



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

January 31, 2024
10:30 a.m. Regular Meeting
Park Central Banquet Room
3000 W. Central Road
Rolling Meadows, IL 60008

AGENDA

- I. Call to Order
 - A. Roll Call
- II. Introduction of Guests:
 - A. Emily Turi - Intern
- III. Public Comment
- IV. Approval of Agenda
- V. **Approval of Consent Agenda – Pages - 3-7**
 - A. Approval of Minutes, December 13, 2023
 - B. NWSRA Financial Reports, December 31, 2023 – *Not included in packet*
 1. Profit and Loss
 2. Balance Sheet
 3. Monthly Account Snapshot
 - C. Warrants: - *Not included in packet*
 1. December 31, 2023
 - D. ADA Compliance Projects
 1. Palatine Park District - \$452,588.35
 - a) Birchwood – Route and Surfaces - \$100,667
 - b) Hamilton Reservoir – Route and Surfaces - \$19,189.09
 - c) Eagle Park – Facilities, Routes and Surfaces - \$174,219.41
 - d) Osage Park - Facilities, Routes and Surfaces - \$88,946.82
 - e) Palatine Hills 1 - Routes and Surfaces - \$44,596.14
 - f) Palatine Hills 2 - Routes and Surfaces - \$22,969.89
 - g) Clayson House – Routes and Surfaces - \$44,411.60
 2. Mount Prospect Park District - \$505,264.49
 - a) Lions Park - Routes and Surfaces, Facilities and Amenities
 3. Streamwood Park District - \$15,000
 - a) Hoosier Grove, Museum and Horse Barn – Doors-Doorways-Gates
 4. Schaumburg Park District - \$2,017,932.19
 - a) Olympic Park – Athletic Surfaces - \$417,691.19
 - b) Various Parks – Routes and Surfaces - \$39,840
 - c) Various Parks 2 – Routes and Surfaces - \$291,450
 - d) ADA Passenger Bus – Transportation - \$66,115

An extension of the local park districts serving

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

- e) Colony, Meineke, Russ Parker Parks – Routes and Surfaces, Playground equipment - \$1,200,088
- f) Meineke – Recreation Facilities and Amenities - \$2,748

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

- VII. **Staff Reports – Pages - 8-15**
 - A. Program Report
 - B. 2023 Year End Statistics – Oral Report with hand out
 - 1. Program & Participant Statistics
 - 2. Facility Statistics
 - C. Marketing and P/R Report
 - D. Human Resources Report
 - E. SLSF
 - F. Directors Report

- VIII. Old Business
 - A. Wheeling Sensory Garden Update - Oral

- IX. **New Business - Pages - 16-31**
 - A. Clearbrook Collaborative Agreement
 - B. NSSEO Contract Agreement
 - C. Other

- X. **Information/Action Items – Pages 32-37**
 - A. 2023 Year in Review – Oral Presentation
 - B. 2024 Agency Goals
 - C. Recognition of Board Member:
 - 1. Past Chairman – Christina Ferraro
 - D. Mission, Vision and Values
 - E. Other

- XI. Closed Session
Closed Session in accordance with Open Meetings Act to consider information regarding:
 - A. NONE

- XII. Action as a result of Closed Session

- XIII. Adjournment

V. Consent Agenda

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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT CHANDLERS' BANQUETS
ON THE 13TH DAY of DECEMBER 2023 AT 10:30 A.M.**

Chairman Ferraro called the meeting to order at 10:34 a.m. Administrative Manager Vasalos took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Erika Strojinc, Buffalo Grove Park District; Ben Curcio, Elk Grove Park District; Bob Obrien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mt. Prospect Park District; Mike Clark, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Kevin Romejko, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Robert Dowling

Also present: Tracey Crawford, Executive Director; Gazmend Meni, Superintendent of Finance; Tom Draper Superintendent of Marketing and Communication; Darleen Negrillo, Superintendent of Administrative Services and Jessica Vasalos, Administrative Manager as recording secretary

Introduction of Guests

None

Public Comment

None

Approval of Agenda

Chairman Ferraro asked for a motion to approve the agenda dated December 13, 2023. Director Romejko made the motion and Director Fullerton seconded the motion. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Ferraro called for a motion to approve the Consent Agenda of December 13, 2023. Director Janda made the motion and Director LaFrenere seconded the motion to approve the Consent Agenda dated December 13, 2023. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Correspondence

None

Staff Reports

None

Old Business

FY2024 Executive Committee

Executive Director Crawford asked for a motion to approve the 2024 NWSRA Executive Committee as presented in the Board packet. Director Fahnstrom made the motion to approve 2024 NWSRA Executive Committee as presented. Director LaFrenere seconded the motion. Upon voice vote the motion was carried.

FY 2024 Budget Approval

Executive Director Crawford asked for a motion to approve the FY2024 NWSRA Budget as presented. Director LaFrenere made the motion to approve 2024 NWSRA Executive Committee as presented. Director Romejko seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

New Business

Appointment of Legal Counsel

Chairman Ferraro asked for a motion to approve Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd as legal counsel for one year for NWSRA. Director LaFrenere made the motion and Director Morgan seconded the motion to approve Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd as legal counsel for one year for NWSRA. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Bus Bid

Chairman Ferraro asked for a motion to approve the vehicle bid from Best Bus Sales for the purchase of two 2024 Glaval Universal Buses for the price of \$128,723 per vehicle with a total capital budget impact of \$257,446. Director Janda made the motion and Director Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

IT Services Provider Contract

Chairman Ferraro asked for a motion to approve the SNI Services Provider Contract for the period of \$1/1/24 to 12/31/24, with a total budget impact of \$42,693. Director Talsma made the motion and Director Bessette seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Informational/Action Items

Accident/Injury Summary 2023

Superintendent Negrillo informed the Board that the standard Accident Incident summary report has been done away with and will be done by office staff in the future. She then reviewed her synopsis of the 2023 Accident and Injury's reported to PDRMA.

Closed Session

Chairman Ferraro asked for a motion to move into closed session at 10:58 am. Director Fullerton made the motion and Director Fletcher seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Return in Open Session

Chairman Ferraro requested motion to return to open session at 11:46am. Director Talsma made the motion and Director Fullerton seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Action as a result of Closed Session

Executive Board will meet with Tracey on Monday December 15, 2023, at 12 noon to discuss her annual performance review and compensation The Board approves a merit increase of 4% in compensation and a \$1,500 Bonus. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Adjournment

After no further business, Chairman Ferraro called for a motion to adjourn. Director Fullerton made the motion and Director Bessette seconded the motion to adjourn the December 13, 2023, meeting at 11:52am. The motion carried with voice vote.

Secretary

VII. Staff Reports

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To: Tracey Crawford
From: Rachel Hubsch and Andrea Griffin, Superintendents of Recreation
Re: Program Report, November 2023 through January 2024

NWSRA Programs and Services

The Day Camp Team successfully ran 3 Winter Break Camps across two weeks in December 2023 and January 2024. The Day Camp Team supported 88 registrations, which is a 15% increase in registration from last year. Thank you to the Member Park Districts that provided a space within a community center building, including Palatine Community Center, RexPlex in Mt. Prospect, Wheeling Community Recreation Center, and Bartlett's Splash Central Indoor Pool. Returning field trips included Fire House Tours, tumbling at Vogeley Barn, and the Ball Factory. New field trips included Painted Penguin and The Snow Queen at the Marriott Theater.

