

Winnetka Park District

Prospective Candidate Information





Dear Prospective Park Board Candidate,

Thank you for your interest in serving the Winnetka Park District as a member of the Board of Commissioners. Board service is a meaningful opportunity to contribute to the quality of life in our community, and we commend your willingness to explore this important role.

Serving as a Commissioner is both an honor and a significant commitment. Board members play a critical role in setting policy, establishing the District's strategic direction, ensuring financial stewardship, and representing the interests of the community.

Commissioners are expected to dedicate time and energy to prepare for and attend regular and special Board meetings, participate in committee work, engage with residents, and attend community events. In addition, Board members must adhere to applicable laws and regulations, including the Illinois Open Meetings Act and Freedom of Information Act, and uphold high standards of ethical conduct, transparency, and accountability in all District affairs.

The Winnetka Park District has a long-standing tradition of excellence, built on strong partnerships between the Board and staff, and a shared commitment to serving the community. The Board sets the tone for governance and helps shape a vision that ensures the continued success and sustainability of our parks, programs, and facilities.

To support you in understanding this role, we have developed a collection of resources and materials that provide further insight into Board functions, governance practices, and expectations. While this information is not exhaustive, it is intended to offer a helpful introduction as you consider candidacy. We encourage you to review these materials carefully and reflect on the responsibilities of Board service. The most up to date resources can be found on the Park District Website at www.winpark.org. Additional resources are linked below:

[Comprehensive Master Plan](#)
[Board Policy Manual](#)
[Winnetka Park District Ordinances](#)

Should you have any questions or wish to learn more, we welcome the opportunity to connect with you. Thank you again for your interest in serving the Winnetka Park District and for your commitment to the community.

Sincerely,

Shannon Nazzal
Executive Director



PROSPECTIVE CANDIDATE PACKET

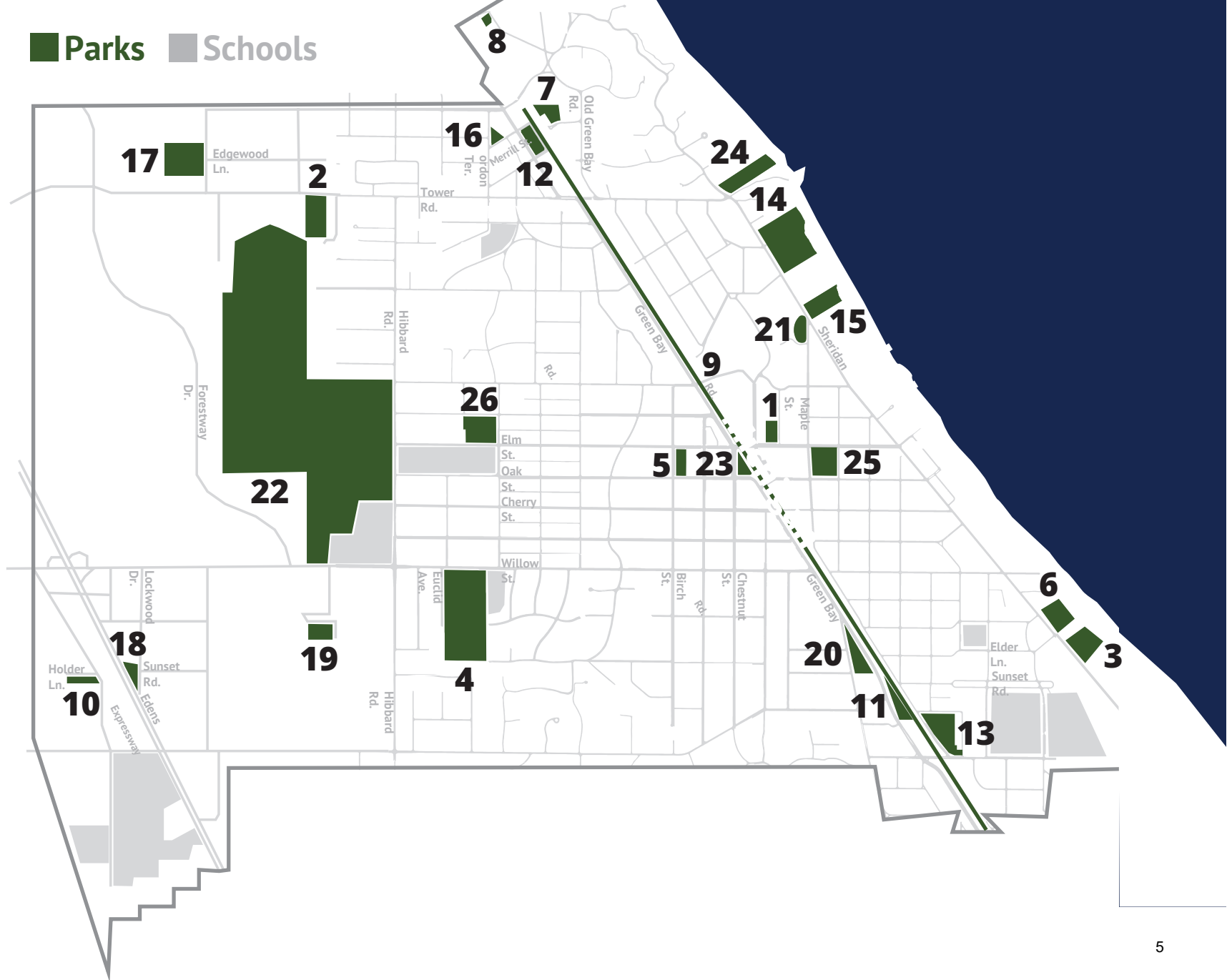
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Winnetka Park District

