



ALEDO ISD BOARD MEETING TEMPLATE

MEETING DATE: January 18, 2022

AGENDA ITEM: Consider Approval of Agreement between Aledo ISD and Population and Survey Analysts

PRESENTER: Dr. Susan K. Bohn, Superintendent and Earl Husfeld, Chief Financial Officer

BACKGROUND INFORMATION:

- Per Board Policy CH (Local), any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.
- The Administration is recommending the District engage the firm of Population and Survey Analysts (PASA) to perform demographic services for the District.
- The PASA statement of work, work product, and deliverables are attached for your review and consideration.

FISCAL INFORMATION:

The total cost of \$60,000.00 will be paid from General Fund 199.

ATTACHMENTS:

Population and Survey Analysts (PASA) Statement of Work and Agreement

ADMINISTRATIVE RECOMMENDATION:

The Administration recommends the Board of Trustees approve the Statement of Work and Agreement between Aledo ISD and Population and Survey Analysts (PASA) as presented.

**Statement of Work for Demographic Study
Aledo ISD
2021-22**



PASA WORK PRODUCT

BACKGROUND DATA COLLECTION

- Create and maintain GIS map database, including, but not limited to, the following data layers: appraisal district's parcel ownership, floodplain, municipal zoning and future land use plans, annexation and annexation plans, city and regional thoroughfare plans, subdivision and apartment layers, oil and gas pipelines, aerial imagery, street files.
- Gather background data on economic trends, major employers and changes in workforce, unemployment rates, recent real estate market trends, recent new housing trends, etc.

CURRENT AND PAST STUDENT POPULATION

- Geo-code current students and, if needed, historical dataset(s).
- Study recent gains and losses in student population by development.
- Determine the ratio of students per household for every major subdivision and apartment.
- Analyze the impact of private and charter schools on enrollment.

FUTURE STUDENT POPULATION

- Conduct extensive interviews to gather data regarding current and future land use. This allows PASA to determine the potential for future residential development on all large, undeveloped tracts of land.
- Prepare projections of new housing for each subdivision, apartment and large undeveloped parcel.
- Build a District-specific model to estimate the number of students by Planning Unit each year for 10 years.
- Develop Low Growth, Moderate Growth, and High Growth Scenarios for the number of students Districtwide per grade, per year, for 10 years forward.
- Estimate the number of students per grade per school for one year forward. This in-depth study accounts for transfers, special programs, and school-specific characteristics, and can be used for staffing decisions.

LONG-RANGE PLANNING

- Relate 10-year student population projections to school capacities.
- Develop a Long-Range Facilities Plan, including siting and timing of new facilities.

REPORTING

- Prepare comprehensive report summarizing the Demographic Study.
- Present at one Board or Administration meeting.

**Statement of Work for Demographic Study
Aledo ISD
2021-22**



DISTRICT INVESTMENT

TOTAL COST of DEMOGRAPHIC STUDY: \$60,000

Costs of Additional Services

Tasks requested by the School District beyond the scope of this Statement of Work will be billed at the following rates. These additional costs are typically associated with long-range planning, attendance zone planning, bond planning or additional presentations.

In-person meetings	\$2,500/mtg
Remote presentations (via Zoom or other platform)	\$1,000/mtg
Professional tasks	\$280/hr
GIS-related tasks	\$150/hr
Technical tasks	\$55/hr

TIMELINE

PASA plans to begin data-gathering work for the Demographic Study in March 2022 and finalize the data and present the final report to the Board in June 2022.

DELIVERABLES

- Ten hard copies and PDF of the Demographic Study report
- Ten hard copies and PDF of the large Development Overview map
- Excel versions of any tables in the Demographic Study, as requested

NOTES

- The Projections Model is the proprietary property of PASA and will not be released to the District.
- The costs listed in this Statement of Work are valid as long as a contract is signed by January 30, 2022. After this date, the costs are subject to change
- If any of PASA's GIS deliverables are reproduced, PASA will receive attribution credit. Any maps which use the GIS data must have PASA's name and company logo printed on the maps.

**Statement of Work for Demographic Study
Aledo ISD
2021-22**



DISTRICT REQUIREMENTS

PASA requests the following data for use in the Demographic Study:

1. Enrollment counts as of October 2021 from the most recent PEIMS submission (Disaggregation Report)
2. Maps detailing the location of current, unimproved parcels of land of five acres or greater, currently owned by the District, including the outline of each
3. Capacity information for each facility
4. All current information the District has available on plats, and names/contacts of any developers, builders, or real estate experts whom PASA should contact for the study
5. Student address files containing all students enrolled on the following date(s):
 - PEIMS Snapshot Oct 2021
 - PEIMS Snapshot Oct 2020
 - PEIMS Snapshot Oct 2019
 - PEIMS Snapshot Oct 2018
 - PEIMS Snapshot Oct 2017

These data files must include as many fields as possible from those listed below. PASA will protect and preserve the confidentiality of all educational records and personally identifiable information in compliance with FERPA and District Policy and shall fully indemnify the District for any breach of such security. ***It is imperative that the current student data file be updated with all deletions/additions of students for the current school year.***

Campus Number	Free/Reduced Lunch Code
Student ID Number	Bilingual Code
Street Address (PHYSICAL RESIDENCE)	Magnet program participation, if applicable
City	
Zip Code	Code Indicating Transfer from Another School District (if available)
Grade Level	
Race	Primary Home Language Code
Ethnicity	Immigration Status Code

- Please be sure that the data has been fully updated for this school year. It is important that all addresses have been updated, as well as accurate flags for special programs, including Free/Reduced Lunch, Bilingual program, etc.
- The historical data should reflect students enrolled at the PEIMS snapshot date, not those enrolled at the end of the school year

**Statement of Work for Demographic Study
Aledo ISD
2021-22**



ACKNOWLEDGEMENTS

This confirms the agreement by which Aledo ISD, herein referred to as “School District”, is engaging Population and Survey Analysts (“PASA”) to perform a Demographic Study. The attached documentation outlines specific tasks and associated costs included in the Demographic Study.

As compensation for services rendered, the School District will pay PASA \$60,000.

PASA will invoice the School District over 4 months, scheduled as follows:

20% at the end of month 1

20% at the end of month 2

20% at the end of month 3

40% at the end of month 4, or upon completion of the Deliverables

PASA expects to complete the Demographic Study between March 1, 2022 and June 30, 2022, but this can be modified to meet the needs of the School District.

A handwritten signature in blue ink that reads "Stacy Tepera". The signature is written in a cursive style and is positioned above a horizontal line.

Dr. Stacey Tepera, President
Population and Survey Analysts
signed electronically

Dated: 11-19-21

A solid horizontal line intended for a signature, positioned above the name of the Superintendent.

Dr. Susan Bohn, Superintendent
Aledo ISD

Dated: January 18, 2022