



Brownsville Independent School District

Agenda Category: General Function
Contracts/MOU Board of Education Meeting: 06/10/25

Item Title: 2025-2026 Letters of Agreement for
BISD Adult Continuing Education X Action
Consortium for Cameron County Information
Discussion

BACKGROUND:

The Brownsville Independent School District's Adult Continuing Education Consortium for Cameron County is funded through state and federal monies to provide ABE/ASE (Adult Basic Education/Adult Secondary Education), HSE (High School Equivalency), ESL (English as a Second Language) classes and certification for in demand occupations throughout the Cameron County area. These programs deliver educational skills to educationally disadvantaged youth and adults throughout Cameron County. 2025-2026 partnerships will include: AARP, Father O'Brien Community Clinic, Hacienda del Sol Apartments, Los Fresnos CISD, Ozanam Educational Center, Port of Brownsville, Proyecto Juan Diego, San Benito Housing Authority, Santa Maria ISD, Sunset Haven Apartments, Texas Southmost College, Texas State Technical College, Valley Regional Medical Center, Workforce Solutions Cameron, and, Brownsville ISD Collaborating Partners: Career and Technical Education, Guidance and Counseling, Homeless Youth Project, Lincoln Park, and Parent & Family Engagement.

FISCAL IMPLICATIONS:

In-Kind facilities are provided at no cost to the district.

RECOMMENDATION:

Recommend approval to enter into Agreement with Cameron County Community Service Centers and School Districts to provide Adult Basic Education/Adult Secondary Education, High School Equivalency, English as Second Language and, certification for in demand occupations classes for the 2025-2026 school year at no cost to the district.

Reyes R. Rivera
Submitted by: Principal/Program Director

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

Miguel Salinas
Reviewed by: Staff Attorney

Dr. Nellie Cantu
Nellie Cantu

Approved by: Chief Officer 5/27/2025

Approved for Submission to Board of Education:

Jesus H Chavez
Dr. Jesus H. Chavez, Superintendent

When Necessary, Additional Background May Follow This.

Roxanne Eckstein

From: Priscilla Lozano <plozano@808West.com>
Sent: Monday, May 19, 2025 10:48 AM
To: Roxanne Eckstein; Kevin O'Hanlon; Lea Ohrstrom
Cc: Minerva Almanza; Miguel Salinas
Subject: Re: 2025-2026 Letters for BISD Adult Ed Consortium For Cameron County

CAUTION: This email originated from outside of Brownsville ISD. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Approved as to form.

Priscilla

From: Roxanne Eckstein <reckstein@bisd.us>
Sent: Friday, May 16, 2025 11:01 AM
To: Kevin O'Hanlon <kohanlon@808West.com>; Lea Ohrstrom <lohrstrom@808West.com>; Priscilla Lozano <plozano@808West.com>
Cc: Minerva Almanza <malmanza1@bisd.us>; Miguel Salinas <miguelsalinas@bisd.us>
Subject: 2025-2026 Letters for BISD Adult Ed Consortium For Cameron County

Ms. Lozano,

Please see the attached for your review and approval.

Thank you! Should you have any questions or comments, please contact me at (956) 698-6379.

Sincerely,

Roxy Eckstein



AN EARLY COLLEGE DISTRICT
BROWNVILLE
INDEPENDENT SCHOOL DISTRICT

Roxanne Eckstein
Paralegal
Staff Attorney Office

1900 E. Price Road, Suite 302 • Brownsville, Texas 78521
Office: (956) 698-6379 • Fax: (956) 714-6400
E-mail: reckstein@bisd.us

**Roxanne Eckstein | Paralegal to Miguel Salinas & Administrative Support | Staff Attorney |
Chief Academic Officer | Chief Operations Officer | Phone: 956.698.6379 | Fax: 956.714.6400
Brownsville Independent School District | 1900 East Price Road, Suite 302 | Brownsville, TX 78521**

CONFIDENTIALITY STATEMENT: This message and all attachments are confidential and may be protected by attorney-client and other privileges. Any review, use, dissemination, forwarding, printing, copying, disclosure or distribution by persons other than the intended recipients is



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

Brownsville ISD Adult Continuing Education understands the role of AARP Foundation participants and the responsibilities in supporting each participant's quest for an unsubsidized job. As AARP Foundations' community partner, ACE will support the following requirements that are part of each participant's agreement with AARP Foundation:

2025-2026

(Community Based Organization)

- 1) The purpose of the SCSEP is for a participant to provide community service while they actively pursue unsubsidized employment off of the program. When an individual enrolls and/or gets a job off the program they may lose their public benefits. These benefits may include, but are not limited to: Public Housing, Food Stamps, SSI/SSD, and Medicaid.
- 2) Participants are asked to cooperate with the Project Director and Employment Specialists by:
 - Accepting referrals and interviews for employment outside the program;
 - Conducting an ongoing search for unsubsidized employment as specified in their IEP and as directed by the Project Director and/or project site staff;
 - Accepting regular transfers to other host agency assignments as necessary to further their training and work experience;
 - Maintaining registration with the State Employment Service and/or One Stop Center;
 - Attending job search training, job clubs, participant meetings, etc., when offered by the Project Office, and to engage in continuing unsubsidized job search activities.

Note: These activities may cause the participant to miss some hours at their host agency assignment.

- 3) The Senior Community Service Employment Program (SCSEP) is a short-term, work-training program to prepare participants for unsubsidized employment off of the program. The program is not an entitlement, nor is it designed to provide income maintenance. SCSEP participants are considered to be in training status, preparing to accept unsubsidized employment. They, and you as the host agency supervisor, must understand and accept that training with the host agency is a short-term training opportunity, NOT a job, and that participants are NOT employees of either the AARP Foundation or the host agency to which they are temporarily assigned
- 4) Host Agency understands that AARP Foundation SCSEP does not conduct background checks or drug screenings on Program participants. Host Agencies may conduct background checks and drug screenings in their sole and exclusive discretion and in accordance with applicable law. The AARP Foundation SCSEP is not financially or otherwise responsible for any costs, expenses or claims associated with background checks or drug screenings.
- 5) Host agencies must not use participants as substitutes for permanent employees in their agency. Federal regulations prohibit this violation of "maintenance of effort." Host agencies must not substitute federal dollars for local dollars. Participants are additions to, not substitutes for, regular agency staff



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BISD Adult Continuing Education

- 6) To become and remain a Host Agency, the Host Agency agrees to have a fax machine in good working condition in order to both receive and send participant Time Attendance Reports from and to the Project Site office or designated fax number. "Good working order" includes insuring that the document output settings are correct so that the fax is readable—not overly dark or overly light. Without good fax copies, AARP Foundation SCSEP cannot scan timesheets. If AARP Foundation SCSEP is consistently unable to scan your timesheets, AARP Foundation SCSEP participants cannot be paid and would potentially have to be transferred to a host agency where fax machines work properly.
- 7) Host agencies agree to give serious consideration for any permanent job openings in the agency to qualified assigned participants. This Host Agency agrees to provide supervision, training, and a safe work site for each assigned participant. The Host Agency also agrees to the provisions outlined in the Participant - Host Agency Handbook provided by the program as a condition of participation in the Senior Community Service Employment Program.
- 8) The Department of Labor (DoL) now requires a survey of randomly selected Host Agencies. This survey is generally done in January. If selected please complete the survey as it influences continued DoL funding for this grant. The DoL will make three attempts to get a completed survey from you. While the survey may have up to 20 questions, answering any five completes the survey for DoL purposes and prevents these follow-ups
- 9) Insurance and Safety for SCSEP Participants: AARP Foundation SCSEP will be responsible for providing workers' compensation insurance for all Participants, in accordance with state law. The Host Agency is responsible for maintaining a safe working environment for SCSEP Participants during their normal course of duties; and to insure that proper equipment, procedures, and safe practices are used in conformance with state law. AARP Foundation has the right to coordinate safety inspections with the Host Agency to insure that work procedures, equipment and practices are used to protect the safety of SCSEP Participants. If the Host Agency, fails to adhere to reasonable safe working practices, AARP Foundation SCSEP has the right to terminate the contract for cause and for the protection of SCSEP Participants.
- Five key safety issues that the Host Agency must keep in mind at all times:

- No lifting over 20 pounds
- No step stools or ladders
- Participants may not drive their personal vehicle while conducting Host Agency business. Participants are authorized to operate an insured Host Agency vehicle as part of their training assignment
- No open-toed or high heel shoes
- Enrollees are always supervised



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BISD Adult Continuing Education

- 10) AARP Foundation SCSEP is a federally funded program and as such, is required by federal regulations to maintain documentation (timesheets) to substantiate the expenditure of federal funds for wages. It is understood and agreed that AARP Foundation SCSEP shall pay the wages of participants assigned to the host agency. The host agency agrees to verify, sign and return completed timesheets to AARP Foundation SCSEP for processing. Federal regulations also require that timesheets be signed by the individual participant and by a responsible supervisory official having firsthand knowledge of the hours worked by the participants

AARP Foundation SCSEP recognizes that assigned supervisors change and may not always be available to sign participant timesheets. Therefore, to ensure compliance with federal regulations, in lieu of providing the names and signatures of authorized supervisors, by signing this Host Agency Agreement, the authorized agency representative agrees to ensure that the participant signs his/her timesheet and that a responsible supervisory official of the agency certifies that the reported information on the timesheet is correct.

- 11) The host agency supervisor will be listed on the Time Attendance Report. If there are changes to a participant's supervisor, the Project Office must be notified so that the Project Site Office can update the information in our databases. BISD's ACE Program runs from July 1, 2025 through June 30, 2026.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director




BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent


Jose Luis Gonzalez, Project Director
AARP Foundation SCSEP

Dr. Jesus H. Chavez
Superintendent

5/7/2025
Date

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

**LETTER of AGREEMENT
2025-2026
FATHER O'BRIEN COMMUNITY CLINIC
(COLLABORATING PARTNER)**

This **Letter of Agreement** is entered to establish specific procedures for delivery of basic education skills to educationally disadvantaged adults in the **Cameron County** area.

In order to facilitate the coordination of the BISD Adult Continuing Education Consortium for Cameron County, the following are the requested duties and responsibilities of both parties:

Father O'Brien Community Clinic-Collaborating Partner
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Secure and provide facilities. Assist with recruitment and retention (Performance Measures). Attend adult continuing education program planning meetings. Assist to eliminate barriers for effective and continued collaboration.
2.0 FIXED ASSETS:
Will take precautionary measures to secure fixed assets (computers) if placed on site. Will immediately report missing computers to ACE and file a police report. Will work with site instructor to inventory fixed assets before and after each semester.
3.0 PERSONNEL:
Will provide the name of personnel who will be the liaison to BISD ACE.

BISD Adult Continuing Education
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Provide information on Performance Measures. Provide recruitment and registration information.
2.0 INSTRUCTIONAL DESIGN:
Provide assessment profile (TABE/BEST). Provide on-going program training. Provide BISD Calendar.
3.0 PERSONNEL:
Provide an instructor for site (<i>subject to funding and availability</i>). Secure and issue paycheck through BISD ACE. Visit sites to observe instructor and/or speak with liaison
4.0 TEAMS:
Provide staff development to data entry personnel on the usage of the TEAMS database.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

Brownsville ISD Adult Continuing Education Consortium for Cameron County will comply with the TAC §805.42. Program Delivery System as outlined in the RFP (f) An AEL grant recipient, awarded AEL funds by the Agency, shall be responsible for performing all services and activities required to fully comply with contract performance requirements and all contract terms and conditions. Responsibilities include, but are not limited, to the following:

1.1 Communication.

- (A) The AEL grant recipient shall serve as the point of contact with the Agency.
- (B) For an AEL consortium, on behalf of AEL consortium members, the AEL grant recipient shall:
 - (i) transmit questions and grant-related needs for AEL consortium members to the Agency; and
 - (ii) carry out the programmatic functions of an AEL grant by communicating regularly with members of the AEL consortium and by sharing information, policy or procedural changes, and technical assistance provided by the Agency to oversee the grant.

1.2 Monitoring. The AEL Grant Recipient Shall:

- (A) monitor programmatic and fiscal progress against goals and project deliverables; and
- (B) timely notify the Agency of problems related to achievement of programmatic and fiscal goals of the grant in accordance with appropriate systems to receive and compile outcome measures and fiscal reports.

1.3 Technical Assistance. The AEL grant recipient shall carry out the programmatic and reporting functions of an AEL grant by providing or requesting technical assistance for its program, or in an AEL consortium for AEL consortium members, related to the design, implementation, and internal evaluation of their AEL services or support services.

1.4 Professional Development. The AEL grant recipient shall plan and coordinate the provision of necessary professional development opportunities for its program, or in an AEL consortium to the AEL consortium members.

1.5 Reporting. The AEL Grant Recipient Shall:

- (A) collect and compile all fiscal and programmatic information regarding the activities, expenses, and performance outputs and outcomes of the AEL grant; and
- (B) submit this information to the Agency.

1.6 Workforce Area Coverage.

- (A) The AEL grant recipient shall ensure that services are provided to the portion of the workforce area designated in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.
- (B) For an AEL consortium, the AEL grant recipient shall ensure that services are provided to the portion of the workforce area, as designated for the consortium in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.



