

JOHNSTON & ASSOCIATES

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April 21, 2009

Mr. Hector Mendez
Superintendent
Ector County I.S.D.
802 N. Sam Houston
Odessa, Texas 79761

**RE: DEMOGRAPHIC AND PLANNING SERVICES FOR
ECTOR COUNTY I.S.D. ATTENDANCE ZONE PROJECT**

Dear Mr. Mendez:

This letter will serve as an agreement between Johnston & Associates (Consultant) and Ector County Independent School District (Client) for the continued 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 the 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 (ECISD) is evaluating the need to realign school attendance zones and to consider options adjusting campus grade configurations. There has been a shift in the residential location of students resulting in change in the distribution and density of enrollment among the schools. 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 in the ECISD is currently about 27,000 students.

Johnston & Associates (Consultant) will continue providing demographic and planning services to assist the Board of Trustees and Administration with the development of new attendance zones and analysis of possible change in campus grade configurations.

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II. SCOPE OF WORK

1. Consultant uses Arc View, a geographic information (GIS) system software, to interface school district geography with the residential location of enrolled students. ECISD data management has provided the student enrollment data file as of the December 18, 2008 for grades EE-12. The data has been processed, geocoded by residential address, and located digitally on the street map. The student data file links information such as grade, current campus, attendance zone campus, ethnicity, economic status, magnet, and transfer status.
2. The Administration is currently evaluating school facilities, capacities, and their ideal enrollment capacity, including 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. Consultant is assisting the Administration with developing guidelines to serve as parameters for development of school attendance zone plans and the options for campus grade configurations. Special attention must be given to transfer student policy, magnet programs, and provisions in the Consent Order regarding unitary status.
4. Consultant will program software for and then compile the student enrollment data into alternative scenarios for campus zones using guidelines developed with the Administration. Data will reflect student residential locations. Data will be analyzed for approximately five scenarios.
5. Consultant will act as a resource for the development and refinement of attendance zones and possible realignments of campus grade configurations. She will attend meetings in Odessa as requested by the Administration and/or Board of Trustees. This cost estimate includes six trips and meetings in Odessa.
6. District will receive digital maps of all recommended scenarios on electronic media (cds).

III. DATA NEEDS

1. ECISD has provided current enrollment by facility and is developing target student enrollment for each school facility, as well as any special circumstances or limits at a campus including the magnet programs.
2. ECISD will develop written parameters to guide the plans for school attendance zones and campus grade realignments, to include items such as ethnic distribution, % of capacity, etc. Approximately five models/scenarios will be developed.

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IV. SCHEDULE

Consultant is available to immediately continue work. The following timeline and personnel offer a timeframe for the scope of services.

May 2009

- A. Finalize campus grade configurations and models (approximately five models)
Personnel: ECISD Administration; Delivery to Consultant
- B. Finalize list of school facilities and enrollment capacity, both current and target capacity, including magnet program and special circumstances/limits (ie core areas).
Personnel: ECISD Administration; Delivery to Consultant
- C. Finalize guidelines for rezoning and realignments (needed for programming scenarios)
Personnel: ECISD Administration; Delivery to Consultant
- D. Program software for grade configuration parameters and zoning guidelines
Personnel: Consultant

June-July 2009

- E. Prepare concept zone plan(s)
Personnel: ECISD Administrative team and Consultant

August 2009

- F. Review and finalize new zone plans with Leadership Team
Personnel: ECISD Leadership Team and Consultant

August 31, 2009

- G. Review and Submit zone plan(s) proposals to Board of Trustees
Personnel: ECISD Administration

December 2009/January 2010

- F. Board adoption of rezoning plan

V. COST ESTIMATE

In compensation for professional services provided in this agreement, Consultant will invoice at the 2007 rate of \$135.00 per hour for Leslie Johnston and \$110.00 per hour for Valerie Warwick, not to exceed the total amount of twenty-seven thousand dollars (\$ 27,000.00) for the scope of work as defined above. Tasks may be added and will be billed at the designated hourly rate. In addition, J&A is to be reimbursed for expenses reasonably incurred in providing these services,

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not to exceed 10% of the professional fee. 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.

VI. SUMMARY OF QUALIFICATIONS

The primary personnel involved in this project continues to 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 professional 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 the ability to see solution while providing careful attention to details.

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.

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 Independent School District.

Very Sincerely,

FOR ECTOR COUNTY I.S.D.:

Leslie Johnston
Principal

Rebecca Mull, Director of Purchasing

Date: _____