# Municipal Directory

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Updated 2021

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</tbody>
</table>
Mission Statement

Vision
The Skokie Park District envisions a community where all its residents enjoy a high quality of life through leisure time pursuits, beautiful open spaces, and first-rate facilities.

Mission
The Skokie Park District will realize its vision through teamwork, community partnerships, sound fiscal management, and creativity in every area of its operation.

Core Values
The Skokie Park District will fulfill its mission through:

- Commitment
- Environmental Stewardship
- Inclusiveness
- Innovation
- Integrity
- Openness
- Service
## Operating Budget

### Skokie Park District

### Revenue/Expense Summary

3/4/2020 FY 2020-2021 Budgets

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>10</td>
<td>Corporate</td>
<td>3,465,103</td>
<td>101,073</td>
<td>3,566,176</td>
<td>4,171,345</td>
<td>4,199,626</td>
<td>-</td>
</tr>
<tr>
<td>20</td>
<td>Recreation</td>
<td>3,126,421</td>
<td>162,099</td>
<td>3,288,520</td>
<td>7,799,613</td>
<td>7,363,097</td>
<td>(480,500)</td>
</tr>
<tr>
<td>40</td>
<td>Rev Facilities</td>
<td>(754,090)</td>
<td>(208,835)</td>
<td>(962,925)</td>
<td>6,103,086</td>
<td>6,071,836</td>
<td>-</td>
</tr>
<tr>
<td>55</td>
<td>Museum</td>
<td>327,392</td>
<td>(22,786)</td>
<td>304,606</td>
<td>944,649</td>
<td>1,019,384</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Operating Funds only</td>
<td>6,164,826</td>
<td>31,551</td>
<td>6,196,377</td>
<td>19,018,693</td>
<td>18,653,943</td>
<td>(480,500)</td>
</tr>
</tbody>
</table>

### Other Type Funds:

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Spcl Rec</td>
<td>68,224</td>
<td>(14,282)</td>
<td>53,942</td>
<td>753,727</td>
<td>811,431</td>
<td>(57,704)</td>
</tr>
<tr>
<td>60</td>
<td>IMRF</td>
<td>104,727</td>
<td>45,096</td>
<td>149,823</td>
<td>544,873</td>
<td>619,048</td>
<td>(74,175)</td>
</tr>
<tr>
<td>65</td>
<td>Liability</td>
<td>7,911</td>
<td>(30,731)</td>
<td>22,820</td>
<td>476,013</td>
<td>469,556</td>
<td>6,457</td>
</tr>
<tr>
<td>70</td>
<td>Social Security</td>
<td>(56,500)</td>
<td>42,612</td>
<td>(13,688)</td>
<td>835,222</td>
<td>782,800</td>
<td>52,422</td>
</tr>
<tr>
<td>80</td>
<td>Audit</td>
<td>4,786</td>
<td>(539)</td>
<td>4,247</td>
<td>38,348</td>
<td>40,000</td>
<td>(1,652)</td>
</tr>
<tr>
<td>90</td>
<td>Bond &amp; Int</td>
<td>(152,915)</td>
<td>24,549</td>
<td>(128,366)</td>
<td>5,191,037</td>
<td>5,171,833</td>
<td>19,354</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Other Type Funds</td>
<td>(23,767)</td>
<td>66,905</td>
<td>43,138</td>
<td>7,839,220</td>
<td>7,894,518</td>
<td>-</td>
</tr>
</tbody>
</table>

### Capital Expense Funds:

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Bldg Imp</td>
<td>1,158,124</td>
<td>1,456,942</td>
<td>2,615,066</td>
<td>356,100</td>
<td>2,627,300</td>
<td>(157,000)</td>
</tr>
<tr>
<td>12</td>
<td>Vehicle/Eqpt Re</td>
<td>7,563</td>
<td>38,844</td>
<td>46,407</td>
<td>10,240</td>
<td>209,150</td>
<td>157,000</td>
</tr>
<tr>
<td>91</td>
<td>Major Projects</td>
<td>(3,692,219)</td>
<td>3,340,845</td>
<td>(351,374)</td>
<td>351,374</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Total Capital Funds</td>
<td>(2,526,532)</td>
<td>4,836,631</td>
<td>2,310,099</td>
<td>717,714</td>
<td>2,836,450</td>
<td>(2,118,736)</td>
</tr>
<tr>
<td></td>
<td>Total All Funds</td>
<td>3,614,527</td>
<td>4,935,087</td>
<td>8,549,614</td>
<td>27,575,627</td>
<td>29,384,911</td>
<td>(480,500)</td>
</tr>
</tbody>
</table>
DATE: May 6, 2021  
TO: Michelle Tuft, Executive Director  
FROM: Lynn Seebacher, Human Resource Manager

As of today, we have a total of 739 active employees. The employee count is broken down as follows:

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Number of Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>72</td>
</tr>
<tr>
<td>Part-time/Seasonal</td>
<td>667</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>739</strong></td>
</tr>
</tbody>
</table>
I am truly excited about this summer, as the world begins to beat back this pandemic and we all begin a careful return to normal activities. Now, with outdoor movies, shows, concerts and Skokie Festival of Cultures Mini-Events filling up the district’s summer calendar — as well as hundreds of classes and program offerings — the Skokie Park District is here to make your summer special!

The season officially kicks off in Skokie this year in May, with many special events and one-day workshops (see pages 4–16), as well as the district’s regular summer programs, most of which begin in June. In addition, don’t forget to check out both the Skokie Water Playground and the Devonshire Aquatic Center, as well as golf at the Weber Park Golf Course and at Skokie Sports Park’s golf range.

Also, be sure to drop by the Exploritorium, our popular interactive indoor playground for kids; the Fitness First health club at the Weber Leisure Center; and the Skatium Ice Arena for public sessions.

Finally, nine of the district’s neighborhood parks are set for playground renovation this spring and summer. They include Carol, Gross Point, Hamlin, Navajo, Peccia, Playtime, Pohatan, Shabonee and Tecumseh Parks. All of these playgrounds will be uniquely and safely designed with state-of-the-art play structures and surfaces.

On behalf of the board of commissioners, I wish you and your family a wonderful and safe summer in Skokie!

Sincerely,

Susan Aberman, President, Skokie Park District Board of Commissioners
Registration, Jobs + Contacts

Register Online or Walk-In

Log on to Skokieparks.org and register for almost any course. Seasonal online and walk-in resident registration begins at 8:30 a.m. on 2/15, 5/15, 8/15 and 12/15. Non-resident registration begins at 8:30 a.m. on 2/22, 5/22, 8/22 and 12/22. A legal guardian must sign for individuals younger than 18 years. First time customers may sign-up and register online but will be charged non-resident rates. Your residency status will be changed, and a refund given, when you show proof of Skokie residency at any Skokie Park District facility. Walk-in enrollment will be confirmed with a receipt.

Visit www.SkokieParks.org. In the center of the page, click “Register”

For district registration policies, visit: skokieparks.org/programs/program-registration-cancellation-and-refunds/

Job Opportunities at the Skokie Park District

Visit SkokieParks.org/jobs or call Lynn Seebacher, Human Resources Manager at (847) 674-1500 ext. 2110. The Skokie Park District is an equal opportunity employer.

Skokie Park District Contacts

Administrative Team.................................. (847) 674-1500, ext. 2100
Michelle Tuft, CPRP.................................Executive Director
Corrie Guynn, CPRR…………………………..Superintendent of Parks
Breanne Labus, CPRP…………………………..Superintendent of Recreation
Jon Marquardt, CPRP…………………………..Superintendent of Facilities
William Schmidt, CPA………………………..Superintendent of Business Services

Aquatics & Dammrich Rowing Center………… ext. 3200
Scott Runkle, CPRP…………………………. Risk Mgmt and Special Facilities Manager

Business Services……………………………….. ext. 2100
Ahmad Ali……………………………….. IT Systems Support Manager
David Hunt………………………………….. Director of IT & Information Security
Ann Perez……………………………………….Executive Administrative Assistant
Nancy Portillo…………………………………..Senior Accounting Manager
Lynn Seebacher, PHR……………………….Director of Human Resources
Sonia Traverso………………………………….Accounts Payable Clerk

Communications, Marketing & Sponsorship………… ext. 2100
Jim Bottorff…………………………………..Director of Communications & Marketing
Diane Hardy…………………………………..Corporate Sponsorship Coordinator
Rachel Pozner…………………………………..Graphic Artist
Scott Walker…………………………………..Graphic Artist