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Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

- (i) If a consortium member fails to perform in accordance with the AEL consortium's coordinated service delivery plan, the AEL grant recipient shall provide technical assistance, as appropriate;
- (ii) If a consortium member withdraws from a consortium, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The AEL grant recipient shall coordinate with remaining consortium members to develop an alternative proposal for service delivery and submit it to the Agency for approval;
- (iii) If an AEL lead organization of a consortium withdraws from a consortium or from its role as the lead organization of the consortium, the AEL grant recipient must ensure that a letter of intent to withdraw is provided to the Agency contract manager. The AEL grant recipient must coordinate with remaining consortium members to identify an alternative lead organization of the consortium and submit it to the Agency for approval; and
- (iv) If, in a workforce area with multiple consortiums that cover the entire workforce area, one or more consortiums withdraws, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The Agency will coordinate with the remaining consortiums to develop an alternative proposal for service delivery for the entire workforce area.
- (g) For an AEL consortium, the Agency reserves the right to reevaluate an AEL grant in light of any change in the AEL consortium membership based on the consortium's continued ability to meet the terms of the original grant award as demonstrated through an alternative proposal. The Agency's reevaluation may include termination of all awards under the AEL consortium if deemed appropriate.
- (1) If an AEL consortium or AEL consortium member withdraws, the funds and activities committed to in the application shall not be shifted to another AEL consortium, AEL consortium member, or a new institution without written Agency approval.
- (2) The AEL grant recipient shall contact the Agency's grant contract manager to discuss options for replacement grants within the AEL consortium.

Both parties agree and will secure educational activities that will be to the best interest of every participant and success of the program. Both parties will secure that performance measures and IPQ's (Indicators of Program Quality) of adult education are implemented and executed throughout the program duration.

Either party throughout the fiscal year may dissolve this Letter of Agreement within one weeks' notice.

Father O'Brien Community Clinic acknowledges that as a collaborating partner under agreement with Brownsville Independent School District that Adult Continuing Education has a legitimate educational interest in student data and information contained in educational records provided to them in the execution of providing services to the District. Adult Continuing Education agrees to keep confidential all records obtained by them and to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Disclosure to third parties by Father O'Brien Community Clinic shall be in strict compliance with all FERPA requirements or by obtaining the written consent of the parent(s) and/or legal guardian of the student(s). BISD's ACE Program runs from July 1, 2025 to June 30, 2026.



Dr. Jesus H. Chavez
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Reyes R. Rivera
Director



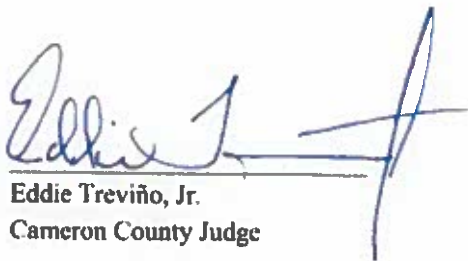
BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent


Eddie Treviño, Jr.
Cameron County Judge

Dr. Jesus H. Chavez
Superintendent

May 6, 2025

Date

Date

Attested by


Sylvia Garza-Paraz, County Clerk



Brownsville Independent School District Adult Continuing Education Department 708 Palm Blvd. Brownsville, Texas 78520
Phone: (956) 548-8175, Fax: (956) 714-6235

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.
BISD no discrimina a base de raza, color, origen nacional, sexo, religion, edad, discapacidad o informacion genetica en el empleo o en la provision de servicios, programas o actividades.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

LETTER of AGREEMENT

2025-2026

HACIENDA DEL SOL APARTMENT HOMES (COLLABORATING PARTNER)

This Letter of Agreement is entered to establish specific procedures for delivery of basic education skills to educationally disadvantaged adults in the Cameron County area.

In order to facilitate the coordination of the BISD Adult Continuing Education Consortium for Cameron County, the following are the requested duties and responsibilities of both parties:

Hacienda del Sol Apartment Homes
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Secure and provide facilities.
Assist with recruitment and retention (Performance Measures).
Attend adult continuing education program planning meetings.
Assist to eliminate barriers for effective and continued collaboration.
2.0 FIXED ASSETS:
Will take precautionary measures to secure fixed assets (computers) if placed on site.
Will immediately report missing computers to ACE and file a police report.
Will work with site instructor to inventory fixed assets before and after each semester.
3.0 PERSONNEL:
Will provide the name of personnel who will be the liaison to BISD ACE.

BISD Adult Continuing Education
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Provide information on Performance Measures.
Provide recruitment and registration information.
2.0 INSTRUCTIONAL DESIGN:
Provide assessment profile (TABE/BEST).
Provide on-going program training.
Provide BISD Calendar.
3.0 PERSONNEL:
Provide an instructor for site (<i>subject to funding and availability</i>).
Secure and issue paycheck through BISD ACE.
Visit sites to observe instructor and/or speak with liaison
4.0 TEAMS:
Provide staff development to data entry personnel on the usage of the TEAMS database.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

Brownsville ISD Adult Continuing Education Consortium for Cameron County will comply with the TAC §805.42. Program Delivery System as outlined in the RFP (f) An AEL grant recipient, awarded AEL funds by the Agency, shall be responsible for performing all services and activities required to fully comply with contract performance requirements and all contract terms and conditions. Responsibilities include, but are not limited, to the following:

1.1 Communication.

- (A) The AEL grant recipient shall serve as the point of contact with the Agency.
- (B) For an AEL consortium, on behalf of AEL consortium members, the AEL grant recipient shall:
 - (i) transmit questions and grant-related needs for AEL consortium members to the Agency; and
 - (ii) carry out the programmatic functions of an AEL grant by communicating regularly with members of the AEL consortium and by sharing information, policy or procedural changes, and technical assistance provided by the Agency to oversee the grant.

1.2 Monitoring. The AEL Grant Recipient Shall:

- (A) monitor programmatic and fiscal progress against goals and project deliverables; and
- (B) timely notify the Agency of problems related to achievement of programmatic and fiscal goals of the grant in accordance with appropriate systems to receive and compile outcome measures and fiscal reports.

1.3 Technical Assistance. The AEL grant recipient shall carry out the programmatic and reporting functions of an AEL grant by providing or requesting technical assistance for its program, or in an AEL consortium for AEL consortium members, related to the design, implementation, and internal evaluation of their AEL services or support services.

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1.5 Reporting. The AEL Grant Recipient Shall:

- (A) collect and compile all fiscal and programmatic information regarding the activities, expenses, and performance outputs and outcomes of the AEL grant; and
- (B) submit this information to the Agency.

1.6 Workforce Area Coverage.

- (A) The AEL grant recipient shall ensure that services are provided to the portion of the workforce area designated in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.
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Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

- (i) If a consortium member fails to perform in accordance with the AEL consortium's coordinated service delivery plan, the AEL grant recipient shall provide technical assistance, as appropriate;
- (ii) If a consortium member withdraws from a consortium, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The AEL grant recipient shall coordinate with remaining consortium members to develop an alternative proposal for service delivery and submit it to the Agency for approval;
- (iii) If an AEL lead organization of a consortium withdraws from a consortium or from its role as the lead organization of the consortium, the AEL grant recipient must ensure that a letter of intent to withdraw is provided to the Agency contract manager. The AEL grant recipient must coordinate with remaining consortium members to identify an alternative lead organization of the consortium and submit it to the Agency for approval; and
- (iv) If, in a workforce area with multiple consortiums that cover the entire workforce area, one or more consortiums withdraws, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The Agency will coordinate with the remaining consortiums to develop an alternative proposal for service delivery for the entire workforce area.
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Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent

Myasia Mallet

Myasia Mallet
Resident Services Coordinator

Dr. Jesus H. Chavez
Superintendent

04/29/2025

Date

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

**LETTER of AGREEMENT
2025-2026
LOS FRESNOS CISD
(COLLABORATING PARTNER)**

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Los Fresnos CISD-Collaborating Partner
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Dr. Jesus H. Chavez
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Reyes R. Rivera
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BISD Adult Continuing Education

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Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

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- (ii) If a consortium member withdraws from a consortium, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The AEL grant recipient shall coordinate with remaining consortium members to develop an alternative proposal for service delivery and submit it to the Agency for approval;
- (iii) If an AEL lead organization of a consortium withdraws from a consortium or from its role as the lead organization of the consortium, the AEL grant recipient must ensure that a letter of intent to withdraw is provided to the Agency contract manager. The AEL grant recipient must coordinate with remaining consortium members to identify an alternative lead organization of the consortium and submit it to the Agency for approval; and
- (iv) If, in a workforce area with multiple consortiums that cover the entire workforce area, one or more consortiums withdraws, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The Agency will coordinate with the remaining consortiums to develop an alternative proposal for service delivery for the entire workforce area.
- (g) For an AEL consortium, the Agency reserves the right to reevaluate an AEL grant in light of any change in the AEL consortium membership based on the consortium's continued ability to meet the terms of the original grant award as demonstrated through an alternative proposal. The Agency's reevaluation may include termination of all awards under the AEL consortium if deemed appropriate.
- (1) If an AEL consortium or AEL consortium member withdraws, the funds and activities committed to in the application shall not be shifted to another AEL consortium, AEL consortium member, or a new institution without written Agency approval.
- (2) The AEL grant recipient shall contact the Agency's grant contract manager to discuss options for replacement grants within the AEL consortium.

Both parties agree and will secure educational activities that will be to the best interest of every participant and success of the program. Both parties will secure that performance measures and IPQ's (Indicators of Program Quality) of adult education are implemented and executed throughout the program duration.

Either party throughout the fiscal year may dissolve this Letter of Agreement within one weeks' notice.

Los Fresnos CISD acknowledges that as a collaborating partner under agreement with Brownsville Independent School District that Adult Continuing Education has a legitimate educational interest in student data and information contained in educational records provided to them in the execution of providing services to the District. Adult Continuing Education agrees to keep confidential all records obtained by them and to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Disclosure to third parties by Los Fresnos CISD shall be in strict compliance with all FERPA requirements or by obtaining the written consent of the parent(s) and/or legal guardian of the student(s). BISD's ACE Program runs from July 1, 2025 to June 30, 2026.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent

Dr. Gonzalo Salazar, Superintendent
Los Fresnos CISD

Dr. Jesus H. Chavez
Superintendent

April 22, 2025

Date

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

**LETTER of AGREEMENT
2025-2026
OZANAM LEARNING CENTER
(COLLABORATING PARTNER)**

This **Letter of Agreement** is entered to establish specific procedures for delivery of basic education skills to educationally disadvantaged adults in the **Cameron County** area.

In order to facilitate the coordination of the BISD Adult Continuing Education Consortium for Cameron County, the following are the requested duties and responsibilities of both parties:

Ozanam Center-Collaborating Partner
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Secure and provide facilities. Assist with recruitment and retention (Performance Measures). Attend adult continuing education program planning meetings. Assist to eliminate barriers for effective and continued collaboration.
2.0 FIXED ASSETS:
Will take precautionary measures to secure fixed assets (computers) if placed on site. Will immediately report missing computers to ACE and file a police report. Will work with site instructor to inventory fixed assets before and after each semester.
3.0 PERSONNEL:
Will provide the name of personnel who will be the liaison to BISD ACE.

BISD Adult Continuing Education
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Provide information on Performance Measures. Provide recruitment and registration information.
2.0 INSTRUCTIONAL DESIGN:
Provide assessment profile (TABE/BEST). Provide on-going program training. Provide BISD Calendar.
3.0 PERSONNEL:
Provide an instructor for site (<i>subject to funding and availability</i>). Secure and issue paycheck through BISD ACE. Visit sites to observe instructor and/or speak with liaison
4.0 TEAMS:
Provide staff development to data entry personnel on the usage of the TEAMS database.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

Brownsville ISD Adult Continuing Education Consortium for Cameron County will comply with the TAC §805.42. Program Delivery System as outlined in the RFP (f) An AEL grant recipient, awarded AEL funds by the Agency, shall be responsible for performing all services and activities required to fully comply with contract performance requirements and all contract terms and conditions. Responsibilities include, but are not limited, to the following:

1.1 Communication.

- (A) The AEL grant recipient shall serve as the point of contact with the Agency.
- (B) For an AEL consortium, on behalf of AEL consortium members, the AEL grant recipient shall:
 - (i) transmit questions and grant-related needs for AEL consortium members to the Agency; and
 - (ii) carry out the programmatic functions of an AEL grant by communicating regularly with members of the AEL consortium and by sharing information, policy or procedural changes, and technical assistance provided by the Agency to oversee the grant.

1.2 Monitoring. The AEL Grant Recipient Shall:

- (A) monitor programmatic and fiscal progress against goals and project deliverables; and
- (B) timely notify the Agency of problems related to achievement of programmatic and fiscal goals of the grant in accordance with appropriate systems to receive and compile outcome measures and fiscal reports.

1.3 Technical Assistance. The AEL grant recipient shall carry out the programmatic and reporting functions of an AEL grant by providing or requesting technical assistance for its program, or in an AEL consortium for AEL consortium members, related to the design, implementation, and internal evaluation of their AEL services or support services.

1.4 Professional Development. The AEL grant recipient shall plan and coordinate the provision of necessary professional development opportunities for its program, or in an AEL consortium to the AEL consortium members.

1.5 Reporting. The AEL Grant Recipient Shall:

- (A) collect and compile all fiscal and programmatic information regarding the activities, expenses, and performance outputs and outcomes of the AEL grant; and
- (B) submit this information to the Agency.