NWSRA's Certified Therapeutic Recreation Specialists had over 165 direct contact hours at camp sites, ensuring that each camp experienced a wide range of interventions including: enhanced leisure awareness, fine and gross motor skills, social emotional skills, community integration, sensory experiences, and healthy lifestyle choices. Additionally, the Day Camp Team trained, supported and offered daily guidance to 64 part-time staff.

Below is an email that was received from one of the 18 year old teen campers who resides in Arlington Heights with his rendition of how his camp experience was. Enjoy a week of camp through the eyes of an 18 year old male with Autism who loves technology.

Dear Lexi, Sydney, Claire, Tony, Cole, Ashley, Maggie, and every other staff member at camp,

Thank you for your work at NWSRA Winter Break Camp 2023-2024! At camp, I did crafts, went on field trips, went swimming, talked to people, and played a ring toss game. The crafts that I did were a parrot craft, a paper plate crown, a snowman craft, a pool noodle coral reef, a shark sensory bottle, a ceramic letter "H" (my first initial), a Disney sensory bag, and a castle painting.

In December, I went on a field trip to see the play "The Snow Queen." In the theater, I liked seeing the lighting and the booth that controls the lighting. In January, I went on a field trip to the Northbrook Court mall. First, I went to a ceramic painting place called The Painted Penguin, and then I had lunch in the food court of the mall.

In the Painted Penguin facility, I did the letter "H" craft in which I painted the letter. I tried to paint the whole letter, but due to limited time, I only got to paint part of the letter. When I was in the facility, I took a look at all of the lights and switches. In the hallway between the front half and the back half of the facility, there were lots of switches for the front half lights and the hallway lights. Upon exiting the hallway to the back half, there is a switch for the back painting area lights. There is another switch for the back painting area lights by the back emergency exit door. In the bathroom, there is a switch for the bathroom light and the bathroom exhaust fan.

In the food court of the mall, I saw an Apple Store, where people can get iPhones, iPads, computers, Apple Watches, etc. and an AMC theater that could be accessed on both the lower and upper levels of the mall. The AMC theater fascinated me because there was an inferential clue that there is a third floor in this AMC theater for projection in the upstairs theaters.

On all of the buses that I was on for the field trips, I was fascinated by all different kinds of aspects of the buses, especially the electronics.

On the bus to and from the play, there was an overwhelming number of interior lights (all LED) and fan controls to count. Most of the interior lights are individual reading lights that are turned on by turning on the READ LIGHTS switch on the console and then by tilting the light in either direction. There are two LIGHTS switches on the console. One LIGHTS switch turns on the lights in the aisle. The other LIGHTS switch turns on the lights in the storage racks above the passenger seats. The light above the driver's seat is normally automatic with driver door opening and closing and certain ignition switch actions. The step well lights are only on when the step well doors are fully open. The interior wheelchair lift lights are only on when one or both of the wheelchair lift access doors are released.

On the bus to the mall and the bus from the mall, there were four sets of interior lamps (all LED/passenger, driver, step well, and wheelchair lift). The passenger lamps are turned on with a switch on the dashboard. The driver lamp is normally automatic with driver door opening and closing and certain ignition switch actions. The step well lamps are only on when the step well doors are fully open, but this lamp circuit wasn't working on these buses on all of these times as observed by me. The wheelchair lift lamps are only on when one or both of the wheelchair lift access doors are released.

In general, I felt excited to be at camp and see my friends at camp.

From Harry

Lightning Athletics

NWSRA winter sports are well under way and consist of five basketball teams with close to 60 athletes in total, six snowshoe athletes and four alpine ski athletes. This past weekend, two of the five basketball teams qualified for the State Basketball Tournament that will be the weekend of March 8-10. Early in January, two snowshoe athletes and all of the alpine ski athletes qualified for the State Winter Games in Galena that will take place Tuesday, February 6 – Thursday, February 8.

MARKETING & PR REPORT NOVEMBER/DECEMBER 2023

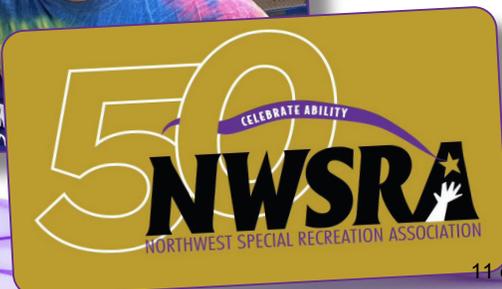
As a leader in the field of Therapeutic Recreation, NWSRA maximizes public outreach through a variety of endeavors. The following report highlights some of the recent marketing and public relations activities:

GENERAL MARKETING

- Published and promoted the Winter/Spring brochure
- Began the creation of the 2024 Summer camp brochure.
- Worked with D214 to take on a Marketing Intern from the Buffalo Grove High School this season.
- Created the NWSRA/SLSF Year in Review Video highlighting the successes of both NWSRA and SLSF in 2023.

50TH ANNIVERSARY MARKETING

- To celebrate NWSRA's 50th Anniversary we have developed a commemorative 50th Anniversary Logo which will be on all marketing materials in 2024.
- Keeping with the 50 theme NWSRA has started a 50 Reasons to Work, Live and Play NWSRA Campaign. This Campaign will highlight one staff member, volunteer, or participant per week for the next 50 weeks in increase awareness and recognize all that NWSRA is about 50 years after opening it's doors.



SLSF MARKETING

- Completed all marketing collateral around the 2023 celebrate ability gala including our impact video. This video highlighted the musical talents of NWSRA participants and help raise funds to renovate our music room at NWSRA's Rolling Meadows Programming Space.
- Created marketing collateral for the Holiday Luncheon including social campaigns, promotional materials, day of signage and more.
- Created materials for and sent out the SLSF annual holiday appeal.
- Created the Gold Metal Fashion Show Invite
- Promoted the Double Good Popcorn Fundraiser.

TECHNOLOGY

- In alignment with our Capital IT Improvement Plan NWSRA's Hanover Park Programming space received necessary network upgrades. This included re-cabling to move devices off of wifi, new access points including an outdoor one to provide wifi to the community sensory garden, new server cabinet to better organize hardware and more.
- Officially migrated SLSF from Oracle over to Civi CRM.