Devonshire Cultural Center……………. ext. 2400
Robin Horwitz, CPRR……………………………..Facility Manager
Rick Flintz, CPRP………………………………..Program Supervisor
Heidi Luksa………………………………………Preschool Director
Caryn Watson, APRP…………….. Program & Customer Service Supervisor

Emily Oaks Nature Center……………….. ext. 2500
Lee Hansen……………………………………………..Facility Manager
Cassie Schaeffer…………………………..School-Age Program Coordinator
Alison Robbins……………………………… Tot Program Coordinator
Karen Taira………………………………….Family and Adult Program Coordinator

Oakton Community Center…………………….. ext. 2700
Crystal Haben, CPRP…………………………….Facility Manager
Aryn Fletcher, CPRP…………………………SPACE Program Manager
Janean Gorelick………………………………….Active Adult Program Coordinator
Serena Tyler, CPRP…………………………….Oakton Recreation Supervisor
Michael VanDenBosch…………………………..Exploritorium & Events Supervisor
Pamela Zeid, CPRP ………………. Program & Customer Service Supervisor

Park Services…………………………………….. ext. 2800
Steve Ames……………………………………Landscape Supervisor
John Gacki, CPRP…………………………….Parks Supervisor
Jeff Hacker, CPSI……………………………….Operations Supervisor
Dima Kirland, CPRP ………………. Park Services Office Manager & IT Support

Skatium Ice Arena…………………………….. ext. 2900
Kurt von Helms, CIT…………………………….Facility Manager
Brandi Luecke…………………………………..Assistant Facility Manager
Steve Glickman………………………………….Hockey Director
Christine Hathaway…………………………….Figure Skating Director
Iris Levin……………………………………….Customer Service/Office Assistant

Skokie Heritage Museum…………………… ext. 3000
Amanda Hanson-Putziger, CPRP ………..Museum Manager

Skokie Sports Park…………………………….. ext. 3100
Weber Park Golf Course……………………….. ext. 3600
Richard Lee…………………………………. Golf Operations Manager
Chris Pytell…………………………………..PGA Golf Professional
Jon Savoie……………………………………. Golf Superintendent

Tot Learning Center…………………………. ext. 3400
Fouzia Khan……………………………………Childcare Services Manager

Weber Leisure Center………………………… ext. 3500
Mary Amato………………………………….Facility Manager
Jennifer Bever, MS, CPRP………………….Fitness First Manager
Bob DeLeonardis…………………………….Athletics Supervisor
Kim Wilson ……………………………….Program & Customer Service Supervisor
## District Goals

**Skokie Park District Goals 2020-21**

*May 1, 2020 (updated November 2020)*

### Administration

<table>
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<tr>
<th>Date</th>
<th>Core Value/ Mission Statement Focus</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-20</td>
<td>Service</td>
<td>In-progress</td>
<td>Activity Modification Form and Refund Policy have been updated. Pass hold request will be created. Fee assistance application, scales, and information has been updated. Information is now available on the SPD website.</td>
</tr>
<tr>
<td>Aug-20</td>
<td>Inclusiveness</td>
<td>Complete</td>
<td>Staff has 3 proposals, in the process of determining which one suits the needs of the District.</td>
</tr>
</tbody>
</table>
| Aug-20     | Service                            | In-progress | Asphalt Improvements-Devonshire/Sequoya/TLC/Loret basketball court/Central path/SPTC/Weber/Laramie west lot
| Aug-20     | Service                            | Complete | This project was completed in August. |
| Aug-20     | Service                            | Complete | This project is currently on hold with a tentative start date of April 2021. |
| Aug-20     | Service                            | In-progress | Rate Our Programs, Services, and Facilities survey has been updated and is available/visible on the webpage instead of using survey monkey. A QR code is linked to the survey for quick and easy access for the customers. |
| Aug-20     | Service                            | Complete | Construction is completed aside from several small punch list items. We should be applying for final OSLAD funds in December/January. The Laramie east backstop was installed. The Lyon park backstop is on hold. |
| Aug-20     | Service                            | Completed | This project was completed in August. |
| Aug-20     | Service                            | On hold | The Board approved the Alcohol ordinance on August 18. This ordinance allows select facilities to serve and sell alcohol. |
| Aug-20     | Service                            | Completed | GO! Skokie Program began September 1, 2020. There were 280+ people registered. |
| Sep-20     | Service                            | Complete | Enhance evaluation procedures for programs and events |

### Capital Improvement Projects

**Note: Some capital projects are under facility goals**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Responsible Staff</th>
<th>Focus</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct-19</td>
<td>Jan-21</td>
<td>Guynn</td>
<td>First Rate Facilities</td>
<td>Ongoing</td>
<td>Laramie Park - construction and closeout</td>
</tr>
<tr>
<td>May-20</td>
<td>Oct-20</td>
<td>Guynn</td>
<td>First Rate Facilities</td>
<td>On hold</td>
<td>Overseen installation of backstops at Lyon/Laramie east</td>
</tr>
<tr>
<td>Oct-20</td>
<td>Apr-21</td>
<td>Guynn/Hacker/Horwitz</td>
<td>First Rate Facilities</td>
<td>On hold</td>
<td>Devonshire roof replacement</td>
</tr>
<tr>
<td>May-20</td>
<td>Aug-20</td>
<td>Guynn</td>
<td>First Rate Facilities</td>
<td>Completed</td>
<td>Asphalt improvements-Devonshire/Sequoya/TLC/Loret basketball court/Central path/SPTC/Weber/Laramie west lot</td>
</tr>
</tbody>
</table>

### Emily Oaks Nature Center

<table>
<thead>
<tr>
<th>Date</th>
<th>Responsible Staff</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>May-20</td>
<td>Hansen/Guynn</td>
<td>Completed</td>
</tr>
</tbody>
</table>

### Park Services

<table>
<thead>
<tr>
<th>Date</th>
<th>Responsible Staff</th>
<th>Focus</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>May-20</td>
<td>Guynn/Kirland/Ames/Catania/Hanson/Marketing</td>
<td>Service</td>
<td>Completed</td>
<td>This program went live in late summer and has been used for several bench plaques, bricks, and trees already.</td>
</tr>
<tr>
<td>Feb-20</td>
<td>Guynn/Hacker/Ames/Gacki</td>
<td>Innovation/First Rate Facilities</td>
<td>On hold</td>
<td>These playground renovations are on hold with a tentative start date of February 2021.</td>
</tr>
<tr>
<td>Mar-20</td>
<td>Guynn/Hacker</td>
<td>First Rate Facilities</td>
<td>On hold</td>
<td>These playground installations are on hold with a tentative start date of March 2021.</td>
</tr>
</tbody>
</table>
Skokie Park District Goals 2020-21
May 1, 2020
(updated November 2020)

