

**WHITE SETTLEMENT INDEPENDENT SCHOOL DISTRICT
and
COMMUNITIES IN SCHOOLS OF GREATER TARRANT COUNTY, INC.**

**MEMORANDUM OF UNDERSTANDING for Management and Support of
COMMUNITIES IN SCHOOLS**

SECTION 1. PARTIES TO CONTRACT

This MOU is made and entered into by and between Communities In Schools of Greater Tarrant County, Inc., hereinafter known as "CIS", a private non-profit corporation, and White Settlement ISD, hereafter known as the "District". The Parties agree to enter into a cooperative effort to provide school-based support services to students and their families in order to increase their level of academic success. The Parties have severally and collectively agreed and by the execution hereof are bound to the mutual obligations and to the performances and accomplishments of the tasks hereinafter described.

SECTION 2. TERM

The term of this MOU shall be from September 1, 2025 through August 31, 2026. Either party may cancel this MOU contract if thirty days written notification is provided to the other party in accordance with Section 5.

SECTION 3. CONTRACTOR PERFORMANCE

CASE MANAGEMENT

CIS shall, in satisfactory performance of this contract, perform and/or provide for the following functions for the District:

1. Provide overall management and supervision of the Communities In Schools (CIS) programs on the following District campuses.
 - a) Brewer High School
 - b) Brewer Middle School
2. CIS will follow national, state, TEA and local policies and ethical standards for service provision, under applicable state and local laws. Further, CIS will follow the written District or school policies concerning student service delivery where written District or school policies are more restrictive than the policies noted above, except as otherwise herein noted or mutually agreed in writing.
3. With parental consent, provide multidisciplinary, individualized case management and coordination of resources for a referred group of at least 75 students per campus who meet the criteria established by TEA for CIS students.
4. Coordinate school-wide activities/events in partnership with campus staff, which support specific campus goals as identified in the campus plan and engage at least 75% of campus population.
5. Provide the following six (6) components:
 - a) Supportive Guidance and Counseling
 - b) Health & Human Services
 - c) Academic Support Services
 - d) Enrichment Activities
 - e) Parent and Family Engagement
 - f) Career and College Readiness

6. Coordinate with Principal to create a written campus plan at the beginning of the contract period and updated at school year-end to reflect actual activities in line with original goals.
7. Collect and maintain files on students served containing relevant data requisite to the case and used to support project criteria established in TEA policies and procedures. Release and sharing of this data will be limited in accordance with the confidentiality of Mental Health Information statutes under Texas Civil Law, FERPA and any other federal or state law.
8. Supervision and oversight of the assigned, school-based social worker in accordance with CIS personnel policies and consistent with state law. Project staff members remain employees of CIS. Oversight of program implementation, quality and model fidelity, as well as performance evaluations, shall be the responsibility of the assigned CIS Program Director (supervisor). Feedback on the quality of programming or any performance concerns should be provided to the Program Director.
9. Individuals brokered by CIS from other agencies in support of this project remain employees of the assigning agency, but each agency's actions are carried out under the auspices of CIS and in accordance with the mutually agreed upon campus plan.
10. CIS will not serve as designated personnel in schools charged with responsibility for physical restraint of students.
11. Managerial, administrative, logistical and technical support to ensure the success of the projects' service delivery initiatives. Advertise for, interview, hire, train, supervise, supply, discipline and if necessary, terminate CIS staff. CIS staff assigned to this project, under the direction of the CIS President & CEO and Board of Directors, are responsible for oversight of CIS activities.
12. Notification to the District and appropriate legal authorities of cases presented to its staff that involve suicidal ideation, violent behavior, child abuse, and sexual abuse/harassment. CIS will assist in the resolution of such cases if requested by the District.
13. Serve as a member of the District's emergency/crisis response team attending to the needs of students in any District school when needed as outlined in District guidelines.
14. An annual report of services provided and student outcomes. This report may include an account of resources brought to the District by CIS as well as overall numbers of students participating in various CIS activities. The District may request other reports.
15. Proof of Commercial General Liability Insurance naming the District as additional insured and proof of Automobile Hired, Non-owned Liability Insurance and Workers Compensation Insurance.
16. Leverage funding from public and private sources as needed to support services.