IN PROGRESS

- In preparation for the Gold Medal Fashion Show staff are conducting model interviews to highlight all the individuals we have modeling this year

WEBSITE STATISTICS

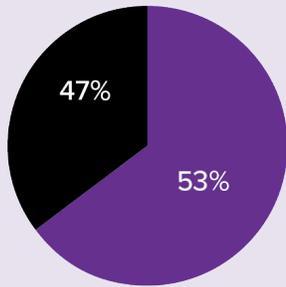
www.nwsra.org

9,676

TOTAL PAGE VIEWS

3,679

TOTAL SESSIONS



■ New Visitor
■ Returning Visitor

1,985 NEW VISITORS

MOST VISITED PAGES

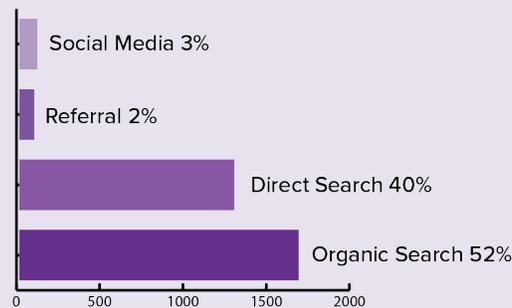
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1.	NWSRA Homepage	3,432	17 sec
2.	NWSRA NWSRA Brochure	2,516	20 sec
3.	NWSRA Staff	518	1:11
4.	NWSRA Employment	450	21 sec
5.	NWSRA PURSUIT	301	41 sec
6.	NWSRA Contact	175	55 sec
7.	NWSRA About	172	37 sec
8.	NWSRA Job Portal	168	18 sec
9.	NWSRA Directors	132	4 sec
10.	NWSRA Meeting Info	130	38 sec

PAGE VIEWS

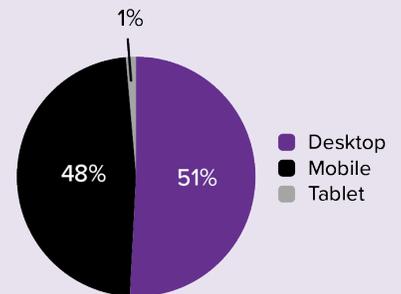
AVG. TIME SPENT

TOP CHANNELS

How people visit the website



DEVICES BEING USED



SOCIAL MEDIA STATISTICS



People Reached: 10,761
Total Page Likes: 9.5K
Page Vists: 5,147



Profile Vists: 113
Post Reach: 516
Total Followers: 1.1K



Total Followers: 414
Tweet Impressions: N/A
Profile Visits: N/A



Post Impressions: 1,546
Total Followers: 1,331
Page Views: 105

TRENDING POSTS

- NWSRA Lightning Athletes competed
- Join us Monday, December 4th
- On Tuesday, our PURSUIT
- In the market for a job?
- The Palatine Park District



WEBSITE STATISTICS

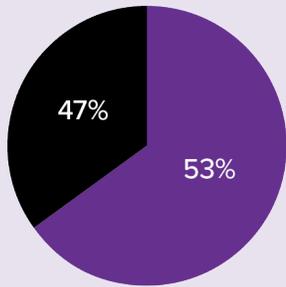
www.nwsra.org

7,737

TOTAL PAGE VIEWS

3,050

TOTAL SESSIONS



■ New Visitor
■ Returning Visitor

1,629 NEW VISITORS

MOST VISITED PAGES

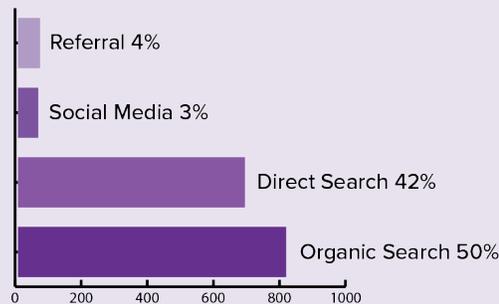
Rank	Page Name	Page Views	Avg. Time Spent
1.	NWSRA Homepage	2,800	19 sec
2.	NWSRA NWSRA Brochure	1,778	25 sec
3.	NWSRA Employment	475	30 sec
4.	NWSRA Staff	475	1:12
5.	NWSRA PURSUIT	269	28 sec
6.	NWSRA Day Camps	171	41 sec
7.	NWSRA Jobs	161	21 sec
8.	NWSRA About	153	36 sec
9.	NWSRA Job Portal	101	1:01
10.	NWSRA Contact	95	36 sec

PAGE VIEWS

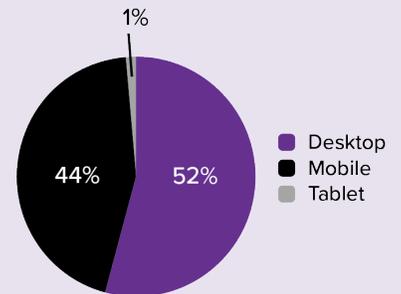
AVG. TIME SPENT

TOP CHANNELS

How people visit the website



DEVICES BEING USED



SOCIAL MEDIA STATISTICS



People Reached: 5.2K
Total Page Likes: 9.5k
Page Vists: 3,360



Profile Vists: 103
Post Reach: 513
Total Followers: 1.1K



Total Followers: 414
Tweet Impressions: N/A
Profile Visits: N/A



Post Impressions: 978
Total Followers: 1,331
Page Views: 109

TRENDING POSTS

- NWSRA Wants to Congratulate
- A big thank you too SLSF donors
- Our Buffalo Grove Collaborative Coordinator
- Today's the day! Join us
- We are so excited to announce



HR METRICS

4th QUARTER - October/November/December 2023

Turnover Rates

The turnover rates represent the number of part time terminations/resignations within the agency based on the current number of employees. A high turnover rate means employees are being terminated or employees are resigning at a higher rate than the agency is hiring employees. A low turnover rate means employees are being hired at a rate higher rate than employees are being terminated or employees are resigning.



Employee Count

This shows the comparison of full-time and part-time employees for the past 4 years

	2020	2021	2022	2023
October	37/39	42/93	42/193	43/113
November	37/44	41/97	43/204	43/175
December	36/40	41/97	43/207	42/175

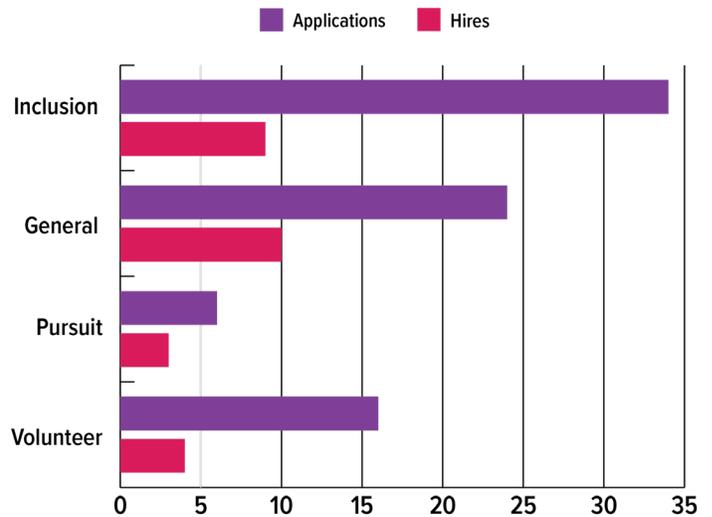
*Full-Time/Part-Time

Applications Received vs Applicants Hired

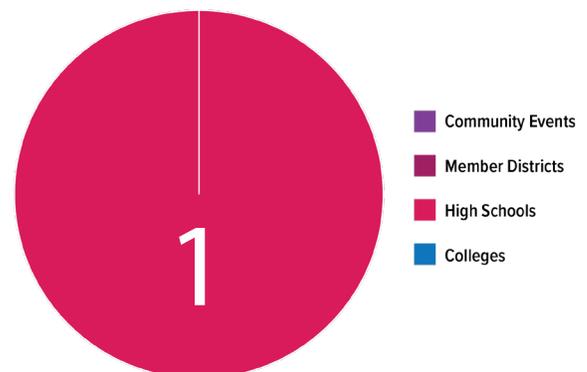
This represents the number of applications submitted by potential employees versus the number of applicants that are actually hired. There are several reasons applicants may not have been hired:
Total Hired: 26

Reasons we may not have hired some applicants:

- Decline Offer
- No transportation
- Schedule / Availability - Does not meet NWSRA needs
- Lack of minimum eligibility requirements



Recruiting Events



This shows the different areas we attended for Job Fairs and recruitment events.