**Business Services/IT**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Responsible Staff</th>
<th>Core Value/ Mission Statement Focus</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install LED Sports Lighting-Terminal/Laramie/SSP</td>
<td>Sep-20</td>
<td>Guynn</td>
<td>Environmental Stewardship</td>
<td>On hold</td>
<td>These bids were rejected and Terminal will be done as a separate project to judge the quality of the specified fixtures. If successful, the other sites will be bid out in 2021. Planning has begun on tentatively replacing the play equipment at Playtime, Pohatan, Pecia, Hamlin and Shabonee. The project has begun with approximately one of two acres planted. The Hamlin site has been sprayed in preparation for plugs in the spring and the woodchip path is complete.</td>
</tr>
<tr>
<td>Begin planning and bid out playground equipment and installation for 2021</td>
<td>Nov-20</td>
<td>Guynn</td>
<td>Inclusiveness Environmental Stewardship Beautiful Open Spaces</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Implement the Illinois Clean Energy Foundation Pollinator grant turning two acres of turf into pollinator friendly plants</td>
<td>Jul-20</td>
<td>Guynn/Ames/Hallm/Nano</td>
<td>Safety Environmental Stewardship/Openness</td>
<td>On hold</td>
<td>This project is on hold.</td>
</tr>
<tr>
<td>Purchase and install backup cameras on all remaining vehicles that do not currently have them</td>
<td>Aug-20</td>
<td>Hacker/Andruk</td>
<td>Safety Environmental Stewardship/Beautiful Open Spaces</td>
<td>Ongoing</td>
<td>The data entry is over 85% complete and will be ongoing as new amenities are installed and old ones are removed or replaced. Structure locations are being identified and confirmed after which we will begin to camera the lines.</td>
</tr>
<tr>
<td>Develop and implement an Integrated Pest Management Plan</td>
<td>20-May</td>
<td>Guynn/Ames</td>
<td>Innovation</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Complete web-based GIS amenity layer</td>
<td>May-20</td>
<td>Guynn</td>
<td>Service</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Begin underdrainage audit all parks</td>
<td>Jul-20</td>
<td>TBD</td>
<td>Service</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Meet or exceed FY 2021 budgets</td>
<td>May-20</td>
<td>Staff/Schmidt</td>
<td>Sound Fiscal Management</td>
<td>Ongoing</td>
<td>The audit should be complete at the end of November.</td>
</tr>
<tr>
<td>Finish FY 2020 audit</td>
<td>Jul-20</td>
<td>Portillo/Schmidt</td>
<td>Sound Fiscal Management</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Develop and implement a formalized onboarding program for PT and FT staff.</td>
<td>Aug-20</td>
<td>Seebacher/Schmidt</td>
<td>Innovation</td>
<td>Ongoing</td>
<td>This project has launched.</td>
</tr>
<tr>
<td>Continue to improve flow/accuracy of invoice processing</td>
<td>Aug-20</td>
<td>Committee/Seebacher</td>
<td>Sound Fiscal Management</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Organize Office 365, eliminate duplication of files and streamline the system</td>
<td>May-20</td>
<td>BS Staff/Kirland/Hunt</td>
<td>Innovation</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Create/revamp intranet site</td>
<td>May-20</td>
<td>Hunt/Kirland</td>
<td>Innovation</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Provide at least one training program for FT staff on Diversity</td>
<td>May-20</td>
<td>Seeber/Granndt</td>
<td>Inclusiveness/Service</td>
<td>Ongoing</td>
<td>Targeting February.</td>
</tr>
<tr>
<td>Automate POOCH Park Gates</td>
<td>20-May</td>
<td>IT Staff / Runkle</td>
<td>Innovation Environmental Stewardship</td>
<td>Completed</td>
<td>Pamela Zeid has taken over SPACE DHS billing as well as Learn and Play.</td>
</tr>
<tr>
<td>Reduce printing and paper usage</td>
<td>20-May</td>
<td>All Business Services Staff</td>
<td>Sound Fiscal Management</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Investigate change in financial software</td>
<td>Oct-20</td>
<td>Hunt/Schmidt</td>
<td>Sound Fiscal Management</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Improve DHS Billing and stay on top of it</td>
<td>May-20</td>
<td>Matos/Schmidt</td>
<td>Sound Fiscal Management</td>
<td>Ongoing</td>
<td></td>
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</tbody>
</table>

**Recreation, Revenue Facilities, Safety and Marketing**

**Athletics**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Responsible Staff</th>
<th>Core Value/ Mission Statement Focus</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner with the High Schools to offer two new athletic camps.</td>
<td>Dec-20</td>
<td>DeLeonardis</td>
<td>Service</td>
<td>On hold</td>
<td>Due to COVID-19 will not achieve until possibly summer 21 with Niles North. Staff is scheduled to meet with the Marketing Department in December. This year, 32 teams participated in summer and fall baseball/softball which included 21 Colt, Palomino, Thoroughbred and High School baseball teams from surrounding communities. Staff is scheduled to meet with the Marketing Department in December.</td>
</tr>
<tr>
<td>Develop and implement a new marketing plan for Sports Park East</td>
<td>Oct-20</td>
<td>DeLeonardis/Bottorff/Granardt</td>
<td>Service</td>
<td>In-progress</td>
<td></td>
</tr>
<tr>
<td>Increase league offerings to highlight Laramie Park</td>
<td>Aug-20</td>
<td>DeLeonardis</td>
<td>Service</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Develop and implement a new marketing plan for Laramie Park</td>
<td>Aug-20</td>
<td>DeLeonardis/Bottorff/Granardt</td>
<td>Service</td>
<td>In-progress</td>
<td></td>
</tr>
<tr>
<td>Develop league survey to determine potential 'pod' system for youth basketball scrimmages that will conform to COVID-19 guidelines.</td>
<td>Dec-20</td>
<td>DeLeonardis/Bottorff/Granardt</td>
<td>Service</td>
<td>Starting soon</td>
<td></td>
</tr>
</tbody>
</table>
### Skokie Heritage Museum

- **Bell tower repairs**
  - Start: Apr-21
  - End: Jun-21
  - Responsible Staff: Guyne/Hacker/Hanson
  - Focus: First Rate Facilities
  - Status: On hold
  - Comments: This project is on hold until April of 2021.

- **Tuckpointing**
  - Start: Aug-20
  - End: Apr-21
  - Responsible Staff: Guyne/Hanson
  - Focus: First Rate Facilities
  - Status: On hold
  - Comments: This project is on hold indefinitely.

- **Update Skokie Heritage Museum's Operation Manual**
  - Start: May-20
  - End: Apr-21
  - Responsible Staff: Hanson
  - Focus: Service
  - Status: In-progress
  - Comments: Completion by April 2021.

- **Update Skokie Heritage Museum’s Emergency Action Plan**
  - Start: May-20
  - End: Apr-21
  - Responsible Staff: Hanson
  - Focus: Commitment
  - Status: In-progress
  - Comments: Completion by April 2021.

- **Develop two new online exhibits with Omeka**
  - Start: May-20
  - End: Apr-21
  - Responsible Staff: Hanson
  - Focus: Innovation
  - Status: In-progress
  - Comments: Completion by April 2021.

- **Develop two new school "field trip" options that are not in-person**
  - Start: Aug-20
  - End: Apr-21
  - Responsible Staff: Hanson
  - Focus: Innovation
  - Status: In-progress
  - Comments: Working on completing in November or December 2020.

### Oakton Community Center

- **Continue lighting replacement project by updating and adding lights on 2nd floor.**
  - Start: Nov-20
  - End: Apr-21
  - Responsible Staff: Haben
  - Focus: Stewardship/First Rate Facilities
  - Status: On hold
  - Comments: Will complete when funding allows.

- **Develop New Culture Welcome Packet for Festival of Cultures**
  - Start: Jan-21
  - End: Apr-21
  - Responsible Staff: Zeid/Haben
  - Focus: Openness/Service
  - Status: On hold
  - Comments: Will complete if Festival of Cultures runs in 2021 or will roll over to 2022.

- **RTU Replacement**
  - Start: Jun-21
  - End: Apr-21
  - Responsible Staff: Guyne/Hacker
  - Focus: First Rate Facilities
  - Status: On hold
  - Comments: This project is on hold until summer of 2021.

- **Address park entry sign**
  - Start: Aug-21
  - End: Apr-21
  - Responsible Staff: Haben/Ames
  - Focus: First Rate Facilities
  - Status: Completed
  - Comments: The sign was moved forward several feet.

- **Create two new programs and offering methods to implement in the winter and spring program guide**
  - Start: Jul-20
  - End: Apr-21
  - Responsible Staff: Oakton Team
  - Focus: Innovation/Service/Commitment/Openness
  - Status: In-progress
  - Comments: Winter complete (Santa Zoom and Family Nights) and spring in progress.

- **Create new rules and regulations for senior lounge area**
  - Start: Jul-20
  - End: Sep-20
  - Responsible Staff: Haben/Fletcher
  - Focus: Service/Commitment/Innovation
  - Status: Complete
  - Comments: Senior lounge rules and membership has been implemented in Fall 2020.

- **Establish fillable registration forms and packets for SPACE for school year 21/22**
  - Start: Sep-20
  - End: Feb-21
  - Responsible Staff: Haben/Sakellaris/IT
  - Focus: Service
  - Status: In-progress

- **Implement remote fintrac stations at SPACE sites for 21/22 school year**
  - Start: Jan-21
  - End: Apr-21
  - Responsible Staff: Haben/Sakellaris/IT
  - Focus: Service
  - Status: On hold
  - Comments: SPACE is not currently running at most schools.

### Devonshire Cultural Center

- **Update Devonshire Cultural Center Operations Manual**
  - Start: Sep-20
  - End: Apr-21
  - Responsible Staff: Devonshire Team
  - Focus: First Rate Facilities, Teamwork
  - Status: In-progress
  - Comments: On track to complete by April 2021.

- **Implement weekly supervisor meetings that include COVID-19 updates and add information to staff trainings**
  - Start: Jul-20
  - End: Apr-21
  - Responsible Staff: Horwitz
  - Focus: Commitment/Service
  - Status: Complete
  - Comments: Staff meet weekly or bi-weekly to discuss updates and important information.

