

# Stanwood Camano School District

TO: BOARD OF DIRECTORS

FROM: STEVE LIDGARD, EXECUTIVE DIRECTOR – BUSINESS SERVICES *SL*

SUBJECT: CEDARHOME ELEMENTARY SCHOOL – CAMP ORKILA

DATE: DECEMBER 17, 2019

TYPE: ACTION NEEDED

Attached is a contract with YMCA of Greater Seattle for Camp Orkila, located on Orcas Island.

Cedarhome Elementary is planning to hold its fifth grade outdoor education camp at this facility on June 1, 2 and 3, 2020.

The memo from Principal Jeff Lofgren explains the details of this activity.

#### Recommendation:

We recommend the board move to approve the Cedarhome Elementary School facility use contract with the YMCA of Greater Seattle for the fifth grade outdoor education learning experience camp on June 1, 2 and 3, 2020.

# CEDARHOME ELEMENTARY SCHOOL

27911 68<sup>TH</sup> AVE NW  
STANWOOD, WA 98292  
(360) 629-1280



JEFF LOFRGEN, PRINCIPAL  
SHERRI HAMLIN, OFFICE MGR.  
JAN ROBB, SECRETARY

## ***"PROUD HOME OF THE GRIZZLIES"***

DATE: December 3, 2019

TO: Steve Lidgard, Executive Director, Business and Finance  
Lloy Schaff, Assistant Superintendent of Teaching and Learning  
SCSD Board of Directors

FROM: Jeff Lofgren, Principal  
Matthew Chaplik, Abby Struiksma, Amy Kelley, Julia Heichel, 5<sup>th</sup> grade teachers @  
Cedarhome

RE: Outdoor Education, Camp Orkila for Cedarhome Elementary 5<sup>th</sup> grade

Cedarhome Elementary is requesting that the SCSD Board of Directors approve our contract for 2020 with YMCA Camp Orkila on Orcas Island.

Cedarhome Elementary 5<sup>th</sup> grade students, staff and several approved parent volunteers attend Camp Orkila each year. We are scheduled to attend camp June 1<sup>st</sup> – 3<sup>rd</sup>.

The bill for attendance and other miscellaneous costs is approximately \$21,140.00. Plus teacher stipends and transportation costs to be determined.

The bill for camp, stipends, transportation and misc. is paid through a combination of resources that student payments and fundraising through our PTO.

A copy of the contract for Cedarhome Elementary Camp Orkila is provided for your Review.

Thank you,

A handwritten signature in black ink that reads 'Jeff Lofgren'. The signature is written in a cursive, flowing style.

Jeff Lofgren, Principal



YMCA Camping and Outdoor Leadership  
909 4th Avenue  
Seattle, WA 98104

Account #: 1561756  
Cedarhome Elementary  
Amy Kelley  
27911 68th Ave NW  
Stanwood WA 98292

**Comments:**

**ESTIMATE #60219**

**Reservation Mon 06/1 4PM - Wed 06/3 12PM**

Orkila Outdoor Environmental Education

Qty	Facility / Resource	Amount	Comments
135	Orkila OEE Fee - \$78 per person, per night	\$ 21,060.00	
1	Discount: Orkila OEE Financial Aid	\$ (200.00)	
2	Orkila Roundtrip Bus	\$ 480.00	
1	Discount: Orkila OEE Financial Aid	\$ (200.00)	
<b>Total Fees:</b>		<b>\$ 21,140.00</b>	

**Deadlines:**

**Two weeks after agreement date(11/27/2019):**

Submit signed agreement and deposit.

**30 days prior to visit(05/02/2020):**

Confirm estimated group size with director.

**30 days after receipt of final invoice:**

Submit final payment.

**Deposit:**

Your nonrefundable deposit is required to confirm your reservation. This deposit will be applied to your final invoice. Send deposit, along with a signed copy of this agreement to the YMCA Camping and Outdoor Leadership office (address above) within two weeks of the agreement date. Your reservation is not complete until your signed agreement and deposit are received by the YMCA.

**Cancellation:**

If your group cancels after the signed agreement has been submitted to the YMCA, you will forfeit your deposit or be responsible for 50% of the guaranteed minimum - whichever is greater. If your group cancels within 30 days of the arrival date, you will be responsible for 90% of the confirmed group participants.

In signing this agreement, the Group agrees to abide by the above conditions, the Camp Policies (enclosed), and to accept financial responsibility for loss or damage to camp facilities and equipment resulting from maliciousness, misuse or negligence.

Christy Shiers

YMCA Program Director

*Amy Kelley* 12-2-19  
Group Contact Signature Date  
Amy Kelley  
Group Contact Printed Name

**Deposit Due: \$2,000.00 (PTO)**  
upon district approval