-31	CONFERENCE/EDUCATION	LYFT 1 RIDE 01-31-LYFT FROM DINNER -AC	10-46-421402-0000	\$ 40.77
LYFT 1 RIDE 01-30	CONFERENCE/EDUCATION	LYFT 1 RIDE 01-30-LYFT TO DINNER -AC	10-46-421402-0000	\$ 57.48
LYFT 1 RIDE 01-29	CONFERENCE/EDUCATION	LYFT 1 RIDE 01-29-LYFT TO DINNER -AC	10-46-421402-0000	\$ 64.75
HYATT HOTELS	CONFERENCE/EDUCATION	HYATT HOTELS-CONFERENCE HOTEL EXPENSE - 2 PEOPLE -	10-46-421402-0000	\$ 314.60
METRA 00 OF 00	CONFERENCE/EDUCATION	METRA 00 OF 00-TRAVEL EXPENSE TO CONFERENCE-	10-46-421402-0000	\$ 5.50
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-TRAVEL EXPENSE TO CONFERENCE-	10-46-421402-0000	\$ 15.08
METRA MOBILE	CONFERENCE/EDUCATION	METRA MOBILE-IPRA TRANSPORTATION-NE	10-46-421402-0000	\$ 6.75
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-IPRA TRANSPORTATION-NE	10-46-421402-0000	\$ 15.94
HYATT HOTELS	CONFERENCE/EDUCATION	HYATT HOTELS-IPRA CONFERENCE-CC1	10-46-421402-0000	\$ 314.60
HYATT HOTELS	CONFERENCE/EDUCATION	HYATT HOTELS-IPRA CONFERENCE HOTEL STAY- SC2	10-46-421402-0000	\$ 314.60
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-UBER-KM1	10-46-421402-0000	\$ 21.99
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-UBER FOR 6-KM1	10-46-421402-0000	\$ 55.18
METRA 00 OF 00	CONFERENCE/EDUCATION	METRA 00 OF 00-TRAVEL EXPENSE TO CONFERENCE-	10-46-421402-0000	\$ 5.50
HYATT HOTELS	CONFERENCE/EDUCATION	HYATT HOTELS-HOTEL FOR 2 PEOPLE AT CONFERENCE WED - SAT-RH	10-46-421402-0000	\$ 609.90
HYATT HOTELS	CONFERENCE/EDUCATION	HYATT HOTELS-HOTEL FOR 2 PEOPLE AT CONFERENCE THURS - SAT-RH	10-46-421402-0000	\$ 314.60
FILINI RESTAURANT	CONFERENCE/EDUCATION	FILINI RESTAURANT-DINNER FOR 14 STAFF-RH	10-46-421402-0000	\$ 780.78
IPRA IL	CONFERENCE/EDUCATION	IPRA IL-FINANCE TRAINING - IPRA - AG-AG	10-46-421402-0000	\$ 499.00
IPRA IL	CONFERENCE/EDUCATION	IPRA IL-FINANCE TRAINING - IPRA - AG-AG	10-46-421402-0000	\$ 499.00
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-UBER FOR 6 PEOPLE-KM1	10-46-421402-0000	\$ 29.98
SPOTHERO 844-356-8054	CONFERENCE/EDUCATION	SPOTHERO 844-356-8054-MINI VAN PARKING SPOT FOR IPRA CONFERENCE-AC	10-46-421402-0000	\$ 159.00
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-TRAVEL EXPENSE TO CONFERENCE-	10-46-421402-0000	\$ 14.88
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-UBER FOR 1-KM1	10-46-421402-0000	\$ 22.97
HYATT REG CHICAGO PRK	CONFERENCE/EDUCATION	HYATT REG CHICAGO PRK-CONFERENCE - PARKING-ET	10-46-421402-0000	\$ 57.00
TST JUST SALAD - ILLI	CONFERENCE/EDUCATION	TST JUST SALAD - ILLI-CONFERENCE - 1 MEAL- ET	10-46-421402-0000	\$ 18.08
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-IPRA CONFERENCE-TRANS-4 PEOPLE-KR-KR	10-46-421402-0000	\$ 7.00
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-IPRA CONFERENCE-TRANS-4 PEOPLE-KR-KR	10-46-421402-0000	\$ 15.94
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-IPRA CONFERENCE-TRANS-4 PEOPLE-KR-KR	10-46-421402-0000	\$ 21.94
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-IPRA CONFERENCE TRANSPORTATION-KR-KR	10-46-421402-0000	\$ 13.00
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-IPRA CONFERENCE- TRANSPORTATION-KR-KR	10-46-421402-0000	\$ 40.96
LAZ PARKING L10343SKI	CONFERENCE/EDUCATION	LAZ PARKING L10343SKI-CONFERENCE PARKING - AK-AK	10-46-421402-0000	\$ 17.00
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-IPRA CONFERENCE-TRANS-4 PEOPLE-KR-KR	10-46-421402-0000	\$ 5.00
SPOTHERO 844-356-8054	CONFERENCE/EDUCATION	SPOTHERO 844-356-8054-PARKING FOR IPRA CONFERENCE-EM	10-46-421402-0000	\$ 63.60
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-UBER FOR CONFERENCE-PH TST LOU MALNATI'S - R-STAFF DINNER FOR 15- RH	10-46-421402-0000	\$ 391.03
TST LOU MALNATI'S - R	CONFERENCE/EDUCATION	UBER TRIP-UBER -KM1	10-46-421402-0000	\$ 5.00
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-UBER FOR 6 PEOPLE-KM1	10-46-421402-0000	\$ 19.99
METRA MOBILE	CONFERENCE/EDUCATION	METRA MOBILE-TRAIN TO CONFERENCE-PH	10-46-421402-0000	\$ 6.75
METRA MOBILE	CONFERENCE/EDUCATION	METRA MOBILE-TRAIN TO CONFERENCE-PH	10-46-421402-0000	\$ 6.75
LAZ PARKING L10343SKI	CONFERENCE/EDUCATION	LAZ PARKING L10343SKI-CONFERENCE PARKING - AK-AK	10-46-421402-0000	\$ 32.00
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-UBER AT IPRA-TD	10-46-421402-0000	\$ 17.94
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-TRANSPORTATION TO IPRA-TD	10-46-421402-0000	\$ 33.94
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-TRANSPORTATION AT IPRA -TD	10-46-421402-0000	\$ 4.00
UBER TRIP	CONFERENCE/EDUCATION	UBER TRIP-UBER AT IPRA-TD	10-46-421402-0000	\$ 14.95
ILLINOIS ASSOC OF PARK WOMEN IN LEISURE SERVI	CONFERENCE/EDUCATION	ILLINOIS ASSOC OF PARK-IAPD - PARKS DAY - AG-AG	10-46-421404-0000	\$ 45.00
	CONFERENCE/EDUCATION	WOMEN IN LEISURE SERVI-WLS SEMINAR-FD	10-46-421405-0000	\$ 60.00

**February 2026
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Vendor	Expense Account Title	Expense Description	Account	Amount
MOTION ARRAY	COMPUTERS	REFUND FOR FRAUD CHARGE-FD	10-51-421905-0000	\$ (39.99)
MOTION ARRAY	COMPUTERS	REFUND FOR FRAUD CHARGE-FD	10-51-421905-0000	\$ (39.99)
IPRA IL	CONFERENCE/EDUCATION	IPRA IL-IPRA PRO CONNECT MEMBERSHIP-AD	10-46-421405-0000	\$ 150.00
IPRA IL	CONFERENCE/EDUCATION	IPRA IL-STAFF REGISTRATION TO 2026 PROCONNECT MENTORSHIP PROGRAM-KZ	10-46-421406-0000	\$ 150.00
EB HR ON TAP-KICK OFF	CONFERENCE/EDUCATION	EB HR ON TAP-KICK OFF-HR ON TAP WITH FRACTNHR-NETWORKING EVENT-SC2	10-46-421406-0000	\$ 78.38
BARTLETT AREA CHAMBER	CONFERENCE/EDUCATION	BARTLETT AREA CHAMBER-BARTLETT AREA CHAMBER NETWORKING EVENT-SC2	10-46-421406-0000	\$ 40.00
WOMEN IN LEISURE SERVI	CONFERENCE/EDUCATION	WOMEN IN LEISURE SERVI-PROFESSIONAL DEVELOPMENT TRAINING/WORKSHOP WITH WOMEN IN LEISURE SERVICES-KZ	10-46-421407-0000	\$ 30.00
WOMEN IN LEISURE SERVI	CONFERENCE/EDUCATION	WOMEN IN LEISURE SERVI-WILS WEBINAR-KR IPRA IL-IPRA 2026 PROCONNECT: THE MAGIC OF MENTORSHIP - REGISTRATION FEE FOR 1 STAFF- SC1	10-46-421407-0000	\$ 15.00
IPRA IL	CONFERENCE/EDUCATION	TLF PHILLPS FLWRS AND-FLOWERS FOR PARTICIPANT FUNERAL - AK-AK	10-46-421407-0000	\$ 149.55
WOMEN IN LEISURE SERVI	CONFERENCE/EDUCATION	WOMEN IN LEISURE SERVI-WILS LUNCH AND LEARN-SC2	10-46-421407-0000	\$ 15.00
WOMEN IN LEISURE SERVI	CONFERENCE/EDUCATION	WOMEN IN LEISURE SERVI-WILS WEBINAR-RH	10-46-421407-0000	\$ 15.00
AMERICAN THERAPEUTIC R	CONFERENCE/EDUCATION	AMERICAN THERAPEUTIC R-IITRA CONFERENCE REGISTRATION-GM2	10-46-421408-0000	\$ 180.00
AMERICAN THERAPEUTIC R	MEMBERSHIPS/CERTIFICATIONS	AMERICAN THERAPEUTIC R-2026 IOWA INCLUSIVE THERAPEUTIC RECREATION ASSOCIATION CONFERENCE - REGISTRATION FEE FOR 1 STAFF-SC1	10-47-421501-0000	\$ 180.00
B2B PRIME KY8OC8253	MEMBERSHIPS/CERTIFICATIONS	B2B PRIME KY8OC8253-AMAZON BUSINESS MEMBERSHIP-RH	10-47-421511-0000	\$ 349.00
WOMEN IN LEISURE SERVI	MEMBERSHIPS/CERTIFICATIONS	WOMEN IN LEISURE SERVI-WILS MEMBERSHIP- KR	10-47-421513-0000	\$ 42.00
WOMEN IN LEISURE SERVI	MEMBERSHIPS/CERTIFICATIONS	WOMEN IN LEISURE SERVI-WILS MEMBERSHIP- DO	10-47-421513-0000	\$ 42.00
COMCAST / XFINITY	MAINTENANCE/UTILITIES	COMCAST / XFINITY-COMCAST HP 1/27-2/26-JD	10-49-421706-0000	\$ 129.54
COMCAST / XFINITY	MAINTENANCE/UTILITIES	COMCAST / XFINITY-COMCAST HE 1/22-2/21-JD	10-49-421706-0000	\$ 367.25
COMCAST / XFINITY	MAINTENANCE/UTILITIES	COMCAST / XFINITY-COMCAST WH 1/22-2/21-JD	10-49-421706-0000	\$ 156.90
COMCAST / XFINITY	MAINTENANCE/UTILITIES	COMCAST / XFINITY-COMCAST RM 1/18-2/17-JD	10-49-421706-0000	\$ 156.90
COMCAST / XFINITY	MAINTENANCE/UTILITIES	COMCAST / XFINITY-COMCAST BG 1/15-2/14-JD COMCAST / XFINITY-COMCAST MAIN OFFICE 1/18- 2/17-JD	10-49-421706-0000	\$ 239.80
COMCAST / XFINITY	MAINTENANCE/UTILITIES	COMCAST / XFINITY-COMCAST MP 1/13-2/12-JD	10-49-421706-0000	\$ 156.90
WIX.COM 1225553843	COMPUTERS	WIX.COM 1225553843-SLSF WIX SUBSCRIPTION- TD	10-51-421904-0000	\$ 36.00
WIX.COM	COMPUTERS	WIX.COM-NWSRA MONTHLY WIX SUBSCRIPTION- TD	10-51-421904-0000	\$ 36.00
ADOBE	COMPUTERS	ADOBE-ACROBAT LICENCE -TD	10-51-421905-0000	\$ 145.79
APPLE.COM/BILL	COMPUTERS	APPLE.COM/BILL-DJAY PRO SUBSCRIPTION-TD	10-51-421905-0000	\$ 55.11
WRIKE.COM	COMPUTERS	WRIKE.COM-WRIKE -FD	10-51-421905-0000	\$ 900.00
TOBII DYNVOX SYSTEMS	COMPUTERS	TOBII DYNVOX SYSTEMS-BOARDMAKER SUBSCRIPTION-TD	10-51-421905-0000	\$ 199.00
VIVERSE LIMITED	COMPUTERS	VIVERSE LIMITED-VR SOFTWARE FOR DREAM LAB-JD	10-51-421905-0000	\$ 12.99
CCI CONSTANT-CONTACT	COMPUTERS	CCI CONSTANT-CONTACT-YEARLY SUBSCRIPTION FOR CONSTANT CONTACT -TD	10-51-421905-0000	\$ 1,470.00
OTTER.AI	COMPUTERS	OTTER.AI-OUTTER.AI REFUND-TD	10-51-421905-0000	\$ (382.63)
OTTER.AI	COMPUTERS	OTTER.AI-OUTTER.AI REFUND-TD	10-51-421905-0000	\$ (854.65)
CCI CONSTANT-CONTACT	COMPUTERS	CCI CONSTANT-CONTACT-YEARLY SUBSCRIPTION FOR CONSTANT CONTACT - DUPLICATE CHARGE - WILL BE REFUNDED-TD	10-51-421905-0000	\$ 1,470.00
RING MULTI PLAN	COMPUTERS	RING MULTI PLAN-RING DOORBELL-JD	10-51-421905-0000	\$ 99.99
MICROSOFT 14 DAY TRIAL	COMPUTERS	MICROSOFT 14 DAY TRIAL-X-BOX FOR DREAM/MEDIA LABS -JD	10-51-421905-0000	\$ 33.05
AMAZON	COMPUTERS	AMAZON-COMPUTER MONITORS-TD	10-51-421906-0000	\$ 519.96
AMAZON	COMPUTERS	AMAZON-ETHERNET WALL PLATE-TD	10-51-421906-0000	\$ 5.87
AMAZON	COMPUTERS	AMAZON-INTERNET CABLES-KS	10-51-421906-0000	\$ 6.61
AMAZON	COMPUTERS	AMAZON-INTERNET CABLES-KS	10-51-421906-0000	\$ 19.83
THE HOME DEPOT #6701	COMPUTERS	THE HOME DEPOT #6701-SANDBAGS -JD	10-51-421906-0000	\$ 21.52
AMAZON	COMPUTERS	AMAZON-SANDBAGS -TD	10-51-421906-0000	\$ 45.44
B&H PHOTO 800-606-6969	COMPUTERS	B&H PHOTO 800-606-6969-MICROPHONE-TD	10-51-421906-0000	\$ 315.45
AMAZON	COMPUTERS	AMAZON-SPEAKER STAND COVERS-TD	10-51-421906-0000	\$ 55.86
AMAZON	COMPUTERS	AMAZON-XLR CABLES-JD	10-51-421906-0000	\$ 80.98
THE HOME DEPOT #6701	COMPUTERS	THE HOME DEPOT #6701-SPLIT - MISCELLANEOUS HARDWARE (50%)-JD	10-51-421906-0000	\$ 228.50
THE HOME DEPOT #1917	COMPUTERS	THE HOME DEPOT #1917-FOAM INSERT -TD	10-51-421906-0000	\$ 29.98
THE HOME DEPOT #1917	COMPUTERS	THE HOME DEPOT #1917-FOAM INSERT - REFUND-TD	10-51-421906-0000	\$ (29.98)
B&H PHOTO 800-606-6969	COMPUTERS	B&H PHOTO 800-606-6969-MICROPHONE RECEIVER -TD	10-51-421906-0000	\$ 499.00
AMAZON	COMPUTERS	AMAZON-LUGGAGE TAGS-JD	10-51-421906-0000	\$ 7.99
AMAZON	COMPUTERS	AMAZON-POWER STRIP-JD	10-51-421906-0000	\$ 13.99

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Vendor	Expense Account Title	Expense Description	Account	Amount
VZWLSS APOCC VISB	COMPUTERS	VZWLSS APOCC VISB-SPLIT - VERIZON WIRELESS 12/26-1/25 (37.95%)-JD	10-51-421908-0000	\$ 458.75
RINGCENTRAL INC.	COMPUTERS	RINGCENTRAL INC.-RING CENTRAL 2/20-3/19-JD	10-51-421909-0000	\$ 1,231.55
ELK GROVE PARK DISTRIC	RENTAL MUNICIPAL	ELK GROVE PARK DISTRIC-LED POOL USAGE	10-52-422102-1002	\$ 20.00
ARLINGTON LANES - ALLE	RENTAL MUNICIPAL	ARLINGTON LANES - ALLE-PURSUIT BOWLING FIELD TRIP 2 SITES-CL	10-52-422109-1009	\$ 297.00
POPLAR CREEK BOWL	RENTAL MUNICIPAL	POPLAR CREEK BOWL-HE & HP TRIP TO POPLAR CREEK-JT	10-52-422109-1009	\$ 135.00
VSI WDSRA RETAIL	RENTAL MUNICIPAL	VSI WDSRA RETAIL-WDSRA SWIM MEET-AB2	10-52-422111-1011	\$ 375.00
RVT CHSD 128-WEB	RENTAL MUNICIPAL	RVT CHSD 128-WEB-LIBERTYVILLE SWIM MEET - 13 ATHLETES-AB2	10-52-422111-1011	\$ 260.00
METROPOLIS PERFORMING	COMMERCIAL EXPENSE	METROPOLIS PERFORMING-CLUB COMMERCIAL PURCHASE FOR PLAY FOR 1 PARTICIPANT TICKET-KZ	10-53-422201-1001	\$ 29.00
METROPOLIS PERFORMING	COMMERCIAL EXPENSE	METROPOLIS PERFORMING-CLUB COMMERCIAL PURCHASE FOR 8 PARTICIPANTS AND 2 STAFF, 10 TOTAL TICKETS-KZ	10-53-422201-1001	\$ 290.00
AMC 9640 ONLINE	COMMERCIAL EXPENSE	AMC 9640 ONLINE-MOVIE TICKETS FOR 403 FNL BLOCK BUSTER BUDDIES, 2 STAFF AND 5 PARTICIPANTS-CC	10-53-422201-1001	\$ 114.77
NOW ARENA TIX	COMMERCIAL EXPENSE	NOW ARENA TIX-TICKETS FOR CLUBS - AK-AK	10-53-422201-1001	\$ 260.00
ALLSTATE ARENA	COMMERCIAL EXPENSE	ALLSTATE ARENA-603 NIGHT RIDERS MONSTER JAM - TICKETS FOR 17 PARTICIPANTS/STAFF-SC1	10-53-422201-1001	\$ 350.00
ARLINGTON LANES - ALLE	COMMERCIAL EXPENSE	ARLINGTON LANES - ALLE-5003 BARTLETT HIGH SCHOOL LEISURE EDUCATION BOWLING ACTIVITY - 2 GAMES FOR 21 STUDENTS-SC1	10-53-422202-1002	\$ 146.00
JP MARTIAL ARTS	COMMERCIAL EXPENSE	JP MARTIAL ARTS-LED MARTIAL ARTS -FLAT RATE OF \$75 PER CLASS-EM	10-53-422202-1002	\$ 75.00
ARLINGTON LANES - ALLE	COMMERCIAL EXPENSE	ARLINGTON LANES - ALLE-LED BOWLING-PH PICTURE SHOW AT BLOOMI-SPECIAL EVENT 6103 LIGHTS, CAMERA, CANNONBALL	10-53-422202-1002	\$ 42.00
PICTURE SHOW AT BLOOMI	COMMERCIAL EXPENSE	COMMERCIAL PURCHASE - 1 MOVIE TICKET FOR STAFF-KZ	10-53-422204-1004	\$ 7.85
LITTLE CAESARS 1764-00	COMMERCIAL EXPENSE	LITTLE CAESARS 1764-00-6103 SPECIAL EVENT- 7 PPT- PIZZA AND BREADSTICKS FOR 7PPT AND 5 STAFF-PP	10-53-422204-1004	\$ 40.87
PICTURE SHOW AT BLOOMI	COMMERCIAL EXPENSE	PICTURE SHOW AT BLOOMI-6103 SPECIAL EVENT- 7PPT- MOVIE TICKETS FOR 4 PPT AND 1 STAFF-PP	10-53-422204-1004	\$ 36.25
PICTURE SHOW AT BLOOMI	COMMERCIAL EXPENSE	PICTURE SHOW AT BLOOMI-6103 SPECIAL EVENT- 7PPT- MOVIE TICKETS FOR 3 PPT AND 3 STAFF-PP	10-53-422204-1004	\$ 44.85
CHICAGO WHITE SOX TICK	COMMERCIAL EXPENSE	CHICAGO WHITE SOX TICK-TICKETS AND BUS PARKING FOR SUMMER SPECIAL EVENT-EM	10-53-422204-1004	\$ 180.00
CHICAGO BLACKHAWKS	COMMERCIAL EXPENSE	CHICAGO BLACKHAWKS-PARKING FOR BLACKHAWKS GAME -EM	10-53-422204-1004	\$ 60.00
CHILI'S ARLINGTON HEIG	COMMERCIAL EXPENSE	CHILI'S ARLINGTON HEIG-3580 DINNER CLUB - DINNER FOR 5PPT/3 STAFF-KM	10-53-422206-1006	\$ 131.86
MCDONALD'S F14403	COMMERCIAL EXPENSE	MCDONALD'S F14403-YARB SUPPLIES -CD5	10-53-422206-1006	\$ 22.39
NICKEL CITY	COMMERCIAL EXPENSE	NICKEL CITY-YARB - ENTRANCE FEE-	10-53-422206-1006	\$ 70.00
SQ THROWN ELEMENTS PO	COMMERCIAL EXPENSE	SQ THROWN ELEMENTS PO-CERAMICS FEES- CD3	10-53-422206-1006	\$ 207.00
EGGCCELLENCE CAFE	COMMERCIAL EXPENSE	EGGCCELLENCE CAFE-BREAKFAST OUT FOR MEET N PLACE -GM2	10-53-422206-1006	\$ 243.40
844 BOWLERO MOUNT PROS	COMMERCIAL EXPENSE	844 BOWLERO MOUNT PROS-PARTNER BOWL-PH	10-53-422206-1006	\$ 637.00
ARLINGTON LANES - ALLE	COMMERCIAL EXPENSE	ARLINGTON LANES - ALLE-YARB ARLINGTON LANES -CD5	10-53-422206-1006	\$ 81.00
844 BOWLERO MOUNT PROS	COMMERCIAL EXPENSE	844 BOWLERO MOUNT PROS-SPARE TIME FEES - CD3	10-53-422206-1006	\$ 364.00
ARLINGTON LANES - ALLE	COMMERCIAL EXPENSE	ARLINGTON LANES - ALLE-PIN STRIKERS 2/20 BOWLING-KM	10-53-422206-1006	\$ 224.00
844 BOWLERO MOUNT PROS	COMMERCIAL EXPENSE	844 BOWLERO MOUNT PROS-1300 PARTNER BOWL-AB2	10-53-422206-1006	\$ 559.00
SQ THROWN ELEMENTS PO	COMMERCIAL EXPENSE	SQ THROWN ELEMENTS PO-CERAMICS FEES- CD3	10-53-422206-1006	\$ 207.00
ARLINGTON LANES - ALLE	COMMERCIAL EXPENSE	ARLINGTON LANES - ALLE-LANE FEES FOR PIN STRIKERS-	10-53-422206-1006	\$ 206.00
CLASSIC CINEMAS ELK GR	COMMERCIAL EXPENSE	CLASSIC CINEMAS ELK GR-COMMUNITY TRAVELERS -CD5	10-53-422206-1006	\$ 158.62
844 BOWLERO MOUNT PROS	COMMERCIAL EXPENSE	844 BOWLERO MOUNT PROS-SPARE TIME FEES - CD3	10-53-422206-1006	\$ 377.00
CLASSIC CINEMAS ELK GR	COMMERCIAL EXPENSE	CLASSIC CINEMAS ELK GR-YARB - MOVIE TICKETS-	10-53-422206-1006	\$ 61.32
CLASSIC CINEMAS ELK GR	COMMERCIAL EXPENSE	CLASSIC CINEMAS ELK GR-YARB - MOVIE TICKETS-	10-53-422206-1006	\$ 35.04
SQ THROWN ELEMENTS PO	COMMERCIAL EXPENSE	SQ THROWN ELEMENTS PO-CERAMICS FEES- CD3	10-53-422206-1006	\$ 207.00
844 BOWLERO MOUNT PROS	COMMERCIAL EXPENSE	844 BOWLERO MOUNT PROS-LANE FEES FOR PARTNER BOWL-	10-53-422206-1006	\$ 559.00
844 BOWLERO MOUNT PROS	COMMERCIAL EXPENSE	844 BOWLERO MOUNT PROS-SPARE TIME FEES- CD3	10-53-422206-1006	\$ 351.00
ARLINGTON LANES - ALLE	COMMERCIAL EXPENSE	ARLINGTON LANES - ALLE-LANE FEES FOR PIN STRIKERS -	10-53-422206-1006	\$ 232.00
SQ THROWN ELEMENTS PO	COMMERCIAL EXPENSE	SQ THROWN ELEMENTS PO-CERAMICS FEES - CD3	10-53-422206-1006	\$ 184.00

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844 BOWLERO MOUNT PROS	COMMERCIAL EXPENSE	844 BOWLERO MOUNT PROS-1300 PARTNER BOWL-AB2	10-53-422206-1006	\$ 611.00
TM MOUNT PROSPECT	COMMERCIAL EXPENSE	TM MOUNT PROSPECT-DEPARTMENT OUTING-PURSUIT-5 STAFF-KR	10-53-422209-1009	\$ 203.03
DD DOORDASH MCALISTER	COMMERCIAL EXPENSE	DD DOORDASH MCALISTER-DEPARTMENT QUARTERLY MEETING-PRSUIT-KR	10-53-422209-1009	\$ 77.05
CROSSFIT ARIOCH	COMMERCIAL EXPENSE	CROSSFIT ARIOCH-POWERLIFTING SEASON FEES-DO	10-53-422211-1011	\$ 4,583.33
CASEYS #3451	COMMERCIAL EXPENSE	CASEYS #3451-WINTER GAMES DINNER-PH	10-53-422211-1011	\$ 38.22
CHESTNUT MOUNTAIN RESO	COMMERCIAL EXPENSE	CHESTNUT MOUNTAIN RESO-SKI RENTALS-PH	10-53-422211-1011	\$ 220.00
WILMOT MOUNTAIN	COMMERCIAL EXPENSE	WILMOT MOUNTAIN-SKI RENTALS-PH	10-53-422211-1011	\$ 390.58
RVT WHEELING CCSD 21	COMMERCIAL EXPENSE	RVT WHEELING CCSD 21-LONDON D21 BASKETBALL JANUARY-JR2	10-53-422211-1011	\$ 360.00
WILMOT MOUNTAIN	COMMERCIAL EXPENSE	WILMOT MOUNTAIN-SO SKI-PH	10-53-422211-1011	\$ 162.48
WILMOT MOUNTAIN	COMMERCIAL EXPENSE	WILMOT MOUNTAIN-SO SKI-PH	10-53-422211-1011	\$ (12.45)
SP GIVENKIND	PROGRAM SUPPLIES	SP GIVENKIND-NIGHT RIDERS, NIGHT HAWKS, SHINING STARS, TGIF CARNIVAL OF ILLUSIONS CLUB SUPPLIES-SC1	10-55-422401-1001	\$ 22.50
DOLLAR TREE	PROGRAM SUPPLIES	DOLLAR TREE-FNF CLUB: MARDI GRAS MASQUERADE EVENT SHOPPING - DECOR-GM2	10-55-422401-1001	\$ 29.25
WM SUPERCENTER #1897	PROGRAM SUPPLIES	WM SUPERCENTER #1897-FNF CLUB: MARDI GRAS MASQUERADE EVENT SHOPPING-GM2	10-55-422401-1001	\$ 38.98
DOLLAR TREE	PROGRAM SUPPLIES	DOLLAR TREE-CLUB SUPPLIES FOR COMBINED CLUB EVENT INCLUDING ADDITIONAL BALLOON WEIGHTS-KZ	10-55-422401-1001	\$ 6.25
GFS STORE #1913	PROGRAM SUPPLIES	GFS STORE #1913-202 TGIF, 102 NIGHT HAWKS, 302 SHINING STARS, 602 NIGHT RIDERS SUPPLIES-JT	10-55-422401-1001	\$ 80.89
WALMART	PROGRAM SUPPLIES	WALMART-CLUB SUPPLIES FOR COMBINED CLUB EVENT INCLUDING PAPER PRODUCTS, LEMONADE POWDER, GLUTEN FREE FOODS, TABLE CLOTHS-KZ	10-55-422401-1001	\$ 47.90
DOLLAR TREE	PROGRAM SUPPLIES	DOLLAR TREE-COMBINED CLUB SUPPLIES INCLUDING BALLOONS AND BALLOON WEIGHTS FOR COMBINED CLUB DANCE-KZ	10-55-422401-1001	\$ 27.50
SAMSClub #6487	PROGRAM SUPPLIES	SAMSClub #6487-WINTER GALA DANCE - BREAD AND COOKIES-KM	10-55-422401-1001	\$ 51.85
FINUCCIO & SONS	PROGRAM SUPPLIES	FINUCCIO & SONS-202 TGIF, 102 NIGHT HAWKS, 302 SHINING STARS, 602 NIGHT RIDERS SUPPLIES-JT	10-55-422401-1001	\$ 9.27
ALDI 40077	PROGRAM SUPPLIES	ALDI 40077-PROGRAM SUPPLIES FOR 402 SPA PARTY- FNL - 7 PARTICIPANTS-CC	10-55-422401-1001	\$ 15.05
DOLLAR TREE	PROGRAM SUPPLIES	DOLLAR TREE-PROGRAM SUPPLIES 402 SPA PARTY FNL- 7 PARTICIPANTS-CC	10-55-422401-1001	\$ 10.25
DOLLAR TREE	PROGRAM SUPPLIES	DOLLAR TREE-CRAFT SUPPLIES FOR SHINING STARS CLUB-AU	10-55-422401-1001	\$ 5.00
AMAZON	PROGRAM SUPPLIES	AMAZON-NIGHT RIDERS, NIGHT HAWKS, SHINING STARS, TGIF CARNIVAL OF ILLUSIONS CLUB SUPPLIES-SC1	10-55-422401-1001	\$ 73.73
FRATELLOS 2	PROGRAM SUPPLIES	FRATELLOS 2-NIGHT RIDERS, NIGHT HAWKS, TGIF, SHINING STARS WINTER GALA - CATERING FOR 66 PARTICIPANTS-SC1	10-55-422401-1001	\$ 291.20
AMAZON	PROGRAM SUPPLIES	AMAZON-NIGHT RIDERS, NIGHT HAWKS, TGIF, SHINING STARS WINTER GALA CLUB SUPPLIES-SC1	10-55-422401-1001	\$ 20.52
WALMART	PROGRAM SUPPLIES	WALMART-SPLIT - 601 NIGHT RIDERS RETRO REWIND CLUB SUPPLIES FOR 20 PARTICIPANTS (21.79%)-SC1	10-55-422401-1001	\$ 15.16
AMAZON	PROGRAM SUPPLIES	AMAZON-CRAFT SUPPLIES FOR SHINING STARS CLUB-AU	10-55-422401-1001	\$ 53.73
GAMBINOS BAKERY	PROGRAM SUPPLIES	GAMBINOS BAKERY-2 KING CAKES FOR SHINING STARS CLUB-AU	10-55-422401-1001	\$ 81.30
AMAZON	PROGRAM SUPPLIES	AMAZON-601 NIGHT RIDERS RETRO REWIND CLUB SUPPLIES-SC1	10-55-422401-1001	\$ 17.99
AMAZON	PROGRAM SUPPLIES	AMAZON-WRIST BANDS FOR SPECIAL EVENT OUTINGS-EM	10-55-422404-1004	\$ 24.66
DOLLAR TREE	PROGRAM SUPPLIES	DOLLAR TREE-VENTURE SQUAD AND SUPER STARS SUPPLIES -	10-55-422406-1006	\$ 5.25
AMAZON	PROGRAM SUPPLIES	AMAZON-3205 AFTERNOON CLUB - 15 PPT SCIENCE KIT FOR DEMONSTRATION AND PARTICIPATION-PP	10-55-422406-1006	\$ 34.99
ALDI 40071	PROGRAM SUPPLIES	ALDI 40071-PROGRAM SUPPLIES FOR 3030 CUISINE CRITICS- 12 PARTICIPANTS-CC	10-55-422406-1006	\$ 53.96
AMAZON	PROGRAM SUPPLIES	AMAZON-3020 AFTERNOON CLUB - 15 PPT TORNADO MAKERS-PP	10-55-422406-1006	\$ 9.49
AMAZON	PROGRAM SUPPLIES	AMAZON-AUTISM MOVEMENT THERAPY PROGRAM SUPPLY- WEIGHTED STRAPS-CC	10-55-422406-1006	\$ 16.19
WALMART	PROGRAM SUPPLIES	WALMART-VENTURE SQUAD PROGRAM SUPPLIES -	10-55-422406-1006	\$ 5.12
MARIANOS #505	PROGRAM SUPPLIES	MARIANOS #505-HAPPY HOUR SUPPLIES -CD2	10-55-422406-1006	\$ 32.41
AMAZON	PROGRAM SUPPLIES	AMAZON-3020 AFTERNOON CLUB- 15 PPT - MARDI GRAS MASK FOR OUR MARDI GRAS DAY TO PAINT-PP	10-55-422406-1006	\$ 25.73
WALMART	PROGRAM SUPPLIES	WALMART-3580 DINNER CLUB - WEEK 3 PROGRAM SUPPLIES FOR 5 PARTICIPANTS-SC1	10-55-422406-1006	\$ 20.22
GREAT AMERICAN BAGEL E	PROGRAM SUPPLIES	GREAT AMERICAN BAGEL E-MEET N PLACE BAGELS FOR PROGRAM - BOCCHE AND BAGEL DAY-GM2	10-55-422406-1006	\$ 27.17
WALMART	PROGRAM SUPPLIES	WALMART-PROGRAM SUPPLIES FOR 3030 CUISINE CRITICS- 12 PARTICIPANTS-CC	10-55-422406-1006	\$ 5.97

