

SERVICE DELIVERY AGREEMENT

This Service Delivery Agreement, by and between the Navarro Independent School District (hereinafter referred to as NISD), and Communities In Schools of South Central Texas, Inc., (hereinafter referred to as CIS), sets out to establish the relationships and responsibilities of both parties in the implementation of a CIS program on the campuses of Navarro High School and Navarro Junior High. Dr. Mandy Epley, Superintendent of NISD, and Susan Wetz, Chief Executive Officer of CIS, ratify and affirm the provisions, relationships and responsibilities set out herein by their execution of this Agreement. The Board of Trustees of NISD has authorized NISD's execution, delivery and performance of this Agreement to accomplish such purposes herein.

WHEREAS it is the intent of all parties hereto to bring CIS approved services and resources into the identified campus settings to attempt to facilitate the academic and personal success of students experiencing the effects of at-risk environments by providing the full range of services to those students; and

WHEREAS it is the intent of all parties hereto to maintain a cooperative, interactive and supportive relationship among and between the parties for the benefit of students served;

NOW, THEREFORE, in consideration of the mutual covenants and fees provided for herein, the receipt and sufficiency of which is hereby acknowledged, the parties to this Service Delivery Agreement agree to the following:

A. GENERAL TERMS

1. The term of this Service Delivery Agreement shall be from September 1, 2026 through August 31, 2027. The decision to continue, change, or terminate this Service Delivery Agreement will be made on or before June 15th of each year.
 - a. This Service Delivery Agreement may be terminated by either party by providing thirty days' written notice of termination to the other party. CIS shall continue to provide services during such thirty-day period unless a shorter period is agreed to by both parties. CIS shall be paid for all services performed until the earlier of the date of termination or the date upon which CIS ceases performance of the contract by mutual agreement. Compensation for services shall be at a daily rate of 1/365th of the total compensation. In the event CIS has been paid for services not performed, CIS shall return such unearned payments at a daily rate of 1/365th of the total compensation within 30 days following the date of termination.
2. CIS shall follow national, state, and local CIS policies and ethical standards for service provision, applicable state and local laws, as well as written NISD policies and regulations, with the condition that more restrictive NISD policies and

regulations (Legal and Local) have priority application under the terms of this agreement, except as otherwise herein noted or mutually agreed to in writing. CIS services shall not conflict with NISD policies.

3. CIS maintains and retains case files on each assigned student containing all relevant data requisite to the case and to program criteria. Case files will only be released in accordance with the Confidentiality of Mental Health Information statutes under Texas Civil Law, and other applicable state and federal law.
4. The CIS Site Coordinator, the direct supervisor, and the NISD school Principal shall proceed in a joint collaboration. Communication between these entities will be ongoing to address case management and other programmatic issues. Information contained in case files will be exchanged among NISD and CIS personnel on an “as needed” basis.
5. The CIS Site Coordinator, in consultation with the Principal at each NISD-CIS campus site, will develop a Student Support Plan for each school year, which will be referenced in the Campus Improvement Plan for each respective NISD campus site. The CIS Student Support Plan will provide all parties with an outline of activities to be undertaken by CIS during the school year and will be based on the school-wide goals and needs of students and families.
6. CIS staff cannot fulfill duties (administrative, clerical, or otherwise) that would normally be assigned to NISD employees and that would negatively impact the delivery of CIS services, without the approval of the CIS Chief Executive Officer and that may be outlined in the campus agreement. CIS Site Coordinators will not be asked to act as substitute teachers on the school campus.

B. OBLIGATIONS OF CIS

1. CIS will provide one full time staff person (campus Site Coordinator) and resources to Navarro High School and Navarro Junior High School 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. All staff will have the qualifications and training necessary to provide the services of the Communities In Schools program.
2. CIS may provide to the school, additional personnel and resources for the benefit of students. The personnel and resources, as approved by both NISD and CIS, will offer a multi-disciplinary approach to serve a manageable number of students.
3. The CIS Site Coordinator, in consultation with the Principal at each NISD-CIS campus site, will develop a Student Support Plan for each school year, which will be referenced in the Campus Improvement Plan for each respective NISD campus site. The CIS Student Support Plan will provide all parties with an outline of activities to be undertaken by CIS during the school year and will be based on the

school-wide goals and needs of students and families. The Site Coordinator should be included in appropriate administrative meetings and considered a part of the administrative team to enhance collaboration, communication and effective programming.

4. CIS, under its Standards and this Agreement, shall provide to identified students a program of services which includes a) Counseling and/or Supportive Guidance; b) Education and Academic Enhancement Activities; c) Parental and Family Involvement Activities; d) Health Education and Social Service Referrals; and e) Career Awareness Activities and College Engagement activities.