■ Parks ■ Schools





Winnetka Park District

Parks without Playgrounds

Park	Address	Acres	Basketball Courts	Bike Racks	Bocce Ball Courts	Com Hole / Bean Bag Toss	Leashed Dogs Allowed	Outdoor Ice Skating	Lake Frontage	Parking Spaces	Pier Fishing	Ping Pong Tables	Restrooms	Sailboat Storage/Launch	Shelter	Splash Pad Sprayground	Swimming Beaches	Wooded Natural Areas
1 Arborvitae Park	713 Elm Street	.09					•											
2 Bell Woods	1380 Tower Road	2.57					•											•
3 Centennial Park / Beach	225 Sheridan Road	5.30		1			•		•	11								
4 Crow Island Woods	1140 Willow Road	17.12					•			10			•		•			•
7 Franklin Dunbaugh Park	1035 Hubbard Place	1.42					•											•
9 Green Bay Trail	400 Maple Street	9.38		1														
11 Hill Road Park	240 Green Bay Road	.30					•			9								
14 Lloyd Park / Boat Launch	799 Sheridan Road	10.24							•	65			•	•				•
15 Maple Street Park / Beach	725 Sheridan Road	2.87		1					•	14	•		•				•	
16 Merrill Park	1101 Merrill Street	.13					•											
19 Parks Service Center	1380 Willow Road	1.17								17								
20 Robert E. Burke Memorial Park	265 Church Road	.23					•											
21 Sheridan Park	720 Sheridan Road	1.20					•											
23 Station Park	754 Elm Street	.83					•			37								
26 West Elm Street Park	1155 Elm Street	3.74					•											

Parks with Playgrounds

Park	Address	Acres	Basketball Halfcourts	Bike Racks	Bocce Ball Courts	Com Hole / Bean Bag Toss	Leashed Dogs Allowed	Outdoor Ice Skating	Lake Frontage	Parking Spaces	Pier Fishing	Ping Pong Tables	Restrooms	Sailboat Storage/Launch	Shelter	Splash Pad Sprayground	Swimming Beaches	Wooded Natural Areas
5 Dwyer Park	521 Birch Street	1.23		3		2						•			•			
6 Elder Lane Park / Beach	299 Sheridan Road	4.31		1					•	65	•		•				•	
8 Glencoe Park	156 Glenwood Avenue, Glencoe	.39																
10 Happ Road Park	1722 Holder Lane, Northfield	.38	2															
12 Hubbard Woods Park	939 Green Bay Road	1.84		3	2			•		10			•		•	•		
13 Indian Hill Park	131 Wilson Street	3.36		2				•					•		•			
17 Nick Corwin Park	1550 Edgewood Lane	6.05		1						29			•					
18 Northfield Park	240 Lockwood Avenue, Northfield	1.99	1	1				•		3								
22 Skokie Playfield	540 Hibbard Road	162.03		2				•		362			•					
24 Tower Road Park / Beach	899 Sheridan Road	3.87		3					•	54	•		•		•		•	
25 Village Green	525 Maple Street	3.34																

1.01 HISTORY

Winnetka – The Land of Beautiful Parks

February 4, 1904, marked the first meeting of the Park District Board of Commissioners (“Park Board”). Attendees included Rev. Haarth, President; George Baker, Commissioner; Charles Thorne, Commissioner; C.W. Coman, Commissioner; H.A. DeWindt, Commissioner; Max Meyer, Treasurer; and Mary Busscher, Secretary. Tax funds were not available, so the commissioners formed a syndicate, which collected \$8,548.30 to purchase what is now Station Park, and loaned the Park District \$300 for expenses. In June, 1904, the Winnetka Park District (“Park District”) acquired said park land through a referendum, and by August repaid the commissioners with interest.

Today, the Park District owns, operates or maintains 26 park sites totaling 242 acres of park land within its boundaries. One of the most interesting and extensive land acquisitions is a 142-acre tract at Hibbard Road and Elm Street. Presently, it is one of the most valuable pieces of land in Cook County. The Park District acquired this tract when F.W. Burlingham donated it to the Park District. There, a baseball diamond was laid out and the Park Board later acquired the adjoining 40 acres.

In 2011, the Park Board initiated significant improvements at Skokie Playfield, based on the 2010 adopted Skokie Playfield Master Plan. This included a four (4) million gallon underground stormwater storage vault, synthetic turf fields and driving range renovations. This project was completed and open for public use in 2013.

The Park District acquired the 6.05-acre site (then known as Edgewood Park) from Winnetka Public School District 36 in 1953. In 1988, the park was renamed Nick Corwin Park in memory of Nicholas Brent Corwin. This park offers a playground, soccer fields, picnic tables, benches, bike racks, drinking fountains, and off-street parking. In October 2023, the park unveiled a newly designed, nature-themed playground—complete with shaded canopies, an adaptive swing, sand cove, and updated equipment compliant with modern safety and accessibility standards. In 2024, irrigation was added to the sports fields to allow for better playability.

Lake Front Acquisitions and Beaches

Early settlers gradually bought the desirable and expensive lakefront properties for homes. They acquired riparian rights and reserved the adjoining beach areas for their own private use. This left very few public beaches, and the only truly accessible public beach was Tower Road Beach.

In 1905, the Park Board identified the need to acquire more beach front property. They sought to purchase more beaches along Sheridan Road at the north end of Maple Street for what is now Maple Street Beach. A referendum was passed to purchase the entire piece of property. Through the ingenious efforts of W.C. Boyden, the commissioners were able to pay \$28,250 at the rate of \$120 per foot of frontage to purchase the property. His unique idea was to sell subscriptions for the purchase of this park, similar to the method used in buying Station Park, therefore lowering

the cost by about \$4,000. Although “Lake Front Park” (now called Maple Street Park) was bought in 1905, most improvements to the park were delayed until 1910.

In 1910, a beach house was built, and Maple Street Beach was officially opened for swimming.

In 1958, a small beach at the end of Elder Lane was officially opened for public use.

