



November 17, 2022

Crystal Casper

VIA EMAIL

Re: FOIA 22 – 63 request dated 10/17/2022

Subject: Please provide a copy of any Memorandum of understanding (MOU) between SD308 and Great Lakes Equity. Also, please provide a copy of any Memorandum of Understanding in regards to ESSA.

Dear Ms. Casper:

This letter will serve as Oswego Community Unit School District 308's updated response to your FOIA request received on October 17, 2022 under the Freedom of Information Act (5 ILCS 140/1 et seq.) in which you asked for the above referenced information. Attached is the information you requested for Great Lakes Equity. Regarding ESSA, there are no further records responsive to your request.

You have a right to have the denial of your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, IL 62706

If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC. You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

To promote district transparency and assist others who may have a similar question, this responsive letter will be posted online on the district's website. To access it, go to www.sd308.org and select *Our District > Freedom of Information Act Request > FOIA Request Responses > FOIA Requests Responses -2022 – 22-63*.

Please be advised that to comply with your FOIA request, the district incurred an expense that comprised of the cost of labor and resources used to search for records responsive to your request. Let me know if you have additional questions. Thank you.

John Petzke
Assistant Superintendent of Operations/
Freedom Of Information Officer



Memorandum of Understanding

CENTER DESCRIPTION

The Region III *Midwest & Plains Equity Assistance Center* at Indiana University is one of the four equity assistance center funded by the U.S. Department of Education under Title IV of the Civil Rights Act to provide technical assistance to states, districts, and public schools at the request of school boards and other responsible governmental agencies on issues of equity related to race, sex, national origin and religion.

INTRODUCTION

This Memorandum of Understanding is entered into as of **January 9, 2017** by and between Community Unit School District 308 (SD308), 4175 IL-71, Oswego, IL 60543 and the Trustees of Indiana University, on behalf of the Region III Equity Assistance Center (R3EAC) known as *The Midwest & Plains Equity Assistance Center (Center)*, located at 980 Indiana Avenue, Room 2232, Indianapolis, IN 46202. The project discussed in the Memorandum of Understanding, hereinafter referred to as "MOU" describes the technical assistance services that characterize a systemic partnership and will be performed by the R3EAC, and SD308. **This MOU requires superintendent's review and signature.**

TIME OF PERFORMANCE

The parties will collaborate to complete the goals described herein between **January 9, 2017** and **September 30, 2018**. This MOU will be reviewed and revised via two-year term, as needed.

PARTNERSHIP ACTIVITIES, GOALS, AND OBJECTIVES

The R3EAC will provide customized services and resources, in collaboration with Community Unit School District 308 (SD308) staff members, to address and realize the partnership activities, goals, and objectives listed below. Please note that the dates indicated in the activities, goals, and objective statements below are subject to change after the MOU is signed as necessitated by partner or R3EAC circumstances.

Partnership Activities: Provide technical assistance activities designed to engage district and school leaders in equity-oriented planning processes and professional learning experiences for developing educator capacities to lead toward equity, and to integrate equitable practices in the district's improvement planning to ensure all students in the school community are served.

Partnership Goal 1: Develop and/or cultivate district leaders' understanding of foundational educational equity concepts and the application of those concepts to meet goals articulated in the district's *Diversity, Equity, and Inclusion Plan* through ongoing consultation and feedback.



Objectives 1.1: Engage in a process of developing and/or identify existing leadership development structures that can be used to engage district and school level leaders in professional learning and growth activities designed to promote their understanding and implementation of culturally responsive and sustaining school-based practices through ongoing consultation and feedback.

Technical Assistance Service: Consultation

Deliverable: A document mapping all leadership development structures including structure description, purpose and mechanisms for equity-focused professional learning and growth.

Objectives 1.2: Increase district leaders' capacity to develop and promote equitable district level and school-based practices by co-constructing and delivering professional learning experiences for selected district leaders.

Technical Assistance Service: Professional Development Design and Delivery

Deliverable: A series of professional learning experiences focused on leadership capacity building related to advancing the implementation of equitable school-based practices.

Objective 1.3. Provide research- and practice-based tools and resources, and information regarding center-hosted professional learning and networking opportunities.

Technical Assistance Service: Information and Resource Dissemination

Deliverable: The provision of at least five relevant equity-focused resources or tools to facilitate MOU goals and objectives annually.

Partnership Goal 2: Develop activities to support the implementation of selected strategies articulated in the *SD308 Diversity, Equity, and Inclusion Plan*.

Objectives 2.1: With assistance from the R3EAC, interpret school-level and district-level data and utilize findings to prioritize strategy implementation.

