

**To:** Dr. Jeannie Meza-Chavez, Superintendent, San Elizario ISD

**From:** Delia Sanchez, Director of Operations, CIS of El Paso, Inc.

**Date:** April 07, 2026

**Subject:** 2026-2027 CIS of El Paso Contract with San Elizario ISD

Dear Dr. Meza-Chavez,

Attached, you will find the 2026-2027 contract between Communities In Schools of El Paso and the San Elizario Independent School District. As we enter the second year of the CIS National Scaling For Success 3-Year Grant Initiative, we would like to note that this grant has allowed the organization to expand its services into the San Elizario Independent School District on a cost-scaling basis. As mentioned at the start of the initiative, below are the details for the upcoming contract:

CIS of El Paso, Inc. will serve the following campuses for the 2026-2027 school year:

- San Elizario High School
- Alfonso Borrego Sr. Elementary School

To facilitate this work, San Elizario ISD agrees to pay Communities In Schools of El Paso, Inc. as follows for the 2026-2027 school Year:

- 60,000 on July 1, 2026 (\$30,000 per campus)

After having a successful first year, we are excited to continue our partnership on the Scaling For Success Initiative, serving the San Elizario ISD community, and look forward to furthering our impact!

Sincerely,



Delia Sanchez  
Director of Operations  
Communities In Schools of El Paso, Inc.

**CONTRACT BETWEEN  
SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT  
AND  
COMMUNITIES IN SCHOOLS OF EL PASO, INC.**

This Agreement, made this 1<sup>st</sup> day of July 2026, defines the rights and obligations of the San Elizario Independent School District (SEISD), 1050 Chicken Ranch Road, San Elizario, Texas 79849 and Communities In Schools of El Paso, Inc., a non-profit organization, organized under the laws of the State of Texas with offices at 1401 Pendale, Suite #300, El Paso, Texas, 79936 (CIS, or CIS of El Paso, or Contractor).

**THE ABOVE-MENTIONED PARTIES AGREE TO:**

The San Elizario Independent School District agrees to contract with Communities in Schools of El Paso, Inc. for the implementation of the CIS program at the following campuses:

1. **San Elizario High School**, 13981 Socorro Rd, San Elizario, TX 79849
2. **Alfonso Borrego Sr. Elementary School**, 13300 Chicken Ranch Rd., San Elizario, Texas 79849

**CIS of El Paso will provide a total of 2 Program Coordinators for each campus.**

**I. A. Scope of Services:**

CIS will provide to the SEISD the following services during the term of this agreement:

1. Develop an annual CIS campus agreement at each school site in collaboration with campus administrators.
2. Develop an annual CIS Campus Plan in collaboration with Campus Administrators, CIS Identified School Support Team, and any other Campus Personnel deemed necessary to integrate a customized CIS program for the benefit of the campus, students, and their families.
3. CIS will identify at a minimum one campus goal in collaboration with campus administrators.
4. A highly qualified, college degree-holding , and trained staff member assigned at each campus to implement the CIS program.
5. Development of working relationships with service agencies, businesses, and organizations to provide vital resources/support to at-risk youth in need of extra support to stay on the path to graduation.
6. Integrated student supports developed to increase student achievement as measured by student improvement, student promotion, student graduation, and reduction of dropout rate by keeping students in school.
7. Provide effective assistance to students at risk of dropping out through the following CIS Service Categories: Mental and Behavioral Health Referral Services, Health and Human Referral Services, Parental and Family Engagement Services, College and Career Readiness Services, Enrichment Services, Academic Enhancement & Support Services, Case Management and Site Coordination Services, Attendance & Engagement Services.

8. Encourage parental involvement to help students succeed in their academic endeavors.
9. Compile CIS information as required for report to the district.
10. Also see Performance Measures in Part I. B below.

**B. Performance Goals**

The following are the statewide goals and performance measures for the CIS program which support the legislative intent and requirements, as well as the Texas Education Agency (TEA) overarching goal that all students will graduate from college and be college or career ready.

***Student Goals***

TEA sets a goal for case-managed students’ growth:

Academic Growth-85% of CMS assessed students identified as having an academic need will show improvement in academics.

Attendance Growth-70% of CMS assessed students identified as having an attendance need will show improvement in attendance.

Behavioral Growth-75% of CMS assessed students identified as having a behavior need will show improvement in behavior.

TEA sets end of school goals for case managed students:

Retention Rate-90% of case-managed students in grades 7-12 will stay in school.

