



**SPECIAL BOARD MEETING  
REMOTE MEETING HELD VIA TELECONFERENCE**

The President of the Board of Commissioners has determined that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act is not practical or prudent because of the COVID-19 disaster.

*(As permitted by Governor Pritzker's Executive Order 2020-07, 2020-33, 2020-39, 2020-44, and Public Act 101-0640)*

**Citizens may participate in the zoom meeting by going to the following web address:**

<https://us02web.zoom.us/j/85482935175?pwd=YS9tcGIEWjNvK1lPZlBOeEsxNE03Zz09>

For online video access, please use the following Meeting ID and Password when prompted:

Meeting ID: 854 8293 5175

Password: 094510

Alternatively, the meeting may be accessed by telephone at:

1-312-626-6799, If prompted for the following items, please enter:

Meeting ID: 854 8293 5175, followed by the # symbol

Password: 094510, followed by the # symbol

Citizens will be offered an opportunity to speak to the Board during the public comment portion. To facilitate this and not have individuals speaking over one another, the Park District kindly requests that individuals wishing to address the Board via the conference line during public comment notify the Park District via email, as noted below, of their intent to address the Board. Alternatively, citizens may submit public comments by email prior to the Board meeting, to be announced by the Park Board President during the public comment portion of the meeting. Email submissions (notice of intent to speak or comment via email) should be submitted by Noon on Wednesday, October 28, 2020, and sent to [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org).

**Wednesday, October 28, 2020  
5:30 p.m.**

**A. CALL TO ORDER**

**B. COMMENTS FROM THE PUBLIC**

**C. NEW BUSINESS**

1. Approval of Staff Bonuses for FY21

Staff recommends the Board approve \$75,000 for one-time bonuses for qualified staff to be issued in a check during the month of November 2020. **(Roll Call Vote)**

2. Approval to Allow or Rescind Election Day Holiday

Staff recommends the Board evaluate a recent update from the Illinois Association of Park Districts to review its decision to allow or rescind the Election Day Holiday for Park District Staff on November 3, 2020. **(Roll Call Vote)**

**D. DISCUSSION ITEMS**

1. Review Board Policies

- A. Administrative Succession Policy
- B. Compensation of Officers and Employees Policy
- C. Executive Director and Park Board of Commissioners Relationship Policy
- D. Media Policy and Social Media Policy
- E. Primary Functions of the Park District Board
- F. No-Trespass Policy

2. Facility and program plan through 08/2021

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**The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.**

**D. DISCUSSION ITEMS - CONTINUED.**

3. CUSR Summer Programs Report
4. Douglass Recreation Summer Youth Programs Report

**E. COMMENTS FROM COMMISSIONERS**

**F. ADJOURN**



## REPORT TO PARK BOARD

**FROM:** Joe DeLuca, Executive Director

**DATE:** October 28, 2020

**SUBJECT:** Staff Wage Bonuses for Fiscal Year 2021

### Introduction

It has been the policy of the Park Board of Commissioners and the Executive Director to recognize that employees are our greatest resource and to compensate them fairly while being conscious of the Park District's budget. When fully staffed, the Park District employs 81 FT employees, (72 FT1's and 9 FT2's), this includes the Executive Director and CUSR. Currently there are 66 FT1's, and 8 FT2's. This past year the staff have excelled during difficult circumstances and have put their health at risk by coming into work! I feel they have merited an increase so I am recommending the Board approve a bonus to reward full time 1 and 2 staff for their exceptional accomplishments and efforts.

### Prior Board Action

Fiscal Year	% Approved Increase	\$ Approved Increase Pool	
2008-09	4.00%	\$ 90,000	
2009-10	2.50%	\$ 62,965	
2010-11	2.30%	\$ 57,500	
2011-12 <sup>A</sup>	2.20%	\$ 59,343	
2012-13	3.20%	\$ 96,707	
2013-14	3.50%	\$ 90,968	
2014-15	3.00%	\$ 97,000	
2015-16	3.00%	\$ 90,500	
2016-17	2.50%	\$ 73,955	
2017-18	2.50%	\$ 76,188	
2018-19	3.00%	\$ 96,308	
2019-20	3.00%	\$ 96,927	
2020-21		\$ 75,000	One-time bonus check
A	This was a one-time bonus to eligible employees as determined by the Executive Director		
NOTE	Each year wage increases include all FT1 and FT2 positions, except the Executive Director and CUSR staff.		

### Background

Prior to 2005, staff received a cost-of-living (COLA) increase in May and a merit increase in September each year. Staff no longer receive a COLA increase. Merit increases have been used to motivate and compensate employees for their performance.

Staff are holding vacant positions open for as long as possible although some vacancies must be filled as soon as possible as their work is essential to the operation of the Park District. **The estimated savings in wages from these open positions is estimated at \$123,453 this fiscal year, not including any additional savings in taxes and benefits.**

The Park District's financial picture shows a positive outlook. As of August 31, 2020, the Park District had an anticipated \$94,866 surplus over the original FY21 budget. In addition, the Park District's projected cash flow through April 30, 2021 shows an additional 12.1 million in excess funds remaining.

Last fiscal year the Board approved an increase pool of \$96,927 which was 3.0% of overall wages of all full-time staff except the Executive Director and CUSR. The CPI for the current fiscal year is 2.3%.

**Numerous District staff have provided exceptional work this year to help carry the Park District through a difficult time, continuing to work through the pandemic risking their own health, providing the needed creativity during COVID-19, volunteering to work outside their job descriptions in other departments where needed and working to ensure the safety and health of our buildings, parks and residents remained a top priority. Staff member's performance will be evaluated for the past six months and bonuses will be based on their performance with approval by each Department Head and the Executive Director with a review by the President of the Park Board. Staff is requesting \$75,000 be approved for bonuses for staff who meet the above criteria.**

Potential Budget Impact

The \$75,000 in bonuses will be offset by the number of current vacancies and positions currently on hold. The bonus does not include vacant positions or staff who have been at the District less than 6 months. Also, this bonus does not include Special Recreation staff and the Executive Director.

Recommended Action

Staff recommends the board approve \$75,000 for one-time bonuses for qualified staff to be issued in a check during the month of November 2020.

Prepared by:

Reviewed by:

Tammy Hoggatt  
Director of HR, IT and Risk

Joe DeLuce  
Executive Director



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM: Joe DeLuce, Executive Director**

**DATE: October 28, 2020**

**SUBJECT: Holiday Policy in the Employee Policies and Procedures Manual**

### Background

On June 16, 2020, Governor Pritzker signed legislation to make election day a state holiday. The holiday is for all government offices. This legislation is set to expire on January 1, 2021.

Staff have obtained legal council regarding this matter and it is their opinion that the Park District staff who are not involved with election day services or with a Park District polling place have the day off. Those who are providing election day services or working at a polling place should receive holiday pay.

The current Holiday policy is listed below, staff do not recommend changing this policy as the legislation is currently written as a one-time event.

### Current Policy

#### 3-1 HOLIDAYS

The Park District observes the following holidays:

New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanks-giving, Thanksgiving Friday, Christmas Eve Day, and Christmas Day

When a holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday as determined by the Executive Director.

#### FULL-TIME 1 EMPLOYEES

FT1 employees are entitled to receive the above holidays with pay. FT1 non-exempt workers scheduled to work any of these holidays are paid their hourly wage, plus 1.5 times their hourly rate (which calculates to a total of 2.5 times their regular hourly rate). FT1 exempt employees required to work on an aforementioned holiday will be granted time off for any holiday hours worked. Time must be used within the pay period. If you are on an approved vacation leave during which a holiday falls, the holiday will not count as a day of used vacation leave. For example, if you take as vacation leave Monday through Friday and a holiday falls on that particular Friday, you will be considered to have used only four (4) days of vacation.

#### FULL-TIME 2 EMPLOYEES

FT2 employees are entitled to receive all holidays with pay. Holiday pay will be four hours regardless of how many hours the employee would normally work. If a non-exempt FT2 employee is scheduled to work on Christmas or New Year's Day, the regular rate of pay will be given for hours worked in addition to four hours of regular pay for working on a holiday.

#### PART-TIME/SEASONAL EMPLOYEES

Part-time and Seasonal employees work on straight time when scheduled to work on a Park District holiday. If they are not scheduled, they do not receive any pay even if it is normally a work day.

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## IAPD Update on Election Day Holiday

During the abbreviated session in May, the General Assembly passed SB 1863, which is an “omnibus” bill that contains numerous changes related to the upcoming General Election. The specific change at issue establishing November 3 as the General Election State holiday reads:

Sec. 2B-10. Election Day State holiday. Notwithstanding any other provision of State law to the contrary, November 3, 2020 shall be a State holiday known as 2020 General Election Day and shall be observed throughout the State. November 3, 2020 shall be deemed a legal school holiday for purposes of the School Code, State Universities Civil Service Act, and any other law designating a holiday. All government offices, with the exception of election authorities, shall be closed unless authorized to be used as a location for election day services or as a polling place.

Designating a day as a State holiday under Illinois law, by itself, has not historically meant that local governments must close their offices. For example, Abraham Lincoln’s Birthday on February 12 is a State holiday during which the agencies of the State of Illinois that are ordinarily open to do business with the public are closed for business. In addition, state government has observed General Election Day as a State holiday for years.

IAPD closely monitored the legislation during the four-day special session, and when it was discussed during the House Executive Committee on May 21, 2020, it was crystal clear that like other State holidays, this provision was not intended to apply to local governments. In fact, the specific question about the applicability to local governments was asked during the debate and the sponsor answered that the State holiday does not apply to local governments or businesses.