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ALDI 40055	PROGRAM SUPPLIES	ALDI 40055-PROGRAM SUPPLIES FOR 3030		
AMAZON	PROGRAM SUPPLIES	CUISINE CRITICS- 12 PARTICIPANTS-CC	10-55-422406-1006	\$ 57.19
		AMAZON-MUSIC SUPPLIES -	10-55-422406-1006	\$ 12.99
HOBBY-LOBBY #0177	PROGRAM SUPPLIES	HOBBY-LOBBY #0177-CHILL AND CHAT		
		PROGRAM SUPPLIES -	10-55-422406-1006	\$ 26.70
MICHAELS STORES 9176	PROGRAM SUPPLIES	MICHAELS STORES 9176-CHILL AND CHAT		
		PROGRAM SUPPLIES -	10-55-422406-1006	\$ 21.96
MEIJER STORE #228	PROGRAM SUPPLIES	MEIJER STORE #228-CHILL AND CHAT PROGRAM		
JEWEL	PROGRAM SUPPLIES	SUPPLIES -	10-55-422406-1006	\$ 51.75
		JEWEL-YARB SUPPLIES -CD5	10-55-422406-1006	\$ 40.45
ALDI 40071	PROGRAM SUPPLIES	ALDI 40071-PROGRAM SUPPLIES FOR 3030		
		CUISINE CRITICS- 12 PARTICIPANTS-CC	10-55-422406-1006	\$ 49.14
TARGET 00008805	PROGRAM SUPPLIES	TARGET 00008805-3580 DINNER CLUB -		
		WEEK 2 PROGRAM SUPPLIES FOR 5		
		PARTICIPANTS-SC1	10-55-422406-1006	\$ 48.98
WALMART	PROGRAM SUPPLIES	WALMART-PROGRAM SUPPLIES FOR 3030		
WALMART	PROGRAM SUPPLIES	CUISINE CRITICS- 12 PARTICIPANTS-CC	10-55-422406-1006	\$ 21.02
		WALMART-YARB SUPPLIES -CD5	10-55-422406-1006	\$ 10.64
HOBBY-LOBBY #0205	PROGRAM SUPPLIES	HOBBY-LOBBY #0205-3020 AFTERNOON CLUB-		
MARIANOS #505	PROGRAM SUPPLIES	15 PPT - VALENTINES DAY CARDS AND COTTON		
		CANDY PACKS TO GO WITH.-PP	10-55-422406-1006	\$ 17.06
		MARIANOS #505-HAPPY HOUR SUPPLIES -CD2	10-55-422406-1006	\$ 15.57
JEWEL	PROGRAM SUPPLIES	JEWEL-PROGRAM SUPPLIES VENTURE SQUAD-		
			10-55-422406-1006	\$ 7.15
WALMART	PROGRAM SUPPLIES	WALMART-3580 DINNER CLUB - WEEK 1		
		PROGRAM SUPPLIES FOR 5 PARTICIPANTS-SC1	10-55-422406-1006	\$ 4.76
WALMART	PROGRAM SUPPLIES	WALMART-PROGRAM SUPPLIES FOR SWIMMING		
ALDI 40092	PROGRAM SUPPLIES	AND VENTURE SQUAD -	10-55-422406-1006	\$ 6.55
		ALDI 40092-YARB SUPPLIES -CD5	10-55-422406-1006	\$ 44.25
ALDI 40077	PROGRAM SUPPLIES	ALDI 40077-PROGRAM SUPPLIES FOR 3030		
		CUISINE CRITICS- 12 PARTICIPANTS -CC	10-55-422406-1006	\$ 69.73
JEWEL	PROGRAM SUPPLIES	JEWEL-MEET N PLACE BREAKFAST SUPPLIES		
DOLLAR TREE	PROGRAM SUPPLIES	FOR 1ST DAY OF PROGRAM-GM2	10-55-422406-1006	\$ 31.44
		DOLLAR TREE-BG OPEN HOUSE-VG	10-55-422406-1006	\$ 15.00
JEWEL	PROGRAM SUPPLIES	JEWEL-3580 DINNER CLUB - WEEK 1 PROGRAM		
		SUPPLIES FOR 5 PARTICIPANTS-SC1	10-55-422406-1006	\$ 10.51
WALMART	PROGRAM SUPPLIES	WALMART-SPLIT - 3580 DINNER CLUB - WEEK 1		
		PROGRAM SUPPLIES FOR 5 PARTICIPANTS		
		(78.21%)-SC1	10-55-422406-1006	\$ 54.42
JEWEL-OSCO.COM #3445	PROGRAM SUPPLIES	JEWEL-OSCO.COM #3445-BG OPEN HOUSE -VG		
		AMAZON-AFTERNOON CLUB 3020- 15 PPT - 24		
		PACK OF UNDER THE SEA SCRATCH OFF		
AMAZON	PROGRAM SUPPLIES	NOTEPADS FOR LUA PARTY.-PP	10-55-422406-1006	\$ 23.74
WALMART	PROGRAM SUPPLIES	WALMART-PURSUIT WH COOKING SUPPLIES-		
DOLLAR TREE	PROGRAM SUPPLIES	PWPD	10-55-422409-1009	\$ 19.10
		DOLLAR TREE-PROGRAM SUPPLIES-PRMCC	10-55-422409-1009	\$ 7.50
WM SUPERCENTER #1735	PROGRAM SUPPLIES	WM SUPERCENTER #1735-PURSUIT BG		
DISNEY PLUS	PROGRAM SUPPLIES	COOKING SUPPLIES-PBGPD	10-55-422409-1009	\$ 16.88
AMAZON	PROGRAM SUPPLIES	DISNEY PLUS-PROGRAM SUPPLIES-DC	10-55-422409-1009	\$ 20.98
		AMAZON- BLACK PENS FOR MOLLY-JT	10-55-422409-1009	\$ 6.74
TEACHERSPAYTEACHERS.CO	PROGRAM SUPPLIES	TEACHERSPAYTEACHERS.CO-WORKSHEETS		
JEWEL	PROGRAM SUPPLIES	FOR MOLLY FOR BIN B-JT	10-55-422409-1009	\$ 3.95
JEWEL	PROGRAM SUPPLIES	JEWEL-PROGRAM SUPPLIES-PRMCC	10-55-422409-1009	\$ 13.97
		JEWEL-PROGRAM SUPPLIES-PRMCC	10-55-422409-1009	\$ 7.98
HULU	PROGRAM SUPPLIES	HULU-BG/WH DISNEY/HULU MONTHLY		
		SUBSCRIPTION-CL	10-55-422409-1009	\$ 12.99
WALMART	PROGRAM SUPPLIES	WALMART-PURSUIT WH COOKING SUPPLIES-		
		PWPD	10-55-422409-1009	\$ 16.68
WM SUPERCENTER #1735	PROGRAM SUPPLIES	WM SUPERCENTER #1735-PURSUIT BG		
MEIJER STORE #228	PROGRAM SUPPLIES	COOKING SUPPLIES-PBGPD	10-55-422409-1009	\$ 9.59
AMAZON	PROGRAM SUPPLIES	MEIJER STORE #228-PROGRAM SUPPLIES-DC	10-55-422409-1009	\$ 14.98
		AMAZON-PROGRAM SUPPLIES-DC	10-55-422409-1009	\$ 137.82
WALMART	PROGRAM SUPPLIES	WALMART-PURSUIT WH COOKING SUPPLIES-		
		PWPD	10-55-422409-1009	\$ 13.76
TARGET 00008359	PROGRAM SUPPLIES	TARGET 00008359-INGREDIENTS FOR		
		COOKING-HEPDP	10-55-422409-1009	\$ 26.14
ALDI 40051	PROGRAM SUPPLIES	ALDI 40051-PURSUIT BG COOKING SUPPLIES-		
JEWEL	PROGRAM SUPPLIES	PBGPD	10-55-422409-1009	\$ 16.93
WALMART	PROGRAM SUPPLIES	JEWEL-PROGRAM SUPPLIES-PRMCC	10-55-422409-1009	\$ 6.97
		WALMART-COOKING INGREDIENTS -	10-55-422409-1009	\$ 45.63
MEIJER STORE #228	PROGRAM SUPPLIES	MEIJER STORE #228-MOCKTAIL INGREDIENTS		
MARIANOS #541	PROGRAM SUPPLIES	FOR PAINT N SIP-JT	10-55-422409-1009	\$ 31.93
WALMART	PROGRAM SUPPLIES	MARIANOS #541-PROGRAM SUPPLIES-PMPPD	10-55-422409-1009	\$ 20.27
		WALMART-COOKING INGREDIENTS -	10-55-422409-1009	\$ 26.96
WALMART	PROGRAM SUPPLIES	WALMART-INGREDIENTS FOR COOKING-HEPDP		
		GFS STORE #1913-PANCAKE DAY SUPPLIES 4		
GFS STORE #1913	PROGRAM SUPPLIES	SITES-CL	10-55-422409-1009	\$ 83.74
WALMART	PROGRAM SUPPLIES	WALMART-PURSUIT WH COOKING SUPPLIES-		
AMAZON	PROGRAM SUPPLIES	PWPD	10-55-422409-1009	\$ 21.28
AMAZON	PROGRAM SUPPLIES	AMAZON-CANVASES FOR PAINT N SIP-JT	10-55-422409-1009	\$ 29.99
		AMAZON-SENSORY TOYS FOR HP-JT	10-55-422409-1009	\$ 15.98
TEACHERSPAYTEACHERS.CO	PROGRAM SUPPLIES	TEACHERSPAYTEACHERS.CO-WORKSHEETS		
		FOR BIN A-JT	10-55-422409-1009	\$ 3.15
DISNEY PLUS	PROGRAM SUPPLIES	DISNEY PLUS-DISNEY PLUS MEMBERSHIP FEE-		
WALMART	PROGRAM SUPPLIES	JT	10-55-422409-1009	\$ 20.98
		WALMART-COOKING INGREDIENTS -	10-55-422409-1009	\$ 31.84
VALLI PRODUCE OF HOFFM	PROGRAM SUPPLIES	VALLI PRODUCE OF HOFFM-INGREDIENTS FOR		
JEWEL	PROGRAM SUPPLIES	COOKING-HEPDP	10-55-422409-1009	\$ 26.84
		JEWEL-PROGRAM SUPPLIES-PRMCC	10-55-422409-1009	\$ 16.79

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WM SUPERCENTER #1735	PROGRAM SUPPLIES	WM SUPERCENTER #1735-PURSUIT WH COOKING SUPPLIES-PWPD	10-55-422409-1009	\$ 14.45
WM SUPERCENTER #1404	PROGRAM SUPPLIES	WM SUPERCENTER #1404-PURSUIT BG COOKING SUPPLIES-PBGPD	10-55-422409-1009	\$ 6.65
WALMART	PROGRAM SUPPLIES	WALMART-PROGRAM SUPPLIES-PMPPD	10-55-422409-1009	\$ 36.04
TEACHERSPAYTEACHERS.CO	PROGRAM SUPPLIES	TEACHERSPAYTEACHERS.CO-WORKSHEETS FOR BIN A-JT	10-55-422409-1009	\$ 8.75
TEACHERSPAYTEACHERS.CO	PROGRAM SUPPLIES	TEACHERSPAYTEACHERS.CO-WORKSHEETS FOR BIN A-JT	10-55-422409-1009	\$ 6.25
AMAZON	PROGRAM SUPPLIES	AMAZON-PROGRAM SUPPLIES-DC	10-55-422409-1009	\$ 32.18
WALMART	PROGRAM SUPPLIES	WALMART-COOKING INGREDIENTS - TEACHERSPAYTEACHERS.CO-WORKSHEETS FOR BIN A-JT	10-55-422409-1009	\$ 8.83
TEACHERSPAYTEACHERS.CO	PROGRAM SUPPLIES	TEACHERSPAYTEACHERS.CO-WORKSHEETS FOR BIN A-JT	10-55-422409-1009	\$ 8.25
TARGET 00008359	PROGRAM SUPPLIES	TARGET 00008359-INGREDIENTS FOR COOKING-HEPDP	10-55-422409-1009	\$ 29.03
TEACHERSPAYTEACHERS.CO	PROGRAM SUPPLIES	TEACHERSPAYTEACHERS.CO-WORKSHEETS FOR BIN A-JT	10-55-422409-1009	\$ 13.00
TEACHERSPAYTEACHERS.CO	PROGRAM SUPPLIES	TEACHERSPAYTEACHERS.CO-WORKSHEETS FOR BIN A-JT	10-55-422409-1009	\$ 8.97
AMAZON	PROGRAM SUPPLIES	AMAZON-COAT HOOKS FOR THE COLLAB OFFICE-JT	10-55-422409-1009	\$ 14.39
AMAZON	PROGRAM SUPPLIES	AMAZON-FRIDGE STAND FOR THE COLLAB OFFICE-JT	10-55-422409-1009	\$ 71.62
JEWEL	PROGRAM SUPPLIES	JEWEL-PROGRAM SUPPLIES-PRMCC	10-55-422409-1009	\$ 9.34
AMAZON	PROGRAM SUPPLIES	AMAZON-WATER MAGIC FOR HP-JT	10-55-422409-1009	\$ 14.99
JEWEL	PROGRAM SUPPLIES	JEWEL-PROGRAM SUPPLIES-PRMCC	10-55-422409-1009	\$ 7.75
WM SUPERCENTER #1420	PROGRAM SUPPLIES	WM SUPERCENTER #1420-COOKING INGREDIENTS -	10-55-422409-1009	\$ 30.96
AMAZON	PROGRAM SUPPLIES	AMAZON-COMMAND STRIPS FOR OFFICE-JT	10-55-422409-1009	\$ 35.79
WM SUPERCENTER #1735	PROGRAM SUPPLIES	WM SUPERCENTER #1735-PURSUIT WH COOKING SUPPLIES-PWPD	10-55-422409-1009	\$ 20.69
WALMART	PROGRAM SUPPLIES	WALMART-PURSUIT BG COOKING SUPPLIES-PBGPD	10-55-422409-1009	\$ 15.38
WALGREENS #3512	PROGRAM SUPPLIES	WALGREENS #3512-PHOTOS-PMPPD	10-55-422409-1009	\$ 20.87
AMAZON	PROGRAM SUPPLIES	AMAZON-WATER DISPENSER FOR HE -JT	10-55-422409-1009	\$ 9.99
WM SUPERCENTER #1420	PROGRAM SUPPLIES	WM SUPERCENTER #1420-COOKING INGREDIENTS -	10-55-422409-1009	\$ 14.87
TARGET 00008359	PROGRAM SUPPLIES	TARGET 00008359-INGREDIENTS FOR COOKING-HEPDP	10-55-422409-1009	\$ 32.49
AMAZON	PROGRAM SUPPLIES	AMAZON-PURSUIT BUFFALO GROVE SITE SUPPLIES-CL	10-55-422409-1009	\$ 31.81
AMAZON	PROGRAM SUPPLIES	AMAZON-GLOVES FOR MP-JT	10-55-422409-1009	\$ 33.89
JEWEL	PROGRAM SUPPLIES	JEWEL-PROGRAM SUPPLIES-PRMCC	10-55-422409-1009	\$ 8.77
AMAZON	PROGRAM SUPPLIES	AMAZON-ZIPLOCK BAGS -JT	10-55-422409-1009	\$ 6.96
AMAZON	PROGRAM SUPPLIES	AMAZON-SUPPLIES FOR BIN A-JT	10-55-422409-1009	\$ 57.51
AMAZON	PROGRAM SUPPLIES	AMAZON-SUPPLIES FOR BIN A-JT	10-55-422409-1009	\$ 105.56
AMAZON	PROGRAM SUPPLIES	AMAZON-PROGRAM SUPPLIES-DC	10-55-422409-1009	\$ 28.49
AMAZON	PROGRAM SUPPLIES	AMAZON-GLOVES FOR RM-JT	10-55-422409-1009	\$ 33.89
AMAZON	PROGRAM SUPPLIES	AMAZON-SUPPLIES FOR BIN A-JT	10-55-422409-1009	\$ 6.64
AMAZON	PROGRAM SUPPLIES	AMAZON-PROGRAM SUPPLIES-DC	10-55-422409-1009	\$ 19.08
ALDI 40051	PROGRAM SUPPLIES	ALDI 40051-PURSUIT BG COOKING SUPPLIES-PBGPD	10-55-422409-1009	\$ 2.08
WALMART	PROGRAM SUPPLIES	WALMART-PURSUIT WH COOKING SUPPLIES-PWPD	10-55-422409-1009	\$ 22.70
AMAZON	PROGRAM SUPPLIES	AMAZON-PURSUIT SUPPLIES 2 SITES-CL	10-55-422409-1009	\$ 66.88
AMAZON	PROGRAM SUPPLIES	AMAZON-PURSUIT SUPPLIES 2 SITES-CL	10-55-422409-1009	\$ 55.16
SP GIVENKIND	PROGRAM SUPPLIES	SP GIVENKIND-PURSUIT SUPPLIES-KR-KR	10-55-422409-1009	\$ 51.32
AMAZON	PROGRAM SUPPLIES	AMAZON-PROGRAM SUPPLIES-DC	10-55-422409-1009	\$ 9.45
AMAZON	PROGRAM SUPPLIES	AMAZON-AMAZON CPR KEY CHAINS AND ANTIBIOTIC OINTMENT-JR2	10-55-422414-0000	\$ 66.12
SP GIVENKIND	PROGRAM SUPPLIES	SP GIVENKIND-WEIGHTED BLANKETS-KM	10-55-422421-0000	\$ 74.55
ALDI 40077	PROGRAM SUPPLIES	ALDI 40077-WINTER GAMES SNACKS/WATER-AB2	10-55-422423-1011	\$ 19.30
MEIJER STORE #228	PROGRAM SUPPLIES	MEIJER STORE #228-SENSORY ROOM WATER FOR BUBBLE TUBES -AC	10-55-422424-0000	\$ 17.06
AMAZON	PROGRAM SUPPLIES	AMAZON-GREENHOUSE SUPPLIES-DO	10-55-422424-0000	\$ 60.80
AMAZON	PROGRAM SUPPLIES	AMAZON-SNOEZELEN FIELD TRIP SUPPLIES -AC	10-55-422424-0000	\$ 15.99
AMAZON	PROGRAM SUPPLIES	AMAZON-SNOEZELEN FILED TRIP SUPPLIES-AC	10-55-422424-0000	\$ 65.98
AMAZON	TRANSPORTATION MAINTENANCE	AMAZON-AMAZON TAPE DISCS FOR VEHICLE PHONE HOLDERS-JR2	10-58-422705-0000	\$ 8.99
CANON SOLUTIONS AMER I	PRINTING	CANON SOLUTIONS AMER I-CANON BI-ANNUAL OVERAGE PAYMENT-JD	10-60-422901-0000	\$ 230.61
CANON SOLUTIONS AMER I	PRINTING	CANON SOLUTIONS AMER I-PRINTER MAINTENANCE 2/21-3/20-JD	10-60-422901-0000	\$ 241.33
CANON SOLUTIONS AMER I	PRINTING	CANON SOLUTIONS AMER I-PRINTER SUPPLIES (STAPLES)-JD	10-60-422901-0000	\$ 206.40
CANON SOLUTIONS AMER I	PRINTING	CANON SOLUTIONS AMER I-CANON SUPPLIES (STAPLES)-JD	10-60-422901-0000	\$ 133.80
WAREHOUSE DIRECT	PRINTING	WAREHOUSE DIRECT-PAPER-KS	10-60-422904-0000	\$ 499.90
EDIBLE.COM	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	EDIBLE.COM-RECOGNITION - EDIBLE - AG-AG	10-61-423101-0000	\$ 113.38
AMAZON	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	AMAZON-SYMPATHY GIFT -DO	10-61-423107-0000	\$ 57.27
AMAZON	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	AMAZON-SYMPATHY GIFT-DO	10-61-423107-0000	\$ 50.00
AMAZON	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	AMAZON-OUTREACH MATERIALS-RH	10-61-423111-0000	\$ 59.93
AMAZON	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	AMAZON-RETURN FROM OUTREACH SUPPLIES-RH	10-61-423111-0000	\$ (109.18)
SP GIVENKIND	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	SP GIVENKIND-OUTREACH MATERIALS-RH	10-61-423111-0000	\$ 112.72
WALGREENS #3940	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	WALGREENS #3940-TR AWARENESS MONTH -RH	10-61-423111-0000	\$ 76.49
THE ROTARY CLUB OF S	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	THE ROTARY CLUB OF S-OUTREACH EVENT -RH	10-61-423111-0000	\$ 367.97

**February 2026
P-Card Transactions**

Vendor	Expense Account Title	Expense Description	Account	Amount
AMAZON	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	AMAZON-RETURN FROM OUTREACH SUPPLIES-RH	10-61-423111-0000	\$ (93.00)
AMAZON	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	AMAZON-EMPLOYEE APPRECIATION-PENS-SC2	10-61-423112-0000	\$ 20.96
STICKER MULE	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	STICKER MULE-STICKERS FOR ALL STAFF - TR MONTH -ST	10-61-423112-0000	\$ 62.84
MELIO OFFICIAL FINDERS	INDEPENDENT CONTRACTORS	MELIO OFFICIAL FINDERS-BASKETBALL REF FEE-AB2	10-65-424411-1011	\$ 100.00
MELIO MELIO	INDEPENDENT CONTRACTORS	MELIO MELIO-BASKETBALL REF FEE-AB2	10-65-424411-1011	\$ 2.90
MELIO MELIO	INDEPENDENT CONTRACTORS	MELIO MELIO-BASKETBALL REF FEE-AB2	10-65-424411-1011	\$ 1.45
MELIO MELIO	INDEPENDENT CONTRACTORS	MELIO MELIO-BASKETBALL REF FEE-AB2	10-65-424411-1011	\$ 2.90
MELIO OFFICIAL FINDERS	INDEPENDENT CONTRACTORS	MELIO OFFICIAL FINDERS-BASKETBALL REF FEE-AB2	10-65-424411-1011	\$ 50.00
MELIO OFFICIAL FINDERS	INDEPENDENT CONTRACTORS	MELIO OFFICIAL FINDERS-BASKETBALL REF FEE-AB2	10-65-424411-1011	\$ 100.00
MELIO MELIO	INDEPENDENT CONTRACTORS	MELIO MELIO-OFFICIAL FINDERS BASKETBALL REF-AB2	10-65-424411-1011	\$ 2.90
MELIO OFFICIAL FINDERS	INDEPENDENT CONTRACTORS	MELIO OFFICIAL FINDERS-OFFICIAL FINDERS BASKETBALL REF-AB2	10-65-424411-1011	\$ 100.00
AMAZON	INCLUSION	AMAZON-PUDDY -VG	10-69-450001-0002	\$ 11.93
AMAZON	INCLUSION	AMAZON-MOUNT PROSPECT- DOLLS-CC1	10-69-450008-0002	\$ 34.60
AMAZON	INCLUSION	AMAZON-SUPPORTS FOR PALATINE SITES -ST	10-69-450009-0002	\$ 64.26
AMAZON	INCLUSION	AMAZON-SUPPORTS FOR PALATINE - MARION JORDAN -ST	10-69-450009-0002	\$ 17.85
AMAZON	INCLUSION	AMAZON-SUPPORTS FOR PALATINE - MARION JORDAN -ST	10-69-450009-0002	\$ 16.19
AMAZON	INCLUSION	AMAZON-WEIGHTED BLANKET REFUND-CC1	10-69-450011-0002	\$ (27.22)
JEWEL-OSCO.COM #3491	INCLUSION	JEWEL-OSCO.COM #3491-INCLUSION PART TIME STAFF WINTER SPRING TRAINING -ST	10-69-450021-0002	\$ 80.08
WWW JEOPARDYLABS.COM	INCLUSION	WWW JEOPARDYLABS.COM-JEOPARDY LABS MEMBERSHIP FOR JEOPARDY GAME -AC	10-69-450022-0002	\$ 20.00
AMAZON	INCLUSION	AMAZON-BIG JOE -VG	10-69-450022-0002	\$ 147.46
AMAZON	TECHNOLOGY/HARDWARE	AMAZON-MICROPHONE STANDS-TD	20-80-460003-2201	\$ 29.59
B&H PHOTO 800-606-6969	TECHNOLOGY/HARDWARE	B&H PHOTO 800-606-6969-CAMERA LENS-TD	20-80-460003-2202	\$ 2,907.99
B&H PHOTO 800-606-6969	TECHNOLOGY/HARDWARE	B&H PHOTO 800-606-6969-CAMERA FLASHS-TD	20-80-460003-2202	\$ 478.00
VZWLSS APOCC VISB	TECHNOLOGY/HARDWARE	VZWLSS APOCC VISB-SPLIT - VERIZON WIRELESS 12/26-1/25 (62.05%)-JD	20-80-460003-2204	\$ 749.99
APPLE.COM/US	TECHNOLOGY/HARDWARE	APPLE.COM/US-IPADS-JD	20-80-460003-2204	\$ 3,839.00
APPLE.COM/US	TECHNOLOGY/HARDWARE	APPLE.COM/US-IPADS-JD	20-80-460003-2204	\$ 698.00
APPLE.COM/US	TECHNOLOGY/HARDWARE	APPLE.COM/US-IPAD-JD	20-80-460003-2204	\$ 349.00
SCHOOL SPECIALTY ECOMM	TECHNOLOGY/HARDWARE	SCHOOL SPECIALTY ECOMM-BUBBLE TUBE FOR MT.PROSPECT-TD	20-80-460003-2217	\$ 2,082.53
Total Warrant For February Electronic Accounts Payable				\$ 49,316.54

REVENUE AND EXPENDITURE REPORT FOR NWSRA

Balance As of 04/30/2026

GL Number	Description	2026 Amended Budget	YTD Balance 04/30/2026 Normal (Abnormal)	Activity For 04/30/2026 Increase (Decrease)	Available Balance 04/30/2026 Normal (Abnormal)	% Bdgt Used
Fund: 10 GENERAL FUND						
Account Category: Revenues						
31 - MEMBER DISTRICT ASSESSMENTS		4,607,218.94	1,476,422.84	294,014.68	3,130,796.10	32.05
32 - PROGRAM FEES		1,181,270.00	511,201.86	164,656.73	670,068.14	43.28
33 - TRANSPORTATION DOOR TO DOOR		27,500.00	5,577.32	1,944.00	21,922.68	20.28
34 - TRANSPORTATION PICKUP POINTS		27,140.00	21,906.47	6,811.89	5,233.53	80.72
35 - OTHER REVENUES		563,629.17	180,272.92	48,815.74	383,356.25	31.98
36 - SLSF GRANT CONTRIBUTIONS		409,500.00	914.66	0.00	408,585.34	0.22
37 - SALE OF FIXED ASSETS		500.00	410.00	400.00	90.00	82.00
38 - INTEREST		78,600.00	35,098.22	8,742.57	43,501.78	44.65
Revenues		<u>6,895,358.11</u>	<u>2,231,804.29</u>	<u>525,385.61</u>	<u>4,663,553.82</u>	<u>32.37</u>
Account Category: Expenditures						
41 - PROFESSIONAL FEES		50,870.00	33,251.25	11,048.75	17,618.75	65.37
42 - OFFICE SUPPLIES		6,436.00	1,296.65	191.72	5,139.35	20.15
43 - CREDIT CARD AND BANK FEES		7,994.33	2,652.66	805.41	5,341.67	33.18
44 - POSTAGE		3,518.84	557.21	54.81	2,961.63	15.84
46 - CONFERENCE/EDUCATION/PROFESSIONAL DEVELO		33,026.00	14,175.14	2,833.70	18,850.86	42.92
47 - MEMBERSHIPS/CERTIFICATIONS		21,233.78	2,604.00	230.00	18,629.78	12.26
48 - HEALTH INSURANCE		437,031.84	134,584.36	32,890.34	302,447.48	30.80
49 - MAINTENANCE/UTILITIES		63,792.80	17,672.44	3,359.21	46,120.36	27.70
50 - RENT		188,362.00	50,424.66	13,648.00	137,937.34	26.77
51 - COMPUTERS		215,003.66	67,055.16	18,130.19	147,948.50	31.19
52 - RENTAL MUNICIPAL		24,554.00	3,056.35	0.00	21,497.65	12.45
53 - COMMERCIAL EXPENSE		152,382.00	31,534.66	8,137.70	120,847.34	20.69
55 - PROGRAM SUPPLIES		72,951.00	15,346.40	4,695.99	57,604.60	21.04
56 - COMMERCIAL TRANSPORTATION		146,600.00	0.00	0.00	146,600.00	0.00
57 - MILEAGE		26,388.00	7,863.82	2,391.07	18,524.18	29.80
58 - TRANSPORTATION MAINTENANCE		130,720.00	27,491.07	12,436.55	103,228.93	21.03
59 - TRANSPORTATION GAS/TOLLS		67,500.00	10,236.59	4,282.10	57,263.41	15.17
60 - PRINTING		33,245.96	9,627.20	5,308.12	23,618.76	28.96
61 - PUBLIC AWARENESS		20,149.00	2,962.70	1,003.66	17,186.30	14.70
62 - FULL-TIME SALARY		2,408,128.11	723,684.63	180,317.86	1,684,443.48	30.05
63 - PART-TIME SALARY		1,175,332.56	146,678.15	35,206.22	1,028,654.41	12.48
64 - PAYROLL PROCESSING		6,094.00	5,742.45	95.00	351.55	94.23
65 - INDEPENDENT CONTRACTORS		41,230.00	6,655.26	1,422.93	34,574.74	16.14
66 - EMPLOYMENT EXPENSES		102,394.40	4,642.00	362.35	97,752.40	4.53
67 - FICA		348,837.54	76,971.12	18,819.74	271,866.42	22.07
68 - IMRF		91,633.21	26,786.56	6,677.10	64,846.65	29.23
69 - INCLUSION		1,007,347.24	174,825.58	39,524.34	832,521.66	17.36
Expenditures		<u>6,882,756.27</u>	<u>1,598,378.07</u>	<u>403,872.86</u>	<u>5,284,378.20</u>	<u>23.22</u>
Fund 10 - GENERAL FUND:						
TOTAL REVENUES		6,895,358.11	2,231,804.29	525,385.61	4,663,553.82	32.37
TOTAL EXPENDITURES		6,882,756.27	1,598,378.07	403,872.86	5,284,378.20	23.22
Total Fund 10 GENERAL FUND:		<u>12,601.84</u>	<u>633,426.22</u>	<u>121,512.75</u>	<u>(620,824.38)</u>	

REVENUE AND EXPENDITURE REPORT FOR NWSRA

Balance As of 04/30/2026

GL Number	Description	2026 Amended Budget	YTD Balance 04/30/2026 Normal (Abnormal)	Activity For 04/30/2026 Increase (Decrease)	Available Balance 04/30/2026 Normal (Abnormal)	% Bdgt Used
Fund: 20 CAPITAL FUND						
Account Category: Revenues						
38 - INTEREST		8,000.00	3,208.78	1,066.03	4,791.22	40.11
Revenues		<u>8,000.00</u>	<u>3,208.78</u>	<u>1,066.03</u>	<u>4,791.22</u>	<u>40.11</u>
Account Category: Expenditures						
43 - CREDIT CARD AND BANK FEES		0.00	242.24	30.00	(242.24)	100.00
80 - CAPITAL PROJECTS		229,782.80	53,501.93	15,009.73	176,280.87	23.28
Expenditures		<u>229,782.80</u>	<u>53,744.17</u>	<u>15,039.73</u>	<u>176,038.63</u>	<u>23.39</u>
Fund 20 - CAPITAL FUND:						
TOTAL REVENUES		8,000.00	3,208.78	1,066.03	4,791.22	40.11
TOTAL EXPENDITURES		229,782.80	53,744.17	15,039.73	176,038.63	23.39
Total Fund 20 CAPITAL FUND:		<u>(221,782.80)</u>	<u>(50,535.39)</u>	<u>(13,973.70)</u>	<u>(171,247.41)</u>	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		6,903,358.11	2,235,013.07	526,451.64	4,668,345.04	32.38
TOTAL EXPENDITURES - ALL FUNDS		7,112,539.07	1,652,122.24	418,912.59	5,460,416.83	23.23
NET OF REVENUES & EXPENDITURES:		<u>(209,180.96)</u>	<u>582,890.83</u>	<u>107,539.05</u>	<u>(792,071.79)</u>	

NWSRA Accounts Snapshot as of

4/30/2026

Village Bank & Trust		
	Operating Account	157,672.70
	MDAA Max Safe	806,720.78
	Capital Max Safe	232,509.52
	FSA Account	14,042.94
<hr/>		
Total		<u><u>1,210,945.94</u></u>
PFM Investments		
<i>PFM General Reserve</i>		
	Cash Account	194,219.28
	Investments	<u>1,245,000.00</u>
Total PFM General Reserve		<u>1,439,219.28</u>
 <i>PFM Capital Reserve</i>		
	Cash Account	121,194.41
	Investments	<u>245,000.00</u>
Total PFM Capital Reserve		<u>366,194.41</u>
<hr/> <hr/>		
Total of all Assets/Accounts		<u><u>\$3,016,359.63</u></u>

CHECK DISBURSEMENT REPORT FOR NWSRA

CHECK DATE 04/01/2026 - 04/30/2026

BANK CODE: VBOPF - OPERATING FUND - NWSRA VENDOR CODE: MISC, 1000, 1001, 1002, 1003 (358 more)