Technical Assistance Service: Data Review and Consultation

Deliverable: Summary of feedback and guidance document on selected school and district data



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ASSURANCES

In order to accomplish these goals and objectives the SD308 will:

- In collaboration with R3EAC create and adhere to a work scope that delineates technical assistance activities.
- Ensure that the district superintendent will participate in the Scope of Work Review and Finalization call, and the Annual Partnership Progress call.
- Communicate any needed adjustments to mutually agreed upon technical assistance activities delineated in work scope in a timely manner.
- Designate district personnel to serve as primary contact (s) on the partnership.
- Participate in partnership context analysis and continuous improvement data collection activities.
- Contribute to and participate in regularly scheduled partnership meetings as articulated in the Scope of Work.
- Forward documents in a timely manner to allow sufficient review and preparation.
- Meet technology infrastructure requirements including having reliable access to the internet, email, computer, and telephone, as well as having access to onsite IT support.

In order to accomplish these goals and objectives R3EAC will:

- Designate a highly skilled technical assistance specialist to co-lead with designated district personnel and serve on the partnership.
- Oversee and coordinate with district the scheduling of partnership meetings.
- Participate in regularly scheduled partnership meetings.
- Provide research and practice-based information and equity-focused consultation to inform the work outlined in the district's scope of work and MOU.
- Forward documents to district designated primary contact person(s) in a timely manner to allow sufficient review and preparation.
- Coordinate and conduct partnership context analysis and continuous improvement data collection activities.
- Provide a summary of all data collected as part of the Center's needs assessment and continuous improvement progress updates to designated district personnel.
- Subscribe selected district personnel to all Center-produced e-publications.
- Ensure priority registration to Center-hosted learning events and networks opportunities.





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COST

As a federally funded Equity Assistance Center, the R3EAC provides technical assistance and professional learning opportunities to state and local educational agencies in the thirteen-state region of Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin, North Dakota, South Dakota, Missouri, Iowa, Kansas, Nebraska, and Oklahoma. In this collaborative partnership, Community School District 308 (CSD) will share costs associated with project activities as outlined below.

R3EAC: The Center will provide time and expertise in cultivating equity-oriented leadership practices and civil rights in education.

Community Unit School District 308 (SD308): The Partner will provide resources in the form of cost of travel (i.e., lodging, airfare, local transportation, and meals) for two Center staff members, as well as be responsible for the coordination of all logistics and cost associated with professional learning experiences facilitated by the Center (e.g. participant registration, location, meals, equipment, presentation materials etc.).

CENTER KEY PERSONNEL

At all times during the term of this MOU, R3EAC services will be provided by the assigned technical assistance state cadre specialist; service performance shall be under the guidance of the Associate Director of Engagement and Partnerships and the supervision and direction of the Center's Director of Operations and Executive Director. Key personnel also supporting this MOU include the Associate Director of Continuous Improvement.

AGENCY KEY PERSONNEL

At all times during the term of this MOU, the *Community Unit School District 308 (SD308)* work shall be under supervision and direction of Dr. Judith Minor and designee Ms. Roxana Sanders. These persons will have the authority to approve or to efficiently obtain approval for decisions and activities related to the provision of the services described in this MOU and outlined in the scope of work.

COMMITMENT TO ADVANCING THE WORK

It is the Center's mission to expand states' and school systems' capacity to provide robust, effective opportunities to learn for all students, regardless of and responsive to race, sex, national origin, and religion and to reduce inequities among and between groups in educational outcomes. Community Unit School District 308 (SD308): will endeavor to extend the work initiated during the partnership with the





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[Redacted Signature]

Superintendent

12-9-16

Date

[Redacted Signature]

Midwest and Plains Equity Assistance Center

Director of Operations Signature

1/9/2017

Date

[Redacted Signature]

Midwest and Plains Equity Assistance Center

Executive Director Signature

1/9/2017

Date

[Redacted Signature]

Authorized Representative of Indiana University

12/13/16

Date





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R3EAC by committing to implement the changes in practices, processes, tools or artifacts in policies, practice or interactions with staff, students and families/communities. Community Unit School District 308 (SD308): will provide evidence of implementation to the R3EAC through participating in all center's evaluation and continuous improvement data collection activities.

SCHOLARLY RESEARCH

The R5EAC is engaged in a collaborative inquiry research study to explore in what ways and to what extent the assistance it provides to partnering educational agencies in Region III mediates equity-oriented systemic reform. Products from these research endeavors may include journal articles, professional papers, and professional presentations. If you decline to participate in this study, please indicate so by checking the box below.

☐ I decline to allow my agency to participate as a study site in this research study.

NOTE: Declining participation in the research study does not release partners from the expectation of participating in required evaluation activities, including center surveys/interviews and the completion of the EAC Client Survey distributed by the Library of Congress.

LIABILITY

Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.

As Superintendent of Schools in Community Unit School District 308 (SD308), 4175 IL-71, Oswego, IL 60543, I will oversee the required involvement of the staff indicated in the activities listed. In turn, the Midwest & Plains Equity Assistance Center Director of Operations and Executive Director agree to provide those resources and supports to personnel who participate as required. Because systemic change for equitable and inclusive policy and practice requires full commitment by those in the system, and adequate resources with which to work on an on-going basis, over time, activities included in this agreement will be reviewed on a monthly basis. Adjustments may be made, with the agreement of both parties.