- **Create two new programs and offering methods to implement in the winter and spring program guide**
  - Start: Jul-20
  - End: Apr-21
  - Responsible Staff: Horwitz/Watson/Flintz
  - Focus: Innovation/Commitment/Service/Innovation
  - Status: In-progress
  - Comments: Winter complete (Theater Trivia and Script Reading Happy Hour) and spring in progress.

- **Evaluate building hours and staffing during periods of high and low building activity and adjust where needed**
  - Start: Jul-20
  - End: Apr-21
  - Responsible Staff: Horwitz
  - Focus: Service/Commitment/Innovation
  - Status: Complete
  - Comments: Building hours have been adjusted to accommodate limited programming hours.

- **Research and find three tools and products to increase efficiency of cleaning procedures**
  - Start: Jul-20
  - End: Apr-21
  - Responsible Staff: Sampath
  - Focus: First Rate Facilities
  - Status: Complete
  - Comments: Implemented tools and products into cleaning procedures.

### Tot Learning Center

- **Install accessible sidewalks from play areas to main walk**
  - Start: Aug-20
  - End: Apr-21
  - Responsible Staff: Gwynn
  - Focus: First Rate Facilities/Accessibility
  - Status: On hold
  - Comments: Pricing is being obtained but due to weather may be on hold until the spring of 2021.

- **Install split level unit**
  - Start: Aug-20
  - End: Oct-21
  - Responsible Staff: Hacker
  - Focus: First Rate Facilities
  - Status: On hold
  - Comments: This project is on hold until 2021.

- **Add age-appropriate outdoor curriculum and activities for all classrooms. Bring nature activities into the classroom**
  - Start: Jun-20
  - End: Oct-20
  - Responsible Staff: Khan
  - Focus: Innovation
  - Status: Completed

- **Research and bring online early childhood education webinars for staff**
  - Start: 20-Jun
  - End: Apr-20
  - Responsible Staff: Khan
  - Focus: Commitment
  - Status: Completed
Work with DCFS to create separate sections for crawlers and non-crawlers in the infant classroom, if DCFS does not allow normal enrollment.

**Emily Oaks Nature Center**
- Implement the Illinois Clean Energy Foundation solar panel grant
  - Start Date: Jul-20, End Date: Apr-21, Responsible: Guywn/Hansen, Mission Focus: Innovation/Commitment, Status: Ongoing
  - Comments: Bids have been received and if approved installation will begin in January 2021.
- Seek to generate revenues options to make up the loss of revenue due to COVID-19 by creating two new offerings in winter and spring
  - Start Date: Jul-20, End Date: Apr-21, Responsible: EONC Team, Mission Focus: Innovation/Sound Fiscal Management, Status: In progress
  - Comments: Winter complete; spring in progress
- Safely and effectively run Growing Sprouts during the school year for morning and afternoon session
  - Start Date: Sep-20, End Date: Apr-21, Responsible: Hansen, Mission Focus: Commitment/Service, Status: In progress
  - Comments: Growing Sprouts is running since September and an additional class has been added.
- Analyze drainage issues and pond overflow, modify as needed
  - Start Date: Jul-20, End Date: Apr-21, Responsible: Hansen/Guynn, Mission Focus: First Rate Facilities, Status: Ongoing
  - Comments: Structures are currently being located in an effort to use the sewer camera on the drainage lines to identify problem areas. Costs of installing a drainage structure for the pond will be examined over the winter.

**Dannmich Rowing Center**
- Collaborate with North Suburban Rowing Crew to offer new rowing programs
  - Start Date: Aug-20, End Date: Oct-20, Responsible: Runkle, Mission Focus: Service, Status: In Progress
  - Comments: Have met with NSC about collaboration of programs and diversity initiative

**Skatium**
- Initiate ice rink renovation in 2021
  - Start Date: 20 Aug, End Date: 21 Sep, Responsible: von Helms/Guynn, Mission Focus: First Rate Facilities, Status: On hold
  - Comments: PARC Grant recipients have yet to be announced.
- Develop and implement a prioritized list of strategies targeting a three-year implementation to build hockey offerings through classes and leagues.
  - Start Date: 20 Sep, End Date: 23 Sep, Responsible: Glickman, Mission Focus: Service, Status: Ongoing
  - Comments: Glickman has begun assessing needs.
- Increase skating programming for adult skaters by offering new on and off ice classes and competition
  - Start Date: 20 Sep, End Date: 20 May, Responsible: Hathway, Mission Focus: Service, Status: Ongoing
  - Comments: Looking to reconfigure Tuesday and Thursday schedule starting Fall of 2021 to maximize program offerings. Access to camp opened for lower-level skaters.
- Increase secondary offerings for Basic Skills level skaters
  - Start Date: 20 Sep, End Date: May-20, Responsible: Hathway, Mission Focus: Service, Status: Ongoing
- Update all training manuals for ice operations to include COVID-19 guidelines and protocols
  - Start Date: Apr-20, End Date: May-20, Responsible: von Helms, Mission Focus: Commitment/Teamwork Sound Fiscal Management, Status: Started
  - Comments: Incorporated pricing policy beginning Summer of 2021. $20 an hour discount granted to contract users.
- Re-evaluate ice rental policy and implement
  - Start Date: May-20, End Date: Apr-21, Responsible: von Helms, Mission Focus: Completed

**Aquatics**
- Install domestic hot water heater
  - Start Date: Nov-20, End Date: Apr-21, Responsible: Runkle, Mission Focus: First Rate Facilities Sound Fiscal Management, Status: Delayed
  - Comments: Meeting with the Sponsorship Coordinators in late January
- Work with sponsorship coordinator to secure sponsorship advertising on bucket and tubes.
  - Start Date: Jan-21, End Date: Apr-21, Responsible: Runkle/Bottorff, Mission Focus: Sound Fiscal Management, Status: In Progress
- Replace dive well gutters
  - Start Date: Sep-20, End Date: Sep-20, Responsible: Runkle, Mission Focus: First Rate Facilities, Status: Completed
- Repair dive well cracks
  - Start Date: Aug-20, End Date: Oct-20, Responsible: Runkle, Mission Focus: First Rate Facilities, Status: In Progress Complete in Spring 2021
- Sand blast and paint dive well pool
  - Start Date: Oct-20, End Date: Oct-20, Responsible: Runkle, Mission Focus: First Rate Facilities, Status: In Progress Complete in Spring 2021
- SWP replace domestic hot water heater
  - Start Date: Nov-20, End Date: Apr-21, Responsible: Runkle, Mission Focus: First Rate Facilities, Status: Delayed
- SWP sand blast and paint bucket pool
  - Start Date: Jun-20, End Date: Jun-20, Responsible: Runkle, Mission Focus: First Rate Facilities, Status: Completed
- SWP replace Lifeguard chairs
  - Start Date: Jun-20, End Date: Jun-20, Responsible: Runkle, Mission Focus: First Rate Facilities, Status: Completed

**Golf**
- Update all training manuals for the golf operations including cashier protocols, driving range, mini-golf, and batting cage operations.
  - Start Date: May-20, End Date: Jul-20, Responsible: Lee, Mission Focus: Service, Status: Completed
**Skokie Park District Goals 2020-2021**  
May 1, 2020  
(updated November 2020)

