



Brownsville Independent School District

Agenda Category: General Function
Contracts/MOU Board of Education Meeting: 10/07/25

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:

City of Brownsville Organizational Development and Human Resources

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

Approved for Submission to Board of Education:

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

Miguel Salinas

Reviewed by: Staff Attorney

Dr. Nellie Cantu

Approved by: Chief Officer

Jesus H Chavez
Dr. Jesus H. Chavez, Superintendent

9/24/2025
When Necessary, Additional Background May Follow This.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

LETTER of AGREEMENT 2025-2026

CITY OF BROWNSVILLE ORGANIZATIONAL DEVELOPMENT AND HUMAN RESOURCES (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:

City of Brownsville Organizational Development and H.R. -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.
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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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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.

City of Brownsville Organizational Development and Human Resources 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 City of Brownsville Organizational Development and Human Resources 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.

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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

Helen Ramirez

Helen Ramirez, ICMA-CM, AICP
City of Brownsville

Dr. Jesus H. Chavez
Superintendent

08 / 08 / 2025

Date

Date

APPROVED AS TO FORM
AND LEGALITY

Guillermo S. Trevino

Guillermo (Will) S. Trevino
City Attorney
City of Brownsville, Texas

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MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CITY OF BROWNSVILLE (COB) AND THE BROWNSVILLE INDEPENDENT SCHOOL DISTRICT ADULT EDUCATION PROGRAM (BISD-AEP)

This Memorandum of Understanding (MOU) is entered into by the City of Brownsville ("COB" or "City" and the Brownsville Independent School District Adult Education Program ("BISD-AEP"), each individually a party and collectively, the parties.

- I. **Purpose of this Agreement:** The purpose of this MOU is to establish a working relationship between BISD Adult Education Program and COB to introduce BISD-AEP students to a variety of career paths and experiences in different city departments while developing new skills. The intention is to provide BISD Adult Education Program students a unique opportunity to participate in volunteerism and civic engagement with the City.
- II. **Responsibilities:**
 - A. Brownsville Independent School District Adult Education Program
 1. BISD-AEP hereby agrees to coordinate with COB to promote volunteer opportunities among its students.
 2. Maintain communication with COB volunteer point of contact and staff.
 3. BISD-AEP will track the volunteering hours for record-keeping purposes.
 4. BISD-AEP will share volunteer hours and participants with COB every quarter to schedule a recognition ceremony for BISD-AEP participants.
 5. Maintain confidentiality in accordance with COB policies and as otherwise required by state and federal law.
 - B. City of Brownsville
 1. COB will process every BISD-AEP student expeditiously under the volunteer process which includes and is not limited to a COB Police Department and Municipal Court background check, volunteer application, and volunteer policies agreement.
 2. COB shall provide a reasonably safe environment for all BISD-AEP students.
 3. COB will provide the BISD-AEP student with a description, written or verbal, of the duties the volunteer is allowed to participate in.
 4. COB will provide orientation and the training necessary for the volunteer position.
 5. COB shall guarantee volunteers the opportunity to be mentored, ask questions, and receive feedback.
 6. Collaborate with BISD-AEP to plan quarterly recognition ceremonies for the participants.
 7. Maintain confidentiality in accordance with BISD-AEP policies and as otherwise required by state and federal law.
- III. **Funding:** BISD-AEP agrees that no monetary compensation will be paid for volunteer services. COB will be responsible for providing any special equipment for the volunteer if required.
- IV. **Termination:** BISD-AEP or COB may terminate this Agreement at any time at their discretion, for any reason, by providing the other party with at least thirty (30) days' prior written notification.
- V. **Compliance with laws and regulations:** This Agreement shall be governed by the laws of the State of Texas with venue to remain in Cameron County, Texas.

Signature Page Follows

AGREED TO:

CITY OF BROWNSVILLE

Helen Ramirez

Helen Ramirez
City Manager

Approved as To Form and Legality:

Guillermo S. Treviño

Guillermo (Will) S. Treviño
City Attorney

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT ADULT EDUCATION PROGRAM

Reyes R. Rivera

Director for Adult Continuing Education

Dr. Jesus H. Chavez
Superintendent

Date

CERTIFICATE *of* SIGNATURE

REF. NUMBER
Z6WCV-I2M8J-P4FBG-MZGMN

DOCUMENT COMPLETED BY ALL PARTIES ON
21 AUG 2025 03:04:19 UTC

SIGNER

HELEN RAMIREZ

EMAIL
HELEN.RAMIREZ@BROWNSVILLETX.GOV

TIMESTAMP

SENT
04 AUG 2025 22:20:27 UTC

VIEWED
08 AUG 2025 04:47:55 UTC

SIGNED
21 AUG 2025 03:04:19 UTC

SIGNATURE

Helen Ramirez

IP ADDRESS
72.178.148.115

LOCATION
BROWNSVILLE, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
08 AUG 2025 04:47:55 UTC





TO: Helen Ramirez, City Manager
FROM: Laura Hernandez, Asst OD&HR Dir Digitally signed by Laura Hernandez
Date: 2025.08.04 16:27:19 -05'00'
SUBJECT: MOU with BISD Adult Continuing Education
DATE: 8/26/2024
THROUGH: Perla Cepeda, OD&HR Director

MEMO

COMMISSION MEETING DATE

Executive Session (City Attorney Only)	Select	Agenda	Ordinance
Time Needed:	Time Needed:	☐ Public Hearing	☐ First Reading
Action Item:		☐ Contract	☐ Second Reading
		☐ Grant	
		☐ Action	
		☐ Consent	

Information: Please include additional information/request.

As part of our One City culture, we are seeking your approval and signature for a Memorandum of Understanding (MOU) with the BISD Adult Continuing Education (ACE) Program. The purpose of this MOU is to enhance volunteer support during special community engagements and events such as Careers and Coffee, Space Fest, and others where additional assistance is needed.

Please note that volunteer participation through this program will have no impact on the budget. If you have any questions or need further information, feel free to contact us.

Thank you

Reviewing Departments: Please review and forward to the next reviewing department in a timely manner.

City Attorney	Date Reviewed:	By:
Comments:		
OD&HR Department	Date Reviewed: 8/4/2025	By: Laura Hernandez Digitally signed by Laura Hernandez Date: 2025.08.04 16:27:34 -05'00'
Comments:		
Finance Department	Date Reviewed: 8/4/2025	By:
Comments:		

City Commission	Assistant City Manager	Deputy City Manager
Approved: ☐ Yes ☐ No	Approved: ☐ Yes ☐ No	Approved: ☐ Yes ☐ No
Date:	Initials: Date:	Initials: Date:
City Manager's Approval		
Signature: <i>Helen Ramirez</i>	Date: 08 / 08 / 2025	