However, when SB 1863 was signed into law in June, some media outlets began reporting that all state and local government offices must be closed. IAPD was working behind the scenes for an official determination from the State Board of Elections when two villages and the Illinois Municipal League filed the Sangamon County lawsuit against the State Board of Elections seeking a declaratory judgment. Consequently, we did not hear from the State Board of Elections because of the lawsuit, so we have been closely monitoring the court case since that time, including attending yesterday’s hearing.

Based on this background and the court decision and subject to your agency’s specific policies, you may remain open on November 3. However, if your facilities are being used as a polling place, you should remain in consultation with your election authority and continue to follow the latest IDPH guidance. Of course, as with all legal questions, we encourage you to consult with your local counsel.

### Budget Impact

The budget would be impacted by the paid leave of any full-time 1 and 2 staff who will either take the holiday or work and get holiday pay.

### Board Options

1. Rescind the Election Day Holiday for Park District Staff on November 3, 2020.
2. Allow for the one-time Election Day Holiday for Park District Staff on November 3, 2020.

Prepared by:

Tammy Hoggatt, SPHR, SHRM-SCP  
Director of HR, IT and Risk

Reviewed by:

Joe DeLuce, CPRP  
Executive Director



**Temporary Administrative Succession Procedure Policy**

In the absence of the Executive Director (Director), this procedure provides for the orderly appointment of an authorized replacement substitute to act on his/her behalf of the Director. In the absence of the ~~Executive~~ Director for a period longer than one working day, ~~he/she~~ the Director shall designate a Department Director as Acting ~~Executive~~ Director to carry on his/her ~~the~~ administrative and executive responsibilities of the Park District in order to ensure continuity in the management of ~~Park District~~ its affairs. The ~~Executive~~ Director shall provide the Park District Board of Commissioners (Board) and executive staff with notice of the dates when such absence will commence and ~~when he/she shall return~~ end. Assumption of duties by the designated Acting ~~Executive~~ Director will occur on the dates of absence and continue until the start of business on the day the ~~Executive~~ Director returns. The Acting ~~Executive~~ Director shall have all the responsibilities and follow all the policies and procedures of the Park District. In the event the ~~Executive~~ Director is incapacitated or otherwise unable to perform his/her duties such administrative and executive responsibilities, then the Board shall appoint an Acting ~~Executive~~ Director to serve until such time as the ~~Executive~~ Director can resume his/her duties such responsibilities or a successor is appointed, as the case may be.

Similarly, each Department Director will be responsible for the development and implementation of a temporary succession plan for their respective department operations. In all cases when the Department Director is absent from work for more than one day, an Acting Department Director will be designated to ensure that the day to day management of that department continues in an uninterrupted manner.

Approved by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	October 12, 2016
<u>Revised by Board of Commissioners</u>	<u>November 10, 2020</u>

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



### **Temporary Administrative Succession Policy**

In the absence of the Executive Director (Director), this procedure provides for the orderly appointment of an authorized substitute to act on behalf of the Director. In the absence of the Director for a period longer than one working day, the Director shall designate a Department Director as Acting Director to carry on the administrative and executive responsibilities of the Park District in order to ensure continuity in the management of its affairs. The Director shall provide the Park District Board of Commissioners (Board) and executive staff with notice of the dates when such absence will commence and end. Assumption of duties by the designated Acting Director will occur on the dates of absence and continue until the start of business on the day the Director returns. The Acting Director shall have all the responsibilities and follow all the policies and procedures of the Park District. In the event the Director is incapacitated or otherwise unable to perform such administrative and executive responsibilities, then the Board shall appoint an Acting Director to serve until such time as the Director can resume such responsibilities or a successor is appointed, as the case may be.

Similarly, each Department Director will be responsible for the development and implementation of a temporary succession plan for their respective department operations. In all cases when the Department Director is absent from work for more than one day, an Acting Department Director will be designated to ensure that the day to day management of that department continues in an uninterrupted manner.

Approved by Board of Commissioners  
Revised by Board of Commissioners  
Revised by Board of Commissioners  
Revised by Board of Commissioners

September 14, 2005  
July 13, 2011  
October 12, 2016  
November 10, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director





## Compensation ~~of Officers and Employees~~ Policy

The purpose of this policy is for the Champaign Park District Board of Commissioners (Board) and Executive Director (Director) to document criteria relating to compensation of employees and other officers, All Board members serve without compensation, although they may be reimbursed for authorized expenses.

### Officers

The Board shall annually appoint a Treasurer, a Secretary, and an Assistant Secretary to the Board. Those officers shall serve at the pleasure of the Board. The Secretary, Assistant Secretary, and Treasurer positions may be held with or without minimal compensation as determined by the Board. Such officers may be reimbursed for authorized expenses.

### Attorney

The Board, ~~upon a majority vote,~~ may employ and fix the compensation of the Park District attorney who shall undertake prescribed duties and other legal matters as may be deemed necessary. The Park District attorney shall attend regular monthly Park Board meetings and, when requested to do so, special meetings, ~~when requested to do so, and~~ Such attorney shall have charge of legal matters and of the prosecution and defense of all litigation in which the Park District is interested, as determined by the Board.

The Park District attorney shall review and recommend approval of all ordinances, resolutions, and other instruments required by the Board; perform any work incident to bond issues; negotiate and prepare documents in connection with the purchase, sale, lease, or other disposition of Park District property; address matters of compliance with laws; and provide opinions on all questions referred by the Board, an officer, or the ~~Executive~~ Director under the direction of the Board.

### Executive Director

The ~~Executive~~ Director is appointed by the Board. The Board shall determines the ~~Executive~~ Director's compensation and benefits. Annual adjustments may be given at the beginning of each fiscal year in accordance with the policies set forth in the personnel manual.

### Employees

The Board shall determines the starting compensation range for all positions pursuant to criteria recommended by the ~~Executive~~ Director. Except at the discretion of the Board, Any decision to compensate a new employee above the starting compensation range must have the prior approval of the ~~Executive~~ Director.

The Board may approve an annual ~~dollar~~ amount for merit pool compensation as recommended by the ~~Executive~~ Director in connection with the annual budget process, when funds are available as determined by the Board. The compensation program shall be in accordance with the Personnel Manual and applicable law.

The ~~Executive~~ Director may approve other salary adjustments, provided that the adjustments are within the overall budget and employee compensation ranges approved by the Board ~~for employee compensation~~.

Approved by Board of Commissioners  
Revised by Board of Commissioners  
Revised by Board of Commissioners  
Revised by Board of Commissioners  
Revised by Board of Commissioners

April 14, 1999  
September 14, 2005  
September 12, 2007  
October 12, 2011  
October, 12, 2016

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



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The Board shall annually appoint a Treasurer, a Secretary, and an Assistant Secretary to the Board. Those officers shall serve at the pleasure of the Board. The Secretary, Assistant Secretary, and Treasurer positions may be held with or without minimal compensation as determined by the Board. Such officers may be reimbursed for authorized expenses.

### **Attorney**

The Board may employ and fix the compensation of the Park District attorney who shall undertake prescribed duties and other legal matters as may be deemed necessary. The Park District attorney shall attend regular monthly Park Board meetings and, when requested to do so, special meetings. Such attorney shall have charge of legal matters and of the prosecution and defense of all litigation in which the Park District is interested, as determined by the Board.

The Park District attorney shall review and recommend approval of all ordinances, resolutions, and other instruments required by the Board; perform any work incident to bond issues; negotiate and prepare documents in connection with the purchase, sale, lease, or other disposition of Park District property; address matters of compliance with laws; and provide opinions on all questions referred by the Board, an officer, or the Director under the direction of the Board.

### **Executive Director**

The Director is appointed by the Board. The Board shall determine the Director's compensation and benefits. Annual adjustments may be given at the beginning of each fiscal year in accordance with the policies set forth in the personnel manual.

### **Employees**

The Board shall determine the starting compensation range for all positions pursuant to criteria recommended by the Director. Except at the discretion of the Board, any decision to compensate a new employee above the starting compensation range must have the prior approval of the Director.

The Board may approve an annual amount for merit pool compensation as recommended by the Director in connection with the annual budget process, when funds are available as determined by the Board. The compensation program shall be in accordance with the Personnel Manual and applicable law.

The Director may approve other salary adjustments; provided that the adjustments are within the overall budget and employee compensation ranges approved by the Board.

Approved by Board of Commissioners  
Revised by Board of Commissioners  
Revised by Board of Commissioners  
Revised by Board of Commissioners  
Revised by Board of Commissioners

April 14, 1999  
September 14, 2005  
September 12, 2007  
October 12, 2011  
October, 12, 2016

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



**Executive Director and Park Board of  
Commissioners Relationship Policy**

The Champaign Park District Board of Commissioners (~~Commissioners~~Board) recognizes and respects the delegation of authority and responsibility granted to the Executive Director (~~Director~~) to carry out its policies and directions. ~~Commissioners~~The Board shall consult directly with the ~~Executive~~ Director regarding the affairs of the Park District. Suggestions for new policies shall be referred to the ~~Executive~~ Director for study, evaluation, and final recommendation.

Complaints shall be referred to the ~~Executive~~ Director for investigation and disposition, or for recommendation to the ~~Commissioners~~Board for disposition. ~~Commissioners~~The Board shall support the approved actions of the ~~Executive~~ Director.

