



PARK DISTRICT of OAK PARK

*In partnership with the community, we provide
quality parks and recreation experiences for the residents of Oak Park*

PARK DISTRICT OF OAK PARK Committee of the Whole Meeting Via Zoom Meeting

<https://us02web.zoom.us/j/82143384199?pwd=RIExUjBQVTFsQ1NGR1pybFExTjc1dz09>

**Thursday, May 6, 2021
Directly Following the Annual Meeting**

AGENDA

- I. Call to Order/Roll Call**
- II. Public Comment**
- III. Recreation and Facility Program Committee**
 - A. Collaboration For Early Childhood Agreement*
- IV. Parks and Planning Maintenance Committee**
 - A. ESAC Committee Application - Beth Rooney*
- V. Administration and Finance Committee**
 - A. Renewal of Noventech Contract*
 - B. Review of Ethics Ordinance Update
 - C. Rehm Park Easement Update
- VI. New Business**
- VII. Closed Session**
- VIII. Adjournment**

* Indicates information attached.

** Indicates information to be provided before or at the meeting.

Update indicates verbal report provided at meeting no materials attached

The Park District of Oak Park welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please call (708) 725-2000 or via email at Karen.Gruszka@pdop.org.

Memo



To: Board of Park Commissioners

From: Maureen McCarthy, Superintendent of Recreation

Cc: Jan Arnold, Executive Director

Date: May 6, 2021

Re: Park District Early Childhood Programming and Collaboration for Early Childhood Care Agreement

Statement

The Park District of Oak Park’s Early Childhood Program offers classes geared towards the social, emotional, and cognitive development of children from birth to six years of age. The Collaboration for Early Childhood supports the professional growth of the teachers for these programs in addition to providing resources and support for our families.

Discussion

The Park District of Oak Park currently offers DCFS licensed preschool programs at Andersen, Carroll, and Barrie Centers and are adding a site at Longfellow. Guided exploration and experimentation through play is the foundation of our preschool curriculum; fostering new opportunities for children to make connections to literacy, math, science, motor and sensory development, as well as the arts. Our highly qualified teachers focus on creating a safe and nurturing environment, while introducing approaches to learning that can be carried with them throughout their schooling years. To continue to develop our program portfolio, educate our teachers, and provide opportunities for our children that focus on age appropriate/best practices, our partnership with the Collaboration for Early Childhood is essential.

The Collaboration for Early Childhood has been extremely supportive of the Park District’s early childhood programs, preschool, teachers, and families. This past year the 18th Annual Early Childhood Symposium took place virtually and focused on virtual preschool and social emotional learning at home. Also, Families First/La Familia Primero, a parent-led group, is supported by the collaboration and focuses on tools and information to support their child’s healthy development. Over 50 children received hearing, vision and development screenings. A new website was launched which includes a searchable, online version of the Early Childhood Resource Directory.

Recommendation

Staff recommends the Park Board approve the Agreement with the Collaboration for Early Childhood Care and a funding allocation of \$7,000 a year for the next two years.

Attachment: Collaboration For Early Childhood Care Agreement



April 28, 2021

Sandy Lentz, President,
Board of Commissioners
Jan Arnold, Executive Director
Park District of Oak Park
218 Madison Street
Oak Park, IL 60302

Dear Ms. Lentz, Commissioners, and Ms. Arnold:

What a year it has been! While a number of agencies that so many relied on continued to remain closed due to the pandemic, the Park District of Oak Park's green spaces became even more important for cooped up families working and learning from home. Skating on the Paul Hruby Arena, or borrowing a sled from the 'sled library' to take a ride down Barrie Hill this winter allowed families to get out of the house and engage in the serious work of play. Hearing Ms. Arnold's regular and steadfast updates at the biweekly Social Services Meeting is a window into the team's hard work to ensure that the Park District and its vibrant programming remains available to all in safe way.

While children need spaces to play, create, swim, dance, and skate, the role of the Park District as one of the largest providers of early education programs in Oak Park bolsters the work of the Collaboration for Early Childhood. The Park's Playschool, Preschool, and Pre-Kindergarten Programs play a crucial part in helping us to become a community where every child truly thrives. We look to the Park District's early learning programs as an educational example to aspire to across Oak Park. For this reason, and many others that I will share below, the Collaboration for Early Childhood welcomes the opportunity to continue our dynamic partnership with the Park District of Oak Park.