Check Date	Bank Account	Check #	Payee	Description	GL Number	Amount
04/09/2026	VBOPF	1040(E)	CivicPlus LLC	AGENCY SOFTWARE	10-51-421905-0000	2,725.38
04/09/2026	VBOPF	1041(E)	IMRF	IMRF EE IMRF ER IMRF EE	10-20-201011-0000 10-20-201011-9950 10-20-201011-0000	8,011.06 6,444.46 1,128.68
04/07/2026	VBOPF	1042(E)	Mission Square	457 RETIREMENT PLAN ICMA, AFLAC, NTWD	10-20-201012-0000	1,803.82
04/07/2026	VBOPF	1043(E)	Nicor Gas	GAS	10-49-421703-0000	803.72
04/20/2026	VBOPF	1044(E)	Mission Square	457 RETIREMENT PLAN ICMA, AFLAC, NTWD	10-20-201012-0000	1,831.33
04/20/2026	VBOPF	1045(E)	United States Post Office	POSTAGE	10-44-421201-0000	100.45
04/23/2026	VBOPF	1046(E)	Catapult	FSA	10-64-424303-0000	95.00
04/23/2026	VBOPF	1047(E)	PDRMA	EMPLOYEE HEALTH INSURANCE	10-20-201006-0000	41,564.08
04/23/2026	VBOPF	1048(E)	Sterling Network Integration	FRAMEWORK SUPPORT FRAMEWORK SUPPORT	10-51-421902-0000 10-51-421902-0000	4,275.05 344.00
04/10/2026	VBOPF	1049(E)	WEX Bank	TRANSPORTATION/ GAS	10-59-422801-0000	3,425.40
04/22/2026	VBOPF	1050(E)	ComEd	ELECTRIC	10-49-421702-0000	547.97
04/27/2026	VBOPF	1051(E)	Aflac	457 RETIREMENT PLAN ICMA, AFLAC, NTWD	10-20-201012-0000	359.44
04/30/2026	VBOPF	1052(E)	Robbins Schwartz	LEGAL FEES	10-41-421002-0000	1,408.75
04/30/2026	VBOPF	1053(E)	Sikich CPA, LLC	AUDIT	10-41-421004-0000	5,800.00
04/03/2026	VBOPF	1054(E)	Canon Financial Services, Inc.	PRINTER LEASE PRINTER LEASE	20-80-460003-2206 20-80-460003-2206	345.11 1,199.87
04/03/2026	VBOPF	1055(E)	Hewlett Packard	COMPUTER (LEASE / PURCHASE)	20-80-460003-2202	1,021.91
04/08/2026	VBOPF	1056(E)	Citi Cards - Costco	PURSUIT / PROGRAM SUPPLIES	10-55-422409-1009	38.62
04/10/2026	VBOPF	9261	Bill's Auto & Truck Repair	REPAIR / TRANSPORT MAINTENANCE	10-58-422702-0000	1,235.63

CHECK DISBURSEMENT REPORT FOR NWSRA

CHECK DATE 04/01/2026 - 04/30/2026

BANK CODE: VBOPF - OPERATING FUND - NWSRA VENDOR CODE: MISC, 1000, 1001, 1002, 1003 (358 more)

Check Date	Bank Account	Check #	Payee	Description	GL Number	Amount
				REPAIR / TRANSPORT MAINTENANCE	10-58-422702-0000	1,480.00
				REPAIR / TRANSPORT MAINTENANCE	10-58-422702-0000	83.83
				REPAIR / TRANSPORT MAINTENANCE	10-58-422702-0000	1,376.96
				REPAIR / TRANSPORT MAINTENANCE	10-58-422702-0000	1,030.22
				REPAIR / TRANSPORT MAINTENANCE	10-58-422702-0000	1,539.30
04/10/2026	VBOPF	9262	BS&A Software	New Software	20-80-460003-2216	11,565.00
04/10/2026	VBOPF	9263	Csoka, Sydney A	ATRA	10-46-421408-0000	198.00
04/10/2026	VBOPF	9264	Hanover Park Park District	HPCC RENTAL SPACE	10-50-421803-0000	1,443.00
04/10/2026	VBOPF	9265	Hubsch, Rachel E	ATRA	10-46-421408-0000	80.00
04/10/2026	VBOPF	9266	Mendoza, Gianna Nicole	ATRA	10-46-421408-0000	198.00
04/10/2026	VBOPF	9267	Park Central Condo Association	CONDO ASSOCIATION FEE	10-50-421801-0000	1,065.00
04/10/2026	VBOPF	9268	Rudolf, Ron	General Programs	10-65-424406-1006	1,011.33
04/10/2026	VBOPF	9269	School District 54	ATHLETIC COMMERCIAL EXPENSES	10-53-422211-1011	24.00
04/17/2026	VBOPF	9270	Gorski, Jonathan	EFT PAYROLL RETURNS LIABILITY	10-20-201027-0000	444.62
04/17/2026	VBOPF	9271	Morgan, Emily	EFT PAYROLL RETURNS LIABILITY	10-20-201027-0000	23.29
Report Total:						<u>106,072.28</u>

March 2026
P-Card Transactions

Vendor	Expense Account Title	Expense Description	Account	Amount
AMAZON	OFFICE SUPPLIES	AMAZON-STORAGE BOXES-KS	10-42-421105-0000	\$ 39.99
IPRA INV-43752	MEMBERSHIPS/CERTIFICATIONS	IPRA INV-43752-MEMBERSHIP RENEWAL-DC	10-47-421507-0000	\$ 265.00
AMAZON	MAINTENANCE/UTILITIES	AMAZON-AMAZON AIR FRESHENER AND BRIO WATER FILTER-JR2	10-49-421707-0000	\$ 203.88
MICROSOFT 14 DAY TRIAL	COMPUTERS	MICROSOFT 14 DAY TRIAL-X-BOX ACCOUNT-JD	10-51-421905-0000	\$ 33.05
AMAZON	COMPUTERS	AMAZON-HDMI TO DSP CABLES-JD	10-51-421906-0000	\$ 27.18
ALLSTATE ARENA	COMMERCIAL EXPENSE	ALLSTATE ARENA-603 NIGHT RIDERS MONSTER JAM - PARKING FEE FOR 1 BUS-SC1	10-53-422201-1001	\$ 25.00
844 BOWLERO MOUNT PROS	COMMERCIAL EXPENSE	844 BOWLERO MOUNT PROS-SPARE TIME FEES -CD3	10-53-422206-1006	\$ 390.00
SQ MINI DONUT FACTORY	COMMERCIAL EXPENSE	SQ MINI DONUT FACTORY-COMMUNITY TRAVELERS OUTING -CD5	10-53-422206-1006	\$ 29.37
ARLINGTON LANES - ALLE	COMMERCIAL EXPENSE	ARLINGTON LANES - ALLE-PIN STRIKERS FEE-	10-53-422206-1006	\$ 210.00
SP GIVENKIND	PROGRAM SUPPLIES	SP GIVENKIND-NIGHT RIDERS MONSTER JAM EAR PROTECTION-KM	10-55-422401-1001	\$ 2.50
WM SUPERCENTER #1897	PROGRAM SUPPLIES	WM SUPERCENTER #1897-FNF CLUB PROGRAM SUPPLIES - SHAMROCK & ROLL PARTY SNACKS-GM2	10-55-422401-1001	\$ 11.23
AMAZON	PROGRAM SUPPLIES	AMAZON-TGIF 203 PROGRAM SUPPLIES FOR 5 PARTICIPANTS-JT	10-55-422401-1001	\$ 30.83
MARIANOS #505	PROGRAM SUPPLIES	MARIANOS #505-HAPPY HOUR PROGRAM SUPPLIES -CD2	10-55-422406-1006	\$ 32.88
AMAZON	PROGRAM SUPPLIES	AMAZON-MUSIC BOOKS FOR PIANO-	10-55-422406-1006	\$ 32.95
AMAZON	PROGRAM SUPPLIES	AMAZON-BEADS FOR HE -JT	10-55-422409-1009	\$ 24.00
AMAZON	PROGRAM SUPPLIES	AMAZON-BEADS FOR HP -JT	10-55-422409-1009	\$ 24.00
EDIBLE.COM	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	EDIBLE.COM-RECOGNITION - EDIBLE - AG-AG	10-61-423101-0000	\$ 118.89
HR SOURCE	PROFESSIONAL FEES	HR SOURCE-PROFESSIONAL FEE - HR - AG-AG	10-41-421002-0000	\$ 2,000.00
DUNKIN	CONFERENCE/EDUCATION	DUNKIN-COFFEE FOR FT STAFF EVALUATION-AK	10-46-421405-0000	\$ 8.96
PROSPECTMUSIC THERAPY.N	COMMERCIAL EXPENSE	PROSPECTMUSIC THERAPY.N-CAMP CONNECTIONS MUSIC THERAPY INVOICE - AUGUST 2025-KM	10-53-422205-1005	\$ 175.00
SP GIVENKIND	PROGRAM SUPPLIES	SP GIVENKIND-SHINING STARS - INDOOR MINI GOLF SETS-KM	10-55-422401-1001	\$ 11.85
TONYS FRESH MRKT HANOV	PROGRAM SUPPLIES	TONYS FRESH MRKT HANOV-INGREDIENTS FOR COOKING-HEPDP	10-55-422409-1009	\$ 27.40
WALMART	PROGRAM SUPPLIES	WALMART-INGREDIENTS FOR COOKING-	10-55-422409-1009	\$ 16.51
STARBUCKS STORE 14335	CONFERENCE/EDUCATION	STARBUCKS STORE 14335-MEGAN'S EVAL-ET	10-46-421405-0000	\$ 18.63
RVT WHEELING CCSD 21	COMMERCIAL EXPENSE	RVT WHEELING CCSD 21-D21 LONDON BASKETBALL FEB-JR2	10-53-422211-1011	\$ 120.00
DOLLAR TREE	PROGRAM SUPPLIES	DOLLAR TREE-FNF CLUB SUPPLIES - SHAMROCK AND ROLL PARTY DECORATIONS-GM2	10-55-422401-1001	\$ 30.75
AMAZON	INCLUSION	AMAZON-FILE FOLDERS -VG	10-69-450022-0002	\$ 19.94
AMAZON	OFFICE SUPPLIES	AMAZON-CERTIFICATION FRAMES - AMAZON - AG-AG	10-42-421105-0000	\$ 21.59
AMAZON	CONFERENCE/EDUCATION	AMAZON-PH STAFF SUPPORT (COACHING BOOK AND WORKBOOK)-VG	10-46-421407-0000	\$ 28.03
TARGET 00018960	CONFERENCE/EDUCATION	TARGET 00018960-EMPLOYEE APPRECIATION DAY ITEMS-SC2	10-46-421409-0000	\$ 46.88
SQ THROWN ELEMENTS PO	COMMERCIAL EXPENSE	SQ THROWN ELEMENTS PO-POTTERY FEES-CD3	10-53-422206-1006	\$ 207.00
844 BOWLERO MOUNT PROS	COMMERCIAL EXPENSE	844 BOWLERO MOUNT PROS-1300 PARTNER BOWL-AB2	10-53-422206-1006	\$ 637.00
ITSUGAR WOODFIELD MAL	COMMERCIAL EXPENSE	ITSUGAR WOODFIELD MAL-MEET N PLACE PROGRAM FOOD ITEMS - TASTE TEST DIFFERENT	10-53-422206-1006	\$ 125.30
SP GIVENKIND	PROGRAM SUPPLIES	SP GIVENKIND-GENERAL PROGRAM SUPPLIES-EM	10-55-422406-1006	\$ 5.50
ALDI 40071	PROGRAM SUPPLIES	ALDI 40071-PROGRAM SUPPLIES FOR 3030 CUISINE CRITICS- 12 PARTICIPANTS-CC	10-55-422406-1006	\$ 63.29
TONYS FRESH MRKT SCHAM	PROGRAM SUPPLIES	TONYS FRESH MRKT SCHAM-INGREDIENTS FOR COOKING-HEPDP	10-55-422409-1009	\$ 27.82
WM SUPERCENTER #1420	PROGRAM SUPPLIES	WM SUPERCENTER #1420-INGREDIENTS FOR COOKING-	10-55-422409-1009	\$ 25.74
WOMEN IN LEISURE SERVI	MEMBERSHIPS/CERTIFICATIONS	WOMEN IN LEISURE SERVI-WILS ANNUAL MEMBERSHIP-SC2	10-47-421513-0000	\$ 42.00
COMCAST / XFINITY	MAINTENANCE/UTILITIES	COMCAST / XFINITY-COMCAST MP 2/13-3/12-JD	10-49-421706-0000	\$ 156.90
CLASSIC CINEMAS 18 ECO	COMMERCIAL EXPENSE	CLASSIC CINEMAS 18 ECO-OVERNIGHT ST CHARLES-MOVIE TICKETS FOR 4 PEOPLE-KR	10-53-422208-1008	\$ 34.00
CLASSIC CINEMAS 18 ECO	COMMERCIAL EXPENSE	CLASSIC CINEMAS 18 ECO-OVERNIGHT ST CHARLES-MOVIE TICKETS FOR 10 PEOPLE-KR	10-53-422208-1008	\$ 85.00
MORETTI'S SCHAUMBURG	PROGRAM SUPPLIES	MORETTI'S SCHAUMBURG-PIZZA FOR YARB-CD5	10-55-422406-1006	\$ 227.69
ALDI 40051	PROGRAM SUPPLIES	ALDI 40051-3580 DINNER CLUB WEEK 5 PROGRAM SUPPLIES FOR 5 PARTICIPANTS-SC1	10-55-422406-1006	\$ 44.51
WALMART	PROGRAM SUPPLIES	WALMART-PURSUIT WH COOKING SUPPLIES-PWPD	10-55-422409-1009	\$ 7.22
MARIANOS #501	PROGRAM SUPPLIES	MARIANOS #501-PROGRAM SUPPLIES-PMPPD	10-55-422409-1009	\$ 66.16
AMAZON	PROGRAM SUPPLIES	AMAZON-SUPPLIES FOR BIN C-JT	10-55-422409-1009	\$ 35.85
AMAZON	PROGRAM SUPPLIES	AMAZON-SUPPLIES FOR THE OTHER BIN C-JT	10-55-422409-1009	\$ 35.85
JEWEL	PROGRAM SUPPLIES	JEWEL-PROGRAM SUPPLIES-PRMCC	10-55-422409-1009	\$ 9.65
AMAZON	INCLUSION	AMAZON-ROLLING MEADOWS - SUPPORTS FOR WILLOW BEND -ST	10-69-450012-0002	\$ 4.58
UBER TRIP	EMPLOYEE REIMBURSEMENT	UBER TRIP-STAFF REIMBURSING - USED PCARD ON ACCIDENT -RH	10-20-201024-0000	\$ 31.95
LOWES #02529	OFFICE SUPPLIES	LOWES #02529-SUPPLIES FOR FRONT OFFICE DESK CONFIG -TD	10-42-421105-0000	\$ 87.96
BOLINGBROOK PARK DISTR	CONFERENCE/EDUCATION	BOLINGBROOK PARK DISTR-IT COMMITTEE LUNCH-JD	10-46-421406-0000	\$ 20.00
COMCAST / XFINITY	MAINTENANCE/UTILITIES	COMCAST / XFINITY-COMCAST RM 2/18-3/17-JD	10-49-421706-0000	\$ 156.90
COMCAST / XFINITY	MAINTENANCE/UTILITIES	COMCAST / XFINITY-COMCAST BG 2/15-3/14-JD	10-49-421706-0000	\$ 156.90
COMCAST / XFINITY	MAINTENANCE/UTILITIES	COMCAST / XFINITY-COMCAST MO 2/18-3/17-JD	10-49-421706-0000	\$ 239.80
VIVERSE LIMITED	COMPUTERS	VIVERSE LIMITED-VIVEPORT VR DREAMLAB-JD	10-51-421905-0000	\$ 12.99
AMAZON	COMPUTERS	AMAZON-3D PRINTER FILAMENT -TD	10-51-421906-0000	\$ 142.96
ARLINGTON LANES - ALLE	COMMERCIAL EXPENSE	ARLINGTON LANES - ALLE-PIN STRIKERS FEE-	10-53-422206-1006	\$ 188.00
844 BOWLERO MOUNT PROS	COMMERCIAL EXPENSE	844 BOWLERO MOUNT PROS-SPARE TIME FEES-CD3	10-53-422206-1006	\$ 351.00
ME-HOFFMAN EST-MICROS	COMMERCIAL EXPENSE	ME-HOFFMAN EST-MICROS-MAIN EVENT OUTING -	10-53-422206-1006	\$ 192.00
SQ CANTIGNY	COMMERCIAL EXPENSE	SQ CANTIGNY-CANTIGNY GIFT SHOP- INVOICING FAMILY-CL	10-53-422208-1008	\$ 12.82
SQ ST. CHARLES HISTOR	COMMERCIAL EXPENSE	SQ ST. CHARLES HISTOR-ST CHARLES HISTORY MUSEUM TICKETS FROM OVERNIGHT-JT	10-53-422208-1008	\$ 42.00
TST THE HIVE TAVERN &	COMMERCIAL EXPENSE	TST THE HIVE TAVERN & LUNCH ON OVERNIGHT 3/7-JT	10-53-422208-1008	\$ 310.19
HAMPTON INN HOTELS	COMMERCIAL EXPENSE	HAMPTON INN HOTELS-OVERNIGHT ST CHARLES TRIP-HOTEL -KR	10-53-422208-1008	\$ 121.21
HAMPTON INN HOTELS	COMMERCIAL EXPENSE	HAMPTON INN HOTELS-OVERNIGHT ST CHARLES TRIP-HOTEL -KR	10-53-422208-1008	\$ 121.21
TST COLONIAL CAFE - ST	COMMERCIAL EXPENSE	TST COLONIAL CAFE - ST-OVERNIGHT ST CHARLES TRIP LUNCH 14 PEOPLE-KR	10-53-422208-1008	\$ 317.40
SAINT CHARLES MOTORCYC	COMMERCIAL EXPENSE	SAINT CHARLES MOTORCYC-OVERNIGHT TRIP ST CHARLES-MOTORCYCLE MUSEUM ENTRY FEE-KR	10-53-422208-1008	\$ 50.00
HAMPTON INN HOTELS	COMMERCIAL EXPENSE	HAMPTON INN HOTELS-OVERNIGHT ST CHARLES TRIP-HOTEL -KR	10-53-422208-1008	\$ 121.21
SQ CANTIGNY	COMMERCIAL EXPENSE	SQ CANTIGNY-OVERNIGHT ST CHARLES CANTIGNY ENTRY FEE 14 PEOPLE -KR	10-53-422208-1008	\$ 100.00
HAMPTON INN HOTELS	COMMERCIAL EXPENSE	HAMPTON INN HOTELS-OVERNIGHT ST CHARLES TRIP-HOTEL -KR	10-53-422208-1008	\$ 121.21
HAMPTON INN HOTELS	COMMERCIAL EXPENSE	HAMPTON INN HOTELS-OVERNIGHT ST CHARLES TRIP-HOTEL -KR	10-53-422208-1008	\$ 121.21
CLUB ARCADA, INC.	COMMERCIAL EXPENSE	CLUB ARCADA, INC.-OVERNIGHT TRIP ST CHARLES-DINNER 14 PEOPLE-KR	10-53-422208-1008	\$ 494.23
HAMPTON INN HOTELS	COMMERCIAL EXPENSE	HAMPTON INN HOTELS-OVERNIGHT ST CHARLES TRIP-HOTEL -KR	10-53-422208-1008	\$ 121.21
COURTYARD BY MARRIOTT	COMMERCIAL EXPENSE	COURTYARD BY MARRIOTT-OVERNIGHT ST CHARLES TRIP BREAKFAST 14 PEOPLE-KR	10-53-422208-1008	\$ 189.26
DOLLAR TREE	PROGRAM SUPPLIES	DOLLAR TREE-TGIF 203 PROGRAM SUPPLIES FOR 5 PARTICIPANTS-JT	10-55-422401-1001	\$ 3.75
AMAZON	PROGRAM SUPPLIES	AMAZON-PROGRAM SUPPLIES FOR FRIDAY NIGHT LIVE AND FRIDAY NIGHT FUN COMBINED	10-55-422401-1001	\$ 68.52
DAIRY QUEEN #18867	PROGRAM SUPPLIES	SHAMROCK & ROLL EVENT, 18 PARTICIPANTS-CC	10-55-422406-1006	\$ 42.59
UBER TRIP	EMPLOYEE REIMBURSEMENT	DAIRY QUEEN #18867-PROGRAM SUPPLIES-	10-20-201024-0000	\$ 7.00
AMAZON	PROGRAM SUPPLIES	UBER TRIP-STAFF REIMBURSING - USED PCARD ON ACCIDENT -RH	10-55-422409-1009	\$ 85.91
SP GIVENKIND	PROGRAM SUPPLIES	AMAZON-SUPPLIES FOR APRIL BIN A-JT	10-55-422412-0000	\$ 21.60
		SP GIVENKIND-PAPER BOWLS-KM		

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Vendor	Expense Account Title	Expense Description	Account	Amount
VISTAPRINT	PRINTING	VISTAPRINT-BUSINESS CARDS-FD	10-60-422908-0000	\$ 298.04
DUNKIN	CONFERENCE/EDUCATION	DUNKIN-ANNUAL REVIEW - TOM -TD	10-46-421405-0000	\$ 17.37
STARBUCKS 21358	CONFERENCE/EDUCATION	STARBUCKS 21358-STAFF EVAL-EM	10-46-421405-0000	\$ 18.75
SCOOTER'S COFFEE #2378	CONFERENCE/EDUCATION	SCOOTER'S COFFEE #2378-EVAL - SCOOTERS - AG-AG	10-46-421405-0000	\$ 19.21
NRPA OPERATING	MEMBERSHIPS/CERTIFICATIONS	NRPA OPERATING-RACHEL HUBSCH - CPRP RENEWAL-RH	10-47-421509-0000	\$ 70.00
NINTENDO CC1585210014	COMPUTERS	NINTENDO CC1585210014-BUFFALO GROVE MEDIA LAB - THE JACKBOX PARTY PACK 3 GAME FOR THE SWITCH 2-SC1	10-51-421905-0000	\$ 27.55
NINTENDO CC1585208716	COMPUTERS	NINTENDO CC1585208716-BUFFALO GROVE MEDIA LAB - SUPER SMASH BROS ULTIMATE GAME FOR THE SWITCH 2-SC1	10-51-421905-0000	\$ 66.14
NINTENDO CC1585211383	COMPUTERS	NINTENDO CC1585211383-BUFFALO GROVE MEDIA LAB - FAMILY FUED GAME FOR THE SWITCH 2-SC1	10-51-421905-0000	\$ 33.06
NINTENDO CC1585214231	COMPUTERS	NINTENDO CC1585214231-BUFFALO GROVE MEDIA LAB - POKEMON POKOPIA GAME FOR THE SWITCH 2-SC1	10-51-421905-0000	\$ 77.16
ARLINGTON LANES - ALLE	RENTAL MUNICIPAL	ARLINGTON LANES - ALLE-BOWLING TRIP-DC	10-52-422109-1009	\$ 257.00
COURTYARD BY MARRIOTT	COMMERCIAL EXPENSE	COURTYARD BY MARRIOTT-OVERNIGHT ST CHARLES HOTEL 7 ROOMS -KR	10-53-422208-1008	\$ 940.80
MICHAELS STORES 1338	PROGRAM SUPPLIES	MICHAELS STORES 1338-PROGRAM SUPPLIES FOR COMMUNITY TRAVELERS -CD5	10-55-422406-1006	\$ 1.27
CINEMARK 481 ONLINE	PROGRAM SUPPLIES	CINEMARK 481 ONLINE-YARB MOVIE OUTING -CD5	10-55-422406-1006	\$ 214.71
TEACHERSPAYTEACHERS.CO	PROGRAM SUPPLIES	TEACHERSPAYTEACHERS.CO-WORKSHEETS FOR MARCH SUPPLIES -JT	10-55-422409-1009	\$ 2.00
DOLLAR TREE	PROGRAM SUPPLIES	DOLLAR TREE-CRAFTS FOR APRIL-	10-55-422409-1009	\$ 31.25
TEACHERSPAYTEACHERS.CO	PROGRAM SUPPLIES	TEACHERSPAYTEACHERS.CO-SUPPLIES FOR MARCH FOR BIN C-JT	10-55-422409-1009	\$ 5.50
AMAZON	PROGRAM SUPPLIES	AMAZON-ST. PATRICK'S DAY CRAFT-JT	10-55-422409-1009	\$ 13.08
DOLLAR TREE	PROGRAM SUPPLIES	DOLLAR TREE-PROGRAM SUPPLIES-PMPD	10-55-422409-1009	\$ 15.50
WALMART	PROGRAM SUPPLIES	WALMART-PURSUIT WH COOKING SUPPLIES-PWPD	10-55-422409-1009	\$ 15.22
WM SUPERCENTER #1735	PROGRAM SUPPLIES	WM SUPERCENTER #1735-PURSUIT BG COOKING SUPPLIES-PBGPD	10-55-422409-1009	\$ 7.82
AMAZON	INCLUSION	AMAZON-PALATINE - SUPPORTS - HEADPHONES HUNTING RIDGE -ST	10-69-450009-0002	\$ 23.74
JEWEL	CONFERENCE/EDUCATION	JEWEL-STAFF EVALUATION SNACK-PH	10-46-421405-0000	\$ 5.77
DUNKIN	CONFERENCE/EDUCATION	DUNKIN-STAFF EVALUATION SNACK-PH	10-46-421405-0000	\$ 8.06
MCDONALD'S F37692	CONFERENCE/EDUCATION	MCDONALD'S F37692-STAFF EVAL-EM	10-46-421405-0000	\$ 17.09
MCDONALD'S F14403	CONFERENCE/EDUCATION	MCDONALD'S F14403-EVAL - MCDONALDS - AG-AG	10-46-421405-0000	\$ 7.81
STARBUCKS STORE 14335	CONFERENCE/EDUCATION	STARBUCKS STORE 14335-EMILY MEYER ANNUAL EVALUATION -RH	10-46-421405-0000	\$ 13.13
OPENAI CHATGPT SUBSCR	COMPUTERS	OPENAI CHATGPT SUBSCR-BUSINESS CHAT - SOFTWARE - AG-AG	10-51-421905-0000	\$ 60.00
CHICAGO STEEL I	COMMERCIAL EXPENSE	CHICAGO STEEL I-CHICAGO STEEL HOCKEY GAME - 33 TICKETS-KM	10-53-422201-1001	\$ 495.00
CHICAGO STEEL I	COMMERCIAL EXPENSE	CHICAGO STEEL I-CHICAGO STEEL HOCKEY GAME - 4 ADA TICKETS-KM	10-53-422201-1001	\$ 60.00
SQ THROWN ELEMENTS PO	COMMERCIAL EXPENSE	SQ THROWN ELEMENTS PO-POTTERY FEES-CD3	10-53-422206-1006	\$ 207.00
844 BOWLERO MOUNT PROS	COMMERCIAL EXPENSE	844 BOWLERO MOUNT PROS-1300 PARTNER BOWL-AB2	10-53-422206-1006	\$ 624.00
DOLLAR TREE	PROGRAM SUPPLIES	DOLLAR TREE-304 SHINING STARS THE LUCKY MIC 24 PTS DECORATIVE STRAWS AND TABLECLOTHS -AU	10-55-422401-1001	\$ 16.50
DOLLAR TREE	PROGRAM SUPPLIES	DOLLAR TREE-GENERAL PROGRAM SUPPLIES-RH	10-55-422406-1006	\$ 26.46
WALMART	PROGRAM SUPPLIES	WALMART-PROGRAM SUPPLIES FOR 3030 CUISINE CRITICS- 12 PARTICIPANTS-CC	10-55-422406-1006	\$ 7.69
ALDI 40066	PROGRAM SUPPLIES	ALDI 40066-PROGRAM SUPPLIES FOR 3030 CUISINE CRITICS- 12 PARTICIPANTS-CC	10-55-422406-1006	\$ 54.72
TARGET 00008359	PROGRAM SUPPLIES	TARGET 00008359-INGREDIENTS FOR COOKING-HEPDP	10-55-422409-1009	\$ 16.36
TEACHERSPAYTEACHERS.CO	PROGRAM SUPPLIES	TEACHERSPAYTEACHERS.CO-WORKSHEETS FOR APRIL BIN A-JT	10-55-422409-1009	\$ 1.65
AMAZON	PROGRAM SUPPLIES	AMAZON-CUPS FOR PAINT N SIP-JT	10-55-422409-1009	\$ 13.99
AMAZON	PROGRAM SUPPLIES	AMAZON-DANIELLE USED MY CARD TO PURCHASE SUPPLIES FOR BIN B-JT	10-55-422409-1009	\$ 96.97
TJMAXX #0054	PROGRAM SUPPLIES	TJMAXX #0054-SUPPLIES FOR PROGRAM SITES-RH	10-55-422409-1009	\$ 87.36
AMAZON	PROGRAM SUPPLIES	AMAZON-PROGRAM SUPPLIES-DC	10-55-422409-1009	\$ 107.85
AMAZON	OFFICE SUPPLIES	AMAZON-CORDLESS MOUSE FOR HE LAPTOP -JT	10-42-421105-0000	\$ 9.89
STARBUCKS STORE 14335	CONFERENCE/EDUCATION	STARBUCKS STORE 14335-JT EVALUATION DRINKS (KM AND JT)-KM	10-46-421405-0000	\$ 10.79
DUNKIN	CONFERENCE/EDUCATION	DUNKIN-CC EVALUATION DRINKS (KM AND CC)-KM	10-46-421405-0000	\$ 12.30
ALDI 40055	PROGRAM SUPPLIES	ALDI 40055-PROGRAM SUPPLIES FOR FRIDAY NIGHT LIVE AND FRIDAY NIGHT FUN SHAMROCK & ROLL 18 PARTICIPANTS-CC	10-55-422401-1001	\$ 20.41
WALMART	PROGRAM SUPPLIES	WALMART-PROGRAM SUPPLIES FRIDAY NIGHT LIVE FRIDAY NIGHT FUN SHAMROCK & ROLL 18 PARTICIPANTS-CC	10-55-422401-1001	\$ 25.91
JEWEL	PROGRAM SUPPLIES	JEWEL-304 SHINING STARS THE LUCKY MIC 24 PTS SODA AND ICE-CREAM FOR GREEN RIVER FLOATS-AU	10-55-422401-1001	\$ 24.97
MARIANOS #505	PROGRAM SUPPLIES	MARIANOS #505-3580 DINNER CLUB WEEK 6 PROGRAM SUPPLIES FOR 5 PARTICIPANTS-SC1	10-55-422406-1006	\$ 39.21
MIDWESTBIRDSHOWS.COM	PROGRAM SUPPLIES	MIDWESTBIRDSHOWS.COM-CHILL N CHAT ACTIVITY -	10-55-422406-1006	\$ 31.20
DOLLAR TREE	PROGRAM SUPPLIES	DOLLAR TREE-VENTURE SQUAD SUPPLIES -	10-55-422406-1006	\$ 3.00
TARGET 00011767	PROGRAM SUPPLIES	TARGET 00011767-PROGRAM SUPPLIES-DC	10-55-422409-1009	\$ 14.76
AMAZON	PROGRAM SUPPLIES	AMAZON-PROGRAM SUPPLIES-DC	10-55-422409-1009	\$ 120.62
ALDI 40077	PROGRAM SUPPLIES	ALDI 40077-STATE BASKETBALL SNACKS-AB2	10-55-422423-1011	\$ 5.43
TST PARLOR DOUGHNUTS	CONFERENCE/EDUCATION	TST PARLOR DOUGHNUTS-STAFF EVALUATION SNACK-PH	10-46-421405-0000	\$ 12.45
SQ TKY INC.	CONFERENCE/EDUCATION	SQ TKY INC.-STAFF EVAL-EM	10-46-421405-0000	\$ 22.23
DUNKIN	CONFERENCE/EDUCATION	DUNKIN-KATE MORAN ANNUAL EVALUATION -RH	10-46-421405-0000	\$ 10.51
MCDONALD'S F14403	CONFERENCE/EDUCATION	MCDONALD'S F14403-SC EVALUATION DRINKS (KM AND SC)-KM	10-46-421405-0000	\$ 8.72
COMCAST / XFINITY	MAINTENANCE/UTILITIES	COMCAST / XFINITY-COMCAST HE 2/22-3/21-JD	10-49-421706-0000	\$ 366.88
COMCAST / XFINITY	MAINTENANCE/UTILITIES	COMCAST / XFINITY-COMCAST WH 2/22-3/21-JD	10-49-421706-0000	\$ 156.90
WIX.COM	COMPUTERS	WIX.COM-WIX PLUG IN - VISUAL STATS-TD	10-51-421904-0000	\$ 29.90
CCI CONSTANT-CONTACT	COMPUTERS	CCI CONSTANT-CONTACT-REFUND FOR DOUBLE PAYMENT -TD	10-51-421905-0000	\$ (1,470.00)
VZWRSS APOCC VISB	COMPUTERS	VZWRSS APOCC VISB-VERIZON WIRELESS PHONES-JD	10-51-421908-0000	\$ 452.11
ARLINGTON LANES - ALLE	COMMERCIAL EXPENSE	ARLINGTON LANES - ALLE-PIN STRIKERS FEE-	10-53-422206-1006	\$ 220.00
844 BOWLERO MOUNT PROS	COMMERCIAL EXPENSE	844 BOWLERO MOUNT PROS-SPARE TIME FEES-CD3	10-53-422206-1006	\$ 299.00
MIDWESTBIRDSHOWS.COM	PROGRAM SUPPLIES	MIDWESTBIRDSHOWS.COM-REFUND FOR ACTIVITY -	10-55-422406-1006	\$ (5.15)
MICHAELS STORES 9176	PROGRAM SUPPLIES	MICHAELS STORES 9176-PROGRAM SUPPLIES-	10-55-422406-1006	\$ 20.00
AMAZON	PROGRAM SUPPLIES	AMAZON-3020 AFTERNOON CLUB -ST. PATRICK'S DAY SUN CATCHERS FOR 15 PPTS. ONE GIANT BANNER FOR 15 PPTS.-PP	10-55-422406-1006	\$ 20.98
UBER EATS	PROGRAM SUPPLIES	UBER EATS-CHILL N CHAT ACTIVITY-	10-55-422406-1006	\$ 15.98
HOBBY-LOBBY #0177	PROGRAM SUPPLIES	HOBBY-LOBBY #0177-CHILL N CHAT SUPPLIES -	10-55-422406-1006	\$ 11.99
UBER EATS	PROGRAM SUPPLIES	UBER EATS-CHILL N CHAT ACTIVITY -	10-55-422406-1006	\$ 80.96
ALDI 40055	PROGRAM SUPPLIES	ALDI 40055-CHILL N CHAT SUPPLIES -	10-55-422406-1006	\$ 3.39
WM SUPERCENTER #1892	PROGRAM SUPPLIES	WM SUPERCENTER #1892-RMCC RESTOCK-KM	10-55-422406-1006	\$ 8.80
JEWEL	PROGRAM SUPPLIES	JEWEL-SUPPLIES FOR COMMUNITY TRAVELERS -CD5	10-55-422406-1006	\$ 82.10
WALMART	PROGRAM SUPPLIES	WALMART-INGREDIENTS FOR COOKING-	10-55-422409-1009	\$ 20.77
AMAZON	PROGRAM SUPPLIES	AMAZON-GLOVES FOR HANOVER PARK -JT	10-55-422409-1009	\$ 32.98

