



Brownsville Independent School District

Agenda Category: General Function
Contracts/MOU Board of Education Meeting: 03/04/25

Item Title: Memorandum of Understanding
Between IDRA and Brownsville ISD
For the IDRA Youth TechXperts
program.

X Action
Information
Discussion

BACKGROUND:

The Brownsville Independent School District (BISD) is requesting approval to enter into a memorandum of understanding (MOU) with the **Intercultural Development Research Association (hereinafter referred to as IDRA)**. IDRA and Brownsville ISD agree to collaborate in the planning and implementation of the IDRA Youth TechXperts program at Vela Middle School campus. The TechXperts program has as its major goal the increase of the STEM endorsement selection for high school, increasing STEM identity, improvement in reading skills, and awareness of STEM-CS career pathways. IDRA agrees to provide program materials: online modules and lessons, teacher guides, end-of-year certificates and pay for student summer internships, training and technical assistance, summer professional development, ongoing monitoring, observations, case studies, and faculty orientations from September 2025 – May 2026.

FISCAL IMPLICATIONS:

At no cost to the district.

RECOMMENDATION:

Recommend approval to contract with the **Intercultural Development Research Association** for services regarding the IDRA Youth TechXperts program to be implemented at Vela Middle School at no cost to the district.

Approved for Submission to Board of Education:

Dr. Norma Ibarra-Cantu
Submitted by: Principal/Program Director

Rose Longoria/ Dr. Ibarra-Cantu
Recommended by: Asst. Supt./Exec. Dir.

Miguel Salinas
Reviewed by: Staff Attorney

Beatriz Hernandez
Approved by: Chief Officer

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

When Necessary, Additional Background May Follow This.

Minerva Almanza

From: Priscilla Lozano <plozano@808West.com>
Sent: Wednesday, February 26, 2025 9:48 AM
To: Minerva Almanza
Cc: Roxanne Eckstein
Subject: Re: IDRA

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 morning,

Approved as to form. Sorry for the delay.

Priscilla

From: Minerva Almanza <malmanza1@bisd.us>
Sent: Wednesday, February 26, 2025 9:10 AM
To: Priscilla Lozano <plozano@808West.com>
Cc: Roxanne Eckstein <reckstein@bisd.us>
Subject: FW: IDRA

Good morning Ms. Priscilla,

I'm following up on the final approval.

Thank you!
Minnie

From: Minerva Almanza
Sent: Tuesday, February 25, 2025 10:17 AM
To: Priscilla Lozano <plozano@808West.com>
Cc: Roxanne Eckstein <reckstein@bisd.us>
Subject: RE: IDRA

Good morning Ms. Priscilla,

Attached is the revised agreement with the recommended changes below for your approval.

Thank you
Minnie

From: Priscilla Lozano <plozano@808West.com>
Sent: Tuesday, February 18, 2025 12:38 PM
To: Roxanne Eckstein <reckstein@bisd.us>; Lea Ohrstrom <lohrstrom@808West.com>
Cc: Miguel Salinas <miguelsalinas@bisd.us>; Minerva Almanza <malmanza1@bisd.us>
Subject: Re: IDRA

Good afternoon,

Under the section **Roles and Responsibilities** that lays out IDRA's obligations, after the current sentence in #4 add:

IDRA's confidentiality obligations include but are not limited to compliance with FERPA (20 U.S.C. §1232g; 34 CFR Part 99). For purposes of the Agreement Brownsville ISD hereby designates IDRA as a school official with a legitimate educational interest in any educational records covered by the Agreement, and will only grant access to the extent that access to the records is required by IDRA to carry out the purposes of the Agreement. IDRA agrees to maintain any educational records or confidential student information in strict confidence in accordance with FERPA. If Brownsville ISD reasonably determines in good faith that IDRA has materially breached any of its confidentiality obligations under this Agreement or has violated FERPA, Brownsville ISD, in its sole discretion, has the right to terminate the Agreement immediately.

Thanks,
Priscilla

From: Roxanne Eckstein <reckstein@bisd.us>
Sent: Tuesday, February 18, 2025 8:39 AM
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: IDRA

Ms. Lozano,

Please see the attached for your review and approval for the March board meeting.

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

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MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) is entered into between the **Intercultural Development Research Association (hereinafter referred to as IDRA)**, 5815 Callaghan, Suite 101, San Antonio, Texas 78228 and **Brownsville Independent School District**, 1900 E. Price Road Brownsville Texas 78521, hereinafter referred to as the client.

Purpose of Collaboration

IDRA and Brownsville ISD agree to collaborate in the planning and implementation of the IDRA Youth TechXperts program at a Brownsville middle school campus. The TechXperts program has as its major goal the increase of the STEM endorsement selection for high school, increasing STEM identity, improvement in reading skills, and awareness of STEM-CS career pathways.

Period of Agreement

This memo of understanding shall commence on July 1, 2025 and terminate on June 30, 2026.

Amount of Payment

There are no costs for participating as a site in TechXperts, which is a grant-funded program from the Valley Baptist Legacy Foundation digital equity grant. This agreement represents the entire agreement between the parties and supersedes all prior oral and written proposals and communications.

