

State of Texas

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County of Galveston

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**Interlocal Governmental Agreement for Office Support  
for the School Resource Officer Programs**

This Interlocal Governmental Agreement ("Agreement") is made and entered into as of the 18th day of August, 2025, by and between the County of Galveston, a political subdivision of the State of Texas, acting by and through its County Commissioner's Court ("County"), the Clear Creek Independent School District, a political subdivision of the State of Texas, acting by and through its Board of Trustees ("CCISD"), the Dickinson Independent School District, a political subdivision of the State of Texas, acting by and through its Board of Trustees ("DISD"), and the Texas City Independent School District, a political subdivision of the State of Texas, acting by and through its Board of Trustees ("TCISD"). Collectively, the County and the Districts may be referred to as the "Parties."

**RECITALS**

WHEREAS, the Parties acknowledge the necessity for an office support professional who provides comprehensive administrative support ("AA") to the School Resource Officer Programs for the Districts. The office support professional may include the following: administrative assistant, administrative clerk, and administrative coordinator; and

WHEREAS, the Parties desire to enter into this Agreement to outline the terms and conditions under which the AA shall be employed and the services to be provided.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the Parties agree as follows:

**1. GENERAL DESCRIPTION OF SERVICES**

The AA shall be an employee of Galveston County and shall provide routine administrative activities in support of the Galveston County Sheriff's Office Chief Resource Officer or the Captain in charge of the school resource programs. Office space and necessary equipment, including a phone, computer, copying equipment, and other miscellaneous office supplies, shall be provided by CCISD.

The AA shall work a total of 2080 hours during each twelve (12) month period, inclusive of permissible leave as described in this Agreement. During the hours assigned under this Agreement, the AA shall perform duties solely for the benefit of the Districts and shall not work for any other entity or person. Should the Sheriff or his designee temporarily redeploy the AA, the Districts shall not be obligated to pay for any time during which the AA is redeployed.

The AA shall work under the direct supervision of the Chief Resource Officer.

The AA shall not be requested, suffered, or required to work overtime at the Districts' expense, except under the following limited circumstances:

- a) With prior consultation and approval of the Chief Resource Officer, to assist in the completion of a law enforcement activity initiated during a regularly scheduled workday, which would otherwise be prejudiced by delay; or
- b) In order to make a court-ordered appearance relating to the Districts' business outside of regularly scheduled duty hours.

In the event of unforeseen emergency overtime, the Chief Resource Officer and the Superintendents of the Districts or their designee shall be notified as soon as practicable, and the amount of such hours shall be kept to a minimum necessary to address the emergency. If such overtime work results in compensable overtime under the Fair Labor Standards Act, the Districts shall be responsible for the appropriate overtime rates for the compensable hours worked.

## **2. SPECIFIC DUTIES**

The specific duties and compensation of the AA are outlined in Exhibit A.

## **3. ASSIGNMENT OF ADMINISTRATIVE ASSISTANT**

The Sheriff or Chief Resource Officer shall be solely responsible for selecting the AA and assigning duties. CCISD may object to the proposed appointment of the AA if the individual is not agreeable with CCISD. The Superintendent shall notify the Sheriff in writing of the specific reasons for the objection. The Superintendent and the Sheriff shall meet to discuss the reasons for the objection in an attempt to reach a consensus, with the final determination of appointment lying with the Sheriff.

## **4. REMOVAL OF ADMINISTRATIVE ASSISTANT**

CCISD may request the removal of the AA under the following conditions:

### **A. Performance-Related Concerns**

- 1. If the AA is no longer agreeable to CCISD due to employment-related concerns, the CCISD Superintendent shall notify the Sheriff in writing, detailing the specific reasons for the concerns.
- 2. Upon receipt of such notice, the Sheriff shall review the concerns and, if deemed appropriate, counsel the AA to address the issues within seven (7) days.

3. If the performance-related issues are not resolved to CCISD's satisfaction, the Superintendent shall again express the reasons for concern, and the Superintendent and Sheriff shall meet to discuss and attempt to reach a consensus.

#### **B. Allegations of Serious Misconduct**

1. In the event of serious misconduct allegations against the AA, the Superintendent shall notify the Sheriff in writing.
2. Upon request by the Superintendent, the AA shall be temporarily removed or reassigned from CCISD duties pending the outcome of an internal investigation by the Sheriff's Office.
3. The County shall provide a replacement AA as soon as practicable. If the replacement is not agreeable to CCISD, the Superintendent shall notify the Sheriff in writing of the specific reasons for disapproval, and the parties shall meet to discuss.