Approved Board of Commissioners	May 28, 1998
Revised by Board of Commissioners	June 8, 1998
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	October 12, 2011
Revised by Board of Commissioners	October 12, 2016
<u>Revised by Board of Commissioners</u>	<u>November 10, 2020</u>

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



**Executive Director and Park Board of  
Commissioners Relationship Policy**

The Champaign Park District Board of Commissioners (Board) recognizes and respects the delegation of authority and responsibility granted to the Executive Director (Director) to carry out its policies and directions. The Board shall consult directly with the Director regarding the affairs of the Park District. Suggestions for new policies shall be referred to the Director for study, evaluation, and final recommendation.

Complaints shall be referred to the Director for investigation and disposition, or for recommendation to the Board for disposition. The Board shall support the approved actions of the Director.

Approved Board of Commissioners	May 28, 1998
Revised by Board of Commissioners	June 8, 1998
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Revised by Board of Commissioners	November 10, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



## Media Policy

The Champaign Park District (Park District) seeks to establish and maintain a high level of public confidence and support in the conduct of its activities. Providing clear communications through the media is essential for sharing information with citizens. Long term success requires the Park District to provide complete, accurate, and timely information to the public through the media. The Park District believes that the best communication occurs when staff is well-trained and encouraged to openly respond to appropriate media inquiries.

The Executive Director (Director) is the official spokesperson for the Park District. In the absence of the ~~Executive~~ Director, the spokesperson shall be the President of the Board of Commissioners, ~~or~~ the Director of Marketing and Communications, or their appointee. In the event a media representative communicates with other staff, ~~they such staff~~ are to respond as follows: "I'm sorry, but I am not the best person to ~~answer~~ address that question. You may want to speak with the Park District's Executive Director, President of the Board of Commissioners, ~~or~~ Director of Marketing and Communications".

Approved by Board of Commissioners

June 8, 2011

Revised by Board of Commissioners

August 10, 2016

Revised by Board of Commissioners

November 10, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



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Approved by Board of Commissioners

June 8, 2011

Revised by Board of Commissioners

August 10, 2016

Revised by Board of Commissioners

November 10, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director





It is the policy of the Champaign Park District Board of Commissioners (Board) that the Executive Director (Director) may issue No-Trespass ~~n~~Notices to persons arising out of certain conduct, including without limitation, the following:

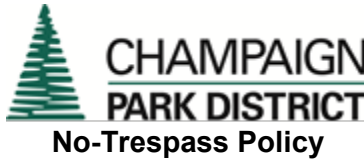
1. Violation of Federal, State, and local laws;
2. Threats or actions against the Park District, Board members, employees, volunteers, and patrons;
3. Any violation of Park District ordinances or policy and/or noncompliance with District rules, guidelines, or direction from District Staff;
4. Criminal or violent activity on Park District property, programs, or special events;
5. Possession, delivery, -of or use of illegal drugs on or within 1,000 feet of Park District property;
6. Possession, discharge, -of or use of weapons or guns on or within 1,000 feet of Park District property;
7. Gang activity on Park District property, programs, or special events;
8. ~~Aggravated Assault or~~ battery on Park District property, or at Park District programs or special events;
9. Vandalism, damage, or destruction of Park District property;
10. Robbery, theft or burglary on Park District property, - or at Park District programs or special events;
11. Inciting a riot and/or interfering with official police business on Park District property;
12. ~~Public-g~~Gambling on Park District property, or at Park District programs or special events;
13. ~~Public drinking or fighting~~ Consumption of alcoholic beverages on Park District property, or at Park District programs or special events, except where permitted pursuant to a license or permit issued by the City of Champaign; and
14. ~~Use of~~ obscene, offensive or abusive language, or fighting.

Upon being issued a No-Trespass Notice, the person(s) may not enter upon park lands or facilities for any reason whatsoever, All Park District staff and police officers of the City of Champaign are hereby authorized to give issue verbal notice to the applicable individual to leave the property owned and operated by the Park District. Following such notice ~~to leave~~, the individual must promptly leave the property or face arrest and be subject to prosecution for Criminal Trespass to Property or any other applicable offense pursuant to the laws of the State of Illinois and ordinances of the City of Champaign and Park District.

Approved by Board of Commissioners	July 14, 1999
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	August 24, 2011
Revised by Board of Commissioners	November 9, 2016
<u>Revised by Board of Commissioners</u>	<u>November 10, 2020</u>

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



It is the policy of the Champaign Park District Board of Commissioners (Board) that the Executive Director (Director) may issue No-Trespass notices to persons arising out of certain conduct, including without limitation, the following:

1. Violation of Federal, State, and local laws;
2. Threats or actions against the Park District, Board members, employees, volunteers, and patrons;
4. 3. Any violation of Park District ordinances or policy and/or noncompliance with District rules, guidelines, or direction from District Staff;
5. Criminal or violent activity on Park District property, programs, or special events;
6. Possession, delivery, or use of illegal drugs on or within 1,000 feet of Park District property;
7. Possession, discharge, or use of weapons or guns on or within 1,000 feet of Park District property;
8. Gang activity on Park District property, or at Park District programs, or special events;
9. Assault or battery on Park District property, or at Park District programs or special events;
10. Vandalism, damage, or destruction of Park District property;
11. Robbery, theft or burglary on Park District property, or at Park District programs or special events;
12. Inciting a riot and/or interfering with official police business on Park District property;
13. Gambling on Park District property, or at Park District programs or special events;
14. Consumption of alcoholic beverages on Park District property, or at Park District programs or special events, except where permitted pursuant to a license or permit issued by the City of Champaign; and
15. Use of obscene, offensive or abusive language, or fighting.

Upon being issued a No-Trespass Notice, the person(s) may not enter upon park lands or facilities for any reason whatsoever, All Park District staff and police officers of the City of Champaign are hereby authorized to issue verbal notice to the applicable individual to leave the property owned and operated by the Park District. Following such notice, the individual must promptly leave the property or face arrest and be subject to prosecution for Criminal Trespass to Property or any other applicable offense pursuant to the laws of the State of Illinois and ordinances of the City of Champaign and Park District.

Approved by Board of Commissioners  
Revised by Board of Commissioners  
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July 14, 1999  
September 14, 2005  
August 24, 2011  
November 9, 2016  
November 10, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



## Primary Functions of the Park District Board

The Park District functions pursuant to the authority ~~granted~~ set forth by the Illinois Park District Code, as ~~stated~~ found in the Illinois Compiled Statutes (70 ILCS 1205/1-1, et seq.), and within the framework of Illinois laws, court decisions and regulations, as well as applicable laws, court decisions, and regulations of the United States of America. The Park District is governed by an elected Board of Commissioners (Board) which exercises the powers granted to it.

~~Board Commissioners have~~ The Board has a fundamental belief and interest in park services as a vital asset in enhancing the well-being of the community.

~~Board Commissioners~~ The Board ~~are~~ is elected by citizens of Champaign, Illinois to perform the important service of providing and managing parks, recreation, and cultural arts for all segments of the community.

~~Board Commissioners~~ The Board members are nonpartisan and provide services to the community without regard for personal remuneration or advantage to themselves, members of their families, or friends.

~~More specifically, Board Commissioners have~~ The Board has the responsibility to set policies and standards for:

- Adequate facilities, indoor and outdoor buildings, grounds, and materials;
- Intelligently planned facilities for citizens of all ages and abilities, through all seasons of the year, in order to ensure that citizens derive the greatest possible use of park facilities in a variety of ways;
- Trained personnel;
- Adequate funding to manage parks, natural areas, and trails; construct and maintain facilities; and carry out programs which will meet the expanding needs of the community;
- Economical and effective utilization of funds and efficient administration of the general business affairs of the Park District.
- Keeping informed about changes in the nature of the community and meeting new needs as they develop; and
- Providing that the general public is kept informed about the merits and importance of Park District matters and additional needs as they develop.

Approved by Board of Commissioners      September 14, 2005

Revised by Board of Commissioners      October 12, 2011

Revised by Board of Commissioners      October 12, 2016

Revised by Board of Commissioners      November 10, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



## Primary Functions of the Park District Board

The Park District functions pursuant to the authority set forth by the Illinois Park District Code, as stated in the Illinois Compiled Statutes (70 ILCS 1205/1-1, et seq.), and within the framework of Illinois laws, court decisions and regulations, as well as applicable laws, court decisions, and regulations of the United States of America. The Park District is governed by an elected Board of Commissioners (Board) which exercises the powers granted to it.

The Board has a fundamental belief and interest in park services as a vital asset in enhancing the well-being of the community.

The Board is elected by citizens of Champaign, Illinois to perform the important service of providing and managing parks, recreation, and cultural arts for all segments of the community.

The Board members are nonpartisan and provide services to the community without regard for personal remuneration or advantage to themselves, members of their families, or friends.

The Board has the responsibility to set policies and standards for:

- Adequate facilities, indoor and outdoor buildings, grounds, and materials;
- Intelligently planned facilities for citizens of all ages and abilities, through all seasons of the year, in order to ensure that citizens derive the greatest possible use of park facilities in a variety of ways;
- Trained personnel;
- Adequate funding to manage parks, natural areas, and trails; construct and maintain facilities; and carry out programs which will meet the expanding needs of the community;
- Economical and effective utilization of funds and efficient administration of the general business affairs of the Park District.
- Keeping informed about changes in the nature of the community and meeting new needs as they develop; and
- Providing that the general public is kept informed about the merits and importance of Park District matters and additional needs as they develop.