1.6 Workforce Area Coverage.

- (A) The AEL grant recipient shall ensure that services are provided to the portion of the workforce area designated in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.
- (B) For an AEL consortium, the AEL grant recipient shall ensure that services are provided to the portion of the workforce area, as designated for the consortium in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

- (i) If a consortium member fails to perform in accordance with the AEL consortium's coordinated service delivery plan, the AEL grant recipient shall provide technical assistance, as appropriate;
- (ii) If a consortium member withdraws from a consortium, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The AEL grant recipient shall coordinate with remaining consortium members to develop an alternative proposal for service delivery and submit it to the Agency for approval;
- (iii) If an AEL lead organization of a consortium withdraws from a consortium or from its role as the lead organization of the consortium, the AEL grant recipient must ensure that a letter of intent to withdraw is provided to the Agency contract manager. The AEL grant recipient must coordinate with remaining consortium members to identify an alternative lead organization of the consortium and submit it to the Agency for approval; and
- (iv) If, in a workforce area with multiple consortiums that cover the entire workforce area, one or more consortiums withdraws, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The Agency will coordinate with the remaining consortiums to develop an alternative proposal for service delivery for the entire workforce area.
- (g) For an AEL consortium, the Agency reserves the right to reevaluate an AEL grant in light of any change in the AEL consortium membership based on the consortium's continued ability to meet the terms of the original grant award as demonstrated through an alternative proposal. The Agency's reevaluation may include termination of all awards under the AEL consortium if deemed appropriate.
- (1) If an AEL consortium or AEL consortium member withdraws, the funds and activities committed to in the application shall not be shifted to another AEL consortium, AEL consortium member, or a new institution without written Agency approval.
- (2) The AEL grant recipient shall contact the Agency's grant contract manager to discuss options for replacement grants within the AEL consortium.

Both parties agree and will secure educational activities that will be to the best interest of every participant and success of the program. Both parties will secure that performance measures and IPQ's (Indicators of Program Quality) of adult education are implemented and executed throughout the program duration.

Either party throughout the fiscal year may dissolve this Letter of Agreement within one weeks' notice.

Ozanam Center acknowledges that as a collaborating partner under agreement with Brownsville Independent School District that Adult Continuing Education has a legitimate educational interest in student data and information contained in educational records provided to them in the execution of providing services to the District. Adult Continuing Education agrees to keep confidential all records obtained by them and to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Disclosure to third parties by Ozanam Center shall be in strict compliance with all FERPA requirements or by obtaining the written consent of the parent(s) and/or legal guardian of the student(s). BISD's ACE Program runs from July 1, 2025 to June 30, 2026.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent

Victor Maldonado, Director
Ozanam Center

Dr. Jesus H. Chavez
Superintendent

4/23/2025
Date

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

LETTER of AGREEMENT 2025-2026 PORT OF BROWNSVILLE (COLLABORATING PARTNER)

This **Letter of Agreement** is entered to establish specific procedures for delivery of basic education skills to educationally disadvantaged adults in the **Cameron County** area.

In order to facilitate the coordination of the BISD Adult Continuing Education Consortium for Cameron County, the following are the requested duties and responsibilities of both parties:

Port of Brownsville-Collaborating Partner
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Secure and provide facilities.
Assist with recruitment and retention (Performance Measures).
Attend adult continuing education program planning meetings.
Assist to eliminate barriers for effective and continued collaboration.
2.0 FIXED ASSETS:
Will take precautionary measures to secure fixed assets (computers) if placed on site.
Will immediately report missing computers to ACE and file a police report.
Will work with site instructor to inventory fixed assets before and after each semester.
3.0 PERSONNEL:
Will provide the name of personnel who will be the liaison to BISD ACE.

BISD Adult Continuing Education
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Provide information on Performance Measures.
Provide recruitment and registration information.
2.0 INSTRUCTIONAL DESIGN:
Provide assessment profile (TABE/BEST).
Provide on-going program training.
Provide BISD Calendar.
3.0 PERSONNEL:
Provide an instructor for site (<i>subject to funding and availability</i>).
Secure and issue paycheck through BISD ACE.
Visit sites to observe instructor and/or speak with liaison
4.0 TEAMS:
Provide staff development to data entry personnel on the usage of the TEAMS database.

Brownsville Independent School District Adult Continuing Education Department 708 Palm Blvd. Brownsville, Texas 78520

Phone: (956) 548-8175, Fax: (956) 714-6235

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.
BISD no discrimine a base de raza, color, origen nacional, sexo, religión, edad, discapacidad o información genética en el empleo o en la provisión de servicios, programas o actividades



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

Brownsville ISD Adult Continuing Education Consortium for Cameron County will comply with the TAC §805.42. Program Delivery System as outlined in the RFP (f) An AEL grant recipient, awarded AEL funds by the Agency, shall be responsible for performing all services and activities required to fully comply with contract performance requirements and all contract terms and conditions. Responsibilities include, but are not limited, to the following:

1.1 Communication.

- (A) The AEL grant recipient shall serve as the point of contact with the Agency.
- (B) For an AEL consortium, on behalf of AEL consortium members, the AEL grant recipient shall:
 - (i) transmit questions and grant-related needs for AEL consortium members to the Agency; and
 - (ii) carry out the programmatic functions of an AEL grant by communicating regularly with members of the AEL consortium and by sharing information, policy or procedural changes, and technical assistance provided by the Agency to oversee the grant.

1.2 Monitoring. The AEL Grant Recipient S hall:

- (A) monitor programmatic and fiscal progress against goals and project deliverables; and
- (B) timely notify the Agency of problems related to achievement of programmatic and fiscal goals of the grant in accordance with appropriate systems to receive and compile outcome measures and fiscal reports.

1.3 Technical Assistance. The AEL grant recipient shall carry out the programmatic and reporting functions of an AEL grant by providing or requesting technical assistance for its program, or in an AEL consortium for AEL consortium members, related to the design, implementation, and internal evaluation of their AEL services or support services.

1.4 Professional Development. The AEL grant recipient shall plan and coordinate the provision of necessary professional development opportunities for its program, or in an AEL consortium to the AEL consortium members.

1.5 Reporting. The AEL Grant Recipient Shall:

- (A)) collect and compile all fiscal and programmatic information regarding the activities, expenses, and performance outputs and outcomes of the AEL grant; and
- (B)) submit this information to the Agency.

1.6 Workforce Area Coverage.

- (A) The AEL grant recipient shall ensure that services are provided to the portion of the workforce area designated in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.
- (B) For an AEL consortium, the AEL grant recipient shall ensure that services are provided to the portion of the workforce area, as designated for the consortium in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

- (i) If a consortium member fails to perform in accordance with the AEL consortium's coordinated service delivery plan, the AEL grant recipient shall provide technical assistance, as appropriate;
 - (ii) If a consortium member withdraws from a consortium, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The AEL grant recipient shall coordinate with remaining consortium members to develop an alternative proposal for service delivery and submit it to the Agency for approval;
 - (iii) If an AEL lead organization of a consortium withdraws from a consortium or from its role as the lead organization of the consortium, the AEL grant recipient must ensure that a letter of intent to withdraw is provided to the Agency contract manager. The AEL grant recipient must coordinate with remaining consortium members to identify an alternative lead organization of the consortium and submit it to the Agency for approval; and
 - (iv) If, in a workforce area with multiple consortiums that cover the entire workforce area, one or more consortiums withdraws, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The Agency will coordinate with the remaining consortiums to develop an alternative proposal for service delivery for the entire workforce area.
 - (g)) For an AEL consortium, the Agency reserves the right to reevaluate an AEL grant in light of any change in the AEL consortium membership based on the consortium's continued ability to meet the terms of the original grant award as demonstrated through an alternative proposal. The Agency's reevaluation may include termination of all awards under the AEL consortium if deemed appropriate.
 - (1) If an AEL consortium or AEL consortium member withdraws, the funds and activities committed to in the application shall not be shifted to another AEL consortium, AEL consortium member, or a new institution without written Agency approval.
 - (2) The AEL grant recipient shall contact the Agency's grant contract manager to discuss options for replacement grants within the AEL consortium.
- Both parties agree and will secure educational activities that will be to the best interest of every participant and success of the program. Both parties will secure that performance measures and IPQ's (Indicators of Program Quality) of adult education are implemented and executed throughout the program duration.

Either party throughout the fiscal year may dissolve this Letter of Agreement within one weeks' notice.

Port of Brownsville acknowledges that as a collaborating partner under agreement with Brownsville Independent School District that Adult Continuing Education has a legitimate educational interest in student data and information contained in educational records provided to them in the execution of providing services to the District. Adult Continuing Education agrees to keep confidential all records obtained by them and to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Disclosure to third parties by Port of Brownsville shall be in strict compliance with all FERPA requirements or by obtaining the written consent of the parent(s) and/or legal guardian of the student(s). BISD's ACE Program runs from July 1, 2025 to June 30, 2026.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent

Esteban Guerra
Chairman of the Board

Dr. Jesus H. Chavez
Superintendent

Date

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

**LETTER of AGREEMENT
2025-2026
PROYECTO JUAN DIEGO
(COLLABORATING PARTNER)**

This **Letter of Agreement** is entered to establish specific procedures for delivery of basic education skills to educationally disadvantaged adults in the **Cameron County** area.

In order to facilitate the coordination of the BISD Adult Continuing Education Consortium for Cameron County, the following are the requested duties and responsibilities of both parties:

Proyecto Juan Diego
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Secure and provide facilities. Assist with recruitment and retention (Performance Measures). Attend adult continuing education program planning meetings. Assist to eliminate barriers for effective and continued collaboration.
2.0 FIXED ASSETS:
Will take precautionary measures to secure fixed assets (computers) if placed on site. Will immediately report missing computers to ACE and file a police report. Will work with site instructor to inventory fixed assets before and after each semester.
3.0 PERSONNEL:
Will provide the name of personnel who will be the liaison to BISD ACE.

BISD Adult Continuing Education
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Provide information on Performance Measures. Provide recruitment and registration information.
2.0 INSTRUCTIONAL DESIGN:
Provide assessment profile (TABE/BEST). Provide on-going program training. Provide BISD Calendar.
3.0 PERSONNEL:
Provide an instructor for site (<i>subject to funding and availability</i>). Secure and issue paycheck through BISD ACE. Visit sites to observe instructor and/or speak with liaison
4.0 TEAMS:
Provide staff development to data entry personnel on the usage of the TEAMS database.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

Brownsville ISD Adult Continuing Education Consortium for Cameron County will comply with the TAC §805.42. Program Delivery System as outlined in the RFP (f) An AEL grant recipient, awarded AEL funds by the Agency, shall be responsible for performing all services and activities required to fully comply with contract performance requirements and all contract terms and conditions. Responsibilities include, but are not limited, to the following:

1.1 Communication.

(A) The AEL grant recipient shall serve as the point of contact with the Agency.

(B) For an AEL consortium, on behalf of AEL consortium members, the AEL grant recipient shall:

(i) transmit questions and grant-related needs for AEL consortium members to the Agency; and

(ii) carry out the programmatic functions of an AEL grant by communicating regularly with members of the AEL consortium and by sharing information, policy or procedural changes, and technical assistance provided by the Agency to oversee the grant.

1.2 Monitoring. The AEL Grant Recipient Shall:

(A) monitor programmatic and fiscal progress against goals and project deliverables; and

(B) timely notify the Agency of problems related to achievement of programmatic and fiscal goals of the grant in accordance with appropriate systems to receive and compile outcome measures and fiscal reports.

1.3 Technical Assistance. The AEL grant recipient shall carry out the programmatic and reporting functions of an AEL grant by providing or requesting technical assistance for its program, or in an AEL consortium for AEL consortium members, related to the design, implementation, and internal evaluation of their AEL services or support services.

1.4 Professional Development. The AEL grant recipient shall plan and coordinate the provision of necessary professional development opportunities for its program, or in an AEL consortium to the AEL consortium members.

1.5 Reporting. The AEL Grant Recipient Shall:

(A) collect and compile all fiscal and programmatic information regarding the activities, expenses, and performance outputs and outcomes of the AEL grant; and

(B) submit this information to the Agency.

1.6 Workforce Area Coverage.

(A) The AEL grant recipient shall ensure that services are provided to the portion of the workforce area designated in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.

(B) For an AEL consortium, the AEL grant recipient shall ensure that services are provided to the portion of the workforce area, as designated for the consortium in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

- (i) If a consortium member fails to perform in accordance with the AEL consortium's coordinated service delivery plan, the AEL grant recipient shall provide technical assistance, as appropriate;
- (ii) If a consortium member withdraws from a consortium, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The AEL grant recipient shall coordinate with remaining consortium members to develop an alternative proposal for service delivery and submit it to the Agency for approval;
- (iii) If an AEL lead organization of a consortium withdraws from a consortium or from its role as the lead organization of the consortium, the AEL grant recipient must ensure that a letter of intent to withdraw is provided to the Agency contract manager. The AEL grant recipient must coordinate with remaining consortium members to identify an alternative lead organization of the consortium and submit it to the Agency for approval; and
- (iv) If, in a workforce area with multiple consortiums that cover the entire workforce area, one or more consortiums withdraws, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The Agency will coordinate with the remaining consortiums to develop an alternative proposal for service delivery for the entire workforce area.
- (g) For an AEL consortium, the Agency reserves the right to reevaluate an AEL grant in light of any change in the AEL consortium membership based on the consortium's continued ability to meet the terms of the original grant award as demonstrated through an alternative proposal. The Agency's reevaluation may include termination of all awards under the AEL consortium if deemed appropriate.
- (1) If an AEL consortium or AEL consortium member withdraws, the funds and activities committed to in the application shall not be shifted to another AEL consortium, AEL consortium member, or a new institution without written Agency approval.
- (2) The AEL grant recipient shall contact the Agency's grant contract manager to discuss options for replacement grants within the AEL consortium.