Roles and Responsibilities

IDRA agrees to:

1. Provide training and technical assistance, which will include:
 - Summer professional development
 - Monthly virtual technical assistance virtual check-ins from September 2025 – May 2026;
 - Ongoing monitoring of program, observations, case studies, and faculty orientations,
2. Provide program materials: online modules and lessons, teacher guides, end-of-year certificates, and other materials associated with training and technical assistance for the program.
3. Request input from district and campus regarding level of need of participants.
4. Maintain the confidentiality of all data provided by the district for the TechXperts program evaluation. IDRA's confidentiality obligations include but are not limited to compliance with FERPA (20 U.S.C. §1232g; 34 CFR Part 99). For purposes of the Agreement Brownsville ISD hereby designates IDRA as a school official with a legitimate educational interest in any educational records covered by the Agreement, and will only grant access to the extent that access to the records is required by IDRA to carry out the purposes of the Agreement. IDRA agrees to maintain any educational records or confidential student information in strict confidence in accordance with FERPA. If Brownsville ISD reasonably determines in good faith that IDRA has materially breached any of its confidentiality obligations under this

Agreement or has violated FERPA, Brownsville ISD, in its sole discretion, has the right to terminate the Agreement immediately.

5. Provide \$3,000 for curriculum design.

Brownsville ISD's Brownsville Middle School Campus agrees to:

1. Ensure staff participation in summer and school year training and technical assistance provided by IDRA
2. Ensure 20-25 eighth-grade students are enrolled in the TechXperts course and all students are identified as at-risk of dropping out of school using the state-defined criterion.
3. Cooperate with IDRA by providing information on level of need of participants and any prior training.
4. Provide for the collection of data, such as program participants' status, achievement scores and grades, absences, and disciplinary action referrals for the TechXperts program evaluation and research.
5. Ensure all participating students are always supervised by adults during program implementation.
6. Abide by Brownsville ISD existing regulations regarding child safety, including always maintaining adult supervision of all students.

Program Execution

Program Administrator

Dr. Norma Ibarra-Cantu, Brownsville ISD's Executive Director Secondary Education, or an appointee, will serve as IDRA's district partner. In that capacity, she will select the secondary campus and personnel to participate in the TechXperts program and provide the leadership and supervision necessary to the success of the program.

Program Design

IDRA Youth TechXperts is an in-school innovation based on IDRA's experience. TechXperts engages eighth-grade students in technology leadership roles to prepare them for support and lead a campus student-led help desk. This program broadens the participation of underserved, underrepresented, high-need students in applied computer science by participating in an elective technology support course.

TechXperts is designed around student's computing identity: Performance, Recognition and Interest; and by offering a computer science course where eighth-grade students (1) provide increasingly technologically demanding technology support to their campus throughout the year, and (2) prepare for the CompTIA ITF+ certification test and (3) prepare for a summer internship where students work alongside the district's IT department for summer activities.

The program combines four strategies:

- Eighth grade students in at-risk situations provide student-led technology support for campus in collaboration with the IT department.
- Dynamic, hands-on, and student-led project-based learning (PBL) experiences.
- Mentoring experiences with local STEM professionals.
- Facilitated workforce development-related paid summer internships.

Students selected to participate in the program will learn:

- Tier 1 Tech Support IT Skills
- Customer Service Skills
- Digital Citizenship

- Cyber Security 101
- Digital Inclusion 101
- Job Shadowing
- Summer Experiential Learning Internships

Student Identification

Early in the school year, Brownsville ISD (Selected Middle School campus) will identify 20-25 eighth-grade students to participate in the TechXperts program, meeting at least ONE of the following pupil characteristics:

- (1) has a high propensity to drop out of school;
- (2) has been retained in grade at least once;
- (3) is not active in extra-curricular activities;
- (4) has higher disciplinary referrals than the district average; and/or
- (5) has no specific, set goals for a future career or post-secondary training.

Parent Involvement

Parents of the eighth-grade students will be involved in reviewing the TechXperts program and learning about the role they can play in their child's program. A minimum of two parent meetings per year will be conducted on such topics as:

- Open House: The Key Elements of the TechXperts program; and
- End of Year: Celebration and Supporting Your Child's Path to College and Career

Program Evaluation Activities

To continually improve the TechXperts course, the IDRA team will conduct a small number of evaluation activities during the pilot year to learn about implementation of the course.

These activities will include:

- End of the year teacher interviews implementing the TechXperts course. Teachers will be asked for their consent to participate at the beginning of the interview.
- End of the year focus group with students participating in the TechXperts course. The IDRA team will collect consent forms from students' families before conducting these focus groups. The IDRA team will share a draft of consent forms with the school ahead of when they are provided to families. Students will also have the opportunity to consent to participate at the start of the focus group.

Amending the Memo of Understanding

1. This MOU is given and accepted upon the expressed condition that it cannot, in any manner, be changed, altered, varied, or modified unless such modification, change, or alteration shall be in writing and executed by both parties.
2. This MOU may be amended by mutual written agreement of both parties and terminated by either party with a (30) days written notice prior to cancellation.

**Intercultural Development
Research Association**

**Brownsville ISD
(Assigned Campus)**

By _____
Celina Moreno, J.D.
President & CEO

By _____
Dr. Jesus H. Chavez
Superintendent

Date

Date