In your fantastic new video about early childhood programs, Barbara Grooms, Supervisor for Early Childhood Programs, says, "teachers are the cornerstone of our program." It is with this understanding that the Park District continues to leverage the Collaboration's offerings in our Early Learning program service area. As I ask the Park District of Oak Park to renew its support of the Collaboration for another two years, I thought I would take the opportunity to highlight the many ways we have worked together this year to continue to cultivate high-quality early learning experiences for our children through the support of our educators and families.

Early Learning:

- *ComPASSION Matters! Virtual Early Childhood Symposium.* Like many things this year, our 18th Annual Early Childhood Symposium took place virtually. Park District teachers Emily Norman and Erin Bradd facilitated sessions that focused on virtual preschool and social emotional learning at home; two extremely relevant topics in early childhood education today. In addition, 8 members of the Park District attended the symposium

as participants. With this new digital conference platform, we are excited to let you know that we are currently in the final stages of offering a selection of the symposium workshops asynchronously so teachers can earn credits remotely on their own time after the initial event.

- *Directors' Roundtable* – Ms. Grooms is a member of this professional community. She lends her voice and knowledge to this unique network of early childhood program directors, and she will also participate in our inaugural Aim4Excellence Directors' Credential Cohort to build on her expertise later this year.

Family Engagement:

- *Parenting Resource Program* – The Collaboration's Parenting Resource Program brings together community partners to connect families with early childhood information and resources. This occurs through a shared calendar of family-focused community events and parent workshops. The Park District of Oak Park continues to play a role in driving this work.
- *Early Childhood (Virtual) Resource Fair* – While we were not able to host the Early Childhood Resource fair in person this year, the Park District was still an integral part of the online platform, which had over 300 visitors. Participants were able to search early childhood resources by age and by category.
- *Community Ambassadors* – The Collaboration's Community Ambassadors connect families to tools and information that support their child's healthy development. They also help run Families First | La Familia Primero, a parent-led group supported by the Collaboration. Whitney Brooks is one of our Ambassadors, and she is also an assistant preschool teacher at the Park District. This has led to even more connections between the Collaboration and the Park District. For example, Erin Bradd was the guest speaker at a fall Families First | La Familia Primero Parent Circle session that focused on social emotional learning.

Health and Development:

- *Hearing and Vision Screenings*. The Park District's Austin Gardens, Carroll Center and Stevenson Center all participate in hearing and vision screenings. 56 children received hearing and vision screenings at one of the Park District's early learning sites this program year.
- *Developmental Screening Project*. Fifty-seven children attending Park District programs received a developmental screening as a part of the Collaboration's screening project. Screenings provide an important snapshot of a child's communication, motor, cognitive, self-help and social-emotional skills.


Community Engagement:

- *Online Early Childhood Resource Directory.* This past fall, the Collaboration for Early Childhood launched their new website, which includes a searchable, online version of the Early Childhood Resource Directory, where the Park District has multiple listings. We have also delineated special symbols to highlight which early childhood programs participate in hearing and vision screenings, and which programs are a member of the Developmental Screening Project. The Park District has the distinction of both badges on their entries.

Our work continues. On May 3, the Collaboration and the Park District will cohost a Kindergarten Readiness Parent Workshop. Later that month, we will host our first ever Equity Summit and share our agency's equity framework. And this summer, we are preparing to launch our Community Connect Project, that expands our screenings to include social determinants of health and next steps to mitigate any that arise as barriers to learning and development in our children.

There's a lot to do, and it is so much more powerful to do it with the support of such high-quality community partners as the Park District. We are asking the Park District of Oak Park to renew its support of the Collaboration for Early Childhood with a 2-year commitment of \$7,000 a year.

Warmly,



John Borrero
Executive Director

Additional materials:

[Our audited financial statements for FY20](#)

[Our annual data report presented at the November Tri-Board meeting](#)



Memo

To: Park Board of Commissioners

From: Patti Staley, Director of Horticulture/Oak Park Conservatory

CC: Jan Arnold, Executive Director

Date: April 27, 2021

Re: Environmental Sustainability Advisory Committee Application



Statement

The Environmental Sustainability Advisory Committee (ESAC) acts as a liaison between the Park District and the community, helping implement the Park District's Environmental Policy and Integrated Pest Management Policy, assisting the Park Board in identifying and exploring sustainability issues and environmental initiatives, helping determine annual projects, and maintaining the Green Team. The ESAC is actively searching for new committee members. Elizabeth (Beth) Rooney of Oak Park, has expressed an interest in joining the ESAC.