Both parties agree and will secure educational activities that will be to the best interest of every participant and success of the program. Both parties will secure that performance measures and IPQ's (Indicators of Program Quality) of adult education are implemented and executed throughout the program duration.

Either party throughout the fiscal year may dissolve this Letter of Agreement within one weeks' notice.

Proyecto Juan Diego acknowledges that as a collaborating partner under agreement with Brownsville Independent School District that Adult Continuing Education has a legitimate educational interest in student data and information contained in educational records provided to them in the execution of providing services to the District. Adult Continuing Education agrees to keep confidential all records obtained by them and to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Disclosure to third parties by Proyecto Juan Diego shall be in strict compliance with all FERPA requirements or by obtaining the written consent of the parent(s) and/or legal guardian of the student(s). BISD's ACE Program runs from July 1, 2025 to June 30, 2026.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



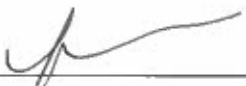
BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent


Lidiana Ramirez, Executive Director
Proyecto Juan Diego

Dr. Jesus H. Chavez
Superintendent

5/5/2025
Date

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

LETTER of AGREEMENT

2025-2026

SAN BENITO HOUSING AUTHORITY (COLLABORATING PARTNER)

This **Letter of Agreement** is entered to establish specific procedures for delivery of basic education skills to educationally disadvantaged adults in the **Cameron County** area.

In order to facilitate the coordination of the BISD Adult Continuing Education Consortium for Cameron County, the following are the requested duties and responsibilities of both parties:

San Benito Authority-Collaborating Partner
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Secure and provide facilities. Assist with recruitment and retention (Performance Measures). Attend adult continuing education program planning meetings. Assist to eliminate barriers for effective and continued collaboration.
2.0 FIXED ASSETS:
Will take precautionary measures to secure fixed assets (computers) if placed on site. Will immediately report missing computers to ACE and file a police report. Will work with site instructor to inventory fixed assets before and after each semester.
3.0 PERSONNEL:
Will provide the name of personnel who will be the liaison to BISD ACE.

BISD Adult Continuing Education
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Provide information on Performance Measures. Provide recruitment and registration information.
2.0 INSTRUCTIONAL DESIGN:
Provide assessment profile (TABE/BEST). Provide on-going program training. Provide BISD Calendar.
3.0 PERSONNEL:
Provide an instructor for site (<i>subject to funding and availability</i>). Secure and issue paycheck through BISD ACE. Visit sites to observe instructor and/or speak with liaison
4.0 TEAMS:
Provide staff development to data entry personnel on the usage of the TEAMS database.

Brownsville Independent School District Adult Continuing Education Department 708 Palm Blvd. Brownsville, Texas 78520

Phone: (956) 548-8175, Fax: (956) 548-7904

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.
BISD no discrimina a base de raza, color, origen nacional, sexo, religion, edad, discapacidad o información genética en el empleo o en la provisión de servicios, programas o actividades.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

Brownsville ISD Adult Continuing Education Consortium for Cameron County will comply with the TAC §805.42. Program Delivery System as outlined in the RFP (f) An AEL grant recipient, awarded AEL funds by the Agency, shall be responsible for performing all services and activities required to fully comply with contract performance requirements and all contract terms and conditions. Responsibilities include, but are not limited, to the following:

1.1 Communication.

- (A) The AEL grant recipient shall serve as the point of contact with the Agency.
- (B) For an AEL consortium, on behalf of AEL consortium members, the AEL grant recipient shall:
 - (i) transmit questions and grant-related needs for AEL consortium members to the Agency; and
 - (ii) carry out the programmatic functions of an AEL grant by communicating regularly with members of the AEL consortium and by sharing information, policy or procedural changes, and technical assistance provided by the Agency to oversee the grant.

1.2 Monitoring. The AEL Grant Recipient Shall:

- (A) monitor programmatic and fiscal progress against goals and project deliverables; and
- (B) timely notify the Agency of problems related to achievement of programmatic and fiscal goals of the grant in accordance with appropriate systems to receive and compile outcome measures and fiscal reports.

1.3 Technical Assistance. The AEL grant recipient shall carry out the programmatic and reporting functions of an AEL grant by providing or requesting technical assistance for its program, or in an AEL consortium for AEL consortium members, related to the design, implementation, and internal evaluation of their AEL services or support services.

1.4 Professional Development. The AEL grant recipient shall plan and coordinate the provision of necessary professional development opportunities for its program, or in an AEL consortium to the AEL consortium members.

1.5 Reporting. The AEL Grant Recipient Shall:

- (A) collect and compile all fiscal and programmatic information regarding the activities, expenses, and performance outputs and outcomes of the AEL grant; and
- (B) submit this information to the Agency.

1.6 Workforce Area Coverage.

- (A) The AEL grant recipient shall ensure that services are provided to the portion of the workforce area designated in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.
- (B) For an AEL consortium, the AEL grant recipient shall ensure that services are provided to the portion of the workforce area, as designated for the consortium in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

- (i) If a consortium member fails to perform in accordance with the AEL consortium's coordinated service delivery plan, the AEL grant recipient shall provide technical assistance, as appropriate;
- (ii) If a consortium member withdraws from a consortium, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The AEL grant recipient shall coordinate with remaining consortium members to develop an alternative proposal for service delivery and submit it to the Agency for approval;
- (iii) If an AEL lead organization of a consortium withdraws from a consortium or from its role as the lead organization of the consortium, the AEL grant recipient must ensure that a letter of intent to withdraw is provided to the Agency contract manager. The AEL grant recipient must coordinate with remaining consortium members to identify an alternative lead organization of the consortium and submit it to the Agency for approval; and
- (iv) If, in a workforce area with multiple consortiums that cover the entire workforce area, one or more consortiums withdraws, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The Agency will coordinate with the remaining consortiums to develop an alternative proposal for service delivery for the entire workforce area.
- (g) For an AEL consortium, the Agency reserves the right to reevaluate an AEL grant in light of any change in the AEL consortium membership based on the consortium's continued ability to meet the terms of the original grant award as demonstrated through an alternative proposal. The Agency's reevaluation may include termination of all awards under the AEL consortium if deemed appropriate.
- (1) If an AEL consortium or AEL consortium member withdraws, the funds and activities committed to in the application shall not be shifted to another AEL consortium, AEL consortium member, or a new institution without written Agency approval.
- (2) The AEL grant recipient shall contact the Agency's grant contract manager to discuss options for replacement grants within the AEL consortium.

Both parties agree and will secure educational activities that will be to the best interest of every participant and success of the program. Both parties will secure that performance measures and IPQ's (Indicators of Program Quality) of adult education are implemented and executed throughout the program duration.

Either party throughout the fiscal year may dissolve this Letter of Agreement within one weeks' notice.

San Benito Housing Authority acknowledges that as a collaborating partner under agreement with Brownsville Independent School District that Adult Continuing Education has a legitimate educational interest in student data and information contained in educational records provided to them in the execution of providing services to the District. Adult Continuing Education agrees to keep confidential all records obtained by them and to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Disclosure to third parties by San Benito Housing Authority shall be in strict compliance with all FERPA requirements or by obtaining the written consent of the parent(s) and/or legal guardian of the student(s). BISD's ACE Program runs from July 1, 2025 to June 30, 2026.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent

Rosa E. Rodriguez, Property Manager
San Benito Housing Authority

Dr. Jesus H. Chavez
Superintendent

4.22.25

Date

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

LETTER of AGREEMENT 2025-2026

SANTA MARIA ISD (LOCAL EDUCATION AGENCY) COLLABORATING PARTNER

This **Letter of Agreement** is entered to establish specific procedures for delivery of basic education skills to educationally disadvantaged adults in the **Cameron County** area.

In order to facilitate the coordination of the BISD Adult Continuing Education Consortium for Cameron County, the following are the requested duties and responsibilities of both parties:

Santa Maria ISD-Collaborating Partner
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Secure and provide facilities. Assist with recruitment and retention (Performance Measures). Attend adult continuing education program planning meetings. Assist to eliminate barriers for effective and continued collaboration.
2.0 FIXED ASSETS:
Will take precautionary measures to secure fixed assets (computers) if placed on site. Will immediately report missing computers to ACE and file a police report. Will work with site instructor to inventory fixed assets before and after each semester.
3.0 PERSONNEL:
Will provide the name of personnel who will be the liaison to BISD ACE.

BISD Adult Continuing Education
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Provide information on Performance Measures. Provide recruitment and registration information.
2.0 INSTRUCTIONAL DESIGN:
Provide assessment profile (TABE/BEST). Provide on-going program training. Provide BISD Calendar.
3.0 PERSONNEL:
Provide an instructor for site (<i>subject to funding and availability</i>). Secure and issue paycheck through BISD ACE. Visit sites to observe instructor and/or speak with liaison
4.0 TEAMS:
Provide staff development to data entry personnel on the usage of the TEAMS database.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

Brownsville ISD Adult Continuing Education Consortium for Cameron County will comply with the TAC §805.42. Program Delivery System as outlined in the RFP (f) An AEL grant recipient, awarded AEL funds by the Agency, shall be responsible for performing all services and activities required to fully comply with contract performance requirements and all contract terms and conditions. Responsibilities include, but are not limited, to the following:

1.1 Communication.

- (A) The AEL grant recipient shall serve as the point of contact with the Agency.
- (B) For an AEL consortium, on behalf of AEL consortium members, the AEL grant recipient shall:
 - (i) transmit questions and grant-related needs for AEL consortium members to the Agency; and
 - (ii) carry out the programmatic functions of an AEL grant by communicating regularly with members of the AEL consortium and by sharing information, policy or procedural changes, and technical assistance provided by the Agency to oversee the grant.

1.2 Monitoring. The AEL Grant Recipient Shall:

- (A) monitor programmatic and fiscal progress against goals and project deliverables; and
- (B) timely notify the Agency of problems related to achievement of programmatic and fiscal goals of the grant in accordance with appropriate systems to receive and compile outcome measures and fiscal reports.

1.3 Technical Assistance. The AEL grant recipient shall carry out the programmatic and reporting functions of an AEL grant by providing or requesting technical assistance for its program, or in an AEL consortium for AEL consortium members, related to the design, implementation, and internal evaluation of their AEL services or support services.

1.4 Professional Development. The AEL grant recipient shall plan and coordinate the provision of necessary professional development opportunities for its program, or in an AEL consortium to the AEL consortium members.

1.5 Reporting. The AEL Grant Recipient Shall:

- (A) collect and compile all fiscal and programmatic information regarding the activities, expenses, and performance outputs and outcomes of the AEL grant; and
- (B) submit this information to the Agency.

1.6 Workforce Area Coverage.

- (A) The AEL grant recipient shall ensure that services are provided to the portion of the workforce area designated in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.
- (B) For an AEL consortium, the AEL grant recipient shall ensure that services are provided to the portion of the workforce area, as designated for the consortium in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

- (i) If a consortium member fails to perform in accordance with the AEL consortium's coordinated service delivery plan, the AEL grant recipient shall provide technical assistance, as appropriate;
- (ii) If a consortium member withdraws from a consortium, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The AEL grant recipient shall coordinate with remaining consortium members to develop an alternative proposal for service delivery and submit it to the Agency for approval;
- (iii) If an AEL lead organization of a consortium withdraws from a consortium or from its role as the lead organization of the consortium, the AEL grant recipient must ensure that a letter of intent to withdraw is provided to the Agency contract manager. The AEL grant recipient must coordinate with remaining consortium members to identify an alternative lead organization of the consortium and submit it to the Agency for approval; and
- (iv) If, in a workforce area with multiple consortiums that cover the entire workforce area, one or more consortiums withdraws, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The Agency will coordinate with the remaining consortiums to develop an alternative proposal for service delivery for the entire workforce area.
- (g) For an AEL consortium, the Agency reserves the right to reevaluate an AEL grant in light of any change in the AEL consortium membership based on the consortium's continued ability to meet the terms of the original grant award as demonstrated through an alternative proposal. The Agency's reevaluation may include termination of all awards under the AEL consortium if deemed appropriate.
- (1) If an AEL consortium or AEL consortium member withdraws, the funds and activities committed to in the application shall not be shifted to another AEL consortium, AEL consortium member, or a new institution without written Agency approval.
- (2) The AEL grant recipient shall contact the Agency's grant contract manager to discuss options for replacement grants within the AEL consortium.

Both parties agree and will secure educational activities that will be to the best interest of every participant and success of the program. Both parties will secure that performance measures and IPQ's (Indicators of Program Quality) of adult education are implemented and executed throughout the program duration.

Either party throughout the fiscal year may dissolve this Letter of Agreement within one weeks' notice.