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Vendor	Expense Account Title	Expense Description	Account	Amount
AMAZON	PROGRAM SUPPLIES	AMAZON-GLOVES FOR HP-JT	10-55-422409-1009	\$ 35.98
DISNEY PLUS	PROGRAM SUPPLIES	DISNEY PLUS-DISNEY PLUS BILL-JT	10-55-422409-1009	\$ 20.98
AMAZON	PROGRAM SUPPLIES	AMAZON-PAPER TOWEL REFILLS FOR HP-JT	10-55-422409-1009	\$ 58.99
JEWEL	PROGRAM SUPPLIES	JEWEL-PROGRAM SUPPLIES-PRMCC	10-55-422409-1009	\$ 15.52
BURGER KING #7045 Q07	PROGRAM SUPPLIES	BURGER KING #7045 Q07-STATE BASKETBALL DINNER - PTPS AND STAFF-AB2	10-55-422423-1011	\$ 140.12
JIMMY JOHNS - 0500	PROGRAM SUPPLIES	JIMMY JOHNS - 0500-STATE BASKETBALL LUNCH - PTPS AND STAFF-AB2	10-55-422423-1011	\$ 96.45
MCDONALD'S F14403	CONFERENCE/EDUCATION	MCDONALD'S F14403-ST YEARLY EVALUATION DRINK-AC	10-46-421405-0000	\$ 4.47
DUNKIN	CONFERENCE/EDUCATION	DUNKIN-EVAL - DUNKIN - AG-AG	10-46-421405-0000	\$ 13.82
JIMMY JOHNS - 0301 - E	CONFERENCE/EDUCATION	JIMMY JOHNS - 0301 - E-STAFF EVALUATION SNACK-PH	10-46-421405-0000	\$ 27.80
MCDONALD'S F14403	CONFERENCE/EDUCATION	MCDONALD'S F14403-STAFF EVAL-EM	10-46-421405-0000	\$ 17.85
AMAZON	CONFERENCE/EDUCATION	AMAZON-STAFF ENRICHMENT MARCH MADNESS PRIZE-AD	10-46-421409-0000	\$ 9.94
JOTFORM INC	COMPUTERS	JOTFORM INC-JOTFORM 2026-JD	10-51-421905-0000	\$ 468.00
ALDI 40077	PROGRAM SUPPLIES	ALDI 40077-HAPPY HOUR SUPPLIES-PH	10-55-422406-1006	\$ 17.75
WIX.COM	COMPUTERS	WIX.COM-SLSF MONTHLY SUBSCRIPTION -TD	10-51-421904-0000	\$ 36.00
WALMART	PROGRAM SUPPLIES	WALMART-MEET N PLACE PROGRAM SUPPLIES - ST PATRICKS DAY COOKIE DECORATING-GM2	10-55-422405-1005	\$ 23.48
WM SUPERCENTER #1681	PROGRAM SUPPLIES	WM SUPERCENTER #1681-PROGRAM SUPPLIES FOR COMMUNITY TRAVELERS AND YARB-CD5	10-55-422406-1006	\$ 6.96
WALMART	PROGRAM SUPPLIES	WALMART-3020 AFTERNOON CLUB- SHERBERT AND SODA FOR 15 PPTS.-PP	10-55-422406-1006	\$ 13.07
WALMART	PROGRAM SUPPLIES	WALMART-INGREDIENTS FOR COOKING-HEPDP	10-55-422409-1009	\$ 35.08
WM SUPERCENTER #1420	PROGRAM SUPPLIES	WM SUPERCENTER #1420-INGREDIENTS FOR COOKING-	10-55-422409-1009	\$ 35.13
WM SUPERCENTER #1735	PROGRAM SUPPLIES	WM SUPERCENTER #1735-PURSUIT WH ST. PATRICK'S DAY SUPPLIES-PWPD	10-55-422409-1009	\$ 18.04
STICKER MULE	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	STICKER MULE-STICKERS FOR AGENCY -ST	10-61-423107-0000	\$ 75.00
WALGREENS #3512	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	WALGREENS #3512-STAFF SUPPORT -RH	10-61-423107-0000	\$ 94.34
JEWEL	CONFERENCE/EDUCATION	JEWEL-DRINKS/BOARD - JEWEL - AG-AG	10-46-421405-0000	\$ 48.72
WALMART	CONFERENCE/EDUCATION	WALMART-STAFF ENRICHMENT - MARCH MADNESS WATCH PARTY SNACKS-GM2	10-46-421409-0000	\$ 21.80
UNITED CENTER	COMMERCIAL EXPENSE	UNITED CENTER-PARKING FOR SE CHICAGO BULLS GAME - 6104-ST	10-53-422204-1004	\$ 50.00
844 BOWLERO MOUNT PROS	COMMERCIAL EXPENSE	844 BOWLERO MOUNT PROS-1300 PARTNER BOWL-AB2	10-53-422206-1006	\$ 572.00
SQ THROWN ELEMENTS PO	COMMERCIAL EXPENSE	SQ THROWN ELEMENTS PO-POTTERY FEES-CD3	10-53-422206-1006	\$ 207.00
AMAZON	PROGRAM SUPPLIES	AMAZON-BULLS GAME SPECIAL EVENT - 2 PARTICIPANT MEALS -AC	10-55-422404-1004	\$ 24.90
AMAZON	PROGRAM SUPPLIES	AMAZON-FOOD AND BEVERAGES-KM1	10-55-422404-1004	\$ 151.01
AMAZON	PROGRAM SUPPLIES	AMAZON-BULLS SPECIAL EVENT DINNER-PH	10-55-422404-1004	\$ 23.24
AMAZON	PROGRAM SUPPLIES	AMAZON-FOOD AND BEVERAGES-KM1	10-55-422404-1004	\$ 23.24
AMAZON	PROGRAM SUPPLIES	AMAZON-BULLS GAME SPECIAL EVENT DINNER-PH	10-55-422404-1004	\$ 17.70
AMAZON	PROGRAM SUPPLIES	AMAZON-FOOD AND BEVERAGES-KM1	10-55-422404-1004	\$ 42.03
AMAZON	PROGRAM SUPPLIES	AMAZON-PRE-FILLED EASTER EGGS FOR POOL EGG HUNT SE-EM	10-55-422404-1004	\$ 28.49
ALDI 40066	PROGRAM SUPPLIES	ALDI 40066-PROGRAM SUPPLIES FOR 3030 CUISINE CRITICS- 12 PARTICIPANTS-CC	10-55-422406-1006	\$ 63.38
JEWEL	PROGRAM SUPPLIES	JEWEL-PROGRAM SUPPLIES-PMPPD	10-55-422409-1009	\$ 37.14
JEWEL	PROGRAM SUPPLIES	JEWEL-PROGRAM SUPPLIES-PRMCC	10-55-422409-1009	\$ 35.25
AMAZON	INCLUSION	AMAZON-CARDS FOR INCLUSION THANK YOU - SLSF -AC	10-69-450022-0002	\$ 22.99
WIX.COM 1230710887	CONFERENCE/EDUCATION	WIX.COM 1230710887-NWSRA - MONTHLY SUBSCRIPTION -TD	10-46-421405-0000	\$ 36.00
MOTW COFFEE AND PASTRI	CONFERENCE/EDUCATION	MOTW COFFEE AND PASTRI-EVAL - MOTW COFFEE - AG-AG	10-46-421405-0000	\$ 37.85
WINGSTOP 2544	CONFERENCE/EDUCATION	WINGSTOP 2544-EVAL - WINGSTOP - AG-AG	10-46-421405-0000	\$ 7.16
FSP NCTRC	MEMBERSHIPS/CERTIFICATIONS	FSP NCTRC-NCTRC ANNUAL RENEWAL FOR CTRS-AB2	10-47-421504-0000	\$ 85.00
COMCAST / XFINITY	MAINTENANCE/UTILITIES	COMCAST / XFINITY-COMCAST HP 2/27-3/26-JD	10-49-421706-0000	\$ 129.54
LEVY@ 1C UNITED CNTR C	PROGRAM SUPPLIES	LEVY@ 1C UNITED CNTR C-STAFF FOOD AT SE CHICAGO BULLS GAME 6104-ST	10-55-422404-1004	\$ 25.45
LEVY@ 1C UNITED CNTR C	PROGRAM SUPPLIES	LEVY@ 1C UNITED CNTR C-STAFF FOOD AT SE CHICAGO BULLS GAME 6104-ST	10-55-422404-1004	\$ 25.44
LEVY@ 1C UNITED CNTR C	PROGRAM SUPPLIES	LEVY@ 1C UNITED CNTR C-6104 CHICAGO BULLS SPECIAL EVENT - FOOD FOR 1 STAFF-SC1	10-55-422404-1004	\$ 8.30
LEVY@ 1C UNITED CNTR C	PROGRAM SUPPLIES	LEVY@ 1C UNITED CNTR C-BULLS SPECIAL EVENT DINNER-PH	10-55-422404-1004	\$ 54.21
LEVY@ 1C UNITED CNTR C	PROGRAM SUPPLIES	LEVY@ 1C UNITED CNTR C-FOOD AND BEVERAGES-KM1	10-55-422404-1004	\$ 40.84
TRADER JOE S #687	PROGRAM SUPPLIES	TRADER JOE S #687-YARB SUPPLIES -CD5	10-55-422406-1006	\$ 40.80
TARGET 00021220	PROGRAM SUPPLIES	TARGET 00021220-3580 DINNER CLUB WEEK 7 PROGRAM SUPPLIES FOR 5 PARTICIPANTS-SC1	10-55-422406-1006	\$ 26.02
MEIJER STORE #228	PROGRAM SUPPLIES	MEIJER STORE #228-INGREDIENTS FOR COOKING-HEPDP	10-55-422409-1009	\$ 20.86
STARBUCKS	CONFERENCE/EDUCATION	STARBUCKS-TREAT FROM ANNUAL EVAL-JT	10-46-421405-0000	\$ 12.43
STARBUCKS STORE 14335	CONFERENCE/EDUCATION	STARBUCKS STORE 14335-EVAL - TRICIA-TD	10-46-421405-0000	\$ 13.02
DUNKIN	CONFERENCE/EDUCATION	DUNKIN-EVAL - DUNKIN - AG-AG	10-46-421405-0000	\$ 16.41
RINGCENTRAL INC.	COMPUTERS	RINGCENTRAL INC.-RING CENTRAL 3/20-4/19-JD	10-51-421909-0000	\$ 1,231.55
RIVER RAND BOWL	COMMERCIAL EXPENSE	RIVER RAND BOWL-BOWLING OUTING FOR YARB-CD5	10-53-422206-1006	\$ 105.00
CHILIS HOFFMAN ESTATES	COMMERCIAL EXPENSE	CHILIS HOFFMAN ESTATES-GENERAL PROGRAM - COMMERCIAL -	10-53-422206-1006	\$ 190.19
844 BOWLERO MOUNT PROS	COMMERCIAL EXPENSE	844 BOWLERO MOUNT PROS-SPARE TIME FEES-CD3	10-53-422206-1006	\$ 325.00
WALMART	PROGRAM SUPPLIES	WALMART-PURSUIT WH COOKING SUPPLIES-PWPD	10-55-422409-1009	\$ 10.53
WM SUPERCENTER #1735	PROGRAM SUPPLIES	WM SUPERCENTER #1735-PURSUIT WH COOKING SUPPLIES-PWPD	10-55-422409-1009	\$ 2.97
WALMART	PROGRAM SUPPLIES	WALMART-PURSUIT BG COOKING SUPPLIES-PBGPD	10-55-422409-1009	\$ 8.50
JEWEL	PROGRAM SUPPLIES	JEWEL-INGREDIENTS FOR COOKING-	10-55-422409-1009	\$ 26.02
TEACHERSPAYTEACHERS.CO	PROGRAM SUPPLIES	TEACHERSPAYTEACHERS.CO-BINGO FOR PANCAKE PARTY-JT	10-55-422409-1009	\$ 4.99
HULU	PROGRAM SUPPLIES	HULU-HULU/DISNEY SUBSCRIPTION 2 SITES-CL	10-55-422409-1009	\$ 12.99
JEWEL	PROGRAM SUPPLIES	JEWEL-PROGRAM SUPPLIES-PMPPD	10-55-422409-1009	\$ 9.98
AMAZON	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	AMAZON-JOB FAIR POPCORN GIVEAWAYS-AD	10-61-423110-0000	\$ 16.99
AMAZON	INCLUSION	AMAZON-ABILITY AWARENESS SUPPLIES -AC	10-69-450018-0002	\$ 13.46
DUNKIN	CONFERENCE/EDUCATION	DUNKIN-ANNUAL REVIEW - FATIMA -TD	10-46-421405-0000	\$ 17.52
WOMEN IN LEISURE SERVI	CONFERENCE/EDUCATION	WOMEN IN LEISURE SERVI-WILS WORKSHOP-RH	10-46-421407-0000	\$ 40.00
WM SUPERCENTER #1735	PROGRAM SUPPLIES	WM SUPERCENTER #1735-PURSUIT WH COOKING SUPPLIES-PWPD	10-55-422409-1009	\$ 17.88
WWW.CVS.COM	PROGRAM SUPPLIES	WWW.CVS.COM-PICTURE BOOK FOR ZACH Z LEAVING PURSUIT -JT	10-55-422409-1009	\$ 46.70
STARBUCKS STORE 02263	CONFERENCE/EDUCATION	STARBUCKS STORE 02263-PROFESSIONAL MEETINGS- YEARLY EVAL-CL	10-46-421405-0000	\$ 6.06
STARBUCKS 08609	CONFERENCE/EDUCATION	STARBUCKS 08609-ANNUAL REVIEW - LEXI -TD	10-46-421405-0000	\$ 18.91
JEWEL	PROGRAM SUPPLIES	JEWEL-PAINT AND SIP SUPPLIES 2 SITES-CL	10-55-422409-1009	\$ 18.95
DOLLAR TREE	PROGRAM SUPPLIES	DOLLAR TREE-EVENT SUPPLIES 6 SITES-CL	10-55-422409-1009	\$ 26.25
JEWEL	PROGRAM SUPPLIES	JEWEL-PURSUIT BG COOKING SUPPLIES-PBGPD	10-55-422409-1009	\$ 17.96
CAPUTO'S FRESH MARKET	PROGRAM SUPPLIES	CAPUTO'S FRESH MARKET-INGREDIENTS FOR COOKING-HEPDP	10-55-422409-1009	\$ 21.55
WM SUPERCENTER #1420	PROGRAM SUPPLIES	WM SUPERCENTER #1420-INGREDIENTS FOR COOKING-	10-55-422409-1009	\$ 13.12
WALMART	PROGRAM SUPPLIES	WALMART-PROGRAM SUPPLIES-PMPPD	10-55-422409-1009	\$ 12.86
CANON SOLUTIONS AMER I	PRINTING	CANON SOLUTIONS AMER I-CANON MAINT-JD	10-60-422901-0000	\$ 241.33
AMAZON	PROGRAM SUPPLIES	AMAZON-MAGNETS AND BINDER DIVIDERS FOR HP-JT	10-55-422409-1009	\$ 19.48
DISNEY PLUS	PROGRAM SUPPLIES	DISNEY PLUS-PROGRAM SUPPLIES-DC	10-55-422409-1009	\$ 20.98

March 2026
P-Card Transactions

Vendor	Expense Account Title	Expense Description	Account	Amount
SALT CREEK RURAL PARK	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	SALT CREEK RURAL PARK-STAFF OUTING - SALT CREEK - AG-AG	10-61-423107-0000	\$ 60.00
AMAZON	OFFICE SUPPLIES	AMAZON-CUBICLE NAME TAG - ASHLEY RICHARDSON-AD	10-42-421104-0000	\$ 8.54
JEWEL	COMPUTERS	JEWEL-DISTILLED WATER FOR SENSORY ROOM HP-JD	10-51-421906-0000	\$ 18.28
BZOO - WEBSITE ADMISSI	COMMERCIAL EXPENSE	BZOO - WEBSITE ADMISSI-4340 RAINBLAZERS FIELD TRIP - PARKING FEE FOR 1 BUS-SC1	10-53-422205-1005	\$ 28.00
MEIJER STORE #228	PROGRAM SUPPLIES	MEIJER STORE #228-PROGRAM SUPPLIES-PRMCC	10-55-422409-1009	\$ 28.31
FLOWER SHOP NETWORK	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	FLOWER SHOP NETWORK-FLOWERS FOR C. CUDNEY-STAFF SUPPORT-SC2	10-61-423107-0000	\$ 71.12
EB HR ON TAP-VOLUME 2	CONFERENCE/EDUCATION	EB HR ON TAP-VOLUME 2-FRACTNHR NETWORKING EVENT-SC2	10-46-421406-0000	\$ 39.19
MICROSOFT 14 DAY TRIAL	COMPUTERS	MICROSOFT 14 DAY TRIAL-MICROSOFT X-BOX DREAM/MEDIA LABS-JD	10-51-421905-0000	\$ 33.05
MARIANOS #505	PROGRAM SUPPLIES	MARIANOS #505-HAPPY HOUR PROGRAM SUPPLIES -CD2	10-55-422406-1006	\$ 27.81
AMAZON	PROGRAM SUPPLIES	AMAZON-3020 AFTERNOON CLUB- WOODEN CASTLES AND PAINT FOR 15 PPTS.-PP	10-55-422406-1006	\$ 39.58
AMAZON	PROGRAM SUPPLIES	AMAZON-PURSUIT BIN Q2 SUPPLIES-CL	10-55-422409-1009	\$ 115.79
AMAZON	OFFICE SUPPLIES	AMAZON-MEDICATION ENVELOPES-KS	10-42-421105-0000	\$ 19.69
WOMEN IN LEISURE SERVI	CONFERENCE/EDUCATION	WOMEN IN LEISURE SERVI-WILS WORKSHOP REGISTRATION -DO	10-46-421407-0000	\$ 40.00
WOMEN IN LEISURE SERVI	CONFERENCE/EDUCATION	WOMEN IN LEISURE SERVI-WILS CONFERENCE REGISTRATION-DO	10-46-421407-0000	\$ 80.00
WM SUPERCENTER #1735	PROGRAM SUPPLIES	WM SUPERCENTER #1735-PURSUIT BG COOKING SUPPLIES-PBGPD	10-55-422409-1009	\$ 6.83
WALMART	PROGRAM SUPPLIES	WALMART-PURSUIT WH COOKING SUPPLIES-PWPD	10-55-422409-1009	\$ 19.99
MARIANOS #505	PROGRAM SUPPLIES	MARIANOS #505-PROGRAM SUPPLIES-PMPPD	10-55-422409-1009	\$ 15.85
TEACHERSPAYTEACHERS.CO	PROGRAM SUPPLIES	TEACHERSPAYTEACHERS.CO-MATH WORKSHEETS FOR JASON K -JT	10-55-422409-1009	\$ 3.99
Total Warrant For March Electronic Accounts Payable				\$ 21,089.44

Staff Reports

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Date: 5/20/2026

To: NWSRA Board of Directors

From: Rachel Hubsch and Victoria Gonzalez, Superintendents of Recreation
Andrea Griffin, Executive Director

Re: Programs & Services Report March – April 2026

Recreation Therapy Highlights

General Recreation Therapy Programming

Throughout the season, NWSRA delivered 52 programs across multiple focus areas, including arts and crafts, community trips, swimming, music, and leisure sports. These programs supported participant growth, socialization, and overall wellbeing. The Winter–Spring season concluded on Saturday, May 2. Strong participation levels and positive engagement were observed across all program areas.

Lightning Athletics

NWSRA Athletics had two Lightning basketball teams qualified for the Special Olympics Illinois State Basketball Games on March 14. The Purple Lightning team earned a silver medal, and the Black Lightning team placed fourth. Seven athletes competed in the Special Olympics Powerlifting Competition on March 28 and March 29. Five athletes earned gold medals and qualified for the Special Olympics Illinois Summer Games. On April 12, NWSRA hosted an Illinois Therapeutic Recreation Section (ITRS) Soccer Tournament at the Streamwood Community Center, featuring eight teams from five Special Recreation Associations. A special thank you to Chris Fetterman, Senior Recreation Manager from the Streamwood Park District, for his partnership and assistance in organizing a successful event at the Streamwood Community Center. Seventeen athletes competed at the Special Olympics Region B Track and Field Competition on April 25 and April 26, with 15 athletes earning gold medals and qualifying for the Illinois Summer Games.

Community Adult Day Program

Participants across all six PURSUIT program sites remained actively engaged in meaningful and seasonal activities. Participant artwork was featured in the Buffalo Grove Art Show at the Raupp Museum, which opened on April 21. This opportunity allowed participants to showcase creative skills within a community setting. Participants also took part in a walk-a-thon and visited Cantigny, further promoting community engagement and peer interaction. With the arrival of warmer weather, sites increased participation in outdoor and wellness-focused

activities, including walking club, Jazzercise, bocce, and Skee-Ball. These activities supported physical health, socialization, and overall participant well-being.

Day Camp

Spring Break Camps served 34 campers across multiple sites, including the Palatine Community Center, Vogeley Barn, Plum Grove Park, and the Rolling Meadows Teen Center. Campers also participated in swim experiences at Park Place Family Recreation Center, Arlington Ridge Center, and Wheeling Community Recreation Center, providing a comprehensive recreational experience across age groups.

Clubs

Social Clubs demonstrated continued program growth, with 20 clubs operating during March and April and maintaining strong participant engagement. Participants attended a Chicago Steel hockey game during the farewell tour, with 30 participants in attendance. The event included a ceremonial puck drop by Executive Director Andrea Griffin and supported fundraising efforts, generating over \$3,000 for SLSF. Additional social and recreational offerings included the “Carnival of Illusions,” which served 70 participants and featured interactive games, themed concessions, and a live magician performance. “The Foodie Relay” engaged 18 participants in a progressive dining experience across community locations. Seasonal events, including Shamrock and Roll, also served 18 participants.

Leisure Education

NWSRA program staff facilitated 27 school outings between March and April. Activities included tumbling, wall climbing, ice skating, swimming, martial arts, arts programming, bocce, music, aerobics, wallyball, heritage farm experiences, and playground-based activities across multiple partner sites. On April 15, the Leisure Education Coordinator met with the Principal at Kirk School. Following these discussions, Kirk School committed to partnering with NWSRA for future Leisure Education programming, resulting in an additional 30 classrooms beginning in the 2026–2027 school year.

Special Events

On March 18, 18 participants attended a Chicago Bulls game at the United Center. On the same date, a Pop-Up Special Event served eight PURSUIT participants at Cutting Hall in Palatine, where attendees viewed *SpongeBob the Musical* in support of a Wheeling PURSUIT staff member, Carly [last name needed], who performed in the production. On March 29, a Pop-Up event served eight participants ages three through eight at the Splish Splash Pool Dash Egg Hunt held at the ARC in partnership with the Arlington Heights Park District. On April 11, 21 participants ages 21 and older attended NWSRA’s first Chicago Blackhawks Special Event during Hall of Fame Celebration Night.

Behavior Team

The Behavior Team focused on preparing staff and programs for the upcoming summer season through targeted training and proactive planning. Comprehensive summer training sessions were prepared across General RT Programs, Day Camp, THRIVE, and Inclusion, with an emphasis on practical behavior-support strategies. In May, an in-Service session was scheduled for full-time staff covering elopement response protocols, the Missing Participant Policy, and CPI refresher content emphasizing de-escalation techniques. Additional CPI training was planned for June for part-time Program Leaders and Site Directors. The team also conducted classroom observations for participants registered for summer camp, ensuring individualized supports were identified in advance to promote safe and consistent participation.

Specialty Spaces

Music Room

The Music Room at the Rolling Meadows Community Center remained a well-utilized and functional program space following recent updates, including repainting, reorganization, and the addition of instruments and storage solutions. Participants continued to access individual piano and drum instruction in a supportive learning environment.

Media Labs

NWSRA continued Media Lab programming at both the Buffalo Grove and Rolling Meadows locations, expanding access to adaptive technology and creative opportunities. The Buffalo Grove Media Lab was reorganized to improve functionality and efficiency. The Media Lab Committee advanced several initiatives, including program enhancement, development of a technology maintenance plan, and creation of a comprehensive staff manual.

Sensory Rooms

One Snoezelen field trip was hosted during the reporting period. In addition, enhancements to the Snoezelen room were completed, including replacement of a bubble tube to maintain a high-quality therapeutic environment.

Sensory Garden and Greenhouse

Collaborative planning occurred with the Wheeling Park District for educational and community beautification special events, including Seed to Sprout, Sprout to Bloom, and Garden to Table. NWSRA like to extend appreciation to Mike Taylor, Horticulture and Turf Foreman, for his collaboration and support in planning and implementing these initiatives.

Inclusion Highlights

A virtual PIT meeting was held with broad attendance from partner park districts. Topics included inclusion processes, front-office registration considerations, affiliate and volunteer roles, and introduction meetings. Staff facilitated a Boy Scout group experience focused on awareness of hearing, physical, and visual impairments. Staff also presented autism awareness training at the Elk Grove Park District DEIB Luncheon. Karly Melendy and Caroline Cudney each achieved one year of service, contributing to the continued growth of inclusion programming.

Outreach Efforts

Between March and April 2026, NWSRA participated in ten outreach and recruitment events across the member districts to promote program awareness, strengthen partnerships, and support participant and workforce engagement.

Outreach included health and resource fairs, school district events, disability awareness initiatives, and park district-hosted programs. Engagement occurred in partnership with multiple municipalities, libraries, school districts, and park districts, providing opportunities to connect directly with families, educators, students, and community members.

School-based activities supported both service awareness and recruitment efforts through participation in panels, cultural wellness events, autism awareness programming, and therapeutic recreation job presentations. Community inclusion efforts further reinforced NWSRA's commitment to accessibility and collaboration with member park districts. These outreach efforts expanded visibility, reinforced regional partnerships, and supported ongoing enrollment, inclusion, and recruitment goals.



Date: 5/20/2026
To: NWSRA Board of Directors
From: Sara Carey, Manager of Human Resources
Andrea Griffin, Executive Director
Re: Human Resources Report March – April 2026

Recruitment/Retention:

Recruitment efforts during March and April focused on advancing summer hiring initiatives, increasing applicant engagement, and expanding community outreach through strategic job fair participation. These efforts supported continued progress in filling seasonal and part-time roles while strengthening NWSRA’s presence within local school districts and community networks.

Job Fair Participation

NWSRA expanded its recruitment presence by actively participating in multiple community and school-based job fairs:

- Arlington Ridge Center – Annual Teen Job Fair – March 3, 2026
- Lake Park High School – March 10, 2026
- Youth Job Fair hosted by Senator Seth Lewis – March 18, 2026 (Bloomington Park District)
- NWSRA & Rolling Meadows Park District Summer Job Fair – March 25, 2026 (NWSRA Office)
- ACE Regional Job Fair – March 25, 2026 (Elgin Community College)
- Hanover Township 15th Annual Job Fair – April 8, 2026 (Bartlett)
- D211 Senior Job Fair-April 23rd (Schaumburg)
- Palatine Cultural Wellness Fair-April 24th

Participation in these events provided opportunities to:

- Promote summer and year-round employment opportunities
- Engage directly with students and community job seekers
- Strengthening partnerships with local schools, townships, and park districts
- Increase awareness of NWSRA employment opportunities and available programming

These efforts have contributed to building a strong candidate pipeline for summer staffing needs.

New Hires

During the months of March and April, 9 new individuals were successfully onboarded across program and support roles. These hires include:

- 7 Inclusion Aides
- 1 Program Assistant
- 1 Volunteer

This hiring progress reflects continued momentum in meeting staffing needs for the upcoming summer season, as well as ongoing improvements in recruitment strategies and candidate outreach.

Summer Hiring Initiative

Recruitment efforts remained focused on filling critical summer positions, including Inclusion Aides, Program Assistants, Camp Counselors, and Volunteers. We have 25 accepted offers from Summer Camp Counselors, 17 Summer Inclusion Aides, 8 Summer Program Assistants, and 2 Summer Volunteers. Recruitment is focused on hiring 40 more Summer Inclusion Aides by May 30, 2026, which is where the current hiring needs are. The Summer Camp counselor position has been filled as of April 28th. We are continuing to hire Camp Site Directors and Assistant Site Directors. The two open Inclusion Rovers have been fully staffed.

Marketing Collaboration

Recruitment continues to partner with the Marketing Team to enhance outreach efforts through:

- Consistent social media recruitment campaigns
- Promotion of open positions through branded graphics
- Staff engagement through email signature marketing
- Highlighting employment opportunities across multiple platforms

These efforts ensure a cohesive and far-reaching recruitment strategy during peak hiring season.

Staff Retention Focus

In the month of March, we hosted a March Madness bracket competition for the Men's and Women's March Madness Tournaments and also hosted a watch party to build team camaraderie. During the month of April, we crowned a new Mac-Down Champion, Recreation Specialists Abigail Updike. This was our second annual macaroni and cheese contest, and we had 7 competitors this year.

We also celebrated NWSRA's amazing admin staff on Wednesday, April 22nd for National Administrative Professional's Day. The four team members received flowers and appreciation cards, a lunch out and a Social Media post highlighting our appreciation for them.

In May, the Staff Enrichment Committee is hosting 2 fun events for the team. On May 4th, we will be in the Park Place Courtyard burning off a little steam by hitting a pinata with light sabers to celebrate May the 4th be with you. Finally on May 5th, Staff Enrichment will be hosting a nacho bar to celebrate Cinco De Mayo.

Compliance/Risk Management:

NWSRA was the host site for a PDRMA training on Friday, April 10th for a team of 16 participants, including the NWSRA Manager of Programs and Operations and the Operations Coordinator. The class was for PDRMA agencies to participate in 15 Passenger Van and Shuttle Bus Driver training.

The Manager of Human Resources, the Superintendent of Recreation, the Manager of Programs and Support Services and the Coordinator of Support Services participated in the Risk Management kick off for the agency on Monday, March 23 with Kyle Saros, PDRMA representative. This meeting outlined the items that NWSRA will focus on for the 2026 Risk Management year.

As a part of ongoing commitment to Safety for staff and participants, the Safety Team has developed and submitted a SMART Goal focused on developing a Safety Procedures Manual for the agency. Included will be various safety procedures for the entire agency in one resource that will be housed in the front office and the 2nd floor in a central location. As an example, it will include emergency procedures for programs, office staff, weather related emergencies, fire, active/aggressive intruder, First Amendment Auditors, and a quick contact information sheet to name a few. This will be a yearlong process with a roll out by the end of 2026.

Focus is all so on improvements to last year's survey/risk management review of current processes for any current processes that rated an orange (1) and yellow (2). This will increase safety and processes for our staff and our participants. Improving in these areas will increase year end incentive through PDRMA which we can then use this money to improve and purchase safety related items.

Compensation and Benefits:

The Executive Director and the Manager of Human Resources successfully developed, with partnership with the entire leadership and management team, the new annual review process for all Full-Time Staff. This included a more streamlined, mission focused review that was easier to provide input, allowed for the team members to provide feedback and gave a clearer merit-based rating system. All of the reviews were conducted in-house in March with an effective date of 3/30/2026. Along with the reviews, the newly updated job descriptions were also signed and uploaded into Paycom.

Training and Development:

All Team In-services have been conducted, to date the topics included the following:

- Budget Overview to improve knowledge of the NWSRA budget
- Team Building/Personalities to increase awareness of different communication and work styles based on personalities.
- Excel Training
- Epact and RecTrak Training
- Mental Health First Aid Training
- CPR/First Aid Training
- CPI Training
- Behavior Team: Crisis Training/Confidence/Decision Making Skills

These training courses were designed and presented to increase knowledge across a variety of topics for the staff. We will continue to plan additional In-services to grow and develop our Full-Time staff in 2026.

GENERAL MARKETING

- Published and promoted the 2026 Summer Brochure through digital communications, social media, and website updates to support program awareness and registration efforts.
- Published the March and April NOW newsletters to keep families, participants, staff, and stakeholders informed on programs, events, and organizational updates.
- Developed a new NWSRA informational brochure to better explain NWSRA services, programs, and funding sources to community members and stakeholders.
- Prepared marketing and informational materials for Parks Day at the Capitol to support advocacy and awareness efforts.
- Reworked quarterly participation reports to improve readability and help Staff and the Board better identify participation trends and program engagement.
- Promoted strategic planning focus groups through flyers, digital outreach, and communications to encourage stakeholder participation and feedback.
- Promoted the Walk for Autism event at Arlington Heights Park District to raise awareness around Autism.

PROJECT UPDATES

- Website: The Marketing Team is nearing completion of the NWSRA website project, with significant progress made on updating, organizing, and refining content to improve clarity, accessibility, and the overall user experience for participants, families, and community members. The team is currently working toward a targeted website launch date of June 15.



SLSF MARKETING

- In preparation for the upcoming golf season, marketing materials and promotional efforts were developed for all six golf outings, including event brochures, early bird sponsorship materials, promotional graphics, and registration communications to support participation and sponsorship outreach.

TECHNOLOGY

- Purchased 14 new computers to replace devices which reached or exceeded the agencies four-year threshold.
- Completed a transition to fiber internet service at the main office to improve network upload speed, reliability, and overall connectivity. This was done primarily to support the completion of the agencies transition to SharePoint.
- Updated the agency's EMS Server configuration to allow VPN connections to utilize IPsec over SSL, improving network security.



WEBSITE STATISTICS

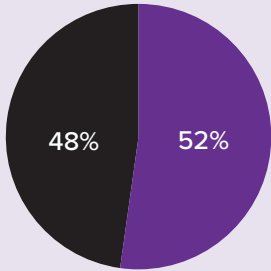
www.nwsra.org

17K

TOTAL PAGE VIEWS

4.6K

TOTAL SESSIONS



■ New Visitor
■ Returning Visitor

2.2K NEW VISITORS

MOST VISITED PAGES

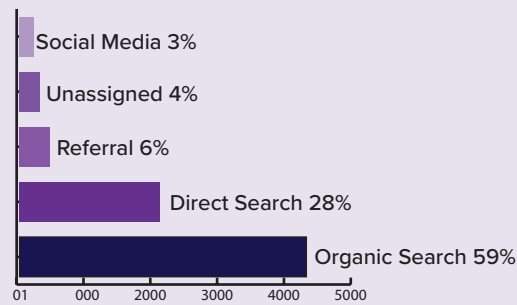
Rank	Page Name	Page Views	Avg. Time Spent
1.	NWSRA Homepage	5,377	19 sec
2.	NWSRA NWSRA Brochure	4,605	14 sec
3.	NWSRA Employment Opportunities	1,583	14 sec
4.	NWSRA Day Camps	1,128	24 sec
5.	NWSRA Staff Contacts	790	33 sec
6.	NWSRA About	331	14 sec
7.	NWSRA PURSUIT	296	15 sec
8.	NWSRA Activity Center	263	12 sec
9.	NWSRA Locations - Contact Info	221	14sec
10.	NWSRA Athletics	219	17 sec

PAGE VIEWS

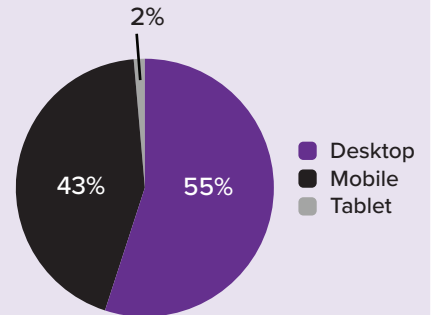
AVG. TIME SPENT

TOP CHANNELS

How people visit the website



DEVICES BEING USED



SOCIAL MEDIA STATISTICS



People Reached: 11.2K
Total Page Likes: 9.6K
Page Vists: 3.3K



Profile Vists: 296
Post Reach: 2.5K
Total Followers: 1.3K



Total Followers: 405
Tweet Impressions: N/A
Profile Visits: N/A



Post Impressions: 4,241
Total Followers: 1,737
Page Views: 39

TRENDING POSTS

- Looking for a summer job? Stop by...
- Yesterday at All Staff, Kate passed the GOAT to Eric...
- NWSRA will be at the Regional Job Fair...
- Over the weekend, our Black Lightning team...
- Happy St. Patrick's Day from NWSRA...



