



# Brownsville Independent School District

Agenda Category: General Function  
Contracts/MOU Board of Education Meeting: 05/07/24

Item Title: Memorandum of Understanding X Action  
Between Gladys Porter Zoo and Information  
Brownsville ISD Discussion

### BACKGROUND:

The Career and Technical Education (CTE) Department is requesting approval for a Memorandum of Understanding (MOU) with Gladys Porter Zoo. The purpose of the MOU is to continue the Veterinary Assisting Internship Program for Lopez Early College High School students enrolled in the Animal Science program of study practicum course. This will provide a work-based learning experience for students with an opportunity to receive a certification as a Certified Veterinary Assistant (CVA) Level 1. The CVA certification is an entry-level credential. Students will serve as interns through work-based vocational training experience that covers the basic fundamentals of veterinary medicine and animal care and handling. Gladys Porter Zoo will provide services to support the goal of students to stay in school and graduate from high school ready for the workforce.

### FISCAL IMPLICATIONS:

No cost to the district.

### RECOMMENDATION:

Recommend approval for the Memorandum of Understanding between Gladys Porter Zoo and the Brownsville Independent School District for the 2024-2025 school year beginning in June 2024 to July 2025, to provide work-based learning experience for students, at no cost to the district.

Benita Villarreal  
Submitted by: CTE Director

Approved for Submission to Board of Education:

Recommended by: Asst. Supt./CFO

Miguel Salinas  
Reviewed by: Staff Attorney

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

Beatriz Hernandez

Approved by: Chief Academic Officer



## Roxanne Eckstein

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**From:** Priscilla Lozano <plozano@808West.com>  
**Sent:** Saturday, March 23, 2024 4:08 PM  
**To:** Roxanne Eckstein; Kevin O'Hanlon; Lea Ohrstrom  
**Cc:** Miguel Salinas; Minerva Almanza  
**Subject:** Re: Renewal of MOU with Gladys Porter Zoo

**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,

Approved as to form.

Sincerely,  
Priscilla

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**From:** Roxanne Eckstein <reckstein@bisd.us>  
**Sent:** Thursday, March 21, 2024 3:52 PM  
**To:** Kevin O'Hanlon <kohanlon@808West.com>; Lea Ohrstrom <lohrstrom@808West.com>; Priscilla Lozano <plozano@808West.com>  
**Cc:** Miguel Salinas <miguelsalinas@bisd.us>; Minerva Almanza <malmanza1@bisd.us>  
**Subject:** Renewal of MOU with Gladys Porter Zoo

Ms. Lozano,

Please see the attached agreement for your review and approval for the May 7, 2024 board meeting.

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

Sincerely,

*Roxy Eckstein*

**Roxanne Eckstein | Paralegal to Miguel Salinas | 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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# MEMORANDUM OF UNDERSTANDING

*Brownsville Independent School District*

*and*

*Gladys Porter Zoo*

The parties set forth above hereby adopt the following Memorandum of Understanding (M.O.U.) to assist each entity in expediting the fulfillment of their duties for the Lopez Early College High School (ECHS)

- Veterinary Assisting Internship Program

## **MUTUAL UNDERSTANDING**

Gladys Porter Zoo and Brownsville ISD agree to work together to support the following common goals:

- Develop a detailed plan for work-based learning experiences for students who are enrolled in the Veterinary Animal Science Career Pathway and are accepted in the non-paid Veterinary Assisting Internship Program;
- Collaborate to encourage Lopez ECHS students to participate in the non-paid Veterinary Assisting Internship Program that will require the completion of 300 work-based learning hours to possibly obtain a Certified Veterinary Assistant (CVA) Level I certification;
- Inform the partner of any scheduling conflicts that may impact service delivery;
- Develop a method of communicating needs and challenges.

## **GLADS PORTER ZOO will:**

- Provide work-based learning experience for up to five (5) Lopez ECHS students who will be selected through an application process to participate in the Veterinary Assisting Internship Program;
- Participate in the review and selection process of the Veterinary Assisting Internship Program applicants;
- Provide Veterinary Assisting Internship Program interns a minimum of 8 hours of work-based learning experience per week, from June 2024 – July 2025;
- Assign a Licensed Veterinary Technician (LVT) or Doctor of Veterinary Medicine (DVM) who will directly supervise the Veterinary Assisting Internship Program student interns;
- The LVT or DVM, directly supervising the interns, will complete the High School CVA Level I Skills Validation Checklist that is required by the Texas Veterinary Medical Association, as part of the CVA Level 1 application.

## **BROWNSVILLE ISD will:**

- Provide a liaison to work closely with Gladys Porter Zoo personnel to coordinate work-based learning internship;



- Encourage Lopez ECHS students, who are enrolled in the Animal Science Practicum, to apply for the Veterinary Assisting Internship Program; if selected, students MUST provide their own transportation;
- Provide Gladys Porter Zoo with updated Veterinary Assisting Internship Program information and requirements for possible certification.

## **STUDENT PERSONAL INFORMATION**

Gladys Porter Zoo will not collect personal information of students but, it may receive student contact information (e.g. email addresses) as a result of communicating with students about and during the students' participation in the Veterinary Assisting Internship Program.

The Gladys Porter Zoo will comply with the Family Educational Rights and Privacy Act (FERPA). For purpose of this agreement BISD designates the Gladys Porter Zoo as a school official with a legitimate education interest in the program and may provide access to records to the extent that access to the records is required to carry out the program.

## **PERIOD OF AGREEMENT**

The term of this agreement is from the time the agreement has been fully executed by both parties to the end of the 2024-2025 school year, possibly extending through the summer. The parties agree to review these terms, at the conclusion of the noted school year.

## **TERMINATION**

This agreement may be terminated by either of the parties upon giving a thirty (30) days' notice of termination to the other party at the address noted below:

For Gladys Porter Zoo:

500 E. Ringgold St.  
Brownsville, Texas 78520

For Brownsville ISD:

1900 E. Price Rd.  
Brownsville, Texas 78521

The individuals executing the Agreement on behalf of Gladys Porter Zoo and Brownsville ISD acknowledge that they are duly authorized to execute this Agreement. All parties hereby acknowledge that they have read and understood this Agreement and the attachments and/or exhibits hereto. This Agreement shall not become effective until executed by each party. Also, the parties acknowledge that they will perform their respective duties under this Agreement only after it is fully executed.

I have read and agree to the terms and conditions outlined above.

**APPROVAL**

**Gladys Porter Zoo:**

\_\_\_\_\_  
**Dr. Patrick M. Burchfield, Ed.D, M.S.**  
**Director**

\_\_\_\_\_  
**Date**

**Brownsville Independent School District:**

\_\_\_\_\_  
**Dr. Jesus H. Chavez**  
**Superintendent**

\_\_\_\_\_  
**Date**