Santa Maria ISD acknowledges that as a collaborating partner under agreement with Brownsville Independent School District that Adult Continuing Education has a legitimate educational interest in student data and information contained in educational records provided to them in the execution of providing services to the District. Adult Continuing Education agrees to keep confidential all records obtained by them and to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Disclosure to third parties by Santa Maria ISD shall be in strict compliance with all FERPA requirements or by obtaining the written consent of the parent(s) and/or legal guardian of the student(s). BISD's ACE Program runs from July 1, 2025 to June 30, 2026.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent

Dr. Joseph R. Villarreal, Superintendent
Santa Maria ISD

Dr. Jesus H. Chavez
Superintendent

Date

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

LETTER of AGREEMENT 2025-2026

SUNSET HAVEN APARTMENTS (COLLABORATING PARTNER)

This **Letter of Agreement** is entered to establish specific procedures for delivery of basic education skills to educationally disadvantaged adults in the **Cameron County** area.

In order to facilitate the coordination of the BISD Adult Continuing Education Consortium for Cameron County, the following are the requested duties and responsibilities of both parties:

Sunset Haven Apartments-Collaborating Partner
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Secure and provide facilities.
Assist with recruitment and retention (Performance Measures).
Attend adult continuing education program planning meetings.
Assist to eliminate barriers for effective and continued collaboration.
2.0 FIXED ASSETS:
Will take precautionary measures to secure fixed assets (computers) if placed on site.
Will immediately report missing computers to ACE and file a police report.
Will work with site instructor to inventory fixed assets before and after each semester.
3.0 PERSONNEL:
Will provide the name of personnel who will be the liaison to BISD ACE.

BISD Adult Continuing Education
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Provide information on Performance Measures.
Provide recruitment and registration information.
2.0 INSTRUCTIONAL DESIGN:
Provide assessment profile (TABE/BEST).
Provide on-going program training.
Provide BISD Calendar.
3.0 PERSONNEL:
Provide an instructor for site (<i>subject to funding and availability</i>).
Secure and issue paycheck through BISD ACE.
Visit sites to observe instructor and/or speak with liaison
4.0 TEAMS:
Provide staff development to data entry personnel on the usage of the TEAMS database.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

Brownsville ISD Adult Continuing Education Consortium for Cameron County will comply with the TAC §805.42. Program Delivery System as outlined in the RFP (f) An AEL grant recipient, awarded AEL funds by the Agency, shall be responsible for performing all services and activities required to fully comply with contract performance requirements and all contract terms and conditions. Responsibilities include, but are not limited, to the following:

1.1 Communication.

- (A) The AEL grant recipient shall serve as the point of contact with the Agency.
- (B) For an AEL consortium, on behalf of AEL consortium members, the AEL grant recipient shall:
 - (i) transmit questions and grant-related needs for AEL consortium members to the Agency; and
 - (ii) carry out the programmatic functions of an AEL grant by communicating regularly with members of the AEL consortium and by sharing information, policy or procedural changes, and technical assistance provided by the Agency to oversee the grant.

1.2 Monitoring. The AEL Grant Recipient Shall:

- (A) monitor programmatic and fiscal progress against goals and project deliverables; and
- (B) timely notify the Agency of problems related to achievement of programmatic and fiscal goals of the grant in accordance with appropriate systems to receive and compile outcome measures and fiscal reports.

1.3 Technical Assistance. The AEL grant recipient shall carry out the programmatic and reporting functions of an AEL grant by providing or requesting technical assistance for its program, or in an AEL consortium for AEL consortium members, related to the design, implementation, and internal evaluation of their AEL services or support services.

1.4 Professional Development. The AEL grant recipient shall plan and coordinate the provision of necessary professional development opportunities for its program, or in an AEL consortium to the AEL consortium members.

1.5 Reporting. The AEL Grant Recipient Shall:

- (A) collect and compile all fiscal and programmatic information regarding the activities, expenses, and performance outputs and outcomes of the AEL grant; and
- (B) submit this information to the Agency.

1.6 Workforce Area Coverage.

- (A) The AEL grant recipient shall ensure that services are provided to the portion of the workforce area designated in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.
- (B) For an AEL consortium, the AEL grant recipient shall ensure that services are provided to the portion of the workforce area, as designated for the consortium in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

- (i) If a consortium member fails to perform in accordance with the AEL consortium's coordinated service delivery plan, the AEL grant recipient shall provide technical assistance, as appropriate;
- (ii) If a consortium member withdraws from a consortium, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The AEL grant recipient shall coordinate with remaining consortium members to develop an alternative proposal for service delivery and submit it to the Agency for approval;
- (iii) If an AEL lead organization of a consortium withdraws from a consortium or from its role as the lead organization of the consortium, the AEL grant recipient must ensure that a letter of intent to withdraw is provided to the Agency contract manager. The AEL grant recipient must coordinate with remaining consortium members to identify an alternative lead organization of the consortium and submit it to the Agency for approval; and
- (iv) If, in a workforce area with multiple consortiums that cover the entire workforce area, one or more consortiums withdraws, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The Agency will coordinate with the remaining consortiums to develop an alternative proposal for service delivery for the entire workforce area.
- (g) For an AEL consortium, the Agency reserves the right to reevaluate an AEL grant in light of any change in the AEL consortium membership based on the consortium's continued ability to meet the terms of the original grant award as demonstrated through an alternative proposal. The Agency's reevaluation may include termination of all awards under the AEL consortium if deemed appropriate.
- (1) If an AEL consortium or AEL consortium member withdraws, the funds and activities committed to in the application shall not be shifted to another AEL consortium, AEL consortium member, or a new institution without written Agency approval.
- (2) The AEL grant recipient shall contact the Agency's grant contract manager to discuss options for replacement grants within the AEL consortium.

Both parties agree and will secure educational activities that will be to the best interest of every participant and success of the program. Both parties will secure that performance measures and IPQ's (Indicators of Program Quality) of adult education are implemented and executed throughout the program duration.

Either party throughout the fiscal year may dissolve this Letter of Agreement within one weeks' notice.

Sunset Haven Apartments acknowledges that as a collaborating partner under agreement with Brownsville Independent School District that Adult Continuing Education has a legitimate educational interest in student data and information contained in educational records provided to them in the execution of providing services to the District. Adult Continuing Education agrees to keep confidential all records obtained by them and to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Disclosure to third parties by Sunset Haven Apartments shall be in strict compliance with all FERPA requirements or by obtaining the written consent of the parent(s) and/or legal guardian of the student(s). BISD's ACE Program runs from July 1, 2025 to June 30, 2026.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent

Monique Garnica, Manager
Sunset Haven Apartments

4.22.25

Date

Dr. Jesus H. Chavez
Superintendent

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

LETTER of AGREEMENT 2025-2026

TEXAS SOUTHMOST COLLEGE (COLLABORATING PARTNER)

This **Letter of Agreement** is entered to establish specific procedures for delivery of basic education skills to educationally disadvantaged adults in the **Cameron County** area.

In order to facilitate the coordination of the BISD Adult Continuing Education Consortium for Cameron County, the following are the requested duties and responsibilities of both parties:

TSC-Collaborating Partner
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Secure and provide facilities. Assist with recruitment and retention (Performance Measures). Attend adult continuing education program planning meetings. Assist to eliminate barriers for effective and continued collaboration.
2.0 FIXED ASSETS:
Will take precautionary measures to secure fixed assets (computers) if placed on site. Will immediately report missing computers to ACE and file a police report. Will work with site instructor to inventory fixed assets before and after each semester.
3.0 PERSONNEL:
Will provide the name of personnel who will be the liaison to BISD ACE.

BISD Adult Continuing Education
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Provide information on Performance Measures. Provide recruitment and registration information.
2.0 INSTRUCTIONAL DESIGN:
Provide assessment profile (TABE/BEST). Provide on-going program training. Provide BISD Calendar.
3.0 PERSONNEL:
Provide an instructor for site (<i>subject to funding and availability</i>). Secure and issue paycheck through BISD ACE. Visit sites to observe instructor and/or speak with liaison
4.0 TEAMS:
Provide staff development to data entry personnel on the usage of the TEAMS database.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

Brownsville ISD Adult Continuing Education Consortium for Cameron County will comply with the TAC §805.42. Program Delivery System as outlined in the RFP (f) An AEL grant recipient, awarded AEL funds by the Agency, shall be responsible for performing all services and activities required to fully comply with contract performance requirements and all contract terms and conditions. Responsibilities include, but are not limited, to the following:

1.1 Communication.

(A) The AEL grant recipient shall serve as the point of contact with the Agency.

(B) For an AEL consortium, on behalf of AEL consortium members, the AEL grant recipient shall:

(i) transmit questions and grant-related needs for AEL consortium members to the Agency; and

(ii) carry out the programmatic functions of an AEL grant by communicating regularly with members of the AEL consortium and by sharing information, policy or procedural changes, and technical assistance provided by the Agency to oversee the grant.

1.2 Monitoring. The AEL Grant Recipient Shall:

(A) monitor programmatic and fiscal progress against goals and project deliverables; and

(B) timely notify the Agency of problems related to achievement of programmatic and fiscal goals of the grant in accordance with appropriate systems to receive and compile outcome measures and fiscal reports.

1.3 Technical Assistance. The AEL grant recipient shall carry out the programmatic and reporting functions of an AEL grant by providing or requesting technical assistance for its program or in an AEL consortium for AEL consortium members, related to the design, implementation, and internal evaluation of their AEL services or support services.

1.4 Professional Development. The AEL grant recipient shall plan and coordinate the provision of necessary professional development opportunities for its program, or in an AEL consortium to the AEL consortium members.

1.5 Reporting. The AEL Grant Recipient Shall:

(A) collect and compile all fiscal and programmatic information regarding the activities, expenses, and performance outputs and outcomes of the AEL grant; and

(B) submit this information to the Agency.

1.6 Workforce Area Coverage.

(A) The AEL grant recipient shall ensure that services are provided to the portion of the workforce area designated in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.

(B) For an AEL consortium, the AEL grant recipient shall ensure that services are provided to the portion of the workforce area, as designated for the consortium in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

- (i) If a consortium member fails to perform in accordance with the AEL consortium's coordinated service delivery plan, the AEL grant recipient shall provide technical assistance, as appropriate;
- (ii) If a consortium member withdraws from a consortium, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The AEL grant recipient shall coordinate with remaining consortium members to develop an alternative proposal for service delivery and submit it to the Agency for approval;
- (iii) If an AEL lead organization of a consortium withdraws from a consortium or from its role as the lead organization of the consortium, the AEL grant recipient must ensure that a letter of intent to withdraw is provided to the Agency contract manager. The AEL grant recipient must coordinate with remaining consortium members to identify an alternative lead organization of the consortium and submit it to the Agency for approval; and
- (iv) If, in a workforce area with multiple consortiums that cover the entire workforce area, one or more consortiums withdraws, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The Agency will coordinate with the remaining consortiums to develop an alternative proposal for service delivery for the entire workforce area.
- (g) For an AEL consortium, the Agency reserves the right to reevaluate an AEL grant in light of any change in the AEL consortium membership based on the consortium's continued ability to meet the terms of the original grant award as demonstrated through an alternative proposal. The Agency's reevaluation may include termination of all awards under the AEL consortium if deemed appropriate.
- (1) If an AEL consortium or AEL consortium member withdraws, the funds and activities committed to in the application shall not be shifted to another AEL consortium, AEL consortium member, or a new institution without written Agency approval.
- (2) The AEL grant recipient shall contact the Agency's grant contract manager to discuss options for replacement grants within the AEL consortium.

Both parties agree and will secure educational activities that will be to the best interest of every participant and success of the program. Both parties will secure that performance measures and IPQ's (Indicators of Program Quality) of adult education are implemented and executed throughout the program duration.

Either party throughout the fiscal year may dissolve this Letter of Agreement within one weeks' notice.

TSC acknowledges that as a collaborating partner under agreement with Brownsville Independent School District that Adult Continuing Education has a legitimate educational interest in student data and information contained in educational records provided to them in the execution of providing services to the District. Adult Continuing Education agrees to keep confidential all records obtained by them and to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Disclosure to third parties by TSC shall be in strict compliance with all FERPA requirements or by obtaining the written consent of the parent(s) and/or legal guardian of the student(s). BISD's ACE Program runs from July 1, 2025 to June 30, 2026.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



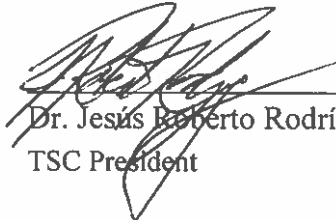
BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent


Dr. Jesús Roberto Rodríguez
TSC President

Dr. Jesus H. Chavez
Superintendent

4/28/25
Date

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

LETTER of AGREEMENT 2025-2026

TEXAS STATE TECHNICAL COLLEGE (COLLABORATING PARTNER)

This **Letter of Agreement** is entered to establish specific procedures for delivery of basic education skills to educationally disadvantaged adults in the **Cameron County** area.

In order to facilitate the coordination of the BISD Adult Continuing Education Consortium for Cameron County, the following are the requested duties and responsibilities of both parties:

Texas State Technical College-Collaborating Partner
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Secure and provide facilities. Assist with recruitment and retention (Performance Measures). Attend adult continuing education program planning meetings. Assist to eliminate barriers for effective and continued collaboration.
2.0 FIXED ASSETS:
Will take precautionary measures to secure fixed assets (computers) if placed on site. Will immediately report missing computers to ACE and file a police report. Will work with site instructor to inventory fixed assets before and after each semester.
3.0 PERSONNEL:
Will provide the name of personnel who will be the liaison to BISD ACE.

