

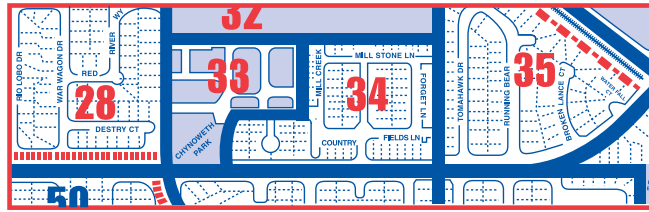
ENROLLMENT PROJECTION CONSULTANTS

Providing School Districts with Accurate Enrollment Forecasts by Location

Area 32
Older Mobile Home Park
450 units, 90 K-8 students, 0.20 SGR

Area 28
Recent Upper-Income Det. Homes
218 units, 85 K-8 students, 0.39 SGR

Area 33
Recent Upscale Townhouses
82 units, 9 K-8 students, 0.11 SGR



Area 34
Recent Middle-Income Det. Homes
94 units, 33 K-8 students, 0.35 SGR

Area 35
Older Middle-income Det. Homes
89 units, 57 K-8 students, 0.64 SGR

Elementary and Middle School
Attendance Boundaries

Assistant Superintendent Sarah Drinkwater
San Mateo – Foster City School District
1170 Chess Drive
Foster City, CA 94404-1129

April 18, 2021

Dear Assistant Superintendent Drinkwater:

This is a Proposal for Services both for an enrollment forecast update and to provide any District-requested on-call work during 2021-22.

The specific tasks proposed for this update are:

- (1) Receive the already processed and area-coded October 2021 student file for your district from SchoolVision Software;
- (2) Aggregate those counts by existing dwelling types, general income levels (interpolated from relative housing values) and regions in the district; Calculate the changes that have taken place in each of those situations and evaluate those shifts for the likelihood to continue, by degree (with particular consideration for any locations where the current student population differs notably from the latest projections; all of this work is far more involved than it sounds);
- (3) Identify the latest local birth figures and compare those to recent district kindergarten totals, with a review of how the ratios of annual births to corresponding (five years later) kindergarten amounts have evolved;
- (4) Determine the SGRs coming from recently built housing, by type, in the district, for the purpose of applying to any projected similar dwelling units;
- (5) Update the new housing projections by location, based on fieldwork and meetings with developer representatives (as needed) and the San Mateo and Foster City planning departments;
- (6) Assemble all of the findings, analyze the data, and update the forecast for each of the planning areas contained within the SchoolVision Software program;
- (7) Write a concise "letter format" report that describes the key trend findings and updated projections; and
- (8) Make one concluding presentation before the district staff and/or Board.

The cost to complete such a study will be \$10,800 provided that you have a concurrent contract with SchoolVision Software that covers the processing of your student file. Assuming that student file is provided before December and is complete and accurate, with total counts by school and grade that are extremely close to the October figures reported to the State (unless there is a reason that they should be different, such as for NPS students not being maintained in the district database), then we will complete the forecast numbers by January 7 and the draft report by January 10, 2022.

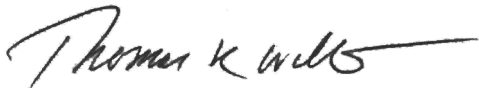
We also propose to bill additional district-requested tasks on an on-call basis for time and expenses. This will include any added public or staff presentations (beyond the first). That labor will be billed at \$180/hour for my time, plus related expenses. Any necessary support work from my partner, Vicki Williams, will be billed at \$120/hour plus expenses.

You have a better concept than I of how much the district might need these on-call services. If there could be several meetings with the public or a committee that I will both need to attend and provide evolving data for, then we may need an on-call maximum of \$3,000 (or more). If you may only need me for one additional short meeting and/or a couple of minor tasks, then a \$1,000 cap could suffice. Only the justifiable portion of the on-call budget will be invoiced. This work can be handled either in a separate contract or combined with the forecast study into one not-to-exceed amount. Most districts pay for these tasks with developer fee revenues.

Billings for the forecast update portion of this budget will occur as follows: 50% at the start of the study and 50% after delivery of the written report to the district. The other work will be periodically invoiced.

I look forward to working with you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas R. Williams", with a long horizontal flourish extending to the right.

Thomas R. Williams