



August 9, 2016

Sarah Freishtat  
The Beacon-News  
495 N. Commons  
Aurora, IL 60504

VIA EMAIL – [sfreishtat@tribpub.com](mailto:sfreishtat@tribpub.com)

Re: FOIA Request Dated August 3, 2016 and received August 3, 2016

Subject: A request for a copy of School District 308's contract with RSP

Dear Ms. Freishtat:

This letter will serve as Community Unit School District 308's response to your August 3, 2016 request under the Freedom of Information Act (5 ILCS 140/1 et seq.), in which you asked for the above referenced information. The information responsive to your request is attached.

To promote district transparency and assist others who may have a similar question, this responsive document will be posted online on the district's website. To access it, go to [www.sd308.org](http://www.sd308.org) and select *Our District > Freedom of Information Act Request > FOIA Request Responses*, then select *FOIA ID #16-24*.

Please be advised that to comply with your FOIA request, the district incurred the expense of \$157.12 comprised of the cost of labor and resources used to search for records responsive to your request. You are not legally required to reimburse the district for the amount incurred.

Please let me know if you have additional questions. Thank you.

A handwritten signature in black ink, appearing to be "B. Graves", with a long horizontal line extending to the right.

Brian Graves  
Freedom of Information Officer

## STATEMENT OF WORK NO. RSP 000189

Pursuant to that certain Professional Services Agreement, dated as of this 19 day of July, 2016 ("Agreement"), by and between RSP & Associates, LLC. ("Consultant"), and Community Unit School District 308, Kendall County, State of Illinois ("Client" or "District").

CONSULTANT hereby submits this Statement of Work in connection with the provision of Professional Services under Section 2.0 of the Professional Services Agreement. The terms and conditions set forth in the Agreement are incorporated by reference and shall supersede any conflicting terms herein. This Statement of Work shall have effect only when signed by CLIENT and CONSULTANT.

The subject matter of this Statement of Work and the terms and conditions specifically applicable thereto are as follows:

**1.0 Description of Professional Services.** Professional services provided by Consultant to Client may include, but are not limited to, Consultant's designing, preparing, writing or analyzing one or more of the following: Boundary Report, Enrollment Report, Facilitation/Presentations, Facility Planning Report, Facility Staffing Report, Maps or other analysis/reports as may be necessary to perform and carry out all of Consultant's obligations set forth in this Statement of Work. Any options shall be mutually agreed upon by both the Consultant and Client and evidenced by an addendum hereto setting forth the descriptions, delivery dates, and prices for services.

**2.0 Purpose of Professional Services.** The purpose of professional services is to assist and provide the client the following products, services, or analysis which are further defined in the Statement of Work section 7.0 and 10.0:

- 2.1 Enrollment Analysis/Report
- 2.2 Boundary Analysis
- 2.3 Public Facilitation

### **3. Project Management.**

3.1 Work Plan. All products will be a work in progress that will meet the deadlines stated in the Deliverable section (7) of this Statement of Work unless both the Client and Consultant agree upon another schedule.

3.2 Work Plan Management. At the request of the Client, the Consultant will provide a description of the status of a particular project.

3.3 Communications. All communications regarding any of the projects should be made to the consultant, Robert S. Schwarz, or those individuals in 4.2

#### **4. Change Control.**

4.1 Procedure. Changes to this Statement of Work may be made only in compliance with the terms of Section 19.0 of the Professional Services Agreement.

4.2 Client Changes. Only the following individuals may authorize changes for the Client:

Dr. John Sparlin, Superintendent  
Community Unit School District 308

4.3 Consultant Changes. Only the following individuals may accept on behalf of Consultant any changes requested by the Client:

Robert Schwarz, Owner

**5. Technical Specifications.** Each report will be provided in hard copy and digitally in a pdf format unless otherwise notified by the Consultant.

**6. Quality Standards.** The products delivered to the Client will be of the highest quality and considered final after being reviewed by the Client and those changes made by the Consultant.