BISD Adult Continuing Education
RESPONSIBILITIES:
1.0 PROGRAM PLANNING:
Provide information on Performance Measures. Provide recruitment and registration information.
2.0 INSTRUCTIONAL DESIGN:
Provide assessment profile (TABE/BEST). Provide on-going program training. Provide BISD Calendar.
3.0 PERSONNEL:
Provide an instructor for site (<i>subject to funding and availability</i>). Secure and issue paycheck through BISD ACE. Visit sites to observe instructor and/or speak with liaison
4.0 TEAMS:
Provide staff development to data entry personnel on the usage of the TEAMS database.

Brownsville Independent School District Adult Continuing Education Department 708 Palm Blvd. Brownsville, Texas 78520
Phone: (956) 548-8175, Fax: (956) 548-7904

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.
BISD no discrimina a base de raza, color, origen nacional, sexo, religión, edad, discapacidad o información genética en el empleo o en la provisión de servicios, programas o actividades.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

Brownsville ISD Adult Continuing Education Consortium for Cameron County will comply with the TAC §805.42. Program Delivery System as outlined in the RFP (f) An AEL grant recipient, awarded AEL funds by the Agency, shall be responsible for performing all services and activities required to fully comply with contract performance requirements and all contract terms and conditions. Responsibilities include, but are not limited, to the following:

1.1 Communication.

(A) The AEL grant recipient shall serve as the point of contact with the Agency.

(B) For an AEL consortium, on behalf of AEL consortium members, the AEL grant recipient shall:

(i) transmit questions and grant-related needs for AEL consortium members to the Agency; and

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1.2 Monitoring. The AEL Grant Recipient Shall:

(A) monitor programmatic and fiscal progress against goals and project deliverables; and

(B) timely notify the Agency of problems related to achievement of programmatic and fiscal goals of the grant in accordance with appropriate systems to receive and compile outcome measures and fiscal reports.

1.3 Technical Assistance. The AEL grant recipient shall carry out the programmatic and reporting functions of an AEL grant by providing or requesting technical assistance for its program or in an AEL consortium for AEL consortium members, related to the design, implementation, and internal evaluation of their AEL services or support services.

1.4 Professional Development. The AEL grant recipient shall plan and coordinate the provision of necessary professional development opportunities for its program, or in an AEL consortium to the AEL consortium members.

1.5 Reporting. The AEL Grant Recipient Shall:

(A) collect and compile all fiscal and programmatic information regarding the activities, expenses, and performance outputs and outcomes of the AEL grant; and

(B) submit this information to the Agency.

1.6 Workforce Area Coverage.

(A) The AEL grant recipient shall ensure that services are provided to the portion of the workforce area designated in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.

(B) For an AEL consortium, the AEL grant recipient shall ensure that services are provided to the portion of the workforce area, as designated for the consortium in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

- (i) If a consortium member fails to perform in accordance with the AEL consortium's coordinated service delivery plan, the AEL grant recipient shall provide technical assistance, as appropriate;
- (ii) If a consortium member withdraws from a consortium, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The AEL grant recipient shall coordinate with remaining consortium members to develop an alternative proposal for service delivery and submit it to the Agency for approval;
- (iii) If an AEL lead organization of a consortium withdraws from a consortium or from its role as the lead organization of the consortium, the AEL grant recipient must ensure that a letter of intent to withdraw is provided to the Agency contract manager. The AEL grant recipient must coordinate with remaining consortium members to identify an alternative lead organization of the consortium and submit it to the Agency for approval; and
- (iv) If, in a workforce area with multiple consortiums that cover the entire workforce area, one or more consortiums withdraws, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The Agency will coordinate with the remaining consortiums to develop an alternative proposal for service delivery for the entire workforce area.
- (g) For an AEL consortium, the Agency reserves the right to reevaluate an AEL grant in light of any change in the AEL consortium membership based on the consortium's continued ability to meet the terms of the original grant award as demonstrated through an alternative proposal. The Agency's reevaluation may include termination of all awards under the AEL consortium if deemed appropriate.
- (1) If an AEL consortium or AEL consortium member withdraws, the funds and activities committed to in the application shall not be shifted to another AEL consortium, AEL consortium member, or a new institution without written Agency approval.
- (2) The AEL grant recipient shall contact the Agency's grant contract manager to discuss options for replacement grants within the AEL consortium.

Both parties agree and will secure educational activities that will be to the best interest of every participant and success of the program. Both parties will secure that performance measures and IPQ's (Indicators of Program Quality) of adult education are implemented and executed throughout the program duration.

Either party throughout the fiscal year may dissolve this Letter of Agreement within one weeks' notice.

Texas State Technical College acknowledges that as a collaborating partner under agreement with Brownsville Independent School District that Adult Continuing Education has a legitimate educational interest in student data and information contained in educational records provided to them in the execution of providing services to the District. Adult Continuing Education agrees to keep confidential all records obtained by them and to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Disclosure to third parties by Texas State Technical College shall be in strict compliance with all FERPA requirements or by obtaining the written consent of the parent(s) and/or legal guardian of the student(s). BISD's ACE Program runs from July 1, 2025 to June 30, 2026.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent

Kori Bowen

Kori Bowen
Vice President, Industry
Relations

05/08/2025

Date

Dr. Jesus H. Chavez
Superintendent

Date

Brownsville Independent School District Adult Continuing Education Department 708 Palm Blvd. Brownsville, Texas 78520

Phone: (956) 548-8175, Fax: (956) 548-7904

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.
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Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

LETTER of AGREEMENT 2025-2026 VALLEY REGIONAL MEDICAL CENTER (COLLABORATING PARTNER)

This **Letter of Agreement** is entered to establish specific procedures for delivery of basic education skills to educationally disadvantaged adults in the **Cameron County** area.

In order to facilitate the coordination of the BISD Adult Continuing Education Consortium for Cameron County, the following are the requested duties and responsibilities of both parties:

Valley Regional Medical Center-Collaborating Partner
RESPONSIBILITIES:
PROGRAM PLANNING:
<ul style="list-style-type: none"> • VRMC will provide opportunities for Certified Nurse Assistants/Adult Continuing Education students to tour facility. • VRM will provide orientation of employment opportunities available to Certified Nurse Assistant/Adult Continuing Education students. • VRMC will collaborate with Adult Continuing Education to promote employment at VRMC.
BISD Adult Education
RESPONSIBILITIES:
PROGRAM PLANNING:
<ul style="list-style-type: none"> • Screen students to match the employability qualifications required by Valley Regional Medical Center. • Refer students to Valley Regional Medical Center for Employment. • Collaborate with VRMC staff to promote employment opportunities for students.

Brownsville ISD Adult Continuing Education Consortium for Cameron County will comply with the TAC §805.42. Program Delivery System as outlined in the RFP (f) An AEL grant recipient, awarded AEL funds by the Agency, shall be responsible for performing all services and activities required to fully comply with contract performance requirements and all contract terms and conditions. Responsibilities include, but are not limited, to the following:



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

1.1 Communication.

- (A) The AEL grant recipient shall serve as the point of contact with the Agency.
- (B) For an AEL consortium, on behalf of AEL consortium members, the AEL grant recipient shall:
 - (i) transmit questions and grant-related needs for AEL consortium members to the Agency; and
 - (ii) carry out the programmatic functions of an AEL grant by communicating regularly with members of the AEL consortium and by sharing information, policy or procedural changes, and technical assistance provided by the Agency to oversee the grant.

1.2 Monitoring. The AEL Grant Recipient Shall:

- (A) monitor programmatic and fiscal progress against goals and project deliverables; and
- (B) timely notify the Agency of problems related to achievement of programmatic and fiscal goals of the grant in accordance with appropriate systems to receive and compile outcome measures and fiscal reports.

1.3 Technical Assistance. The AEL grant recipient shall carry out the programmatic and reporting functions of an AEL grant by providing or requesting technical assistance for its program, or in an AEL consortium for AEL consortium members, related to the design, implementation, and internal evaluation of their AEL services or support services.

1.4 Professional Development. The AEL grant recipient shall plan and coordinate the provision of necessary professional development opportunities for its program, or in an AEL consortium to the AEL consortium members.

1.5 Reporting. The AEL Grant Recipient Shall:

- (A) collect and compile all fiscal and programmatic information regarding the activities, expenses, and performance outputs and outcomes of the AEL grant; and
- (B) submit this information to the Agency.

1.6 Workforce Area Coverage.

- (A) The AEL grant recipient shall ensure that services are provided to the portion of the workforce area designated in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.
- (B) For an AEL consortium, the AEL grant recipient shall ensure that services are provided to the portion of the workforce area, as designated for the consortium in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.
 - (i) If a consortium member fails to perform in accordance with the AEL consortium's coordinated service delivery plan, the AEL grant recipient shall provide technical assistance, as appropriate;



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

(ii) If a consortium member withdraws from a consortium, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The AEL grant recipient shall coordinate with remaining consortium members to develop an alternative proposal for service delivery and submit it to the Agency for approval;

(iii) If an AEL lead organization of a consortium withdraws from a consortium or from its role as the lead organization of the consortium, the AEL grant recipient must ensure that a letter of intent to withdraw is provided to the Agency contract manager. The AEL grant recipient must coordinate with remaining consortium members to identify an alternative lead organization of the consortium and submit it to the Agency for approval; and

(iv) If, in a workforce area with multiple consortiums that cover the entire workforce area, one or more consortiums withdraws, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The Agency will coordinate with the remaining consortiums to develop an alternative proposal for service delivery for the entire workforce area.

(g) For an AEL consortium, the Agency reserves the right to reevaluate an AEL grant in light of any change in the AEL consortium membership based on the consortium's continued ability to meet the terms of the original grant award as demonstrated through an alternative proposal. The Agency's reevaluation may include termination of all awards under the AEL consortium if deemed appropriate.

(1) If an AEL consortium or AEL consortium member withdraws, the funds and activities committed to in the application shall not be shifted to another AEL consortium, AEL consortium member, or a new institution without written Agency approval.

(2) The AEL grant recipient shall contact the Agency's grant contract manager to discuss options for replacement grants within the AEL consortium.

Both parties agree and will secure educational activities that will be to the best interest of every participant and success of the program. Both parties will secure that performance measures and IPQ's (Indicators of Program Quality) of adult education are implemented and executed throughout the program duration.

Either party throughout the fiscal year may dissolve this Letter of Agreement within one weeks' notice.

Valley Regional Medical Center acknowledges that as a collaborating partner under agreement with Brownsville Independent School District that Adult Continuing Education has a legitimate educational interest in student data and information contained in educational records provided to them in the execution of providing services to the District. Adult Continuing Education agrees to keep confidential all records obtained by them and to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Disclosure to third parties by Valley Regional Medical Center shall be in strict compliance with all FERPA requirements or by obtaining the written consent of the parent(s) and/or legal guardian of the student(s). BISD's ACE Program runs from July 1, 2025 to June 30, 2026.

Brownsville Independent School District Adult Continuing Education Department 708 Palm Blvd Brownsville, Texas 78520
Phone: (956) 548-8175, Fax: (956) 714-6235

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities
BISD no discrimina a base de raza, color, origen nacional, sexo, religión, edad, discapacidad o información genética en el empleo o en la provisión de servicios, programas o actividades.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent

Joe Hernandez, CEO
Valley Regional Medical Center

5/1/25

Date

Dr. Jesus H. Chavez
Superintendent

Date

Brownsville Independent School District Adult Continuing Education Department 708 Palm Blvd Brownsville, Texas 78520
Phone: (956) 548-8175 Fax (956) 714-6235

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Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

**2025-2026
LETTER OF AGREEMENT
(NON- PROFIT)
BETWEEN
BROWNSVILLE INDEPENDENT SCHOOL DISTRICT
ADULT CONTINUING EDUCATION
AND
WORKFORCE SOLUTIONS CAMERON**

I. BACKGROUND:

Brownsville Independent School District Adult Continuing Education is soliciting proposals from interested parties to provide ESL and GED classes to the residents of Cameron County. Successful bidder will be responsible to provide educational services to economically disadvantaged clients.

II. PARTIES:

This **Letter of Agreement** is written between **BISD ADULT CONTINUING EDUCATION** and **WORKFORCE SOLUTIONS CAMERON** in anticipation of BISD Adult Continuing Education being awarded the contract for the administration of ESL and GED classes to the residents of Cameron County effective July 1, 2025

This **Letter of Agreement** sets forth the terms of agreement for cooperation and consultation with regard to implementation of youth and adult employment and training activities between the **BISD ADULT CONTINUING EDUCATION** (hereafter known as "BISD") and **WORKFORCE SOLUTIONS CAMERON**, (hereafter known as "WSC").

III. PURPOSE OF AGREEMENT:

The purpose for this agreement is to establish clear unambiguous communications and collaboration between WSC and BISD to promote the most efficient and effective workforce development system that promotes **ADULT CONTINUING EDUCATION** in our community that:

Prepares adults and drop-out youth for participation in the labor force by increasing their occupational and education skills, resulting in improved long-term employability, increased employment and earning, reduced welfare dependency and enhances the overall livelihood of our community.

WSC and BISD will maintain the confidentiality of information that comes under their control consistent with provisions of the Federal Freedom of Information and Privacy Acts.

Brownsville Independent School District Adult Continuing Education Department 708 Palm Blvd. Brownsville, Texas 78520

Phone: (956) 548-8175, Fax: (956) 714-6235

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Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

IV. DURATION OF AGREEMENT:

The agreement will commence on July 1, 2025 and shall remain in full force through June 30, 2026. Renewal of this agreement will be every year on or about July 1st.