<table>
<thead>
<tr>
<th>Improve use of social media to promote SPD golf throughout the year by increasing posts at least once a month.</th>
<th>Start Date</th>
<th>End Date</th>
<th>Responsible Staff</th>
<th>Core Value/ Mission Statement Focus</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 20</td>
<td>Ongoing</td>
<td>Lee</td>
<td>Service/Innovation</td>
<td>Ongoing</td>
<td></td>
<td></td>
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<tr>
<th>Establish Facebook/Twitter plan to include postings by at least 12 times per year.</th>
<th>Start Date</th>
<th>End Date</th>
<th>Responsible Staff</th>
<th>Core Value/ Mission Statement Focus</th>
<th>Status</th>
<th>Comments</th>
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<td>May 20</td>
<td>Ongoing</td>
<td>Lee</td>
<td>Service/Innovation</td>
<td>Ongoing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Redesign golf guide with marketing department. Research and develop golf feeder program co-op between SPD, District 219, and Tam Golf Course. Work with marketing to develop new promotional materials that target corporate rentals.</th>
<th>Start Date</th>
<th>End Date</th>
<th>Responsible Staff</th>
<th>Core Value/ Mission Statement Focus</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 20</td>
<td>Oct 20</td>
<td>Lee/Bottorff</td>
<td>Commitment</td>
<td>In progress</td>
<td>Staff plans to meet with Marketing Department in December</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer Service desks Create an onboarding and training system for part time staff at Weber online forms and transition customers to digital documents Update current Fitness First membership hard copy forms; create new online forms and transition customers to digital documents Create an onboarding and training system for part time staff at Weber Customer Service desks Implement building cleaning protocols for maintenance and custodians including cleaning, training, building zones, and quarterly projects Research new nightly cleaning companies and options. Implement if necessary. Improve the online gymnasium schedule</th>
<th>Start Date</th>
<th>End Date</th>
<th>Responsible Staff</th>
<th>Core Value/ Mission Statement Focus</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 20</td>
<td>Oct 20</td>
<td>Lee/Bottorff/Marquardt</td>
<td>Sound fiscal management</td>
<td>Pending</td>
<td>Staff Plans to meet with Marketing Department in December</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Marketing Identify areas for improvement on all websites, including the primary district site. Lead a three-hour marketing seminar for all rec and facilities staff. Up the district’s social media game, led by the new coordinator, with more frequent and interesting posts. Transition more district advertising from print to social media. Permanently add activity links to all online program guides. Convert pdf online forms to e-forms. Coordinate marketing message for facility rentals with alcoholic beverages. Create new marketing plans for Oakton and Skatium.</th>
<th>Start Date</th>
<th>End Date</th>
<th>Responsible Staff</th>
<th>Core Value/ Mission Statement Focus</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 20</td>
<td>Apr 21</td>
<td>Bottorff</td>
<td>Service/Innovation</td>
<td>In progress</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June 2020, Weber/Fitness First Renovate 1st floor west and 2nd floor bathrooms Update current Fitness First membership hard copy forms; create new online forms and transition customers to digital documents Create an onboarding and training system for part time staff at Weber Customer Service desks Implement building cleaning protocols for maintenance and custodians including cleaning, training, building zones, and quarterly projects Research new nightly cleaning companies and options. Implement if necessary. Improve the online gymnasium schedule</th>
<th>Start Date</th>
<th>End Date</th>
<th>Responsible Staff</th>
<th>Core Value/ Mission Statement Focus</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 20</td>
<td>Apr 21</td>
<td>Guynn/Amato</td>
<td>First Rate Facilities</td>
<td>In Progress</td>
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</tbody>
</table>

| Sep 20 | Apr 21 | Amato/Bever | Service/Commitment | In Progress | | |

| Sep 20 | Apr 21 | Amato/Wilson | Commitment/Teamwork | In Progress | | |

| Sep 20 | Apr 21 | Amato/Rizzo/Pietrukaniec | Commitment/Teamwork | In Progress | | |

| Sep 20 | Apr 21 | Amato | Service | On Hold | | |

| Sep 20 | Apr 21 | Amato/DeLeonardis | Service | On Hold | | |

The west bathrooms were repainted. We will repaint 2nd floor bathrooms and explore cost-effective ways to improve the overall appearance. Larger purchases (counters, sinks, hardware) are on hold. Reservations are all online and Bever is working on making all forms available digitally. Cleaning Protocols, including cleaning charts have been completed. Zones are complete but not in use with the lowered maintenance staff schedule and building use. Quarterly projects and maintenance training still need to be completed. This is on hold. We will utilize WLC maintenance for all cleanings. This will be revisited when Weber begins to generate revenue. We will create a new online calendar for the gym when it re-opens to the public.
SKOKIE PARK DISTRICT

2020-2025 COMPREHENSIVE MASTER PLAN

Adopted January 21, 2020
Action Plan

The Action Plan Chapter outlines the proposed tasks and projects for the Skokie Park District over the next five years.

Purpose

This chapter outlines the steps and potential timeline for implementing the Comprehensive Master Plan strategies identified in the previous chapter from the Envision & Prioritize phase. They were further refined and finalized through workshops with the Skokie Park District staff and Board of Commissioners to develop the action plan. The action plan is to act as a guide to assist the Skokie Park District with implementing the strategies over the next five years and will be periodically re-evaluated and adjusted to reflect completed projects and the community’s changing needs. The action plan is organized as follows:

- An at-a-glance Action Plan timeline with each year divided into quarters (Q1, Q2, Q3, and Q4) to provide a general idea of when each action or action item step might start or end within a given year
- A detailed summary of the action items is provided in a year-by-year list in chronological order from 2019/2020 - 2025+
- The action items are further organized within each year according to the following categories:
  - Parks and Open Space
  - Facilities
  - Planning and Programs

The Skokie Park District is following a May to April fiscal year.
<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Year 2019</td>
<td>Current Year 2020</td>
<td>Year 1 2020</td>
<td>Year 1 2021</td>
</tr>
<tr>
<td>May</td>
<td>June</td>
<td>July</td>
<td>Aug</td>
</tr>
<tr>
<td>Implement Laramie Park Improvements (fitness, pickleball, artificial turf)</td>
<td>Develop Sustainable Park Practices Plan / Policy</td>
<td>Replace Aging Amenities Group A</td>
<td>Fund Skatium improvements (PARC Grant)</td>
</tr>
</tbody>
</table>
Replace Aging Amenities Group B

Conduct feasibility study to partner with The Talking Farm (TTF) to plan new TLC / TTF development

Fund and Design and Engineer new TLC / TTF development

Bid and Construct new TLC / TTF development

Update ADA transition plan

Master Plan and Fund Lawler Park

Design and Engineer Lawler Park

Design and Engineer Central Park

Chapter 4

102 SKOKIE PARK DISTRICT COMPREHENSIVE MASTER PLAN
Year 4

- **2023**
  - May: Bid and Construct Lawler Park
  - June: Facility Plan entry and locker room at Skokie Water Playground (SWP)
  - July: 
  - August: 
  - September: 
  - October: 
  - November: 
  - December: 

- **2024**
  - January: 
  - February: 
  - March: 
  - April: 
  - May: 
  - June: 
  - July: 
  - August: 
  - September: 
  - October: 
  - November: 
  - December: 

Year 5

- **2024**
  - January: 
  - February: 
  - March: 
  - April: 
  - May: 
  - June: 
  - July: 
  - August: 
  - September: 
  - October: 
  - November: 

- **2025**
  - January: 
  - February: 
  - March: 
  - April: 
  - May: 
  - June: 
  - July: 
  - August: 
  - September: 
  - October: 
  - November: 
  - December: 

**Year 4**
- Quarter 1: Bid and Construct Lawler Park
- Quarter 2: Facility Plan entry and locker room at Skokie Water Playground (SWP)
- Quarter 3: 
- Quarter 4: 

**Year 5**
- Quarter 1: 
- Quarter 2: Bid and Construct Central Park
- Quarter 3: Design and Engineer Gleiss Park
- Quarter 4: Replace aging amenities at Lauth Park

**Key Projects**
- Bid and Construct Lawler Park
- Facility Plan entry and locker room at Skokie Water Playground (SWP)
- Replace aging amenities at Lauth Park
### Year 5+

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- **Bid and Construct Gleiss Park**
- **Design and Engineer Adventure Playground**
- **Perform Facility Study for Skokie Sports Park (SSP) clubhouse**
- **Conduct feasibility study for Dammrich Rowing Center repurposing**
- **Evaluate alternate uses for Weber Golf Course**
- **Evaluate property north of Skokie Heritage Museum**

### Recurring Items

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- **Evaluate grant opportunities**
- **Implement ADA Plan**
- **Conduct artificial turf cost/benefit analysis**
- **Update and Implement capital improvements plan (CIP)**
- **Evaluate inclusive play location**
- **Explore partnerships for inclusive programs**
- **Evaluate opportunities for Adventure Playground**
- **Develop mobile park programs**
- **Perform splash pad feasibility study**
- **Evaluate opportunities to improve access in underserved areas 26/16/17**
- **Perform sports complex feasibility study**
- **Explore partnerships for trail connectivity**
- **Perform cricket field feasibility study**
- **Explore partnerships for indoor aquatics**
- **Implement sustainable park practices**
- **Evaluate and adjust program offerings**

**Legend**

- **Green**: Parks and Open Space
- **Light Blue**: Facilities
- **Red**: Planning and Programs
Current Fiscal Year  
(Present through April 30, 2020)

PARKS AND OPEN SPACE
- Implement Laramie Park improvements, which include:
  - playground replacement
  - ball field artificial turf installation
  - fitness equipment installation
  - pickleball court installation
  - new sports court lighting

FACILITIES
- Fund Skatium facility improvements (IDNR PARC grant)