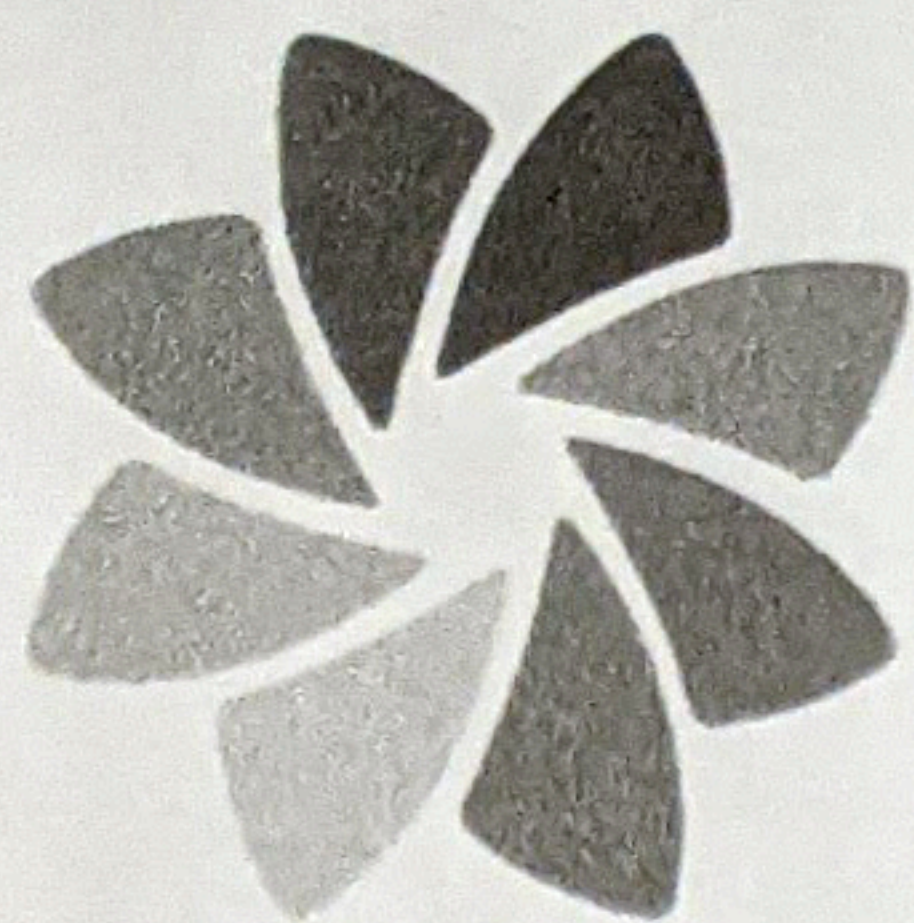
Discussion

The Environmental and Sustainability Committee members serve staggered three years terms. Beth Rooney, resident of Oak Park, and has expressed interest and submitted a committee interest application. Beth has a bachelor's of science in Visual Communication from Ohio University. She currently volunteers serving as a school board member at West Suburban Montessori School, as a Girl Scout troop leader, and as an election judge. She is also a member of the West Cook, Wildones. Beth is a daily visitor at our parks, including the Oak Park Conservatory and is a freelance photographer and writer.

Recommendation

Staff recommends the Park Board review and approve the application of Beth Rooney as a citizen committee member to the ESAC.

Attachment: Beth Rooney Application
Beth Rooney Bio



PARK DISTRICT
of OAK PARK

PARK DISTRICT OF OAK PARK

218 Madison Street • Oak Park, IL 60302 • (708) 725-2000 (info) • (708) 725-2301 (fax) • www.pdop.org

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks and facilities.

Committee Interest Application

Thank you for your willingness to serve your community on one of our volunteer citizen's committees. The following information will assist the Park District in determining the best position for you to utilize your experience, abilities and interests.

INSTRUCTIONS: Please complete and submit this application for review to the location listed above.

Committee you are interested in joining: (please check all that apply)

- Park District Citizen Committee (PDCC)
 Environmental Sustainability Advisory Committee (ESAC)
 Active Adult Advisory Committee (AAAC)

APPLICANT INFORMATION Please note, Oak Park residency is required to apply.

