



# Brownsville Independent School District

Agenda Category: General Function  
Contracts/MOU Board of Education Meeting: 01/14/2025

Item Title: Licensed Professional Counselor X Action  
Associate and Brownsville ISD Information  
Memorandum of Understanding Discussion

### BACKGROUND:

A Licensed Professional Counselor Associate (LPC-A) requests permission to conduct internship hours during respective work hours at the BISD assigned campus toward completion of a Texas license professional counselor credential. A Brownsville Independent School District school counselor is the LPC Associate who will be supervised by a state certified LPC supervisor and shall have the written consent of the respective campus principal who will collaborate with the LPC Associate to execute the program roles and responsibilities as outlined in the affiliation agreement. The Licensed Professional Counselor Associate (LPC-A) will obtain parental consent to perform supervised counseling of the BISD students during school hours.

### FISCAL IMPLICATIONS:

No cost to the District

### RECOMMENDATION:

Recommend approval of a Memorandum of Understanding between the Brownsville Independent School District and the Licensed Professional Counselor Associate to provide an internship site on a BISD school campus for the 2024-2025 school year that renews annually until the completion of the LPC-A program requirements. No cost to the District.

Sara M. Garza  
Submitted by: Principal/Program Director

[Signature]  
Recommended by: Asst. Supt./Exec. Dir.

Miguel Salinas  
Reviewed by: Staff Attorney

Ms. Beatriz Hernandez  
Approved by: Chief Officer

Approved for Submission to Board of Education:

[Signature]  
Dr. Jesus H. Chavez, Superintendent

## Minerva Almanza

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**From:** Priscilla Lozano <plozano@808West.com>  
**Sent:** Friday, December 20, 2024 1:04 PM  
**To:** Minerva Almanza  
**Cc:** Roxanne Eckstein  
**Subject:** [EXTERNAL]Re: Licensed Professional Counselor Associate and BISD MOU

**CAUTION:** This email originated from outside of Brownsville ISD. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

Approved as to form.

Sincerely,  
Priscilla

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**From:** Minerva Almanza <malmanza1@bisd.us>  
**Sent:** Wednesday, December 18, 2024 6:12 PM  
**To:** Priscilla Lozano <plozano@808West.com>  
**Cc:** Roxanne Eckstein <reckstein@bisd.us>  
**Subject:** Licensed Professional Counselor Associate and BISD MOU

Good evening Ms. Priscilla,

Please see the attached for your review and approval.

Thank you!

*Minerva Almanza*

Brownsville ISD | Superintendent's Office Executive Assistant  
1900 E. Price Road, Room #307 | Brownsville, Texas 78521  
Tel. 956.698.0014 | Fax. 956.548.8019  
[malmanza1@bisd.us](mailto:malmanza1@bisd.us)



AN EARLY COLLEGE DISTRICT  
**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT

*The Best Choice*

*Memorandum of Understanding*

*Between*

*Jacquelynn M. Touchet Rey*

*and*

*Brownsville Independent School District*

*1900 E. Price Road*

*Brownsville, TX 78521*

This Memorandum of Understanding (MOU) sets forth the terms and conditions between Jacquelynn M. Touchet Rey and Brownsville Independent School District to engage in professional counseling as a Licensed Professional Counselor-Associate (LPC-Associate) under supervision to fulfill the Texas State Board of Examiners of Professional Counselors requirements for the purpose of obtaining full Licensed Professional Counselor (LPC) licensure, while employed by the Brownsville Independent School District.

**Scope of Agreement**

The LPC-Associate is employed as a professional school counselor in the School District and will provide services as per the duties outlined in their job description by Brownsville Independent School District.

The LPC-Associate may count certain counseling hours provided during their employment toward the LPC licensure as approved by the Texas State Board of Examiners of Professional Counselors.