In 1961, the Park Board acquired 720 feet of lakefront, south of the Tower Road Power Plant, as well as ten (10) acres of wooded land now known as Lloyd Park. A bond referendum was passed to finance the purchase. The property was developed for \$475,000; \$345,000 was for the acreage, and the remaining \$130,000 was for a beach house, maintenance, park attendants, boat-launching facilities, boat racks, lifeguards, and park and picnic grounds. Lloyd Park officially opened July 15, 1963.

In 1969, the Park Board purchased for \$550,000 its fifth lakefront property between Sheridan Road and Fuller Lane, named Centennial Park. The park is comprised of five acres.

In 2016, the Park Board unanimously approved the Winnetka Waterfront 2030: Lakefront Master Plan, resulting from a planning process led by a citizens committee to improve and enhance the parks and beaches at each of the five lakefront properties.

Since the approval of the Winnetka Waterfront 2030 Plan, the Park District has completed improvements to several lakefront parks. In 2019, the beach boardwalk at Maple Street Beach was replaced. Tower Road improvements completed in 2021 included an ADA overlook, bluff access stairs, mid-bluff viewing platform, bluff and upper park land restoration. A headland breakwater system with improvements to the boat storage area, lower parking lot, beach access and boardwalk, not-motorized storage racks, and beach access ramp were completed at Lloyd Beach in 2021.

Golf

In 1915, forty (40) acres known as Skokie Playfield was purchased. The Park Board decided to set aside thirty (30) acres of this tract for a nine-hole golf course. Construction of the course began in early 1916 and opened for play in July of the following year.

In immediate success, the Park Board recognized the need for a larger course. In 1916, forty (40) additional acres were acquired through a generous donation by Mr. and Mrs. Ayers Boal Sr. and an additional nine holes was created. In 1919, a full 18-hole golf course opened to the public.

In 1932, the need for a new golf clubhouse was identified. Architects were hired and the clubhouse opened in June, 1934. Improvements to the course were made throughout the next thirty (30) years to include paths, water fountains, drainage, and irrigation.

In 1959, the Park District and the Village of Winnetka signed a lease for the west half of a forty (40) acre tract located north of Willow Road and west of Hibbard Road for the construction of a Par 3, nine-hole golf course.

In 1982, the Park District created a long-range master plan for its golf operations. The plan called for a complete renovation of the 18-hole championship and Par 3 golf courses over a 10 - 15 year period. After the master plan was adopted, the leased Par 3 land was purchased from the Village of Winnetka in 1985.

In 1985, a 30-station driving range was built. Lights were added in 1997.

In 1991, the current clubhouse was constructed.

In 1993, the Park District purchased the “Morrow Property”, a residential home nestled amongst the fifth hole on the Par 3 Golf Course. The space was later developed to accommodate a winter sled hill in 2013.

In 2007, work began on a comprehensive facelift to the 18-hole championship course. Major improvements included a new triple-row irrigation system, new pump house, eight new tee complexes and 18 new (or renovated) bunkers.

A major renovation of the driving range was undertaken in 2014 which consisted of new target greens, tee boxes and accommodations to improve stormwater flood control. At that time, the lights were removed as part of the construction.

In 2015, the Park District collaborated with the Village of Winnetka on planning for further stormwater improvements underneath the golf course. An Intergovernmental Agreement (IGA) with the Village was established in 2020 to place underground stormwater storage at the golf course which further led to course renovations. These renovations were started in 2022 and completed in late 2023, and included installation of additional ponds, renovated creeks and golf course improvements to help with playability of the course. The course opened to the public in August 2024.

Tennis

In 1962, one of the first indoor tennis facilities in the Chicago area was built in Winnetka. It contained two clay courts, dressing rooms and spectator seats. The funds for construction were provided by Mr. and Mrs. Arthur C. Nielsen Sr., “as a means of expressing their appreciation of the privilege of living in Winnetka since 1922.”

In anticipation of high demand, the structure was designed to facilitate more indoor courts. In 1964, two more courts were added.

The courts were overwhelmingly popular, and the facility was unable to meet demand. The solution was to double the existing number of courts. Construction funds were again provided by Mr. and Mrs. Arthur C. Nielsen, Sr., and the construction of four additional courts and support facilities were completed in 1975. The new tennis facility was named in honor of Mr. and Mrs. Arthur C. Nielsen, Sr., thanking them for their significant generous support.

In need of a major renovation, the Park Board implemented a \$2.0M buildout in 2013 to update the existing facility with the addition of a lobby area and new tennis lounge.

Outdoor tennis courts were constructed in 1960 adjoining the indoor complex. The total number of exterior courts grew to twelve (12) and had served as center stage for the annual USTA Nielsen Pro Tennis Championship Tournament from 1984 through 2019.

In 2016-2017, outdoor tennis courts 8-12 were completely renovated through a generous donation from the Theodore Eckert Foundation.

Ice

IA regulation-size ice hockey rink was constructed in 1939 at Indian Hill Park. It was moved to the Skokie Playfield in 1950 and lighted.

A small ice rink was built in 1941, east of the current tennis courts at Skokie Playfield, and later enlarged to the size of a tennis court. When additional outdoor tennis courts were built in 1960, the rink was moved inside the north bank of the outdoor courts.

I The Winnetka Skating Association conducted a community survey in 1969 revealing that ice skating was ranked third in popularity, just behind swimming and golf. A total of 76% of residents interviewed had a favorable opinion toward the building of an indoor skating facility.

In 1970 and 1971, the Winnetka Caucus platform recommended the Park Board consider building an indoor ice rink financed through the sale of revenue bonds. The Park Board moved forward with the sale of \$500,000 of revenue bonds to finance such a facility. The Winnetka Ice Arena was completed in the summer of 1972.

The first year of operation proved highly successful. A sufficient surplus was generated, and the Park Board approved the sale of an additional \$120,000 of revenue bonds in 1973 to finance improvements in the facility consisting of Plexiglas enclosures above dasher boards, construction of bleachers, remodeling of the locker room and refreshment booth. Operations during 1974 and 1975 did not produce sufficient revenue to meet interest payments and scheduled bond principal retirement.

Between 1975 and 1979, the demand for more ice time for hockey and figure skating increased significantly. During the same time period, the rise of utility rates increased so fast that the revenue

from usage could not keep up with the increase in operating expenses. The program and user fees were not able to cover the operating costs and bond retirement. The ice arena was barely meeting operating costs and was falling behind in the reserves needed to retire the revenue bonds.

In 1979, 1981 and 1983, the Park Board and a citizen committee sent letters to revenue bond holders asking them to donate their bonds as a community service to help relieve the financial problem. The community answered the call for financial help by donating more than \$250,000 in revenue bonds. An additional \$150,000 was generated by golf tournaments, skate-a-thons and cash contributions.

By 1990, the arena's financial condition had improved. Operating costs as well as capital improvements were funded by revenues, with a sufficient surplus and reserves set aside.

The arena underwent a substantial renovation in 2000. Major elements of this upgrade included replacing the ice surface floor and refrigeration system.

With community demand for a reliable outdoor ice skating opportunity, a fundraising effort was undertaken to finance an adjoining artificial ice rink on the south side of the indoor ice facility. This rink opened to the public for the first time in the winter of 2014. In 2022, the outdoor artificial rink was removed and not replaced.

Platform Tennis

In 1974, members of the Winnetka Tennis Association asked the Park Board to consider constructing two outdoor paddle (or platform) tennis courts. A feasibility study was conducted in 1975.

In 1976, the Winnetka Paddle Tennis Committee of the Winnetka Tennis Association presented the Park Board \$20,873. The funds were raised through the sale of advance season membership, permanent court times and gifts, and were used for the construction of courts one and two.

A third and fourth court were constructed in 1977 and 1978 respectively. Two more courts were added in 2007 and in 2023, an additional two courts were constructed to bring the court total to eight.

In need of replacement, the original paddle facility was replaced in 2004 with the current structure. This major initiative was partially funded by the Winnetka Paddle Tennis Club, which boasts the largest membership of its type in the country.

The Park District parks and facilities are well maintained and have inviting appearances. The Park District's parks, facilities, programs, and services attract newcomers to the community. This vitality supports home sales and increases the value of Winnetka property. The Park District's substantial

land holdings, broad distribution of park land, and wide range and quality of program offerings help to make the Park District a top district for its size.

2.02 PHILOSOPHY OF THE DISTRICT

Leisure opportunities – whether structured or self-directed - promote individual well-being, social connection, creativity, and lifelong learning. The provision of opportunities for the healthy and constructive use of leisure time is essential to a democratic society. Inclusive, equitable access to recreation supports the self-worth of every individual, encourages civic participation and contributes to the overall health and sustainability of our community.

The provision of recreation services creates positive opportunities for: (i) building meaningful relationships; (ii) the cultivation of leadership and civic engagement; (iii) developing life skills and confidence; and (iv) fostering shared responsibility and stewardship for public spaces.



mission, vision + values

winnetka parks cares

OUR MISSION

Our mission is to provide a balance of quality recreation and leisure opportunities while protecting assets, natural resources, and open space to benefit present and future generations.



COMMUNITY



ACCOUNTABILITY



RESPECT



EXCELLENCE



SUSTAINABILITY

OUR VISION

To enrich our community by preserving natural resources and open spaces, providing quality recreational opportunities, and maintaining recreational spaces that support healthy, active lifestyles for residents of all ages and abilities.

OUR VALUES

- C Community.** Engage with our community to understand evolving needs, ensure equitable access, and deliver inclusive programs, services, and spaces.
- A Accountability.** Operate with integrity and transparency, communicate openly, and hold ourselves accountable for outcomes and resources.
- R Respect.** Foster respect and inclusion by valuing diverse perspectives and treating all individuals with dignity and professionalism.
- E Excellence.** Deliver high-quality services through innovation, continuous improvement, and responsiveness to community needs.
- S Sustainability.** Practice responsible stewardship of our parks, facilities, and environment to support long-term financial and ecological health.

4.14 PRIMARY FUNCTION OF THE BOARD

The Park Board's major function is to establish policy through the majority vote at duly called and authorized Park Board meetings. Through its policy-making functions, the Board determines fiscal procedures, personnel matters, operational procedures, fees and charges, land dispositions, and facility development. Specifically included in the above items are the following:

- A. To provide for the levy of taxes pursuant to the authority granted by Illinois Statute. Such levies shall provide for the various operational concerns by fund so that sufficient revenue is generated to provide for quality parks and recreational services.
- B. Decide upon the proper use of funds generated by revenue-producing facilities after operational needs are satisfied and enact periodic adjustments in the operational policies of said revenue-producing facilities to ensure proper and meaningful controls for the benefit of the entire District and not just the revenue-producing facility itself.
- C. The Board should employ an Executive Director of the Park District as the District's chief executive officer, upon whom the Board places its reliance and authority for the judicious administration of the day-to-day operation of the Park District. The Executive Director of the Park District shall be charged with executing the Board's policy, enforcing its rules and regulations, and acting as an advisor to the Board by preparing or causing to be prepared written reports for the Board, which recommends a course of action.
- D. The Board shall adopt and periodically review a set of rules and regulations affecting all full-time, part-time and seasonal personnel in a document known as the "Personnel Policy Manual."
- E. The Board shall continually monitor the operational procedures of the Park District and make additions or alterations to said procedures at duly called and authorized Board meetings. The individual Board members shall keep themselves informed of the activities and functions of the District by observation, comments from its citizenry, and reports presented by the staff of the Park District. The Board shall act decisively on issues brought before it, in the best interest of the District as a whole.