The CIS model relies heavily upon a two-tiered approach: (i) *school-wide prevention services*, which are coordinated with campus administration to provide education and tools to prepare youth and families to make healthy and informed decisions; and (ii) *early intervention services*, which consist of a thorough assessment of student behavior, attendance, and academic needs and strengths. The assessment can identify possible abuse, drug and alcohol use, family crisis, or mental health concerns. CIS staff members consult with school staff, parents, and school administration to identify youth that will benefit from additional support and engage those students in an individualized service plan. Occasional re-evaluation and re-assessment are conducted to monitor progress. The CIS framework does not rely solely on the skills of the Site Coordinator, but on accessing community resources that specialize in areas of grief and loss counseling, substance abuse, mental health assessment and services, and basic needs. CIS has working relationships with numerous community agencies and programs that collaborate to provide student and family support through schools.

5. All CIS Site Coordinators will be hired by CIS with the concurrence of the campus Principal. All CIS personnel assigned to NISD campus sites remain employees of CIS and will receive supervision from their direct supervisor who is responsible for their performance and demeanor. Input from the Principal will be obtained for the CIS Site Coordinator's annual performance evaluation and the immediate supervisor will request at a minimum, two meetings with the campus principal (in the fall and spring semesters) to review programming effectiveness and site coordinator performance. Any questions or concerns regarding the performance of any CIS Site Coordinator should be directed as soon as possible to the CIS Site Coordinator's direct supervisor or to the Chief Program Officer.

All CIS personnel are subject to the rules, regulations and policies of the school site to which they are assigned, within the guidelines of applicable laws and licensing regulations. All grievances and disciplinary actions involving CIS employees will be processed in accordance with policies set forth in the CIS Board approved Employee Handbook. Performance evaluations of CIS personnel will be completed by the CIS direct supervisor assigned and will include input from end of year evaluations completed by teachers, administrative school staff, and the Principal. Professional Liability insurance will be provided by CIS for each of its staff.

6. Salaries and benefits of all CIS personnel will be paid by CIS. All CIS personnel will work the days and hours expected of the school calendar for the district where they are assigned. Time and leave records will be maintained by the CIS Administrative office. CIS personnel will be required to attend monthly offsite CIS professional development meetings. Attendance at conferences and/or ongoing training is encouraged but is not expected to exceed more than 6 days per year.
7. CIS may gather data on and provide services to students without written parent consent when acting at the request and on behalf of the school and/or district. CIS will ensure written consent has been obtained from the student's parent, guardian or managing conservator as required by Section 38.010 of the Texas Education Code, before **on-going** services are rendered.
8. CIS will provide management, administrative, logistical and technical support to each campus as needed to ensure the success of service delivery initiatives. The CIS Site Coordinator, under the supervision of their direct supervisor and in cooperation with the CIS Management Team (Chief Program Officer, Chief Executive Officer and the Board of Directors) is responsible for oversight of CIS program activities.
9. CIS will notify the school Principal, and other designees as appropriate, along with appropriate legal authorities as per state and local policies and procedures, of cases presented to CIS staff that involve the following issues: a) Violation of NISD's Student Code of Conduct; b) Suicide threats; c) Violent behavior; d) Child abuse or neglect; e) Sexual abuse or harassment; f) Legal custody; g) Drugs or weapons. CIS shall assist in the resolution of any collateral issues when requested by the Principal or other designee, as appropriate, and will follow district policies.
10. CIS will provide to NISD as soon as is practical, overall service delivery data and performance outcomes following compilation of such data and ratification by the Texas Education Agency.
11. CIS agrees to reserve a position of school district liaison on the CIS Board of Directors for the Superintendent of NISD or their designee. Notification of monthly CIS Board of Directors' meetings will be provided. Every school district is encouraged to designate a liaison to attend board meetings to enhance communication and understanding of both parties.

C. OBLIGATIONS OF NISD

1. NISD agrees to provide on each CIS-served school campus, office space for the CIS Site Coordinator(s) which is conducive to accommodate confidential services to individual students and small groups of students and to include necessary office furniture sufficient to facilitate the efficient delivery of these services. Phone

service (including the phone instrument), a designated computer with access to school district email accounts and software that contains student information including grades, testing scores, etc., access to secure internet and access to copy and print machines are also needed to facilitate the efficient delivery of services.

2. NISD agrees to pay CIS **\$44,593.00** per campus for CIS services at Navarro High School and Navarro Junior High School which may be paid to CIS in one payment of **\$89,186.00** on September 1, 2026, or in two payments of **\$44,593** each on September 1, 2026, and March 1, 2027.