Approved by Board of Commissioners  
Revised by Board of Commissioners  
Revised by Board of Commissioners  
Revised by Board of Commissioners

September 14, 2005  
October 12, 2011  
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November 10, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



Social Media is defined as: blogs, other types of self-published online journals, and collaborative ~~W~~web-based discussion forums including, but not limited to, LinkedIn, Facebook, Instagram, Snapchat and Twitter.

### **General Rules and Guidelines**

The following rules and guidelines apply to the use of social media, whether such use is for the Champaign Park District (Park District) on Park District time, for personal use during non-work time, outside the workplace, or during working time while using Park District owned equipment. These rules and guidelines apply to all employees and volunteers.

- A. Employees are prohibited from discussing through social media personal and/or confidential information about elected officials, other employees, volunteers, residents, and/or patrons. For purposes of this policy, personal and/or confidential information includes information exempt from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., as well as “private information” as defined under said Act.
- B. Employees cannot use social media to harass, threaten, libel or slander, bully, defame, or discriminate against elected officials, other employees, residents, patrons, volunteers, and vendors, suppliers, or other organizations associated or doing business with the Park District, including Web site visitors who post comments. The Park District’s anti-harassment and EEO policies apply to use of social media in the workplace.
- C. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

### **Park District-Sponsored Social Media**

Park District-sponsored social media generally is used to convey information about the Park District and its services, to raise awareness of activities in the Park District, to issue or respond to breaking news or public emergencies, and to provide public access to information regarding the Park District.

All such Park District-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

- A. Only employees designated and authorized by Park District can prepare content for or delete, edit, or otherwise modify content on Park District-sponsored social media.
- B. Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.
- C. Designated employees are responsible for ensuring that the Park District-sponsored social media conform to all applicable rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates the Park District’s Equal Employment Opportunity and/or anti-harassment policies.

## Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth above, apply to employee use of social media on the employee's personal time.

- A. Employees ~~should~~ shall abide by the Park District's policy concerning personal use of the Park District's computer system and related equipment.
- B. Employees who utilize social media and choose to identify themselves as employees of Park District ~~may~~ shall not represent themselves as ~~a~~ spokespersons for the Park District. Accordingly, when the context is such that it may appear that an employee is acting or speaking in ~~his/her~~ their capacity as a Park District employee, ~~he/she is~~ they are ~~strongly encouraged~~ to state explicitly, clearly, and in a prominent place on the site, that their views are their own and not those of the Park District or of any person or organization affiliated or doing business with Park District.
- C. Employees ~~should~~ shall respect all copyright and other intellectual property laws. For the Park District's protection, as well as ~~your~~ their own, it is ~~critical that you~~ important to demonstrate show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Park District's own copyrights, trademarks, and brands.
- D. Employees ~~may~~ shall not engage in unauthorized advertisement or selling Park District services through social media.

## Monitoring

The Park District reserves the right to monitor employees' public use of social media, including ~~but not limited~~ without limitation, to statements/comments posted on the Internet, in blogs, and other types of openly accessible forums, diaries, and personal and business discussion forums.

Employees ~~should~~ have no expectation of privacy while using Park District computer equipment and facilities for any purpose, including the use of social media. The Park District reserves the right to monitor, review, and block content that violates the Park District's rules and guidelines.

## Violations

The Park District ~~will~~ shall investigate and respond to all reports of violations of the Park District's rules and guidelines or related policies or rules. ~~Employees are urged to report any violations of this policy to the~~ Executive Director. A violation of this policy may result in discipline up to and including dismissal from employment.

Approved by Board of Commissioners

November 10, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



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Approved by Board of Commissioners

November 10, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director





## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** October 23, 2020

**SUBJECT:** Facility and Program Plans through August, 2021

## Recreation Department Program Plan Fall 2020 through August 2021

### Cultural Arts Division:

#### **Summer 2020:**

- Summer Youth Programs in a Bag
- Summer Preschool Programs In a Bag

#### **Fall Offerings, some beginning the end of August through the end of the current brochure and online - 2020:**

- Several Pottery Classes in person
- Began private Pottery Lessons
- Dance Arts Programs in person and virtual
- In Person Preschool Programs Busy Bees/Creative Play Time
- Virtual Preschool Program
- Preschool in a bag
- Preschool Workshop
- Wonderful World of Babysitting
- SAT Classes Virtual Practice Test Classes
- Fitness Classes
- Guitar Lessons
- Drum lessons (not found an instructor to date). We hope to offer.
- Several Art Classes
- Potential Exhibits with virtual showings In progress talking with Paula
- Youth Theater Book Plays auditions and rehearsals
- Youth Theater Virtual Performance/currently working with marketing
- Youth Theatre Workshops

*\*Staff are working on preparing to go virtual to finish classes where possible in case of another order.*

**Cancelled:**

- Senior Bridge, Rentals, and Birthday Parties until further notice.
- VT Youth Theatre Musical Performances

**Winter Spring Offerings 2021:**

- Several Pottery Classes in person
- Private Pottery Lessons
- Dance Arts Programs in person and virtual
- Virtual recital Dance Performance
- Private Dance Lessons
- In Person Preschool Programs Busy Bees/Creative Play Time
- Virtual Preschool Program
- Preschool in a bag
- Preschool Workshop
- Wonderful World of Babysitting
- SAT Classes Virtual Practice Test Classes
- Fitness Classes
- Guitar Lessons
- Drum lessons (not found an instructor to date). We hope to offer.
- Several Art Classes in person and virtual
- Art Exhibits with virtual showings planning with Paula and the artists. Met with Marketing
- Michelle is searching for another contractual art instructor for more art offerings
- Youth Theater Book Plays auditions and rehearsals
- Youth Theater Virtual Performance/currently working with marketing
- Youth Theatre Workshops
- Little Medical School Workshops
- Girls Go for It

*\*Staff are working on preparing to go virtual to finish classes where possible in case of another order.*

**Cancelled:**

- Senior Bridge, Rentals, and Birthday Parties until further notice.
- VT Youth Theatre Musical Performances
- VT Dance Performance

**Summer 2021:**

- Several Pottery Classes in person
- Private Pottery Lessons
- Dance Arts Programs in person and virtual
- Private Dance Lessons
- In Person Preschool Programs Busy Bees/Creative Play Time advertise for Fall of 2021
- Swingsetters, Friday Funsters Preschool programs
- Art Smart Kids registration for Fall of 2021
- Virtual Preschool Program if necessary or in person ABC's 123's, Shake n Make, Wiggles and Giggles

- Preschool in a bag if necessary
- Preschool Workshop
- Wonderful World of Babysitting
- Creative Kids Summer Youth Program
- Summer Youth Program in a bag (as necessary)
- Fitness Classes
- Guitar Lessons
- Drum lessons (not found an instructor to date). We hope to offer, Michelle is meeting with someone interested.
- Several Art Classes in person and virtual
- Art Exhibits with virtual showings planning with Paula and the artists. Met with Marketing
- Michelle is searching for another contractual art instructor for more art offerings potentially offer in the summer as well
- Youth Theater Book Plays auditions and rehearsals
- Youth Theater Virtual Performance/currently working with marketing
- Youth Theatre Workshops
- Little Medical School Workshops

**Cancelled:**

- Senior Bridge, Rentals, and Birthday Parties until further notice?
- VT Youth Theatre Musical Performances, look to go back fall of 2021

**Douglass Park**

**Fall 2020**

- Douglass Basketball clinics-6 sessions offered
- Table tennis-bumped up to three days a week.
- That's What Teens say- November
- Virtual Costume Contest
- Virtual Halloween contest
- Girls Go for It
- LEAD
- School's Out Days
  - 9/28
  - 10/22
  - 10/23
  - 12/18
  - 12/29
  - 12/30
  - 1/4

**Cancelled:** Open gym, Senior Programs, Rentals, and Birthday Parties

**Spring 2021:**

- Douglass Basketball clinics- 2 sessions offered
- Table Tennis
- Theater program at Douglass
- Modified midnight basketball
- That's what teens say

- Spanish classes
- LEAD
- Eggsploration
- Easter Bunny open house
- Senior programs
- School's Out Days
  - 2/15
  - 3/11
  - 3/12
  - 3/15
  - 3/16
  - 3/17
  - 3/18
  - 3/19
- Little Medical School Workshops
- Project Athletes

### **Summer 2021**

- Summer Youth Programs
- Douglass Basketball Clinics
- Midnight basketball
- R/C program/event

### **Special Events/Volunteers Division:**

#### **Current:**

- CPD Virtual Fun Facebook activities
  - Micro Holiday (daily)
  - CPDiy (weekly)
  - CPDABCs (weekly)
  - Make it Monday (weekly)
  - Trivia Tuesday (weekly)
  - Wandering Wednesday (weekly)
  - Field Trip Friday (weekly)
  - Friday Night Flix (weekly)
  - Science Saturday (weekly)
  - Oh Gnome you didn't! (weekly)
- 100 Day Roll-N-Stroll Challenge
- The Great Pumpkin Hunt
- Masquerade Car Parade
- The Great Artdoors!