Park Board members should make decisions involving the welfare of the community as a whole based on study and evidence rather than on feelings, prejudices, personal opinions, or other similar subjective factors. Such judgment requires mutual considerations of varying points of view before final action is taken.

Park Board members should accept the principle of Board unity and the subordination of personal interests by accepting and supporting majority decisions of the Board and identifying themselves with Board policies and actions.

- F. The Board shall be responsible for establishing the operational philosophy of recreational programming for the Park District and setting fees and charges, to be

approved at a duly authorized and attended Board meeting.

- G. The Board shall recognize that land acquisition is of primary importance to the provision of leisure services and the proposition that open space, judiciously placed, produces benefits for active and passive use. Accordingly, the Board may prepare and periodically update a land acquisition plan, supported by a set of land acquisition criteria which will assist in evaluating various parcels.

Cooperative ventures with local, county, state, regional, and national levels of government should be recognized as important and integral processes toward the orderly acquisition of parcels which otherwise may be too costly for one agency to purchase. Various state and federal land grant programs should be viewed as a vehicle for financial assistance. Such grants must be reviewed carefully for terms and conditions, which may be considered unreasonable or unduly restrictive.

- H. The Board shall direct itself to the establishment and continual care of a well-rounded and broadly based park system, recognizing the diverse needs and interests of the District's constituency.

- I. Board Member Code of Ethics

As a member of the Board Team, I will:

1. Listen carefully to my Board colleagues.
2. Respect the opinion of fellow Board members.
3. Respect and support majority decisions of the Board.
4. Recognize that all authority is vested in the full Board only when it meets in compliance with all laws.
5. Keep well-informed about developments relevant to issues that may come before the Board.
6. Participate in Board meetings and actions.
7. Bring to the attention of the Board any issues I believe will have an adverse effect on the agency or those we serve.
8. Attempt to interpret the needs of those we serve to the agency, and interpret the actions of the agency to those we serve.
9. Refer complaints to the proper level on the chain of command.
10. Recognize that my role is to ensure that the agency is well-managed, not to manage the agency.
11. Represent all those whom this agency serves, not just a particular geographic

area or interest group.

12. Consider myself a "trustee" of the agency and do my best to ensure that it is well-maintained, financially secure, growing and always operating in the best interested of those we serve.
13. Always work to learn how to do my job better,
14. Declare conflicts of interest between my personal life and my position on the Board, and abstain from voting or discussion when appropriate.

As a member of the Board, I will not:

1. Criticize fellow Board members in or out of the Board room.
2. Use the agency for my personal or business advantage or for the advantage of my friends or relatives.
3. Publicly disclose confidential information or closed session proceedings, including but not limited to records, communications, or deliberations that are exempt or prohibited from disclosure under the Illinois Freedom of Information Act (5 ILCS 140/7), the Illinois Open Meetings Act (5 ILCS 120/2) or other applicable law.
4. Promise before a meeting how I will vote on any issue.
5. Interfere with the duties of the Executive Director or staff or undermine the administrator's authority with staff members.
6. Publicly disclose the content or purpose of any preliminary or draft version of an agenda and related meeting materials, including but not limited to items for discussion, staff memos, reports, contracts, ordinances and resolutions, prior to the public posting of the agenda for any regular, committee and special meetings.

4.03 OFFICERS & APPOINTMENTS; DUTIES

The officers of the Winnetka Park District shall be a President and Vice President, elected from among the duly elected or appointed Commissioners. The Board shall also appoint a Secretary and a Treasurer, who may or may not be members of the Board.

All officers shall be elected or appointed by the Board at the Annual Meeting, as provided in Section 4.18, and at such other times as a vacancy occurs. Each officer shall serve until the next annual meeting or until a successor is chosen. In the case of a temporary absence or inability of any officer to perform the duties of the position, the Board may appoint an officer pro tempore or a temporary chairperson for supervising meetings.

The Board of Park Commissioners shall appoint the Executive Director and the Park District Attorney, neither of whom shall be members of the Board.

4.05 DUTIES OF OFFICERS

President

The President shall be the chief executive officer of the Board. The President shall preside at all meetings when present and shall sign contracts and other documents authorized by the Board.

Vice President

The Vice President shall perform the duties of the President in the absence of the President or in the event of the President's refusal or inability to act.

Secretary

The Secretary shall keep the corporate seal and all books and records of the Board and pertaining to such office. The Secretary shall attest and affix the corporate seal to all instruments requiring such action when authorized by ordinance or vote of the Board and shall ensure that all ordinances, resolutions, and other actions of the Board requiring publication are duly published. The Secretary shall give notice of and attend all meetings of the Board and keep a full and accurate record of its proceedings, including all ordinances passed. In the absence or inability of the Secretary to perform these duties, the Assistant Secretary shall act in the Secretary's place.

Treasurer

The Treasurer shall serve as the principal advisor to the Board in all financial matters and shall publish a Treasurer's Report. The Treasurer shall receive and deposit all District funds, and any other funds under the Board's control, in one or more banks or other financial institutions designated by the Board and authorized by Illinois law and Park District policy. The Treasurer shall maintain accurate books of account recording all receipts, disbursements, assets, liabilities, and fund balances of the District.

The Treasurer shall disburse funds as authorized by the Board and consistent with the annual budget, any budget amendments, or as otherwise authorized by Board policy. The Treasurer shall provide the Board with a monthly report of receipts, disbursements, and the District's financial condition. The Treasurer shall prepare an Annual Treasurer's Report and the Certificate of Estimate of Revenues by Source, in each case as required by law.

Assistant Secretary

The Assistant Secretary shall perform the duties of the Secretary when the Secretary is absent, unable to act, or as otherwise directed by the Board. In carrying out such duties, the Assistant Secretary shall have the same authority as the Secretary, including attesting and affixing the corporate seal, giving notice of and attending meetings, and keeping a full and accurate record of Board proceedings.