#### **7. Deliverables.**

7.1 Consultant Deliverables Defined. The following are products, services or analysis that will be created by the Consultant under the Agreement.

a. The Enrollment Analysis/Report assists the District in understanding how the projected enrollment impacts capacity at each of its facilities. The report has analysis that projects the enrollment at each facility for the next five years with current boundaries. It includes tables, graphs, charts, and maps. Meetings with County and City planners, and developers are utilized to discuss land use, development policies, building permit trends, and future development plans to accurately factor for those variables in the Enrollment Projection Model.

b. The Boundary Analysis provides redistricting options that are based on the Student Forecast Model (SFM) enrollment projections generated in the Enrollment Analysis Report. The report will document the public process, benchmark each option with respect to the boundary criteria the Board approves, and ultimately assist the District in understanding the possible solutions for the enrollment change to include, better utilization of existing facilities, the timing when new facilities or additions should be built, when new sites should be purchased, and if a bond referendum should be held. Large print (36 x 42) maps and 11 x 17 maps are utilized to facilitate group discussions.

c. The Boundary Public Facilitation has consultant leading the facilitation process. The process will allow detailed exploration of options to better utilize facilities, grade configuration, or attendance area realignment. The consultant has created a process that integrated the following elements: Board of Education, Administration, Committee, Community, and Consultants. The process will have

two Board of Education meetings, five committee meetings, and two public forums. The process will include maps, charts, and discussions to provide a comprehensive recommendation to the Board of Education.

7.2 Client Deliverables Defined. The following are data or services to be provided by the client.

- a. Data download of Official Student Count download from at least the past three school years in a dbf format – October 15th Official Count to include the following data fields, which shall be considered Confidential Information by Consultant and shall not be disclosed by Consultant:
  - Student ID Number
  - Address
  - City
  - State
  - Zip
  - Grade
  - School Attending
  - Building Name
  - Catchment/Planning Area
  - Ethnicity
  - Start Date and End Date
  - Date of Birth
  - Special Education Code
- b. The following Kane, Kendall and Will County Auditors and Assessors data with the extensions of dbf, prj, sbn, sbx, shp, and shx are requested:
  - City Boundaries
  - County Boundaries
  - Plat and Subdivision Boundaries
  - School District Boundaries
  - Zip Code Boundaries
  - Census Boundaries
  - Roads
  - Parcels
  - Parcel Attribute fields
  - Public School Point Data
  - Private School Point Data
- c. The following cities: Aurora, Joliet, Montgomery, Oswego, and Plainfield data with the extensions of dbf, prj, sbn, sbx, shp, and shx are requested:
  - Roads with Geocode attributes
  - Infrastructure (Water, Sewer, Electricity, and Gas)
  - Zoning Attributes
  - Long Range Planning attributes
- d. Other GIS or data files as needed to complete the reports, studies, or analysis

- e. Digital files produced by the Client that will assist in completing the scope of services.

7.3 Deliverables Date. Below are the dates for the Deliverables the Consultant will provide the Client:

- a. Enrollment Analysis/Report:
  - September 2016
- b. Boundary Analysis
- c. Boundary/Public Facilitation
  - September 2016-December 2016

## 8. Pricing Terms.

8.1 Payment. The Statement of Work will be performed for the 2016/17 school year with the option of additional services in the next school year. These services will be billed as follows:

- a. 2016/17 School Year
  - Upon completion of the Enrollment Analysis/Report payment to the consultant will be for Nineteen Thousand Five Hundred Forty-Six and no/100 (\$19,546.00)
  - Upon completion of the Boundary Analysis client will pay consultant Eight Thousand and no/100 (\$8,000.00)
  - Client pays the consultant Three Thousand Five Hundred and no/100(\$3,500.00) for each committee, BOE, and/or public forum. In 2016/17 school year there is scheduled two Board of Education Meetings and Five Committee Meetings, and Two public forums resulting in a total payment to the client for this service of Thirty-One Thousand Five Hundred and no/100. (\$31,500.00).
- b. 2017/18 School Year (Option)
  - Upon completion of the Enrollment Analysis/Report payment to the consultant will be for Nineteen Thousand Five Hundred Forty-Six and no/100 (\$19,546.00)
- c. The above breakdown does not include the cost of actual printing expenses associated with the final production of the work and the Deliverables. These actual printing expenses will be charged to the Client not to exceed Five Hundred Dollars and no/100 (\$500.00) per report; large plotter format printing will be charged to the client at \$44.00 per print with a maximum size of 42 x 42 inches. The consultant shall provide a detailed invoice evidencing these expenses.
- d. Mileage expenses will be charged by mile at the rate of 30/100 (\$0.30). Other travel expenses will be submitted with the appropriate documentation for the Client to submit payment to the Consultant.

