



## Roxanne Eckstein

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**From:** Priscilla Lozano <plozano@808West.com>  
**Sent:** Tuesday, May 19, 2026 12:33 PM  
**To:** Roxanne Eckstein; Kevin O'Hanlon; Lea Ohrstrom; Oscar Trevino  
**Cc:** Miguel Salinas; Minerva Almanza  
**Subject:** Re: 2026-2027 Agreements for Adult Continuing Education Program

**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.

Good afternoon, Ms. Eckstein,

The BISD continuing ed agreements with collaborators providing facilities are approved as to form. We will take a look at the other agreement and get back with you asap.

Priscilla

**ODC**  
O'HANLON, DEMERATH & CASTILLO  
Attorneys and Counselors at Law

*Priscilla A. Lozano*  
Partner  
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Austin, Texas 78701  
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[www.808west.com](http://www.808west.com)

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**From:** Roxanne Eckstein <reckstein@bisd.us>  
**Sent:** Monday, May 18, 2026 9:13 AM

To: Kevin O'Hanlon <kohanlon@808West.com>; Lea Ohrstrom <lohrstrom@808West.com>; Oscar Trevino <otrevino@808West.com>; Priscilla Lozano <plozano@808West.com>  
Cc: Miguel Salinas <miguelsalinas@bisd.us>; Minerva Almanza <malmanza1@bisd.us>  
Subject: 2026-2027 Agreements for Adult Continuing Education Program

Good morning Ms. Lozano & Mr. Trevino,

Please see the attached for your review and approval. These are agreements that go to the board yearly. If you would like to review last year's agreements as well, please advise.

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

Sincerely,

*Roxy Eckstein*



AN EARLY COLLEGE DISTRICT  
**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT

**Roxanne Eckstein**  
*Paralegal*  
*Staff Attorney Office*

1900 E. Price Rd. Suite 302 • Brownsville, Texas 78521

Office: (956) 698-6379 • Fax: (956) 714-6400

E-mail: [reckstein@bisd.us](mailto:reckstein@bisd.us)

**Roxanne Eckstein | Paralegal to Miguel Salinas | Office of the Staff Attorney | Phone: 956.698.6379 | Fax: 956.714.6400**  
**Brownsville Independent School District | 1900 East Price Road, Suite 302 | Brownsville, TX 78521**

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This email and any files transmitted with it are the property of the Brownsville Independent School District, confidential, and intended solely for the use of the individual or entity to whom this email is addressed. If you are not one of the named recipient(s) or have reason to believe you received this message in error, please notify the sender and delete this message immediately from your computer. Any other use, retention, dissemination, forwarding, printing, or copying of this email is strictly prohibited.

The Brownsville Independent School District does not discriminate based on race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs, or activities



Dr. Alda T. Benavides  
Interim Superintendent

Reyes R. Rivera  
Director



## BISD Adult Continuing Education

### LETTER of AGREEMENT 2026-2027 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:

<b>Father O'Brien Community Clinic-Collaborating Partner</b>
<b>RESPONSIBILITIES:</b>
<b>1.0 PROGRAM PLANNING:</b>
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.
<b>2.0 FIXED ASSETS:</b>
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.
<b>3.0 PERSONNEL:</b>
Will provide the name of personnel who will be the liaison to BISD ACE.

<b>BISD Adult Continuing Education</b>
<b>RESPONSIBILITIES:</b>
<b>1.0 PROGRAM PLANNING:</b>
Provide information on Performance Measures. Provide recruitment and registration information.
<b>2.0 INSTRUCTIONAL DESIGN:</b>
Provide assessment profile (TABE/BEST). Provide on-going program training. Provide BISD Calendar.
<b>3.0 PERSONNEL:</b>
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
<b>4.0 TEAMS:</b>
Provide staff development to data entry personnel on the usage of the TEAMS database.



**Dr. Alda T. Benavides**  
Interim 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. Alda T. Benavides**  
Interim 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, 2026 to June 30, 2027.



