

Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of the Memorandum of Understanding and Agreement between El Paso Child Guidance Center and Canutillo ISD

Justification Statement: El Paso Child Guidance Center will provide behavioral health services and resources through Targeted Case Management services to support students with their well-being and mental health.

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)

8/11/2025

Business Services Approval (Initials)

Date

Agenda Summary:

This MOUA outlines a partnership between El Paso Child Guidance Center and Canutillo ISD to develop a collaboration of providing community-based therapeutic services, behavioral health strategies and mental health resources to Cisd students and their families. El Paso Child Guidance Center will provide access to services through referrals by Cisd staff, district health fairs, community outreach and parent education events. This partnership will give Cisd students and families the opportunity to access clinical services, psychiatric services, case management, and prevention and intervention resources.

RECOMMENDATION: Administration recommends that the Board of Trustees approves the Memorandum of Understanding and Agreement between El Paso Child Guidance Center and Canutillo ISD.

PRIOR BOARD ACTION: None AWARDED: N/A 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)
MOUA

REQUESTING DEPARTMENT:
Student Support Services

CONSEQUENCES OF NON-APPROVAL:

Without the approval of the memorandum of understanding and agreement, students and families will not have access to clinical services, psychiatric services, case management, and prevention and intervention resources. 

IMPLEMENTATION TIMELINE:

August 2025 - July 2028

ATTACHMENT(S): ☒ Memorandum of Understanding and Agreement





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: Memorandum of understanding and Agreement between El Paso Child Guidance Center

Contract Description: El Paso Child Guidance Center will provide behavioral health services and resources through Targeted Case Management service to support student with their well-being and mental health.

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

Vendor/Company Name: Memorandum of understanding and Agreement between El Paso Child Guidance Center

Vendor Full Address: 2701 E. Yandell Dr. El Paso, Texas 79903

Name of Representative: Cathy Gaytan LCSW-S representatives' email: cgaytan@epcgc.org

Rep. Office Phone: 915-526-1999 ext 2213 Rep Mobile Number: _____

Vendor's Authorized Signer: Cathy Gaytan LCSW-S Signer's email: cgaytan@epcgc.org

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

Account No(s): N/A

Anticipated Start Date: August 2025 End Date: July 2028

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? _____

Agreement Term: Effective for 3years from the date of full execution or may be terminated by either entity with (30) thirty days written notice. 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: 8/11/2025

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

Purchasing review: _____

MEMORANDUM OF UNDERSTANDING & AGREEMENT

This MOU outlines a partnership between El Paso Child Guidance Center (EPCGC) and Canutillo Independent School District (Canutillo ISD) to support students in dire need of behavioral health services, particularly through Targeted Case Management services. The collaboration aims to bridge service gaps, promote wellness, and improve student access to critical mental health services and resources. **This document represents a record of agreement to provide individuals with program services listed below between El Paso Child Guidance Center programs and the following partnering agency:**

Name of Partnering Agency/Organization/ School/Program:

Canutillo Independent School District

Check El Paso Child Guidance Center applicable program services:

☒ Clinical Services
 ☒ Psychiatric Services
 ☒ Targeted Case Management
 ☒ Prevention /Intervention
 ☒ Access to Services

Description of services provided by El Paso Child Guidance Center

General Description	Specific Deliverables
EPCGC will provide community-based therapeutic services for students and families	1. Psychiatric services via telehealth to eligible students in need of services.
EPCGC and Canutillo ISD will collaborate to assess ongoing needs and co-develop behavioral health strategies.	2. Therapists provide telehealth services to eligible students.
EPCGC will support Canutillo's health fairs, education, and onsite health activities as appropriate.	3. Targeted Case Management Services provided in person to eligible students for up to 20 hours of direct care per month.
	4. Conduct two informal listening sessions per semester with Canutillo stakeholders to inform services and identify barriers.
	5. Provide a summary report to be shared with district leadership.
	6. Participate in school health fairs and provide mental health information for newsletters or community materials.
	7. Be available for parent presentations to educate on services and eligibility criteria.

Description of services provided by Partnering Agency/Organization/School/Program

General Description	Specific Deliverables
Canutillo ISD will support student access to EPCGC's community-based therapeutic services.	1. Identify and refer eligible students for psychiatric, therapy, and targeted case management services.
Canutillo ISD will collaborate with EPCGC to assess ongoing needs and co-develop behavioral health strategies.	2. Assign a designated staff liaison to coordinate with EPCGC providers.
Canutillo ISD will support EPCGC's involvement in school health fairs, outreach, and parent education.	3. Identify confidential space on campus for telehealth or in-person services, as available.
	4. Contribute feedback to EPCGC's summary reports to help guide service delivery and future planning.
	5. Invite EPCGC to participate in health fairs, parent nights, or staff meetings to present about mental health services available.

This MOUA indicates that a referral relationship exists and will abide by the Occupations Code, Title 3, Subtitle A, Chapter 102, Subchapter A, Sec. 102.001. This MOUA does not indicate any contract, liability, or endorsement

between both partnering entities. Both entities will mutually provide information regarding services provided, admission and eligibility criteria, non-duplication of services, and any other information necessary for effective placement of individuals within the guidelines of client confidentiality as specified by State and Federal laws and regulations, specifically the Federal Regulations on Confidentiality of Alcohol and Substance Abuse Patient Records (Federal Register, General Provisions Title 42, Chapter 1, Part 2), Health Insurance Portability and Accountability Act (HIPAA), and any other requirements as mandated by existing protocols.

This Agreement does not create a partnership or joint venture between the parties. Neither party may bind the other or otherwise act in any way as the representative of the other, unless specifically authorized, in advance and in writing, to do so, and then only for the limited purpose stated in such authorization. Employees of either party are not employees of the other and neither party's personnel are entitled or eligible, by reason of this contractual relationship, to participate in any benefits or privileges given or extended by the other party to its employees.

This Agreement is not intended to waive, alter or reallocate any defense or immunity available to either party by law. Each party paying for the performance of governmental functions or services hereunder shall make such payments from current revenues available to the paying party, and all obligations entered into by the Parties in the future will be subject to appropriation.

This MOUA recognizes that referred individuals are responsible for any fees or payments if any apply. This agreement will be in effect for three years from the date of full execution or may be terminated by either entity with thirty (30) days written notice.

Signature: _____

Name: _____

Title: _____

Entity: _____

Phone: _____

Email: _____

Signature: 
Cathy Gaytan (Jun 30, 2025 12:06 MDT)
Cathy Gaytan, LCSW-S

Name: _____

Title: **Chief Executive Officer**

Entity: **El Paso Child Guidance Center**

Phone: **915-562-1999 ext 2213**

Email: **cgaytan@epcgc.org**

Start Date: _____ End Date: _____

Form ID: ADM-MOUA-01
2020