#### **C. Investigation Outcome**

1. If the Sheriff concludes that the allegations of misconduct are untrue, the findings shall be presented to the Superintendent.
2. The Superintendent shall consider whether the AA may return to CCISD. If the Superintendent determines that the AA should not return, the Superintendent shall notify the Sheriff in writing, stating the reasons for this determination.
3. The Sheriff shall notify the CCISD Superintendent in writing if, as, and when the AA assigned to a CCISD facility has been placed under investigation by the Sheriff's Office or any other law enforcement agency's investigation known to the Sheriff, for any reason.

### **5. Substitution of Administrative Assistant**

- a. The Sheriff may make personnel changes and is not obligated to maintain the same employee throughout the term of this Agreement. Any substitution must follow the Assignment process detailed above.
- b. If the AA is expected to be on extended leave (other than Permissible Leave), the Sheriff shall notify the Superintendent of the leave and its anticipated duration. The Sheriff shall make reasonable efforts to assign a suitable substitute.
- c. The Districts shall not be responsible for payment of leave time exceeding the periods defined as Permissible Leave.

## **6. Employee Status and Records**

- a. The AA shall remain an employee of the County, entitled to benefits as provided to regular County employees. This entitlement shall not affect the financial consideration under this Agreement.
- b. Personnel records for the AA shall be maintained by the County through the Sheriff's Office and/or the Galveston County Human Resources Department.
- c. Official time records shall be maintained by the County through the Sheriff's office and shall serve as the basis for invoicing the Districts.
- d. County shall provide copies of payroll records in either paper or, if required by the Districts, electronic format, along with each invoice forwarded to the Districts.

## **7. County Resources**

The County shall provide the AA with reasonable access to the following divisions of the Sheriff's Office to support the AA's duties, if necessary:

- a. Identification and Criminal Record-Keeping;
- b. Criminal Investigations;
- c. Training; and
- d. Communications Division (including telephone and radio communications).

The Sheriff may, at his discretion, temporarily make other Sheriff's Office resources available to support the AA's duties. Any decision to provide such services shall be made only upon specific, case-by-case consultation and request from the Chief Resource Officer.

## **8. CCISD Resources**

To assist the AA in performing its duties under this Agreement, CCISD agrees to provide access to its technology system, including desktop, laptop, or tablet computers, land-based telephone, and other reasonable office supplies and workspace. CCISD will also provide access to the district's electronic mail system and issue the AA a CCISD electronic mail address. All CCISD policies and procedures related to the use of district technology and electronic communication shall apply to the AA's use of CCISD-owned technology.

These policies include prohibitions against communicating with CCISD students via text messaging or any form of social media unless such communication is in the course of bona fide law enforcement activity.

## **9. Consideration**

Districts agrees to pay the County for actual hours worked by the AA according to the compensation schedule, as well as for permissible leave hours during the term of this Agreement. The AA shall be compensated under the County of Galveston Salary as approved by the Commissioners' Court of Galveston County, attached as Exhibit A.

The Districts shall split the responsibility for payment for the positions in the following amounts:

- CCISD - Fifty Percent (50%);
- TCISD - Twenty-Five Percent (25%);
- DISD - Twenty-Five Percent (25%).

Permissible Leave shall be governed by the County's Leave policies and practices. Such leave shall include any paid leave available under County policy or when the CCISD facility to which the AA is assigned is closed for a paid holiday. Unpaid leave shall be available as required under County policy or federal or state laws.

For each subsequent year of this Agreement, the rate shall be adjusted to account for any change in step or change in the County of Galveston Salary Table. The County shall notify the Districts of any changes in salary no later than October 15th of each year.

In the event the AA works overtime hours, the County shall be reimbursed at the appropriate Total Hourly Overtime Rate.

## **10. Leave/In-Service Training**

a. The AA may require annual in-service training, which will be provided by the County. The Districts may require additional in-service training as appropriate, and the Districts will be responsible for the cost of any such additional training. Hours expended by the AA in attending such training shall be considered hours worked under this Agreement. Additional training required by the Districts will not be considered Permissible Leave and no substitute AA will be required.

b. Training and annual leave will be permitted between the day following the last day of the Spring term until the day preceding the beginning of the new Fall term in that same year.

## **11. Invoices and Payment**

The County shall prepare an invoice for services rendered under this Agreement for the previous month, which shall include copies of time records for each AA. The Districts shall pay each monthly invoice per Texas Government Code Chapter 2251.

In the event of a dispute regarding a portion of any invoice, only the disputed amount may be retained until resolved. Payments of resolved disputed balances will also be made per Texas Government Code Chapter 2251.

The Districts acknowledge that time is of the essence regarding each payment. If the County does not receive a District's payment in a timely manner, this Agreement may be terminated at the option of the County.