WEBSITE STATISTICS

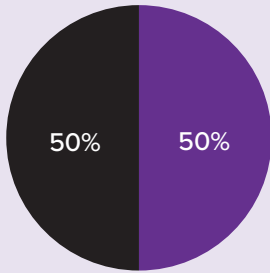
www.nwsra.org

16K

TOTAL PAGE VIEWS

6.9K

TOTAL SESSIONS



■ New Visitor
■ Returning Visitor

2.1 K NEW VISITORS

MOST VISITED PAGES

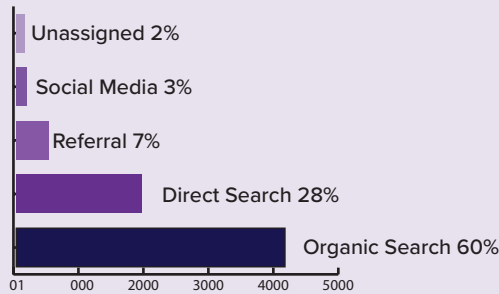
Rank	Page Name	Page Views	Avg. Time Spent
1.	NWSRA Homepage	5,044	18 sec
2.	NWSRA Brochure	3,504	14 sec
3.	NWSRA Employment Opportunities	2,033	13 sec
4.	NWSRA Staff Contacts	769	36 sec
5.	NWSRA Day Camps	671	20 sec
6.	NWSRA Activity Center	346	24 sec
7.	NWSRA PURSUIT	295	21 sec
8.	NWSRA About	293	17 sec
9.	SLSF Job Openings	267	9 sec
10.	NWSRA Locations - Contact Info	228	29 sec

PAGE VIEWS

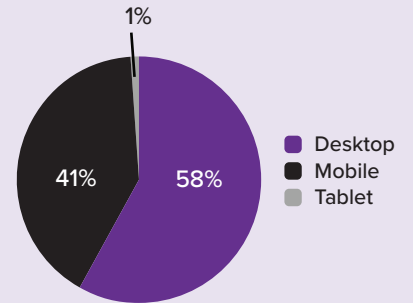
AVG. TIME SPENT

TOP CHANNELS

How people visit the website



DEVICES BEING USED



SOCIAL MEDIA STATISTICS



People Reached: 10K
Total Page Likes: 9.6K
Page Vists: 3.4K



Profile Vists: 353
Post Reach: 2.4K
Total Followers: 1.3K



Total Followers: 405
Tweet Impressions: N/A
Profile Visits: N/A



Post Impressions: 5,713
Total Followers: 1,737
Page Views: 61

TRENDING POSTS

- This past weekend, 10 athletes competed in...
- Yesterday at All Staff, Eric passed the GOAT to Lexi...
- Our Inclusion Coordinators, Sam, Karly, Caroline...
- Congratulations to Abby on taking home...
- Thank you to everyone who joined us over the...





Date: 5/20/2026
To: NWSRA Board of Directors
From: Anne Kiwala, Superintendent of Development
Andrea Griffin, Executive Director
Re: Foundation Report March – April 2026

Foundation Snapshot

- 2026 Donations at 88.5% of annual goal as of April
- Record breaking events:
 - 2026 Fashion Show highest revenue in event history
 - 2025 6 out of 8 events highest revenue in event history
- Strong early momentum for golf events and sponsorship

FUNDRAISING REVENUE GROWTH

Sustained Growth. Stronger Impact.

Fundraising revenue has increased 53.5% since 2022, growing from \$527,439 to a budgeted \$809,592 in 2026.



Our consistent growth reflects strong donor support, successful events, and strategic partnerships that fuel our mission.

Foundation Governance & Development

- The Foundation is actively recruiting **two new board members** to support continued growth and diversification of expertise. Recruitment efforts are focused on individuals with strong community connections and experience in fundraising, corporate partnerships, and/or nonprofit leadership.

Strategic Partnerships & Opportunities

- **Ascension Hospital Grant & Collaboration** – SLSF’s engagement through networking leading to collaboration between Ascension and NWSRA on a new SIB (sibling) program opportunity. SLSF was invited to apply for grant funding for NWSRA general programming.
- **Schaumburg Township Mental Health Board Leadership Forum** – Andi Criswell, Manager of Inclusion, will be participating in an upcoming leadership forum hosted by the Township. This opportunity includes small-group networking and mentor pairings, providing a valuable platform to strengthen regional relationships, increase visibility for NWSRA, and identify potential funding and partnership opportunities.
- **Volunteer Engagement Pipeline Development** – SLSF is collaborating with NWSRA staff to identify and promote one-time volunteer opportunities that allow donors and community contacts to engage directly with NWSRA programming. These experiences are designed to deepen mission connection through hands-on involvement and are maintained through a regularly updated [Volunteer Intake Form](#) to ensure timely matching with interested participants.

Golf Season Promotion

Marketing for the 2026 SLSF Golf Season has officially begun. Early sponsorships and registrations are already being secured, setting the stage for another successful season of fundraising and community engagement. Board support in promoting and sponsoring these events continues to be critical to their success.

Golf Revenue (pledged and received) as of April: \$67,041

[Golf Classic Registration](#)

[Early Bird Golf Sponsorship Deals](#) – Promotion ends June 1st, 2026

Upcoming Events

- [June 4th - Palatine Hills Golf Classic](#)
- [June 24th – Bridges of Poplar Creek Golf Classic](#)

Old Business

[Return to Home](#)



Date: 05/20/2026
To: NWSRA Board of Directors
From: Nick Eckelberry, Manager of Finance
Andrea Griffin, Executive Director
Re: Updated Capital Asset Policy

Requested Motion:

Motion to approve the updated Capital Asset Policy.

Background/Information:

Staff completed a comprehensive review and updated the NWSRA Capital Asset Policy and associated Capital Budget, that is attached for your information.

As part of this review, current practices, asset classifications, and long-term planning needs were evaluated to ensure alignment with GASB requirements, operational realities, and financial best practices. The attached document reflects these updates. Items shown as strikethrough represent components that are proposed to be removed or no longer capitalized under the revised policy.

A key change included in this update is a revised approach to budgeting for technology-related purchases. Following a review of the rolling capital plan, staff recommends transitioning most technology items (such as computers, software, and related equipment) from the capital plan to the operating budget beginning in fiscal year 2027. This change better reflects the shorter useful life, frequent replacement cycle, and ongoing nature of these expenses.

These updates are intended to:

- Improve clarity and consistency in asset classification
- Better align capital practices with actual asset use and lifecycle
- Enhance financial planning and budgeting accuracy
- Ensure continued compliance with applicable accounting standards

CAPITAL ASSETS

The purpose of this capital asset policy is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements. The NWSRA capital asset policy is herein established to safeguard assets and to insure compliance with GASB34 for governmental financial reporting.

This policy is herein established to safeguard and address NWSRA's investment property, which comprises a significant resource. This policy is meant to ensure compliance with various accounting and financial reporting standards including Generally Accepted Accounting Principles (GAAP), and Governmental Accounting, Auditing, and Financial Reporting (GAAFR).

Further, this policy is meant to reflect NWSRA's desire to meet the reporting requirements set forth in the Governmental Accounting Standards Board (GASB) Statement No. 34. Specifically, the GASB Statement No. 34 states that governments should provide additional disclosures in their summary of significant accounting policies including the policy for capitalizing assets and for estimating the useful lives of those assets which is used to calculate the depreciation expense. The Statement also requires disclosure of major classes of assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current-period depreciation expense.

A. Inventory

Responsibility for control of capital assets will rest with the finance department. The Manager of Finance shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases, which fall below the capitalization threshold as shown in Section E, will not be included in the capital asset inventory.

Each Department will be responsible for controlling capital assets for their department. The Manager of Finance shall ensure that such control is maintained by establishing a capital asset inventory schedule, and work with each Department Head annually to update the inventory.

The inventory schedule will include the following for each asset:

- Asset Description – A description of the asset (serial #, model#)
- Asset Classification (Land and Land Improvements, Building and Building Improvements, Vehicles, Machinery and Equipment, and Infrastructure Assets)
- Department name and physical location of asset
- Date asset was purchased/acquired and or disposed
- Cost of Asset
- Method of acquisition (purchased or donated)
- Estimated useful life

This list will be maintained, updated, and reviewed by the Manager of Finance on an ongoing basis.

B. Valuing Capital Assets

Capital assets should be valued at cost plus those costs necessary to place the asset in its location (i.e. freight, installation charges). In the absence of exact cost information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

C. Capitalizing

When to Capitalize Assets:

Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes, an item must be at or above the capitalization threshold and have a useful life meeting year stated in Section E. Capital Assets Useful Lives. ~~of more than one year.~~

Assets not capitalized:

~~Capital assets below the capitalization threshold (see schedule Section E) on a unit basis but warranting "control" shall be inventoried and an appropriate list will be maintained by the Manager of Finance.~~

Capital Assets should be capitalized if they meet the following criteria:

- ~~• Tangible~~
- ~~• Useful life of more than one year (benefit more than a single fiscal period)~~
- ~~• Cost exceeds designated threshold (see schedule Section E) Capital Assets~~

~~include the following major classes of assets:~~

Land and Land Improvements – Capitalized value is to include the purchase price plus costs such as legal fees and filing fees; improvements such as parking lots, fences, pedestrian bridges, landscaping.

Building and Building Improvements – Costs include purchase price plus costs such as legal fees, filing fees, rental fees, specialty projects; improvements include structures and all other property permanently attached to, or an integral part of the structure and building improvements for NWSRA owned spaces. These costs include re-roofing, electrical/plumbing, flooring replacement and HVAC.

Vehicles – Costs include purchase price and equipment as well as costs such as title, and registration.

Machinery and Equipment – Assets included in this category are specialized equipment, agency-owned software, office equipment, kitchen equipment, and computer hardware. ~~heavy-equipment, traffic equipment, generators, computers, software, hardware, technology, office-equipment, phone system, and kitchen equipment.~~

Furniture & Fixtures – Assets included in this category are furniture such as desks, cabinets, and chairs purchased by the Association for use at the NWSRA office and NWSRA programming spaces.

~~**Infrastructure Assets** – Infrastructure Assets are long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.~~

Depreciation

Depreciation is computed on a straight-line method on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the

asset's functionality or extends the asset's useful life. Projects in process will be added to the asset base as the projected expenses are incurred. However, the project will first need to meet its individual threshold.

Section E: Capital Assets Useful Lives are as follows:

Asset	Useful Life	Capitalization Threshold	Inventory Threshold
Land (and inexhaustible Land Improvements)	N/A	\$1,000-\$5,000	1
Building	50	\$1,000-\$5,000	1
Building Improvements		\$1,000-\$5,000	1
HVAC	20		
Re-roofing	20		
Electrical/Plumbing	30		
Flooring Replacement	10		
NWSRA Owned Spaces	10		
Office Infrastructure	5		
Vehicles		\$1,000-\$5,000	1
Vehicles —Programs	8		
Vehicles — Employee	8		
Machinery & Equipment		\$1,000-\$5,000	1
Recreational Specialized Equipment	20		
Software (Agency owned)	5		
Office Equipment	5		
Kitchen Equipment	15		
Computers	5		
Furniture & Fixtures		\$1,000-\$5,000	1
Office Furniture	20		
Office Equipment	5		
Phone System	5		
Kitchen Equipment	15		
Infrastructure	20	\$1,000-	

D. Removing Capital Assets from Inventory

Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The item must also be removed from the inventory listing in the Inventory Management System.

E. Surplus Property

Each Department must notify the Manager of Finance of any capital purchases and of any capital assets classified as surplus. Only assets with an initial value of \$1,000 \$5,000 or greater need to be declared as surplus. All surplus items must be included on a Surplus Ordinance and approved by the Board of Directors prior to disposal.

I. Lost or Stolen Property

When suspected or known losses of property occur, NWSRA should conduct a search for the missing property. The search should include a possible transfer to another department, placed in storage, or placed on a surplus ordinance. If the missing property is not found, the loss should be reported to the Executive Director and if it is a capital asset, it will be reported to the Board of Directors and removed from the inventory listing in Inventory Management System.



Date: 5/20/2026
To: NWSRA Board of Directors
From: Victoria Gonzalez, Superintendent of Recreation
Andrea Griffin, Executive Director
Re: Capital Budget Funding Updates - Accessible Vehicle Leasing vs. Purchasing Review

Background/Information:

NWSRA operates on a five-year capital planning model. Based on our current projections, we are fully funded through 2028. However, beyond that point, we will not have sufficient capital reserves to support anticipated capital expenditures without identifying an alternative funding strategy.

Over the past two fiscal years, we have been in a positive financial position. Last year, we generated surplus revenue that was transferred into capital, and we anticipate doing the same this year. While this has strengthened our short-term capital outlook, it is important to recognize that historically we have not consistently generated significant excess revenue to fund capital needs. Our recent results are positive, but they are not reflective of a long-term trend we can rely on.

With direction from the Board, staff have revisited the current capital plan, focusing specifically on evaluating leasing vehicles. As accessible vehicle replacement costs continue to rise, staff reviewed whether leasing could be a practical alternative to NWSRA’s current purchasing model. Feedback from peer agencies and vendors show that most agencies continue to purchase because it provides greater long-term control, fewer restrictions, and easier management of accessible vehicles used for participant transportation. However, some agencies are beginning to explore leasing due to rising replacement costs, large capital spikes, and the potential for more predictable annual budgeting.

Vendor Feedback:

Staff contacted National Auto Fleet Group, Southern Bus and Mobility, and Central States & Best Bus.

Three of the four vendors confirmed:

- Leasing is available for accessible buses, minibuses, ADA vans, and vehicles with wheelchair lifts
- No restrictions on participant transportation use

- Standard lease terms are typically 3–5 years
- Buyout options are available at lease end
- Standard manufacturer warranty is included
- Maintenance and repairs are generally not included
- Standard insurance is required

Vendor	Lease Terms	Mileage Limits	Buyout Option	Estimated Cost
National Auto Fleet Group	3–5 years common; up to 7 years	No mileage restrictions	Yes	Based on vehicle and term; first 12-month deferral possible
Southern Bus and Mobility	3–5 years common	Typically 12,000–15,000 miles annually; overage fees apply	Yes	Approximately \$1,800/month depending on vehicle
Central States	3–5 years common	Customized based on agency needs	Yes	Based on vehicle and lease length
Best Bus	TBD	TBD	TBD	TBD

All vendors noted that most agencies still choose to purchase.

Leasing Considerations:

Potential Benefits

- Predictable annual costs
- Reduced capital replacement spikes
- Newer fleet rotation
- Buyout or replacement flexibility

Potential Challenges

- Higher long-term cost compared to ownership
- Maintenance and repairs remain agency responsibility
- Mileage restrictions may apply
- No replacement vehicles provided
- Lease agreements and bid requirements require legal review

Staff Recommendation:

Explore leasing as an option. In the meantime, staff will continue with the current purchasing model while obtaining formal lease quotes and confirming procurement requirements for future planning.

Next Steps:

1. Meet with each leasing company
2. Confirm bid requirements for leasing versus purchasing
2. Obtain formal lease quotes for a comparable accessible vehicle
3. Review total cost comparison of leasing vs. ownership
4. Return with final recommendation if leasing becomes financially advantageous

This memo is for informational purposes only; no Board action is required at this time.



Date: 5/20/2026
To: NWSRA Board of Directors
From: Andrea Griffin, Executive Director
Re: Capital Budget Funding Updates – Technology

Background/Information:

NWSRA operates on a five-year capital planning model. Based on our current projections, we are fully funded through 2028. However, beyond that point, we will not have sufficient capital reserves to support anticipated capital expenditures without identifying an alternative funding strategy.

Over the past two fiscal years, we have been in a positive financial position. Last year, we generated surplus revenue that was transferred into capital, and we anticipate doing the same this year. While this has strengthened our short-term capital outlook, it is important to recognize that historically we have not consistently generated significant excess revenue to fund capital needs. Our recent results are positive, but they are not reflective of a long-term trend we can rely on.

With direction from the Board, staff have revisited the current capital plan with a specific focus on evaluating technology-related expenditures. As part of this review, staff are working to shift appropriate technology costs from the capital budget into the operating budget where they more accurately reflect ongoing operational needs rather than one-time capital investments. This approach supports greater transparency, aligns expenses with their true lifecycle, and allows the capital plan to more accurately reflect long-term infrastructure and asset needs.

Below are technology-related expenditures that are more appropriately classified as operating expenses. The following categories will be removed from the capital plan and incorporated into the operating budget starting in 2027, reflecting a cost of \$75,782 to be absorbed into the 2027 operating budget:

- Agency computers - including staff laptops, iPads, lab computers and similar equipment
- Network equipment – including firewalls, switches, upsers, and access points
- Printer leases and purchases
- Specialty space hardware replacements

- Historically the first-year new software is implemented, it would be budgeted out of capital, moving forward this will come out of operating. Currently, there are no new software implementations anticipated for 2027.

Next Steps:

Board direction requested on the following capital budget items –

- Review the five-year capital projections in detail
- Discuss projected funding gaps beginning in 2029
- Explore potential funding strategies
- Receive direction from the Board of Directors on preferred approach

This memo is for informational purposes only; no Board action is required at this time.

Capital Areas	Capital Type	YEAR OF VEHICLE	2026	2027	2028	2029	2030	Total 5 year Capital Expenditure
460002	502 20 passenger- accessible 2006	2006		\$200,000.00				200,000.00
	501 26 passenger- accessible 2007	2007				\$200,000.00		200,000.00
	508 14 passenger- accessible, IDOT 2010	2010			\$130,000.00			130,000.00
	509 14 passenger- accessible 2011	2011					\$130,000.00	130,000.00
	522 14 passenger- accessible 2011	2011					\$130,000.00	130,000.00
	515 14 passenger- accessible, IDOT 2012	2012						0.00
	516 14 passenger- accessible 2012	2012						0.00
	507 26 passenger- accessible 2016	2016						0.00
	510 14 passenger- accessible, IDOT 2016	2016						0.00
	525 14 passenger- accessible 2016	2016						0.00
	511 14 passenger- accessible, IDOT 2017	2017						0.00
	524 14 passenger- accessible 2017	2017						0.00
	526 14 passenger- accessible, IDOT 2017	2017						0.00
	503 20 passenger- accessible 2018	2018						0.00
	512 14 passenger- accessible 2018	2018						0.00
	523 14 passenger- accessible 2018	2018						0.00
	Gigabyte 14 passenger- accessible, IDOT 2021	2021						0.00
	Drifter Transit - Accessible 2023	2023						0.00
	Kevin 14 passenger- accessible - 2023	2023						0.00
	Lightning 14 passenger- accessible - 2023	2023						0.00
	Cruiser 14 passenger- accessible 2024	2024						0.00
	Shia 14 passenger- accessible - 2024	2024						0.00
	513 Minivan (6 passengers) NEW	2025						0.00
	527 14 passenger- accessible, IDOT 2025	2025						0.00
	McBussin 15 passenger- accessible - 2025	2025						0.00
	Thunder 14 passenger- accessible- 2025	2025						0.00
Vehicles Total			0.00	200,000.00	130,000.00	200,000.00	260,000.00	790,000.00
Technology/Hardware								
460003	Computer (lease / purchase)		30,000.00					30,000.00
	Tech Infrastructure		21,000.00			59,500.00		80,500.00
	Printer (lease / purchase)		17,782.80					17,782.80
	Specialty Space Equipment		21,000.00					21,000.00
	New Software		50,000.00					50,000.00
Technology/Hardware Total			139,782.80	0.00	0.00	59,500.00	0.00	199,282.80
Building/Maintenance								
460004	Sites	RMCC - Storage & Office Space (Paid every 3 years)	0.00	0.00	0.00	51,000.00	0.00	51,000.00
		HVAC	6,000.00	125,000.00	6,000.00	6,000.00	6,000.00	149,000.00
		Infrastructure Support	5,000.00	4,000.00	5,000.00	4,000.00	5,000.00	23,000.00
		Office Update - Park Central Projects	79,000.00	29,000.00	0.00	0.00	0.00	108,000.00
Building/Maintenance Total			90,000.00	158,000.00	11,000.00	61,000.00	11,000.00	331,000.00
Total Capital Expenses			229,782.80	358,000.00	141,000.00	320,500.00	271,000.00	1,320,282.80

Actual Capital Funds as of 1/31/2026	\$	595,105.26
LESS: 2026 Budgeted Capital Expenditures	\$	(229,782.80)
LESS: Additional expense for sidewalk replacement	\$	(18,974.50)
ADD: Transfer of 2025 Operating Profit to Capital Fund	\$	169,612.41
Projected Capital Funds as of 12/31/2026	\$	515,960.37
Projected Capital Funds as of 1/1/2027	\$	515,960.37
LESS: 2027 Budgeted Capital Expenditures	\$	(358,000.00)
ADD: Transfer of 2026 Operating Profit to Capital Fund	\$	321,533.77
Projected Capital Funds as of 12/31/2027	\$	479,494.14

*Projected surplus from operating Adult Day Program independently for 6 months



Date: 5/20/2026
To: NWSRA Board of Directors
From: Andrea Griffin, Executive Director
Re: Ratification of signed Park District Consent & Waivers

Requested Motion:

Motion to ratify signed Park District Consent & Waivers.

Background/Information:

At a recent interval between meetings, staff received consent & waiver documents from legal counsel at Robbins Schwartz on behalf of three member districts: Buffalo Grove Park District, Hoffman Estates Park District, and Wheeling Park District. These consent & waivers pertain to NWSRA and listed Park Districts being represented by the same legal counsel for draft of leases for NWSRA to rent Park District spaces for programming.

Each consent & waiver required the signature of the NWSRA Board Chairperson. In alignment with prior Board discussion regarding the need to streamline lease execution particularly related to timing, consistency of forms, and administrative efficiency, staff requested concurrence via email to authorize the Board Chairperson to execute these agreements.

Based on the concurrence received, the Board Chairperson proceeded with signing the leases to ensure timely execution and avoid delays in facility use and operations.

NICOLE L. KARAS
nkaras@robbins-schwartz.com

PATRICK R. MINER
pminer@robbins-schwartz.com

March 19, 2026

VIA EMAIL AND U.S. MAIL

Ms. Erika Strojinc
Executive Director
Buffalo Grove Park District
530 Bernard Drive
Buffalo Grove, Illinois 60089
estrojinc@bgpkr.org

Ms. Andrea Griffin
Executive Director
Northwest Special Recreation Association
3000 West Central Road
Rolling Meadows, Illinois 60008
agriffin@nwsra.org

**Re: Disclosure, Consent and Waiver of Conflicts of Interest Request –
Intergovernmental Agreement**

Ms. Strojinc and Ms. Griffin:

We have been informed that the Buffalo Grove Park District (the "BGPD") and the Northwest Special Recreation Association (the "NWSRA") have agreed in concept to enter into a revised Intergovernmental Agreement for the lease of recreational programming space at the BGPD Fitness Center (the "IGA").

The proposed IGA presents our firm with a potential conflict of interest. As you know, Robbins Schwartz serves as general legal counsel to both the BGPD and the NWSRA. It is incumbent upon our firm in this situation to disclose the conflict and review its implications with the BGPD and the NWSRA prior to commencing dual representation.

Rules of professional conduct governing our practice hold that a lawyer may not represent a client in a matter if the representation of that client would be directly adverse to another client, unless the lawyer reasonably believes that the representation will not adversely affect the relationship with the other client, and each client consents after disclosure. For the reasons discussed next, we do not believe our representation of the BGPD and the NWSRA in the preparation of the IGA and the provision of subsequent legal services regarding the IGA would adversely affect the interests of either party. Therefore, upon receipt of written consent from each party, we consider dual representation in this matter to be permissible.

It is our understanding that the BGPD and the NWSRA desire to enter into the proposed IGA, and that administrators from the BGPD and the NWSRA will primarily discuss and determine



acceptable terms for the IGA. Our role in this matter will be to develop the parties' mutual interests in the IGA and to draft the IGA for the parties reflective of those mutual interests.

Under these circumstances, we can provide services to the BGPLD and the NWSRA regarding the IGA only if all parties consent to this arrangement. We anticipate that this representation will involve the following for each client: a) drafting and reviewing the IGA; b) advice and counseling on standard terms for the IGA; and c) communications to both parties regarding the IGA.

Should the circumstances outlined above change, and the IGA become one involving adversarial negotiations, we will notify you that separate, independent counsel should be obtained for the negotiation and drafting of the IGA.

We will not proceed to represent either party in the preparation of the requested IGA, or any future work related to the IGA until we have received written consent from both clients. Consent may be indicated by an authorized signature on the enclosed Consent to Dual Representation Form. If the BGPLD and the NWSRA do not consent to this representation, we will cooperate with each party to secure independent counsel. Additionally, even if consent is given initially, the BGPLD and/or the NWSRA may withdraw consent at any time. Each party always has the right and option to obtain another attorney or law firm to represent it in connection with this matter.

We appreciate your consideration of this conflicts waiver request. Please do not hesitate to contact me if you have any questions.

Sincerely,

ROBBINS SCHWARTZ

By: Nicole L. Karas

Patrick R. Miner

Enclosures

cc: Steven B. Adams, Partner, Robbins Schwartz
Howard A. Metz, Partner, Robbins Schwartz

4929-2245-7496 v.1





Consent to Dual Representation

The Board of Park Commissioners of the Buffalo Grove Park District, having reviewed the above correspondence from legal counsel, _____ DOES _____ DOES NOT [**check one**] consent to Robbins Schwartz’s described proposed dual representation of the Buffalo Grove Park District and Northwest Suburban Special Recreation Association in the preparation of an intergovernmental agreement between the parties and the provision of legal representation to both parties in connection with the above described lease.

**BUFFALO GROVE PARK DISTRICT
BOARD OF PARK COMMISSIONERS**

By: _____
President

ATTEST:

By: _____
Board Secretary

Date: _____





Consent to Dual Representation

The Northwest Special Recreation Association Board of Directors, having reviewed the above correspondence from legal counsel, ✓ DOES _____ DOES NOT [check one] consent to Robbins Schwartz's described proposed dual representation of the Buffalo Grove Park District and Northwest Suburban Special Recreation Association in the preparation of an intergovernmental agreement between the parties and the provision of legal representation to both parties in connection with the above described lease.

**NORTHWEST SPECIAL RECREATION ASSOCIATION
BOARD OF DIRECTORS**

By: 
Chair

ATTEST:

By: _____
Secretary

Date: _____

4929-2245-7496, v. 1





Robbins Schwartz
One Team. Making Your Mission Ours.

NICOLE L. KARAS
nkaras@robbins-schwartz.com

PATRICK R. MINER
pminer@robbins-schwartz.com

March 18, 2026

VIA EMAIL AND U.S. MAIL

Mr. Craig Talsma
Executive Director
Hoffman Estates Park District
1685 West Higgins Road
Hoffman Estates, Illinois 60169
ctalsma@heparks.org

Ms. Andrea Griffin
Executive Director
Northwest Special Recreation Association
3000 West Central Road
Rolling Meadows, Illinois 60008
agriffin@nwsra.org

Re: Disclosure, Consent and Waiver of Conflicts of Interest Request – Intergovernmental Agreement

Mr. Talsma and Ms. Griffin:

We have been informed that the Hoffman Estates Park District (the "HEPD") and the Northwest Special Recreation Association (the "NWSRA") have agreed in concept to enter into a revised Intergovernmental Agreement for the lease of recreational programming space at the Vogelei House (the "IGA").

The proposed IGA presents our firm with a potential conflict of interest. As you know, Robbins Schwartz serves as general legal counsel to both the HEPD and the NWSRA. It is incumbent upon our firm in this situation to disclose the conflict and review its implications with the HEPD and the NWSRA prior to commencing dual representation.

Rules of professional conduct governing our practice hold that a lawyer may not represent a client in a matter if the representation of that client would be directly adverse to another client, unless the lawyer reasonably believes that the representation will not adversely affect the relationship with the other client, and each client consents after disclosure. For the reasons discussed next, we do not believe our representation of the HEPD and the NWSRA in the preparation of the IGA and the provision of subsequent legal services regarding the IGA would adversely affect the interests of either party. Therefore, upon receipt of written consent from each party, we consider dual representation in this matter to be permissible.

It is our understanding that the HEPD and the NWSRA desire to enter into the proposed IGA, and that administrators from the HEPD and the NWSRA will primarily discuss and determine



Robbins Schwartz

Hoffman Estates Park District
Northwest Special Recreation Association
March 18, 2026
Page 2

acceptable terms for the IGA. Our role in this matter will be to develop the parties' mutual interests in the IGA and to draft the IGA for the parties reflective of those mutual interests.

Under these circumstances, we can provide services to the HEPD and the NWSRA regarding the IGA only if all parties consent to this arrangement. We anticipate that this representation will involve the following for each client: a) drafting and reviewing the IGA; b) advice and counseling on standard terms for the IGA; and c) communications to both parties regarding the IGA.

Should the circumstances outlined above change, and the IGA become one involving adversarial negotiations, we will notify you that separate, independent counsel should be obtained for the negotiation and drafting of the IGA.

We will not proceed to represent either party in the preparation of the requested IGA, or any future work related to the IGA until we have received written consent from both clients. Consent may be indicated by an authorized signature on the enclosed Consent to Dual Representation Form. If the HEPD and the NWSRA do not consent to this representation, we will cooperate with each party to secure independent counsel. Additionally, even if consent is given initially, the HEPD and/or the NWSRA may withdraw consent at any time. Each party always has the right and option to obtain another attorney or law firm to represent it in connection with this matter.

We appreciate your consideration of this conflicts waiver request. Please do not hesitate to contact me if you have any questions.

Sincerely,

ROBBINS SCHWARTZ

By: Nicole L. Karas

By: Patrick R. Miner

Enclosures

cc: Steven B. Adams, Partner, Robbins Schwartz
Howard A. Metz, Partner, Robbins Schwartz

4900-0420-4952 v.2

Attorneys at Law





Consent to Dual Representation

The Board of Park Commissioners of the Hoffman Estates Park District, having reviewed the above correspondence from legal counsel, _____ DOES _____ DOES NOT [**check one**] consent to Robbins Schwartz's described proposed dual representation of the Hoffman Estates Park District and Northwest Suburban Special Recreation Association in the preparation of an intergovernmental agreement between the parties and the provision of legal representation to both parties in connection with the above described lease.

**HOFFMAN ESTATES PARK DISTRICT
 BOARD OF PARK COMMISSIONERS**

By: _____
 President

ATTEST:

By: _____
 Board Secretary

Date: _____



Robbins Schwartz
One Team. Making Your Mission Ours.

Consent to Dual Representation

The Northwest Special Recreation Association Board of Directors, having reviewed the above correspondence from legal counsel, ✓ DOES _____ DOES NOT **[check one]** consent to Robbins Schwartz's described proposed dual representation of the Hoffman Estates Park District and Northwest Suburban Special Recreation Association in the preparation of an intergovernmental agreement between the parties and the provision of legal representation to both parties in connection with the above described lease.

**NORTHWEST SPECIAL RECREATION ASSOCIATION
BOARD OF DIRECTORS**

By: _____
Chair

ATTEST:

By: _____
Secretary

Date: _____

NICOLE L. KARAS
nkaras@robbins-schwartz.com

PATRICK R. MINER
pminer@robbins-schwartz.com

March 19, 2026

VIA EMAIL AND U.S. MAIL

Ms. Jan Buchs
Executive Director
Wheeling Park District
100 Community Boulevard
Wheeling, Illinois 60090
jbuchs@wheelingparkdistrict.com

Ms. Andrea Griffin
Executive Director
Northwest Special Recreation Association
3000 West Central Road
Rolling Meadows, Illinois 60008
agriffin@nwsra.org

**Re: Disclosure, Consent and Waiver of Conflicts of Interest Request –
Intergovernmental Agreement**

Ms. Buchs and Ms. Griffin:

We have been informed that the Wheeling Park District (the "WPD") and the Northwest Special Recreation Association (the "NWSRA") have agreed in concept to enter into a revised Intergovernmental Agreement for the lease of recreational programming space at the WPD Community Recreation Center (the "IGA").

The proposed IGA presents our firm with a potential conflict of interest. As you know, Robbins Schwartz serves as general legal counsel to both the WPD and the NWSRA. It is incumbent upon our firm in this situation to disclose the conflict and review its implications with the WPD and the NWSRA prior to commencing dual representation.

Rules of professional conduct governing our practice hold that a lawyer may not represent a client in a matter if the representation of that client would be directly adverse to another client, unless the lawyer reasonably believes that the representation will not adversely affect the relationship with the other client, and each client consents after disclosure. For the reasons discussed next, we do not believe our representation of the WPD and the NWSRA in the preparation of the IGA and the provision of subsequent legal services regarding the IGA would adversely affect the interests of either party. Therefore, upon receipt of written consent from each party, we consider dual representation in this matter to be permissible.

It is our understanding that the WPD and the NWSRA desire to enter into the proposed IGA, and that administrators from the WPD and the NWSRA will primarily discuss and determine

acceptable terms for the IGA. Our role in this matter will be to develop the parties' mutual interests in the IGA and to draft the IGA for the parties reflective of those mutual interests.

Under these circumstances, we can provide services to the WPD and the NWSRA regarding the IGA only if all parties consent to this arrangement. We anticipate that this representation will involve the following for each client: a) drafting and reviewing the IGA; b) advice and counseling on standard terms for the IGA; and c) communications to both parties regarding the IGA.

Should the circumstances outlined above change, and the IGA become one involving adversarial negotiations, we will notify you that separate, independent counsel should be obtained for the negotiation and drafting of the IGA.