Date: January 2024
To: Tracey Crawford, Executive Director
From: Anne Kiwala, Superintendent of Development
RE: SLSF Update for January NWSRA Board Meeting

Events: Fundraising Events in FY 2023 raised \$339,321.46, which surpassed the budgeted amount of \$270,740. Increase in event revenue is attributed to increased event attendance and increase in sponsorships. Some sponsorship dollars are included in the fundraising events revenue. For FY 2024, SLSF budgeted to raise \$410,199 from events.

The Celebrate Ability Gala, which celebrated its 30th anniversary, was held on November 4th. There were 193 attendees, which is 11 more than 2022. The impact auction at this year's gala raised \$15,770 to renovate the NWSRA music room at the Rolling Meadows Community Center. New for the gala this year was the \$20 Red Envelope Raffle and a professional auctioneer and emcee, both of which were profitable.

Sponsorships: Sponsorship dollars are part of the SLSF event budgets. In FY 2023, SLSF secured \$131,075 in sponsorship, which is 134% of the budgeted revenue of \$97,500. This increase is due in part to presenting sponsors being secured for two of the golf outings, as well as surpassing sponsorship goals for all but one event in 2023. SLSF continues to see an increase in visibility with companies in its service area as a result of participation in networking and chamber groups. For FY, 2024, SLSF budgeted to bring in \$139,500 in sponsorship.

Grants: In FY 2023, SLSF received \$134,653.36 in grant funds which is 105% of the FY 2023 SLSF budgeted amount of \$127,500. 5 new grantors gave to SLSF in FY 2023. The foundation submitted for a total of \$286,970 in grant funding as well as an additional \$145,000 in letters of inquiry to private foundations. The primary areas submitted for grant funding were The Accessible Greenhouse and General Programming. In FY 2024, SLSF budgeted to receive \$127,500 in grant funding.

Grants to NWSRA: In FY 2023, SLSF budgeted to provide \$297,303.33 in grants to NWSRA for 2023. At year end, SLSF granted \$232,949.69 to NWSRA and made a direct payment to Clearbrook for PURSUIT expenses in the amount of \$42,913. In addition to the pillar grants, SLSF also funded \$50,000 toward the Accessible Greenhouse project. For FY 2024, SLSF budgeted to grant a total of \$350,000 to NWSRA.

General Donations for 2023

Restricted Donations = \$2,138.73
Unrestricted Donations = \$129,279.69
TOTAL = \$131,418.42

SLSF saw a 48.7% increase in donations in FY 2023 as compared to FY 2022. The majority of this increase can be accounted to the \$20,000 donation from the Ride for Autism Chicago and a large \$20,000 individual donation. There was also an 89% increase in memorial donations in 2023 compared to 2022, for a total of \$11,429.29.

IX. New Business

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To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Clearbrook Collaborative Agreement
Date: January 31, 2024

NWSRA and Clearbrook entered into an agreement 2014, to provide adult day programming to the NWSRA 17 Member Park Districts. This collaboration has developed the PURSUIT Community Adult Day Program, designed to meet the needs of individuals with disabilities 21 years and older throughout the year through four core elements: recreation & leisure, skills & self-advocacy, community integration and health & wellness. The success of the program has allowed NWSRA and Clearbrook to open six PURSUIT Community Adult Day Programs within NWSRA Member Park Districts. The program is accessed by 206 clients and has 262 potential clients on the interest list.

It is that time again to renew the collaborative agreement. The collaborative agreement attached will be through January 2024 – January 2026. The only changes to the initial agreement are below:

1. In the Financial Section of the agreement: a sentence has been added indicating that Clearbrook will reimburse NWSRA for a portion of the program supplies.
2. Removal of STAR Academy throughout the document
3. The employee title position changes at Clearbrook

Motion

Motion to approve the Clearbrook Collaborative Agreement as presented.

Program Collaboration
Collaborative Agreement between Clearbrook and
Northwest Special Recreation Association

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

1. Clearbrook

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

2. NWSRA

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

3. Clearbrook & NWSRA

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

The Collaborative Model

PURSUIT Program Collaboration

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

Mission

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

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

Governance of Collaborative Programs

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

The Collaborative Board

The PURSUIT Program will be governed by a Collaborative Board made up of representatives from each agency. The board will oversee the general operations of the program. The board will consist of the following individuals:

- The Director of Collaborative Community Day Services for Clearbrook
- The Vice President of Program Services for Clearbrook
- The Chief Operating Officer for Clearbrook
- The President of Clearbrook
- The Executive Director of NWSRA
- The Superintendent of Recreation for NWSRA
- The Managers of Collaborative Services for NWSRA

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

The Collaborative Advisory Committee

The Advisory Committee will provide the PURSUIT Collaborative Board with input regarding the effectiveness of the program. The Advisory Committee will consist of the following individuals:

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

- The Director of Admissions for Clearbrook

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

Personal to Support Collaborative Programs

The PURSUIT Program Personnel

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

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

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

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

Safety & Liability

Mutual Indemnification, Insurance, and Sharing of Liability

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

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

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

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

Fiscal Operations

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

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

The PURSUIT Day Program budget will include an expense for to be reimbursed to NWSRA for an agreed upon amount annually for each collaborative programming site Coordinator. NWSRA will be responsible for the employment taxes and benefits pertaining to the Collaborative Coordinators. The budget will also include expenses to be reimbursed for a portion of route drivers and program supplies and any future agreed upon additions. NWSRA will invoice Clearbrook the last day of every month with an anticipated due date of the 10th of the month.

Effective Date of Agreement

This Collaborative Agreement becomes effective upon adoption by Clearbrook and the NWSRA Board of Trustees. The term of this Collaborative Agreement shall run from January 2024 until January 2026 or until one of the collaborators gives a one-year notice to disband the program.

CLEARBROOK

By: _____
Its: President

Attest: _____
Secretary

Dated: _____, 2024

NORTHWEST SPECIAL RECREATION ASSOCIATION

By: _____
Its: Chairman

Attest: _____
Secretary

Dated: _____, 2024

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: NSSEO Facility Use Agreement
Date: January 31, 2024

Enclosed is the agreement to be entered into between Northwest Suburban Special Education Organization (NSSEO) and Northwest Special Recreation Association (NWSRA) that has existed since 1981. NSSEO makes facilities available to NWSRA for leisure services at Kirk School, Sunrise Lake Outdoor Education Center, Miner School and Timber Ridge School. The agreement lays out NSSEO's suggested payment for use of their facilities with a 3% increase per year. The agreement dates are July 1st, 2024, through June 30th 2027.

Motion:

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

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

FACILITY USE AGREEMENT

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

WITNESSETH

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

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

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

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

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

I. Term. This Agreement begins on July 1, 2024 and terminates on June 30, 2027. If either party to this Agreement determines that there is a need to terminate this Agreement, such party shall notify the other party no later than one hundred (100) days prior to the cancellation. All notices shall be in writing. Delivery of such notices may be by personal delivery or by certified mail, return receipt requested. The notice of termination shall state the specific reason for termination.

