

## SUPPORTING MEMO

### Interlocal Agreement with Communities in Schools of The Permian Basin, Inc.

- **Purpose:** Provide assistance to ECISD students who are at risk of not obtaining a high school diploma and who meet the TEA “at-risk” criteria according to the Texas Education Code 29.081. They serve 11 campuses providing supportive guidance, health and human services, parent and family engagement, enrichment activities, college and career readiness, and academic support.
- **Background Information:** Communities in Schools has served the district for 22 years. Communities in Schools is a vital part of ECISD services to students.
- **Cost of the Project:** \$350,000
- **The funding source:** Compensatory Education Funding
- **The recommended supplier:** Communities in Schools of The Permian Basin, Inc.

OUR students...THE future

# **ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT**

## **INTERLOCAL AGREEMENT BETWEEN THE ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT AND COMMUNITIES IN SCHOOLS OF THE PERMIAN BASIN, INC.**

### **COMMUNITIES IN SCHOOLS OF THE PERMIAN BASIN, INC.**

**THIS INTERLOCAL AGREEMENT** hereinafter referred to as “the Agreement” is made by and between the Ector County Independent School District (hereinafter referred to by name or as “ECISD”), and Communities in Schools of the Permian Basin, Inc. (hereinafter referred to by name or as CISPb), pursuant to Chapter 791 of the Texas Government Code.

**WHEREAS**, Communities In Schools of the Permian Basin, Inc. is a non-profit organization administered by the Texas Education Agency (TEA); and

**WHEREAS**, the Ector County Independent School District desires to contract with Communities In Schools of the Permian Basin, Inc. to render services to ECISD students participating in the CISPb model; and

**WHEREAS**, Communities In Schools of the Permian Basin, Inc. desires to perform said services;

**NOW THEREFORE**, the parties enter into the following Agreement:

#### **ARTICLE 1 – CONTRACT TERM**

This Agreement for services is effective October 1, 2021, and shall continue through June 30, 2022.

#### **ARTICLE 2 – PURPOSE**

The purpose of the Agreement is to provide assistance to ECISD students who are at risk of not obtaining a high school diploma and who meet the TEA “At-Risk” criteria according to the Texas Education Code 29.081 (d) 1 through 13 (g).

#### **ARTICLE 3 – SCOPE OF SERVICES**

CISPb will provide to ECISD during the term hereof, the following projects and services:

##### **CASE MANAGEMENT**

- (1) At least one full-time Campus Coordinator, per campus, to assist and case manage 95 ECISD students who are at-risk of not obtaining a high school diploma and who meet the TEA “At-Risk” criteria according to Texas Education Code 29.081 (d) 1 through 13 (g). CISPb will case manage participating students and will coordinate referrals to and from its partnering agencies. Services provided will fall within the scope of the six (6) components of the CIS model: Supportive Guidance; Health and Human Services; Parent and Family Engagement; Enrichment Activities; College and Career Readiness; and Academic Support. Campus

Coordinators will provide services addressing Academics, Attendance, Behavior and Social Services.

- (2) Prevention services will address drug and alcohol and tobacco issues via presentations and educational activities.
- (3) Program offerings that address academic or social development topics and are developed by CISPb and/or partner agencies may be implemented on individual campuses with the respective campus administrator's approval.
- (4) Each Campus Coordinator will be expected to meet the established goal of 90 students per campus by January 31, 2022.

#### **MENTAL HEALTH SUPPORTS**

- (1) Mental health supports, including counseling by licensed counselors
- (2) Consistently occurring counseling sessions and/or peer-support services for each student identified as requiring the service, according to student need.
- (3) Ongoing evaluation of students' mental health risk and progress through evidence-based assessment tools and practices.
- (4) Supervision and oversight of the mental health support team in accordance with CIS personnel policies and consistent with state law. Project staff members remain employees of CIS.
- (5) CIS-led mental health trainings will be offered to the district at reduced or no cost.