We will not proceed to represent either party in the preparation of the requested IGA, or any future work related to the IGA until we have received written consent from both clients. Consent may be indicated by an authorized signature on the enclosed Consent to Dual Representation Form. If the WPD and the NWSRA do not consent to this representation, we will cooperate with each party to secure independent counsel. Additionally, even if consent is given initially, the WPD and/or the NWSRA may withdraw consent at any time. Each party always has the right and option to obtain another attorney or law firm to represent it in connection with this matter.

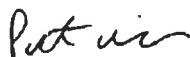
We appreciate your consideration of this conflicts waiver request. Please do not hesitate to contact me if you have any questions.

Sincerely,

ROBBINS SCHWARTZ



By: Nicole L. Karas



Patrick R. Miner

Enclosures

cc: Steven B. Adams, Partner, Robbins Schwartz
Howard A. Metz, Partner, Robbins Schwartz

4905-2207-0424 v.1

Consent to Dual Representation

The Board of Park Commissioners of the Wheeling Park District, having reviewed the above correspondence from legal counsel, _____ DOES _____ DOES NOT [check one] consent to Robbins Schwartz's described proposed dual representation of the Wheeling Park District and Northwest Suburban Special Recreation Association in the preparation of an intergovernmental agreement between the parties and the provision of legal representation to both parties in connection with the above described lease.

**WHEELING PARK DISTRICT
BOARD OF PARK COMMISSIONERS**

By: _____
President

ATTEST:

By: _____
Board Secretary

Date: _____





Consent to Dual Representation

The Northwest Special Recreation Association Board of Directors, having reviewed the above correspondence from legal counsel, DOES DOES NOT [check one] consent to Robbins Schwartz's described proposed dual representation of the Wheeling Park District and Northwest Suburban Special Recreation Association in the preparation of an intergovernmental agreement between the parties and the provision of legal representation to both parties in connection with the above described lease.

**NORTHWEST SPECIAL RECREATION ASSOCIATION
BOARD OF DIRECTORS**

By: 
Chair
ATTEST:

By: _____
Secretary

Date: _____

4905-2207-0424, v. 1



New Business

[Return to Home](#)



Date: 5/20/2026
To: NWSRA Board of Directors
From: Andrea Griffin, Executive Director
Re: 2026 Agency Goals

Background/Information:

This memo provides an update on the Agency's First Quarter (Q1) goals. These goals are aligned with our four strategic pillars: **Financial Management, Operational Excellence, Promoting Leadership, and Outstanding Service.**

All Q1 goals have been successfully completed within the established timeline. In addition, each goal included defined Key Performance Indicators (KPIs), and all success measures for the quarter have been met or are on track as anticipated.

Financial Management

Focus 1: Improve Accuracy & Understanding

- All departments are actively utilizing budget trackers, increasing ownership, and accountability.
- The leadership team participated in financial sustainability training to strengthen long-term planning capacity.

Focus 2: Consistent & Transparent Financial Reporting

- Successfully implemented new financial software and established department-level budget tracking tools.
- Financial reporting expectations were clearly defined and communicated across departments.
- Early indicators show improved staff understanding of financial data and reporting processes.

Operational Excellence

Focus 1: Role Clarity & Communication

- Updated and created job descriptions, including key seasonal roles (e.g., Day Camp Rover).
- Clarified staff expectations, supervision structures, and communication pathways.
- Initial feedback indicates reduced staff confusion and improved day-to-day operations.

Focus 2: Cross-Department Understanding

- Established objectives for cross-department learning and collaboration.
- Initiated staff shadowing opportunities, with early participation showing strong engagement.
- Staff reported increased understanding of roles and responsibilities across teams.

Promoting Leadership

Focus 1: Growth Pathways

- Developed and outlined staff growth pathways and updated supporting job descriptions.
- Strengthened clarity around advancement opportunities to support retention and leadership readiness.

Focus 2: Behavior Support Capacity

- Rolled out updated behavior team forms and procedures.
- Implemented Behavior Team (BT) training schedule and initial training sessions.
- Early progress reflects increased staff confidence and consistency in behavior support practices.

Outstanding Service

Focus 1: Program Evaluation

- Began distributing and collecting program and stakeholder evaluations.
- Established a consistent process for reviewing program performance and participant feedback.

Focus 2: Outreach & Communication

- Continued aligning outreach efforts with agency mission and strategic priorities.
- Ongoing communication strategies increased stakeholder awareness and engagement.

Overall, Q1 performance reflects strong organizational alignment with our strategic plan and a continued commitment to accountability and excellence. The successful completion of all Q1 goals places the agency in a strong position to maintain momentum and build progress for the remainder of the year.

This memo is for informational purposes only; no Board action is required at this time.

NWSRA Agency Goals 2026

Pillar 1: Financial Management						
Strategic stewardship of revenues and expenses to ensure sustainability, accountability, and transparency						
Focus 1: Strengthen Financial Accountability Across the Agency						
Objectives	Key Focus Areas	Key Actions / Initiatives	Lead / Support	Timeline	Success Measure (KPIs)	Status
Improve financial accuracy, and understanding across all departments through training, tools, and clear ownership.	<ol style="list-style-type: none"> 1. Department-level budget ownership 2. Financial training 3. Accurate budget maintenance 	<ol style="list-style-type: none"> 1. Train staff on new financial software and practices 2. Implement agencywide tracker with budget ownership and expectations for each department 	Lead - Nick Eckelberry Support - Leadership & Management Team	Q1 - Budget tracker live Q2 - Reporting structure implemented Q3 - Training complete Q4 - Reiview department budget accuracy, assess training effectiveness & refine processes	<ol style="list-style-type: none"> 1. 100% of departments using budget tracker 2. Monthly budget reports submitted on time 3. Department budgets updated monthly 	Q1 - Attended financial sustainability training and shared knowledge from the training with management to analyze cost recovery for all programs offered. Cost recovery budget tracker created for staff to use.
Focus 2: Increase Transparency in Financial Reporting and Decision Making						
Objectives	Key Focus Areas	Key Actions / Initiatives	Lead / Support	Timeline	Success Measure (KPIs)	Status
Ensure consistent, transparent financial reporting and communication across agency, leadership and board.	<ol style="list-style-type: none"> 1. Transparency 2. Constant communication 3. Clear reporting structure 	<ol style="list-style-type: none"> 1. Establish clear department-level financial reporting expectations 2. Standardize financial updates for Leadership Team 3. Share financial information in an accessible, understandable format 	Lead - Nick Eckelberry Support - Leadership & Management Team	Q1 - Budget reporting expectations established Q2 - Standardized updates implemented Q3 - Communication created for sharing information Q4 - Review effectiveness of reporting and communication; incorporate feedback from leadership & board.	<ol style="list-style-type: none"> 1. Improved understanding of financial data for Leadership and Management Teams 2. Reduction in follow up questions or clarification requests related to financial reporting 	Q1 - Successfully implemented new financial software, and learned new reporting system. Management and Leadership have been taught how to examine these reports.

NWSRA Agency Goals 2026

Pillar 2: Operational Excellence
Establishment and monitoring of internal policies, procedures and systems to increase efficiency and organizational preparedness

Focus 1: Improve Role Clarity, Communication & Retention for Part-Time Staff

Objectives	Key Focus Areas	Key Actions / Initiatives	Lead / Support	Timeline	Success Measure (KPIs)	Status
Ensure part-time staff clearly understand their roles, expectations, reporting structure and program responsibilities while increasing staff retention through seasons.	<ol style="list-style-type: none"> 1. Clear expectations 2. Reporting structure 3. Communication consistency 4. Staff longevity 	<ol style="list-style-type: none"> 1. Define roles, expectations, and supervision for all part-time staff positions 2. Create communication standards for part-time staff 3. Regularly communicate standards for part-time staff 4. Create longevity program for part-time staff 	Lead - Program Managers Support - Recreation Coordinators & Amy	Q1 - Role definitions finalized / updated job descriptions Q2 - Communication standards implemented Q3 - Roll out retention / longevity program Q4 - Review effectiveness of roles, and communication standards; assess retention program	<ol style="list-style-type: none"> 1. Reduce staff confusion and questions 2. Improve part-time staff feedback 3. Increased seasonal return rate of part-time staff compared to the previous 2 years 	Q1 - Developed and updated key job descriptions across programs, with plans to review at seasonal trainings. Standardized hiring processes and candidate communications, including interview structure, onboarding templates, and offer letter updates. Reinforced role expectations throughout recruitment and onboarding to improve clarity and consistency. Partnered with managers to align interview questions with program roles and enhance candidate experience. Began development of a standardized merit increase protocol tied to staff retention and longevity.

Focus 2: Expand Cross-Department Understanding and Collaboration

Objectives	Key Focus Areas	Key Actions / Initiatives	Lead / Support	Timeline	Success Measure (KPIs)	Status
Increase staff understanding of agency operations and strengthen collaboration across departments.	<ol style="list-style-type: none"> 1. Department awareness 2. Collaboration 3. Shared understanding 	<ol style="list-style-type: none"> 1. Create opportunities for staff to shadow other departments 2. Encourage cross-department learning and communication 	Lead - Management Team Support - Leadership Team	Q1 - Define objectives for cross-department learning and plan opportunities Q2 - Shadowing opportunities launched Q3 & Q4 - Ongoing participation	<ol style="list-style-type: none"> 1. Participation in shadowing opportunities 2. Improved cross-department communication 	Q1 - Staff were actively engaged across departments, supporting Inclusion, Support Services, and THRIVE through shadowing, program support, and onboarding tasks. Contributions also included developing a new program proposal, and exploring adapting the intern checklist.

NWSRA Agency Goals 2026

Pillar 3: Promoting Leadership & Staff Development
Intentional growth opportunities that support retention, leadership readiness, and staff confidence

Focus 1: Provide Clear Growth Pathways and Job Specific Training

Objectives	Key Focus Areas	Key Actions / Initiatives	Lead / Support	Timeline	Success Measure (KPIs)	Status
Support staff growth, retention, and readiness through structured development pathways and job specific training.	<ol style="list-style-type: none"> 1. Staff growth opportunities 2. Job specific training 3. In-service and professional development 	<ol style="list-style-type: none"> 1. Identify and communciate growth pathways for staff 2. Deliver job-specific training aligned with updated job descriptions 3. Expand in-services and professional development opporunities 	Lead - Sara Carey Support - Leadership & Management Team	Q1 - Pathways outlined & updated job descriptions shared Q2 - Identify & implement additional training Q3 - In-services / training opportunities identified & resources database created Q4 - Asses impact on staff readiness nad retention and evaluate pathways	<ol style="list-style-type: none"> 1. Increase in full-time staff retention and job satisfaction 2. Participation in training opportunities 	Q1 - Full-time staff participated in several inservices and online training sessions, focusing on personal and professional development. Inservices and Spark Sessions for the remainder of 2026 were also identified. These trainings will focus on agency development, leadership, and professional growth.

Focus 2: Enhance Behavior Support Capacity Across Programs

Objectives	Key Focus Areas	Key Actions / Initiatives	Lead / Support	Timeline	Success Measure (KPIs)	Status
Strengthen Behavior Team and equip staff to safely and effectively support higher risk participants.	<ol style="list-style-type: none"> 1. Staff confidence and safety 2. Consistant support 3. Behavior Team enhancement 	<ol style="list-style-type: none"> 1. Strengthen Behavior Team structure 2. Provide targeted behavior related training for staff 3. Improve collaboration between program staff and Behavior Team 	Lead - Kate Moran & Behavior Team Support - Tori Gonzalez, Rachel Hubsch & Program Managers	Q1 - Training schedule & topics rolled out Q2 - Structure of team revisited and revised Q3 - Structured support revised Q4 - Evaluation from staff	<ol style="list-style-type: none"> 1. Reduced incident escalation 2. Increased staff confidence reported when supporting higher risk participants 	Q1 - Forms and procedures were rolled out. Behavior team training, and crisis training have been completed and scheduled for the remainder of the year.

NWSRA Agency Goals 2026

Pillar 4: Outstanding Service & Program Quality High quality, mission driven programs supported by evaluation, outreach and communication

Focus 1: Evaluate and Enhance Agency Programs

Objectives	Key Focus Areas	Key Actions / Initiatives	Lead / Support	Timeline	Success Measure (KPIs)	Status
Ensure programs meet participant needs through evaluation, enhancements, and strategic revamps where necessary.	<ol style="list-style-type: none"> 1. Program & stakeholder evaluations 2. Program quality 3. Continuous improvement 	<ol style="list-style-type: none"> 1. Review programs for performance and participation trends over a 3 year period 2. Identify programs needing enhancements or revamps 3. Use data feedback to guide decisions 	Lead - Victoria Gonzalez Support - Rachel Hubsch, Tom Draper, Program/Operations Departments & Management Team	Q1 & Q2 - Evaluations sent & completed to families, stakeholders and participants Q3 & Q4 - Enhancements implemented	<ol style="list-style-type: none"> 1. Improved program outcomes 2. Increased participation and satisfaction 	Q1 - Program Development focused on expanding partnerships, strengthening early childhood programming, and addressing service gaps. Efforts included exploring a potential Autism Movement Therapy partnership, benchmarking best practices through site visits, and evaluating low-enrollment programs to adjust schedules and expand offerings, including weekends. Family feedback and participation trends informed program improvements. Work also began on developing an adult day program model to help reduce waitlists and expand service capacity.

Focus 2: Strengthen Mission Focused Outreach and Communication

Objectives	Key Focus Areas	Key Actions / Initiatives	Lead / Support	Timeline	Success Measure (KPIs)	Status
Promote mission aligned outreach and open communication with staff, participants, families, stakeholders and the communities served.	<ol style="list-style-type: none"> 1. Mission focused outreach 2. Transparency 3. Ongoing communication 	<ol style="list-style-type: none"> 1. Align outreach efforts with mission and strategic priorities 2. Promote open communication and discussion of next steps 3. Share progress, outcomes and updates consistently 	Lead - Rachel Hubsch Support - Leadership Team, Management Team & Staff	On going throughout 2026	<ol style="list-style-type: none"> 1. Increased stakeholder engagement 2. Clear understanding of agency direction 	Q1 - Staff participated in multiple outreach events to promote programs and strengthen community partnerships. These events included, the Wheeling Area Chamber Health Fair, the Village of Hanover Park Health and Resource Fair, NSSEO's Day Program Resource Fair, and an Early Childhood Resource Fair at Poplar Creek Library in Streamwood to promote Early Childhood programs and camp offerings.



Date: 5/20/2026
To: NWSRA Board of Directors
From: Nick Eckelberry, Manager of Finance
Andrea Griffin, Executive Director
Re: FY 2026 Budget Variance Explanation Review

The Budget vs. Actual Report for the first quarter ending March 31, 2026, has been completed and reviewed by the NWSRA Leadership Team. During this review, a 10% variance was used as the indicator for explanation. The following pages list the line-by-line descriptions and explanations for any variance outside the 10% parameters.

2026 Justifications

Revenues

33 Transportation- Door-to-Door – 13.21%

This line item includes fees collected for participants receiving transportation from their residence and then dropped off at the same location at the end of the program.

This line is under the designated variance due to not addressing door-to-door requests for day camp until the second quarter.

34 Transportation- Pick up Points – 55.62%

This line item includes fees collected for participants receiving transportation from a designated pick-up location and then dropped off at the same location at the end of the program. Pick up points were set in NWSRA quadrant for a regional approach.

This line is over the designated variance due to revenue already being collected for day camp pick up points.

36 SLSF Grant Contributions – 0.22%

This line item includes grant funding requested by NWSRA for Lightning Athletes, Accessible Vehicles, Scholarships, Inclusion, General Program Support, and Adaptive Equipment.

This line is under the designated variance due to the SLSF Grants occurring in the 2nd, 3rd, and 4th quarters.

37 Sale of Fixed Assets – 2.00%

This line represents the sale of equipment, furniture, or vehicles.

This line is under the designated variance due to only selling one piece of furniture in the first quarter.

Expenses

41 Professional Fees – 43.65%

This line item is for professional fees such as legal fees, HR Source annual fees, and file retention.

This line is over the designated variance due to payments for the annual audit and HR Source survey occurring in the first quarter.

44 Postage – 14.28%

This line item includes all postage expenses and rental of the postage machine.

This line is under the designated variance due to having remaining postage funds from the end of 2025.

47 Memberships/Certifications – 11.18%

This line item includes expenses for IPRA, NRPA, SPRA memberships, CTRS exams and annual maintenance, CPRP exam and renewal fees, safety training, CDL reimbursement and renewal, and miscellaneous membership fees (ATRA, ILTRA, other disability organizations and associations).

This line is under the designated variance due to IPRA memberships being renewed in the fourth quarter.

52 Rental Municipal – 12.45%

This line item includes Member District rentals, NSSEO, School Districts, SRA rentals, and churches.

This line is under the designated variance due to most expenses occurring in the second and third quarters for day camp rentals.

55 Program Supplies – 14.60%

This line item includes paper products, t-shirts/apparel / uniforms, nametags / Business cards, awards/recognition/incentives, Library resources, AV, general recreation supplies/crafts, food, meetings, orientations, program supplies, and miscellaneous.

This line is under the designated variance due to most of the expenses related to day camp occurring in the second and third quarters.

56 Commercial Transportation – 0.00%

This line item includes expenses for transportation services for Summer Day Camp and Leisure Education.

This line is under the designated variance due to the payment for day camp transportation occurring in the third quarter.

58 Transportation Maintenance – 11.52%

This line item includes vehicle service fees and maintenance fees.

This line is under the designated variance due to less maintenance being needed and expenses for bus wraps occurring in the third quarter.

59 Gas/Tolls – 8.82%

This line item is the expense of gasoline for the NWSRA vehicle fleet, tolls and parking.

This line is under the designated variance due to most gas consumption occurring in the second and third quarters.

60 Printing – 12.99%

This line item includes program brochures, day camp brochures, copier leases, printer supplies, paper and other printed materials for PR and marketing.

This line is under the designated variance due to payment for the summer camp and summer brochures occurring in the second quarter.

61 Public Awareness/Subscriptions/Ads – 9.72%

This line item includes expenses for awards and recognition, ads, online advertising, staff recognition, recruitment and outreach.

This line is under the designated variance due to restocking many of the outreach items at the end of the summer season.

63 Part Time Salaries – 9.48%

This line item includes the wages for all hourly part-time employees.

This line is under the designated variance due to most PT salary expenses occurring in the second and third quarters due to day camp.

64 Payroll Processing – 92.67%

This line item includes expenses for direct deposit fees, FSA fees, and W-2 processing.

This line is over the designated variance due to costs related to year-end filing occurring in the first quarter.

65 Independent Contractors – 12.69%

This line item includes expenses for independent contractors of Day Camps, General Programs, offices, Trips, PURSUIT, Athletics, and Leisure Ed.

This line is under the designated variance due to invoices for music lessons being delayed and most of the spending occurring in the second and third quarters for day camps.

66 Employment Expenses – 4.18%

This line item includes expenses for Property, Liability, Workers' Compensation, employment and pollution, unemployment INS, background checks, safety incentives, physicals and drug screenings.

This line is under the designated variance due to the first payment for PDRMA liability insurance occurring in July.

69 Inclusion – 13.43%

This line item includes expenses for Inclusion Aide support, Member Park District inclusion reimbursements, Behavior Specialist/Rover salary, training/orientation and misc. supplies.

This line is under the designated variance due to most inclusion salary expenses occurring in the second and third quarter.

The following line items are within the 10% designated variance parameters for the first quarter.

Revenues

- 31 Member District Assessments
- 32 Program Fees
- 35 Other Revenues
- 38 Interest

Expenses

- 42 Office Supplies
- 43 Credit Card and Bank Fees
- 46 Conference/Education/Professional Development
- 48 Health Insurance
- 49 Maintenance/Utilities
- 50 Rent
- 51 Computers
- 53 Commercial Expense
- 57 Mileage
- 62 Full-Time Salary
- 67 FICA
- 68 IMRF
- 80 Capital



Date: 5/20/2026
To: NWSRA Board of Directors
From: Victoria Gonzalez, Superintendent of Recreation
Andrea Griffin, Executive Director
Re: Program Statistics

NWSRA maintained strong participation across all service areas during Q1 2026, with 2,690 total registrations representing 985 unique participants agency-wide.

Highest participation areas were LEDs (675), Adult Day Program (538), Social Clubs (442), Adult Programs (285), Inclusion Services (259), and Athletics (218), showing continued demand for adult services, community-based programming, and inclusion support.

Participant engagement remained highest among ages 36–47 (313) and 14–21 (255), with strong participation also seen across youth programming. Male participants represented 673 registrations and female participants represented 307.

Developmental Disability (545), Autism Spectrum Disorder (245), and ADHD/Neurodivergent (112) remained the highest represented disability categories, consistent with previous trends and continuing support needs across all programs.

Inclusion services recorded 259 total registrations supporting 141 unique participants. Highest inclusion participation areas were After Care (76), School Day Out (53), Before Care (31), and Winter Break Camp (20), reflecting continued demand for school-year support services.

Inclusion participation remained highest among ages 6–10, with age 6 as the highest individual age group (24 participants). Autism Spectrum Disorder (58), ADHD/Neurodivergent (47), and Developmental Disability (36) remained the highest disability categories within inclusion services.

As we move into Q2 and summer preparation, the focus remains on staffing, program access, and maintaining consistent, high-quality support across both NWSRA internal programs and all 17 Member Park Districts. Significant efforts are centered on summer camp preparation, seasonal staff hiring and training, transportation coordination, program planning, and ensuring appropriate supports are in place for participants with varying needs across programming. The team continues to prioritize program readiness, inclusion, and operational efficiency to meet

the increased demand that summer programming brings while maintaining strong service delivery across the agency.

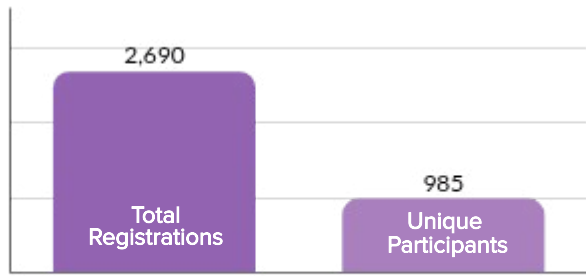


Participation Reports

Q1 2026

Q1 | Agency Stats

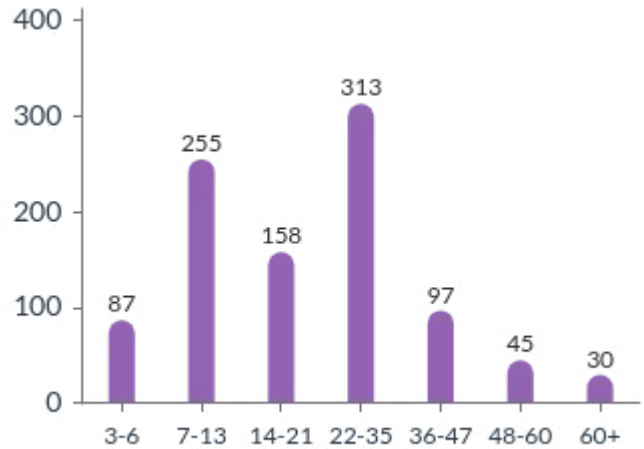
Registration Details



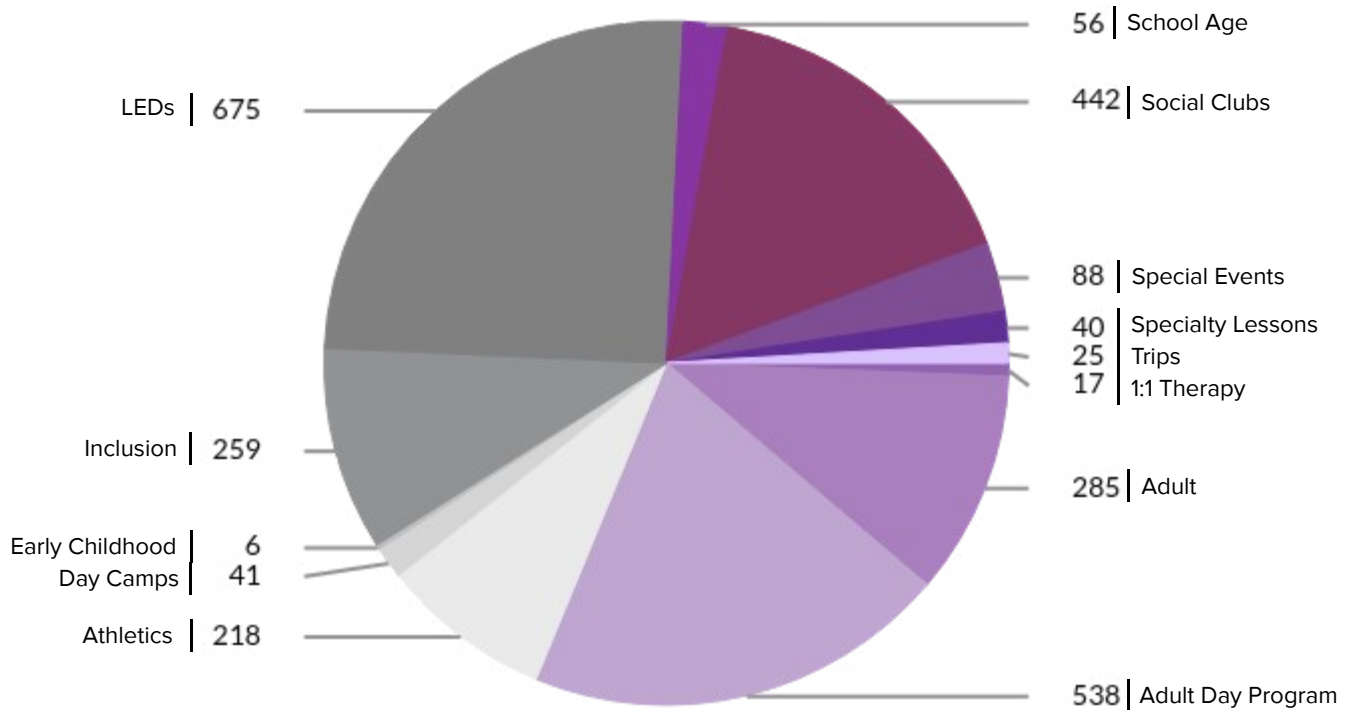
Gender Breakdown



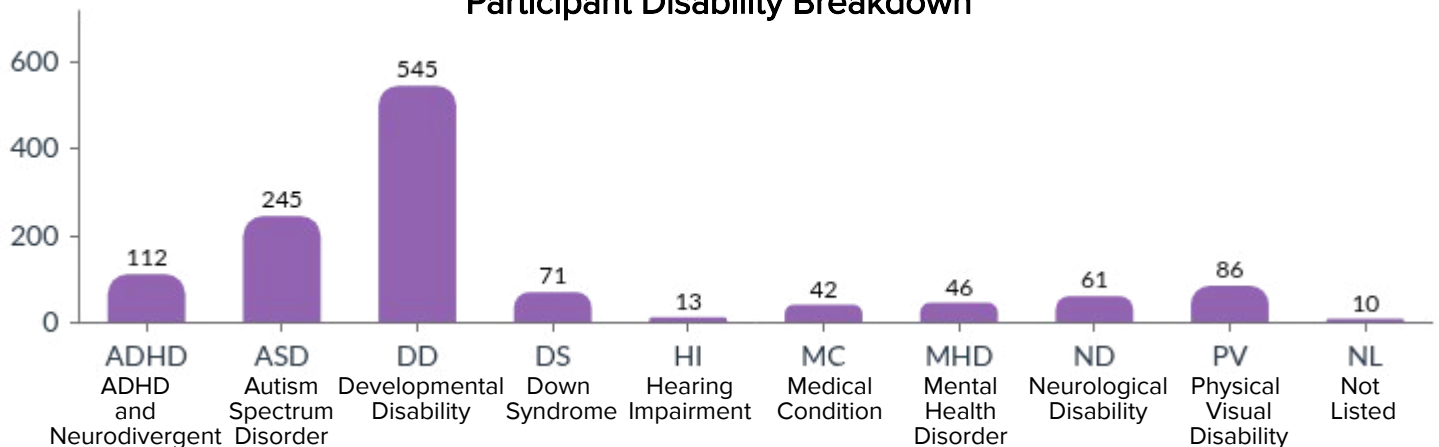
Participant Age Breakdown



Program Category Breakdown

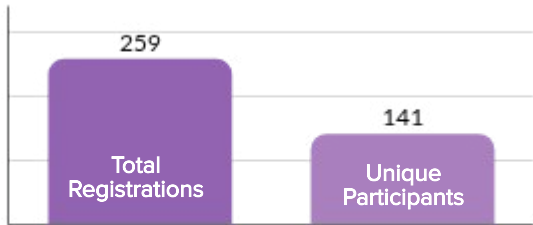


Participant Disability Breakdown

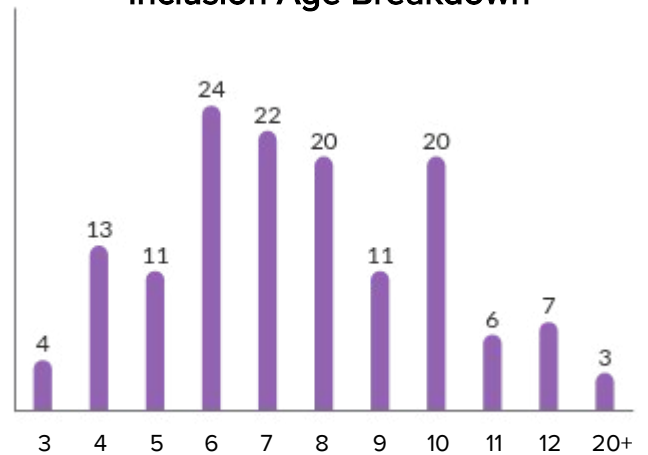


Q1 | Inclusion Stats

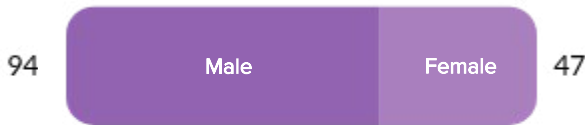
Inclusion Registration Details



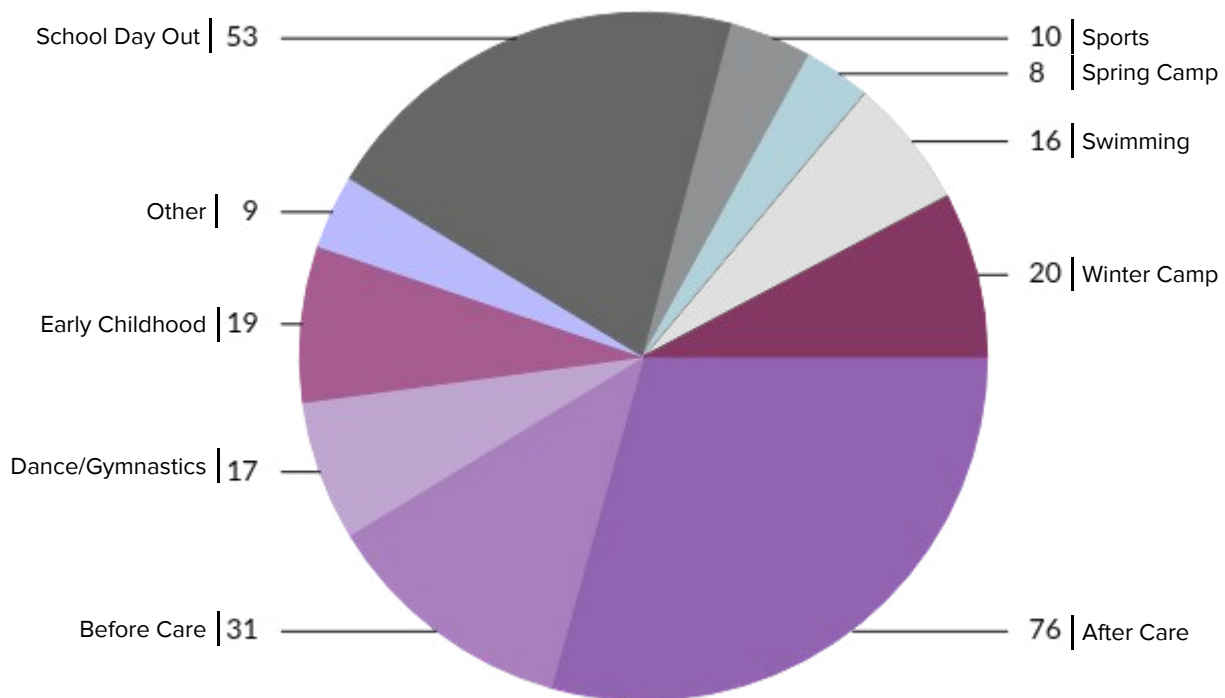
Inclusion Age Breakdown



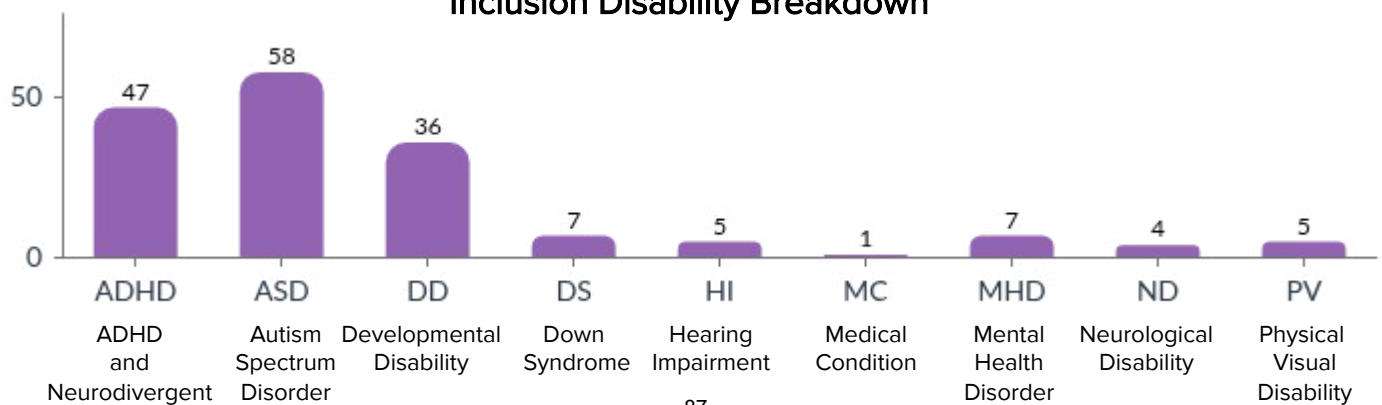
Gender Breakdown



Inclusion Category Breakdown



Inclusion Disability Breakdown





Date: 5/20/2026
To: NWSRA Board of Directors
From: Andrea Griffin, Executive Director
Re: Member District Annual Assessment

Requested Motion:

Motion to approve an increase to the MDAA rate from 2% to 3% for FY2027.