Dr. Alda T. Benavides  
Interim 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. Alda T. Benavides  
Interim Superintendent

Eddie Treviño, Jr.  
Cameron County Judge

Dr. Alda T. Benavides  
Interim Superintendent

5/5/2024

Date

Date

Attested by:

Sylvia Garza-Perez, County Clerk



# Cameron County Commissioners' Court Agenda Request Form

No. 2-UU

Date: April 24, 2026 Meeting Date Request: May 5, 2026  
 Deadline for Action: \_\_\_\_\_ Contact Person: Esmeralda Guajardo  
 Department: Cameron County Public Health Phone: 956-247-3685 Fax: 956-247-8230  
 Department Head Name: Esmeralda Guajardo Signature: [Signature]

**Caption: (Consent Item)**

Consideration and approval of a Letter of Agreement with Brownsville Independent School District to host Adult Continuing Education classes at the Father O'Brien Health Clinic in Port Isabel.

**Background:** (Briefly summarize your request, if needed use separate sheet(s) or attach supporting documentation)

The Brownsville Independent School District Adult Continuing Education Program wishes to renew the Letter of Agreement that establishes procedures for delivery of basic education skills to educationally disadvantaged adults in Cameron County. In order to facilitate the coordination and delivery of services, BISD is requesting continued utilization of the Father O'Brien Public Health Clinic in Port Isabel. The services are free to the Cameron County general public. The contract term is July 1, 2026 to June 30, 2027.

Attachment: Letter of Agreement, 4 pages

**PLEASE FILL IN ALL BLANKS WITH REQUIRED INITIALS AND FISCAL DATA INFORMATION OR PLACE N/A IF IS NOT APPLICABLE:**

County Judge n/a Auditor n/a Budget n/a Legal DLV Human Resources n/a Purchasing n/a  
 1295 Form n/a

**Fiscal Data:** Dept. Name: Public Health Fund No. n/a **Funds From:** Department: Yes \_\_\_ No \_\_\_ Amt. Expended: n/a  
 Funds Available: Yes \_\_\_ No \_\_\_ General: Yes \_\_\_ No \_\_\_ Impact on future budget: Yes \_\_\_ No \_\_\_  
 Grant: Yes \_\_\_ No \_\_\_

**Comments:**

**Action taken by Commissioners' Court**  
 Approved \_\_\_\_\_ Tabled \_\_\_\_\_ Denied \_\_\_\_\_ Motion made by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote \_\_\_\_\_

✓ County Judge's Office  
 Laura J. Flores  
 4/27/26 - 11:24am



Dr. Alda T. Benavides  
Interim Superintendent

Reyes R. Rivera  
Director



## BISD Adult Continuing Education

### LETTER of AGREEMENT 2026-2027

#### 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
<b>RESPONSIBILITIES:</b>
<b>1.0 PROGRAM PLANNING:</b>
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.
<b>2.0 FIXED ASSETS:</b>
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.
<b>3.0 PERSONNEL:</b>
Will provide the name of personnel who will be the liaison to BISD ACE.

BISD Adult Continuing Education
<b>RESPONSIBILITIES:</b>
<b>1.0 PROGRAM PLANNING:</b>
Provide information on Performance Measures. Provide recruitment and registration information.
<b>2.0 INSTRUCTIONAL DESIGN:</b>
Provide assessment profile (TABE/BEST). Provide on-going program training. Provide BISD Calendar.
<b>3.0 PERSONNEL:</b>
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
<b>4.0 TEAMS:</b>
Provide staff development to data entry personnel on the usage of the TEAMS database.



**Dr. Alda T. Benavides**  
Interim Superintendent

**Reyes R. Rivera**  
Director



## **BISD Adult Continuing Education**

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**Dr. Alda T. Benavides**  
Interim 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;
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  - (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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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, 2026 to June 30, 2027.