Applicant Name Elizabeth (Beth) Rooney

Address 831 Clarence Ave

City Oak Park State IL Zip 60304

Email Address beth.rooney@gmail.com

Daytime Phone 630-988-2669 Evening Phone 630-988-2669

Age of Applicant: Up to 29 years 30-54 years 55 years & up

What park and public space are closest to your residence? Rehm, Conservatory + Fox

AVAILABILITY

Please indicate your availability on a regular basis:

CHOOSE ONE: Daytime Evening Anytime (as needed)

CHOOSE ONE: Weekly Semi-monthly Monthly Intermittently

EDUCATIONAL DATA

Degrees (if any) B.S. in visual communication from Ohio University, 2005.

Other Educational Experience _____

COMMUNITY ACTIVITIES, PROFESSIONAL ORGANIZATIONS OR OTHER INTERESTS

Please list any activities you are currently involved with: West Suburban Montessori School board, Member of West Cook Wild Ones, Girl Scout troop leader, Election Judge,

Please indicate how you can best be of service to the Park District of Oak Park: (see other document)

Applicant's Signature: Elizabeth Date 3/29/21

You are welcome to attach additional information in a resume or write on the back of this form.

Attn: Park Board President, ESAC selection committee

By way of introduction, I am a freelance photographer and writer and has worked on a wide variety of assignments ranging from then-candidate Obama's campaign in the Iowa caucuses to the food culture of Corsica. I am well-versed in various forms of communication and recently had an opinion article published in the New York Times. I spend my free time working on native gardening and enjoying nature with my family.

In my professional life, I strive to make work that speaks to the greater human condition and to help viewers/readers experience life more deeply. This requires focus, patience and an inquisitive nature. These characteristics, partnered with the discipline I have gained through years of self-employment, makes me a great candidate for the ESAC board.

I have lived in Oak Park with my husband and two children since 2014 and I currently serve on the board at West Suburban Montessori School in Oak Park where I help with fundraising, messaging and mission statements.

My family and I are daily visitors to the various parks in the village and live close enough to the consider the Oak Park Conservatory our second home. The Park District has a strong record on sustainability and conservation, and I believe strongly in the ESAC's mission and philosophy. I would be honored to use my communication skills and enthusiasm for environmental stewardship as a member of advisory board, in order to give back to the community that has given our family so much.

Thank you.

Sincerely,

Beth Rooney

Memo

To: Board of Park Commissioners

From: Mitch Bowlin, Finance Director

CC: Jan Arnold, Executive Director

Date: April 29, 2021

Re: Renewal of Noventech, Inc. Contract



Statement

In 2020, the Park District outsourced IT management from two full-time staff positions to a contract with Noventech. The contractual arrangement has been successful and staff are seeking to renew the agreement.

Discussion

The District has partnered with Noventech for managed IT services for one year now, and the contract is up for renewal. Staff have been very pleased with the relationship and are seeking to continue it.

A few key points:

- Noventech has nine (9) staff with a variety of skills, which will allow a broader skills set to support the District.
- A designated tech will be onsite a minimum of 16 hours per months.
- Agreement includes disaster backup (value approximately \$10K), which PDOP also needs.
- Noventech is maintaining the previous pricing, which is approximately \$106,200. This is approximately \$70,000 - \$120,000 cheaper than hiring two full time staff members for these positions.
- Joe Wright, owner, is the individual that PDOP has used to write all of our code for importing data into MPower over the past eight years.
- All feedback from staff on Noventech's services has been very positive.

Recommendation

Staff recommends renewing Noventech, Inc., of Wood Dale, IL, for information technology services and support for \$8,850 per month. Staff request approval for one year with the ability to extend two additional years based on service delivery.

Attachment: Managed IT Services Proposal and Scope of Work



Custom Managed IT Services Plan for the Park District of Oak Park

The custom PDOP Managed IT Service plan provides the following services:

- Guaranteed 1 Hour Helpdesk Response Time
- Unlimited Remote & On-Site Support.
- Real-time Monitoring of Network Services (Ensure critical network services are up and running)
- Ongoing Maintenance to Network Infrastructure
- Minimum 16 hours of on-site support per month.
- Discounted rate of \$115/hr. for any Out-of-Scope project work.
- Realtime Hardware Monitoring (Monitors Hard Drives, RAM, Temperatures and General PC Health)
- Application of Windows Updates & Third-Party Application Updates (Microsoft Office, Flash, Java, Adobe)
- **Includes Noventech Cyber Total Protection Plan**

The Noventech Cyber Total Protection package includes the following:

- Managed threat detection and response services to uncover and address malicious footholds that slip past your standard preventative defenses.
- Artificial intelligence based anti-phishing filtering and user testing framework.
- Monthly internal and external network security scans including dark web scans for compromised accounts.