Additional Duties

In addition to the duties specified above, each officer shall perform such other duties as may be required by law or as directed by the Board.

4.19 OFFICER TERM LIMITS

No member of the Board elected to the position of President or Vice President shall serve in that same capacity for more than two consecutive one-year terms.

The current Vice President may be nominated or elected to the position of President. However, a sitting President in their first or second term shall not be eligible for nomination or election to the position of Vice President. A Board member who has served as President shall be eligible for nomination and election to either position after a one-year absence from the President position.

The appointed officers of Secretary, Treasurer and Park District Attorney shall each serve for a term of one year, with no limit on the number of terms they may be reappointed.

4.13 COMPENSATION OF COMMISSIONERS, OFFICERS AND EMPLOYEES

Commissioners shall not receive compensation for their services to the Park District, including service as officers of the Board, in accordance with 70 ILCS 1205/4-1. If the Board appoints individuals who are not members of the Board to serve as Secretary or Treasurer, those officers may receive compensation as determined by the Board. Employees of the District shall receive compensation as established by the Board from time to time.

4.01 ORGANIZATIONAL STRUCTURE

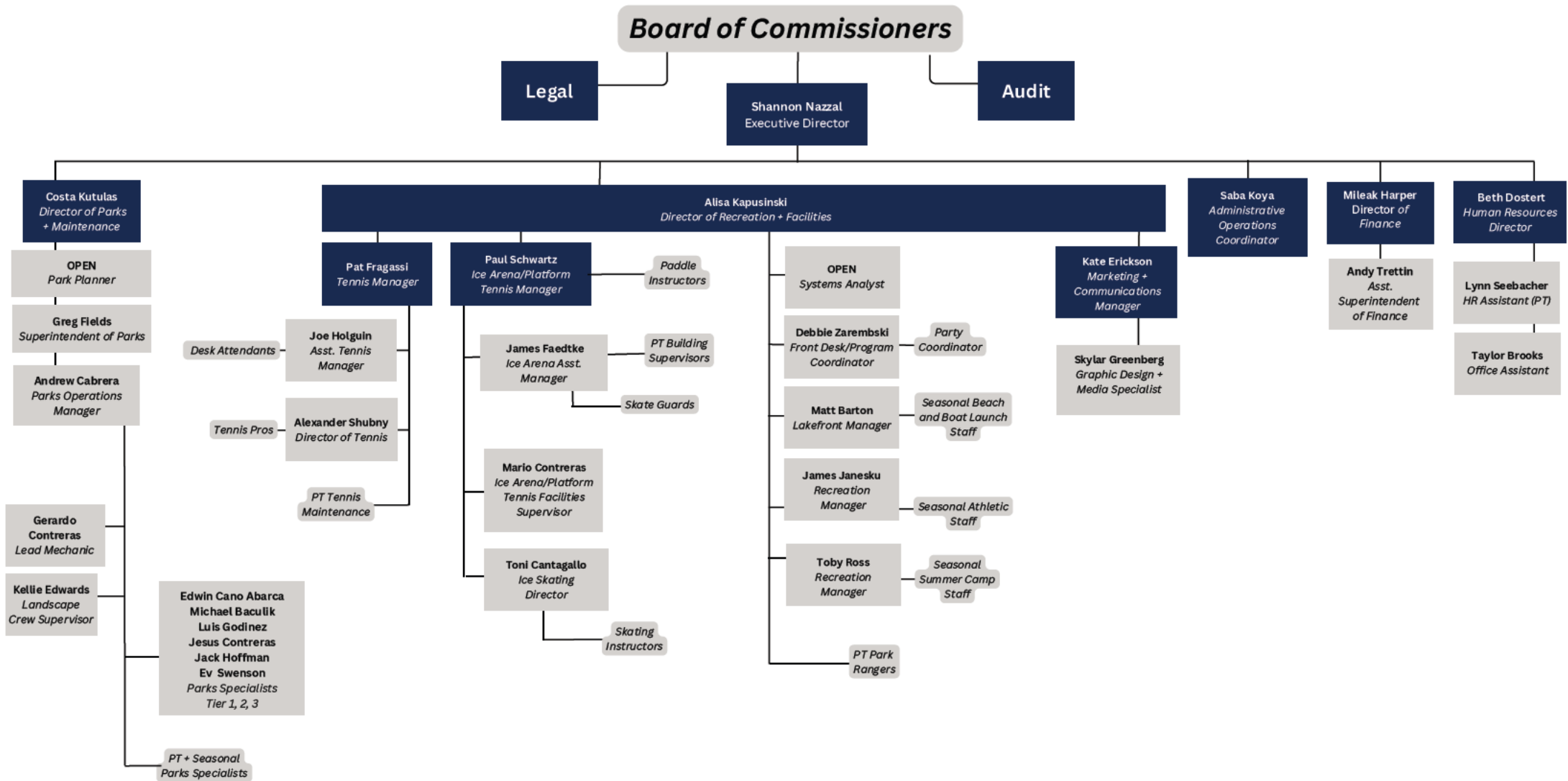
The organizational structure of the Winnetka Park District shall be presented and approved annually by the Board as part of the District's budget process. This structure reflects the flow of authority and accountability within the District.

The community is the foundation of the District's governance, electing the Board of Park Commissioners to represent its interests and set policy in accordance with applicable law. The Board, acting as a collective body, appoints the Executive Director to manage and direct all District day-to-day operations.

The Executive Director serves as the chief administrative officer of the District, reporting directly to the Board. The Executive Director shall maintain professional working relationships with the Board's appointed attorney and independent auditor, who are engaged by and report directly to the Board, to support the District's legal compliance and financial accountability.

Operational departments and staff report to the Executive Director through a management team structure designed to deliver programs, services, and facilities that meet community needs and implement Board policies. While specific position titles and reporting lines may vary from year to year, the approved annual budget shall depict the current operational organization of the District.

