

**MINUTES OF A REGULAR MEETING OF THE PARK BOARD OF THE
KENILWORTH PARK DISTRICT HELD AT THE VILLAGE HALL, 419 RICHMOND
ROAD, AT 5:00 P.M. ON THURSDAY, JANUARY 4, 2007.**

Park District President Thomas Feeney called the meeting to order at 5:05 p.m., and the Secretary called the roll as follows:

Present:	Thomas Feeney	President
	Jane Drexler	Commissioner
	Heidi Higgins	Commissioner
Absent:	Chip Kenyon	Commissioner
	Richard Peterson	Commissioner
Others Present:	Brad Burke	Secretary
	Lou Maggi	Superintendent
	Mary Cole	Secretary Burke's Secretary
	Maryann Van Dyke	Finance Administrator

The minutes of the December 7, 2006 meeting were placed before the Board for approval. President Feeney moved to approve the minutes. Commissioner Higgins seconded the motion. Upon voice vote, the motion was approved unanimously 3-0.

Secretary Burke presented the financial report, noting that included with this month's payables is the final payment to Lacrosse coaches because the program extended through the end of December; Holland & Knight's legal fees for tax objections which are shared with the Village; and the payment for audit expense.

Finance Administrator Van Dyke offered additional detail of the payments this month.

Commissioner Higgins moved to approve the payables. President Feeney seconded the motion. The payables were unanimously approved 3-0.

President Feeney turned the discussion to Little Springs summer camp staffing. President Feeney reported that Commissioner Kenyon, Secretary Burke and himself had interviewed the two candidates interested in being camp directors. The candidates seemed to be very competent, and Commissioner Kenyon and President Feeney recommended hiring both candidates. A discussion of salaries ensued. Secretary Burke said a lower amount was plugged into the employment agreements, before the Commissioners for review, because this will be the first year in the director position for both hires. The camp directors last year had been in their position for several seasons, and their respective wages were reflective of the time in the position.

President Feeney said he thought the salary was fair for Mark Drelischarz because he would be employed in the capacity of assistant director; however, Amy Kinsella should be raised since she

would be serving as the camp manager. He felt \$1,300 or \$1,350 would be more fair for the manager.

Commissioner Higgins reported that teachers at Sears School earned \$28.00 per hour for lunch room monitoring. Secretary Burke said \$25.00 for pre-camp work, delineated in the proposed employment agreements, is the same as last year's rate.

Commissioner Drexler expressed her opinion the Park District does not need to match Sears School budget.

Commissioner Higgins said that notes from Mary Johnson, a previous director, said the directors put in 20 to 25 hours of preparation work before camp actually starts. Commissioner Drexler noted total compensation can be addressed through bonuses at the end of the program as has occurred in previous years.

President Feeney said \$28.00 per hour for pre-camp work for Amy Kinsella and \$25.00 per hour for Mark Drelischarz is acceptable.

Commissioner Higgins said she had received Mary Johnson's November to May preparation schedule, which outlines the activities and steps that need to be accomplished between now and the beginning of camp.

Commissioner Higgins said the assistant director earned \$3,600 last year. President Feeney said the director typically earns more than the assistant director. Commissioner Higgins said the director's salary was \$4,875. President Feeney noted these two employees would be new to their positions this year. He suggested \$1,250 for the assistant director per pay period, and \$1,400 for the director per pay period. Commissioner Higgins said she was comfortable with \$1,300 for the assistant. President Feeney responded \$1,250 is appropriate for an assistant in their first year in the position.

Commissioner Drexler reiterated differences in compensation can be addressed via bonuses at the end of camp. Discussion regarding compensation for the two camp positions followed.

President Feeney made a motion to pay the assistant director \$1,250 per pay period for three periods. Commissioner Higgins seconded the motion, which was unanimously approved 3-0.

President Feeney made a motion to pay the director \$1,450 per pay period for three periods. Commissioner Drexler asked if the director actually has more work than the assistant director. President Feeney explained the director does work longer hours and has more responsibility.

Commissioner Higgins said the Board should let them know what their duties are. It should be written out. President Feeney agreed the Park District should be more precise in outlining its expectations of the employees in these two positions. Commissioner Higgins said she will work with President Feeney on writing out their duties.

Secretary Burke said he would be able to provide assistance with the duties. Secretary Burke noted staff plans to meet with the two new employees to discuss responsibilities and expectations. He said Amy Kinsella has been provided all camp files from last year from the last director.

President Feeney again moved to pay the director \$1,450 per pay period for three periods. Commissioner Drexler seconded the motion which was unanimously approved 3-0.

Secretary Burke said he is waiting for the background checks to come through, and once those have been received their formal employment will be confirmed.

President Feeney suggested the Park Board needed to discuss the start and end dates for camp. The Board looked at the Sears School calendar. President Feeney said the camp should not go into August. He suggested starting on June 18th and conducting counselor training on June 14, 15 and 16. President Feeney suggested running the first three-week session of camp from June 18th to July 6th, and the second three-week session from July 9th to July 27th.

Superintendent Maggi asked when registration would be held since he is already receiving inquiries. Commissioner Higgins said registration should begin this month and be due before Spring break.

President Feeney said the fees should remain the same as last year. He also asked about updating applications for counselors and volunteers.

Secretary Burke said he would send the job offers on Friday, January 5, 2007.

More discussion about the summer camp program followed

Commissioner Higgins briefly reported on the basketball program. Secretary Burke said the signed employment agreement with Bill Doll was received by the Park District office today. He said the coaches and referees had to sign waivers to allow for background checks as demanded by state law.

Finance Administrator Van Dyke said they also had to be checked by the Department of Children and Family Services as per State law. Commissioner Drexler said the Park District has been fined before for not following certain employment regulations; therefore, the District needs to be careful to meet all requirements for employing staff.

Ms. Van Dyke said all the camp counselors last year underwent background checks. Secretary Burke said it is a legal requirement for all employees of the Park District; however, he would check to see if background checks are necessary for volunteers.

Commissioner Higgins asked if the referees also had to be checked. Secretary Burke said anyone the Park District pays and who works with children has to have a background check. The consequences for not performing the checks would be a violation of state law and result in potential increases in the Park District's liability insurance.

Commissioner Higgins reported she received the T-shirts for basketball, and they are larger than last year's which were undersized. She said she has the bill for them. Finance Administrator Van Dyke asked for a copy of the receipt so she could reimburse Commissioner Higgins.

Superintendent Maggi said he is ahead of schedule on trimming because of the mild weather. He also thanked the Board on behalf of himself and his crew for the Christmas bonuses.

Commissioner Drexler announced that it is her last meeting. She is going on vacation, and then her term as commissioner is up. The Board and staff said they will miss her and wished her luck.

Commissioner Drexler made a motion to adjourn. Commissioner Higgins seconded the motion, and the meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Mary Cole