8.2 Contingency. The payment plan stated in 8.1 is contingent upon the Client utilizing Consultant services for the specified amount of time or providing the following data:

b. If the District is unable to provide the requested data as stated in 7.2, the Consultant will charge the Client the cost associated with obtaining the information in 7.2 which is not included in the prices listed in section 8.1. The Client will need to give their consent in writing for this expense.

8.3 Additional Services. Any additional services shall be authorized in writing by Client prior to initiation and compensated at the rate of \$120.00 per hour unless otherwise negotiated by both parties. Public meetings RSP would need to attend not included in the services listed in 10.0 are Three Thousand Five Hundred and no/100 (\$3,500.00) plus any travel expenses.

**9. Consultant Content.** Consultant Content shall consist of at least the following:

- 9.1 Enrollment Projection Model
- 9.2 Population Projection Model
- 9.3 Analysis Work Products

**10. Work Product.**

10.1 Enrollment Analysis/Report

- a. Written portion as an Executive Summary
- b. Information about the residential development activity expected in the District.
- c. 5-Year Enrollment Forecast.
- d. Tables with a low, mid, and high projection for each facility in the District.
- e. Maps that identify future growth areas.

10.2 Boundary Analysis

- a. Information about the Model Methodology.
- b. Analysis of each scenario (Examples - Redistrict, Reconfiguration, New Facility, or Consolidation).
- c. Calculates the potential Students Impacted by Boundary Change (SIBC).
- d. Tables with a low, mid, and high projection for each facility in the District.
- e. Maps of boundaries for each scenario with a maximum of six.
- f. Consultant Recommendation that may include school safety, transportation, phasing, transfers/deadlines, student options, new facilities, permanent facility additions, mobile classrooms, areas of anticipated boundary change, and boundary evaluation criteria matrix.
- g. The study may also include grade configuration, factor in additions to existing facilities, or building a new elementary facility.

### **10.3 Public Facilitation**

- a. Utilize the data and maps generated in 10.1 and 10.2 to facilitate a public process
- b. Two meetings with Board of Education (one at the beginning and one at the end of the process)
- c. Maximum five meetings with a boundary committee
- d. Two public forums to educate and receive community comment
- e. Includes time for meeting preparation and follow-up after meetings
- f. Assist the District in understanding the possible solutions for the enrollment change to include, better utilization of existing facilities, the timing when new facilities or additions should be built, when new sites should be purchased, and when a bond referendum should be held.
- g. Validation of community values to be introduced or integrated into the planning process
- h. Use of web or phone conference calls will be utilized to maintain communication with administration.

### **10.3 Maps**

- a. School District Map that provides information about each facility's boundary, geographical reference to the surrounding community, and references the schools each planning area will attend.
- b. Maintenance of Geographic Information System (GIS) of attendance area of each facility, school sites, and planning areas.

## **11. Client Content.** Client Content may consist of the following elements:

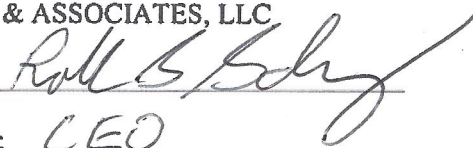
- 11.1 Digital student data for each student with at minimum the fields of address, grade, gender, and ethnicity.
- 11.2 Digital shape-file of parcels in the District.
- 11.3 Digital street centerlines file for all streets in the District that has the appropriate fields for accurate geocoding.
- 11.4 Digital shape-file of all school sites in the District.
- 11.5 Digital shape-file of the current school boundaries for each attendance area.
- 11.6 City and County Future Planning Maps of the area within the District.
- 11.7 Any other data, images, programming, photographs, illustrations, graphics, audio clips, video clips, or text necessary for the completion of the project.

**[Remainder of page left blank intentionally. Signature pages follow.]**

The parties have executed this Statement of Work by their duly authorized representatives as of \_\_\_\_\_, 20\_\_.

**CONSULTANT**

RSP & ASSOCIATES, LLC

By: 

Title: CEO

Date: 7-20-16

**CLIENT**

Community Unit School District 308, Kendall County, State of Illinois

By: 

Title: Asst. Superintendent for Business and Operations

Date: July 19, 2016