ECISD will provide to CISPb during the term hereof, the following projects and services:

- (1) A computer generated list of students meeting the TEA definition of "at-risk." This list will be supplied to CISPb as soon as possible following the last day of classes in the second semester. CISPb will focus on enrolling students from this list by contacting parents to promote the services available to their children.
- (2) Additional referrals of students meeting the TEA definition of "at-risk" throughout the academic year.
- (3) Ensure teachers and administrators at all participating campuses are familiar with the combined goals of ECISD and CISPb and that all ECISD campus staff work cooperatively with CISPb to ensure the goal of 90 students per campus is met by January 31, 2022.
- (4) Ensure CISPb has adequate access to student data records necessary to assess the eligibility of students for the CIS program, assess student needs, monitor student progress, and to evaluate the effectiveness of service delivery. Such data will include demographics, grades, attendance records, STAAR testing, transcripts, behavior referrals, graduation plans, and any other data required to case manage students as required in the TEA Campus Handbook.

- (5) Provide a single point of contact responsible for the facilitation and resolution of problems with the potential to create obstacles to CISPb in meeting expected outcomes.
- (6) Provide space for all campuses served by CIS to include: janitorial services, utilities, maintenance/repair, phones, office furniture, and computer.
- (7) Include CISPb staff in district trainings and seminars related to the combined goals of ECISD and CISPb of retention and graduation of "at-risk "students.

## **ARTICLE 4 – CAMPUS AND DISTRICT IMPROVEMENT PLANS**

ECISD will ensure that CISPb is written into the campus and district improvement plans as a strategy for drop-out prevention.

## **ARTICLE 5 – SUPERVISION**

CISPb as employer of record for the Campus Coordinators will provide day-to-day supervision of work product and behavior as required by CISPb Employee Handbook and the TEA mandated CIS Program Operations Requirements. ECISD, as campus host, will provide feedback to CISPb management on work product and behavior, both positive and negative. CISPb will communicate issues requiring significant disciplinary actions with ECISD when such action is warranted. CISPb remains the final authority on disciplinary measures related to Campus Coordinators when the problem is related to CIS policies and procedures. Campus administration will be provided monthly reports of each Campus Coordinator's activities. Should a Coordinator's job performance need improvement, CISPb will place the Coordinator on a Performance Improvement Plan designed to best serve the employee, the District, and the students. CISPb will immediately investigate and address any workplace product or behavior the District believes to be disruptive or counter-productive to the Campus educational process.

## **ARTICLE 6 – EVALUATION COMPONENT**

CISPb will provide to ECISD a written report of the program's effectiveness by the November 2022 Board meeting covering the prior contract term. Surveys will be distributed to students, parents, as well as administrative and support staff by April 2022 for evaluation of the current year's services.

## **ARTICLE 7 – PROGRAM PLACEMENT**

The following schools are included in this term's program contract. Number in parentheses, (#), indicates number of positions dedicated to that campus:

Odessa Senior High School (2)  
Permian Senior High School (2)  
Alternative Education Center (1)  
Bonham Middle School (1)  
Bowie Middle School (2)  
Crockett Middle School (1)  
Nimitz Middle School (1)

Wilson & Young Medal of Honor Middle School (1)  
Ector College Prep Middle School (1)  
Dowling Elementary (1)  
Goliad Elementary (1)

## **ARTICLE 8 – COMPENSATION AND METHOD OF PAYMENT**

For and in consideration of the services to be performed by CISPb pursuant to this Agreement, ECISD agrees to pay to CISPb \$350,000.00.

Upon receipt of invoice from CISPb, payment shall be paid in quarterly installments of \$87,500.00 for services rendered for the total sum of \$350,000.00.