Contact information for submitting invoices:

Name: _____

Email: _____ Phone: _____

3. NISD agrees the CIS Site Coordinator will be included as a part of the school Administrative team, to include team meetings as appropriate, in the provision of services to students.
4. In accordance with established policies of NISD and the Texas Education Agency, CIS professional staff will have access to relevant student data which may impact or demonstrate the effectiveness of CIS service delivery. Such information will remain confidential for all purposes.
5. NISD will include CIS as one of the resources in its District Improvement Plan and as agreed upon by the CIS Chief Executive Officer, as required by the Texas Education Agency. CIS will also be included in the Campus Improvement Plan.
6. DPS has changed how it grants Clearinghouse access to schools and contractors for the purposes of reviewing criminal history under TEC§22.0834, due to requirements resulting from a recent FBI Audit. This shift in access criteria places the burden of fingerprinting contractors and/or contracted service providers on public school districts. As such, it is the responsibility of each school district to complete a fingerprint check on each CIS employee assigned to your schools through our contract for services. This may include not only CIS Site Coordinators, but other professionals assigned to your district to potentially include clinical counselors, Interns, or our Project Success staff at high schools. We will collaborate with you to complete the fingerprinting process for each of these CIS employees on your campuses, and we agree to pay for these services.
7. The campus Principal and/or designee shall inform the CIS Chief Executive Officer and CIS Site Coordinator in writing of any and all policy changes, developments or other issues arising with NISD or the school that directly affect or have the

potential to affect the provisions of this Agreement and/or the effectiveness of CIS service delivery.

8. In accordance with established policies of NISD, the Texas Education Agency, and the Texas Education Code § 33.154(a)(7)(B), NISD will provide to CIS and its professional staff necessary student information and data for each student whose parent or legal guardian has authorized in writing that educational records be shared with CIS and the TEA. Such information and data may include records regarding a student's academic achievement, promotion, attendance, disciplinary referrals, free/reduced price lunch status, at-risk status or health-related information, in accordance with the written authorization obtained from the student's parent or legal guardian. Such information will remain confidential for all purposes.
9. Each Principal shall provide the CIS Site Coordinator with the names and responsibilities of the Campus Crisis Management Team and update that information continually. In addition, CIS Site Coordinators will be trained on all Campus Emergency Response Plans.
10. In accordance with state law and NISD policy, NISD will investigate and, if required, report to the appropriate authorities any cases presented to NISD by CIS under Section B.9 above. NISD and CIS agree that nothing contained in this Agreement will create (1) any additional responsibilities to or liabilities for any third party on the part of NISD or CIS; or (2) a contractual relationship or a cause of action in favor of a third party against either NISD or CIS.
11. NISD will notify CIS Chief Executive Officer of any incident or allegation involving CIS personnel, in addition to any actions taken as required by law or district policy.
12. Pursuant to FERPA implementing regulations at 34 CFR 99.7(a)(3)(iii) and 99.31(a)(1)(i), each school district that participates in a CIS program shall designate CIS as a School Official/Agent of the School so that CIS staff may gather data on and provide services to students without written parent consent when acting at the request and on the behalf of the school and/or district. A local CIS program or developing program may provide this information and data to the TEA in accordance with the grant application.

Nothing herein shall prohibit NISD from providing information to CIS without parental permission when not otherwise prohibited under state or federal law or regulation.

This Service Delivery Agreement constitutes the full and total understanding and agreement of the parties, and any modification, amendment or alteration hereof must be agreed in writing by all parties hereto.

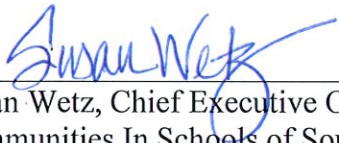
No party to this Agreement waives or relinquishes any immunity or defense on behalf of itself, its trustees, officers, employees, and agents as a result of the execution of this Agreement and the performance of the covenants contained herein.

In the event any term, covenant, condition herein contained shall be held to be invalid by any court of competent jurisdiction, such invalidity shall not affect any other term, covenant, or condition herein contained, provided that such invalidity does not materially prejudice either NISD or CIS in their respective rights and obligations contained in the valid terms, covenants, or conditions hereof.

This Agreement is and will be governed by and construed in accordance with the laws of the State of Texas, without regard to its choice of law principles. The parties consent to exclusive jurisdiction and venue of state court sitting in Comal County, Texas.

IN WITNESS WHEREOF this Agreement is signed this ____ day of _____, 2026.

Dr. Mandy Epley, Superintendent
Navarro Independent School District



Susan Wetz, Chief Executive Officer
Communities In Schools of South Central
Texas, Inc.