



PARTNERSHIP AGREEMENT

This Partnership Agreement, by and between Communities In Schools of Northeast Texas (hereinafter referred to as CIS) and the Harts Bluff Independent School District (hereinafter referred to as HBISD), sets out to establish the relationships and responsibilities of both parties in the implementation of a CIS program to the district's at-risk youth as defined by the State Board of Education Rules and HB1010 criteria.

WHEREAS it is the intent of all parties hereto to bring CIS resources onto campus settings to facilitate the academic and personal success of students who may be experiencing the effects of at-risk environments by providing the full range of CIS services to those students; both parties will work together to maintain the CIS model and meet the CIS program operation requirements as mandated by the Texas Education Agency.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties to this Partnership Agreement agree to the following:

A. All parties hereto mutually agree as follows:

1. The term of this Partnership Agreement shall go into effect on September 1, 2014 and will end on August 31, 2015. If either partner becomes unable or fails to satisfactorily provide the services required of it under the agreement, either partner may terminate this agreement with a thirty (30) day written notice.
2. CIS maintains and retains case management files on all assigned HBISD students. These files contain all relevant data requisite to the case and to program criteria. National and State CIS requirements will be addressed. Case management files and/or information contained within such files will be exchanged among HBISD and CIS professional staff on an as needed basis.
3. The CIS Youth Services Coordinator, CIS Executive Director, and the HBISD School Principal shall proceed in a joint collaboration to ensure the successful operation of the CIS program. Communication among these entities will be ongoing, including scheduled meetings to address case management and other programmatic issues.
4. The Communities In Schools Youth Services Coordinator, in consultation with the Principal at each HBISD campus site, will develop a Campus Plan for each school year, which will be referenced in the campus improvement plan for each respective HBISD campus site. The CIS Campus Plan will provide all parties with an outline of activities to be undertaken by CIS during the school year.



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B. CIS agrees to undertake the following:

1. CIS will provide a staff person (CIS Youth Services Coordinator) and resources to each mutually agreed upon campus site, for the benefit of students. CIS staff members and any volunteers or part time staff of CIS will constitute a multi-disciplinary team in the provision of all CIS services.
2. CIS, under its Total Quality System (TQS) and this Agreement, will provide a program of services which includes:
 - Supportive Guidance and Counseling
 - Health & Human Services
 - Parent and Family Engagement
 - College and Career Readiness
 - Educational and Cultural Enrichment Activities
 - Academic Support

CIS staff should not be engaged in other duties (administrative, clerical, or otherwise) that would normally be assigned to HBISD employees, without the approval of the CIS Executive Director.

3. All CIS Youth Services Coordinators will be hired by CIS with the approval of the Campus Principal. All CIS personnel assigned to HBISD campus sites remain employees of CIS of Northeast Texas Community College and will receive direct supervision from the CIS Executive Director. Input from the Principal will be obtained for the Youth Services Coordinator's annual performance evaluation.

CIS personnel will provide services to the Campus thirty six (36) hours each week throughout their contracted term with exception made for vacation days, sick days, holidays, CIS/NTCC in-service days and meetings/conferences. Current CIS Youth Services Coordinator contracts are 10.5 months.

4. CIS will provide management, administrative, logistical and technical support to each campus as needed, to ensure the success of service delivery initiatives.
5. CIS will adhere to the prescribed school district protocol regarding cases which involve the following issues: a) Violation of the Student Code of Conduct; b) Suicide threats; c) Violent behavior; d) Child abuse; e) Sexual abuse or harassment. CIS will assist in the resolution of any such case as requested to do so by the Principal.
6. CIS will provide HBISD with service delivery data and performance outcomes, for the previous year, following compilation of such data.

C. HBISD agrees to undertake the following:

1. HBISD agrees to provide on each CIS-served school campus, office space for the Youth Services Coordinator which is appropriate for the provision of services to individual students and small groups of students and which allows for confidentiality. Phone service (including a phone), access to the internet, and access to copy and fax machines.



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2. HBISD agrees to pay CIS of Northeast Texas \$14,008 for services rendered on the Harts Bluff campus.

Should this agreement be terminated during the specified time period, CIS agrees to reimburse the remaining balance.

3. HBISD agrees that the CIS Youth Services Coordinator will be included as a part of the school administrative team in the provision of services to students.
4. In accordance with established policies of HBISD and the Texas Education Agency, CIS professional staff will have access to relevant student data which impacts or demonstrates the effectiveness of CIS service delivery. Grades, testing scores, free/reduced lunch information, attendance data, and other relevant data are all needed for the completion of CIS documentation as required by TEA. Grades and attendance are needed every grading period for every student served with case managed services. Parents sign a consent form for such information to be shared with the Communities In Schools staff person. Such information will remain confidential for all purposes.

The validity of this agreement and of any of its terms and provision, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of Texas. This certifies that this program will be conducted in accordance with all applicable federal, state, and local laws and requirements.

Executed the _____ day of _____, 2014.

Lyle DuBus
Superintendent, Harts Bluff Independent School District



Melody Henry
Associate Dean of Outreach Services/Executive Director of CIS