

**Texas Council of International Studies (TCIS)  
Board Meeting  
April 28, 2020  
Virtual Board Meeting**

**Presiding**

Karen Phillips

**Members Present**

Dr. Dolph Briscoe

Ms. Linda Buie

Ms. Karen Phillips

Mr. Walter Sorensen

Dr. Bill Thomas

**Legal Counsel Present**

Mr. Ben Barlow

Mr. Judd Pritchard

**Staff Members Present**

Ms. Margaret Davis, Chief Executive Officer

Dr. Courtney Gober, Assistant Superintendent of San Antonio IB Schools

**Meeting Called to Order**

- Board President, Karen Phillips, called the meeting to order at 3:08 and established a quorum. Phillips established the quorum with a roll call.

**Recognitions**

Karen Phillips introduced and recognized the TCIS consultants

- Ms. Georgia Mayo, Website Design
- Mr. Jacob Navarrete, TCIS Educational Blogger
- Ms. Lindsay Bruehl, Bookkeeper
- Ms. Jennifer Hill, CPA

**Texas International Studies Website**

- Discussed various links
- Schools on the website
- About Our Organization page
- TCIS Mission
- Pictures of Board Members
- CEO and Consultants
- Previous board meeting agendas and minutes
- Current Heads of School
- More tabs added

Courtney Gober

- Information about schools
- Schools' IB Programmes
- Schools' websites
- Contact page

### **San Antonio Schools Update**

**Courtney Gober**

- Covid 19 Crisis Update
  - March 9-13: Spring Break
  - March 16-20: Extended Spring Break
  - March 23: Distribution of Chromebooks to students
  - March 30: Official online learning begins
- Showed examples of online lessons
  - Briscoe Elementary
  - Jefferson High School—MYP Personal Projects
  - CTE Social Emotional Learning Project at Jefferson High School
- Staff has acclimated well and done an excellent job of working with students

### **TCIS Budget Projections**

**Margaret Davis**

- Project revenues for 2020-2021
  - Contract with San Antonio ISD Projected: \$533,970
  - Contract with Longview ISD with TEA approval Projected:
  - Management fee is additional funding
  - Accounts
    - Account 1: TCIS 501 (c)(3)
    - Account 2: TCIS Longview ISD Schools Budgets
    - Account 3: TCIS Longview ISD 30% Set Aside—Held in LISD accounts

### **Texas IB Schools Virtual College Fair**

**Margaret Davis**

- Hosted by TIBS for all IB students in Texas
- IB-knowledgeable college admissions officers
- Sponsors--Johns Hopkins, the University of Texas at Austin, TCIS, TIBS
- Will use in the future in conjunction with on-site TIBS College Fair

### **Approval of Action Items (Consent Agenda)**

**Karen Phillips**

- Approve TCIS Board Meeting November 18, 2019 Minutes
- Approve TCIS Board Meeting November 19, 2019
- Approve 2020-2021 School Calendar for TCIS San Antonio ISD Schools
- Approve TCIS Quality Application for Longview Independent School District

Buie moved to accept the consent agenda items, and Sorensen seconded.  
Motion passed unanimously.

### **Approval of Action Items**

- Approve TCIS Budget Report April 2019 to June 30, 2019  
Thomas moved to approve the TCIS Budget Report from April 2019 to June 30, 2019, and Briscoe seconded.  
Motion approved unanimously.

- Approve TCIS Budget Report July 1, 2019 to March 31, 2020  
 Buie moved to approve the July 1, 2019, to March 31, 2020 budget report, and Thomas seconded.  
 Motion passed unanimously.
  
- Approve Independent Auditor, Mr. William H. Sims, CPA  
 Bill Thomas moved, and Walter Sorensen seconded to approve the independent auditor, Mr. Williams Sims, CPA.  
 Motion passed unanimously.
  
- Approve Longview Independent School District contract  
 Buie moved, and Briscoe seconded to approve the Longview Independent School District contract.  
 Motion passed unanimously.
  
- Approve TCIS Organizational Chart  
 Sorensen moved, and Briscoe seconded to approve the TCIS organization chart.  
 Motion passed unanimously.
  
- Approve Chief Academic Officer Position  
 Briscoe moved, and Buie seconded to approve the Chief Academic Officer position for TCIS.  
 Motion passed unanimously.
  
- Approve TCIS Board Meeting Dates
  - Virtual meeting Tuesday, June 23, 2020 at 3:00 p.m.
  - Monday, November 16, 2020
  - Tuesday, November 17, 2020
 Walter Sorensen moved to accept the TCIS Board meeting dates, and Linda Buie seconded.  
 Motion approved unanimously.

**The TCIS Board resumed in closed session at 4:12 p.m.**

**The Board resumed in open session at 5:05 p.m.**

- Approval of Appraisal of Chief Executive Officer  
 Buie moved to approve CEO appraisal, and Briscoe seconded.  
 Motion passed unanimously.
  
- Approval of CEO Contract  
 Thomas moved, and Buie seconded the approval of the CEO contract.  
 Motion passed unanimously.
  
- Approval of Chief Academic Officer Position  
 Briscoe moved, and Sorensen seconded the Chief Academic Officer position.  
 Motion passed unanimously.

- Approval of Longview Executive Director position
  - Master's Degree minimum
  - Motion made contingent on TEA's approval of 1882 status, Sorensen moved to approve, and Thomas seconded the approval of the Executive Director Position.  
Motion passed; Buie abstained.
  
- Approval of Longview Executive Director contract
  - Motion made contingent on TEA's approval  
Briscoe moved, and Walter Sorensen seconded the Longview Executive Director contract.  
Motion passed; Buie abstained.
  
- Authorize Margaret Davis to extend offer letters for up to six TCIS positions in Longview
  - Motion made contingent on TEA's approval of 1882 status.  
Thomas moved, and Briscoe seconded to authorize Margaret Davis to extend letters of contract for up to six positions in Longview.  
Motion passed unanimously.

Karen Phillips thanked the Board for their participation.

Walter Sorensen commended Courtney Gober for his work with the San Antonio schools during the COVID 19 crisis.

Karen Phillips adjourned the meeting at 5:14 p.m.