Monthly Recurring Costs

Description	Monthly Price	Quantity	Cost
Core Infrastructure Maintenance & Management (17 Current Locations + 1 Future Location)	\$5250.00	1	\$5250.00
Per User	\$30.00	120	\$3600.00
Total:			\$8,850.00 / Month.

Printed Name _____ Signature _____ Date _____



Managed IT Services Scope of Work (SOW)

Exhibit A

The following table will provide a basis for determining what IT related tasks are considered In-Scope (covered and included in the Managed IT Service Agreement) and what tasks are considered Out-Of-Scope (billed hourly or as a project).

In-Scope	Out-Of-Scope
<ul style="list-style-type: none"> • Routine hardware checks, software updates, OS updates and 3rd party updates. • Installation of hardware and software. • Hardware and software troubleshooting. • Server backups, replication, testing and assisting with restoring files. • Maintenance and troubleshooting of network infrastructure, including switches, routers and Wi-Fi systems. • Troubleshooting connections between network devices such as computers and printers. • Management and troubleshooting of 3rd party email services such as GSuite and Office 365 (if utilized). 	<ul style="list-style-type: none"> • Maintenance and troubleshooting of any device not associated with an existing Park District of Oak Park location. • Hardware repairs to equipment not typically serviceable by general IT consultants such as printers, switches and routers. • Website updates and content generation. • Social media updates and management. • Custom software development and related programming services.



Managed IT Services Agreement

This Managed IT Services Agreement (“Agreement”) is made on Thursday, May 20, 2021 with services beginning June 1st, 2021 by and between Noventech, Inc., hereinafter referred to as (“Provider”) and Park District of Oak Park, hereinafter referred to as (“Client”) to provide IT services, hereinafter referred to as the (“IT Services”).

WHEREAS, the Client hereby wishes to engage in Provider’s services to maintain, service and upgrade Client’s IT assets as provided in this Agreement.

NOW, THEREFORE, Provider and Client agree as follows:

1. Scope of Services

Provider will perform such infrastructure development, network maintenance and support services as are set forth in Exhibit A (Scope of Work).

2. Price and Payment

Provider is being hired on a fixed-price basis per item covered to perform the Services and provide the Services described above in Exhibit A (Scope of Work). Changes to current number of users covered under this agreement will cause a change in overall agreement price. The fixed price for this Scope of Work with its current users covered under contract can be found attached to this contract.

Additionally, services that are not covered under this agreement are eligible for discounted rates which are detailed with the plan selected.

3. Term and Termination

Unless terminated as provided herein, this Agreement will extend for a period of twelve (12) months and will automatically renew from month to month thereafter. Provider may terminate this Agreement without cause upon written notice, and Client may terminate this Agreement without cause upon sixty (60) day’s written notice. Additionally, if after 6-months, the Park District of Oak Park is not fully satisfied with the performance of Noventech the agreement can be cancelled without penalty. Either party may terminate this agreement upon written notice for material breach, provided, however, that the terminating party has given the other party at least fifteen (15) days written notice of and the opportunity to cure the breach. Termination for breach will not alter or affect the terminating party’s right to exercise any other remedies for breach. Upon termination of this agreement client may request all credentials and login information as it relates to their IT systems and network and will be willingly surrendered by the provider.

4. Obligations of Client



A. Client will immediately notify Provider upon learning of any significant problem with the performance of the network.

B. Client will cooperate with Provider in connection with its performance of the Services by providing access to Client's physical premises as reasonably necessary from time to time.

C. Client will allow a monitoring agent (to monitor computer health) and remote access utility to be installed on all managed computers under the terms of the agreement.

D. Client will, from time to time, purchase such software and hardware as may be reasonably necessary for the effective operation of its network.

E. Client will provide hands-on assistance to Provider in remote support situations when required, i.e. restarting computer, power-cycle network device, place disk in drive, etc.

5. Confidential Information

A. All information relating to Client that is known to be confidential or proprietary, or which is clearly marked as such, will be held in confidence by Provider and will not be disclosed or used by Provider except to the extent that such disclosure or use is reasonably necessary to the performance of Provider's Work.

B. All information relating to Provider that is known to be confidential or proprietary, or which is clearly marked as such, will be held in confidence by Client and will not be disclosed or used by Client except to the extent that such disclosure or use is reasonably necessary to the performance of Client's duties and obligations under this Agreement.