V. AMENDMENT:

This **Letter of Agreement** may be amended in writing and at any time by mutual agreement of BISD and WSC.

VI. PLAN OF ACTION:

A. WSC will make available the following, but not limited to:

1. Assign a Case Manager to coordinate services with BISD;
2. Attend, upon request, adult continuing education and related meetings, to provide information on programs offered in and via the WSC Centers;
3. Make available temporary office space as scheduling permits to facilitate coordination and joint planning discussions, etc.
4. Make available program descriptions and eligibility criteria of programs offered in the WSC Centers that will benefit the BISD clients and customers;
5. WSC Centers will identify TANF eligible clients and refer them to the BISD Adult Education Program;
6. Exchange common information and coordinate programs for a more streamlined and efficient workforce development system;
7. Identify opportunities for cooperation to eliminate barriers to effective and continued collaboration; and
8. Provide ongoing technical support on the functions and responsibilities of the WSC Centers to requested audiences.
9. Provide Work in Texas to BISD ACE Students.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

B. BISD will make available the following:

1. Share information that will help the WSC Centers outreach drop-out youth and adults in need of workforce development employment and training services (e.g. job placement services, OJT, summer youth employment coupled with literacy classroom instruction);
2. Exchange common information and coordinate programs for a more streamlined and efficient workforce development system;
3. Identify opportunities for coordination and to eliminate barriers to effective and continued collaboration; and
4. Provide (when applicable and possible) the following:

joint planning to enhance programs that benefit mutual clients
5. Provide Adult Continuing Education services to youth and adults referred by WSC Center staff to BISD

VII. TERMINATION:

Either BISD or WSC may terminate this MOU upon 30 days advance written notice.

The undersigned parties hereby accept the terms of this MOU.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent


Rafael Vela, Chief Executive Officer
Workforce Solutions Cameron

Dr. Jesus H. Chavez
Superintendent

4/25/2025

Date

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

LETTER of AGREEMENT 2025-2026

BROWNSVILLE ISD CAREER AND TECHNICAL EDUCATION (COLLABORATING PARTNER)

This **Letter of Agreement** is entered to establish specific procedures for delivery of basic education skills to educationally disadvantaged youth and adults in the **Cameron County** area.

In order to facilitate the coordination of the BISD Adult Education Co-Op, the following are the requested duties and responsibilities of both parties.

BISD Career and Technical Education -Collaborating Partner
RESPONSIBILITIES:
PROGRAM PLANNING:
<ul style="list-style-type: none">• Identify opportunities for cooperation and to eliminate barriers to effective and continued collaboration• Refer eligible adults for services through BISD ACE• Inform CTE instructors of jobs available for evening teaching through BISD ACE• Utilize Carl D. Perkins Grant funds to provide certification classes to eligible adults identified by BISD Adult Continuing Education, subject to funding and availability• Provide the classroom/training facility for certification classes for BISD ACE adults enrolled in certification classes, subject to availability

BISD Adult Education
RESPONSIBILITIES:
PROGRAM PLANNING:
<ul style="list-style-type: none">• Provide recruitment information• Provide registration dates and fliers• Pay supplemental duty pay for CTE instructors who teach in the evenings for BISD ACE, subject to funding and availability• Provide a BISD ACE instructor for contextualized instruction of certification courses (required for Integrated Education and Training courses that provide certification), <i>subject to funding and availability.</i>• ACE will pay for materials/supplies• ACE will pay for additional rental of equipment if needed (ex: forklift)• ACE will pay for testing proctor/certification registration trained personnel• ACE will pay for BISD ACE student certifications



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

Brownsville ISD Adult Continuing Education Consortium for Cameron County will comply with the TAC §805.42. Program Delivery System as outlined in the RFP (f) An AEL grant recipient, awarded AEL funds by the Agency, shall be responsible for performing all services and activities required to fully comply with contract performance requirements and all contract terms and conditions. Responsibilities include, but are not limited, to the following:

1.1 Communication.

(A) The AEL grant recipient shall serve as the point of contact with the Agency.

(B) For an AEL consortium, on behalf of AEL consortium members, the AEL grant recipient shall:

(i) transmit questions and grant-related needs for AEL consortium members to the Agency; and

(ii) carry out the programmatic functions of an AEL grant by communicating regularly with members of the AEL consortium and by sharing information, policy or procedural changes, and technical assistance provided by the Agency to oversee the grant.

1.2 Monitoring. The AEL Grant Recipient Shall:

(A) monitor programmatic and fiscal progress against goals and project deliverables; and

(B) timely notify the Agency of problems related to achievement of programmatic and fiscal goals of the grant in accordance with appropriate systems to receive and compile outcome measures and fiscal reports.

1.3 Technical Assistance. The AEL grant recipient shall carry out the programmatic and reporting functions of an AEL grant by providing or requesting technical assistance for its program, or in an AEL consortium for AEL consortium members, related to the design, implementation, and internal evaluation of their AEL services or support services.

1.4 Professional Development. The AEL grant recipient shall plan and coordinate the provision of necessary professional development opportunities for its program, or in an AEL consortium to the AEL consortium members.

1.5 Reporting. The AEL Grant Recipient Shall:

(A) collect and compile all fiscal and programmatic information regarding the activities, expenses, and performance outputs and outcomes of the AEL grant; and

(B) submit this information to the Agency.

1.6 Workforce Area Coverage.

(A) The AEL grant recipient shall ensure that services are provided to the portion of the workforce area designated in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.

(B) For an AEL consortium, the AEL grant recipient shall ensure that services are provided to the portion of the workforce area, as designated for the consortium in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

- (i) If a consortium member fails to perform in accordance with the AEL consortium's coordinated service delivery plan, the AEL grant recipient shall provide technical assistance, as appropriate;
- (ii) If a consortium member withdraws from a consortium, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The AEL grant recipient shall coordinate with remaining consortium members to develop an alternative proposal for service delivery and submit it to the Agency for approval;
- (iii) If an AEL lead organization of a consortium withdraws from a consortium or from its role as the lead organization of the consortium, the AEL grant recipient must ensure that a letter of intent to withdraw is provided to the Agency contract manager. The AEL grant recipient must coordinate with remaining consortium members to identify an alternative lead organization of the consortium and submit it to the Agency for approval; and
- (iv) If, in a workforce area with multiple consortiums that cover the entire workforce area, one or more consortiums withdraws, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The Agency will coordinate with the remaining consortiums to develop an alternative proposal for service delivery for the entire workforce area.
- (g) For an AEL consortium, the Agency reserves the right to reevaluate an AEL grant in light of any change in the AEL consortium membership based on the consortium's continued ability to meet the terms of the original grant award as demonstrated through an alternative proposal. The Agency's reevaluation may include termination of all awards under the AEL consortium if deemed appropriate.
- (1) If an AEL consortium or AEL consortium member withdraws, the funds and activities committed to in the application shall not be shifted to another AEL consortium, AEL consortium member, or a new institution without written Agency approval.
- (2) The AEL grant recipient shall contact the Agency's grant contract manager to discuss options for replacement grants within the AEL consortium.

Both parties agree and will secure educational activities that will be to the best interest of every participant and success of the program. Both parties will secure that performance measures and IPQ's (Indicators of Program Quality) of adult education are implemented and executed throughout the program duration.

Either party throughout the fiscal year may dissolve this Letter of Agreement within one weeks' notice.

BISD Career and Technical Education acknowledges that as a collaborating partner under agreement with Brownsville Independent School District that Adult Continuing Education has a legitimate educational interest in student data and information contained in educational records provided to them in the execution of providing services to the District. Adult Continuing Education agrees to keep confidential all records obtained by them and to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Disclosure to third parties by BISD Career and Technical Education shall be in strict compliance with all FERPA requirements or by obtaining the written consent of the parent(s) and/or legal guardian of the student(s). BISD's ACE Program runs from July 1, 2025 to June 30, 2026.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent

Adrian Dorsett, Interim Director
BISD Career and Technical Education

Dr. Jesus H. Chavez
Superintendent

Date

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

LETTER of AGREEMENT

2025-2026

BROWNSVILLE ISD GUIDANCE AND COUNSELING DEPARTMENT (COLLABORATING PARTNER)

This **Letter of Agreement** is entered to establish specific procedures for delivery of basic education skills to educationally disadvantaged youth and adults in the **Cameron County** area.

In order to facilitate the coordination of the BISD Adult Education Co-Op, the following are the requested duties and responsibilities of both parties.

BISD Guidance & Counseling Department-Collaborating Partner
RESPONSIBILITIES:
PROGRAM PLANNING:
<ul style="list-style-type: none">Identify opportunities for cooperation and to eliminate barriers to effective and continued collaborationRefer eligible adults for services through BISD ACE

BISD Adult Education
RESPONSIBILITIES:
PROGRAM PLANNING:
<ul style="list-style-type: none">Provide recruitment informationProvide registration dates and fliers

Brownsville ISD Adult Continuing Education Consortium for Cameron County will comply with the TAC §805.42. Program Delivery System as outlined in the RFP (f) An AEL grant recipient, awarded AEL funds by the Agency, shall be responsible for performing all services and activities required to fully comply with contract performance requirements and all contract terms and conditions. Responsibilities include, but are not limited, to the following:



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

1.1 Communication.

- (A) The AEL grant recipient shall serve as the point of contact with the Agency.
- (B) For an AEL consortium, on behalf of AEL consortium members, the AEL grant recipient shall:
 - (i) transmit questions and grant-related needs for AEL consortium members to the Agency; and
 - (ii) carry out the programmatic functions of an AEL grant by communicating regularly with members of the AEL consortium and by sharing information, policy or procedural changes, and technical assistance provided by the Agency to oversee the grant.

1.2 Monitoring. The AEL Grant Recipient Shall:

- (A) monitor programmatic and fiscal progress against goals and project deliverables; and
- (B) timely notify the Agency of problems related to achievement of programmatic and fiscal goals of the grant in accordance with appropriate systems to receive and compile outcome measures and fiscal reports.

1.3 Technical Assistance. The AEL grant recipient shall carry out the programmatic and reporting functions of an AEL grant by providing or requesting technical assistance for its program, or in an AEL consortium for AEL consortium members, related to the design, implementation, and internal evaluation of their AEL services or support services.

1.4 Professional Development. The AEL grant recipient shall plan and coordinate the provision of necessary professional development opportunities for its program, or in an AEL consortium to the AEL consortium members.

1.5 Reporting. The AEL Grant Recipient Shall:

- (A) collect and compile all fiscal and programmatic information regarding the activities, expenses, and performance outputs and outcomes of the AEL grant; and
- (B) submit this information to the Agency.

1.6 Workforce Area Coverage.

- (A) The AEL grant recipient shall ensure that services are provided to the portion of the workforce area designated in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.
- (B) For an AEL consortium, the AEL grant recipient shall ensure that services are provided to the portion of the workforce area, as designated for the consortium in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.
 - (i) If a consortium member fails to perform in accordance with the AEL consortium's coordinated service delivery plan, the AEL grant recipient shall provide technical assistance, as appropriate;



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

- (ii) If a consortium member withdraws from a consortium, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The AEL grant recipient shall coordinate with remaining consortium members to develop an alternative proposal for service delivery and submit it to the Agency for approval;
- (iii) If an AEL lead organization of a consortium withdraws from a consortium or from its role as the lead organization of the consortium, the AEL grant recipient must ensure that a letter of intent to withdraw is provided to the Agency contract manager. The AEL grant recipient must coordinate with remaining consortium members to identify an alternative lead organization of the consortium and submit it to the Agency for approval; and
- (iv) If, in a workforce area with multiple consortiums that cover the entire workforce area, one or more consortiums withdraws, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The Agency will coordinate with the remaining consortiums to develop an alternative proposal for service delivery for the entire workforce area.
- (g) For an AEL consortium, the Agency reserves the right to reevaluate an AEL grant in light of any change in the AEL consortium membership based on the consortium's continued ability to meet the terms of the original grant award as demonstrated through an alternative proposal. The Agency's reevaluation may include termination of all awards under the AEL consortium if deemed appropriate.
- (1) If an AEL consortium or AEL consortium member withdraws, the funds and activities committed to in the application shall not be shifted to another AEL consortium, AEL consortium member, or a new institution without written Agency approval.
- (2) The AEL grant recipient shall contact the Agency's grant contract manager to discuss options for replacement grants within the AEL consortium.

Both parties agree and will secure educational activities that will be to the best interest of every participant and success of the program. Both parties will secure that performance measures and IPQ's (Indicators of Program Quality) of adult education are implemented and executed throughout the program duration.

Either party throughout the fiscal year may dissolve this Letter of Agreement within one weeks' notice.

BISD Guidance & Counseling Department acknowledges that as a collaborating partner under agreement with Brownsville Independent School District that Adult Continuing Education has a legitimate educational interest in student data and information contained in educational records provided to them in the execution of providing services to the District. Adult Continuing Education agrees to keep confidential all records obtained by them and to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Disclosure to third parties by BISD Guidance & Counseling Department shall be in strict compliance with all FERPA requirements or by obtaining the written consent of the parent(s) and/or legal guardian of the student(s). BISD's ACE Program runs from July 1, 2025 to June 30, 2026.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent

Sara M. Garza, Director
Guidance and Counseling

Dr. Jesus H. Chavez
Superintendent

4/23/25

Date

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

**LETTER of AGREEMENT
2025-2026
BISD HOMELESS YOUTH PROJECT
(COLLABORATING PARTNER)**

This **Letter of Agreement** is entered to establish specific procedures for delivery of basic education skills to educationally disadvantaged youth and adults in the **Cameron County** area.

