

This AGREEMENT is made on the _____ day of _____, 2021, between the Idaho School Boards Association (hereinafter "ISBA") and _____ (hereinafter "District"). The parties agree as follows:

1. SERVICES:

ISBA agrees to perform services for District with regard to the review of Idaho School District school zone equalization plans as required by the State Board of Education (hereinafter "SBOE") associated with recent census population information. ISBA will contract directly with Quadrant Consulting, Inc. (hereinafter "Quadrant") to prepare the legal descriptions and maps.

Pursuant to Section 33-313, Idaho Code, following the 2021 report of the decennial census, the Board of trustees of each Idaho school district, is required to submit to the SBOE, for approval or disapproval, a proposal to change its trustee zones to equalize the population in each zone in the District.

ISBA will review each plan for inclusion of the following required elements:

1. A copy of the legal description of each trustee zone;
2. An electronic map of the district showing each zone, and
3. The approximate population of each zone.

Each plan review will be based on the criteria below. Failure of the plan to satisfy any of the following criterion would be cause for recommendation of non-approval.

1. School district zones should not create bizarrely-shaped zones without adequate explanation attached to the submittal;
2. Trustee zones that differ more than 10% from any other trustee zone in the school district;
3. Trustee zones that do not completely account for all areas within the district boundary;
4. An inadequate legal description that does not meet professional standards;
5. Proposals that are incomplete and do not include adequate legal descriptions, map and population summaries based on the 2021 census.
6. Trustee zone boundaries that do not follow common identifiable lines, i.e., section lines, subdivision boundaries, road centerlines, waterways, railroad lines, etc.;
7. Identifying any splitting of census blocks and whether the school district has demonstrated as part of their submittal that any proposed deviation from census block boundaries will accurately account for all individuals within that census block;
8. School district boundaries utilized have not been approved; and
9. Any other items that may be unique to an individual school district and may be important to the SBOE in their approval role of approving an equalized trustee zone configuration.

ISBA will:

1. Review the equalization plans for completeness and compliance with the SBOE requirements described above;
 - a. Reviews will be received and transmitted in electronic format utilizing commonly acceptable formats such as PDF.
2. Submit a summary report to the State Department of Education (hereinafter “SDE”);
 - a. Each report will verify the plan's inclusion of the required plan items; and
 - b. Assess the plan according to the above criteria.
3. Attend the SBOE meeting where plans are reviewed;
 - a. Present on behalf of the school district; and
 - b. Make a recommendation of approval or non-approval of the plan.
4. Assure that all reviews will be conducted by professional(s) familiar with boundary descriptions, census blocks, and map reading skills, i.e. Quadrant;
5. Notify the district if a submittal contains non-compliant issues or concerns that may cause the application to receive a non-approval recommendation; and
 - a. The District will be provided an opportunity to correct and resubmit the necessary information. However, any re-submittal:
 - i. Received after the deadline for submission to the SBOE will not be included in the reviews and recommendations forwarded by the ISBA to the SBOE. The original submittal received by the ISBA for review will be forwarded to the SBOE with concerns noted; and
 - ii. Will be assessed additional costs as outlined below.
6. Provide an electronic copy of the approved legal description and map to the District.

Reviews are not intended to guarantee that actual legal descriptions are completely accurate.

This Agreement does not cover reviews of re-submittals that may be required by the SBOE’s disapproval of any equalization plan during their first review.

2. COMPENSATION:

ISBA shall be paid a fixed fee based on the service that will need to be conducted and as outlined below.

Once the original plan is reviewed and ISBA’s consultant, Quadrant, has determined the extent of the work needed, ISBA will send one invoice to the district. Payment of the invoice shall be made within a reasonable time.

Phase I – Review Existing School District Trustee Zone Boundaries.

When authorized by an individual school district through the ISBA, Quadrant will prepare a “2020 Census School District Trustee Zone Status” Map. This Map will cover the entire school district and include existing trustee zones and will show principal roads, rivers, and lakes. The individual census blocks with block populations will be overlaid onto the Map. The map will include a population tabulation (a table off to the side) for existing trustee zones. The Map will also include a target population for each

zone based on no more than 10 percent variance between zones per SBOE requirements.

If the population within trustee zones differs by less than 10 percent from all other trustee zones in the district, the district should be in compliance with the requirements set forth by the SBOE and additional work should not be necessary.

If trustee zone populations differ by more than 10 percent or physical changes in census blocks have occurred between 2010 and 2020, additional work will be necessary as described in Phase II below.

Phase II – Trustee Zone Boundary Modification

Should trustee zone populations **differ** by more than 10 percent, the school District will provide Quadrant with authorization to modify trustee zone boundaries to meet the SBOE requirements. Due to possible changes in census blocks between 2010 and 2020, map changes may also be required even if population changes within the District are insignificant. ISBA will ask the District to mark up the Map provided as part of the Phase I work to identify where the trustee zone boundaries should be moved to balance the zones to fall within the 10 percent population difference requirement. The District shall then provide Quadrant with either an electronic copy or hard copy of the marked up Map.

Quadrant will take the marked up Map provided by the District and draw new trustee zone boundaries over the 2020 census tracts. A Proof Map in electronic format (pdf) showing the revised trustee zone boundaries and trustee zone populations will be provided to the District for review.

Assuming the District accepts the Proof Map, Quadrant will then modify the current legal descriptions for each of the trustee zones to match the updated Map. As noted above, ISBA will submit the provided Map and existing trustee zone descriptions to the SBOE on behalf of the District. ISBA will also present the findings to the SBOE at their next regularly scheduled meeting.

Final Products

1. All work products will be provided in electronic (pdf) format. Should a District require hard copies of work products, electronic files can be provided to the District's printing company of choice to provide the District with a means of obtaining hard copies if needed.
2. The fee provided for the Phase II work assumes a single Trustee Zone Map change iteration. Additional iterations can be completed on a Time and Material basis at the rate of \$125/hour.

Cost for Services:

If the contract is signed and returned to ISBA by June 1, the cost for services will be:

- Phase I \$1,900 (Lump Sum)
- Phase I and II \$4,350 (Lump Sum)

If the contract is signed and returned after the census data is received, the cost for services will be:

- Phase I \$2,500 (Lump Sum)
- Phase I and II \$4,950 (Lump Sum)

On Behalf of the Idaho School Boards Association:

By: _____

Title: _____

On Behalf of School District.

By: _____

Title: _____