**Responsibilities of the Licensed Professional Counselor-Associate**

The LPC-Associate agrees to:

- Fulfill all duties as a professional school counselor, including academic, career, and social/emotional support to students.
- Obtain 3,000 clock-hours of supervised experience acceptable to the Council under a Council-approved supervisor. Of the 3,000 clock-hours, 1,500 clock-hours will be direct client counseling contact where only actual time spent counseling may be counted.
- The LPC Associate must receive direct supervision consisting of a minimum of four (4) hours per month of supervision in individual settings while the Associate is engaged in counseling unless an extended leave of one month or more is approved in writing by the Council-approved supervisor.
- Ensure all counseling activities that are counted toward licensure comply with the Texas State Board of Examiners of Professional Counselors rules and regulations while abiding by administrative policies, rules, standards, schedules and practices of Brownsville Independent School District.
- Work under the supervision of an LPC Supervisor (LPC-S) approved by the Texas State Board of Examiners Professional Counselors, with the understanding that supervision is separate from employment duties.
- Maintain accurate and confidential records indicating time spent delivering direct and indirect counseling services with clients to be reviewed and signed by the Licensed Professional Counselor Supervisor.
- Read and abide by the Ethical Standards of the American School Counselor Association and American Counselor Association.
- Keep professional liability insurance for Licensed Professional Counselor Associates.

### **Responsibilities of the Brownsville Independent School District**

- Allow the LPC Associate to perform counseling duties as part of their role, which may include individual, group, and crisis counseling that align with LPC licensure requirements.
- Permit the LPC Associate to schedule and attend supervision sessions with their LPC Supervisor, as long as it does not interfere with primary job responsibilities.
- Provide access to facilities, resources, and appropriate opportunities for counseling within the scope of the school district's policies.

### **Supervision Arrangement**

The LPC Associate's supervision is an independent arrangement between the LPC Associate and their LPC Supervisor and is not the responsibility of the Brownsville Independent School District. Supervision activities, such as reviewing cases or supervision hours, will occur outside of the school district's purview. The LPC Supervisor will adhere to the Texas Administrative Code Section 681.93. In addition, the Licensed Professional Counselor Supervisor will:

- Ensure all supervised experience be complete in accordance with Board rules related to the Code of Ethics and supervised experience and all subsequent Board rules;
- Ensure the LPC Associate receives four hours of supervision per month;
- Understand that the LPC Associate cannot independently practice counseling until he/she obtains full LPC licensure;
- Certify that the LPC Associate meets the requirements and demonstrates an understanding of all of the regulations set forth by the Texas State Board of Examiners of Professional Counselors;
- Be available to supervise and consult with the License Professional Counselor Associate and shall be immediately available to discuss with the LPC Associate any problem or change in relation to the site or Licensed Professional Counselor Associate's inability to complete their responsibilities.

### **Confidentiality**

Confidentiality is of paramount importance. For the purpose of documentation, records will be documented using the Supervision Log provided by the Texas State Board of Examiners of Professional Counselors. All information pertaining to the services provided to students will remain strictly between the LPC Associate and the LPC Supervisor, in accordance with confidentiality guidelines outlined in the American Counseling Association Code of Ethics and American School Counselor Association's Code of Ethics. Student will be referred to solely by initials and grade level for the purpose of understanding the child's emotional state and developing appropriate interventions.

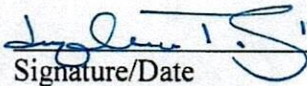
### **Terms of Agreement**

This MOU will remain in effect for the duration of the LPC-Associate's employment as a school counselor or until the LPC licensure requirements are met, whichever occurs first. Either party may terminate this agreement with 30 days written notice.

This collaboration exemplifies the importance of improving student success most specifically in the areas of academic, behavioral, social, and emotional development.

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Jacquelynn M. Touchet Rey, M.Ed., CSC, LPC Associate supervised by Michelle del Castillo-Davis LPC-Supervisor

 12/4/24  
Signature/Date

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BISD Superintendent, Dr. Jesus H. Chavez/Date  
(Partner name, organization, position)

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BISD Board President, Erasmo Castro/Date

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BISD Board Secretary, Minerva M. Pena/Date