#### **Winter/Spring Events:**

- CPD Virtual Fun Facebook Page activities continue
- Holiday in Whoville at Home
- Zoom with Santa
- Holiday Lights at Porter Park-New
- Family Grams (name still tbd)-New \*replacement of Mom/Dad dances

- Valentines Grams (name still tbd)-New \*replacement of Mom/Dad dances
- Nite Lite Egg Pursuit- re-imagined
- Eggstravaganza- re-imagined
- Touch a Truck- re-imagined
- Boneyard Creek Community Day
- Return of Senior Programing at Hays
  - Cards
  - Chair Exercise
  - Crafts
- R/C program/event

**Summer** (*Most are pending the return of event permits*):

- Park Concerts
- Movie Nights
- Food Truck Rally
- More challenges and hunts that take place throughout the community
- R/C program/event

*\*Still brainstorming/researching more events to include that can be managed with social distancing and the probability of not having event permits (private property events, such as in our facilities instead of parks)*

*Canceled- Under the assumption that all large concerts and festivals will still not be allowed.*

**Special Recreation Division - CUSR:**

Current:

- Fit Club Virtual Program
- Virtual Program Pass
- Bocce
- Soccer Skills
- Frunner Club
- 2 Adult Events each month:
  - Crafting, Movie Night, Game Night, Trivia, Bingo, Scavenger Hunt, Cookie Decorating
- After School Program
- Winter Break Camp
- Therapeutic Horseback Riding
- Virtual Cupcake 5K fundraiser
- Cancelled transportation until further notice. Inclusion services being assessed on case by case basis.

**Winter/Spring 2021:**

- Fit Club Virtual Program
- Virtual Program Pass
- Bocce
- Aquatics
- Track & Field
- 2 Adult Events each month:
  - CUSR's Got Talent, Game Night, Bingo, Movie Night, Creative Corner, Valentine's Day Party, St. Patrick's Day Party, Karoke
- After School Program

- Spring Break Camp
- Therapeutic Horseback Riding
- Sensory Egg Hunt
- Cancelled transportation until further notice. Inclusion services being assessed on case by case basis.

**Summer 2021:**

- Fit Club Virtual Program
- Virtual Program Pass
- Bocce
- Volleyball Skills
- Softball Skills
- 2 Adult Events each month:
  - TBD
- Summer Camps (Day Camp in a Bag or Virtual Youth & Teen programming to replace if necessary)
- Therapeutic Horseback Riding
- Sensory Friendly Swimming (if pool opens and allows)
- Transportation and Inclusion TBD depending on current guidelines

## **Revenue Facilities Department Program Plan Fall 2020 through August 2021**

**Tennis:**

- Dodds Tennis Center will be open October 26, 2020 – May 17, 2021. Hours this season will be Monday-Friday 7:15am-12pm/3:45pm-9:30pm and 8:30am-5:30pm Saturday/Sunday.
- Dodds Tennis Center will have private lessons, clinics, workouts, leagues, permanent and random court time rentals from October 26, 2020 – May 17, 2021.
- When we move outdoors May 18, 2021, we will continue private lessons, clinics, workouts and leagues. Also plan to host tournaments again next summer.
- This summer and fall we rented outdoor courts to two local high schools and the United States Tennis Association (USTA). Champaign Central and Centennial High Schools also used courts for practices and matches. We will continue to work with these organizations for rentals in the spring/summer of 2021 as needed.

**Sports:**

**Current:**

- Adult softball Leagues end the week of 10/19
- Youth Soccer Clinics (to replace traditional soccer league) going on now through the end of October
- IFC Micro Soccer – through end of October
- Ball field rentals for local teams

Winter/Spring 2021:

- Youth hoops clinic (to replace youth hoops league) starting in January
- Youth softball clinics in LRC gym in February
- Youth soccer clinics in LRC gym in February

Spring/Summer 2021:

- Adult softball and youth softball will start in April 2021
- Youth soccer leagues (or clinics depending on state guidelines) in spring 2021
- Micro Soccer Clinics April 2021
- Have 8 Youth softball/baseball tournaments booked for spring/summer of 2021 (pending state guidelines)
- 1 Internal Adult Softball Tournament pending June 2021
- 1 Internal Kickball Tournament pending July or August 2021
- Bidy Baseball June/July 2021
- Mini Dribblers June/July 2021
- Adult & Youth Disc Golf Clinics May 2021
- Challenger Soccer Clinics in June & July 2021
- Parkland Basketball & Softball Camp June 2021
- Point Fencing Camps June & July 2021

### **LRC Membership and Programs:**

Current:

- Open to members for walking track, weight room, and open gym pickle ball and badminton
- Early voting going on now
- Hosting another One Week Boutique sale November 11-17th
- Taking other rentals on a case by case basis.
- Group Fitness classes – Hatha Yoga and Forever Fit are going on at Leonhard (moved indoors after summer). Boot Camp has gone to a virtual/in person hybrid. All of these classes are going to continue year-round.
- Schools Out day programs through school year
- We have partnered with Project Athletes to offer athletic training clinics starting in November

Winter/Spring:

- Continue to build back up Leonhard membership
- Continue to evaluate open gym options as we move through guidelines
- Continue to evaluate party rentals and other rental options
- Group fitness classes will continue (Hatha Yoga, Forever Fit, Bootcamp)
- Will be holding various sports programs at Leonhard
- We will be offering a spring session of Project Athletes as well
- Schools Out day offerings through the end of the school year
- One Week Boutique rental in April 2021
- Will paint permanent pickle ball lines in April.

Summer:

- We will offer day camp again in summer 2021

**Prairie Farm:**

- We plan to open in summer 2021. Details are being worked out. All programs will be offered in limited capacity as permitted by state guidelines.

**Dog Park:**

- Membership keeps growing. We have 753 dog (619 unique families) members as of October 21, 2020. We are exploring how we can continue to better serve members.

**Sholem:**

- We plan to open Sholem. Details are being worked out and will depend on specific state guidelines as the summer approaches. As of now we plan to offer the following offerings in a modified and limited capacity:
  - Lap Swim
  - Tiny Tots
  - Swim Team (pending the conference has enough teams)
  - Water Aerobics
  - Swim Lessons
  - Private Lessons
  - Walk the River
  - Junior Lifeguard Academy
  - Open swim
  - Concessions
- Details on open swim are being worked out. We are discussing with various other districts about what they did this summer and what modifications/changes they would make.
- Rentals will be evaluated on a case by case basis as we get closer and know more guidelines

**Fitness Events:**

- Hoping to offer Frozen 5K in January with modified and smaller race waves. We are still waiting to hear from the city regarding special event permits and if this will be possible.
- Waiting to hear from Greg from Action Inflatables about a possible summer/fall inflatables race in 2021. This was planned for this past September and pending restrictions we would like to offer it in 2021.

Prepared by:

Reviewed by:

Jameel Jones, Director of Recreation &  
Jimmy Gleason, Director of Revenue Facilities

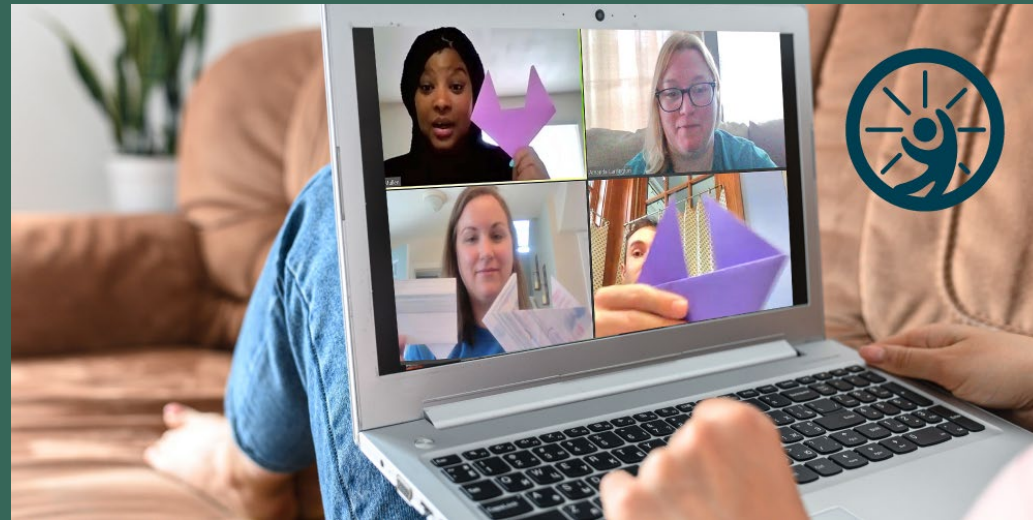
Joe DeLuce  
Executive Director





# SUMMER PROGRAMS 2020

CHAMPAIGN-URBANA SPECIAL RECREATION



# VIRTUAL PROGRAM PASS

- CUSR offered a Virtual Program Pass for participants for ages 13+
- Offered in 3 week sessions over a period of 9 weeks
- Took one week off to lesson plan after the first 9 weeks and then offered another 9 weeks of programming for summer that will continue into the fall
- Cost was \$15/\$22.50 (R/NR) for each 3-week session
- Sessions consisted of 5 virtual programs each week at various days/times
- Activities took place over Zoom
- All CUSR full-time staff planned, led, and attended as support for lead staff for each activity
- Participants were e-mailed a weekly activity schedule including the Zoom meeting IDs and passwords, and if any supplies were needed for an activity a full supplies list was sent as well
- Activities consisted of a variety of crafts, cooking, fitness/exercise games, virtual field trips, trivia, virtual escape rooms, scavenger hunts and so much more!