C. These obligations of confidentiality will extend for a period of one (1) year after the termination of this agreement, but will not apply with respect to information that is independently developed by the parties, lawfully becomes a part of the public domain, or of which the parties gained knowledge or possession free of any confidentiality obligation.

6. Warranty and Disclaimer

Client acknowledges that no computer system or software can be made completely stable or secure, and that Provider cannot guarantee the stability, safety or security of client's network or data. Provider warrants that the IT Services will be provided in a workmanlike manner, and in conformity with generally prevailing industry standards and the time frame, if any, set forth in the description of IT Services herein. Client is solely responsible for implementing and monitoring appropriate operational and security procedures, and for making appropriate backup copies of all data. THIS WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY ORAL OR WRITTEN REPRESENTATIONS, PROPOSALS OR STATEMENTS MADE ON OR PRIOR TO THE EFFECTIVE DATE OF THIS AGREEMENT.



7. Limitation of Liability

In no event will Provider be liable for any loss of profit or revenue by Client, or for any other consequential, incidental, indirect or economic damages incurred or suffered by Client arising as a result of or related to the IT Services, whether in contract, tort, or otherwise, even if Client has advised of the possibility of such loss or damages. In no event will Provider be liable for any loss of data that may occur, regardless of the cause of such loss of data. The total liability of Provider for all claims of any kind arising as a result of or related to this Agreement, or to any act or omission of Provider, whether in contract, tort or otherwise, will not exceed an amount equal to the amount actually paid by Client to Provider for the IT Services during the twelve (12) month period preceding the date the claim arises.

8. Indemnification

Client will indemnify and hold Provider harmless against any claims by third parties, including all costs, expenses and attorneys' fees incurred by Provider therein, arising out of or in conjunction with Client's performance under or breach of this Agreement.

9. Relation of Parties

The performance by Provider of its duties and obligations under this Agreement will be that of an independent contractor, and nothing herein will create or imply an agency relationship between Provider and Client, nor will this Agreement be deemed to constitute a joint venture or partnership between the parties.

10. Employee Solicitation/Hiring

During the period of this agreement and for twenty-four (24) months thereafter, Client will not directly or indirectly solicit or offer employment to or hire any employee, former employee, subcontractor, or former subcontractor of the provider. The terms "former employee" and "former subcontractor" will include only those employees or subcontractors of either party who were employed or utilized by that party on the Effective Date of this Agreement.

11. Non-assignment

Neither party will assign this Agreement, in whole or in part, without the prior written consent of the other party. This Agreement will inure to the benefit of, and be binding upon the parties hereto, together with their respective legal representatives, successors, and assigns, as permitted herein.

12. Arbitration

Any dispute arising under this Agreement will be subject to binding arbitration by a single Arbitrator with the American Arbitration Association (AAA), in accordance with its relevant industry rules, if any. The parties agree that this Agreement will be governed by and construed and interpreted in accordance with the laws of the State of Illinois. The arbitration will be held in Illinois. The Arbitrator will



have the authority to grant injunctive relief and specific performance to enforce the terms of this Agreement. Judgment on any award rendered by the Arbitrator may be entered in any Court of competent jurisdiction.

13. Attorneys' Fees

If any litigation or arbitration is necessary to enforce the terms of this Agreement, the prevailing party will be entitled to recover reasonable attorneys' fees and costs from the other party.

14. Severability

If any term of this Agreement is found to be unenforceable or contrary to law, it will be modified to the least extent necessary to make it enforceable, and the remaining portions of this Agreement will remain in full force and effect.

15. Force Majeure

Neither party will be held responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay is caused by events or circumstances beyond the delayed party's reasonable control.

16. No Waiver

The waiver by any party of any breach of covenant will not be construed to be a waiver of any succeeding breach or any other covenant. All waivers must be in writing, and signed by the party waiving its rights. This Agreement may be modified only by a written instrument executed by authorized representatives of the parties hereto.

17. Entire Agreement

This Agreement together with any attachments referred to herein constitute the entire agreement between the parties with respect to its subject matter, and supersedes all prior agreements, proposals, negotiations, representations or communications relating to the subject matter. Both parties acknowledge that they have not been induced to enter into this Agreement by any representations or promises not specifically stated herein.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives.

Provider: Noventech, Inc.

Client: Park District of Oak Park

Name : _____

Name: _____

Signature: _____

Signature: _____