

January 18, 2017

To: Dr. Carol Kelley, Superintendent  
Oak Park Elementary School District 97

From: Libbey Paul, Interim Exec. Director  
Oak Park Education Foundation

Dear Dr. Kelley,

This letter of intent outlines the partnership between Oak Park Education Foundation (OPEF) and Oak Park Elementary School District 97 (D97) to expand OPEF's BASE Camp in Summer 2017 to serve students identified by D97 as qualifying for summer services. The intent for the Summer 2017 is to pilot this partnership, measure its results, and, if successful, continue the partnership in 2018 and beyond. The intent is based on the following conditions.

**Students:** By March 15, District 97 will identify and enroll 65 students entering 3rd-5th and 50 students entering 6th-8th to attend OPEF BASE Camp. Each student will enroll in 8 equivalized sessions (an equivalized session is defined as a ½ day of camp for 1 week, so 8 sessions is 4 weeks of full-day camp), a total of 520 sessions for 3rd-5th and 400 for 6th-8th graders. OPEF will collect a \$25/student nonrefundable registration fee, totalling \$2,800 after fees, which will offset the total owed by D97 to OPEF. The total financial commitment for 920 sessions is \$133,700 (\$136,500 less \$2,800) payable by July 1, 2017.

**Camps:** OPEF and D97 will agree to the specific list of camps to be made available to qualifying students. Camp will be held Monday-Friday, 9:00am-3pm for 3rd-5th graders and 8:45am-3:30pm for 6th-8th graders.

**Location/Dates:** OPEF will deliver all its BASE Camps for incoming 1st-5th graders at Longfellow Elementary School (715 Highland Avenue), and incoming 6th-8th graders at Gwendolyn Brooks Middle School (325 S. Kenilworth Ave) and Percy Julian Middle School (416 S. Ridgeland Ave.) from June 19, 2017, to July 14, 2017, excluding July 4. D97 will make available to OPEF the necessary number of classrooms in these buildings to accommodate the expanded number camp sessions:

- Longfellow - gym, multi-purpose/lunchroom (including kitchen), media center, auditorium, outdoor area and playground, plus 24 classrooms, including the art room; confirm that all rooms have air conditioners
- Brooks - commons/kitchen, outdoor area, plus 13 classrooms, with focus on project rooms with tables (e.g., science labs and design lab) versus traditional classroom set-up
- Julian - D201/202 design lab

As per previous summers, OPEF will also require access to the above facilities the week prior to camp (June 12-16, 2017) from 8am-5pm for set-up and teacher orientation. During camp, hours of operation are 7am – 6:30pm Monday through Friday with students on site from 8am-6pm.

**Technology:** Technology requests will continue to be handled as per the 12/9/2015 memo from Michael Arensdorff to Dr. Carol Kelley (see Attachment 1).

**Fees:** In 2017 the per student per week rate is \$275 for 3rd-5th graders, or \$137.50 per equivalized session, and \$325 for 6th-8th graders, or \$162.50 per equivalized session. Early drop-off (8-9am) and Extended Camp (3-6pm) are not covered in the student weekly amount and will be an optional add-on for families (though families qualifying for F/RL can add them on for free). District 97 is responsible for covering the additional cost of a daily lunch and snack provided by OPEF's food services partner, Oak Park River Forest High School, for students identified by District 97 who qualify for free and reduced lunch; all other families may purchase a boxed lunch or bring their own sack lunch.

**Timing:** OPEF will start enrolling families from the general public during the week of January 30, 2017, and will hold spots in camps for D97-identified students until March 15, 2017.

**Measurement:** OPEF and D97 agree to collaborate on setting program goals and success criteria and measuring of the effectiveness of camp for both students participating at D97's request and those receiving OPEF need-based scholarships.

The Services Agreement between OPEF and District 97 will be finalized no later than February 26, 2017.

IN WITNESS WHEREOF, the parties have caused this Letter of Intent to be duly executed as of the date signed below.

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Libbey A. Paul, Interim Executive Director  
Oak Park Education Foundation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Carol Kelley, Superintendent  
Oak Park Elementary School District 97

\_\_\_\_\_  
Date

Revised: 1/20/17 - 2 pm



# Oak Park Elementary School District 97

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TO: Dr. Carol Kelley, Superintendent of Schools

FROM: Michael Arensdorff, Director of Technology

SUBJECT: Oak Park Education Foundation

DATE: December 9, 2015

First and foremost, we recognize that the Oak Park Education Foundation has served our students and community tremendously. Our students have benefited greatly from the organization's offerings. This relationship and the magnitude of how OPEF gives back to District 97 has led to the considerations of the past requests for resources. There is a board policy that outside organizations may use space and/or resources until it is a cost to the school district. While the Oak Park Education Foundation is serving our district, the district in kind will adhere to as much of the following proposal as possible.

During these past experiences there have been significant time offered by the district to prep devices, planning meetings with cabinet members, troubleshooting calls to District 97 and even a few situations that have shown disrespect to our District 97 staff while operating programs. The following are the expectations for all requests from OPEF for any resources for programs being offered, which will be considered due to the above understanding of the great benefits to our students:

1. All requests must be made in writing to the superintendent and designee in advance of any event scheduling.
2. All building usage forms must be completed and approved prior to planning and advertising any events.
3. All requests are complete with details for numbers of devices, software, locations, time frame of usage, and any other pertinent information and failure to include important information in the beginning may result in the removal of all resources
4. All District 97 instructional programs will receive first priority in terms of access to equipment/resources.
5. If awarded the usage, Oak Park Education Foundation will return all district equipment in the same condition that it was provided. Failure to do so will result in the repair or replacement costs billed to OPEF. (See form attached that will need to be complete at the beginning of usage and end of usage).
6. The Director of Technology or other departmental cabinet member will schedule all checkout and check-in of equipment/resources. If failure to attend these scheduled meetings, future requests will not be considered and/or awarded.
7. In the event that any time required beyond the normal working day OPEF will compensate our District 97 employees at their pay rate of time and half for their overtime.

Failure to meet all or anyone of these above stated requirements would result in the denial of the request.

Thank you for your consideration of this request and please let me know if you have any questions.

Sincerely,  
Michael J. Arensdorff

mja