



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: August 17, 2026

Agenda Section: Consent

Agenda Item Title: MOU with HEB for STEP Program Work Based Learning

From/Presenters: Dr. Jennifer Gutierrez, Deputy Superintendent

Description: The Work-Based Learning (WBL) program provides students with disabilities real-life functional experience in natural environments to support career exploration, career assessment, and work-related training as outlined in their Individualized Education Program (IEP) or Transition Plan. Participating worksites function as instructional extensions of the classroom, allowing students to engage in meaningful job tasks under the close supervision of district-assigned job coaches.

Historical Data: South San Antonio ISD has implemented Work-Based Learning programs, to include this partnership with HEB since 2012, as part of its Special Education transition services to provide students with structured employment experiences aligned to their postsecondary goals. These partnerships have supported student independence and skill development while promoting inclusive career readiness practices.

Recommendation: Approve the Work-Based Learning Memorandum of Understanding (MOU) with HEB as agency partners to continue our community-based vocational partnership.

Purchasing Director and Approval Date:

Funding Budget Code and Amount: n/a

Goal 1: SSAISD will engage all students with a high-quality, research-based curriculum to achieve academic growth and excellence.

Goal 5: SSAISD will ensure all students graduate prepared for college, the workforce, or military service through real-world learning experiences.

SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
MEMORANDUM OF UNDERSTANDING

Work-Based Learning Nonpaid Training Agreement

Business/Agency: _____
Address: _____ City: _____ Zip: _____
Business Manager: Matt Steele Telephone: () _____

H-E-B # 9 - 427
735 S.W. Military Drive
San Antonio, TX 78221
(210) 927-6825

School Contact Personnel and Telephone #'s:

School Name: South San Transition Education Program (SSTEP)
(210) 977-7403

Worked Based Learning Teacher: Mr. Victor Mejia Cell#: (210) 409-8748

Introduction and Purpose:

The purpose of Worked-Based Learning is to provide students with real life functional experience in a natural environment which in turn enable further Career Exploration, Career Assessment, and Work-Related training. Through participation in Worked-Based learning, students will gain experiences as part of their career development. Because of the nature of the program, the training sites become instructional extensions of the classroom.

By signing this agreement, all parties understand and agree to the following terms:

1. The employer derives no benefit from the district, or the activities performed by the student.
2. The student shall not displace a regular employee, and will be closely supervised by a "Job Coach" assigned to them by district.
3. All parties agree that the student is not entitled to any wages during the agreement time frame.
4. The day and time in which Worked-Based Learning will occur shall be agreed upon by both the place of business, and school personnel, and will not exceed normal academic schedules.

Worksite/Supervisor Shall:

1. Provide the student with an occupational experience of educational value appropriate to the Students Individual Plan (IEP), and or Transition Plan.
2. Provide applicable, and specific COVID-19 Safety Training as required by Federal, State, and Local government.
3. Provide training necessary for a safe work environment.
4. Instruct the student in the competencies identified the training plan, and document the student's progress with assistance from assigned personnel.
5. Assure the student is closely supervised at all times.

6. Participate in progress reviews, when applicable, with both student and school personnel.
7. Assure that the students are not excluded from participation in then program based on race, color, creed, religion, sex, origin, disability, marital status, or any other protected group under Federal State, Or Local Equal Employment Opportunity (EEO) Government Law.
8. Assure current employees will not lose their current position, or have their hours reduced due to students being placed within the Worked-Based setting.

School Personnel shall:

1. Ensure compliance of applicable, and specific COVID-19 Safety Training as required by all Federal, State, and Local government entities.
2. Place students accordingly, based upon their tested interests, aptitudes, and ability to provide appropriate accommodations as required.
3. Provide orientation and general safety instructions to the student upon placement in the Work-Based Learning activity.
4. Support the student in meeting their established IEP/Transition Plan.
5. Conduct progress reviews scheduled with the worksite supervisor and student, and maintain documentation (i.e. Progress, hours worked, etc.)
6. Comply with all Federal, State, and Local regulations.

Parent(s)/Guardian(s) shall:

1. Provide permission for participation in the Worked-Based learning activity through the Admission Review and Dismissal (ARD) process, and provide support to the student in meeting the program requirements.
2. Understand that the student is not entitled to a job at the end of the activity or be entitled to such wages.

Student(s) Shall:

1. Follow all rules and guidelines set by the school district, and their assigned Work-Based placement
2. Understand that they are not entitled to a job at the end of the activity or be entitled to such wages.
3. Follow and adhere to their Individual Plan (IEP), and or Transition Plan.

We the undersigned as representatives of our agency or business, agree to the statements listed above, and further understand that this agreement may be cancelled by either party upon notice to the other.

Worksite/Business Representative:  Date: 5/4/2026

SSTEP Transition Teacher: _____ Date: ____/____/2026

SSAISD Superintendent: _____ Date: ____/____/2026

SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

MEMORANDUM OF UNDERSTANDING

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Business/Agency: HEB
Address: 6818 S. Zarzamora City: San Antonio Zip: 78224
Business Manager: Nando Guzman Telephone: (210) 927-5334

School Contact Personnel and Telephone #'s:

School Name: South San Transition Education Program (SSTEP)
(210) 977-7403

Worked Based Learning Teacher: Mr. Victor Mejia Cell#: (210) 409-8748

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Worksite/Business Representative: Richard Gay Date: 7 / 30/2026

SSTP Transition Teacher: _____ Date: ____/____/2026

SSAISD Superintendent: _____ Date: ____/____/2026