II. NSSEO Facilities Available for NWSRA Use:

NSSEO will make available to NWSRA for the provision of leisure services the

following NSSEO Facilities: Kirk School; Sunrise Lake Outdoor Education Center; Miner School; and Timber Ridge School.

A. Location of Facilities.

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

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

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

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

B. Use of Facilities.

1. Kirk, Miner, and Timber Ridge Schools

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

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

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

2. Sunrise Lake Outdoor Education Center

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

The following areas may be requested by NWSRA when utilizing Sunrise Lake Outdoor Education Center: the main lodge, the kitchen and cafeteria

area, the arts and crafts lodge, the Adventure Ed. lodge, fireplace area and firewood, the swim area, including rowboats, canoes, life jackets and water toys, the bathhouse, tents, fishing piers and fishing poles, keys to the boats and bathhouse, washer and dryers at the main lodge, trails and the use of an emergency phone.

C. Terms of Use.

1. NWSRA

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

2. NSSEO

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

D. Fees.

1. NWSRA agrees to pay NSSEO an advance payment in the amount of \$3,200 to assist NSSEO in its summer enrichment program at Sunrise

Lake Outdoor Education Center. The \$3,200 payment will be credited to the total usage fee that the Association will be required to pay, and will be billed to the NWSRA in January of each fiscal year and paid to NSSEO within thirty (30) days of NWSRA's receipt of NSSEO's invoice.

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

July 1, 2024 to June 30, 2025

\$ 17.93 per hour Kirk/Miner/Timber Ridge Schools (Monday – Friday)
\$ 50.36 per hour Kirk/Miner/Timber Ridge Schools (Weekends, holidays and dates when NSSEO is closed)
\$ 17.93 per hour Sunrise (Monday – Friday 8:00 am – 4:00 pm when staff is on site)
\$ 50.36 per hour Sunrise (Monday – Friday evenings, weekends, holidays, dates when NSSEO is closed, and dates when exclusive use of Sunrise is requested by NWSRA)

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

July 1, 2025 to June 30, 2026

\$ 18.47 per hour Kirk/Miner Schools (Monday – Friday)
\$ 51.87 per hour Kirk/Miner Schools (Weekends, holidays and dates when NSSEO is closed)
\$ 18.47 per hour Sunrise (Monday – Friday 8:00 am – 4:00 pm when staff is on site)
\$ 51.87 per hour Sunrise (Monday – Friday evenings, weekends, holidays, dates when NSSEO is closed, and dates when exclusive use of Sunrise is requested by NWSRA)

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

July 1, 2026 to June 30, 2027

\$ 19.02 per hour Kirk/Miner Schools (Monday – Friday)
\$ 53.42 per hour Kirk/Miner Schools (Weekends, holidays and dates when NSSEO is closed)
\$ 19.02 per hour Sunrise (Monday – Friday 8:00 am – 4:00 pm when staff is on site)

\$ 53.42 per hour Sunrise (Monday – Friday evenings, weekends, holidays, dates when NSSEO is closed, and dates when exclusive use of Sunrise is requested by NWSRA)

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

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

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

III. **Miscellaneous Provisions:**

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

School Code, 105 ILCS 5/10-21.9, of all of its employees and agents that will work on NSSEO's Facilities and properties and have direct contact with NSSEO students during NSSEO program time. NWSRA shall not send to the NSSEO's Facilities and properties, or allow to have direct contact with NSSEO students during NSSEO program time, any employee or agent (1) for whom NWSRA has not received the completed results of the criminal background check; (2) whose criminal background check reveals (a) convictions that would prohibit employment by NSSEO under Section 1021.9 of the Illinois School Code, or (b) conviction of other criminal conduct calls into question such individual's fitness to work near children; or (3) whose commission of inappropriate behavior calls into question such individual's fitness to work near children.

- D. Indemnification.** To the fullest extent permitted by law, and as partial consideration for NWSRA to use NSSEO's Facilities and properties, NWSRA shall indemnify, hold harmless, and defend NSSEO, its Board, Board members, employees, agents and successors against all claims, losses, liability, costs, and expenses (including attorneys' fees) related to damages to property or person (including death) that may arise out of or in connection NWSRA, its employees', agents', or guests' use of NSSEO's Facilities and properties, except to the extent caused by any negligent or wrongful act or omission of any indemnitee. The covenants of this Section shall survive the expiration or termination of this Agreement.
- E. Insurance.** During the term of this Agreement, NWSRA, at its sole cost and expense, and for the benefit of NSSEO, shall carry and maintain, with companies and in forms reasonably satisfactory to NSSEO, comprehensive general liability and property damage insurance (including contractual liability coverage), insuring against all liability of NWSRA arising out of its use of the NSSEO's Facilities and/or properties, with a minimum combined single limit of Two Million (\$2,000,000.00) dollars per occurrence. Such policy(ies) shall name NSSEO, its Board, Board members, employees, agents and successors as an additional insured. NWSRA shall provide NSSEO with certificates of insurance and/or copies of policies reasonably acceptable to NSSEO evidencing the existence of the coverage(s) described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling NSSEO to terminate this Agreement immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least thirty (30) days prior written notice to NSSEO.
- F. No Third Party Beneficiary.** This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

- G. Waiver of Claims.** Except to the extent prohibited by law and for any claim arising out of, relating to or connected with any breach of this Agreement, and to the extent excluded or exceeding the scope of NSSEO's liability coverages, NSSEO shall not be liable, and NWSRA waives all claims against NSSEO for damages to person or property sustained by NWSRA resulting from its use of NSSEO's Facilities or properties, or any equipment, furniture, fixtures, or appurtenances thereto becoming out of repair, resulting from any accident in or about the NSSEO's Facilities and properties or common areas, or resulting directly or indirectly from any act or neglect of any person on the Facilities and properties or common areas. This Section shall apply especially, but not exclusively, to damage caused by water, snow, frost, steam, excessive heat or cold, sewage, gas, odors, or noise or the bursting or leaking of pipes or plumbing fixtures and shall apply if any such damage results from the act or neglect of other occupants, or an employee or employees of NSSEO. All personal property belonging to NWSRA on the NSSEO's Facilities and properties shall be there at the risk of NWSRA. NSSEO shall not be liable for any damage thereto or the theft or misappropriation thereof. NWSRA shall be limited to its own insurance coverages to pay for damage to its property or fixtures and hereby holds harmless and releases NSSEO from any damage or claim of damage to the NWSRA's property or fixtures.
- H. No Waiver of Tort Immunity Defenses.** Nothing contained in this Agreement, or in any other provision of this Agreement, is intended to constitute nor shall constitute a waiver of the defenses available to NSSEO under the Illinois Local Governmental and Governmental Employees Tort Immunity Act, with respect to claims by third parties.
- I. Taxes.** If, as a result of this Agreement, the NSSEO's property is threatened with the loss of its tax exempt status, NSSEO, in its sole discretion, may immediately terminate this Agreement and NWSRA's activities hereunder without NSSEO incurring any damages or liability to NWSRA. If any portion of NSSEO's Facilities and properties becomes subject to taxation as result of this Agreement or the NWSRA's use of the Facilities and properties, NWSRA shall be responsible for the payment of any taxes assessed and such taxes shall be payable at the time said taxes are due. NSSEO shall have the right to challenge, at NWSRA's expense, any loss of tax exempt status of NSSEO's Facilities and properties. In the event that NWSRA fails to pay the taxes when due, NSSEO may, at its sole option, pay the taxes and NWSRA shall be liable, in addition to any other remedies available to NSSEO, to NSSEO for all costs and expenses, including, but not limited to, reasonable legal fees, incurred by NSSEO in paying the delinquent taxes. The covenants of this Section shall survive the expiration or termination of this Agreement.

