



## **Contract for Communities In Schools Student Support Services 2025-26 School Year**

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 and graduate.

### **Parties to Contract**

This contract is entered into by and between the **Killeen Independent School District**, hereinafter referred to as “District”, and **Communities In Schools of Greater Central Texas, Inc.**, 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 Executive Director 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 willing to show their support by assisting the campus in other ways.
3. Follow the calendar of the assigned District. All CIS employees are classified by the U.S. Department of Labor and the Texas Workforce Commission as non-exempt. No CIS employee may work overtime (more than 40 hours per week) without the prior and expressed authorization from the CIS Executive Director.
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:
  - Supportive Guidance and Counseling
  - Health & Human Services
  - Academic Support
  - 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. Per TEA requirements, each full-time CIS Site Coordinator is required to case manage no more than 100 at-risk students.
7. 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.
8. Provide periodic progress reports to the District’s CIS Board Representative as well an annual report of program outcomes.
9. 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. Identify CIS as a Contract Provider and ‘School Official’ 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. By being designated as a ‘school official’ by the district, CIS staff will be allowed access to FERPA-protected student information from the district such as school records, test scores, attendance, free/reduced lunch status, at-risk list, public assistance status, and grades, prior to a signed Texas Education Agency Parent Consent and Release of Information form.
3. Allow CIS Staff to obtain written parental consent to render services using the official Texas Education Agency Parent Consent and Release of Information forms.
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, for up to 7 days, until a signed Parental Consent-Release of Information (PC-ROI) form is obtained.
5. 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).
6. Provide each CIS Staff with office space, to include: a computer with internet 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.

**CIS Support Services will be provided by 41 full-time professional staff at the following 33 campuses:**

|                          |         |                   |         |                     |         |
|--------------------------|---------|-------------------|---------|---------------------|---------|
| Chaparral HS             | 2 FTE's | Gateway MS        | 1 FTE   | Hay Branch ES       | 1 FTE   |
| Early College HS         | 1 FTE   | Liberty Hill MS   | 1 FTE   | Haynes ES           | 1 FTE   |
| Ellison HS               | 2 FTE's | Live Oak Ridge MS | 1 FTE   | Iduma ES            | 1 FTE   |
| Gateway HS               | 1 FTE   | Manor MS          | 1 FTE   | Ira Cross ES        | 1 FTE   |
| Harker Heights HS        | 2 FTE's | Palo Alto MS      | 1 FTE   | Killeen ES          | 2 FTE's |
| Killeen HS               | 2 FTE's | Rancier MS        | 1 FTE   | Montague Village ES | 1 FTE   |
| Pathways Academic Campus | 1 FTE   | Roy J. Smith MS   | 1 FTE   | Peebles ES          | 1 FTE   |
| Shoemaker HS             | 2 FTE's | Brookhaven ES     | 1 FTE   | Pershing Park ES    | 2 FTE's |
| Audie Murphy MS          | 1 FTE   | Clifton Park ES   | 2 FTE's | Reeces Creek ES     | 1 FTE   |
| Charles Patterson MS     | 1 FTE   | Fowler ES         | 1 FTE   | Trimmier ES         | 1 FTE   |
| Eastern Hills MS         | 1 FTE   | Harker Heights ES | 1 FTE   | Willow Springs ES   | 1 FTE   |

**Total cost for the CIS Support Services in Killeen ISD for 2025-26 - \$1,749,076 of which:**

- CIS agrees to pay \$874,538 which represents 50% of the total cost
- **KISD agrees to pay \$874,538 which represents 50% of the total cost**

**Timeline:** **June 27, 2025: This signed contract due to CIS** - email to [michael.deweese@cis-tx.org](mailto:michael.deweese@cis-tx.org) or mail to Communities In Schools, 4520 E. Central Texas Expressway, Suite 106, Killeen, Texas 76543  
**Aug 8, 2025: CIS to send invoice to ISD**

**Sep 12, 2025: KISD payment of \$874,538 due to CIS**

IN CONSIDERATION OF THE FOREGOING TERMS AND CONDITIONS, the parties have caused this contract to be executed by duly authorized representatives of the Parties on the date as set forth below.

**Killeen Independent School District**

\_\_\_\_\_  
 Authorized Representative (Printed Name and Position)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Attest (Printed Name and Position)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Communities In Schools of Greater Central Texas, Inc.**

Michael Dewees – Executive Director

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Sharise Moody – Director of Finance

\_\_\_\_\_  
 Attest (Printed Name and Position)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date