Dr. Alda T. Benavides  
Interim 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. Alda T. Benavides  
Interim Superintendent

Victor Maldonado, Director  
Ozanam Center

\_\_\_\_\_  
Dr. Alda T. Benavides  
Interim Superintendent

4/27/2026  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Dr. Alda T. Benavides**  
Interim Superintendent

**Reyes R. Rivera**  
Director



## **BISD Adult Continuing Education**

### LETTER of AGREEMENT 2026-2027 SAN BENITO CISD (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:

<b>San Benito CISD-Collaborating Partner</b>
<b>RESPONSIBILITIES:</b>
<b>1.0 PROGRAM PLANNING:</b>
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Dr. Alda T. Benavides  
Interim Superintendent

Reyes R. Rivera  
Director



## BISD Adult Continuing Education

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**Dr. Alda T. Benavides**  
Interim Superintendent

**Reyes R. Rivera**  
Director



## **BISD Adult Continuing Education**

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Dr. Alda T. Benavides  
Interim Superintendent

Reyes R. Rivera  
Director



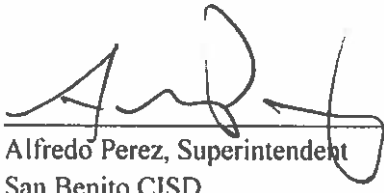
## BISD Adult Continuing Education



# Brownsville Independent School District

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

Dr. Alda T. Benavides  
Interim Superintendent

  
Alfredo Perez, Superintendent  
San Benito CISD

\_\_\_\_\_  
Dr. Alda T. Benavides  
Interim Superintendent

MAY 13 2026

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Dr. Alda T. Benavides  
Interim Superintendent

Reyes R. Rivera  
Director



## BISD Adult Continuing Education

**LETTER of AGREEMENT  
2026-2027  
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:

<b>Santa Maria ISD-Collaborating Partner</b>
<b>RESPONSIBILITIES:</b>
<b>1.0 PROGRAM PLANNING:</b>
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.
<b>2.0 FIXED ASSETS:</b>
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.
<b>3.0 PERSONNEL:</b>
Will provide the name of personnel who will be the liaison to BISD ACE.

<b>BISD Adult Continuing Education</b>
<b>RESPONSIBILITIES:</b>
<b>1.0 PROGRAM PLANNING:</b>
Provide information on Performance Measures. Provide recruitment and registration information.
<b>2.0 INSTRUCTIONAL DESIGN:</b>
Provide assessment profile (TABE/BEST). Provide on-going program training. Provide BISD Calendar.
<b>3.0 PERSONNEL:</b>
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
<b>4.0 TEAMS:</b>
Provide staff development to data entry personnel on the usage of the TEAMS database.



**Dr. Alda T. Benavides**  
Interim 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. Alda T. Benavides**  
Interim 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, 2026 to June 30, 2027.



Dr. Alda T. Benavides  
Interim 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. Alda T. Benavides  
Interim Superintendent

*Joseph R. Villarreal*

Dr. Joseph R. Villarreal, Superintendent  
Santa Maria ISD

Dr. Alda T. Benavides  
Interim Superintendent

*5-4-26*

Date

Date



Dr. Jesus H. Chavez  
Superintendent

Reyes R. Rivera  
Director



## BISD Adult Continuing Education

### LETTER of AGREEMENT 2026-2027

#### 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:

<b>Texas State Technical College-Collaborating Partner</b>	
<b>RESPONSIBILITIES:</b>	
<b>1.0 PROGRAM PLANNING:</b>	
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.	
<b>2.0 FIXED ASSETS:</b>	
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.	
<b>3.0 PERSONNEL:</b>	
Will provide the name of personnel who will be the liaison to BISD ACE.	

<b>BISD Adult Continuing Education</b>	
<b>RESPONSIBILITIES:</b>	
<b>1.0 PROGRAM PLANNING:</b>	
Provide information on Performance Measures.	
Provide recruitment and registration information.	
<b>2.0 INSTRUCTIONAL DESIGN:</b>	
Provide assessment profile (TABE/BEST).	
Provide on-going program training.	
Provide BISD Calendar.	
<b>3.0 PERSONNEL:</b>	
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	
<b>4.0 TEAMS:</b>	
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.

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, 2026 to June 30, 2027.



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

*Sherry Howard*

Sherry Howard (May 13, 2026 10:14:56 CDT)

Sherry Howard  
TSTC Harlingen Campus

Dr. Aida T. Benavides  
Interim Superintendent

05/13/2026

Date

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.  
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.