# VIRTUAL PROGRAM PASS

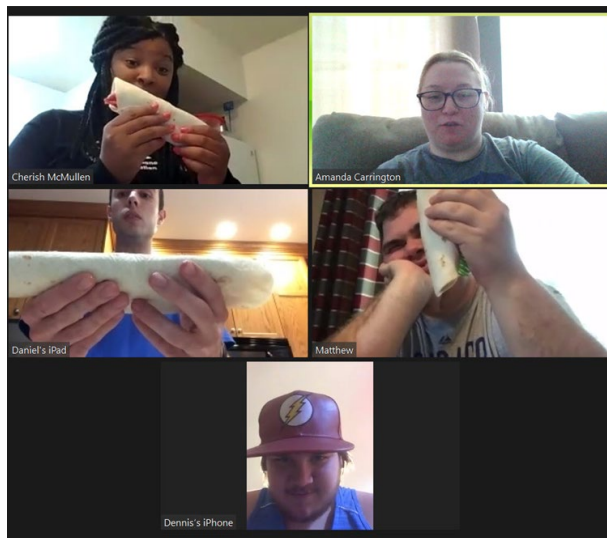
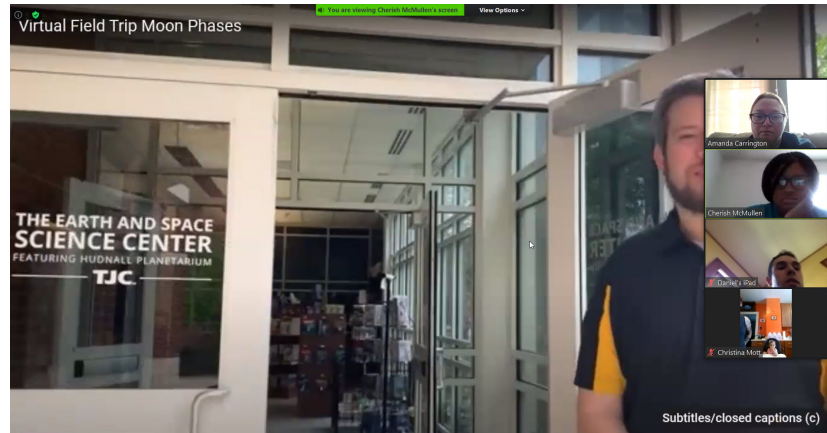
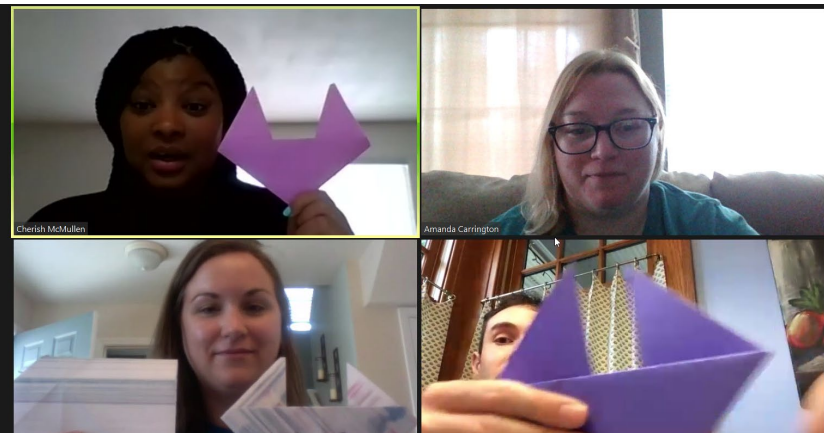
- Session 1 (June 1<sup>st</sup> – June 20<sup>th</sup>)
  - Enrollment: 5
- Session 2 (June 22<sup>nd</sup> – July 11<sup>th</sup>)
  - Enrollment: 6
- Session 3 (July 13<sup>th</sup> – August 1<sup>st</sup>)
  - Enrollment: 5
- Session 4 (August 10<sup>th</sup> – August 29<sup>th</sup>)
  - Enrollment: 9
- Session 5 (August 31<sup>st</sup> – September 19<sup>th</sup>)
  - Enrollment: 5 and counting
- Session 6 (September 21<sup>st</sup> – October 10<sup>th</sup>)
  - Enrollment: 5 and counting

# VIRTUAL PROGRAM PASS

<p><b>CUSR VIRTUAL PROGRAM PASS</b> WEEK 4</p>	<p><b>WOULD YOU RATHER...?</b> MONDAY AUGUST 31, 2020 4:00-4:40PM Let's all get to know each other by playing a game of "Would You Rather." We'll read a list of fun and silly questions and see what options we all would choose. Let's see what we all have in common!</p>	<p><b>VIRTUAL FIELD TRIP: DC &amp; PARIS</b> TUESDAY SEPTEMBER 1, 2020 4:00-4:40PM Join Amanda as we go on a Virtual Field trip to Washington D.C. &amp; Paris, France. We'll learn about these amazing cities and see some of the famous sites there!</p>	<p><b>SUPPLIES LIST</b> AUGUST 31ST - SEPTEMBER 5TH</p> <p><b>OUTDOOR SCAVENGER HUNT - SEPTEMBER 4</b></p> <p>Find the following items outside on your scavenger hunt! If it is something you can't bring inside, take a picture instead. We'll share our items, pictures, and stories of where we found them on Zoom together!</p> <p><b>Outdoor Scavenger Hunt Items:</b> Find something smaller than your finger Find two different kinds of leaves Find something multi-colored Find a pretty flower Find an animal Find a coal rock Find a big tree and take a picture standing next to it (BONUS) Find something in your favorite color Find a piece of litter and take a picture of you throwing it away/recycling it</p>	<p><b>CUSR VIRTUAL PROGRAM PASS</b> WEEK 5</p>	<p><b>WOULD YOU RATHER...?</b> MONDAY JUNE 29, 2020 3:30-4:00PM Let's all get to know each other by playing a fun game of "Would You Rather." We'll read a list of fun and silly questions and see what options we all would choose. Let's see what we all have in common!</p>	<p><b>VISION BOARDS</b> TUESDAY JUNE 30, 2020 3:00-4:00PM Visualize your goals and put them on paper! Any goal you want to meet find or draw a picture to represent it then hang your vision board somewhere you can see it every day to keep your goals in mind! (Check Supplies List)</p>	<p><b>SUPPLIES LIST</b> JUNE 29TH - JULY 4TH</p> <p><b>VISION BOARDS - JUNE 30TH</b> A Poster Board (modifications: printer paper, construction paper, notebook paper) Markers/Crayons (modifications: pens, pencils, any writing utensil will do) Old magazines or Newspapers that can be cut up (modifications: old greeting cards, posters, books with pictures, anything with pictures and words that it is ok to cut/tear up) Scissors (if the participant cannot use scissors, pictures or words can be torn out of magazines/newspapers, etc.) Glue (modification: scotch tape)</p> <p><b>TRIVIA &amp; PAPER LANTERNS - JULY 1ST</b> Ruler Scissors Star stickers Pencil Glue stick Festive Ribbon Stapler Red, White, &amp; Blue cardstock or construction paper</p> <p><b>STAR SPANGLED COOKIES - JULY 2ND</b> Graham crackers Blueberries Cream cheese Strawberries</p>
<p>AUG 31 - SEPT 5</p> <p>VISIT ZOOM.US/JOIN AND ENTER THE MEETING ID AND PASSWORD FOR EACH PROGRAM TO JOIN</p>	<p>ZOOM MEETING ID: 7212429036 PASSWORD: CUSR</p>	<p>ZOOM MEETING ID: 3542659516 PASSWORD: CUSR</p>		<p>JUNE 29-JULY 4</p> <p>VISIT ZOOM.US/JOIN AND ENTER THE MEETING ID AND PASSWORD FOR EACH PROGRAM TO JOIN</p>	<p>ZOOM MEETING ID: 7212429036 PASSWORD: CUSR</p>	<p>ZOOM MEETING ID: 2423503711 PASSWORD: CUSR</p>	
<p><b>SPELLING BEE!</b> WEDNESDAY SEPTEMBER 2, 2020 4:00-4:40PM Christina will say a word and show you three different ways the word could be spelled. Two options are decoys and one is correct. Pick the right one and win!</p>	<p><b>DO THAT DANCE!</b> THURSDAY SEPTEMBER 3, 2020 4:00-4:40PM Christina will play a tune and you've got to do the dance that goes along with the song! We will be doing everything from The YMCA to The Cha Cha Slide! Get ready to party!</p>	<p><b>OUTDOOR SCAVENGER HUNT</b> FRIDAY SEPTEMBER 4, 2020 4:00-4:40PM It's time for another scavenger hunt! This time we are going outside to find some cool things in our environment. It could be items you find on a walk, in your backyard, or at the park! Just bring them inside with you and we will share what we found! (Check Supplies List).</p>	<p><b>4TH OF JULY TRIVIA &amp; PAPER LANTERNS</b> WEDNESDAY JULY 1, 2020 2:00-2:40PM It's time for some holiday trivia! Let's see how much you know about Independence Day. After we test your knowledge, we'll make a quick and easy craft that will help kick off your holiday weekend! (Check supplies List)</p>	<p><b>FLIP A COIN FITNESS</b> THURSDAY JULY 2, 2020 9:30-10:00AM Heads or tails will get you moving your heads and tails! I will call out two exercises, flip the coin and each of you will take turns calling out heads or tails! Whatever side is up will be the exercise we do! The wrong guess will get you an extra exercise, but guess right and pick someone else to do it! (Check supplies list)</p>	<p><b>STAR SPANGLED COOKIES</b> THURSDAY JULY 2, 2020 11:00-11:30AM What better way to celebrate the upcoming Independence Day with some tasty cookies? Let's make some together and talk about our favorite Fourth of July moments. (Check supplies list)</p>		
<p>ZOOM MEETING ID: 2423503711 PASSWORD: CUSR</p>	<p>ZOOM MEETING ID: 2423503711 PASSWORD: CUSR</p>	<p>ZOOM MEETING ID: 7748545893 PASSWORD: CUSRADULTS</p>	<p>ZOOM MEETING ID: 7748545893 PASSWORD: CUSRADULTS</p>	<p>ZOOM MEETING ID: 2423503711 PASSWORD: CUSR</p>	<p>ZOOM MEETING ID: 7748545893 PASSWORD: CUSRADULTS</p>		