Fiscal Year 1  
(May 1, 2020 through April 30, 2021)

PARKS AND OPEN SPACE
- Implement Laramie Park improvements (continued from Current Fiscal Year)
- Replace aging amenities in Parks Group A:
  - Laramie Park
  - Gross Point Park
  - Tecumseh Park
  - Carol Park
  - Navajo Park

FACILITIES
- Bid Skatium facility improvements
- Construct Skatium facility improvements

PLANNING AND PROGRAMS
- Develop and implement a community walking program
- Implement an associated awareness plan
- Develop and implement a facility storage improvement plan
- Develop and implement a parks security plan
- Develop a comprehensive awareness campaign
  - Refine and implement communications plan
## Fiscal Year 2
*(May 1, 2021 through April 30, 2022)*

### PARKS AND OPEN SPACE
- Perform a community garden feasibility study
- Replace aging amenities in Parks Group B:
  - Hamlin Park
  - Pohatan Park
  - Playtime Park
  - Shabonee Park
  - Peccia Park

### FACILITIES
- Construct Skatium facility improvements (continued from Fiscal Year 1)
- Conduct feasibility study to partner with The Talking Farm (TTF) to plan facility for new Tot Learning Center (TLC) / TTF development
- Fund and Design and Engineer new TLC / TTF development
- Bid and Construct new TLC / TTF development

### PLANNING AND PROGRAMS
- Update ADA transition plan
- Develop and implement storage improvement plan (continued from Fiscal Year 1)
- Develop and implement parks security plan (continued from Fiscal Year 1)

## Fiscal Year 3
*(May 1, 2022 through April 30, 2023)*

### PARKS AND OPEN SPACE
- Replace aging amenities in Parks Group C:
  - Menominee Park
  - Lorel Park
- Master Plan and Fund Lawler Park
- Design and Engineer Lawler Park
- Design and Engineer Central Park

### FACILITIES
- Bid and Construct new TLC / TTF development (continued from Fiscal Year 2)
## Fiscal Year 4  
(May 1, 2023 through April 30, 2024)

### PARKS AND OPEN SPACE
- Design and Engineer Central Park (continued from Fiscal Year 3)
- Bid and Construct Lawler Park

### FACILITIES
- Facility Plan entry and locker room at Skokie Water Playground (SWP)

## Fiscal Year 5  
(May 1, 2024 through April 30, 2025)

### PARKS AND OPEN SPACE
- Master Plan Oakton and Lorel Property
- Bid and Construct Central Park
- Design and Engineer Gleiss Park
- Replace aging amenities at Lauth Park
- Plan Adventure Playground
- Fund Adventure Playground

### PLANNING AND PROGRAMS
- Update community needs assessment
Fiscal Year 5+ (May 1, 2025 and beyond)

PARKS AND OPEN SPACE
- Bid and Construct Gleiss Park
- Design and Engineer adventure playground
- Bid and Construct adventure playground

FACILITIES
- Perform Facility Study for Skokie Sports Park (SSP) clubhouse
- Conduct feasibility study for Dammrich Rowing Center repurposing
- Evaluate alternate uses for Weber Golf Course
- Evaluate property north of Skokie Heritage Museum

Recurring Items

PARKS AND OPEN SPACE
- Evaluate grant opportunities
- Conduct cost / benefit analysis for artificial turf
- Evaluate inclusive playground location
- Evaluate opportunities for adventure playground
- Perform splash pad feasibility study
- Perform sports complex feasibility study
- Perform cricket field feasibility study
- Implement sustainable park practices annually

PLANNING AND PROGRAMS
- Implement ADA plan
- Update and implement capital improvements plan (CIP)
- Explore partnerships for inclusive programming
- Develop mobile park programs to increase access to Park District offerings
- Evaluate opportunities to improve access in underserved areas, especially Planning Areas 26, 16, and 17
- Explore partnerships for increased trail connectivity
- Explore partnerships for indoor aquatic opportunities
- Evaluate and adjust program offerings
Freedom of Information Act

This information is on the Skokie Park District website and in the Board of Park Commissioners and Administrative Policy and Procedure Manual that is also posted on Skokie Park District website.

https://www.skokieparks.org/about-spd/foia/ - Freedom of Information Act

Freedom of Information Request Form

Submit requests to: FOIA Officer, Skokie Park District, 9300 Weber Park Place, Skokie, IL 60077 Fax: 847-674-6201 Phone: 847-674-1500 ext. 2100 E-mail: foia@skokieparks.org

Requester’s Name __________________________ Signature __________________________
Street Address __________________________ City/State/Zip __________________________
Telephone* __________________________ Fax __________________________ Email Address* __________________________
(Optional, but if you provide this information, we can more easily contact you if we have questions about your request.

Records Requested
Please provide as much specific detail as possible, so that we can identify the information you are seeking. Attach additional pages if necessary.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Delivery format (How do you want the documents provided?)

____ Via email to the email address listed above in PDF format
____ Via fax to the fax number listed above
____ Inspect at the Park District office
____ Sent via U. S. Mail
____ Other (please specify): __________________________

Note: Under the Illinois Freedom of Information Act, except for a request for a commercial purpose, the Park District has 5 business days to respond to this request. The Act allows the Park District to charge for the costs of reproduction. At the present time, the charge is 15 cents per page for every page over 50 pages, prepared in-house. Charges for copies that need to be professionally printed shall not exceed the park district’s actual costs for reproduction.

Is this request for a commercial purpose? ______ Yes ______ No
(It is a violation of Sec. 3.1 of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.)

Are you requesting a fee waiver? ______ Yes ______ No
(If yes, you must attach a statement of purpose of the request and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public.)

Park District Use Only
Date request was received: ______________ Date response is due: ______________
Date response was provided: ______________
____ Approved ______ Denied ______ Denial exemption ______
Date Extension Requested: ______________ Date Extension Granted: ______________
Date Now Due: ______________ Fee Waiver Granted: ______ Yes ______ No
Name of FOIA Officer __________________________
Dear Skokie Resident,

During fiscal year 2019-20, your Skokie Park District again served as a national and state leader in the parks and recreation industry, continuing to provide state-of-the-art facilities, beautiful parks, and cutting-edge programming for Skokie residents. In order to maintain this standing, the district utilized its five-year comprehensive master plan to schedule capital improvements for fiscal year 2020-21, as well as to update its programs through its programming trends task force.

With the unexpected onset of the COVID-19 pandemic in the final six weeks of fiscal year 2019-20, the district suspended many of its operations. In spite of the virus, staff continued to safely maintain parks, facilities, business services and online recreational programming. District staff also continued to plan expanded operations as the State of Illinois moved into a phased re-opening of public and private services during the district’s next fiscal year.

In addition to planning ahead, the Skokie Park District maintained its leadership position in parks and recreation by employing a staff recognized for expertise in their respective fields and for their daily dedication to customer service. These professionals take great pride in serving Skokie’s nearly 64,000 culturally diverse residents and in protecting Skokie’s natural resources, preserving its historic sites, and providing unique recreational opportunities within its more than 240 acres of parkland.

In two recent surveys, more than 93 percent of Skokie respondents indicated that the Skokie Park District improves the quality of their families’ lives. Because we do not take this high praise for granted, on behalf of the park district board and staff, we reaffirm our promise to continue to find creative ways to enhance your family’s parks and recreation experience.

Sincerely,

Mike Reid, President 2019-20
Skokie Park District Board of Commissioners
Revenue Facilities

More than 250,000 patrons visited the Skatium Ice Arena, including 3,197 figure skaters enrolled in classes. More than 200 figure skaters participated in the Winter Blizzard Skating Competition hosted in January 2019 and 450 figure skaters participated in the April 2019 Ice Show. 1,230 skaters were enrolled in learn-to-play hockey classes, 732 in hockey leagues, and 402 skaters took part in summer hockey camp. A number of championship hockey teams call the Skatium home, including Pilots Minor Mite #1, Squirt House #1, PW Travel #2, and Midget Travel U18 NIHL Elite. In March, the Skatium hosted the Astor Cup, an end-of-season tournament for House League teams throughout Chicagoland, with the Skokie PW House #1 team winning their level of the Cup.

More than 4,000 members worked out at the district’s Fitness First health club, with 278,107 member visits this fiscal year.