<b>Dr. Alda T. Benavides</b> Interim Superintendent	<b>Reyes R. Rivera</b> Director
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## BISD Adult Continuing Education

**LETTER of AGREEMENT**  
**2026-2027**  
**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.

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

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



**Dr. Alda T. Benavides**  
Interim 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. Alda T. Benavides**  
Interim 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, 2026 to June 30, 2027.



<p><b>Dr. Alda T. Benavides</b> Interim Superintendent</p>	<p><b>Reyes R. Rivera</b> Director</p>
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**BISD Adult Continuing Education**



**Brownsville Independent School District**

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

**Dr. Alda T. Benavides**  
Interim Superintendent

*Adrian Dorsett*

Adrian Dorsett, Director  
BISD Career and Technical Education

\_\_\_\_\_  
Dr. Alda T. Benavides  
Interim Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Dr. Alda T. Benavides  
Interim Superintendent

Reyes R. Rivera  
Director



## BISD Adult Continuing Education

### LETTER of AGREEMENT 2026-2027

#### 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.

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

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

**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. Alda T. Benavides**  
Interim 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. Alda T. Benavides**  
Interim 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, 2026 to June 30, 2027.



Dr. Alda T. Benavides  
Interim 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. Alda T. Benavides  
Interim Superintendent

Sara M. Garza, Director  
Guidance and Counseling

Dr. Alda T. Benavides  
Interim Superintendent

Date

Date



**Dr. Alda T. Benavides**  
Interim Superintendent

**Reyes R. Rivera**  
Director



## **BISD Adult Continuing Education**

**LETTER of AGREEMENT**  
**2026-2027**  
**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.

<b>BISD Homeless Youth Project</b>
<b>RESPONSIBILITIES:</b>
<b>PROGRAM PLANNING:</b>
<ul style="list-style-type: none"> <li>• Identify opportunities for cooperation and to eliminate barriers to effective and continued collaboration</li> <li>• Refer eligible adults for services through BISD ACE</li> </ul>
<b>BISD Adult Education</b>
<b>RESPONSIBILITIES:</b>
<b>PROGRAM PLANNING:</b>
<ul style="list-style-type: none"> <li>• Provide recruitment information</li> <li>• Provide registration dates and fliers</li> </ul>

**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. Alda T. Benavides**  
Interim 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. Alda T. Benavides**  
Interim 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, 2026 to June 30, 2027.



Dr. Alda T. Benavides  
Interim 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. Alda T. Benavides  
Interim Superintendent

Diana E. Clough, Director  
Homeless Youth Project

\_\_\_\_\_  
Dr. Alda T. Benavides  
Interim Superintendent

4/23/24  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Dr. Alda T. Benavides**  
Interim Superintendent

**Reyes R. Rivera**  
Director



## **BISD Adult Continuing Education**

### **LETTER of AGREEMENT 2026-2027**

#### **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.

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

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

**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. Alda T. Benavides**  
Interim 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. Alda T. Benavides**  
Interim 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, 2026 to June 30, 2027.



Dr. Alda T. Benavides  
Interim 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. Alda T. Benavides**  
Interim Superintendent

Sara M. Garza, Principal  
Lincoln Park School

\_\_\_\_\_  
Dr. Alda T. Benavides  
Interim Superintendent

4/24/24  
Date

\_\_\_\_\_  
Date



**Dr. Alda T. Benavides**  
Interim Superintendent

**Reyes R. Rivera**  
Director



## **BISD Adult Continuing Education**

**LETTER of AGREEMENT**  
**2026-2027**  
**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.

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

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

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Interim Superintendent

**Reyes R. Rivera**  
Director



## **BISD Adult Continuing Education**

### **1.1 Communication.**

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**Dr. Alda T. Benavides**  
Interim 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;
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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, 2026 to June 30, 2027.



Dr. Alda T. Benavides  
Interim 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. Alda T. Benavides  
Interim Superintendent

Alejandra Aldrete, Director  
Parent and Family Engagement

Dr. Alda T. Benavides  
Interim Superintendent

Date

Date