

Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Recommendation to approve the interlocal agreement between Canutillo ISD and El Paso County Juvenile Justice Alternative Education Program (JJAEP) for the 2026-2027 school year. 

Justification Statement: Per FODA (Legal), the district and the county shall enter into a joint Interlocal Agreement for students who have been placed in JJAEP to receive grade level instruction.

Purpose of Agenda Item:

☐ Information ☐ Discussion ☒ Action

Item Type:

☒ Curriculum & Instruction ☐ Human Resources ☒ Business Services

Staff Responsible:

Dr. Monica Reyes, Executive Director, Student Support Services

Signature of Requester(s)



Signature of Presenter(s)

8/12/2024

Business Services Approval (Initials)

Date

Agenda Summary:

Per FODA (Legal), the district and the county shall enter into a joint Interlocal Agreement for students who have been placed in JJAEP to receive the continuation of grade level instruction.

RECOMMENDATION: It is Administration's recommendation to approve the Interlocal Agreement with El Paso County Juvenile Justice Alternative Education.

PRIOR BOARD ACTION: Yes AWARDED: 9/29/25 AWARDED AMOUNT: N/A

AMOUNT(S): N/A

ACCOUNT NO(S):
N/A

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
Interlocal Agreement

REQUESTING DEPARTMENT:
Student Support Services Department

CONSEQUENCES OF NON-APPROVAL:

Students will not be placed in JJAEP as required under the Texas Education Code, Chapter 37 and will not have the opportunity to receive grade level instruction. 

IMPLEMENTATION TIMELINE:

2026-2027 school year

ATTACHMENT(S): Interlocal Agreement between Canutillo ISD and the El Paso County Juvenile Justice Alternative Education and Exhibits A Through H Exhibit G-1, AND Signature Page





CANUTILLO INDEPENDENT SCHOOL DISTRICT
FINANCIAL SERVICES DIVISION/PURCHASING

Contract Routing and Approval Form

FOR PURCHASING OFFICE USE ONLY			
Contract Request Received		Assigned Contract No	
Routed for Internal Approval		Contract Fully Executed	
Routed for Vendor Approval		Notification To Proceed	

CONTRACT APPROVAL PROCESS: 1. All agreements shall be routed through the purchasing office. 2. Purchasing will review for compliance and determine procurement method(s). 3. Be advised that some agreements may require Legal Counsels review. 4. Following final review, purchasing will route for additional signature(s), either district personnel and/or supplier. to ensure receipt of fully executed documents. 5. Purchasing will notify requestor when process has been completed.

NO SERVICES SHALL COMMENCE WITHOUT AN EXECUTED AGREEMENT AND AN APPROVED PURCHASE ORDER

IT IS THE REQUESTORS RESPONSIBILITY TO SUBMIT ALL DOCUMENTS PERTAINING TO THE SERVICE REQUESTED WITH AMPLE TIME TO ALLOW FOR FULL PROCESS. MUST INCLUDE Vendor agreement, vendor quote, vendor terms, any other docs related to the service, etc. This Contract Routing and Approval form is required to ensure we have the information needed to route documents for the necessary signatures.

THIS FORM MUST BE COMPLETED BY THE REQUESTING CAMPUS/DEPARTMENT

Must check off Contract Type: ☐ Professional Service ☐ Contracted Services ☐ Vendor Agreement ☐ Term Contract ☐ Interlocal
☐ Lease Agreement ☒ MOU ☐ MOA ☐ Construction ☐ Other _____

Campus/Department: Student Support Services

Campus/Department Contact person: Dr. Monica Reyes, Student Support Director

Contact Number: 915-877-7650 Requestors email: mreyes@canutillo-isd.org

Contract Title: Interlocal Agreement with El Paso County Juvenile Justice Alternative Education Program

Contract Description: Grade level instruction services provided by El Paso County And Ysleta ISD for students who are placed in the JJAEP.

VENDOR INFORMATION – MUST PROVIDE ALL INFORMATION LISTED BELOW: Required to obtain all necessary signatures.

Vendor/Company Name: El Paso County JJAEP

Vendor Full Address: 6400 Delta Drive, El Paso, Tx 79905

Name of Representative: Ramon E. Hernandez representatives' email: Ram.Hernandez@epcountytexas.gov

Rep. Office Phone: (915) 273-3491 Ext. 2110 Rep Mobile Number: (915) 549-6450

Vendor's Authorized Signer: Honorable Judge Selina Saenz Signer's email: se.saenz@epcounty.com

Contract Amount: N/A Funding Source: N/A

Account No(s): N/A

Anticipated Start Date: 08/03/2026 End Date: 08/03/2027

Is this a New Agreement? ☒ Yes ☐ No

Is this Agreement a renewal? ☐ Yes ☐ No If yes; specify the reason for renewal, what is it replacing? School Year 2026-2027

Agreement Term: 1 year Does agreement term include renewal options? ☐ Yes ☒ No

If yes, specify renewal options: _____

Does agreement require Insurance coverage? ☐ Yes ☒ No If yes, route agreement to Human Resources department for review, and to provide the necessary insurance requirements.

Human Resources staff review: _____ Date: _____

By signing this approval request form, I, the budget authority confirm that the agreement attached has been reviewed and all necessary documents pertaining to this agreement are being submitted.

Budget Authority Signature: [Signature] Date: 8/12/2026

☒ Attachments: Must submit vendor agreement and all pertaining documents, quotes, etc., with this routing form.

Purchasing review: _____