- Examples of weekly activity schedules and corresponding supplies lists that were sent to participants the week prior

# VIRTUAL PROGRAM PASS





# FIT CLUB

- CUSR offered a virtual program that focused on nutrition, fitness, wellness, and self-esteem called Fit Club
- Offered in 6 week sessions
- Cost was \$20/\$30 (R/NR)
- Met virtually twice a week over Zoom. One day consisted of a nutrition based lesson plan and sometimes cooking a healthy meal or snack together. The second day consisted of a virtual exercise program
- This program focused on participants supporting and encouraging each other to reach goals and celebrate successes
- Lesson planned and led by CUSR full-time Athletics Coordinator
- Participants were e-mailed zoom links and lesson plans the week prior in case in any supplies were needed
- Another important component of the program was having discussions about body image and body positivity over the 6 weeks
- Fit Club took place twice over the summer, each session ending with a celebration dance party!
- Took place twice over the summer and has two more sessions planned to continue into the fall.

# FIT CLUB

- Session 1 (June 3<sup>rd</sup> – July 8<sup>th</sup>)
  - Enrollment: 5
- Session 2 (July 22<sup>nd</sup> – August 28<sup>th</sup>)
  - Enrollment: 4
- Session 3 (September 16<sup>th</sup> – October 21<sup>st</sup>)
  - Fall Program
- Session 4 (October 7<sup>th</sup> – November 18<sup>th</sup>)
  - Fall Program



# FIT CLUB

## Fit Club Overview

- Follow up on calories.
- Why do we need rest?
- Frozen Yogurt Bark recipe and cooking video
- Body Positivity
- Top 10 list
- How can we focus on ourselves as a "Whole person"?



## How can we focus on ourselves as a "whole person"?

What's it mean to think of us as a whole person?

Thinking of ourselves as emotional, spiritual, mindful, strong human beings.



## Nourish The Whole Person!

- Practice Self-Care.
- Set aside time just for you.
- Sleep is an important part of self-care.
- Start a self-care routine.
- Take care of your Whole Self. Inside and out!



## Examples of virtual Fit Club lesson plans

## Calories:

What is a Calorie?

What is an empty calorie?

Did you think of calories in a new way over the past week?



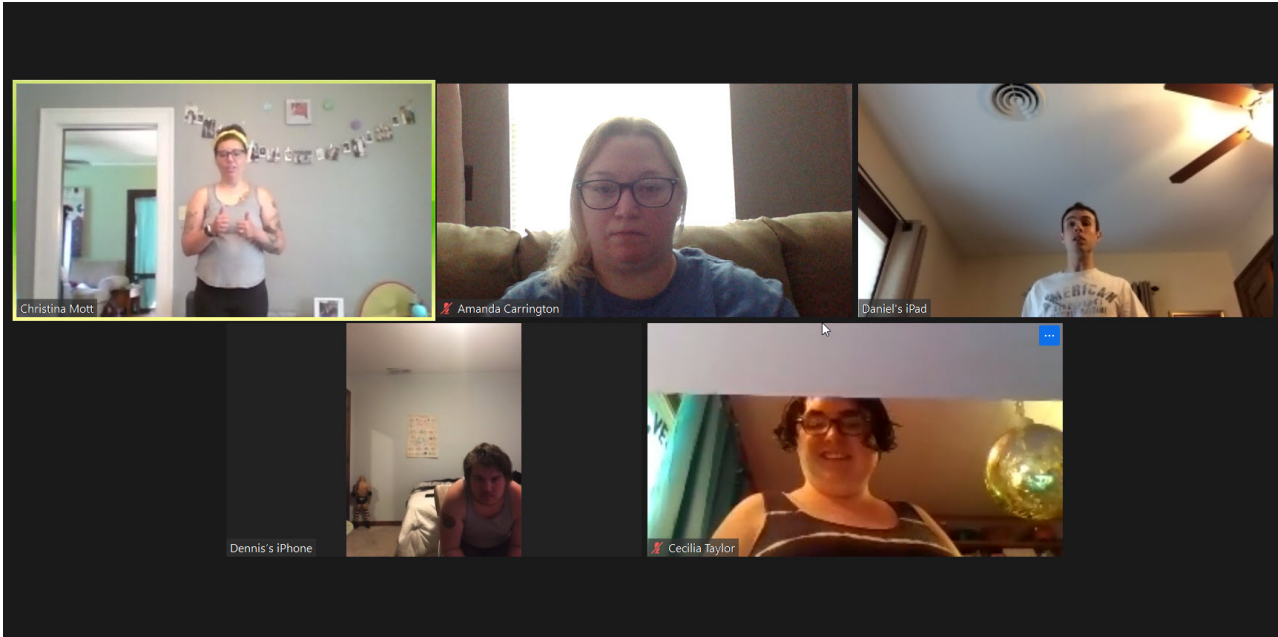
## Body Positivity!

Top ten list!

- 1- I am smart.
- 2- I am fun.
- 3- I am powerful.
- 4- I am independent.
- 5- I can make others laugh.



# FIT CLUB

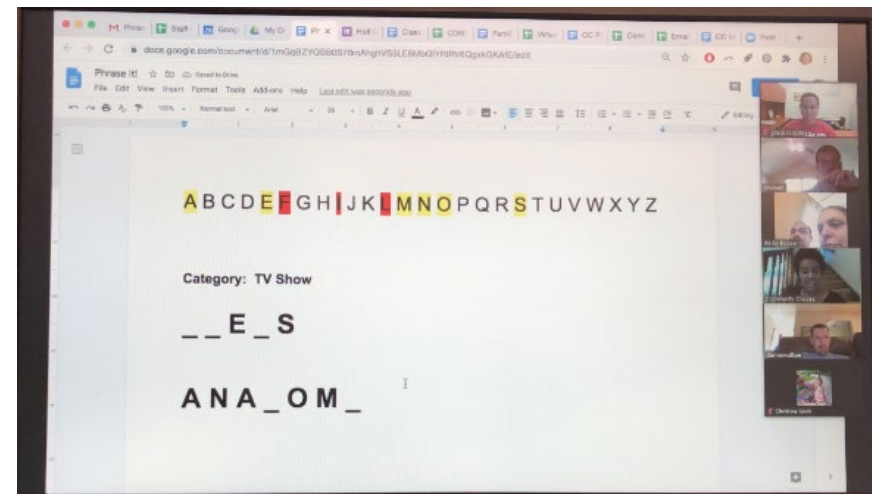
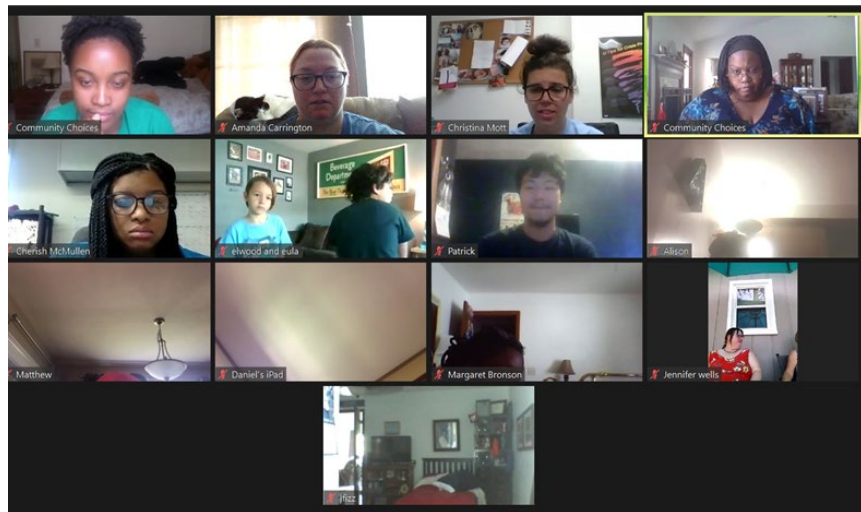
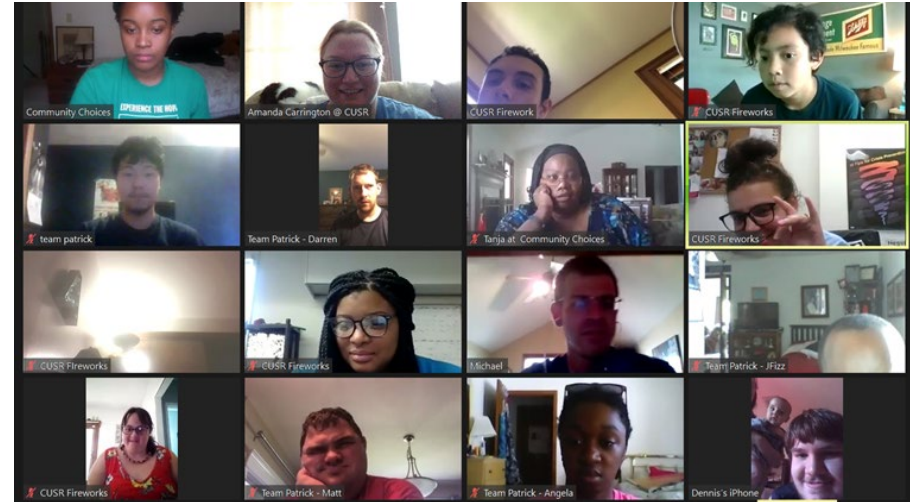
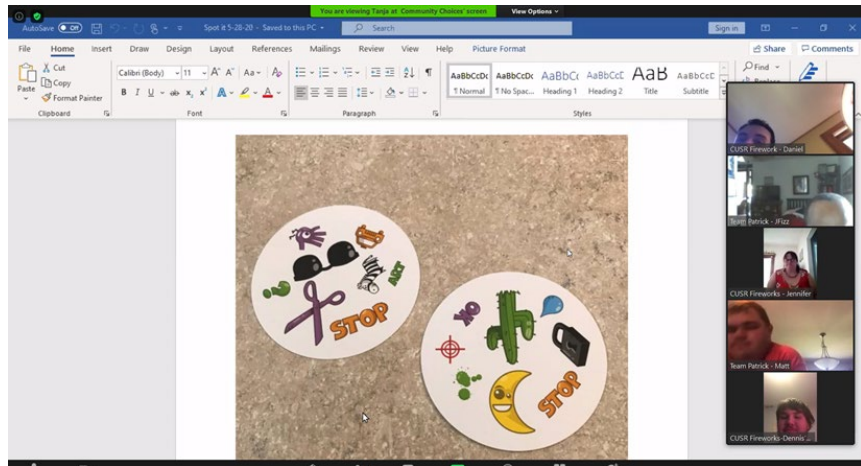


