



Contract for Communities In Schools of the Heart of Texas Support Services
School Year: 2025-2026

The Texas Education Agency ("TEA") administers the Communities In Schools ("CIS") program in accordance with the Texas Education Code §33.152 and provides guidance to local CIS programs for implementation of programs statewide based on a model designed for Texas.

The primary goals of CIS are to help students who demonstrate early warning signs for dropping out of school to improve in academics, attendance, and/or behavior and, ultimately, to stay in school, graduate, and achieve in life.

Parties to Contract

This contract is entered into by and between **Groesbeck ISD** hereinafter referred to as "District", and **Communities In Schools of the Heart of Texas**, a 501(c)3 non-profit organization, hereinafter referred to as "CIS".

The Parties agree to enter into a cooperative effort to provide school-based support services to at-risk students and their families.

In support of this contract, CIS shall:

1. Fully implement and adhere to CIS program requirements on each campus served by CIS, in accordance with the guidance provided by the Texas Education Agency which has established rules and procedures for the operation of the program.
2. Provide overall management and supervision of CIS programs and employees on named District campuses. CIS employees assigned to District campuses are responsible for developing, implementing, and managing the CIS program and activities under the direction of the CIS Chief Executive Officer and the CIS Board of Directors. **While CIS employees are an additional resource and support to the campus, TEA requirements as well as CIS responsibilities restrict them from accepting additional duties generally fulfilled by District employees (administrative, clerical, substitute teacher, or otherwise).** However, CIS staff are able to show their support by assisting the campus in other ways.

When possible, CIS Site Coordinators will be hired with the concurrence of the Campus Principal. All CIS personnel assigned to campus sites remain employees of CIS and will receive direct supervision from their direct supervisor who is responsible for their performance and demeanor. Input from the Principal of the school campus will be obtained for the Site Coordinator's annual performance evaluation. **Any questions or concerns regarding the performance of any CIS Site Coordinator should be directed as soon as possible to the Supervisor assigned to the Site Coordinator or the Chief Program Officer.**

3. Follow the calendar of the assigned District. CIS employs both exempt and non-exempt salaried employees. It is CIS policy that no employee may work overtime (more than 40 hours per week) without prior and expressed authorization from the CIS Chief Executive Officer.

4. Develop and provide the principal of the assigned campus with a CIS Campus Plan. The CIS Campus Plan is an annual, formal written agreement developed by CIS and signed by the principal, which contains all the information, requirements, standards, processes, and forms necessary to develop a plan that reflects the service needs of a campus and its students, as well as all of the services that will be provided to students and their families. The CIS Campus Plan includes an Agreement which addresses the role of CIS in the Campus Improvement Plan, the access to student records that CIS will have, the sharing of student data, CIS responsibilities, school responsibilities, reporting of data, and any other issues critical to the success of the CIS program.
5. Implement the Texas Education Agency's Case Management Model utilizing the full array of the following six (6) component services to meet the diverse needs of CIS students and their families:

<ul style="list-style-type: none"> • Supportive Guidance/Counseling • Health & Human Services • Academic Support 	<ul style="list-style-type: none"> • Enrichment Activities • Parent and Family Engagement • Career and College Readiness
---	---
6. Provide multidisciplinary case management for students and coordinate the resources of the community to benefit students and families. The number of case managed students for each CIS Site Coordinator is determined each year by TEA's contract with CIS.
7. CIS-HOT will provide each high school campus, named in this agreement, with access to the CIS-HOT Workforce Program. This program will deliver services to in-school youth through the support and guidance of dedicated Career Coaches, aimed at promoting career exploration, skill development, and workforce readiness.
8. Ensure the integrity of the CIS program service delivery initiatives by providing training and support (managerial, administrative, logistical and technical) to all CIS staff assigned to District campuses.
9. Provide periodic progress reports to the District's CIS Representative as well as an annual report of program outcomes.
10. Safeguard all student data and information according to TEA policy for CIS programs as well as federal and state laws, specifically FERPA, HIPPA, and HB300.

In support of this contract, the District shall:

1. Facilitate and support the implementation and adherence to CIS program requirements on each campus served by CIS.
2. Allow CIS Staff to obtain written parental consent to access student records and render services using the official Texas Education Agency Parent Consent and Release of Information forms.
3. **Allow CIS, with written parental consent, access to student information such as school records, test scores, attendance, free/reduced lunch status, at-risk list, public assistance status, and grades through access to all necessary student databases including but not limited to: Eduphoria, TEAMS, TxEIS, etc.**
4. Allow CIS, in the absence of written parental consent, but acting at the request and on behalf of the District/Campus, access to student information in order to provide services. This allows the local CIS program to provide crisis type services, at the request of a school official, until a signed Parental Consent- Release of Information (PC-ROI) form is obtained.

5. Identify CIS as a Contract Provider who will be granted access to student data and listed in the District's FERPA notification to parents, i.e.; "Code of Conduct Book", "Student Handbook", etc.
6. Include CIS as a partner in addressing dropout issues and is so written into the District and Campus Improvement Plans (note: TEA requires that CIS be included in the District and Campus Improvement Plans).
7. Provide each CIS Staff with office space, to include: internet access and District software programs access (to facilitate communication and student data retrieval), office furniture, phone, printer/access to a printer, janitorial services, maintenance/repair, and utilities.
8. Assist with the distribution and collection of Parent Consent Forms by adding the CISHOT PC-ROI in all Campus Registration Documents – electronic or paper

CIS Support Services will be provided by 4 full-time CIS Campus Staff at the following campuses:

- Groesbeck Elementary School
- Groesbeck Intermediate School
- Groesbeck Middle School
- Groesbeck High School

District cost for the CIS Support Services in Groesbeck ISD for 2024-2025 - \$380,000

- Groesbeck ISD agrees to pay \$120,000 which represents 32% of the total cost of program implementation
- CIS agrees to match the district cost share with \$260,00 which represents 68% of the total cost of program implementation

Timeline: 6-1-2025 contract signed and due back to CIS
9-1-2025 CIS will send the first invoice to the district

The term of this agreement shall be from September 1, 2025, through August 31, 2026, which is automatically extended for one calendar year on the first day of every August, unless one or both parties request modification of, and the cancellation of this Memorandum, prior to June 30th of any year. Either party may cancel this agreement if thirty days written notification is provided to the other party.

Groesbeck ISD Independent School District

Superintendent Signature

Date

Communities In Schools of the Heart of Texas



Sarah Pedrotti Chief Executive Officer Signature

4/30/2025

Date