

**THE MAINE-NILES ASSOCIATION OF SPECIAL RECREATION
SPECIAL BOARD OF DIRECTORS MEETING**

6820 Dempster St. Morton Grove, IL

December 1, 2025 | 10:00 AM

Board President Karen Hawk called the December 1, 2025 meeting to order at 11:01 AM.

Board Members in attendance:

Don Miletic, Des Plaines Park District
Kevin Hubka, Golf Maine Park District
Jeff Wait, Morton Grove Park District
John Shea, Park Ridge Park District
Michelle Tuft, Skokie Park District
Karen Hawk, Village of Lincolnwood

Absent: Tom Elenz, Niles Park District

Staff in attendance: Trisha Breitlow, Executive Director; Lisa Barrera, Superintendent of Recreation; Nicole Kubika, Inclusion Coordinator.

Changes to Agenda: None

Introduction of Visitors: None

Public Comment: None

Superintendent Barrera reviewed the discussion regarding the inclusion process held with park district staff earlier in the morning. Breitlow reviewed the summary of 31 survey results from member agency staff with the board. Each member agency reviewed specific situations regarding inclusion.

Board discussion ensued. Directions moving forward include:

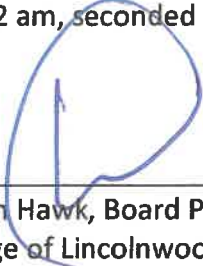
- Member agencies need to follow M-NASR procedures and M-NASR should **not be expected** to individualize inclusion processes and procedures by each member agency
- Streamlining communication by designating 1-2 points of contact per member agency.
- Making inclusion aide phone lists available updated weekly
- M-NASR staff continuing to offer key staff training for agency staff with Trisha sharing the same information with the Board.
- All agencies will provide Lisa with their summer training dates by the end of January.
- Consideration of an outside consultant

A committee was formed to make recommendations for needed changes for the M-NASR Inclusion process. The committee will include Trisha Breitlow, Lisa Barrera, Nicole Kubika (M-NASR) Breanne (Skokie) and Erin (Golf Maine), April (Park Ridge), Kandice and

Michelle (Lincolnwood) and Liz and Candice (Des Plaines). The committee may review such items as:

- Member District Liaisons
- Addressing mandatory member agency training/ back up training for inclusion aides, including communication chain for training
- Review of inclusion manuals
- Follow up with Skokie Park District with registration deadlines for programs and camps


A motion was made by Don Miletic to adjourn the December 1, 2025 Board meeting at 12:02 am, seconded by Michelle Tuft. This passed in a voice vote.



Karen Hawk, Board President
Village of Lincolnwood



Date



Trisha Breitlow, Board Secretary
Maine-Niles Association of Special Recreation



Date