- J. **No Assignment.** NWSRA may not assign any rights or duties under this Agreement without the prior express written consent of NSSEO.

- K. **Entire Agreement.** This Agreement shall constitute the entire agreement of the Parties hereto with respect to the property and activities hereunder and supersedes any and all prior agreements and understandings, whether written or oral, formal or informal. This Agreement may not be amended except by means of a written document signed by authorized representatives of the Parties.

- L. **Notice.** All notices required or permitted by this Agreement must be in writing and delivered personally or sent by certified mail, return receipt requested to the respective party's mailing address. Either party may specify a different address to receive notices by providing a written directive given in accordance with this Section.

- M. **Additional Services.** NWSRA hereby agrees and acknowledges that this Agreement entitles it only to the use of the property as described herein. While NSSEO will utilize its best efforts to accommodate additional requests from NWSRA for the use of NSSEO's equipment, employees and services, any such use shall be the subject of a separate agreement.

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

Governing Board, Northwest Suburban Special
Education Organization

Board of Trustees, Northwest Special
Recreation Association

By: _____
President

By: _____
NWSRA Chair

Dated: _____

Dated: _____

By: _____
Secretary

By: _____
NWSRA Executive Director

Dated: _____

Dated: _____

X. Information /Action Items

[Return to home](#)

Date: January 31, 2024
To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
Re: 2024 NWSRA Agency Goals

Motion:

A motion to approve the 2024 NWSRA Agency Goals as presented by staff.

NWSRA Agency Goals 2024

Pillar 1: Financial Management			
Strategic stewardship of revenues and expenses to maximize financial stability of the association			
Focus 1A: Clarify Financial Model			
Strategic Goal	Objectives	Lead / Department	Actions Completed
1. Educate and increase the understanding of how the Association's planning and budgetary priorities are supportive of the mission.	1. Update the budget snapshot to represent the budget for 2024, adding the expense pie chart to the document.	Tom Draper / Jessica Vasalos (Admin)	
	2. Utilize budget snapshot at various meetings and outreach events throughout the year in order to be transparent and educate stakeholders on the agency's revenue sources and expenses.	Tracey Crawford / Jessica Vasalos (Admin)	
	3. Conduct an annual budget workshop using the budget snapshot of the current year to train full time staff in order to educate and inform stakeholders, families and community members on the SRA model that NWSRA and member park districts follow.	Tracey Crawford / Jessica Vasalos (Admin)	
2. Establish a financial picture that equitably outlines goals and best practices for NWSRA's operations, reserve fund, capital fund, and member district assessments.	1. Develop fee policy and procedure to streamline fees across all programs and services in order to maintain a sustainable profit loss margin.	Tracey Crawford / Rachel Hubsch (Admin)	
	2. Implement and train staff on new financial software and implement procedures for reporting in order to maximize all facets of the system to create detailed reports per department.	Tracey Crawford / Jessica Vasalos (Admin)	
	3. Create marketing materials that outline the new fee structure for outside trainings by full time certified staff at NWSRA.	Victoria Gonzalez / Tom Draper (Inclusion)	
	4. Create a procedural manual that outlines the processes and steps to support all financial aspects of the agency.	Tracey Crawford / Jessica Vasalos (Admin)	
3. Create a maintenance and replacement plan for NWSRA programming spaces including specialty rooms.	1. Continue to inventory all equipment, supplies within all NWSRA programming spaces and offices.	Darleen Negrillo (Operations)	
	2. Create a maintenance and replacement plan for all equipment and supplies within programming spaces and specialty rooms.	Darleen Negrillo (Operations)	
	3. Based on the replacement schedule determine which items will be added to operations or capital replacement plan.	Darleen Negrillo (Operations)	

NWSRA Agency Goals 2024

Pillar 2: Operational Excellence			
Establishment and monitoring of internal policies, procedures and systems to increase efficiency and organizational preparedness			
Focus 2A: Restore In-Person Programming			
Strategic Goal	Objectives	Lead / Department	Actions Completed
1. Assess the need for programming for participants who are medically fragile, intense behavioral and personal care needs.	1. Gather data of the participants who have participated in programs over the last three years.	Tom Draper / Jessica Vasalos (Admin)	
	2. Meet with school districts and partnering agencies to analyze the gap in programming for this population.	Kate Moran / Jordan Ross (Program Development)	
	3. Host a "Voice of the Customer" Focus Groups within the Parent Advisory and Advocacy Committee	Rachel Hubsch (Program Development)	
	4. Determine the level of programs and services that were identified as a need within each ability level and evaluate the resources needed to implement and sustain each program	Kate Moran / Jordan Ross (Program Development)	
2. Adopt a Recreation Therapy model within a community setting.	1. Assess and evaluate programs to determine the domain category and which programs will follow a formalized APIED process implemented by a CTRS	Rachel Hubsch / Courtney Fecske (Program Development)	
	2. Establish a policy and procedure that supports a Recreation Therapy model that NWSRA will follow.	Rachel Hubsch / Courtney Fecske (Program Development)	
	2. Revamp the current APIED process and forms to showcase outcomes on participants for accurate data collection for grant funding and behavior management needs and goal development.	Rachel Hubsch / Courtney Fecske (Program Development)	
	3. Investigate current and new software that will store and configure assessments and evaluations for CTRS's staff to implement the APIED process with ease during programs.	Rachel Hubsch / Courtney Fecske (Program Development)	

NWSRA Agency Goals 2024

Focus 2B: Recruit and Retain Staff			
Strategic Goal	Objectives	Lead / Department	Actions Completed
1. Determine effective ways to recruit and retain employees / volunteers across all departments.	1. Implement quarterly recruitment plan created in 2023 to strategically target staffing needs and continue to evaluate effectiveness after each season	Darleen Negrillo (Recruitment)	
	2. Establish a list of contacts within the 17 communities that have a human services department to recruit staff at in person with students and professionals	Darleen Negrillo (Recruitment)	
	3. Create a part time staff recognition program for employees to recognize peers and to identify staff for leadership roles	Jordan Ross (Support Services)	
	4. Create a monthly timeline to highlight full time staff achievements / recognitions on social media platforms for professional colleagues, families, stakeholders and member districts	Tom Draper (Admin)	
	5. Revamp and implement volunteer program throughout all programs and services	Darleen Negrillo / Jordan Ross (Support Services)	
2. Analyze full and part time salaries to stay actively competitive in the work force.	1. Implement a Salary Survey with an outside Human Resources Organization to establish two action plans to accommodate for new labor laws.	Darleen Negrillo (Human Resources)	
	2. Create a marketing piece to highlight the different staffing opportunities and quantify the benefits of working at NWSRA in Recreation Therapy in a community setting.	Darleen Negrillo / Tom Draper (Recruitment / Marketing)	
	3. Continue to develop and bring awareness to the high school DSP program collaboratively with outside agencies.	Andrea Griffin / Tom Draper (Outreach)	