Winnetka Park District Organization Chart



4.21 MEETINGS OF THE BOARD

Regular Meetings

The regular meetings of the Board shall be on the fourth Thursday of each month unless otherwise specified by the Board.

Special Meetings

The President shall call special meetings whenever deemed necessary or upon the request of two or more Board members. Any Board Member may request a special meeting verbally at a public meeting of the Board or in writing.

All special meetings shall be noticed and posted in accordance with the Illinois Open Meetings Act, including the requirement that notice and agenda be provided at least forty-eight (48) hours in advance, unless the meeting is a bona fide emergency.

Continued (Adjourned) Meetings

Any regular or special meeting may be adjourned or continued to a later date, provided the continued meeting is not beyond the date of the next regular Board meeting. The Board may consider at the continued meeting any transaction that it might have considered at the original meeting.

Place of Meetings

Meetings of the Board shall be held at the Winnetka Park District Administrative Offices, located at 540 Hibbard Road, Winnetka, Illinois, unless the Board determines that another location within the District is appropriate and permitted by law.

Distribution of Materials

Board meeting packet materials will be distributed to Board members in advance of meetings to allow adequate time for review. Draft packet materials will be provided to Board members on or about the Friday prior to the regularly scheduled meeting. Draft packet materials will be provided to Board members as soon as practicable in advance of special meetings. See Policy 4.14 regarding treatment of draft packet materials.

Public Notice and Agenda Posting

Public notice of all meetings shall be given in compliance with the Illinois Open Meetings Act. The schedule of regular Board meetings (including time, date and place) shall be established and approved by the Board annually and posted in accordance with the Act. The schedule of regular Board meetings may create exceptions to any of the regularly applicable rules in this Policy, subject to the Open Meetings Act.

Agendas for regular and special meetings, unless held due to a bona fide emergency, shall

be posted at the District's principal office, at the meeting location, and on the District's website at least forty-eight (48) hours in advance of the meeting. The Board Secretary shall ensure that at least one copy of any notice and agenda for a meeting is continuously available for public review during the entire 48-hour period preceding the meeting. In the event of a bona fide emergency meeting, notice shall be given as soon as practicable.

Media Notice.

Copies of public notice shall be supplied to any news media that have filed an annual request for such notice and shall be provided in the same manner as notice is given to Board members.

4.37 BOARD MEMBER EDUCATION AND TRAINING

A. MANDATORY TRAINING

All newly elected and appointed Board members shall complete state mandated training required under the Illinois Open Meetings Act (OMA) within ninety (90) days of taking the oath of office or appointment. The District shall maintain proof of completion.

Within ninety (90) days of taking the oath of office or appointment, Board members shall also complete non-discrimination and harassment prevention training consistent with District policy and applicable law.

Board members shall complete ethics training periodically, which shall include review of the District's Ethics Ordinance and applicable state ethics laws.

Board members shall complete cybersecurity awareness training upon assuming office and periodically thereafter, as determined by the District, to support the protection of District information systems and data.

The Board may require additional Board member training from time to time as necessary to ensure compliance with applicable law, risk management standards, or governance best practices.

B. BOARD ORIENTATION

All newly elected and appointed Board members shall participate in a Board orientation as soon as practicable after the certification of election or appointment to the Board.

New Board members shall be provided with a Board Member Orientation Manual. The Manual shall include, at a minimum, the Board policy manual, relevant governance and procedures documents, the current annual budget, organizational chart, key financial and operational information, and other materials deemed appropriate by the Board President and Executive Director. Board members shall acknowledge receipt of the Orientation Manual in writing.

C. CONFERENCES AND CONTINUING EDUCATION

The District recognizes the value of continuing education for Board members and encourages participation in professional development opportunities that strengthen governance, enhance knowledge of parks and recreation operations, and support the District's mission. Opportunities to attend professional conferences, workshops, seminars, and related programs may be provided at District expense when such attendance is determined by the Board to be beneficial to the District.

Qualifying opportunities include but are not limited to the annual IAPD/IPRA conference, IAPD legislative events, legal symposiums, accreditation-related events, and other programs or functions relevant to park district governance or operations.

1. BUDGET PROCESS

During the annual budget process, the Executive Director shall solicit interest from Board members regarding anticipated conference or training attendance so that costs may be considered in the development of the budget. Inclusion of estimated funds in the budget does not constitute authorization to incur expenses without prior Board approval.

2. REQUESTING APPROVAL

Board members may request approval for up to two (2) professional development events per fiscal year at District expense. Requests beyond two events per fiscal year require a separate Board vote and shall not be placed on the consent agenda.

Requests shall include an itemized estimate of anticipated costs including registration, travel, meals, and lodging. Requests to attend programs per this policy shall be submitted in advance and not less than thirty (30) days prior to the event. Requests submitted with less than thirty (30) days' notice may still be considered provided placement on a Board agenda prior to the event is possible. Expenses incurred without prior Board approval shall not be eligible for reimbursement. A Board member who incurs expenses prior to receiving Board approval does so at their own financial risk.

3. APPROVAL AND REIMBURSEMENT

Attendance by Board members shall require prior approval by the Board, even if funds have been included in the annual budget. Requests shall be submitted in writing to the Executive Director in accordance with Park District Ordinance No. 602 / 2024-002 (An Ordinance Regulating Travel, Meal, and Lodging Expenses). The Executive Director shall place the matter on a Board agenda for consideration. When a request is consistent with amounts budgeted for Board member professional development and complies with the Ordinance, the Executive Director shall place the request on the consent agenda. Board approval shall include a not-to-exceed amount for total reimbursable expenses associated with the approved event.