# TRIPLE C GAME DAYS

- CUSR partnered with Community Choices to offer “Triple C Game Days” to our participants
- Offered virtually over Zoom every 2 weeks on Fridays at 4pm
- These events are free but participants must RSVP by the deadline
- Staff e-mail the zoom link out to participants the day before the event
- Both Community Choices and CUSR full-time staff plan and lead the programs collaboratively
- The games switch between Charades and Phrase-It



# TRIPLE C GAME DAYS



# Douglass Summer Youth Programs

Summer 2020





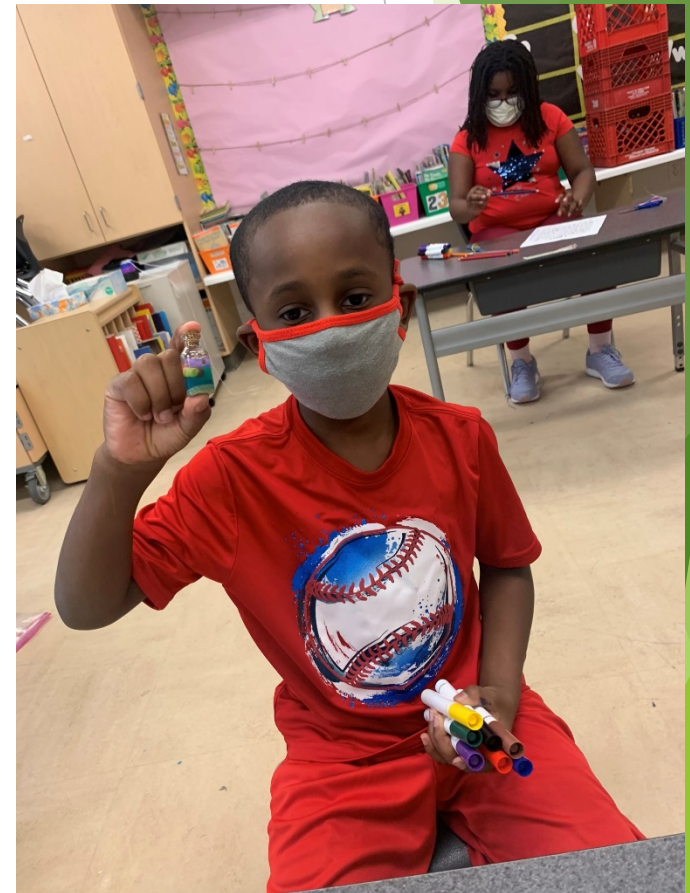
# Summer Youth Program in a Bag



- ▶ The Douglass Community Center, Springer Cultural Center, and Community Matter combined efforts in providing virtual Summer Youth Programs in a bag
- ▶ Staff from each site divided up the lesson planning and the preparation of the bags
- ▶ We offered pick up at the Douglass Community Center and the Springer Cultural Center
- ▶ The bags were offered weekly from May 29-July 27
- ▶ 51 bags were purchased
- ▶ Parents expressed how excited they were to see what was in the bags each week

# In Person Summer Youth Program at Douglass

- ▶ Douglass SYP offered the in person Summer Youth Program with a limit of 15 patrons ages 5-12 years old from June 22-August 21
- ▶ Both Program Coordinators, Capricia Whittaker and Brittney Washington, worked to develop lesson plans and newsletters for the parents.
- ▶ Masks were required and the tables were placed 6 feet apart for sitting and activities. Staff made sure that participants were always walking 6 feet apart. Physical activities were held outdoors, games were adjusted for social distancing, drive up and pick up only was provided and the public was not allowed in the building.
- ▶ Covid-19 Health Screenings were done prior to entry and throughout the day. Masks were required, no back packs or lunch boxes (disposable containers only) were allowed and water bottles were allowed.
- ▶ In person comments made by parents and their evaluations revealed that they were very impressed by our safety precautions and felt the program was going well.





# SYP Employees



- ▶ In order to abide by the Public Health Guidelines and allow for social distancing in our building, we employed 4 leaders and the Program Coordinator was a floater.
- ▶ The leaders were: Nikita Snyder, Ja’Nice Baker, Steven Lewis and Aushinett Pierce.
- ▶ All leaders were experienced Champaign Park District rehires and were trained on COVID-10 guidelines.
- ▶ Leaders were responsible for each participants’ well-being and safety.
- ▶ Leaders duties included but were not limited to: reading over the daily schedule, setting up items each day, completing roll call, checking first-aid bags, ensuring that each area was sanitized before and after use and that all participants were using proper hygiene/mask etiquette.



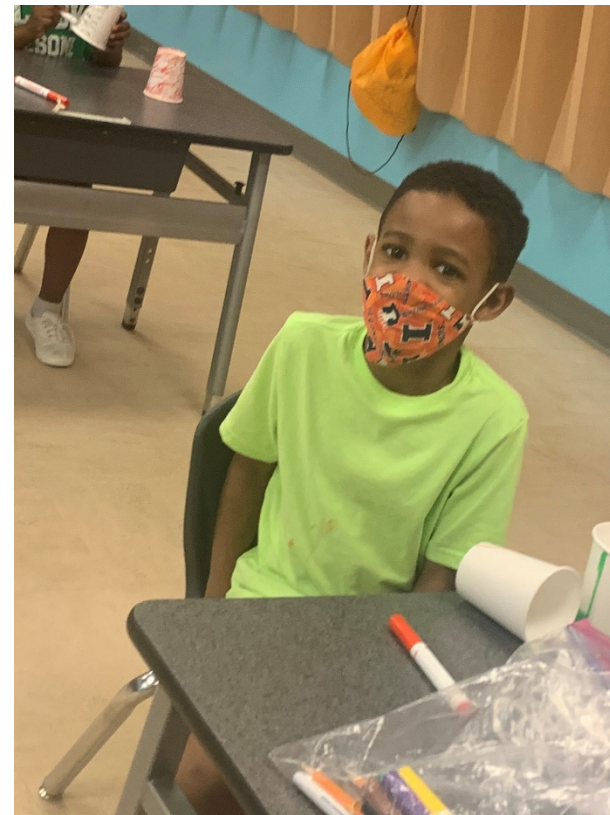
# SYP Participants

- ▶ We had a total of 113 participants enrolled.
- ▶ 103 of those participants were on a CommUnity Matter's scholarship.
- ▶ During SYP all participants were able to play recreational games, make new friends and learn new concepts.
- ▶ Without the SYP and CommUnity Matters scholarships, many kids would not get to participate in so many new things over the summer months.
- ▶ We are lucky to serve as an outlet for CommUnity Matters participants for camp. Summer break is a critical time for kids from high crime areas that need a positive environment to play, learn, and grow in. Without CommUnity Matters, many children would not be attending camp.



# Summer Meals at Douglass Provided by Unit 4

- ▶ This year Booker T. Washington was the location for Unit 4's Summer Food Service Program.
- ▶ Unit 4 partnered with Douglass and we served a total of 475 free meals.
- ▶ Staff completed a count every time breakfast and lunch was served. There were 219 breakfasts and 256 lunches were served.
- ▶ Unit 4's Summer Food Service program provides meals to children 18 years old and younger.
- ▶ A majority of our participants participate in the program since many of their families are food insecure.



# COVID-19



- ▶ English and Spanish COVID-19 signage was placed at the Douglass Community Center, Booker T. Washington and the Douglass Annex.
- ▶ COVID-19 information was presented to all staff and placed in all staff binders.
- ▶ Handwashing was completed before and after every activity.
- ▶ Areas were sanitized before, in-between, and after use.
- ▶ Covid-19 Health Screenings were done prior to entry and throughout the day. Masks were required for all staff and participants. Personal items were not allowed.
- ▶ Masks were required for all staff and participants. Social distancing was also enforced. Drive up and pick up only was provided and the public was not allowed in the building.