More than 125,000 adults and children visited Skokie Sports Park, a Top 50 golf center in America, to hit golf balls, baseballs and softballs, play adventure (mini) golf, and attend golf classes and lessons. Golf teams from Northwestern and North Park Universities, Niles West, Niles North, Evanston, Northside Prep, Taft and Lane Tech High Schools, and St. Hilary Golf Club practiced at the park’s golf range. The park also hosted the annual Liponi Foundation Charity Golf Outing, a fundraiser to provide recreation programs for children and adults with disabilities; as well as the A Better Life for Kids Golf Charity Outing, a fundraiser to educate Ghana’s orphans; and a fundraiser for BOUNCE, a nationally based support organization for chronically ill children and their families.

In spite of cool wet conditions through mid-June and a cooler August, more than 93,000 visitors cooled off at the Skokie Water Playground and at the Devonshire Aquatic Center.

The Dammrich Rowing Center hosted regattas and offered learn-to-row camps and private tank rentals. The center was also home to the crew teams of Loyola Academy, North Suburban Crew, Chicago Rowing Union, New Trier High School and Northwestern University. The center’s public boat launch is accessible nine months of the year.
The Exploritorium, the district’s indoor children’s playground at the Oakton Community Center, accommodated more than 38,095 customers and hosted 450 birthday parties.

More than 10,000 golfers and footgolfers played at the Weber Park Golf Course. The golf course hosted leagues from the St. Hilary Golf Club, the North Shore Senior Center, the Wilmette Women’s Group, and Rotary International. The course also hosted various competitions and practices for golf teams from Niles West, Niles North, Taft, Payton-Jones, and Evanston Township High Schools.

Devonshire Preschool served 121 students in the 2019/20 school year.

Park & Facility Maintenance

Park renovations were completed at Chippewa and Mulford Parks. At each site the playground and play surfacing was replaced. Engineered wood fiber replaced the sand surfacing that was previously at each site. Additionally, new benches, garbage cans and water fountains were installed.

Backstops were removed and replaced at Lorel Park, Terminal Park, and on both the north and south fields at McNally Park.

A new John Deere compact utility tractor was purchased. This tractor will be used for ballfield preparation and maintenance, as well as snow removal operations in the winter. A new F150 pickup was purchased. This vehicle will replace the current truck used by the operations supervisor, with that vehicle being cycled into the fleet for trash removal.

The district tree inventory was completed. This web-based utility will be maintained by in-house staff as trees are planted and removed. Additionally, a web-based layer was created for all district amenities including playgrounds, benches, utilities, etc.

Brine spreading equipment was purchased for both hand applications and vehicle applications. This will reduce the amount of rock salt needed as well as reduce chlorides making their way to the water systems.

The full drive at the Tot Learning Center was ground down and repaved. This replacement eliminated drainage issues due to degradation and patches.

Curbing was also replaced, and drainage was installed on the west side to provide for better water flow to the large drainage basin.

Flooring projects were completed in offices, bathrooms, classrooms, entryways and meeting rooms at the Emily Oaks Nature Center, the Devonshire Cultural Center, and the Oakton Community Center.

The third of four roof top units was replaced at the Oakton Community Center.

The first stage of the building automation system was replaced at the Skatium.

The memorial bricks were removed and replaced at the Skokie Heritage Museum. The old bricks had worn considerably and were not proper bricks for engraving.

A used outdoor stage was purchased from the Village of Rosemont, replacing the district’s 25-year-old stage. It is a little smaller but much lighter making it much easier to transport and maneuver.
Programs and Events

Oakton Park hosted the 29th Annual Skokie Festival of Cultures in May of 2019, welcoming more than 25,000 visitors, 65 performing groups, and utilizing 200 volunteers from 38 ethnic groups. The event also featured a ‘Holi: Festival of Colors’ celebration.

The July 4th 3-D Fireworks Festival at Niles West High School drew more than 10,000 attendees. The festival featured food, games, two bands on a main stage, and a fireworks show with free 3-D glasses. Organized by a local committee, including staff from the district, the Skokie 4th of July Parade was held in downtown Skokie and featured 86 units.

In August 2019, the district, with the assistance of local government agencies and private groups, organized Skokie’s Backlot Bash, a three-day downtown street festival. The event hosted more than 30,000 visitors and included a carnival, 5K run, auto show, beer tent; and 19 live bands, including The Smithereens with Marshall Crenshaw, Material Issue, WAR, and Chicago’s Tributosaurus as The Rolling Stones.

The district, along with four other Skokie agencies, prepared for Skokie’s Spring Greening at Niles North High School in April 2020. Due to the pandemic, the event was cancelled.

The district provided hundreds of programs meeting a wide range of interests, including the following new offerings:

Active Adults 60+
- Vintage Railcar Dining Adventure
- Vegas! show at Lake Geneva
- Vintage 71 Shops
- iFly Skydiving Center in Rosemont
- Chicago Riverfront Lunch Cruise
- Christmas with the Convertibles at White Fence Farm
- Christmas Around the World
- Piano Man Tribute at White Pines
- Morke’s Chocolate Factory

Windy City Live Taping
- Mrs. Dornberg’s Culinary Experience
- Write Your Own Memoirs
- Brain Games
- Cell Phone 101
- Better Balance
- Learn to Line Dance
- Create Your Own Cabaret
- Needle Felting Introduction
- Senior Improv

Birthday Party Packages
- Bubble Soccer Party
- Bubble Academy Party
- Escape Room Puzzles & Rocket Launch
- Paint Like Picasso

Culinary
- Taco It Up
- Empanadas
- Halloween Trick or Treats
- Thanksgiving Baking
- Family Traditions Holiday Cookie

Athletics
- Cricket Camp
- Themed Public Skating Sessions
Caribbean Kitchen
Chocolate Making
Pasta Making

Early Childhood
Parent and Baby Play
Tippy Toes
Shake, Leap and Fall
Dab It with Fun
Winter Blues Grooves
Sprout and Grow
Awesome Autumn
Tiny Tumble & Twirl class

Exercise
Friends of Fitness First
Movement Matters Member
Incentive Raffle
Double the Payoff Membership Drive
Black Friday Deals
Wobble Before You Gobble
Dynamic Strength and Balance
Spring Break a Sweat (Free Spring Break Pass for Teachers and students)
Parkinson’s Wellness Recovery Circuit
Strength and Conditioning for Young Athletes
Pilates for Golf

Historical
Harvest Fest
Mardi Gras Family Event
Cub Scout Merit Badge Program
Family Embroidery Workshop
Cultural Snapshot
History of Cocktails
Floral Drawing Workshop

Programs

History of Pizza
Pulaski Day Celebration
Internal Women’s Day Celebration
St. Patrick’s Day Celebration
Renaissance Festival

Nature
Dayton Bluffs Rambling Trip
Kankakee Sands Rambling Trip
Earth Adventures Camp—Extended Care
Inspired by Nature Art Show by Susan Hubchak
iPhone Nature Photography—Introduction
iPhone Nature Photography—Editing
Nippersink River Kayaking Trip
Snow Tubing at Blackwell Forest Preserve
Great Backyard Bird Count
Boots and Books

Summer Camps
S.P.A.C.E. C.I.T. Program
Teen Travelers Camp
Cultural Arts Holiday & Spring Break camps
Safety Town Camp

Special Events and Workshops
Trick or Treat at Scream Scene
Virtual Egg Hunt
Virtual Bingo
Weber Showcase
Pride Event
Pro Wrestling in Downtown Skokie
Festival of Colors

Devonshire Dance Ensemble’s Spectrum 2.0
Devonshire Playhouse’s Follies
Playhouse Historic Show – The Adventures of Tom Sawyer
All Soul’s Day Event
Teen Performer’s Tarzan, The Stage Musical
Devonshire Playhouse’s The Rimer’s of Eldritch
Audition Workshop
Basic Light Operation Workshop
Superhero Sewing Workshop

Teen
Teen Yoga Workshop
Teen Cheer Workshop
Teen Trip – Haunted House Trio
Teen Circus

Youth
Ultimate Frisbee
Nerf Elite Battle
Winter Hibernation Night
Tea Glam Night
Let’s Code It–Ozobot Zone
Story Book Dance
Creative Movement
DJ Lessons
Brass and Trumpet Lessons
Creative Movement
Flexibility for Dance
Contemporary Dance
Information Technology

In addition to providing day to day support for all district staff, IT staff continued the implementation of Office 365. The department upgraded and expanded the district’s camera system. IT staff built and upgraded a new firewall and then installed a dedicated ethernet at the district’s park services center. Staff also upgraded and replaced the district’s phone system. At the onset of the COVID-19 pandemic, IT staff set up stay-at-home computers for many of the district’s full-time staff members.