## **12. Term and Termination**

- a. This Agreement shall commence on the Effective Date and shall continue for three (3) years, unless terminated earlier by either party upon thirty (30) days' written notice to the other party.
- b. In the event of termination, the District shall remain liable for payment for all services rendered under this Agreement before the effective date of termination.
- c. This Agreement may be renewed upon mutual agreement of the Parties.

## **13. Early Termination**

- a. This Agreement may be terminated with or without cause or for convenience by either party upon thirty (30) days' prior written notice to the other party.

## **14. Renewal Period**

- a. This Agreement may be renewed if the District gives notice of its intention to renew within ninety (90) days before the end of this Agreement and the County agrees to the renewal. Upon notice being given, the parties will renegotiate and redraft this Agreement to accommodate any changes in cost and/or services as may be required.

## **15. Amendments**

This Agreement may only be amended in writing, signed by all Parties.

## **16. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Any disputes arising out of this Agreement shall be resolved in the courts of Galveston County, Texas.

## **17. Severability**

If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

### **To County:**

Galveston County  
Attn: County Judge  
722 Moody Ave., 2<sup>nd</sup> Floor  
Galveston, TX 77550  
[Mark.henry@co.galveston.tx.us](mailto:Mark.henry@co.galveston.tx.us)

### **To Districts:**

Clear Creek Independent School District  
Attn: Superintendent  
2425 East Main Street  
League City, TX 77573  
[kengle@ccisd.net](mailto:kengle@ccisd.net)

### **With a Copy to:**

Galveston County Sheriff's Office  
Attn: Chief Deputy Villarreal  
601 54<sup>th</sup> Street  
Galveston, TX 77551  
[Melencio.villarreal@co.galveston.tx.us](mailto:Melencio.villarreal@co.galveston.tx.us)

Dickinson Independent School District  
Attn: Superintendent  
2218 FM 517 East  
Dickinson, TX 77539  
[rebecca.brown@dickinsonisd.org](mailto:rebecca.brown@dickinsonisd.org)

Texas City Independent School District  
Attn: Superintendent  
1700 Ninth Avenue North  
Texas City, TX 77590  
[mduarte@tcisd.org](mailto:mduarte@tcisd.org)

## **18. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the Parties and supersedes all prior negotiations, representations, or agreements, whether written or oral.

**Signature page follows**

IN WITNESS WHEREOF, the Parties hereto have executed this Interlocal Agreement as of the date first above written.

County of Galveston, Texas


Galveston County Sheriff's Office

  
Mark Henry, County Judge

  
Jimmy Fullen, Sheriff

Attest:

  
Dwight D. Sullivan, County Clerk

  
Melissa A. Childs Deputy



**Clear Creek Board of Trustees**

  
Jonathan Cottrell, President

**Clear Creek Independent School District**

  
Karen Engle, Superintendent

**Attest:**

  
Jeff Larson, Secretary


**Dickinson ISD Board of Trustees**

  
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**Corey Magliolo, President**


**Dickinson Independent School District**

  
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**Dr. Rebecca Brown, Superintendent**

**Attest:**

  
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**Veanna Veasey, Secretary**

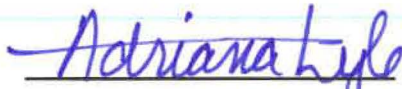
**Texas City Board of Trustees**

  
Lori Carnes, President

**Texas City Independent School District**

  
Melissa Duarte, Superintendent

**Attest:**

  
Adriana Lyle, Secretary

## EXHIBIT A

**Number of assigned office professionals:** One (1). Each shall work a total of 2080 hours per year, inclusive of permissible leave.

Position	Grade/Step	FY 2025 Salary
Administrative Coordinator	116	\$53,089.00

Hourly Rate for AA is calculated by dividing individual's salary by 2080.

The Total Hourly Rate for the AA is calculated as follows:

- **(Hourly Rate) x (1.2128 [variable benefits]) + \$5.16 [fixed benefits] = Total Hourly Rate**

Administrative Fee will not exceed 1% of the total monthly bill

### **Duties and Responsibilities**

Performs word processing duties for the preparation of memoranda, letters, departmental procedures, agendas, and other documents.

Processes invoices for payment and is responsible for departmental purchasing records and related documents.

Prepares and gathers budget information for data entry and reports.

Maintains records of expenditures and reconciles accounts.

Performs research on policy, rules and regulations, and historical data.

Maintains the departmental calendars.

Reviews and enters departmental payroll and prepares personnel forms and other necessary related forms or payroll functions.

Prepares and coordinates travel arrangements for conferences and training following policy and procedures.

Answers telephones; provides information and assistance, takes messages or forwards to appropriate personnel; greets and assists visitors.

Performs related work as assigned