NWSRA Agency Goals 2024

Focus 2C: Remain on the Path to Meet Programming Needs			
Strategic Goal	Objectives	Lead / Department	Actions Completed
1. Ensure current program offerings are meeting the needs of the community.	1. Revamp virtual program offerings to align with the APIED process and design program content to meet the needs of the community	Rachel Hubsch (Program Development)	
	2. Conduct a focus groups across all age and ability groups to determine the current needs of the community	Rachel Hubsch (Program Development)	
	3. Determine the programs that were identified as a need and compare to what is currently being offer and develop an action plan to promote those programs. Create a list resources needed to create new programs to meet those need determined.	Rachel Hubsch (Program Development)	
2. Enhance marketing efforts to increase awareness of all programs offerings.	1. Host 3 open house registration nights within the six regions to allow families to ask about programs and services and be able to register with assistance	Rachel Hubsch (Program Development)	
	2. Create a template to use for promoting programs before each season before registration closes to increase participation and create enough registrations to lower the cancellation rate of certain programs	Tom Draper / Jordan Ross (Marketing / Support Services)	
	3. Create marketing videos promoting participant success and/or testimonials in current programs and highlight park district they are residents of	Tom Draper (Marketing)	
	4. Collaborate with member agencies for joint marketing at member districts to promote inclusion services and all NWSRA programs and services.	Tom Draper / Victoria Gonzalez (Marketing / Inclusion)	

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Focus 2C: Remain on the Path to Meet Programming Needs			
Strategic Goal	Objectives	Lead / Department	Actions Completed
3. Create programs and services for the senior population.	1. Establish age ranges for senior ages within NWSRA Programs and design two program visions for the senior population.	Rachel Hubsch (Program Development)	
	2. Host a "Voice of the Customer" Focus Groups within the Parent Advisory and Advocacy Committee.	Rachel Hubsch (Program Development)	
	3. Meet with three agencies to investigate collaborative programming within their current senior programs.	Rachel Hubsch (Program Development)	
	4. Implement at least one collaborative senior program with a member district.	Rachel Hubsch (Program Development)	
Focus 2D: Reaffirm NWSRA Programming Operations and Sites			
Strategic Goal	Objectives	Lead / Department	Actions Completed
1. Implement Research Outreach Initiative (ROI) to evaluate the census, school and stakeholder statistics.	1. Analyze the census report findings to determine outreach, marketing and programming needs.	Tracey Crawford (Admin Team)	
	2. Develop action steps to address the needs for services within the NWSRA footprint based on the report findings.	Tracey Crawford (Admin Team)	
	3. Distribute findings and action steps to all stakeholders.	Tracey Crawford (Admin Team)	
2. Diversify marketing efforts to bring awareness to the NWSRA regions.	1. Establish criteria for regional programming, pairing regions together to ensure specific programs and services are offered within certain zones of each region.	Rachel Hubsch (Program Development)	
	1. Create marketing materials to highlight the programs that are offered within each region and offer one day special event programming to showcase unique programming within each region.	Jordan Ross / Tom Draper (Program Development / Marketing)	
	2. Design a badge that will represent each of the regions for families to quickly identify the region each program is located within the brochure.	Tom Draper (Marketing)	
	3. Identify and create a spreadsheet on amenities at each member park district.	Darleen Negrillo (Operations)	

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Focus 2E: Cultivate Strategies and Controlled Growth			
Strategic Goal	Objectives	Lead / Department	Actions Completed
1. Research, develop and implement a technology Plan to meet the demand of current trends.	1. Evaluate the entire user experience of NWRA registration process from start to finish.	Rachel Hubsch / Tom Draper (Admin)	
	1. Configure and evaluate the online registration software within Civi CRM and investigate adding an option to request scholarships within online registration.	Tom Draper (Technology)	
	3. Investigate Civi CRM reports and create a list of reports needed to provide accurate numbers of programs and services provided.	Tom Draper (Technology)	
	4. Revamp agency and director's website to enhance user experience to gain information and resources for stakeholders.	Tom Draper (Marketing)	
2. Reestablish partnerships with agencies that align with NWSRA's mission and vision to maximize resources.	1. Meet with three Member Districts to discuss collaborative programming within special events to offer inclusive programs for the community.	Jordan Ross (Program Development)	
	2. Establish two new relationships within local High School Athletic Departments to enhance Lightning Athletics and to assist with All Star Games to enhance community engagement.	Courtney Feckse (Lightning Athletics)	
	3. Investigate resources within the new Move United membership and present a handout of resources at a Manager and Superintendent meeting in order to educate all departments on available resources for program, services and grant funding.	Courtney Feckse (Lightning Athletics)	
	4. Investigate two agencies that would be a potential partner to collaborative on senior and aftercare programs.	Kate Moran / Danielle Olson (Program Development)	
	5. Research and collaborate with music therapy agencies to investigate classes or certifications staff can obtain to create innovative programs offerings in the new Universal Music Room.	Rachel Hubsch (Program Development)	

NWSRA Agency Goals 2024

Pillar 3: Promoting Leadership

Staff engagement and continues development to create leaders who are informed, capable and ready to educate and lead

Focus 3A: Everybody Always: NWSRA's Doors are Always Open

Strategic Goal	Objectives	Lead / Department	Actions Completed
1. Utilize ROI statistics to reach out to the underserved populations.	1. Continue to educate and survey participants and families to establish a baseline on diversity, equity and inclusion within the agency.	Tom Draper / Jessica Vasalos (Admin)	
	2. Continue to evaluate all NWSRA policies, procedures, marketing, staffing and programming through a DEI lens.	Tracey Crawford (Admin)	
	3. Create training and education opportunities on diversity, equity and inclusion for staff and stakeholders.	Tracey Crawford (Admin)	
2. Expand knowledge and understanding of the partnerships between NWSRA and Member Districts.	1. Partner with three member districts on outreach and recruitment events and increase social media post to bring awareness to showcases joint collaboration.	Andrea Griffin / Darleen Negrillo (Outreach / Recruitment)	
	2. Expand marketing efforts within each member district to bring awareness of the unique relationship between member park districts and what being a part of an SRA means to community members within all 17 park districts.	Tracey Crawford / Tom Draper (Admin / Marketing)	
	3. Create materials to educate current legislators who represent the service area on NWSRA programs and services including current trends in the field of Therapeutic Recreation.	Tracey Crawford / Tom Draper (Admin / Marketing)	

NWSRA Agency Goals 2024

Focus 3A: Everybody Always: NWSRA's Doors are Always Open			
Strategic Goal	Objectives	Lead / Department	Actions Completed
<p>3. Increase awareness of the field of Therapeutic Recreation and the Recreation Therapy Services provided by the Association to participants, families, staff and stakeholders.</p>	1. Create materials on Recreation Therapy programs and certified staff at NWSRA to drive awareness of the field Therapeutic Recreation.	Tom Draper and Rachel Hubsch (Marketing / Therapeutic Recreation)	
	2. Utilize all marketing resources to educate stakeholders on the field of Therapeutic Recreation and the practice of Recreational Therapy.	Tom Draper and Rachel Hubsch (Marketing / Therapeutic Recreation)	
	3. Hold quarterly Townhall Meetings virtually to educate stakeholders and create awareness on NWSRA programs and services.	Tracey Crawford / Andrea Griffin (Admin)	
	4. Hold biannual hybrid trainings for Member Park District employees to learn more about the American's with Disabilities Act, the partnership between member districts and NWSRA and the benefits of being apart of an SRA for the community.	Andrea Griffin / Rachel Hubsch (Admin)	