Marketing and Communications

District staff and AmericanEagle.com launched the district’s new website in 2019. Marketing and communications staff continue to update the site daily. The marketing department also produced more than 250,000 program guides for all Skokie households, as well as neighboring zip codes, ranging from four 100-page seasonal catalogues, to skating, golf, and pool guides, which successfully bring in new Skokie and regional customers. The department sent out electronic newsletters, updated facility video monitor advertising, utilized three outdoor message boards, and dramatically increased its presence via social media posts, ads and event notices. The Chicago Tribune responded to district press releases and covered the Skokie Festival of Cultures, Skokie’s Backlot Bash and Skokie’s Spring Greening in 2019. The marketing department produced dozens of ads for many local and regional media outlets, including Chicago Parent; the Chicago Cubs Annual Guide; the Chicago Tribune; Chicago Reader; Chicago Sun-Times; the Pioneer Press’ regional “Go” section; the Skokie Review; the Evanston Review; Golf Time Magazine; Chicago’s North Shore Convention and Visitor’s Bureau website, e-news and visitor’s guide; and more.

Staff Initiatives

Employees served on the district’s environmental action team, safety committee, programming trends task force, and staff diversity committee. Staff also coordinated and participated in the first Parks and Rec Trek, winning a ‘steps challenge’ against six other park districts. (The district was awarded more than 200 food items that were then donated to the Niles Township Food Pantry.) Full-time staff also competed in a Shark Tank team competition in order to bring new programming ideas to the district. The winning idea, Story Stroll in the Park, was set for Fall 2020.

Skokie Park District team members also participated in charitable and philanthropic programs such as Relay for Life, the Liponi Golf Outing, Skokie’s Community Giving Program, the Evanston YWCA’s Stand Against Racism, the Niles Township Food Pantry food drive, the Community Schools Steering Committee, the Skokie Resilient Communities Collaborative, as well as hosting and maintaining the United Way’s Born Learning Trail at Devonshire Park.
Community Partnerships

The district continued to work closely and share resources with other community groups and agencies including: the Maine-Niles Association of Special Recreation, the Village of Skokie, the Skokie Public Library, all Skokie public school districts, the Skokie Chamber of Commerce, Skokie Cares, Skokie United, Beautiful Downtown Skokie, the Skokie Cultural Community Coalition, the Skokie Historical Society, the Skokie Art Guild, Skokie Youth, the Skokie Amateur Hockey Association, Skokie Indians, the City of Evanston, the Village of Lincolnwood, and the Morton Grove Park District.

The park district continues to rely on the assistance of community volunteers, with the Emily Oaks Advocates, BSA Eagle Projects, Ethical Humanist Society, LanzaTech, Oakton Community College, Loyola Academy, District 219 Ask the Expert and WHO Clubs, Orchard Village Innovations, C.A.R.E. Animal Shelter, Lions Club, LL Bean, Anatomically Correct and the North Branch Restoration Project contributing thousands of hours to Emily Oaks Nature Center operations and programming.

Staff also work with the community and other Skokie public agencies, helping to organize the Skokie Festival of Cultures, Spring Greening, Wednesdays on the Green, July 4th Parade & Fireworks Festival, and Skokie’s Backlot Bash. Staff of Fitness First are working with Northwestern University’s Sahelli Study, a study of health risk factors in the local South Asian community. The district and the Illinois Parks and Recreation Association’s Social Committee hosted the annual IPRA Park Pursuit event in Skokie, with more than 250 park professionals from around the state participating.

Corporate Partnerships

The district utilized $219,668 in strategic corporate partnership money, including in-kind trades. Major corporate partners included North Shore Community Bank & Trust, First Bank Chicago, Lurie Children’s Hospital, NorthShore University HealthSystem, and Mullarkey Distributors.
**Awards**

Website – The district won the Agency Showcase Award for the best Illinois park district website in 2019. The new site was planned and built with community, staff and professional developer input, overseen by the district’s marketing and communications department.

Skokie Sports Park – Golf Range Magazine named the Skokie Sports Park driving range one of the top 50 stand-alone golf practice centers and learning facilities in America, Sports Parks’ twenty-first year as a nationally-ranked facility.

Skokie Park District – For the period of 2016-2020, the district earned the Illinois Distinguished Agency Award. Of the more than 400 park districts in Illinois, only 70 have achieved “distinguished accredited agency” status since the program began in 1993. The district has now been accredited for a fourth time and will work to be re-accredited in 2020-21.

**High Achievement**

Tot Learning Center received the Gold Circle of Quality from ExceleRate Illinois, the Governor’s Office of Early Childhood Development’s new quality rating and improvement system for early learning and development providers.

The district’s Business Services division received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

**National and Regional Leadership**


Superintendent of Recreation Breanne Labus served as the chairperson of the IPRA social committee, the recreation section at-large board member and school age and camp committee chairwoman.


Superintendent of Facilities Jon Marquardt, CPRP, served on the National Recreation and Park Association's (NRPA) certified park and recreation professional exam committee.

President of the Skokie Park District board of commissioners, Mike Reid, was appointed to the Illinois Association of Park Districts’ (IAPD) board of trustees.


Executive Director Michelle Tuft, CPRE, served on the University of Illinois Recreation, Sport & Tourism Alumni Advisory Board.

Emily Oaks Facility Manager Lee Hansen served on the IPRA Environmental Committee and on the IPRA Green Team Pit Stop Workshop Committee.

Emily Oaks School Age Program Coordinator Cassie Schaeffer served on the IPRA Nature Recreation Task Force.

**Staff Education**

Seventeen staff members now hold professional certifications. Annual continuing education is required of all certified staff.

Park district commissioners and professional staff attended parks and recreation educational seminars including the IPRA/IAPD state conference in January 2020 and the NRPA national conference in September 2019.

Emily Oaks School Age Program Coordinator Cassie Schaeffer obtained B.S.A. Merit Badge Counselor certification.
2019 Employees of the Year
Full-Time: Ahmad Ali, Information Technology
Part-Time: Paul Hagari, Weber Leisure Center

Board of Commissioners
Mike Reid, President
Khemarey Khoeun, Vice-President
Susan Aberman, Commissioner
Michael Alter, Commissioner
Minal Desai, Commissioner

Administrative Team
Michelle Tuft, CPRE, Executive Director
Corrie Guynn, CPRP, Superintendent of Park Services
Breanne Labus, CPRP, Superintendent of Recreation
Jon Marquardt, CPRP, Superintendent of Facilities
William Schmidt, CPA, Superintendent of Business Services
### Financial Results

#### Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes</td>
<td>$10,821,131</td>
<td>42.16%</td>
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<tr>
<td>Registration &amp; Fees</td>
<td>$9,232,759</td>
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<tr>
<td>Bond Proceeds</td>
<td>$4,961,001</td>
<td>10.13%</td>
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<tr>
<td>Sale of Property</td>
<td>$3,044,294</td>
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<tr>
<td>Rentals &amp; Permits</td>
<td>$988,168</td>
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<tr>
<td>Other/Grants</td>
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<td>Replacement Taxes</td>
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<tr>
<td>Interest Income</td>
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#### Expenditures

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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Personnel</td>
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<td>Debt Service</td>
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<td>Contractual Services</td>
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<td>General Government</td>
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<td>Capital Projects</td>
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<td>Supplies</td>
<td>$927,774</td>
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<tr>
<td>Utilities</td>
<td>$863,403</td>
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<tr>
<td>Pension Contributions</td>
<td>$544,709</td>
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</tr>
</tbody>
</table>

Total Fund Balance on May 1, 2019...............$3,614,528
Total Fiscal Year Revenue..........................$30,053,139
Total Fiscal Year Expenditures ..................$26,517,463
Total Fund Balance on April 30, 2019...............$7,150,204

#### Where Your Tax Dollars Go (2019)

<table>
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<tr>
<th>Description</th>
<th>Percent</th>
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<td>Elementary School District*</td>
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<tr>
<td>School District 219</td>
<td>27.37%</td>
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<tr>
<td>Village of Skokie</td>
<td>5.2%</td>
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<tr>
<td>Cook County</td>
<td>4.92%</td>
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<tr>
<td>Skokie Public Library</td>
<td>4.53%</td>
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<tr>
<td>Skokie Park District</td>
<td>3.73%</td>
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<tr>
<td>Sanitary District</td>
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<tr>
<td>Oakton Community College</td>
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<td>Niles Township</td>
<td>0.41%</td>
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<tr>
<td>Other</td>
<td>0.14%</td>
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</table>

*Percentage for School District 69. Actual percentages