In order to facilitate the coordination of the BISD Adult Education Co-Op, the following are the requested duties and responsibilities of both parties.

BISD Homeless Youth Project
RESPONSIBILITIES:
PROGRAM PLANNING:
<ul style="list-style-type: none">• Identify opportunities for cooperation and to eliminate barriers to effective and continued collaboration• Refer eligible adults for services through BISD ACE

BISD Adult Education
RESPONSIBILITIES:
PROGRAM PLANNING:
<ul style="list-style-type: none">• Provide recruitment information• Provide registration dates and fliers

Brownsville ISD Adult Continuing Education Consortium for Cameron County will comply with the TAC §805.42. Program Delivery System as outlined in the RFP (f) An AEL grant recipient, awarded AEL funds by the Agency, shall be responsible for performing all services and activities required to fully comply with contract performance requirements and all contract terms and conditions. Responsibilities include, but are not limited, to the following:



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

1.1 Communication.

- (A) The AEL grant recipient shall serve as the point of contact with the Agency.
- (B) For an AEL consortium, on behalf of AEL consortium members, the AEL grant recipient shall:
 - (i) transmit questions and grant-related needs for AEL consortium members to the Agency; and
 - (ii) carry out the programmatic functions of an AEL grant by communicating regularly with members of the AEL consortium and by sharing information, policy or procedural changes, and technical assistance provided by the Agency to oversee the grant.

1.2 Monitoring. The AEL Grant Recipient Shall:

- (A) monitor programmatic and fiscal progress against goals and project deliverables; and
- (B) timely notify the Agency of problems related to achievement of programmatic and fiscal goals of the grant in accordance with appropriate systems to receive and compile outcome measures and fiscal reports.

1.3 Technical Assistance. The AEL grant recipient shall carry out the programmatic and reporting functions of an AEL grant by providing or requesting technical assistance for its program, or in an AEL consortium for AEL consortium members, related to the design, implementation, and internal evaluation of their AEL services or support services.

1.4 Professional Development. The AEL grant recipient shall plan and coordinate the provision of necessary professional development opportunities for its program, or in an AEL consortium to the AEL consortium members.

1.5 Reporting. The AEL grant recipient shall:

- (A) collect and compile all fiscal and programmatic information regarding the activities, expenses, and performance outputs and outcomes of the AEL grant; and
- (B) submit this information to the Agency.

1.6 Workforce Area Coverage.

- (A) The AEL grant recipient shall ensure that services are provided to the portion of the workforce area designated in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.
- (B) For an AEL consortium, the AEL grant recipient shall ensure that services are provided to the portion of the workforce area, as designated for the consortium in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.
- (i) If a consortium member fails to perform in accordance with the AEL consortium's coordinated service delivery plan, the AEL grant recipient shall provide technical assistance, as appropriate;



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

- (ii) If a consortium member withdraws from a consortium, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The AEL grant recipient shall coordinate with remaining consortium members to develop an alternative proposal for service delivery and submit it to the Agency for approval;
- (iii) If an AEL lead organization of a consortium withdraws from a consortium or from its role as the lead organization of the consortium, the AEL grant recipient must ensure that a letter of intent to withdraw is provided to the Agency contract manager. The AEL grant recipient must coordinate with remaining consortium members to identify an alternative lead organization of the consortium and submit it to the Agency for approval; and
- (iv) If, in a workforce area with multiple consortiums that cover the entire workforce area, one or more consortiums withdraws, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The Agency will coordinate with the remaining consortiums to develop an alternative proposal for service delivery for the entire workforce area.
- (g) For an AEL consortium, the Agency reserves the right to reevaluate an AEL grant in light of any change in the AEL consortium membership based on the consortium's continued ability to meet the terms of the original grant award as demonstrated through an alternative proposal. The Agency's reevaluation may include termination of all awards under the AEL consortium if deemed appropriate.
- (1) If an AEL consortium or AEL consortium member withdraws, the funds and activities committed to in the application shall not be shifted to another AEL consortium, AEL consortium member, or a new institution without written Agency approval.
- (2) The AEL grant recipient shall contact the Agency's grant contract manager to discuss options for replacement grants within the AEL consortium.

Both parties agree and will secure educational activities that will be to the best interest of every participant and success of the program. Both parties will secure that performance measures and IPQ's (Indicators of Program Quality) of adult education are implemented and executed throughout the program duration.

Either party throughout the fiscal year may dissolve this Letter of Agreement within one weeks' notice.

BISD Homeless Youth Project acknowledges that as a collaborating partner under agreement with Brownsville Independent School District that Adult Continuing Education has a legitimate educational interest in student data and information contained in educational records provided to them in the execution of providing services to the District. Adult Continuing Education agrees to keep confidential all records obtained by them and to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Disclosure to third parties by BISD Homeless Youth Project shall be in strict compliance with all FERPA requirements or by obtaining the written consent of the parent(s) and/or legal guardian of the student(s). BISD's ACE Program runs from July 1, 2025 to June 30, 2026.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



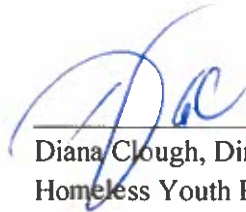
BISD Adult Continuing Education



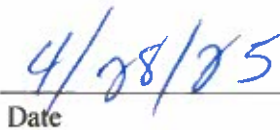
Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent


Diana Clough, Director
Homeless Youth Project

Dr. Jesus H. Chavez
Superintendent


Date

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

LETTER of AGREEMENT

2025-2026

BROWNSVILLE ISD LINCOLN PARK SCHOOL (COLLABORATING PARTNER)

This **Letter of Agreement** is entered to establish specific procedures for delivery of basic education skills to educationally disadvantaged youth and adults in the **Cameron County** area.

In order to facilitate the coordination of the BISD Adult Education Co-Op, the following are the requested duties and responsibilities of both parties.

BISD Lincoln Park School-Collaborating Partner
RESPONSIBILITIES:
PROGRAM PLANNING:
<ul style="list-style-type: none">• Identify opportunities for cooperation and to eliminate barriers to effective and continued collaboration• Refer eligible adults for services through BISD ACE

BISD Adult Education
RESPONSIBILITIES:
PROGRAM PLANNING:
<ul style="list-style-type: none">• Provide recruitment information• Provide registration dates and fliers

Brownsville ISD Adult Continuing Education Consortium for Cameron County will comply with the TAC §805.42. Program Delivery System as outlined in the RFP (f) An AEL grant recipient, awarded AEL funds by the Agency, shall be responsible for performing all services and activities required to fully comply with contract performance requirements and all contract terms and conditions. Responsibilities include, but are not limited, to the following:



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

1.1 Communication.

- (A) The AEL grant recipient shall serve as the point of contact with the Agency.
- (B) For an AEL consortium, on behalf of AEL consortium members, the AEL grant recipient shall:
 - (i) transmit questions and grant-related needs for AEL consortium members to the Agency; and
 - (ii) carry out the programmatic functions of an AEL grant by communicating regularly with members of the AEL consortium and by sharing information, policy or procedural changes, and technical assistance provided by the Agency to oversee the grant.

1.2 Monitoring. The AEL Grant Recipient Shall:

- (A) monitor programmatic and fiscal progress against goals and project deliverables; and
- (B) timely notify the Agency of problems related to achievement of programmatic and fiscal goals of the grant in accordance with appropriate systems to receive and compile outcome measures and fiscal reports.

1.3 Technical Assistance. The AEL grant recipient shall carry out the programmatic and reporting functions of an AEL grant by providing or requesting technical assistance for its program, or in an AEL consortium for AEL consortium members, related to the design, implementation, and internal evaluation of their AEL services or support services.

1.4 Professional Development. The AEL grant recipient shall plan and coordinate the provision of necessary professional development opportunities for its program, or in an AEL consortium to the AEL consortium members.

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- (A) collect and compile all fiscal and programmatic information regarding the activities, expenses, and performance outputs and outcomes of the AEL grant; and
- (B) submit this information to the Agency.

1.6 Workforce Area Coverage.

- (A) The AEL grant recipient shall ensure that services are provided to the portion of the workforce area designated in the AEL grant application, whether through in-person services or distance learning, or a combination of methods.
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- (i) If a consortium member fails to perform in accordance with the AEL consortium's coordinated service delivery plan, the AEL grant recipient shall provide technical assistance, as appropriate;



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

- (ii) If a consortium member withdraws from a consortium, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The AEL grant recipient shall coordinate with remaining consortium members to develop an alternative proposal for service delivery and submit it to the Agency for approval;
- (iii) If an AEL lead organization of a consortium withdraws from a consortium or from its role as the lead organization of the consortium, the AEL grant recipient must ensure that a letter of intent to withdraw is provided to the Agency contract manager. The AEL grant recipient must coordinate with remaining consortium members to identify an alternative lead organization of the consortium and submit it to the Agency for approval; and
- (iv) If, in a workforce area with multiple consortiums that cover the entire workforce area, one or more consortiums withdraws, the AEL grant recipient shall ensure that a letter of intent to withdraw is provided to the Agency's grant contract manager. The Agency will coordinate with the remaining consortiums to develop an alternative proposal for service delivery for the entire workforce area.
- (g) For an AEL consortium, the Agency reserves the right to reevaluate an AEL grant in light of any change in the AEL consortium membership based on the consortium's continued ability to meet the terms of the original grant award as demonstrated through an alternative proposal. The Agency's reevaluation may include termination of all awards under the AEL consortium if deemed appropriate.
- (1) If an AEL consortium or AEL consortium member withdraws, the funds and activities committed to in the application shall not be shifted to another AEL consortium, AEL consortium member, or a new institution without written Agency approval.
- (2) The AEL grant recipient shall contact the Agency's grant contract manager to discuss options for replacement grants within the AEL consortium.

Both parties agree and will secure educational activities that will be to the best interest of every participant and success of the program. Both parties will secure that performance measures and IPQ's (Indicators of Program Quality) of adult education are implemented and executed throughout the program duration.

Either party throughout the fiscal year may dissolve this Letter of Agreement within one weeks' notice.

BISD Lincoln Park School acknowledges that as a collaborating partner under agreement with Brownsville Independent School District that Adult Continuing Education has a legitimate educational interest in student data and information contained in educational records provided to them in the execution of providing services to the District. Adult Continuing Education agrees to keep confidential all records obtained by them and to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Disclosure to third parties by BISD Lincoln Park School shall be in strict compliance with all FERPA requirements or by obtaining the written consent of the parent(s) and/or legal guardian of the student(s). BISD's ACE Program runs from July 1, 2025 to June 30, 2026.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



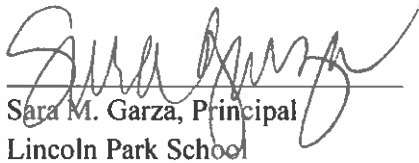
BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent


Sara M. Garza, Principal
Lincoln Park School

4/23/25
Date

Dr. Jesus H. Chavez
Superintendent

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

LETTER of AGREEMENT 2025-2026

BROWNSVILLE ISD PARENT & FAMILY ENGAGEMENT (COLLABORATING PARTNER)

This **Letter of Agreement** is entered to establish specific procedures for delivery of basic education skills to educationally disadvantaged youth and adults in the **Cameron County** area.

In order to facilitate the coordination of the BISD Adult Education Co-Op, the following are the requested duties and responsibilities of both parties.

BISD Parent & Family Engagement-Collaborating Partner
RESPONSIBILITIES:
PROGRAM PLANNING:
<ul style="list-style-type: none">• Identify opportunities for cooperation and to eliminate barriers to effective and continued collaboration• Refer eligible adults for services through BISD ACE

BISD Adult Education
RESPONSIBILITIES:
PROGRAM PLANNING:
<ul style="list-style-type: none">• Provide recruitment information• Provide registration dates and fliers

Brownsville ISD Adult Continuing Education Consortium for Cameron County will comply with the TAC §805.42. Program Delivery System as outlined in the RFP (f) An AEL grant recipient, awarded AEL funds by the Agency, shall be responsible for performing all services and activities required to fully comply with contract performance requirements and all contract terms and conditions. Responsibilities include, but are not limited, to the following:



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

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Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

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- Either party throughout the fiscal year may dissolve this Letter of Agreement within one weeks' notice.

BISD Parent & Family Engagement acknowledges that as a collaborating partner under agreement with Brownsville Independent School District that Adult Continuing Education has a legitimate educational interest in student data and information contained in educational records provided to them in the execution of providing services to the District. Adult Continuing Education agrees to keep confidential all records obtained by them and to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Disclosure to third parties by BISD Parent & Family Engagement shall be in strict compliance with all FERPA requirements or by obtaining the written consent of the parent(s) and/or legal guardian of the student(s). BISD's ACE Program runs from July 1, 2025 to June 30, 2026.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education



Brownsville Independent School District

708 Palm Blvd. Brownsville, Texas 78520 (956) 548-8175 Fax: (956) 714-6235

Dr. Jesus H. Chavez
Superintendent

Alejandra Aldrete, Director
Parent and Family Engagement

Dr. Jesus H. Chavez
Superintendent

Date

Date