NWSRA Agency Goals 2024

Focus 3B: Empower Staff Through Training			
Strategic Goal	Objectives	Lead / Department	Actions Completed
1. Enhance current training opportunities for specialty programs and facilities.	1. Establish a list of all specialty certifications and trainings NWSRA staff currently hold and create criteria for staff to know what each certification entails and what modalities they would be able to utilize within NWSRA programs and services with each certification to encourage professional development.	Andrea Griffin / Rachel Hubsch (Admin)	
	2. Tour program staff on all specialty rooms within each NWSRA programming space at seasonal in-services to educate on programming in each room.	Program Managers (All Specialty Teams)	
	3. Investigate trainings for CTRS's to obtain to bring unique programming within the Accessible Greenhouse and Universal Music Room.	Andrea Griffin / Rachel Hubsch (Admin)	
2. Create a comprehensive training program for staff.	1. Evaluate training needs of staff based on trends in programming, professional development, risk management and distinguished accreditation.	Tracey Crawford / Admin Team (Admin)	
	2. Create modules on various training topics within Power DMS and establish a training schedule with supportive materials to maintain and enhance training efforts.	Tracey Crawford / Admin Team (Admin)	
	3. Develop training manuals and monthly timelines for each position and department within the agency to assist with internal promotions through succession planning.	Tracey Crawford / Admin Team (Admin)	

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Focus 3C: Encourage Current Succession Plan			
Strategic Goal	Objectives	Lead / Department	Actions Completed
1. Create a Professional Development program and incentive program for part time staff to encourage growth and advancement.	1. Create a Program Leader training course for part time staff who are seeking more responsibility.	Jordan Ross (Support Services)	
	2. Create a training and marketing materials on becoming a NWSRA Lightning Athletic Coach.	Courtney Feckse (Lightning Athletics)	
	3. Establish a list of qualifications needed for full time staff to mentor part time staff and create a list of current full time staff who meet those qualifications.	Jordan Ross (Management Team)	

Focus 3C: Encourage Current Succession Plan			
Strategic Goal	Objectives	Lead / Department	Actions Completed
2. Create a Professional Development program for full time staff who are actively pursuing advancement.	1. Create survey to determine professional development and growth full time staff are seeking.	Tracey Crawford (Admin Team)	
	2. Select staff from the survey that have over a year of service and looking for advancement to conduct SWOT analysis to create individual professional development plans.	Tracey Crawford (Admin Team)	
	3. Present at all staff meeting on all levels of the professional development series.	Tracey Crawford (Admin Team)	
	4. Create a management level development series for full time staff.	Tracey Crawford (Admin Team)	

NWSRA Agency Goals 2024

Pillar 4: Outstanding Service

Delivery of quality service and community access through effective communication and collaboration with customers, including participants, families, donors, Board Members and partnering organizations

Focus 4A: Sustain PURSUIT Community Adult Day Program & Satellite Programming

Strategic Goal	Objectives	Lead / Department	Actions Completed
1. Establish a clear post-pandemic financial picture that equitably outlines goals and best practices for the PURSUIT program.	1. Meet with Clearbrook quarterly to analyze PURSUIT revenue and expenses.	Tom Draper / Jessica Vasalos (Admin)	
	2. Create a tracking budget procedure for PURSUIT that establishes guidelines for both NWSRA and Clearbrook to follow in the budget process each year.	Danielle Olson / Katrina Wiegand (Collaboratives)	
2. Investigate Collaborative partners for Senior and Vocational Programming.	1. Research, design and assess all resources needed for PURSUIT Plus within the current PURSUIT program in collaboration with Clearbrook.	Danielle Olson / Katrina Wiegand (Collaboratives)	
	2. Maintain maximum capacity at all PURSUIT locations and continually identify clients that can be safely staffed at a higher ratio.	Danielle Olson / Katrina Wiegand (Collaboratives)	
	3. Create a presentation on the PURSUIT program regarding the history, growth and future that includes expansion to PURSUIT Plus and a vocational component in order to promote meaningful job opportunities and open up available days for clients on the waitlist.	Danielle Olson / Katrina Wiegand (Collaboratives)	

NWSRA Agency Goals 2024

Focus 4B: Support Innovative and Specialized Programming			
Strategic Goal	Objectives	Lead / Department	Actions Completed
<p>1. Assess and evaluate 1:1 programming, specialty certifications and virtual programs offered within NWSRA specialty spaces.</p>	1. Create and implement a survey to families to evaluate the current specialty program offerings and determine opportunities for new programming.	Program Managers (All Specialty Teams)	
	2. Based on survey results, evaluate current program offerings and revamp areas that do not meet the needs of the community.	Program Managers (All Specialty Teams)	
	3. Establish marketing materials that showcase all specialty program offerings that require certifications.	Tom Draper / Program Managers (All Specialty Teams)	
	4. Plan and implement three of the programs in a one day trial / teaser program to highlight the therapeutic outcomes and certifications and trainings staff need to uphold within each specialty area.	Program Managers (All Specialty Teams)	
	5. Revamp Virtual program offerings to be a complementary program to current in person programs and investigate a punch pass system to draw in more registrations.	Rachel Hubsch / Jordan Ross (Program Development)	

NWSRA Agency Goals 2024

Focus 4C: Stand Behind Transportation Needs			
Strategic Goal	Objectives	Lead / Department	Actions Completed
1. Assess and evaluate transportation procedures.	1. Increase and enhance training opportunities on fleetio usage, CDL license, safety and operation of all vehicles.	Darleen Negrillo (Operations)	
	2. Identify seasoned full time staff that can lead driver orientations, trainings and in-services.	Darleen Negrillo (Operations)	
2. Assess future transportation/vehicle needs.	1. Create seasonal reporting within Civi CRM to track participants who utilize NWSRA transportation services for both pick up point and door to door.	Tom Draper / Rachel Hubsch (Admin)	
	2. Implement the transportation pick up/drop off locations across all programming to represent the new hub system.	Rachel Hubsch (Program Development)	
	3. Identify resources and supportive partners needed to sustain the hub system.	Darleen Negrillo (Operations)	

Date: January 31, 2024

To: NWSRA Board of Directors

From: Tracey Crawford, Executive Director

Re: Mission, Vision Values

During the summer of 2021 Campfire Concepts conducted focus groups for the NWSRA Strategic Planning Process. During this time the current Mission, Vision and Values statements for NWSRA were reaffirmed. Since that time, NWSRA has added our Diversity statement that demonstrates the agency's pledge to an inclusive and equitable workplace. Below is each statement for your review:

Mission Statement

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

Vision Statement

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

Core Values

- Teamwork: Support each other and work together
- Respect: Be open, honest and kind
- Enthusiasm: Exceed expectations
- Collaboration: Combine resources to achieve common goals
- Communication: Listen, share and adapt
- Diversity: Self Evaluate, Educate, Celebrate, Advocate and Represent

Motion:

To approve the Mission, Vision and Values as presented.