Promotion Rate-85% of case managed students will be promoted to the next grade level.

Graduation Rate-90% of case-managed students eligible to graduate will receive a high school diploma or a Texas Certificate of High School Equivalency (TxCHSE)

CIS El Paso agrees to work to meet these performance goals.

CIS personnel will provide services to SEISD on a 40-hour workweek schedule reporting to assigned campuses with time off provided for sick, personal, holiday and vacation leave, as stipulated by CIS of El Paso, Inc. The 40 hours per week can be adjusted **only** during the same work week. CIS Program Coordinators cannot work more than 40 hours per week to including Saturdays.

CIS El Paso Employee Personnel Policies on leave are as follows:

**Sick Days:**

1 sick day per month for a total of 12 days per fiscal year  
(Sick days are accrued)

**Personal Days:**

3 personal days per fiscal year-**One day of fully paid personal leave per quarter (a total of three fully paid days per fiscal year)** for personal matters, emergencies, or other business.

**Vacation Days (based on length of employment):**

<b>Length of Employment With CIS</b>	<b>Vacation Days Earned</b>
0 Years – Less Than 1 Year	0 Days

1 Year – Less Than 2 Years	5 Days
2 Years – Less Than 3 Years	10 Days
3 Years – Less Than 10 Years	15 Days
10 Years – Less Than 20 Years	20 Days
20 Years – Less Than 30 Years	25 Days
30 Years or More	30 Days

**II. SEISD Responsibilities**

1. SEISD agrees to provide an office assigned only to CIS, to ensure confidentiality at each campus listed above. Additional items that are to be provided include a telephone, operating computer and printer, desk, chair, a filing cabinet with lock and key, and supplies such as copy paper, ink/laser cartridges for printers.
2. SEISD agrees to provide a district email address to CIS staff within one week of campus placement.
3. SEISD agrees to provide access to the district student database/information within one week of campus placement i.e., student demographics, TEA at-risk list, STAAR scores, EOC scores, Benchmark data, GPA, core course grades, student attendance rate, attendance history, disciplinary action, conduct grades, free/reduced lunch status, and any other pertinent information necessary.
4. SEISD agrees to provide an ID Badge to the Program Coordinator within one week of campus placement.
5. The SEISD Administrative personnel at each campus agree to collaborate with the CIS staff to ensure the process of service delivery for students and parents is a priority from assigned duties.
6. SEISD Administrative personnel agree to ensure that campus/district support assignments do not overshadow the delivery of student services.
7. CIS will be a partner in addressing the dropout issue and will be written into the Campus and District Improvement Plans.
8. SEISD will ensure that campuses will allow CIS staff to fulfill TEA contract obligations regarding documentation and accountability.

**III. CIS Personnel**

State law requires school districts to conduct criminal history background checks for employees and other persons who have contact with students at school. Texas Education Code §22.0831 and §22.0834. Contractor employees with certain convictions are prohibited from working in a school district. The District will contact Communities in Schools with the appropriate documentation.

**IV. Insurance Coverage**

General Requirements: Contractor will procure and maintain the applicable insurance coverage described below, as well as any other insurance SEISD may require. Such insurance is to be primary with respect to any other similar insurance available to SEISD regardless of the provisions of such insurance and is to name SEISD as an additional insured. All policies on which SEISD is named as an additional insured must contain (i) a breach of warranty provision guaranteeing that SEISD will be insured regardless of breach by the contractor, and (ii) a waiver of subrogation by the insurers in favor of SEISD. The contractor will furnish to SEISD certificates and additional insured endorsements

evidencing the specified insurance prior to beginning the Work and, if requested by SEISD, copies of the insurance policies themselves. Such certificates must be provided within 30 days of written notice of any policy cancellation or material change that is given to SEISD. All insurance must be obtained from insurance carriers with a Best's rating of at least "A-10" and that are otherwise acceptable to SEISD.

The contractor will require Subcontractors also to maintain all such insurance set forth below and to provide to SEISD such certificates of insurance, additional insured endorsements, breach of warranty provisions and, if requested, certified copies of the policies themselves. The failure of the Contractor to comply with the requirements of this paragraph prior to the commencement of the Work will be grounds for cancellation or suspension of this contract by SEISD without notice at any time during such failure of compliance. Any losses incurred by SEISD arising from the performance of the Work, whether or not covered by the insurance described below or within the deductible of such insurance, will be the responsibility of contractor to the extent they are covered by the indemnity provisions or any other provisions of the Contract Documents.

