

**JOHNSTON & ASSOCIATES**

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November 1, 2012

Mr. David Finley  
Chief Operations Officer  
Ector County I.S.D.  
802 N. Sam Houston  
Odessa, Texas 79761

**RE: DEMOGRAPHIC AND PLANNING SERVICES FOR  
ECTOR COUNTY I.S.D. FACILITY PLAN**

Dear Mr. Finley:

This letter will serve as an agreement between Johnston & Associates (Consultant) and Ector County Independent School District (ECISD) for the provision of demographic and planning services to Ector County Independent School District. Consultant appreciates the opportunity to provide these services and wants to be responsive to ECISD's needs. In the event this agreement is not entirely responsive to ECISD's needs, I welcome the opportunity to make revisions.

**I. STATEMENT OF PURPOSE**

Ector County Independent School District is updating their facility use plan, evaluating the need to realign school attendance zones, and examining the options for construction of new schools. Analysis of the student population is an important element in these planning tasks. Current school facilities in ECISD consist of 2 early childhood schools (EE-PK), 25 elementary schools (grades K-6), 6 middle schools (grades 7-9), 2 high schools (grades 10-12), and a variety of specialty campuses. Enrollment is currently about 29,633 students.

Johnston & Associates (Consultant) will provide demographic and planning services to assist the Board of Trustees and Administration with consideration of facility usage, new attendance zones, and options for new school locations and construction.

*Johnston & Associates*

## **II. SCOPE OF WORK**

1. Consultant uses Arc View, a geographic information system software (GIS), to interface school district geography with the residential address of enrolled students. ECISD data management will provide the student enrollment data file as of October 1, 2012 for grades EE-12. The data will be processed, geocoded by residential address, and located digitally on the street map of ECISD. The student data file provides information such as grade, current campus, attendance zone campus, ethnicity, economic status, and magnet and transfer status.
2. ECISD Administration has provided Consultant with information regarding capacity of school facilities, including campus capacities, ideal enrollment capacity, and special use circumstances or limits. Analysis includes items such as number of total classrooms, special use classrooms and their designation, net number of classrooms, number of students per classroom, facility capacity, etc.
3. ECISD Administration will provide guidelines for development of school attendance zone plans and options for campus grade configurations. Consideration must be given to transfer student policy, magnet programs, and the Consent Order regarding unitary status.
4. Consultant will program Arc View software and then compile the student enrollment data into designated scenarios for campus zones. Data will reflect student residential addresses.
5. Consultant will act as a technical resource for the development and refinement of attendance zones and potential location of new school facilities. She will attend meetings in Odessa as requested by the Administrations and/or Board of Trustees. This cost estimate includes two trips to and meetings in Odessa.
6. ECISD will receive electronic files of scenario options.

## **III. DATA NEEDS**

1. ECISD will provide data files of enrolled students to include residential address, current campus, attendance zone campus, ethnicity, economic status, magnet and transfer status, and student diversity indicators.
2. ECISD will provide current enrollment by facility, target student enrollment by facility, and any special circumstances or limits at a campus including the magnet programs.
3. ECISD will provide written guidelines regarding student diversity considerations.

#### **IV. SCHEDULE**

Consultant is available to begin work immediately. The following timeline shows a framework for major tasks and personnel.

##### **December 2012**

- A. Receive 2012-2013 student dataset from ECISD and develop GIS database.
- B. Program software for scenarios: # of campuses, grade configurations, socioeconomic indicators, etc.
- C. Begin to prepare zone plan(s) and updates to Facility Plan

##### **January-February 2013**

- A. Continue zone plan(s) preparation and updates to Facility Plan
- B. Discuss and modify zone plans with Administration.
- C. Finalize information for presentations.
- D. Support to Administration and Board.

#### **V. COST ESTIMATE**

In compensation for professional services provided in this agreement, Consultant will invoice at the rate of \$160.00 per hour for Leslie Johnston and \$125.00 per hour for Valerie Warwick, not to exceed the total amount of twenty-two thousand dollars (\$ 22,000.00) for the scope of work as defined above. Tasks may be added and will be billed at the designated hourly rate. In addition, Consultant is to be reimbursed for expenses reasonably incurred while providing these services, not to exceed 10% of the professional fee (\$ 2,200.00). Such expenses may include, but are not limited to travel, postage, reproduction, and long distance telephone. Consultant is entitled to be paid monthly for services and expenses upon presentation of a properly documented invoice. Payment is requested upon receipt of the invoice.

The total cost estimate for professional services and expenses is twenty-four thousand two hundred dollars (\$ 24,200.00).

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## VI. SUMMARY OF QUALIFICATIONS

The primary personnel involved in this project will be Leslie Johnston and Valerie Warwick. Ms. Johnston is a community and regional planner with expertise in demographics and planning analysis. Ms. Johnston is providing the management and demographic services for this project. Ms. Warwick is an applications programmer and database developer who manages the data conversion and GIS software programming. Ms. Warwick offers expertise in GIS and careful attention to detail.

## VII. CONFIDENTIALITY OF INFORMATION

Consultant acknowledges that, in providing services under this agreement, it will be entrusted with confidential information by Client and agrees not to disclose any such information without client's permission, except to the extent that disclosure is reasonably necessary to provide services requested by Client. Information which was known to Consultant prior to entering into this agreement or which is available from public sources shall not be considered confidential. Any inquiries from the Press will be referred back to the Client.

## VIII. CONCLUSION

If you concur with the terms of this agreement, please execute both copies and return a fully executed copy to me. I enjoy working with you and Ector County Independent School District.

Very Sincerely,



Leslie M. Johnston  
Principal

**FOR ECTOR COUNTY I.S.D.:**

\_\_\_\_\_  
David Finley, Chief Operations Officer

Date: \_\_\_\_\_