## **ARTICLE 9 – USES OF ECISD INFORMATION AND RECORDS BY CISPb**

Authorized representatives of CISPb may access and use information obtained from ECISD's student database systems for the sole purpose of enrolling and case managing ECISD students in the CIS program. CISPb will not release or disclose to the public or any third party such information or records without the prior written consent of the parent(s) of the minor child in question, except as required by the state or federal law. Each party shall take all steps necessary to ensure that the student information and records are viewed only by authorized representatives of CISPb for the permissible uses stated herein. Said information is considered confidential, and shall not be used by CISPb or any of its employees or agents for private purposes. CISPb acknowledges and understands that the unauthorized release of student information or records may subject the individual or entity to criminal and civil penalties. In cases as needed or requested, the Health Insurance Portability and Accountability Act (HIPAA) may be enacted to protect student personal health information. Accordingly, CISPb will educate and inform its staff regarding ECISD "Acceptable Use Guidelines for Technology", permissible uses of the student information and records obtained from ECISD databases, and the Family Educational Rights and Privacy Act (see 20 U.S.C. {1232g} and 34 C.F.R. {90}, et. Seq.). CISPb further agrees that the information or records disclosed or obtained pursuant to this Agreement will be destroyed by CISPb after the need for such information ceases to exist.

## **ARTICLE 10 – TERMINATION**

This Agreement may be terminated by any of the following occurrences:

- A. By mutual agreement and consent in writing by both parties.
- B. By either party upon thirty (30) days written notice to the other party.
- C. By either party upon the failure of the other party to fulfill its obligations as set forth in this Agreement.

## **ARTICLE 11 – AMENDMENTS**

Any and all changes to this Agreement may be enacted by written amendment or addendum properly executed by the appropriate representatives of each party.

## **ARTICLE 12 – ASSIGNMENT**

Neither party shall assign, sublet or transfer its interest in this Agreement without the prior written consent of the other party.

## **ARTICLE 13 – LIABILITY AND INDEMNITY**

The parties hereto agree to the extent permitted by law, to forever release from liability, indemnify, and hold harmless each other for the acts and/or omissions of their respective employees. Specifically, CISPB agrees, to the extent permitted by law, to fully release, indemnify, and hold harmless, ECISD for the acts and/or omissions of any CISPB employee who may violate the terms of this Agreement, or any other state or federal law applicable to this Agreement. Further, ECISD agrees, to the extent permitted by law, to fully release, indemnify, and hold harmless CISPB for the acts and/or omissions of any ECISD employee who may violate the terms of this Agreement, or any other state or federal law applicable to this Agreement.

## **ARTICLE 14 – NOTICES**

All notices from either party to the other required under this Agreement shall be personally delivered or mailed to such party at the following address:

For CISPB: Communities In Schools of the Permian Basin, Inc.  
Eliseo Elizondo, Executive Director  
PO Box 10532  
Midland, TX 79702

For ECISD: Ector County Independent School District  
Dr. Scott Muri, Superintendent  
802 N. Sam Houston Ave.  
Odessa, TX 79761

## **ARTICLE 15 – APPROPRIATION OF FUNDS**

CISPB and ECISD agree that the performance of each is subject to the ability of the parties to provide or pay for the services required under this Agreement. CISPB and ECISD acknowledge that this Agreement is entered into in accordance with the Interlocal Cooperation Act, Chapter 791, and Texas Government Code. In accordance with said Act, the parties hereto acknowledge that any payments made pursuant to the terms of this Agreement shall be made from current revenues available to the paying party, and any future payments are subject to appropriations.

**WHEREAS**, Communities In Schools of the Permian Basin, Inc. and the Ector County Independent School District agree to the terms as set forth above, this Agreement shall be effective on the date described in Article 1 provided Agreement is fully executed by the proper authorities of each entity, after approval by the governing bodies of such entities.

AGREED TO BY:

COMMUNITIES IN SCHOOLS  
OF THE PERMIAN BASIN, INC.

By:  \_\_\_\_\_

Eliseo Elizondo, Executive Director

Date: 08-09-21

ECTOR COUNTY INDEPENDENT  
SCHOOL DISTRICT

By: \_\_\_\_\_

Scott Muri, Superintendent

Date: \_\_\_\_\_