All travel, meal, lodging, registration, tuition, and other program-related expenses associated with conference or training attendance shall be governed by and reimbursed only in accordance with Park District Ordinance #602 / 2024-002 (An Ordinance Regulating Travel, Meal, and Lodging Expenses) and the Local Government Travel Expense Control Act.

Only expenses approved in advance by the Board shall be eligible for reimbursement.

When funding or budgetary constraints limit attendance, the Board shall consider equitable participation among Commissioners, relevance of the training to District priorities, and overall fiscal impact when determining approval.

4. OPEN MEETING ACT COMPLIANCE

Board members attending the same conference or training event shall remain mindful of the requirements of the Illinois Open Meetings Act and shall avoid engaging in collective deliberation or decision-making regarding District business outside of properly noticed meetings.

5. REPORTING

Board members attending conferences or training programs shall provide a written or oral report at or before the next regular meeting summarizing relevant information or insights obtained that may benefit the District. Reports shall include confirmation of attendance at the approved event or program. Failure to submit the required report may be considered by the Board when evaluating future attendance requests.

4.40 NON-DISCRIMINATION AND ANTI-HARASSMENT

The Winnetka Park District is committed to maintaining an environment in which all individuals are treated with respect and dignity and are free from unlawful discrimination, harassment, and retaliation. Board members shall conduct themselves in a professional manner and shall not engage in discrimination, harassment, or retaliation prohibited by federal, state, or local law.

A. PROHIBITED CONDUCT

Board members shall refrain from sexual and other harassment. The District will not tolerate sexual or any other type of harassment of or by elected officials. Board members shall not engage in discrimination, harassment, or retaliation based on an individual's actual or perceived protected characteristic, including gender (including gender identity or expression), sex, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status, ancestry, marital status, age, religion, disability, association with a person with a disability, sexual orientation, civil union partnership, order of protection status, genetic information, pregnancy, childbirth or related medical condition, veteran status, unfavorable discharge from military service, military status or any other legally protected characteristic.

B. DEFINITIONS

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act:

Sexual harassment means any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
- (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

For purposes of this definition, the phrase "working environment" is not limited to a physical location assigned to perform duties.

The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort.

Harassing conduct includes, but is not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through texting, e-mail, and social media postings or messaging).

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender or sex. Depending on the circumstances, these behaviors may include, but are not limited to, unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through texting, e-mail, and social media postings or messaging); and other physical, verbal, or visual conduct of a sexual nature.

C. RETALIATION PROHIBITED

Board members shall not retaliate against any individual who reports discrimination or harassment based on a reasonable belief, participates in an investigation, or engages in other protected activity. As stated in Public Act 100-0554, individuals reporting sexual harassment may receive the protections of the Illinois Human Rights Act and Whistleblower protections under the Illinois State Officials and Employees Ethics Act and the Illinois Whistleblowers Act.

D. PROCEDURES FOR FILING A COMPLAINT

Allegations of harassment made by one elected official against another elected official shall be addressed in accordance with Ordinance No. 2024-009 and applicable law.

Complaints involving a board member shall be referred to the President. If the President is the subject of the complaint, the complaint shall be referred directly to District legal counsel.

Allegations shall be thoroughly investigated through an independent review, which may include referring the matter to qualified, independent legal counsel or consultants to review and investigate the allegations as appropriate.

Board members are encouraged to document each incident, including what was said or done, by whom, the date, time and place, and any witnesses. Written records such as letters, notes, memos, texts, social media postings, e-mails, and telephone messages may assist in documenting allegations.

Any board member, even when the discrimination or harassment is not directed at them, may file a complaint. The District strongly encourages prompt reporting so appropriate action may be taken.

In addition to this reporting procedure, the District encourages an individual who believes they are being subjected to harassing, discriminatory, or retaliatory conduct to advise the offender that the offender's behavior is unwelcome and should be discontinued. However, nothing in this policy requires an individual who believes they are being subjected to harassing, discriminatory, or retaliatory behavior to confront the alleged offender prior to filing a complaint.

Nothing in this policy precludes an individual from filing a complaint of discrimination, harassment, or retaliation with the Illinois Department of Human Rights (IDHR), which is the State agency responsible for enforcing the Illinois Human Rights Act (IDHR), the Cook County Commission on Human Rights (CCCHR), the Equal Employment Opportunity Commission (EEOC), or any other appropriate agency. Further, The IDHR maintains a hotline for confidential reports of sexual harassment at 877.236.7703.

Further information regarding the filing of a complaint can be obtained by visiting <https://dhr.illinois.gov/filing-a-charge/employment.html>. The CCCHR maintains a complaint form at <https://apps.cookcountyil.gov/oiig/> and maintains a hotline for confidential reports of sexual harassment at (312) 603-0745.

Board members have the right to contact the Illinois Department of Human Rights (IDHR) at 555 West Monroe Street, Suite 700, Chicago, Illinois 60601, (312) 814-6200 about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the

intake of anonymous phone calls regarding allegations of sexual harassment. Additionally, board members have the right to contact the Equal Employment Opportunity Commission (EEOC) located at 230 S Dearborn St Suite 1866, Chicago, IL 60604, (312) 872-9744.

E. INVESTIGATION

The District shall conduct investigations promptly and in an impartial manner consistent with applicable law. The District will make every reasonable effort to investigate in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality, as the District must be able to fully investigate and take prompt action when necessary.

At no time shall board members involved in the alleged discrimination, harassment, or retaliation conduct the investigation. Investigations may include review of relevant documentation as well as individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge to the allegations. Board members, excluding any victim of alleged harassment, discrimination, or retaliation, are required to cooperate in any investigation consistent with applicable law.

The District shall determine whether a violation has occurred based on the facts and circumstances of each situation and applicable law.

F. ENFORCEMENT

Misconduct constituting harassment, discrimination, or retaliation shall be addressed in accordance with applicable law, Ordinance No. 2024-009, the District's Ethics Ordinance, and other governing authorities as applicable.