

DRAFT SUBJECT TO BOARD APPROVAL

Texas Council of International Studies (TCIS)

Board Meeting

October 3, 2023

1300 19th St, Plano, TX 75074

Presiding

Karen Phillips

Members Present

Ms. Karen Phillips

Mr. Kile Brown

Mr. Ted Williams—virtual

Dr. Todd Kettler—Virtual

Members Absent

Mr. Walter Sorensen

Legal Counsel Present

Ms. Janet Bubert—virtual

Staff Members Present

Ms. Margaret Davis, Chief Executive Officer

Ms. Leah Trainham, Executive Director of IB Support and Business Services

Other

Ms. Leah Trainham, Secretary of the TCIS Board

Dr. Courtney Gober, Special Projects Consultant

Meeting Called to Order

- Board President, Karen Phillips, called the meeting to order at 1:06pm and established a quorum. Phillips established the quorum with a roll call.

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Recognitions

Introduction of TCIS Staff and Consultants

- Dr. Matt Weber, San Antonio Chief of Schools
- Mr. John Wink, Longview Chief of Schools and TCIS Business Operations
- Ms. D'Les Gonzales, Executive Director for Operations
- Ms. Leah Trainham, Executive Director of IB Support and Business Services
- Dr. Courtney Gober, Special Projects Consultant
- Ms. Karen Rose, San Antonio Consultant for School Leadership
- Ms. Lindsay Bruehl, Bookkeeper
- Ms. Georgia Mayo, Web Design

Public Forum

No comments sent to the TCIS Board

Information and Discussion Items

- IB Bowl
 - Ms. Margaret Davis presented information regarding the annual football game hosted by TCIS between Thomas Jefferson High School and Burbank High School in SAISD to be held on October 13, 2023.
- TCIS Conference
 - Ms. Margaret Davis presented information regarding the annual TCIS Conference to be held on October 16, 2023, available to all TCIS teachers, especially SAISD and EISD, due to proximity. Dr. Wes Waggoner from SMU will be presenting the keynote address. Ms. Karen Philips will give a welcome address.
- TCIS Annual Audit
 - Ms. Margaret Davis presented information regarding the annual audit. Should be completed prior to December Board meeting to present. TCIS appreciates the auditors working to ensure that records are pristine.
 - When complete, the report will be submitted to the three partner districts.

Action Items (Consent Agenda)

- Approval of the Action Items (Consent Agenda)
 - Ms. Karen Philips stated that "Approve minutes for Board of Directors meeting on April 24, 2023" will be removed from agenda.
 - Approve minutes for Board of Directors meeting on July 19, 2023
 - Approve minutes for MOU for Burbank High School in SAISD
- Ms. Karen Phillips asked for a motion to approve amended agenda
- Mr. Kile Brown moved to approve
- Mr. Ted Williams seconded the motion
- The motion carried unanimously

Action Items

- Consider approval of TCIS Organizational Chart
 - Ms. Margaret Davis stated chart has been adjusted to account for passing of Doyle Vogler. Reflects changes regarding TCIS employees John Wink and Leah Trainham. Ms. Karen Philips acknowledged sudden and sad passing of Mr. Doyle Vogler
 - Ms. Karen Phillips called for a motion to approve

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- Mr. Kile Brown moved to approve
- Mr. Ted Williams seconded motion
- The motion carried unanimously
- Consider approval of TCIS Budget Framework for the 2023-2024 Fiscal Year
 - Ms. Margaret Davis explained the reason for title “budget framework” is due to the projected number of students for the new year based on the pervious year, as the budget requires flexibility to meet the needs of campuses.
 - Ms. Karen Phillips called for a motion to approve
 - Mr. Kile Brown moved to approve
 - Mr. Ted Williams seconded the motion
 - The motion carried unanimously
- Consider approval of TCIS Campus Budgets for the 2023-2024 School Year Developed in Cooperation with Partner Districts
 - Ms. Margaret Davis explained process of Chief of Schools working with school district to develop campus budgets.
 - Ms. Karen Phillips called for motion to approve
 - Mr. Kile Brown moved to approve
 - Mr. Ted Williams seconded the motion
 - The motion carried unanimously
- Approve resolution to dispose of surplus TCIS computers
 - Ms. Margaret Davis explained that when someone leaves TCIS’ service, there is no need to keep computers on hand. TCIS can do a factory reset and remove any licenses associated with the computer.
 - Ms. Karen Phillips called for motion to adopt resolution
 - Mr. Kile Brown moved to approve
 - Mr. Ted Williams seconded motion
 - The motion carried unanimously
- Approve resolution of appreciation to the Board of the Alcuin School for support of TCIS including the use of an office
 - Ms. Margaret Davis shared that because of Alcuin School providing an office from 2018 to June 2023, TCIS was able to use money for the schools instead of an office.
 - Ms. Karen Phillips commented on behalf of the Board and to Mr. Walter Sorensen the appreciation for Alcuin School providing a place for the Board to meet.
 - Ms. Karen Phillips called for a motion to adopt resolution
 - Mr. Kile Brown moved to approve
 - Dr. Todd Kettler seconded motion
 - The motion carried unanimously

Closed Session

- Board adjourned into closed session at 1:32pm.
- Board reconvened to Executive Session at 2:10pm.
- No action taken as result of closed session.

Ms. Karen Phillips adjourned the meeting at 2:10pm.

These minutes of the October 3, 2023 meeting of the Texas Council of the International Studies Board of Directors were approved on

Leah E. Trainham, Board Secretary
Texas Council for International Studies

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