



Brownsville Independent School District

Agenda Category: General Function
Contracts/MOU Board of Education Meeting: 12/16/25

Item Title: Texas A & M X Action
Work-Based Learning Project Information
Center on Disability & Development Discussion

BACKGROUND:

The Texas A&M University Center on Disability and Development (CDD) is pleased to announce that, following a thorough review of Brownsville ISD's Training to Transition application to develop or expand a work-based learning (WBL) model, the TAMU Work-Based Learning Project has approved the requested funding of \$10,000.00. These funds are designated to support employment skill development through the Work-Based Learning Project and are intended for use in accordance with the approved work-based learning plan during the first year of implementation.

FISCAL IMPLICATIONS:

At no cost to the district.

RECOMMENDATION:

Authorize an appropriate district administrator to sign the acceptance agreement from Texas A & M University, thereby affirming the districts and campus's responsibilities and expectations under the TAMU, Work-Based Learning Project. This action confirms that the \$10,000.00 award—disbursed in a single payment—will be allocated and expended by the district during the first year of implementation exclusively for the approved Work-Based Learning Project. At no cost to the district.

Adriana Q. Lippa *Alippa*
Submitted by: Principal/Program Director

Approved for Submission to Board of Education:

Recommended by: Asst. Supt./Exec. Dir.

Miguel Salinas *Miguel Salinas*
Reviewed by: Staff Attorney

Beatriz Hernandez *BA*
Approved by: Chief Officer

Jesús H. Chavez
Dr. Jesus H. Chavez, Superintendent

When Necessary, Additional Background May Follow This.



TEXAS A&M UNIVERSITY

Center on Disability & Development

Dear Maria Lina Lerma,

The Center on Disability and Development (CDD) is pleased to inform you that after reviewing Brownsville ISD's Triple 3's application to develop a new or expand an existing work-based learning (WBL) model, the TAMU Work-Based Learning Project has approved the requested support funds with the contingency of the following items:

- Meet with the Work-Based Learning RFP committee. The meeting will be held via Zoom.
- The following items to be discussed at the meeting:
 - Tell us what this experience will be like from the student's perspective.
 - Discuss and clarify areas for technical support to start.
 - Discuss the payment process and support provided by the TAMU staff.
 - Any needed revisions to the application that may arise during the conversation.
 - Final versions to be submitted prior to disbursement of funds.

Responsibility of the awardee

- To receive funds:
 - Provide a copy of this letter, signed by an authorized district administrator, to affirm that the funds will be allocated as requested in the application. The signed letter can be emailed to jhardin@tamu.edu.
 - The district will submit an online W9 to TAMU in order to become an approved vendor. A district designee will need to be appointed to complete this form to set up secure electronic submission and direct deposit of funds.
 - Invoice TAMU Work-Based Learning Project for the total amount requested. The invoice should contain the school district letterhead and include an invoice number, invoice date, and a description of the services (e.g., "Support of Employment Skill Development through a Work-Based Learning Project"). The invoice should be emailed to jhardin@tamu.edu.
 - Complete the Work-Based Learning Program Assessment before startup. A copy of the assessment is included in this email.
- During the first year of implementation:
 - Meet with TAMU staff periodically via phone call or zoom to discuss the status of your project and potential support needs.
 - Complete pre/post student assessments (provided by TAMU) and submit summary data.
 - Submit progress data as requested. The summary of progress forms will be provided by TAMU.

It is the intention of the TAMU-WBL Project that the funds be used toward the work-based plan outlined in your application. The award will be made in a single payment.

Signature below indicates acceptance of the award and the awardee responsibilities as stipulated above:

Signee's Title: _____

Signature: _____

Date: _____

This agreement explains the responsibilities and expectations of your school and the TAMU WBL Project. Sign and return to us and keep a copy for your records. Returning the signed agreement as soon as possible will allow the invoice to be submitted so funds can be disbursed more quickly.

On behalf of the TAMU WBL Project, we are happy to support the important work you are doing. We wish you much success in your efforts as you undertake the responsibilities of this project.

Job Skills Summary Data for WBL projects

We are excited to be partnering with schools to create/expand the work-based learning opportunities for your school. As part of this project we are collecting summary data on the project's effectiveness in improving outcomes for students. The student data is collected by the school staff using the **TAMU Work-Based Learning Job Skills Student Summary Pre/Post Assessment**. Student information is deidentified and submitted via the form **Summary of TAMU WBL Pre/Post Student Assessment Data**.

- This information will be collected and combined with all WBL schools data to highlight the impact of the WBL project on students.
- TAMU staff will be available to support you during and after the administration and submission.
- TAMU staff may request a meeting to review data with school teams.

Submission Information:

- One **TAMU Work-Based Learning Job Skills Pre/Post Student Assessment** should be completed for each student at the start and end of year.
- Staff completes the **Job Skills Summary of TAMU WBL Pre/Post Student Assessment Data** for all students who participated in the WBL project. Summary data should be submitted by September 30 and May 15.
****Projects awarded after September 30th should submit pretest summary information within 30 days after the initial meeting.**

Forms:

- **TAMU Work-Based Learning Job Skills Post Student Assessment**
 - Click on the link above
 - The link will force you to make a copy of the form for your use.
 - After the copy is made, complete the form for each student or make a copy of the form for each of the students participating in the WBL project.
 - After generating the spreadsheet, the same form can be used to collect the post data for each student. Entries over time can be viewed.
 - Student data is for the program use.
- **Summary of TAMU WBL Job Skills Post Student Assessment Data**
 - After student data has been collected and student information de-identified, find an average for each question.
 - Submit the average scores on the summary data form. Do not submit %.



TEXAS A&M UNIVERSITY
Center on Disability
and Development

TAMU Work-Based Learning (WBL) Project Invites You to Participate in a Research Study!

What is This Study About?

We would like to learn about your students' experiences in the WBL program!

Who Can Participate?

Students with disabilities who will enroll in Texas A&M University's WBL program **for the first time** in the 2025-2026 school year

Teachers who teach participating students in the WBL setting

*School district approval is required prior to participation.

What Does Participation Involve?

Teachers

- Complete a one-time online Teacher Demographic Survey
- Complete an online WBL Teacher Survey at the beginning and end of the school year
- Recruit student participants, collect parent permission and student assent

Students

- Complete an online WBL Student Survey at the beginning and end of the school year

Participation Benefits

Teachers will be compensated for completing the surveys.

IF YOU WISH TO
PARTICIPATE,
SCAN THE QR
CODE!



FOR FURTHER
INFORMATION,
PLEASE CONTACT:

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