**1. Automobile Liability Insurance:**

- a. Combined Bodily Injury and Property Damage Liability limits of not less than \$1,000,000 per occurrence.
- b. This insurance must apply to all owned, leased, non-owned or hired vehicles used by or on behalf of Contractor in connection with the Work. The policy shall include an Additional Insured Endorsement naming SEISD as an additional insured with respect to the operation of Approved Contractor's and Subcontractors' autos.

**2. General Liability Insurance:**

- a. Limit of liability is not less than \$2,000,000 per occurrence.
- b. Broad form property damage coverage.
- c. Contractual liability for obligations assumed in the Contract with SEISD.
- d. Products and completed operations liability.
- e. Bodily injury and property damage resulting from incidental professional liability.

**3. Worker's Compensation Insurance:**

The policy will be written in accordance with the laws of the State in which the work will be performed. The Worker's Compensation policy shall also include the following Employer's Liability coverage with limits not less than the following:

- a. \$1,000,000 Bodily Injury by Accident
- b. \$1,000,000 Bodily Injury by Disease
- c. \$1,000,000 Policy Limit by Disease

**4. Errors and Omissions Insurance with limits of liability of not less than \$1,000,000 per occurrence.**

**V. Duration of Services**

This Agreement shall become effective on July 1, 2026, and shall terminate on June 30, 2027, at which time SEISD and CIS will have the option to renew the agreement.

## **VI. Compensation and Method of Payment**

For and in consideration of the services to be performed by Communities In Schools of El Paso, Inc. under this Agreement, the San Elizario Independent School District shall pay to Communities In Schools of El Paso, Inc. the amount of \$60,000.00. Such an amount shall be paid in twelve (12) monthly installments of \$5,000.00. The first payment is due no later than July 31, 2026; the final payment is due no later than June 30, 2027.

## **VII. Additional Provisions**

A. *CIS Employees.* All persons assigned to SEISD under this Contract by CIS shall be CIS employees and shall not be SEISD employees. CIS shall be responsible for payment of all salaries, compensation, and benefits of all its employees, and shall have all liability and responsibility with respect to its Employees. SEISD shall not be responsible or liable regarding for any CIS employees.

B. *Risk Allocation.* SEISD shall not be liable to CIS for any claims, causes of action, liability, expense, attorney's fees, costs, injuries, damages, or other losses arising from the conduct of CIS employees and the services provided by CIS employees pursuant to this Contract. Each party shall bear its own risk of loss and shall not be liable for any acts or omissions of the employees of the other party. CIS agrees at all times to defend, indemnify, and hold harmless SEISD, its trustees, officers, employees, and agents from and against any and all claims for damages for injuries and other losses, including costs and attorneys' fees, resulting directly or indirectly from any act or omission of CIS's officials, employees, agents, subcontractors or volunteers arising out of the performance of this Agreement, whether such claims are asserted before or after the termination of the Agreement.

C. *Governmental Immunity.* SEISD hereby reserves, and does not waive, its right to governmental and sovereign immunity from litigation or liability arising out of the Texas Tort Claims Act, the Texas Constitution and applicable common law. This Contract is not consented to suit by SEISD. This Contract shall not constitute the agreement by SEISD to pay attorney's fees in the event of litigation between the parties.

D. *Compliance with FERPA.* CIS and its employees assigned to SEISD schools pursuant to this Contract shall comply with all terms and conditions of the Family Educational Rights and Privacy Act, 20 USC 1232g and applicable state law which requires that all personally identifiable student records be kept confidential and not released except as provided under applicable law. Any violation of the terms of federal or state law by CIS employees relating to personally identifiable student records shall constitute grounds for immediate termination of this Contract.

## **VIII. Termination of Services**

This agreement may be terminated prior to the expiration of the term hereof by mutual Agreement of the parties or by either party giving (30) days written notice. Upon termination of the Agreement, SEISD shall be liable only for payment for services performed up to the date of termination. Notice shall be delivered in writing to the following:

- a. To SEISD: Dr. Jeannie Meza-Chavez, SEISD Superintendent
- b. To CIS: Mr. Robert Shaw, Executive Director

COMMUNITIES IN SCHOOLS OF EL PASO

SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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

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

Title: Executive Director

Title: \_\_\_\_\_

Date: April 7, 2026

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