Background/Information:

After the most recent stakeholder meeting and survey feedback, board members consistently identified financial stability as a cornerstone of NWSRA's long-term success. Key themes from that process directly inform this request:

- **Strategic Positioning:** The Board emphasized the importance of standing strong in finances, staff, and programming, and maintaining a succession plan with full staffing to carry NWSRA into its next chapter of leadership.
- **Organizational Strength:** Respondents identified financial stability and the strength of the administrative team as key organizational assets that should be proactively sustained.
- **Weaknesses & Threats:** Limited financial capital was cited as the internal limitation most threatening future effectiveness, alongside increasing operational costs, labor market pressures, and property tax constraints on member districts.
- **External Threats:** The Board identified minimum wage increases, evolving labor regulations, and capped member district contributions as significant financial risks to NWSRA operations over the next three years.

The following cost increases have been identified for the FY2027 budget year and directly support the need for an additional 1% assessment adjustment. In 2027, the NWSRA budget will absorb \$75,782 in technology expenses from capital. NWSRA will also see an increase from 2026 to 2027 of 5% in financial management and registration software, 1.8% in full-time staff salary rates in addition to staff merit, cola increase, and a market driven increase of 10%+ in health insurance.

Justification for 3% vs. Standard 2%

The cumulative pressure of the cost increases outlined above exceeds what a standard 2% assessment increase can absorb. The additional 1% is not discretionary growth spending; it is a baseline maintenance measure to preserve current service levels.

Furthermore, the Board's own strategic direction process identified adequate funding as a critical need and named financial weakness as among the most significant internal threats to NWSRA's mission. Approving the 3% assessment is consistent with the strategic priorities the Board has already affirmed.

Information / Action Items

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Date: 5/20/2026
To: NWSRA Board of Directors
From: Andrea Griffin, Executive Director
Re: HR Source 2027 Pay Grade Assignments

Requested Motion:

Motion to approve 2027 Full-Time Salary Ranges.

Background/Information:

NWSRA engaged HR Source to conduct a comprehensive compensation study to ensure our pay structure remains competitive, equitable, and aligned with the market.

The study included a detailed review of job descriptions for 26 positions across the organization. A compensation analyst completed market benchmarking using industry-specific data, focusing on comparable park and recreation agencies of similar size, budget, and geographic location. For positions that extend beyond the park and recreation field, benchmarking incorporated a blended approach of 75% park and recreation data and 25% for-profit sector data to ensure accurate market alignment. When available, multiple data sources were used to strengthen the analysis.

The following surveys and tools informed the study:

- HR Source 2026 Park & Recreation Compensation Survey
- HR Source 2025 Metro Compensation Survey
- Economic Research Institute (ERI) Online Salary Assessor

As a result of this analysis, a new compensation structure was developed consisting of seven pay grades. The structure follows best practices with a consistent midpoint progression of 14.14% between each grade. To allow flexibility in individual pay decisions, each pay range is set with a minimum of 20% below the midpoint and a maximum of 20% above the midpoint.

Each NWSRA position was then assigned to a pay grade based on where its market rate aligned within the structure. This was determined by identifying the pay grade midpoint that most closely matched the competitive market value for each role.

Northwest Special Recreation Association (NWSRA)
Pay Grade Assignments
Based on a 40-Hour Workweek
Effective: 1/1/2027



Pay Grade	Position Title	Range Minimum	Range Midpoint	Range Maximum
G	Superintendent of Communications and Technology	\$84,241	\$105,302	\$126,362
	Superintendent of Development	\$40.50	\$50.63	\$60.75
	Superintendent of Recreation I			
	Superintendent of Recreation II			
F	Manager of Finance	\$73,805	\$92,256	\$110,707
	Manager of Human Resources	\$35.48	\$44.35	\$53.22
E	Manager of Information Technology	\$64,661	\$80,826	\$96,991
		\$31.09	\$38.86	\$46.63
D	Administrative Coordinator	\$56,650	\$70,812	\$84,975
	Manager of Collaboratives	\$27.24	\$34.04	\$40.85
	Manager of Customer Relations			
	Manager of Development			
	Manager of Inclusion Services			
	Manager of Programs & Day Camp			
	Manager of Programs & Events			
	Manager of Programs & Operations			
C	Athletic Coordinator	\$49,631	\$62,039	\$74,447
	Collaborative Coordinator	\$23.86	\$29.83	\$35.79
	Events Coordinator			
	Human Resources Coordinator			
	Inclusion Coordinator			
	Marketing Coordinator			
	Operations Coordinator			
	Support Services Coordinator			
B	Recreation Specialist	\$43,482	\$54,353	\$65,223
	Recreation Specialist - Day Camp	\$20.90	\$26.13	\$31.36
A	Registration and Finance Specialist	\$38,095	\$47,619	\$57,143
		\$18.31	\$22.89	\$27.47



Date: 05/20/2026
To: NWSRA Board of Directors
From: Sara Carey, Manager of Human Resources
Andrea Griffin, Executive Director
Re: HR Source Salary Survey

Requested Motion:

Motion to approve proposed salary increases not to exceed \$50,000 effective 1/1/2027.

Background/Information:

NWSRA recently engaged HR Source to conduct a comprehensive salary survey to evaluate the current compensation structure and ensure alignment with market standards. HR Source evaluated 26 full-time positions. The goal of this review was to promote equitable, competitive, and sustainable compensation practices for our staff.

Following receipt of the survey results and recommendations, staff developed a structured approach to implementing adjustments. This approach was designed to balance market alignment with fiscal responsibility and internal equity.

The following methodology was applied:

- **Years of Service Cap:** Years of service below an employee's current position level were capped at a maximum of seven (7) years for purposes of calculating adjustments.
- **Current Role Experience Cap:** For Specialists and Coordinators, years in their current role were also capped at seven (7) years.
- **Maximum Adjustment Cap:** Individual salary increases were capped at a maximum of eight percent (7%).

This framework allowed us to incorporate survey findings while maintaining consistency across positions and ensuring that adjustments remain financially sustainable for the organization.

These updates represent an important step toward maintaining competitive compensation, supporting staff retention, and recognizing employee contributions, while also preserving long-term budget stability.

The suggested salary adjustments would go into effect 1/1/2027 with a cost of \$50,000, for 12 positions.

HR Source Salary Information Included:

1. Market Benching & Compensation Structure Development Project



Market Benchmarking & Compensation Structure Development Project

Northwest Special Recreation Association (NWSRA)

April 2026

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP
Senior Compensation/Survey Analyst



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5. Payroll Analysis Report

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- Includes employee compa-ratio metrics

6. Appendices

- Sample compensation philosophy and policy
- Target market rate graphic

Northwest Special Recreation Association (NWSRA)

Market Benchmarking & Compensation Structure Development Executive Project Summary

Prepared April 2026
Data Trended for Implementation July 2026

Prepared by:
HR Source
3025 Highland Parkway, Suite 225
Downers Grove, Illinois 60515
(630) 963-7600
www.hrsource.org

Project Objective and Scope

HR Source was engaged to conduct a Market Benchmarking & Compensation Structure Development Project for Northwest Special Recreation Association (NWSRA).

The study included:

- Base pay market benchmarking for 26 positions
- Creation of a competitive, market-based compensation structure
- Payroll analysis to assess the overall competitive position of the organization relative to the market and to identify employees who are out of range

Methodology

Position descriptions from NWSRA were reviewed by HR Source and used to benchmark NWSRA positions to current, valid, and reliable compensation survey data. During this analysis, particular attention was paid to the requisite knowledge, skills, abilities, and qualifications (including education and experience) along with actual job duties being performed by each job.

As directed by NWSRA management, the compensation analyst benchmarked park and recreation specific jobs to industry data only (comparable organizations by budget and location). Positions that can extend outside of the park and recreation industry were benchmarked using 75% park and recreation data and 25% for-profit data. When possible, data was collected from multiple surveys.

The following surveys were utilized in this study:

- A. HR Source 2026 Park & Recreation Compensation Survey
- B. HR Source 2025 Metro Compensation Survey
- C. Economic Research Institute (ERI) Online Salary Assessor

To allow for varied survey sources and job responsibilities, data was given appropriate weightings as determined by NWSRA management and the analyst. In some cases, survey data was blended to encompass all job responsibilities.

All data has been trended to July 1, 2026, and annual rates are reflective of a 40-hour workweek (2,080 hours per year). Hourly rates are also included, and helpful when determining pay for non-exempt employees.

Compensation Structure Development

Once all positions were benchmarked, a market-based compensation structure was created for NWSRA. This was done using single linear regression analysis. During this process, a straight line of best fit was calculated using the newly collected survey data points.

As a result, HR Source calculated a compensation structure that includes seven pay grades. Following best practices, there is a constant midpoint to midpoint progression of 14.14% between the pay grades. To provide flexibility when making individual pay decisions, pay range minimum and maximum values have been set at 20% below and 20% above the midpoints.

NWSRA positions were assigned to pay grades based on the survey data compiled for each position. This was done by identifying the pay grade midpoint that most closely aligned with the market rate for each job.

Payroll Analysis Outcomes

As part of this project, a payroll analysis report was compiled. Employee rates of pay were compared to their respective pay range minimum, midpoint, and maximum values.

Information from the Payroll Analysis Report is summarized in the following table.

<u>COMPETITIVE POSITION</u>	<u># OF EMPS</u>	<u>ANNUAL COST</u>
Under Range Minimum	4	\$3,194
Under Range Midpoint	34	\$325,998
Over Range Midpoint	1	\$4,691
Over Range Maximum	0	\$0

The Payroll Analysis Report also includes compa-ratio calculations. Compa-ratio is calculated by comparing an employee’s annual salary to the midpoint of their pay range. Compa-ratios reveal how far an employee’s pay deviates from midpoint of their range. If an employee has a compa-ratio of 100%, they would be considered right “at market.”

The overall average compa-ratio for NWSRA is 86.8%. This indicates that when employee pay rates were compared against the market-based pay grade structure, employee pay rates, overall, lag the market by 13.2%.

Individual compa-ratio figures range from 77.4% to 106.6%. To ensure all employees are paid within range, compa-ratio figures should fall between 80% and 120%.

Implementation

NWSRA is encouraged to make implementation plans to correct any inequities that exist and ensure proper plan administration going forward.

As a result of this project, it was discovered that four employees have pay rates that fall below the minimum value of their new grade. It is strongly recommended to increase these pay rates as soon as possible to ensure all employees are paid within their newly created pay range.

Once these adjustments are made, NWSRA should then focus on the *appropriateness* of each employee's pay rate compared to their new pay range. Although the project outcomes show an overall compa-ratio of 86.8%, there may be employees that are inappropriately low or high in their pay range, when considering their job performance, skills, experience, and/or tenure.

To pay competitively, NWSRA is encouraged to utilize the sample *Target Market Rate* graphic provided and should consider giving market and/or equity adjustments to employees who need an increase. Depending on the financial resources required to make the necessary adjustments, NWSRA may consider issuing market-based pay adjustments over a one-, two-, or three-year period.

Communication

This benchmarking project gives the NWSRA a solid foundation for explaining changes to the compensation program. To assist with internal communication, documentation, and setting individual pay rates a sample *Compensation Philosophy and Policy* has been included with this project.

Plan Maintenance

HR Source staff are available to assist with questions that may arise during plan implementation and administration. We will continue to be vitally interested in the continued effectiveness of this project.

Going forward, all pay ranges must be updated annually to stay aligned with the market and compliant with minimum wage. Specifically, the following maintenance schedule should be followed:

- **July 1, 2027**
 - This is the first anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market. Contact HR Source for annual structure adjustment figure recommendations and instructions.

- **July 1, 2028**
 - This is the second anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market. Contact HR Source prior to this date for structure adjustment figure recommendations and instructions.

- **July 1, 2029**

- This is the third anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market.
- Contact HR Source prior to this date for structure adjustment figure recommendations and instructions, as well as pricing and timing of your 2030 compensation refresh project.

Northwest Special Recreation Association (NWSRA) is encouraged to view this analysis only as a guide in determining if actual inequities exist, taking into consideration factors such as individual job performance, labor market availability, newly assigned or inexperienced personnel or other criteria which may logically have a bearing on individual rates of pay.

Northwest Special Recreation Association (NWSRA)
Market Benchmarking Spreadsheet
Effective: July 1, 2026



Pay Grade	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 7/1/2026	Weight	Composite Base Pay
G	Superintendent of Communications and Technology	A	26	Director/Superintendent of Marketing & Communications, Budget \$5,000,001 - \$10,000,000	\$92,306	\$95,075	28.13%	\$107,607
		A	26	Director/Superintendent of Marketing & Communications, Northwest Suburbs	\$98,218	\$101,165	28.13%	
		B	311.318	Marketing Manager, Northwest Suburbs	\$112,673	\$117,856	18.75%	
		A		Director/Superintendent of Information Technology, Total Responses	\$115,951	\$119,430	18.75%	
		C		Information Technology Operations Director, Rolling Meadows, For-Profit, \$6.5 Million	\$126,782	\$126,782	6.25%	
G	Superintendent of Recreation II	A	38	Director/Superintendent of Recreation, Budget \$5,000,001 - \$10,000,000	\$98,201	\$101,147	25.00%	\$107,025
		A	38	Director/Superintendent of Recreation, Northwest Suburbs	\$107,945	\$111,183	25.00%	
		C		Recreation Director, Rolling Meadows, Recreation Entities, \$6.5 Million, 6 Years	\$96,044	\$96,044	25.00%	
		C		Recreational Therapy Director, Rolling Meadows, Healthcare, \$6.5 Million, 6 Years	\$119,727	\$119,727	25.00%	
G	Superintendent of Recreation I	A	38	Director/Superintendent of Recreation, Budget \$5,000,001 - \$10,000,000	\$98,201	\$101,147	25.00%	\$106,503
		A	38	Director/Superintendent of Recreation, Northwest Suburbs	\$107,945	\$111,183	25.00%	
		C		Recreation Director, Rolling Meadows, Recreation Entities, \$6.5 Million, 6 Years	\$96,044	\$96,044	16.67%	
		C		Recreational Therapy Director, Rolling Meadows, Healthcare, \$6.5 Million, 6 Years	\$119,727	\$119,727	16.67%	
		C		Adult Day Care Director, Rolling Meadows, Recreation Entities, \$6.5 Million, 6 Years	\$104,767	\$104,767	16.67%	
G	Superintendent of Development	C		Development Director, Rolling Meadows, Recreation Entities, \$6.5 Million	\$109,387	\$109,387	37.50%	\$104,625
		C		Fundraising Director, Rolling Meadows, Recreation Entities, \$6.5 Million	\$115,351	\$115,351	37.50%	
		C		Donor Relations Director, Rolling Meadows, Recreation Entities, \$6.5 Million	\$81,394	\$81,394	25.00%	
F	Manager of Human Resources	A	54	Director/Superintendent of Human Resources, Budget \$5,000,001 - \$10,000,000	\$92,006	\$94,766	18.75%	\$92,202
		A	54	Director/Superintendent of Human Resources, Northwest Suburbs	\$102,134	\$105,198	18.75%	
		A	18	Human Resources Generalist, Budget \$5,000,001 - \$10,000,000	\$71,485	\$73,630	18.75%	
		A	18	Human Resources Generalist, Northwest Suburbs	\$68,929	\$70,997	18.75%	
		B	306.174	Human Resources Manager, Employment Size 101 to 200	\$105,908	\$110,780	12.50%	
		B	306.174	Human Resources Manager, Northwest Suburbs	\$105,113	\$109,948	12.50%	
F	Manager of Finance	A	21	Finance Manager, Budget \$5,000,001 - \$10,000,000	\$81,965	\$84,424	37.50%	\$90,024
		A	21	Finance Manager, Northwest Suburbs	\$85,650	\$88,220	37.50%	
		B	301.107	Accountant III, Northwest Suburbs	\$96,684	\$101,131	25.00%	
E	Manager of Information Technology	A	25	Systems Administrator, Budget \$5,000,001 - \$10,000,000	\$80,309	\$82,718	37.50%	\$84,607
		B	303.312	Network Systems Administrator I, Northwest Suburbs	\$80,840	\$84,559	12.50%	
		C		Infrastructure Specialist, Rolling Meadows, Recreation Entities, \$6.5 Million, Level 1	\$86,342	\$86,342	37.50%	
		C		Infrastructure Specialist, Rolling Meadows, For-Profit, \$6.5 Million, Level 1	\$85,115	\$85,115	12.50%	
D	Manager of Collaboratives	A	39	Recreation Program Manager, Special Recreation Association	\$70,158	\$72,263	16.67%	\$73,644
		A	39	Recreation Program Manager, Budget \$5,000,001 - \$10,000,000	\$71,788	\$73,942	16.67%	
		A	39	Recreation Program Manager, Northwest Suburbs	\$75,266	\$77,524	16.67%	
		C		Recreational Therapist, Rolling Meadows, Healthcare, \$6.5 Million, Level 3	\$72,715	\$72,715	50.00%	
D	Manager of Programs & Events	A	39	Recreation Program Manager, Special Recreation Association	\$70,158	\$72,263	12.50%	\$72,189
		A	39	Recreation Program Manager, Budget \$5,000,001 - \$10,000,000	\$71,788	\$73,942	12.50%	
		A	39	Recreation Program Manager, Northwest Suburbs	\$75,266	\$77,524	12.50%	
		C		Recreational Therapist, Rolling Meadows, Healthcare, \$6.5 Million, Level 3	\$72,715	\$72,715	37.50%	
		C		Special Events Coordinator, Rolling Meadows, Recreation Entities, \$6.5 Million, 4 Years	\$67,818	\$67,818	25.00%	

Northwest Special Recreation Association (NWSRA)
Market Benchmarking Spreadsheet
Effective: July 1, 2026



Pay Grade	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 7/1/2026	Weight	Composite Base Pay
D	Manager of Programs & Operations	A	39	Recreation Program Manager, Special Recreation Association	\$70,158	\$72,263	12.50%	\$72,096
		A	39	Recreation Program Manager, Budget \$5,000,001 - \$10,000,000	\$71,788	\$73,942	12.50%	
		A	39	Recreation Program Manager, Northwest Suburbs	\$75,266	\$77,524	12.50%	
		C		Recreational Therapist, Rolling Meadows, Healthcare, \$6.5 Million, Level 3	\$72,715	\$72,715	37.50%	
		C		Vendor Relations Specialist, Rolling Meadows, Recreation Entities, \$6.5 Million, 4 Years	\$66,945	\$66,945	12.50%	
D	Manager of Programs & Day Camp	C		Fleet Administrator, Rolling Meadows, Recreation Entities, \$6.5 Million, 4 Years	\$67,952	\$67,952	12.50%	\$71,183
		A	39	Recreation Program Manager, Special Recreation Association	\$70,158	\$72,263	12.50%	
		A	39	Recreation Program Manager, Budget \$5,000,001 - \$10,000,000	\$71,788	\$73,942	12.50%	
		A	39	Recreation Program Manager, Northwest Suburbs	\$75,266	\$77,524	12.50%	
		C		Recreational Therapist, Rolling Meadows, Healthcare, \$6.5 Million, Level 3	\$72,715	\$72,715	37.50%	
D	Manager of Inclusion Services	C		Camp Director, Rolling Meadows, Recreation Entities, \$6.5 Million, 4 Years	\$63,795	\$63,795	25.00%	\$70,629
		A	39	Recreation Program Manager, Special Recreation Association	\$70,158	\$72,263	8.33%	
		A	39	Recreation Program Manager, Budget \$5,000,001 - \$10,000,000	\$71,788	\$73,942	8.33%	
		A	39	Recreation Program Manager, Northwest Suburbs	\$75,266	\$77,524	8.33%	
		C		Recreational Therapist, Rolling Meadows, Healthcare, \$6.5 Million, Level 3	\$72,715	\$72,715	25.00%	
D	Manager of Development	A	86	Inclusion Manager, Special Recreation Association	\$65,644	\$67,613	50.00%	\$70,367
		A	28	Sponsorship/Community/Public Relations Manager, Total Responses	\$63,499	\$65,404	18.75%	
		C		Donor Relations Manager, Rolling Meadows, Recreation Entities, \$6.5 Million	\$70,480	\$70,480	18.75%	
		C		Major Gifts Coordinator, Rolling Meadows, Recreation Entities, \$6.5 Million, 4 Years	\$74,212	\$74,212	18.75%	
		C		Fundraising Coordinator, Rolling Meadows, Recreation Entities, \$6.5 Million, 4 Years	\$74,773	\$74,773	18.75%	
D	Manager of Customer Relations	C		Special Events Coordinator, Rolling Meadows, Recreation Entities, \$6.5 Million, 4 Years	\$67,818	\$67,818	25.00%	\$70,292
		C		Office Supervisor, Rolling Meadows, Recreation Entities, \$6.5 Million, Level 2	\$75,289	\$75,289	48.75%	
		C		Office Supervisor, Rolling Meadows, For-Profit, \$6.5 Million, Level 2	\$74,429	\$74,429	16.25%	
		A	6	Registration Supervisor, Northwest Suburbs	\$58,386	\$60,137	26.25%	
		B	211.340	Customer Service Representative III, Northwest Suburbs	\$62,368	\$65,237	8.75%	
D	Administrative Coordinator	A	53	Executive Assistant, Budget \$5,000,001 - \$10,000,000	\$67,704	\$69,735	37.50%	\$69,956
		A	53	Executive Assistant, Northwest Suburbs	\$66,602	\$68,600	37.50%	
		B	202.037	Administrative Assistant III, Northwest Suburbs	\$69,141	\$72,321	25.00%	
C	Operations Coordinator	A	87	Facilities Supervisor, Budget \$5,000,001 - \$10,000,000	\$69,326	\$71,406	18.75%	\$65,197
		A	87	Facilities Supervisor, Northwest Suburbs	\$70,138	\$72,242	18.75%	
		C		Facilities Specialist, Rolling Meadows, For-Profit, \$6.5 Million, 2 Years	\$57,696	\$57,696	12.50%	
		C		Fleet Coordinator, Rolling Meadows, Recreation Entities, \$6.5 Million, 2 Years	\$62,228	\$62,228	37.50%	
		C		Fleet Coordinator, Rolling Meadows, For-Profit, \$6.5 Million, 2 Years	\$61,728	\$61,728	12.50%	
C	Human Resources Coordinator	A	20	Human Resources Specialist, Total Responses	\$57,408	\$59,130	37.50%	\$64,305
		B	206.077	Human Resources Assistant II, Total Responses	\$63,023	\$65,922	12.50%	
		C		Employment Interviewer, Rolling Meadows, Recreation Entities, \$6.5 Million, 2 Years	\$67,968	\$67,968	37.50%	
		C		Employment Interviewer, Rolling Meadows, For-Profit, \$6.5 Million, 2 Years	\$67,223	\$67,223	12.50%	
C	Events Coordinator	C		Special Events Coordinator, Rolling Meadows, Recreation Entities, \$6.5 Million, 2 Years	\$63,077	\$63,077	37.50%	\$62,346
		C		Special Events Coordinator, Rolling Meadows, For-Profit, \$6.5 Million, 2 Years	\$62,473	\$62,473	12.50%	
		C		Donor Associate, Rolling Meadows, Recreation Entities, \$6.5 Million, 2 Years	\$61,766	\$61,766	50.00%	

**Northwest Special Recreation Association (NWSRA)
Market Benchmarking Spreadsheet
Effective: July 1, 2026**



Pay Grade	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 7/1/2026	Weight	Composite Base Pay
C	Marketing Coordinator	A	70	Marketing/Social Media Specialist, Budget \$5,000,001 - \$10,000,000	\$56,722	\$58,423	18.75%	\$62,116
		A	70	Marketing/Social Media Specialist, Northwest Suburbs	\$58,510	\$60,266	18.75%	
		B	211.047	Social Media Coordinator, Total Responses	\$63,839	\$66,776	12.50%	
		A	30	Graphic Designer, Northwest Suburbs	\$58,968	\$60,737	37.50%	
		B	311.307	Graphic Artist, Employment Size 101 to 200	\$67,850	\$70,971	6.25%	
C	Athletic Coordinator	B	311.307	Graphic Artist, Northwest Suburbs	\$65,823	\$68,851	6.25%	\$61,393
		A	40	Recreation Supervisor, Special Recreation Association	\$54,704	\$56,345	16.67%	
C	Collaborative Coordinator	A	40	Recreation Supervisor, Budget \$5,000,001 - \$10,000,000	\$59,946	\$61,744	16.67%	\$61,393
		A	40	Recreation Supervisor, Northwest Suburbs	\$57,990	\$59,730	16.67%	
		C		Recreational Therapist, Rolling Meadows, Healthcare, \$6.5 Million, Level 2	\$63,516	\$63,516	50.00%	
		A	40	Recreation Supervisor, Special Recreation Association	\$54,704	\$56,345	16.67%	
		A	40	Recreation Supervisor, Budget \$5,000,001 - \$10,000,000	\$59,946	\$61,744	16.67%	
C	Inclusion Coordinator	A	40	Recreation Supervisor, Northwest Suburbs	\$57,990	\$59,730	16.67%	\$61,393
		C		Recreational Therapist, Rolling Meadows, Healthcare, \$6.5 Million, Level 2	\$63,516	\$63,516	50.00%	
		A	40	Recreation Supervisor, Special Recreation Association	\$54,704	\$56,345	16.67%	
		A	40	Recreation Supervisor, Budget \$5,000,001 - \$10,000,000	\$59,946	\$61,744	16.67%	
		A	40	Recreation Supervisor, Northwest Suburbs	\$57,990	\$59,730	16.67%	
C	Support Services Coordinator	C		Recreational Therapist, Rolling Meadows, Healthcare, \$6.5 Million, Level 2	\$63,516	\$63,516	50.00%	\$61,393
		A	40	Recreation Supervisor, Special Recreation Association	\$54,704	\$56,345	16.67%	
		A	40	Recreation Supervisor, Budget \$5,000,001 - \$10,000,000	\$59,946	\$61,744	16.67%	
		A	40	Recreation Supervisor, Northwest Suburbs	\$57,990	\$59,730	16.67%	
		C		Recreational Therapist, Rolling Meadows, Healthcare, \$6.5 Million, Level 2	\$63,516	\$63,516	50.00%	
B	Recreation Specialist	A	52	Program Specialist, Special Recreation Association	\$47,674	\$49,104	25.00%	\$52,963
		C		Recreation Coordinator, Rolling Meadows, Recreation Entities, \$6.5 Million	\$49,428	\$49,428	25.00%	
		C		Recreational Therapist, Rolling Meadows, Healthcare, \$6.5 Million, Level 1	\$56,660	\$56,660	50.00%	
B	Recreation Specialist - Day Camp	A	52	Program Specialist, Special Recreation Association	\$47,674	\$49,104	25.00%	\$52,788
		C		Adult Day Care Program Coordinator, Rolling Meadows, Recreation Entities, \$6.5 Million	\$48,730	\$48,730	25.00%	
		C		Recreational Therapist, Rolling Meadows, Healthcare, \$6.5 Million, Level 1	\$56,660	\$56,660	50.00%	
		C		Recreational Therapist, Rolling Meadows, Healthcare, \$6.5 Million, Level 1	\$56,660	\$56,660	50.00%	
A	Registration Specialist	A	7	Registration/Front Desk Clerk/Guest Services, Budget \$5,000,001 - \$10,000,000	\$36,421	\$37,513	11.25%	\$45,939
		A	7	Registration/Front Desk Clerk/Guest Services, Northwest Suburbs	\$35,963	\$37,042	11.25%	
		C		Front Desk Clerk, Rolling Meadows, Recreation Entities, \$6.5 Million, Level 1	\$42,291	\$42,291	22.50%	
		B	211.277	Customer Service Representative II, Employment Size 101 to 200	\$52,167	\$54,567	7.50%	
		B	211.277	Customer Service Representative II, Northwest Suburbs	\$51,234	\$53,591	7.50%	
		A	69	Administrative Assistant, Budget \$5,000,001 - \$10,000,000	\$48,381	\$49,832	30.00%	
		B	202.039	Administrative Assistant I, Employment Size 101 to 200	\$45,894	\$48,005	5.00%	
B	202.039	Administrative Assistant I, Northwest Suburbs	\$49,215	\$51,479	5.00%			

Survey Sources

A	HR Source 2026 Park & Recreation Compensation Survey
B	HR Source 2025 Metro Compensation Survey
C	Economic Research Institute (ERI) Online Salary Assessor

**Northwest Special Recreation Association (NWSRA)
Competitive Pay Structure
Based on a 40-Hour Workweek
Effective: July 1, 2026**



Pay Grade	Range Minimum	Range Midpoint	Range Maximum
A	\$38,095	\$47,619	\$57,143
B	\$43,482	\$54,353	\$65,223
C	\$49,631	\$62,039	\$74,447
D	\$56,650	\$70,812	\$84,975
E	\$64,661	\$80,826	\$96,991
F	\$73,805	\$92,256	\$110,707
G	\$84,241	\$105,302	\$126,362
Pay Grade	Hourly Minimum	Hourly Midpoint	Hourly Maximum
A	\$18.31	\$22.89	\$27.47
B	\$20.90	\$26.13	\$31.36
C	\$23.86	\$29.83	\$35.79
D	\$27.24	\$34.04	\$40.85
E	\$31.09	\$38.86	\$46.63
F	\$35.48	\$44.35	\$53.22
G	\$40.50	\$50.63	\$60.75

Northwest Special Recreation Association (NWSRA)
Pay Grade Assignments
Based on a 40-Hour Workweek
Effective: July 1, 2026



Pay Grade	Position Title	Range Minimum	Range Midpoint	Range Maximum
G	Superintendent of Communications and Technology	\$84,241	\$105,302	\$126,362
	Superintendent of Development	\$40.50	\$50.63	\$60.75
	Superintendent of Recreation I			
	Superintendent of Recreation II			
F	Manager of Finance	\$73,805	\$92,256	\$110,707
	Manager of Human Resources	\$35.48	\$44.35	\$53.22
E	Manager of Information Technology	\$64,661	\$80,826	\$96,991
		\$31.09	\$38.86	\$46.63
D	Administrative Coordinator	\$56,650	\$70,812	\$84,975
	Manager of Collaboratives	\$27.24	\$34.04	\$40.85
	Manager of Customer Relations			
	Manager of Development			
	Manager of Inclusion Services			
	Manager of Programs & Day Camp			
	Manager of Programs & Events			
	Manager of Programs & Operations			
C	Athletic Coordinator	\$49,631	\$62,039	\$74,447
	Collaborative Coordinator	\$23.86	\$29.83	\$35.79
	Events Coordinator			
	Human Resources Coordinator			
	Inclusion Coordinator			
	Marketing Coordinator			
	Operations Coordinator			
	Support Services Coordinator			
B	Recreation Specialist	\$43,482	\$54,353	\$65,223
	Recreation Specialist - Day Camp	\$20.90	\$26.13	\$31.36
A	Registration and Finance Specialist	\$38,095	\$47,619	\$57,143
		\$18.31	\$22.89	\$27.47

Sample Compensation Philosophy and Policy

Our employees are our most valuable asset. Our overall compensation philosophy is to maintain a fair and equitable market-based compensation program that rewards performance and recognizes contributions made by all employees within the organization. While remaining fluid and flexible to meet changing economic and market conditions, we strive to pay market rates as is financially practical, considering individual performance and contributions.

Primary Objectives of the Compensation Program:

- Recruit, attract, retain and engage skilled, productive and dedicated employees.
- Motivate and reward employees to perform their jobs in ways that contribute to the overall success of the organization.
- Establish and maintain competitive pay ranges that ensure positions are valued appropriately in relation to one another within the organization and are aligned with market rates offered by the competitive labor market.

Compensation Plan Guidelines:

To achieve the primary objectives of the organization's compensation program, determining and identifying base pay compensation levels consists of the following key elements:

- Having formal, current job descriptions which indicate essential job functions (including supervisory responsibilities, if applicable), and requisite knowledge, skill, and ability requirements.
- Conduct regular compensation benchmarking against the external market.
- Providing pay increases that are commensurate with the market, individual performance and company performance.

Job Descriptions:

Each position in the organization has a corresponding job description. This description specifies the position's duties and responsibilities, and details the tasks, processes, functions and qualifications for the job. Job descriptions are reviewed annually for accuracy and updated as necessary.

Market Benchmarking:

The organization uses an outside third party to objectively benchmark our job descriptions against current, valid, and reliable compensation survey data. As a result, the organization has a competitive compensation structure which consists of pay grades and pay ranges for all positions. Pay grades and pay ranges are reviewed and updated annually.

Pay Ranges:

Every position within the organization has a pay range. Each range has a designated minimum, midpoint and maximum pay rate.

The amount paid to any individual employee is determined by the pay range for the position. It is the goal of the organization to have all employees paid within their respective pay range. Based on the individual's relevant experience, expertise, performance and tenure, an appropriate pay rate will be determined for each employee. This intention upholds the organization's philosophy that all employees contribute to the success of the organization and individual contributions will be acknowledged accordingly. Final base pay determination will be approved by the Executive/Management Team in coordination with Department Managers/Supervisors.

Pay Adjustments:

Pay adjustments must be approved in advance by the Executive/Management Team. Pay adjustments may occur for the following reasons. All pay changes will be communicated to the employee, in writing, prior to the effective date of the change.

Annual Review and Pay Increases:

Employees are eligible for an annual pay increase at their annual performance review. The amount of base pay increase for an employee is dependent upon the employee's overall performance rating, where the employee's pay falls relative to their pay range, and the parameters of the approved operating budget.

If an employee's pay is at (or beyond) the maximum of the pay range, further pay increases will not be issued until the employee's pay rate is back within range.

Annual increases recommended by Department Managers/Supervisors are subject to approval by the Executive/Management Team to ensure the compensation program is administered consistently and fairly, and to ensure budgetary guidelines are followed.

Market Adjustment Increases:

Adjustments in an employee's pay may occur separately from the annual review when there is an unexpected market fluctuation for a particular position and the incumbent's current pay is below market.

Pay Equity Increases:

Adjustments in an employee's pay may occur separately from the annual review when an employee's salary is significantly below that of others in the same title code with similar performance, experience, skills, knowledge, and assignments.

Promotional Increases:

A promotion is a reassignment from a position with a lower pay grade to another position with a higher pay grade. In most cases, a base pay increase will accompany a promotion, but it is not required unless the employee's pay is below the minimum of their new range.