SECTION 4. DISTRICT PERFORMANCE

In support of this contract, the District shall provide the following:

1. \$48,000 annually for each of two (2) full-time CIS case managers, or a total of \$96,000. Two equal payments in the amount of \$48,000 shall be paid to Communities In Schools. The first payment shall be made in September 2025, and the second payment shall be made in January 2026.
2. Office space and furnishings appropriate to CIS needs with a teacher's desk, at least two chairs, and a secure, locking unit in the CIS office (locking file cabinet, locking desk, etc.).
3. Provide phone and internet connectivity (initiate a work order if necessary). Ensure CIS staff have access and connect to school/district WIFI on CIS devices.
4. Authorize use of school copy machine(s), printing machine(s), and paper.
5. Provide district email address and district log-in.
6. Use of school facilities after hours (if needed and coordinated with the campus Principal).
7. Provide inclusion of CIS in the Campus Improvement Plans.
8. Grant student access to the program during the school day (non-core course periods), lunch and after school
9. Access to the school's student data system (TxEIS, Skyward, FOCUS, eSchool, etc.) on a full, "read-only" basis. All student information will be treated as confidential and handled according to federal and state laws, specifically: FERPA, HIPAA and HB 300. This includes grades, attendance, test scores, discipline records, and free/reduced lunch status or other at-risk indicator, for the purposes of qualifying, assessing, and monitoring student progress in accordance with TEA guidelines.
10. Responsibility for all cases involving suicidal ideation, violent behavior, child abuse, and sexual abuse/harassment, according to district policy.
11. Notification in writing of all developments, policy changes or other issues arising within the District or school which affect or have the potential to affect the provisions of this MOU or the operation of CIS programs.
12. Provide invitations to faculty meetings and trainings and provide opportunities for CIS orientation for school faculty.
13. Allow periodic off-site attendance by CIS staff for professional development training.
14. Approve transportation of students by CIS as a last resort measure to assure access to community services. It is the prerogative of CIS to accept or refuse transportation requests on a case-by-case basis.
15. Only assign duties such as hall, cafeteria, ISS and similar duties for CIS staff on a short-term, fill-in basis in order to assure time for quality case management.
16. Student referrals by school administrators and teachers at a minimum of 90 per campus.
17. Inclusion of CIS social worker on campus website's listing of school personnel.

SECTION 5. TERMINATION

1. Either of the parties hereto shall have the right in such party's sole discretion and at such party's sole option to terminate this MOU at any time prior to the date of completion upon thirty (30) days written notice. Notification shall promptly be made in writing of such determination, the reasons for such termination, and the effective date of such termination.
2. Upon termination or receipt of notice to terminate, whichever occurs first, CIS shall cancel, withdraw, or otherwise terminate any outstanding orders or subcontracts to be terminated, and shall cease to incur costs thereunder, the District shall not be liable to CIS or to the creditors for costs incurred after the date of termination of this MOU.

SECTION 6. MISCELLANEOUS

Entire Agreement: This MOU shall constitute the complete and exclusive written expression of the intentions of the parties hereto and shall supersede all previous communications, representations, agreements, promises or statements, either oral or written, by and between either party.

Modification: This MOU constitutes the full and total understanding and agreement of the parties, and any modification, amendment or alteration hereto must be agreed in writing by all parties hereto.

Mediation: In the event of any dispute between the parties relating to or arising out of any provision of this agreement, the representatives of the parties shall engage in mediation in a good faith effort to resolve the dispute extrajudicially. The representatives involved in mediation shall be officers or employees with authority to recommend solutions that will resolve the dispute. The party initiating a claim shall arrange for mediation with a mutually agreed mediator at a time and place mutually acceptable to both parties.

Relationship of Parties: CIS is retained by the District as an independent contractor to provide services under this MOU. Nothing herein contained shall create or be construed as creating a partnership, joint venture or agency relationship between any of the parties and no party shall have the authority to bind the other in any respect. None of the employees of the CIS shall be treated as employees of the District with respect to any services provided by them under this contract. No workers' compensation insurance shall be obtained by the District concerning any of the employees of the CIS. Neither the CIS nor the District shall incur any financial obligation on behalf of the other party without prior written approval of the other party. CIS agrees to indemnify and hold harmless the District from any and all claims, demands, expenses, assignments, losses, or damages, including attorney's fees, arising out of any actions or activities involving CIS that may occur during the term of this agreement

Assignments: The District is granting rights to CIS that the District would not grant to others. Therefore, prior written approval is required for any assignment or subcontract of, within, or under the provisions of this contract. All assignments and subcontracts must require the assignee or subcontractor to assume all of CIS's obligations under this contract, but CIS will remain liable for its obligations regardless of any assignment or subcontract by it.

Notices:

Any notices or other communication hereunder shall be in writing, shall be sent via registered or certified mail, and shall be deemed given when receipt is acknowledged.

If to CIS:

Community In Schools of Greater Tarrant County, Inc.
Attn: Lindsey Garner, President & CEO
5601 Bridge Street, Ste. 501
Fort Worth, Texas 76112

If to the District:

White Settlement ISD
Attention: Theresa Paschall
401 S. Cherry Lane
White Settlement, Texas 76108

IN WITNESS WHEREOF this agreement is signed this _____ day of _____.

Superintendent

Date



President & CEO, Communities In Schools

5-27-2025

Date