

# Board of Trustees

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

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of the sponsorship agreement between Superior HealthPlan and Canutillo ISD.

Justification Statement: Superior HealthPlan will give Canutillo ISD a \$5000.00 sponsorship to purchase hygiene items for the Student Support Service Community Hygiene Closet. This monetary grant helps families choose items that meet their needs.

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)

*Monica Reyes*

1/20/2026

Signature of Presenter(s)

*CPulley*

02/16/26

Business Services Approval (Initials)

Date

Agenda Summary:

Canutillo ISD and Superior HealthPlan have maintained an ongoing relationship for approximately eight years. This sponsorship agreement will continue the Hygiene Closet at the Lone Star Building from March 2026 to October 2026, or until funds are exhausted. The Hygiene Closet will be open once a month every third Wednesday, from 3 PM to 5 PM, for families to select five items and receive health information from Superior HealthPlan and other community agencies. District services will also be available during distribution. Based on surveys from previous hygiene closets, the specific items purchased will be those identified as high demand.

RECOMMENDATION: Administration recommends that the Board of Trustees approves the sponsorship agreement with Superior HealthPlan and Canutillo ISD. Once the agreement is approved and executed a donation form will be submitted.

PRIOR BOARD ACTION: Yes      AWARDED: Yes      AWARDED AMOUNT: \$ 5000.00

AMOUNT(S): \$5000.00 donation.

ACCOUNT NO(S): 499.61.6499.25.920.99

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

REQUESTING DEPARTMENT: Student Support Services Department

CONSEQUENCES OF NON-APPROVAL: Without the approval of the sponsorship agreement, families will not be able to receive monthly hygiene items to meet their needs with no cost to their household budget.

IMPLEMENTATION TIMELINE: School Year March 2026- October 2026

ATTACHMENT(S): Memorandum of Sponsorship Agreement





CANUTILLO INDEPENDENT SCHOOL DISTRICT
FINANCIAL SERVICES DIVISION/PURCHASING

Contract Routing and Approval Form

Table with 4 columns and 3 rows for tracking contract status: Contract Request Received, Routed for Internal Approval, Routed for Vendor Approval, Assigned Contract No, Contract Fully Executed, 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, Executive Director
Contact Number: 915-877-7650 Requestors email: mreyes@canutillo-isd.org
Contract Title: Superior HealthPlan Hygiene Closet

Contract Description: A \$5000.00 donation to create a Hygiene Closet at Lone Star building from March 2026 to October 2026 or until funds have been exhausted. Distribute five hygiene items once a month on every third Wednesday of the month from 3pm to 5pm for the community

VENDOR INFORMATION - MUST PROVIDE ALL INFORMATION LISTED BELOW: Required to obtain all necessary signatures.
Vendor/Company Name: Superior Healthplan Hygiene Closet
Vendor Full Address: 1575 N. Resler Drive Suite C. El Paso, Texas 79912
Name of Representative: Emilia Torres representatives' email: emilia.torres@superiorhealthplan.com
Rep. Office Phone: 915-247-9063 Rep Mobile Number: 915-247-9063
Vendor's Authorized Signer: Emilia Torres Signer's email: emilia.torres@superiorhealthplan.com

Contract Amount: \$5000.00 Funding Source: Grant Superior HealthPlan
Account No(s): 499.61.6499.25.920.99
Anticipated Start Date: March 2026 End Date: October 2026

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?
Received new grant monies to fund another year of same services of purchasing hygiene items for community outreach
Agreement Term: March 2026 to October 2026 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: 1/20/2024

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



## **Superior HealthPlan Sponsorship Agreement**

In exchange for a sponsorship contribution in the amount of \$5,000, payable to Canutillo ISD, Superior HealthPlan and Canutillo ISD agree to the following terms for the implementation and support of a Superior HealthPlan Community Hygiene Closet from March 2026 through October 2026.

- Funds must be allocated monthly to ensure the closet can run the entire length of the agreement.
- The hygiene closet will be located at 7000 Fifth Street Canutillo, Texas 79835.
- The closet will be held once a month on the following day and time, every third Wednesday of the month from 3 pm to 5 pm.
  - Any changes to the agreed dates and time, at the signing of this agreement, must be submitted one month in advance of the closet date.
- Funds must be used to purchase at minimum:
  - shampoo, body wash, deodorant, toilet paper, paper towels, laundry detergent, household cleaning spray, feminine hygiene products, toothpaste and toothbrush, household spray for insects, adult briefs, wipes, and bed pads for incontinence.
  - After these items have been purchased, funds can be used for other items identified as a need for your community.
- The goal of the closet is for families to choose items needed to meet their needs. Please do not use funds to create generic hygiene bags to distribute monthly.
- Superior HealthPlan will provide a marketing banner to the organization stating Superior HealthPlan is the hygiene closet sponsor.
- Your organization agrees to be listed as a resource on [www.findhelp.org](http://www.findhelp.org), which means the closet would not only be for your clients but anyone in need in the community. Superior HealthPlan will refer members in need to this closet.
- The closet may be utilized in any of the following ways:

- o Anyone in the community may come to the closet once a month to get items at the Superior HealthPlan Hygiene Day.
- o Superior HealthPlan will create referrals through [www.findhelp.org](http://www.findhelp.org) to the hygiene closet to support our members in emergency situations.
- o Your organization may access the closet to meet the needs of a client in an emergency outside of the scheduled set days and times, but the closet cannot be open to the public on non-Superior hygiene days.
- There will be an end-of-term report on outcomes from the funding. Your organization is responsible for tracking the following and submitting the information in your final report that is **due by November 15, 2026**.
  - o Your organization may collect additional information you need, but these are the only numbers we require.
  - o On the end of term report you will also be asked for client quotes or success stories related to the community hygiene closets.

	March	April	May	June	July	August	September	October
<b>Households Served</b>								
<b>Representing How Many Individuals</b>								
<b>Total Items Given</b>								

- Superior HealthPlan will be listed as sole sponsor of the Superior HealthPlan Hygiene Closet to include logo on all flyers, brochures and marketing materials distributed by your organization.
- Should your organization need additional hygiene items, you may accept donations to the closet to supplement the funding from Superior HealthPlan, but the closet must still be referred to as the Superior HealthPlan Community Hygiene Closet.
  - o To avoid a conflict of interest, we do ask that you not accept donations or funding for these closets from other managed care organizations.
- Superior's Community Relations Coordinator will attend (as available) the hygiene closet each month. Individuals attending the hygiene closet will be invited to visit the Superior HealthPlan table and get information on the Plan. Superior may also invite additional community partners to set up to provide participants with resources as space allows.

- Your organization agrees to a monthly social media post advertising the closet and tagging @SuperiorHealthPlan on Facebook.

**Once this agreement is signed, these terms must be met timely. Attached you will find the financial documents necessary for the execution of this agreement. The agency is required to submit all necessary documents by end of day on February 2, 2026. This date is necessary, so the checks will be received timely for a start date in March. Check processing takes approximately 6 weeks. If your organization accepts credit card payments, we can expedite the transfer of funds using that option.**

Thank you for your time and consideration and we look forward to this partnership.

Superior HealthPlan	<b>Organization Name:</b> Canutillo Independent School District (Student Support Services)
Debra Danziger, VP of Plan Communications	Dr. Josue Borrego, Superintendent
Signature:	Signature:
Date:	Date: