



Brownsville Independent School District

Agenda Category: General Function
Contracts/MOU Board of Education Meeting: 11/2/26

Item Title: 2026-2027 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. 2026-2027 partnerships will include:

Brownsville Housing Authority and Valley Baptist Medical Center

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 2026-2027 school year at no cost to the district.

Approved for Submission to Board of Education:

Reyes R. Rivera
Submitted by: Principal/Program Director

Recommended by: Executive Director

Miguel Salinas
Reviewed by: Staff Attorney

Dr. Nellie Cantu

Approved by: Assistant Superintendent

10/19/26

Dr. Timothy E. Cuff
Dr. Timothy E. Cuff, Superintendent



Dr. Timothy E. Cuff
Superintendent of Schools

Reyes R. Rivera
Director



BISD Adult Continuing Education

LETTER of AGREEMENT 2026-2027

HOUSING AUTHORITY OF THE CITY 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:

Housing Authority of the City 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.
AEL site teacher will insure the classroom is left in the condition, which it was found and ready for instruction each day.
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

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Dr. Timothy E. Cuff
Superintendent of Schools

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 of Schools

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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.

Brownsville 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 Brownsville 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, 2026 to June 30, 2027.



Dr. Timothy E. Cuff
Superintendent of Schools

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. Timothy E. Cuff
Superintendent of Schools

Carla Mancha,
Chief Executive Officer
Housing Authority of the City of Brownsville

Dr. Timothy E. Cuff
Superintendent of Schools

8-20-24

Date

Date



Dr. Timothy E. Cuff
Superintendent of Schools

Reyes R. Rivera
Director



BISD Adult Continuing Education

ADDENDUM TO LETTER OF AGREEMENT

2026-2027

HOUSING AUTHORITY OF THE CITY OF BROWNSVILLE

To the extent permitted by law, the parties release one another from and agrees to indemnify, defend and hold one another, and their respective commissioners, officers, employees, and agents harmless from and against any and all claims, damages, losses, liabilities, suits, actions, decrees, judgements, attorney's fees, court costs, and other expenses of any kind or character for defending the claims and demands, which are caused by, and arise out of or are related to any participation by any commissioners, officers, employees, agents, and residents of respective parties.

Carla Mancha,
Chief Executive Officer
Housing Authority of the City of Brownsville

Dr. Timothy E. Cuff
Superintendent of Schools

Date

Date



Dr. Timothy E. Cuff
Superintendent of Schools

Reyes R. Rivera
Director



BISD Adult Continuing Education

Program Eligibility Criteria 2026-2027 (Brownsville Housing Authority)

Program Overview:

- ❖ ACE department offers: ESL (English as a Second Language) classes and HSE classes: Classes are offered in the morning from 8:30 – 11:30 a.m.; afternoon from 12:30 – 3:30 p.m., and evening from 6:00 – 8:00 p.m. dependent on availability for Linda Vista and Buena Vida sites.
- ❖ Classes are free and we only ask students for their commitment.
- ❖ Classes are held throughout the City of Brownsville and Cameron County.
- ❖ Our funding is provided thru State & Federal Regular Adult Education, TANF, and EL Civics

Requirements:

- ❖ 16 year old will be allowed to register if student provides an official Court Order Letter
- ❖ 16, 17, & 18 year old, parent or guardian with current picture identification must be present to sign documentation and provide a birth certificate of the candidate
- ❖ 17-18 year olds must bring a Withdrawal Letter from the last school they attended
- ❖ Anyone registering for classes must provide the following:

Current State/Government Issues Picture ID –

- a. Current state Real ID or government issued picture ID, Driver's License
- b. Proof of address (if picture ID does not have current address)
- c. Social Security Card (if applicable)
- d. Federal Assistance (if applicable) – Must provide proof of any assistance the candidate is receiving, (e.g., food stamps, housing, Medicaid, etc.) with an effective date prior to 12 months

Program Expectations:

- ❖ Every student will attend an orientation session
- ❖ Every student will be properly registered
- ❖ Every student will be Pre-Tested in order to be placed in the proper level
- ❖ Every student will be expected to attend classes regularly and be on time
- ❖ Student must call if they are to be absent and must present a written excuse for their absence
- ❖ Students are expected to attend a minimum of 40 clock hours for GED and 60 clock hours for ESL in order to be Post-Tested (Progress Test)

Program Policy and Procedures:

- ❖ 16, 17, and 18 year olds may not leave the campus without permission
- ❖ Every student must sign in and sign out from every classroom
- ❖ ACE is BISD property – strictly enforced "No Smoking" Policy
- ❖ Random inspection visit from our BISD Police and K-9 Unit of our parking lot and classrooms. These visits are unannounced.
- ❖ Students will respect teachers and all other students.
- ❖ Students will not wear a hat, cap, or sunglasses in the classroom.
- ❖ Students will dress appropriately.
- ❖ Student behavior should be at its best.
- ❖ Safety should always be in every student's mind.

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

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Superintendent of Schools

Reyes R. Rivera
Director



BISD Adult Continuing Education

Registration:

- ❖ Every student will have a Student Registration Folder (SRF)
- ❖ Every student will fill out the Registration Form in ink.
- ❖ Students will be asked if special accommodations are needed.
- ❖ Registration forms will be checked, all documentation will be confirmed, and the person registering the student will make copies.
- ❖ All students will allow the Administrator and teachers to access their Student Registration Folder to view their assessment and HSE scores.

Each SRF (Student Record File) should have the following records:

- ❖ Class Schedule
- ❖ Teacher Verification Form – Verifying that all information provided is complete and includes necessary copies, documentation, and signatures
- ❖ Student Registration Form—Student Personal Information
- ❖ Copy of Social Security

Copy of Student ID

- ❖ Current state Real ID or government issued picture ID.
- ❖ Copy of Proof that student is receiving Federal Assistance (food stamps, medicare, housing, etc.)
- ❖ Individual Training, Education, and Career Plan (ITEC) (by the end of that PY)
- ❖ Release Authorization Form for School Records
- ❖ Student Commitment
- ❖ Student handbook signature page
- ❖ Locator Test & Baseline Scores: TABE (HSE students)
- ❖ Best Plus and Literacy Scores (ESL students)
- ❖ Progress Test Scores for TABE or Best Plus
- ❖ Photograph/Media Consent & Release form
- ❖ Emergency card
- ❖ If a student is a Minor or Court Order the following additional information is needed:
 - Birth certificate
 - Student Release form
 - Parental Consent form
 - Copy of Court Order
 - Copy of Withdrawal from School last attended
 - 16, 17, & 18 Year Old Student Code of conduct & Student Directory Information with parent signature & copy of parent ID

Program Eligibility:

- ❖ If the student is receiving Federal assistance—TANF (Temporary Assistance for Needy Families) student must provide proof of such assistance and it must have an effective date prior to 12 months.
- ❖ Name of participant must be stated on letter of approval with benefits.



Dr. Timothy E. Cuff
Superintendent of Schools

Reyes R. Rivera
Director



BISD Adult Continuing Education

LETTER of AGREEMENT

2026-2027

VALLEY BAPTIST MEDICAL CENTER 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:

Valley Baptist Medical Center Brownsville (VBMC)-Collaborating Partner
RESPONSIBILITIES:
PROGRAM PLANNING:
• VBMC will provide opportunities for Certified Nurse Assistants/Adult Continuing Education students to tour facility. • VBMC will provide orientation of employment opportunities available to Certified Nurse Assistant/Adult Continuing Education students. • VBMC will collaborate with Adult Continuing Education to promote employment at VBMC.
BISD Adult Education
RESPONSIBILITIES:
PROGRAM PLANNING:
• Screen students to match the employability qualifications required by VBMC Medical Center. • Refer students to VBMC for Employment. • Collaborate with VBMC 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. Timothy E. Cuff
Superintendent of Schools

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. Timothy E. Cuff
Superintendent of Schools

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.

VBMC 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 VBMC 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 upon execution and ending June 30, 2027.



Dr. Timothy E. Cuff
Superintendent of Schools

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

Signed by:

Leslie Bingham

84A55F2763F3465...

Leslie Bingham, CEO
Valley Baptist Medical Center

Dr. Timothy E. Cuff
Superintendent of Schools

8/26/2026 | 8:03 AM CDT

Date

Date



Back – Up
for Fiscal Year 2025-2026

Brownsville Independent School District

Agenda Category: General Function
Contracts/MOU

Board of Education Meeting: 08/05/2025

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

X Action
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: Brownsville Housing Authority, Cameron County Parks and Recreation (Bob Clark Social Service Center & El Centro Cultural), Harlingen CISD, Harlingen Housing Authority, La Feria ISD, Paseo Pointe Apartment Homes, Point Isabel ISD, Prospera Housing and Community Services, Rich Products, San Benito CISD, San Benito Housing Authority, SPACEX, and VIDA.

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.

Approved for Submission to Board of Education:

Reyes R. Rivera
Submitted by: Principal/Program Director

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

Miguel Salinas
Reviewed by: Staff Attorney

Dr. Nellie Cantu
Approved by: Chief Officer

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

When Necessary, Additional Background May Follow This.



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
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BISD Adult Continuing Education

LETTER of AGREEMENT 2025-2026

BROWNSVILLE 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:

Brownsville Housing 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.	
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2.0 INSTRUCTIONAL DESIGN:	
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AEL site teacher will insure the classroom is left in the condition, which it was found and ready for instruction each day.	
4.0 TEAMS:	
Provide staff development to data entry personnel on the usage of the TEAMS database.	

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 - (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.

Brownsville 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 Brownsville 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

Carla Mancha,
Chief Executive Officer
Brownsville Housing Authority

Dr. Jesus H. Chavez
Superintendent

6-30-25

Date

8/8/25

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

ADDENDUM TO LETTER OF AGREEMENT
2024-2025
BROWNSVILLE HOUSING AUTHORITY

To the extent permitted by law, the parties release one another from and agrees to indemnify, defend and hold one another, and their respective commissioners, officers, employees, and agents harmless from and against any and all claims, damages, losses, liabilities, suits, actions, decrees, judgements, attorney's fees, court costs, and other expenses of any kind or character for defending the claims and demands, which are caused by, and arise out of or are related to any participation by any commissioners, officers, employees, agents, and residents of respective parties.

Carla Mancha,
Chief Executive Officer
Brownsville Housing Authority

Dr. Jesus H. Chavez
Superintendent

6-30-25

Date

6/6/25

Date



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

Program Eligibility Criteria 2024-2025 (Brownsville Housing Authority)

Program Overview:

- ❖ ACE department offers: ESL (English as a Second Language) classes and HSE classes; Classes are offered in the morning from 8:30 – 11:30 a.m.; afternoon from 12:30 – 3:30 p.m., and evening from 6:00 – 8:00 p.m. dependent on availability for Linda Vista and Buena Vida sites.
- ❖ Classes are free and we only ask students for their commitment.
- ❖ Classes are held throughout the City of Brownsville and Cameron County.
- ❖ Our funding is provided thru State & Federal Regular Adult Education, TANF, and EL Civics

Requirements:

- ❖ 16 year old will be allowed to register if student provides an official Court Order Letter
- ❖ 16, 17, & 18 year old, parent or guardian with current picture identification must be present to sign documentation and provide a birth certificate of the candidate
- ❖ 17-18 year olds must bring a Withdrawal Letter from the last school they attended
- ❖ Anyone registering for classes must provide the following:
 - a. Current State/Government Issues Picture ID – DPS ID Card, Driver's License, VISA/Passport, Matricula Consular
 - b. Proof of address (if picture ID does not have current address)
 - c. Social Security Card (if applicable)
 - d. Federal Assistance (if applicable) – Must provide proof of any assistance the candidate is receiving, (e.g., food stamps, housing, Medicaid, etc.) with an effective date prior to 12 months

Program Expectations:

- ❖ Every student will attend an orientation session
- ❖ Every student will be properly registered
- ❖ Every student will be Pre-Tested in order to be placed in the proper level
- ❖ Every student will be expected to attend classes regularly and be on time
- ❖ Student must call if they are to be absent and must present a written excuse for their absence
- ❖ Students are expected to attend a minimum of 40 clock hours for GED and 60 clock hours for ESL in order to be Post-Tested (Progress Test)

Program Policy and Procedures:

- ❖ 16, 17, and 18 year olds may not leave the campus without permission
- ❖ Every student must sign in and sign out from every classroom
- ❖ ACE is BISD property – strictly enforced “No Smoking” Policy
- ❖ Random inspection visit from our BISD Police and K-9 Unit of our parking lot and classrooms. These visits are unannounced.
- ❖ Students will respect teachers and all other students.
- ❖ Students will not wear a hat, cap, or sunglasses in the classroom.
- ❖ Students will dress appropriately.
- ❖ Student behavior should be at its best.

Brownsville Independent School District Adult Continuing Education Department 708 Palm Blvd. Brownsville, Texas 78520
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Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

- ❖ Safety should always be in every student's mind.

Registration:

- ❖ Every student will have a Student Registration Folder (SRF)
- ❖ Every student will fill out the Registration Form in ink.
- ❖ Students will be asked if special accommodations are needed.
- ❖ Registration forms will be checked, all documentation will be confirmed, and the person registering the student will make copies.
- ❖ All students will allow the Administrator and teachers to access their Student Registration Folder to view their assessment and HSE scores.

Each SRF (Student Record File) should have the following records:

- ❖ Class Schedule
- ❖ Teacher Verification Form – Verifying that all information provided is complete and includes necessary copies, documentation, and signatures
- ❖ Student Registration Form—Student Personal Information
- ❖ Copy of Social Security
- ❖ Copy of Student ID (Driver's License, VISA, Passport, Matricula, etc.)
- ❖ Copy of Proof that student is receiving Federal Assistance (food stamps, medicaid, housing, etc.)
- ❖ Individual Training, Education, and Career Plan (ITEC) (by the end of that PY)
- ❖ Release Authorization Form for School Records
- ❖ Student Commitment
- ❖ Student handbook signature page
- ❖ Locator Test & Baseline Scores: TABE (HSE students)
- ❖ Best Plus and Literacy Scores (ESL students)
- ❖ Progress Test Scores for TABE or Best Plus
- ❖ Photograph/Media Consent & Release form
- ❖ Emergency card
- ❖ If a student is a Minor or Court Order the following additional information is needed:
 - Birth certificate
 - Student Release form
 - Parental Consent form
 - Copy of Court Order
 - Copy of Withdrawal from School last attended
 - 16, 17, & 18 Year Old Student Code of conduct & Student Directory Information with parent signature & copy of parent ID

Program Eligibility:

- ❖ If the student is receiving Federal assistance—TANF (Temporary Assistance for Needy Families) student must provide proof of such assistance and it must have an effective date prior to 12 months.
- ❖ Name of participant must be stated on letter of approval with benefits.



Brownsville Independent School District

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

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

X Action
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:

Valley Baptist Medical Center Brownsville

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.

Approved for Submission to Board of Education:

Reyes R. Rivera
Submitted by: Principal/Program Director

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

Miguel Salinas
Reviewed by: Staff Attorney

Dr. Nellie Cantu

Approved by: Chief Officer
12/8/2025

Jesus H Chavez
Dr. Jesus H. Chavez, Superintendent



Dr. Jesus H. Chavez
Superintendent

Reyes R. Rivera
Director



BISD Adult Continuing Education

LETTER of AGREEMENT

2025-2026

VALLEY BAPTIST MEDICAL CENTER 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:

Valley Baptist Medical Center Brownsville (VBMC)-Collaborating Partner	
RESPONSIBILITIES:	
PROGRAM PLANNING:	
• VBMC will provide opportunities for Certified Nurse Assistants/Adult Continuing Education students to tour facility. • VBMC will provide orientation of employment opportunities available to Certified Nurse Assistant/Adult Continuing Education students. • VBMC will collaborate with Adult Continuing Education to promote employment at	

BISD Adult Education	
RESPONSIBILITIES:	
PROGRAM PLANNING:	
• Screen students to match the employability qualifications required by VBMC Medical Center. • Refer students to VBMC for Employment. • Collaborate with VBMC 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.

VBMC 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 VBMC 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 upon execution and ending 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

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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

Signed by:

Leslie Bingham

34A55F2703F3465...

Leslie Bingham, CEO
Valley Baptist Medical Center

Jesus H. Chavez
Dr. Jesus H. Chavez
Superintendent

10/28/2025 | 9:21 AM CDT

Date

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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Dallas, TX 75254

Dina.Francisco@tenethealth.com

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Leslie Bingham

Leslie.Bingham@valleybaptist.net

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Signed by:
Leslie Bingham
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Signature Adoption: Pre-selected Style

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Virginia.Gonzalez@valleybaptist.net

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Mary Ann Reynon

Maryann.Reynon@tenethealth.com

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10/28/2025 9:21:42 AM

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Status

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