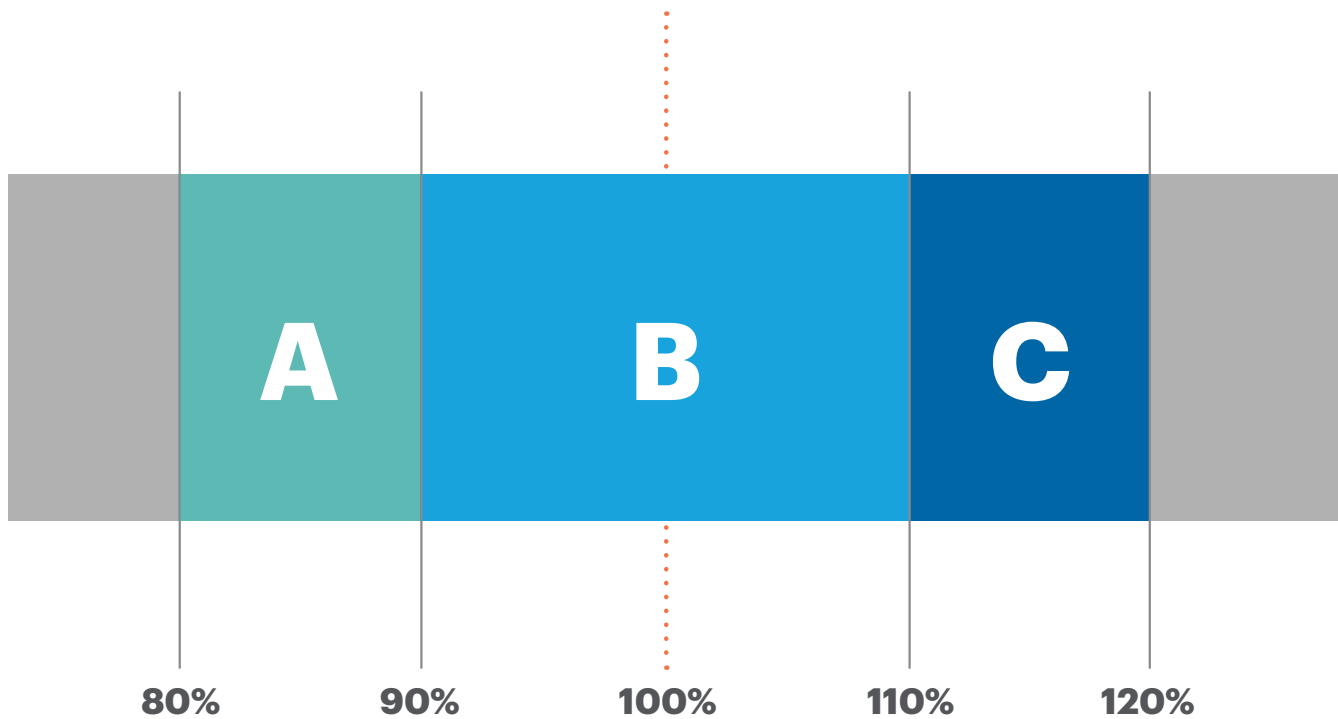
Reassignment to a Position with Lower Pay Range:

On rare occasions, employees may move to a job of significantly decreased responsibility and a lower pay grade, either voluntarily or at the request of management. In some cases, a pay decrease may be initiated at the time of the job change but is not required unless the employee's pay is above the maximum of their range.

Lateral Transfer:

A lateral transfer is defined as a move from one position to another within the same pay grade. Lateral transfers typically involve no change in base pay.

Target Market Rate (Midpoint)



Employee Profile	Compa-Ratio
A Developing Employee	80% – 90%
B Proficient Employee Achieving Expectations	90% – 110%
C Recognized Expert Demonstrating Sustained Performance	110% – 120%



Date: 5/20/2026
To: NWSRA Board of Directors
From: Tom Draper, Superintendent of Communications and Technology
Andrea Griffin, Executive Director
Re: Marketing Specialist Full-Time Position

Requested Motion:

Motion to approve the Marketing Specialist full-time position & updated organizational chart.

Background/Information:

To meet growing day-to-day marketing demand and to ensure we can successfully execute future marketing initiatives, NWSRA staff are recommending that we transition our Part-Time Marketing Specialist to Full-Time effective May 25, 2026.

The current marketing workload required to effectively support both NWSRA and SLSF has exceeded the capacity of the existing part-time structure. Ongoing demands, such as campaign execution, content development, digital updates, and supporting initiatives with other departments is placing increasing strain on the department and limiting its ability to operate efficiently within its current staffing model.

Looking ahead, the organization has opportunities to strengthen brand visibility, expand outreach, and implement more strategic, long-term marketing initiatives. These efforts will require dedicated time for planning, execution, performance tracking, and optimization—work that cannot be sustained without full-time capacity.

Transitioning this role to full-time will allow us to:

- Keep up with current marketing demand and avoid workflow bottlenecks
- Improve consistency, quality, and timeliness of marketing output
- Move from short-term task management to strategic execution
- Build internal capacity to support future growth initiatives

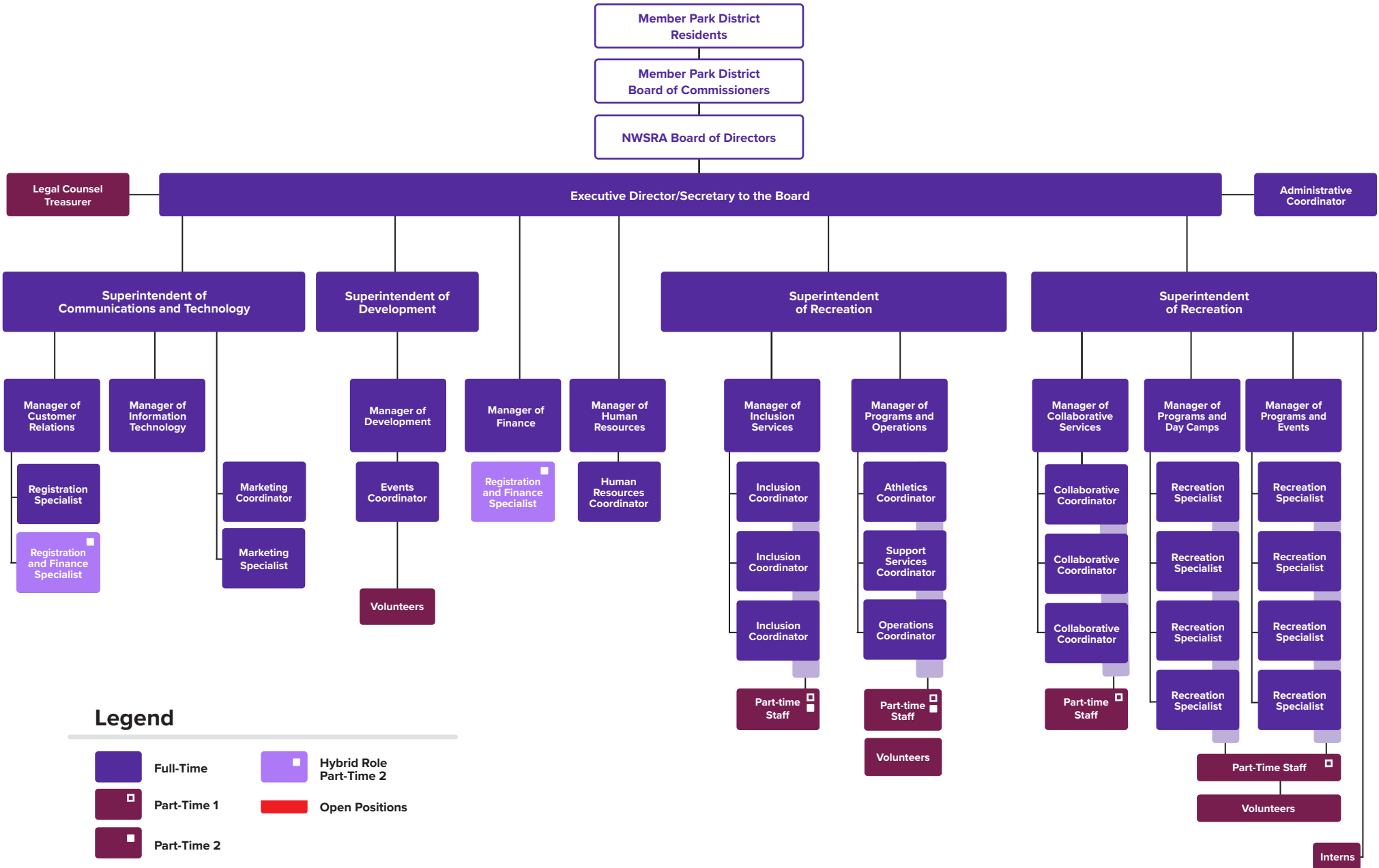
While this change represents an increased personnel investment, it will reduce strain on existing resources and better position the organization to achieve its marketing and organizational goals.

This update to the organization chart will have a budget impact on NWSRA in 2026 of approximately \$18,720. This figure encompasses salary, FICA, IMRF and health insurance.

Attached:

Organizational Chart reflecting updated position change.

Organizational Chart (Proposed May 20)



Legend

- Full-Time
- Hybrid Role Part-Time 2
- Part-Time 1
- Open Positions
- Part-Time 2



Date: 5/20/2026
To: NWSRA Board of Directors
From: Tom Draper, Superintendent of Communications and Technology
Andrea Griffin, Executive Director
Re: RingCentral Contract

Requested Motion:

Motion to approve the RingCentral Contract for a monthly payment of \$1,168.75 beginning 7/20/2026 – 7/20/2028.

Background/Information:

RingCentral has served as our communications platform/phone system for the past three years and has consistently met our operational needs. The system is easy for IT staff to manage, resulting in minimal support needs and reliable daily operations. Staff find the platform user friendly and integrates well into daily workflows. During the initial 3-year contract period, NWSRA experienced only one service outage.

Continuing with RingCentral also allows NWSRA to retain its existing **Yealink desk phones**, which are already owned by the agency and have performed reliably without issue. Transitioning to a new provider would likely require replacing this equipment, leading to unnecessary costs and potential operational disruption.

The proposed two-year contract renewal allows several key advantages:

- **Retention of agencies' roughly 50% discounted rate**
- **Greater budget predictability by avoiding anticipated cost increases**
- **Cost avoidance through continued use of existing Yealink desk phones**
- **Operational continuity with a proven, reliable system and minimal downtime**

Based on RingCentral's strong performance, high staff satisfaction, compatibility with existing infrastructure, and favorable pricing, there is no operational or financial advantage to pursuing an alternative provider at this time.



CHANGE ORDER FORM

This Change Order Form (“**Change Order**”), amends the previous Order Forms placed under the agreement between RingCentral, Inc. (“**RingCentral**”) and **Northwest Special Recreation Assn** (“**Customer**” or “**You**”) (together the “**Parties**”), for the purchase of the Services, licenses, and products listed herein. This Change Order is subject to and incorporates the terms and conditions of: (i) the separate written agreement, executed by the Parties governing the purchase of the Services described in this Order Form, or (ii) the RingCentral Online Terms of Service available at <https://www.ringcentral.com/legal/eulatos.html>, if there is no written agreement in place (hereinafter (i) and (ii) referred to as the “**Agreement**”). The Parties agree to amend the quantities, Services, products, pricing and terms specifically set forth below. All other terms and conditions not expressly contained herein shall remain unchanged and in full effect. Capitalized terms not defined herein shall have the same meanings as set forth in the applicable Agreement between the Parties. Unless agreed by both Parties in writing, any terms or conditions set forth in a Customer-issued purchase order or ordering document shall not apply.

Please note that RingCentral MVP is now RingEX. All references to “RingCentral MVP”, whether in terms of service, advertising or product descriptions, mean “RingEX”.

Customer

Northwest Special Recreation Assn

3000 W central Road Suite 205
Rolling Meadows, IL 60008
United States

Tom Draper
18473705593
tdraper@nwsra.org
Customer UID: 63024588023

Service Provider

RingCentral, Inc.

20 Davis Drive
Belmont, CA 94002
United States

In Process

Any new Services ordered under this Change Order will begin on the Start Date set forth below and will run coterminously with the Initial Term and Renewal Term previously agreed between the Parties, unless modified. Billing for incremental services will commence on the Start Date and will be invoiced on the same billing cycles as any preexisting Services. Other fee adjustments may not be effective until your next monthly service cycle.

Service Commitment Period

Start Date for Items Added in this Change Order: Effective as of the last date of signature below.

Initial Term: 36 Months Starting on July 20, 2023

Renewal Term: 24 Months

Payment Schedule: Previous: Monthly, New: Monthly

RingEX Services

Recurring Services						
Summary of Service	Existing Qty	Additional Qty (+/-)	Total Qty	Rate	Change in Service	Subtotal
DigitalLine Unlimited Advanced	62	0	62	\$18.50	\$0.00	\$1,147.00
DigitalLine Unlimited Advanced				\$13.50		
Compliance and Administrative Cost Recovery Fee				\$4.00		
e911 Service Fee				\$1.00		
Additional Local Number	9	0	9	\$2.25	\$0.00	\$20.25
10DLC TCR SMS Registration - UCaaS Low Volume Campaign	1	0	1	\$1.50	\$0.00	\$1.50
Monthly Recurring Services*						\$1,168.75

Please note that if you downgrade or upgrade your entire RingEX plan (i.e, from Standard to Premium, or Advanced to Core), your previous plan will not show on this change order, only your new plan will be shown.

Total Initial Amount	\$1,168.75
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*Amounts are exclusive of applicable Taxes, Fees, and Shipping Charges.

Cost Center Billing

For customers with cost center billing, it is the Customer's responsibility to provide cost center allocation information to RingCentral at least 10 days prior to the issuance of the invoice. After the information is received, it will be reflected on future invoices, but will not be adjusted retroactively on past invoices. If purchasing additional services through the administrative portal, it is the Customer's responsibility to assign cost centers at the time of purchase; otherwise, those services will not be allocated by cost center on the next invoice. Please note that cost center allocation is not available for certain items, such as minute bundles and credit memos. For additional questions, please contact the RingCentral invoice billing team at billingsupport@ringcentral.com.


Add-on Services. Customer is responsible for reviewing additional terms and conditions that may apply to RingCentral add-on services (where available) and certain Advanced Support Services listed on this order form, and which are available at <https://www.ringcentral.com/legal/add-on-services.html>.

IN WITNESS WHEREOF, the Parties have executed this Change Order Form above through their duly authorized representatives.

Customer
Northwest Special Recreation Assn

RingCentral
RingCentral, Inc.

By: _____
Name: Tom Draper
Title: superintendent of communications
Date: _____

By: 
Name: Ayub Mohammed
Title: VP Sales SBG
Date: _____



Date: 5/20/2026
To: NWSRA Board of Directors
From: Nick Eckelberry, Manager of Finance
Andrea Griffin, Executive Director
Re: Audit Presentation/Acceptance FY2025

Requested Motion:

Motion to approve the FY2025 Audit as presented by Sikich.

Background/Information:

The NWSRA audit for the year ending December 31, 2025, was completed and presented by Sikich.



Date: 5/20/2026
To: NWSRA Board of Directors
From: Sara Carey, Manager of Human Resources
Andrea Griffin, Executive Director
Re: PDRMA Health Insurance

Motion:

If deemed necessary by the Board, motion to sign the Resolution to terminate services of the Park District Risk Management Association for Health Coverage effective 12/31/2026.

Background/Information:

In Fall 2025, NWSRA was notified of a 20% debit from PDRMA Health for the 2026 plan year. This increase resulted from the agency's average losses exceeding the standard loss ratio over the past five years. In response, NWSRA initiated a health benefits broker search and conducted interviews in January and February 2026. The NWSRA Health Benefits Search Team evaluated four potential brokers.

Based on the interview process and reference reviews, the team recommends terminating health benefits services with PDRMA Health effective December 31, 2026, and transitioning to a new provider for the 2027 plan year.

Based on discussions with PDRMA Health Leadership, NWSRA has been informed that a signed board resolution is not required to terminate health benefit services.

However, if the NWSRA Board prefers to adopt a formal resolution for recordkeeping purposes, it is the agency's intent to present a motion to approve a resolution authorizing the termination of health benefits coverage services effective December 31, 2026.

Next Steps:

1. If deemed necessary, NWSRA requests a motion to sign the resolution to terminate health benefits services with PDRMA Health for health coverage effective 12/31/2026.
2. If not deemed necessary to sign a board resolution, this memo is for informational purposes only.



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

NORTHWEST SPECIAL RECREATION ASSOCIATION RESOLUTION

A RESOLUTION AUTHORIZING THE TERMINATION OF SERVICES OF THE PARK DISTRICT RISK MANAGEMENT ASSOCIATION FOR HEALTH COVERAGE

WHEREAS, the Northwest Special Recreation Association (NWSRA) maintains insurance coverage to protect the organization, its employees, participants, and assets; and

WHEREAS, NWSRA currently utilizes the services of the Park District Risk Management Association (PDRMA) to procure and manage its insurance policies; and

WHEREAS, the Board of Directors and staff have evaluated the current PDRMA relationship in consideration of service levels, responsiveness, cost competitiveness, and overall alignment with organizational needs; and

WHEREAS, it is in the best interest of NWSRA to transition to a new insurance broker to better support the agency's operational and strategic goals.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Northwest Special Recreation Association, as follows:

1. Termination of Services

The Board hereby authorizes the termination of services with the Park District Risk Management Association for health coverage effective 12/31/2026, in accordance with the terms and conditions of the existing agreement.

2. Authorization of Executive Director

The Executive Director is authorized to take all necessary actions to provide notice of termination, coordinate the transition of services, and ensure there is no lapse in insurance coverage.

3. Transition of Services

The Executive Director is further authorized to engage and execute agreements with a new insurance broker, as previously reviewed and/or recommended, to provide ongoing insurance brokerage services for NWSRA.

4. Severability and Effective Date

This Resolution shall be in full force and effect immediately upon its passage and approval as provided by law.

PASSED THIS 20 of MAY, 2026

APPROVED:

AYES: _____

Board Chairperson: _____ Date: _____

NAYS: _____

ABSENT: _____

Secretary: _____ Date: _____



Date: 5/20/2026
To: NWSRA Board of Directors
From: Sara Carey, Manager of Human Resources
Andrea Griffin, Executive Director
Re: Stumm Health Insurance

Requested Motion:

Motion to approve the Stumm Health Insurance Client Services Agreement.

Background/Information:

The catalyst for the Health Insurance Broker search was driven by a 20% surcharge applied by PDRMA to NWSRA’s 2026 market rates, due to NWSRA’s high losses (pregnancies, cancer, etc.) over the past five years.

As an agency, the Executive Director and Manager of Human Resources assembled a nine-member Benefit Search Team to aid with this search process. The team included the Executive Director, Manager of Human Resources, Manager of Finance, Superintendent of Communications and Technology, three Managers, one Coordinator, and one Specialist. Team members represented a range of benefit selections, needs, and utilization levels, providing a well-rounded perspective throughout the evaluation process.

NWSRA’s Benefit Search Team interviewed four companies from January – February 2026. The companies included Stumm Insurance, IPBC, Brown & Brown, and Gallagher Insurance.

Three of the potential brokers that were invited to present to the team were referred by other member park districts. The fourth broker (Gallagher) was a cold call to the Manager of Human Resources at Gallagher. Following the evaluation process, Gallagher was selected as one of NWSRA’s top two brokers.

NWSRA sought a broker with a strong understanding of Special Recreation Associations and Park Districts, who could assist the agency in maintaining affordable health benefit costs while preserving the existing provider network and current level of coverage. NWSRA clearly communicated to all brokers that there was no interest in arrangements featuring initial “honeymoon” pricing, where lower early year rates are followed by significant and sustained increases later (years 3 – 5). Instead, the agency emphasized the importance of long-term cost stability and predictability. In addition, NWSRA searched for a broker capable of offering

innovative benefit solutions that help control cost growth without reducing the quality of existing health plan options. Customer service was also a key factor, particularly the broker's ability to provide effective support when resolving complex claims issues or account concerns.

Each broker was provided with NWSRA census data, current benefit plan details, and additional requested information to support their analysis of potential costs, proposed plan designs, and possible cost-saving opportunities. Brokers also presented a variety of cost-sharing strategies for the team's consideration. Each firm offered different approaches for structuring NWSRA's future health and benefits strategy. During the hour long, in person meeting, each broker also discussed the services that they could offer, asked about open enrollment processes, systems/platforms, and explained how billing and payment for services and benefits would be managed.

Following completion of all interviews, the Benefit Search Team identified Stumm and Gallagher as the top two brokers. Both firms were asked to provide seven client references, preferably from park districts, nonprofit organizations, and/or agencies located in the northwest suburbs.

The team reviewed the reference feedback, discussed findings collectively, and held a formal vote to determine a recommended health benefits broker.

Stumm Insurance was unanimously selected to serve as NWSRA's benefits broker for the 2027 plan year and beyond. NWSRA will utilize their services for medical, dental, vision, employee assistance programs (EAP), life insurance (employer paid and employee paid), FSA/DCA programs, and wellness initiatives. Staff are confident that Stumm Insurance can provide a broader range of plan design options that may generate cost savings beyond what is currently available through PDRMA. This added flexibility will allow NWSRA to explore alternatives that better align with both employee needs and the agency's budget. Lastly, Stumm Insurance brings strong expertise and educational support to assist staff. They will work closely with staff to model various plan scenarios and assess whether adjustments to the benefits structure could be financially advantageous for the agency and its employees. Stumm Insurance will partner with NWSRA throughout the process to ensure informed decision-making and to help ensure the delivery of competitive, high-quality benefits at the most favorable cost available.

Client Services Agreement

This agreement is made on _____ (hereinafter referred to as “Effective Date”) by and between Stumm Insurance, LLC, having offices at 9400 W. Higgins Rd., Suite 405 Rosemont, IL (hereinafter referred to as “Stumm”), and _____, having office(s) at _____ (hereinafter referred to as “Client”).

As Client’s employee benefit consultant and producer of record, Stumm will perform the following services:

1. Coordinate the renewal and/or implementation of client’s policies with all applicable insurance carriers.
2. Direct and coordinate alternative carrier marketing efforts and their respective data requests, if necessary.
3. Prepare & present client’s renewal and applicable marketing results, along with cost saving strategies around various plan designs and employee contributions alternatives.
4. Develop, deliver, and (when applicable) present written and visual resources for required employee communications at Open Enrollment.
5. Perform enrollment and eligibility services on behalf of client’s plan administrator(s), and, when applicable, provide support for client’s online enrollment system.
6. Provide service team support in resolving daily carrier service issues and/or employee benefit concerns (e.g. claims, billing, etc.).
7. Compare client’s benefit details to area norms (benchmarking).
8. Model costs/impact of potential changes in enrollment (mergers, acquisitions, hiring plans, reductions in force, etc.).
9. Analyze plan performance, if applicable and/or when data is available.
10. Assist with compliance-related issues, including ERISA, COBRA, HIPAA, and other select federal and state reporting and disclosure obligations.

NOTE: As is the case with any employee benefit consultant, Stumm will not act as Client’s employee benefit plan’s fiduciary.

In addition, Client agrees to the following three agreements, where applicable:

1. Business Associate Agreement

When client wishes Stumm to access Protected Health Information (PHI) on Client’s behalf in connection with one or more of the Client’s insured welfare benefit plans, and when Stumm is willing to perform such services on Client’s behalf, the following will apply:

Definitions

Catch-all definition:

The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required by Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

Specific definitions:

- (a) Business Associate. “Business Associate” shall generally have the same meaning as the term “business associate” at 45 CFR 160.103, and in reference to the party to this Agreement, shall mean Stumm.
- (b) Covered Entity. “Covered Entity” shall generally have the same meaning as the term “covered entity” at 45 CFR 160.103, and in reference to the party to this Agreement, shall mean the health plan sponsored by Client.
- (c) HIPAA Rules. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

Obligations and Activities Business Associate Agrees to

- (a) Not use or disclose Protected Health Information other than as permitted or required by the Agreement or as Required by Law;
- (b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic Protected Health Information, to prevent use or disclosure of Protected Health Information other than as provided for by the Agreement;
- (c) Report to Covered Entity any use or disclosure of Protected Health Information not provided for by the Agreement of which it becomes aware, including breaches of Unsecured Protected Health Information as required by 45 CFR 164.410, and any successful Security Incident of which it becomes aware;
- (d) Report to Covered Entity, once a year upon written request from Covered Entity, a list of all attempted but unsuccessful Security Incidents of which Business Associate becomes aware for the year;
- (e) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any Subcontractors that create, receive, maintain, or transmit Protected Health Information on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information;
- (f) Make available Protected Health Information in a Designated Record Set to the Covered Entity as necessary to satisfy Covered Entity’s obligations under 45 CFR 164.524;
- (g) Make any amendment(s) to Protected Health Information in a Designated Record Set as directed or agreed to by the Covered Entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy Covered Entity’s obligations under 45 CFR 164.526;
- (h) Maintain and make available the information required to provide an accounting of disclosures to the Covered Entity as necessary to satisfy Covered Entity’s obligations under 45 CFR 164.528;

- (i) To the extent the Business Associate is to carry out one or more of Covered Entity's obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the Covered Entity in the performance of such obligation(s); and
- (j) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

Permitted Uses and Disclosures by Business Associate

- (a) Business Associate may use or disclose Protected Health Information as necessary to perform services as Client's assigned Producer of Record.
- (b) Business Associate may use or disclose Protected Health Information as Required by Law.
- (c) Business Associate agrees to make uses and disclosures and requests for Protected Health Information consistent with Covered Entity's minimum necessary policies and procedures.
- (d) Business Associate may not use or disclose Protected Health Information in a manner that would violate Subpart E of 45 CFR Part 164 if done by Covered Entity.
- (e) Business Associate may use Protected Health Information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.
- (f) Business Associate may use Protected Health Information to provide data aggregation services relating to the health care operations of the Covered Entity.

Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions

- (a) Covered Entity shall notify Business Associate of any limitation(s) in the notice of privacy practices of Covered Entity under 45 CFR 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of Protected Health Information.
- (b) Covered Entity shall notify Business Associate of any changes in, or revocation of, the permission by an Individual to use or disclose his or her Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information.

Term and Termination

- (a) Term. The Term of this Agreement shall be effective as of the effective date, and shall terminate as of the Producer of Record change date or on the date Covered Entity terminates for cause as authorized in paragraph (b) of this Section, whichever is sooner.
- (b) Termination for Cause. Business Associate authorizes termination of this Agreement by Covered Entity, if Covered Entity determines Business Associate has violated a material term of the Agreement and Business Associate has not cured the breach or ended the violation within a reasonable time as specified by Covered Entity.
- (c) Obligations of Business Associate Upon Termination. Upon termination of this Agreement for any reason, Business Associate, with respect to Protected Health Information received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, shall:
 1. Retain only that Protected Health Information which is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;
 2. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic Protected Health Information to prevent use or disclosure of the Protected Health Information, other than as provided for in this Section, for as long as Business Associate retains the Protected Health Information;
 3. Not use or disclose the Protected Health Information retained by Business Associate other than for the purposes for which such Protected Health Information was retained and subject to the same conditions set out at "Permitted Uses and Disclosures By Business Associate" which applied prior to termination; and
 4. Return or destroy, if feasible, the Protected Health Information retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities.
- (d) Survival. The obligations of Business Associate under this Section shall survive the termination of this Agreement.

Miscellaneous

- (a) Regulatory References. A reference in this Agreement to a section in the HIPAA Rules means the section as in effect or as amended.
- (b) Amendment. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for compliance with the requirements of the HIPAA Rules and any other applicable law.
- (c) Interpretation. Any ambiguity in this Agreement shall be interpreted to permit compliance with the HIPAA Rules.
- (d) Indemnification. Regardless of whether Business Associate is Covered Entity's agent, Business Associate agrees to indemnify and hold harmless Covered Entity, and its directors, officers, and employees against any and all claims, lawsuits, settlements, judgments, costs, penalties, and expenses, including reasonable attorney's fees, resulting from or arising out of or in connection with a use or disclosure of Protected Health Information by Business Associate or its subcontractors or agents in violation of this Agreement.

Covered Entity agrees to indemnify and hold harmless Business Associate and its directors, officers, and employees against any and all claims, lawsuits, settlements, judgments, costs, penalties, and expenses, including reasonable attorney's fees, resulting from or arising out of or in connection with a use or disclosure of Protected Health Information by Covered Entity, or agents of Covered Entity, in violation of this Agreement.

2. Client Transaction Agreement

When client wishes Stumm to perform certain administrative services on Client's behalf in connection with one or more of the Client's insured welfare benefit plans, and when Stumm is willing to perform such services on Client's behalf, the following will apply:

Obligations and Activities Stumm is willing to perform subject to the Client's Obligations & Activities described below:

- (a) For new hires, entering employee enrollment data, as provided by Client, into carrier eligibility web portals, and providing email confirmation back to Client;
- (b) For employee terminations, entering termination data, as provided by Client, into carrier termination web portals, and providing email confirmation back to Client;
- (c) For open enrollment and/or IRS qualifying event changes, entering employee enrollment data, as provided by Client, into carrier eligibility web portals, and providing email confirmation back to Client;
- (d) For employee terminations and other qualifying events, entering necessary data, as provided by Client, into COBRA administrator web portals (if applicable), and providing email confirmation back to Client;
- (e) For status changes and/or corrections of billing or eligibility errors, entering changed or corrected data, in accordance with written notification from Client, into carrier and/or COBRA administrator web portals, and providing email confirmation back to Client.

Obligations and Activities Client will perform pursuant to Stumm's Obligations & Activities described above:

- (a) Client acknowledges that it retains full responsibility for performance of the services enumerated above, and that Stumm is performing any such services only as Client's agent, and not as a plan administrator or in any other legal or fiduciary capacity.
- (b) Client acknowledges that, in performing any such services, Stumm is acting on Client's behalf, and not on behalf of any insurer or other party.
- (c) In performing any services hereunder, Stumm shall exercise its best efforts, but shall not be responsible for failures occurring for any reason whatsoever, including but not limited to unavailability of insurers' web portals, data lost in transmission, or inability to access necessary websites. In addition, it is understood that, in dealing with insurance carriers and other third parties, Stumm will strictly adhere to any applicable administrative guidelines established by such third parties.
- (d) It is Client's responsibility to review confirmations provided by Stumm, promptly notify Stumm of any errors or omissions therein, and provide any information or data necessary to enable Stumm to remedy such errors or omissions. Stumm shall have no responsibility to correct any such errors or omissions unless notified by Client and provided with necessary information or data.
- (e) It is the Client's responsibility to review carrier bills to assure that requested enrollments, terminations and changes are reflected accurately and timely. Carriers have guidelines and limits for retroactive corrections, which Stumm cannot be expected to change.
- (f) Client shall be solely responsible for the accuracy and completeness of the data and information provided to Stumm.
- (g) Client agrees to indemnify, defend, and hold harmless Stumm, its representatives and employees against any and all claims, lawsuits, settlements, judgments, costs, penalties, and expenses of whatever nature or whatever source arising out of or in connection with Client's breach of the Agreement, including but not limited to Client's (including its officers' and employees') failure to comply with its obligations or to otherwise timely provide Stumm with information and/or documentation reasonably requested by Stumm that is necessary for Stumm to perform the services that are to be provided hereunder.

3. Online Benefit Portal Agreement

When client wishes Stumm to perform certain online benefit portal administrative services on Client's behalf in connection with one or more of the Client's insured welfare benefit plans, and when Stumm is willing to perform such services on Client's behalf, the following will apply:

Obligations and Activities Stumm is willing to perform subject to the Client's Obligations & Activities described below:


- (a) Setup and implementation of an online benefit portal specific to the Client's current (or soon to be current) employee benefit program with the intention of employee utilization and company oversight;
- (b) Initial and ongoing online benefit portal training of the Client's employee(s) assigned to oversee the administration of the Client's portal onsite with new and existing employees;
- (c) Necessary benefit program updates on the Client's online benefit portal in accordance with the benefit program's annual renewal/implementation and associated Open Enrollment period;
- (d) Assist in the employee eligibility changes & requests via one of two ways:
 - 1) Manual processing of eligibility changes & request through the online benefit portal (See Client Transaction Agreement section above)
 - 2) Setup of electronic data exchanges with carriers and regular review of discrepancies associated with those file feeds.

Obligations and Activities Client will perform pursuant to Stumm's Obligations & Activities described above:

- (a) Client acknowledges that it retains full responsibility for performance of the services enumerated above, and that Stumm is performing any such services only as Client's agent, and not as a plan administrator or in any other legal or fiduciary capacity.
- (b) Client acknowledges that, in performing any such services, Stumm is acting on Client's behalf, and not on behalf of any insurer or other party.
- (c) In performing any services hereunder, Stumm shall exercise its best efforts, but shall not be responsible for failures occurring for any reason whatsoever, including but not limited to unavailability of online benefit portal, undelivered benefit administration notifications, or data lost in transmission. In addition, it is understood that, in dealing with online benefit portal vendor and other third parties, Stumm will strictly adhere to any applicable administrative guidelines established by such third parties.
- (d) It is the Client's responsibility to review carrier bills to assure that enrollments, terminations and changes submitted/entered into the benefit online portal are reflected accurately and timely. Carriers have guidelines and limits for retroactive corrections, which Stumm can not be expected to change.
- (e) Client shall be solely responsible for the accuracy and completeness of the data and information provided in the benefit online portal.
- (f) Client agrees to indemnify, defend, and hold harmless Stumm, its representatives and employees against any and all claims, lawsuits, settlements, judgments, costs, penalties, and expenses of whatever nature or whatever source arising out of or in connection with Client's breach of the Agreement, including but not limited to Client's (including its officers' and employees') failure to comply with its obligations or to otherwise timely provide Stumm with information and/or documentation reasonably requested by Stumm that is necessary for Stumm to perform the services that are to be provided hereunder.
- (g) Client agrees to a non-exclusive, non-transferable license to access the benefit online portal, solely in connection with the Client's business operations in the United States for the purpose of internal business operations related to the administration of Client's benefit plans for the benefit of its employees; and no online benefit portal right, title, or interest is granted or otherwise transferred to Client unless otherwise agreed upon at a later date.
- (h) Client agrees Stumm retains all the intellectual property and data that results from the derivative works, input, and improvements related to the online benefit portal, regardless if such property and data were administered and/or entered by the client and its employees.

Stumm

Client Name: _____

By:  _____ (Sign)

By: _____ (Sign)

Name: _____ (Print)

Name: _____ (Print)

Title: _____

Title: _____

Date: _____

Date: _____