

**Texas Council of International Studies (TCIS)
Board
Virtual Board Meeting
June 23, 2020**

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, Board Consultant

Meeting Called to Order

- Board President, Karen Phillips, called the meeting to order at 3:06 p.m. and established a quorum. Phillips established the quorum with a roll call.

Recognitions

Karen Phillips introduced and recognized the San Antonio ISD and TCIS partnership leader

- Dr. Courtney Gober, Assistant Superintendent for IB and TCIS Board consultant

Information and Discussion Items

- **Jefferson High School Presentation** **Jennifer Love**
Architectural Historic Preservation Project
 - Three schools involved
 - LAVA (Leadership and Visual Arts) students were to tie the preservation project in with the MYP personal project
 - Architecture and audio video students were included in the project
 - Renovation of the high school
 - Considered what is worth preserving in a community?
 - Created photographic mural

- Created video to be posted on the website
- The objective is to uphold the vision while preserving the past Jefferson tradition and culture
- Cultural heritage is revealed in the preservation of physical structures
- Utilized the IB ATL skills

Karen Phillips thanked Ms. Love for her presentation.

- **COVID-19 Impact on IB Diploma Programme Assessment** **Margaret Davis**

 - Karen Phillips addressed the way the IB Organization handled the assessments during the COVID-19
 - STAAR was cancelled
 - AP conducted open book exams
 - The IB used exactly the same method this year much as it has used every year
 - The written assignments were conducted in the same way as they always are assessed
 - IB used anticipated grades, and teachers provided explanations as to how the mark was determined
 - Results will be released on the fifth of July
 - Students were well-served by IB curriculum

- **Update on TCIS blog, “Eye on IB”** **Margaret Davis**

 - To provide opportunities to highlight IB components in schools in a more engaging manner
 - To make TCIS schools more prominent
 - Maintained by Jacob Narvarete

- **Update Proposed Partnership with Longview ISD** **Margaret Davis**

 - Contract has been approved by TEA
 - TEA asked for minor revisions regarding flexibility to choose assessments
 - Capacity interview will be held between July 6 and July 15

- **Update on TCIS Participation in the Teacher Retirement System of Texas** **Margaret Davis**

 - TRS eligible
 - Participation will begin July 1
 - TCIS employees will use the County-District-Campus Number of partner District

- **Update on TCIS Payroll Services** **Margaret Davis**

 - Payroll services will fall into four systems to ensure all is correct with TRS
 - W2 Social Security employees maintained through Paychex
 - 1099 employees maintained by TCIS
 - TRS employees with San Antonio ISD maintained through Region 20
 - TRS employees with Longview ISD maintained through Longview ISD as a contracted service

- **Update on TCIS Health Benefits** **Margaret Davis**

 - Option 1: TRS ActiveCare is available
 - TCIS enrollment would be permanent

- No other options would be offered
 - Option 2: Provide other health plans like San Antonio ISD
 - TCIS investigating this option
 - Decision will be made in July
- **Update on Edgewood ISD 1882 Partnership**
 - Met with two principals
 - Letter of intent to apply
 - Application due August 2020

Margaret Davis

Action Items (Consent Agenda)

Karen Phillips moved 5d of the consent agenda to the action items (appointment of Linda Buie as an Ex-Officio non-voting member to serve as secretary).

- Approval of TCIS Board Meeting May 28, 2020 Minutes
- Approval of TCIS May Budget Report
- Acceptance of Linda Buie’s resignation from the TCIS Board of Directors
- Approval of Dr. Courtney Gober as consultant for TCIS San Antonio schools

Dr. Briscoe moved and Mr. Watler Sorensen seconded to accept the action items on the consent agenda.

Motion passed with one abstention.

Approval Action Items

- Approval of Linda Buie as secretary of the Board as a TCIS employee.
Dr. Bill Thomas moved, and Dr. Dolph Briscoe seconded the motion to appoint Linda Buie to serve as secretary of the TCIS Board.
Motion passed unanimously.
- Approve resolution to recognize Judd Pritchard and Ben Barlow
Mr. Walter Sorensen moved, and Dr. Dolph Briscoe moved to accept resolution recognizing Judd Pritchard and Ben Barlow
Motion passed unanimously.
- Approve nomination of Theodore (Ted) L. Williams to the TCIS Board of Directors
Dr. Bill Thomas moved, and Dr. Briscoe seconded the motion to approve the nomination of Theodore Williams to the TCIS Board of Directors.
Motion passed unanimously.
- Approve the authorization of the CEO to select the TCIS attorney.

Dr. Bill Thomas moved, and Dr. Dolph Briscoe seconded the authorization of the CEO to select TCIS attorney.

Motion passed unanimously

- Consideration of TCIS office space should Alcuin need the current office space
 - TCIS would relinquish space at Alcuin School if needed

Dr. Bill Thomas moved, and Dr. Dolph Briscoe seconded the motion regarding TCIS office space at Alcuin School.

Motion carried with one abstention.

- Approval of TCIS 2020-2021 budget
 - Based on predicted revenues
 - Salaries are based on the whole package

Dr. Bill Thomas moved to approve the TCIS 2020-2021 budget, and Karen Phillips seconded the motion.

Motion passed unanimously.

- Approval of TCIS retirement plan proposal
Mr. Walter Sorensen moved to approve the TCIS retirement plan proposal, and Dr. Dolph Briscoe seconded the motion.
Motion passed unanimously.

- Approval of the TCIS organizational chart
Dr. Bill Thomas moved to approve the TCIS organizational chart, and Mr. Walter Sorensen seconded the motion.
Motion passed unanimously.

- Approval of the Director of Business Operations job description
Dr. Dolph Briscoe moved, and Mr. Walter Sorensen seconded the motion to approve the Director of Business Operations job description.
Motion passed unanimously.

- Approval of TCIS San Antonio Director of School Operations job description
Dr. Bill Thomas moved to approve the TCIS San Antonio Director of School Operations job description, and Dr. Dolph Briscoe seconded the motion.
Motion passed unanimously.

- Approval of TCIS Director of School Improvement job description
Mr. Walter Sorensen moved to accept the TCIS Director School Improvement job description, and Dr. Dolph Briscoe seconded the motion.
Motion passed unanimously.

- Approval of TCIS Coordinator job description
Dr. Bill Thomas moved to accept the TCIS Coordinator job description, and Dr. Dolph Briscoe seconded the motion.
Motion passed unanimously.

- Approve resolution to authorize the TCIS CEO to post and contract approved TCIS positions.

Dr. Dolph Briscoe moved to approve the resolution to authorize the TCIS CEO to post and contract approved TCIS positions, and Mr. Walter Sorensen seconded the motion.
Motion passed unanimously.

- Approve resolution to authorize TCIS CEO to develop TCIS contracts, policies and procedures
Mr. Walter Sorensen moved to approve the resolution to authorize TCIS CEO to develop TCIS contracts, policies and procedures, and Dr. Dolph Briscoe seconded the motion.
Motion passed unanimously.

The TCIS Board adjourned into closed session.

Karen Phillips adjourned the closed session at 4:36 p.m.

Karen Phillips called the open session to order at 4:42 p.m.

- Approval of Linda Buie's updated offer letter for the position of TCIS Executive Director in Longview ISD.
Dr. Bill Thomas moved to approve the updated offer letter for Linda Buie, and Mr. Walter Sorensen seconded the motion.
Motion passed unanimously.
- Approval of Margaret Davis's updated offer letter for CEO of TCIS.
Mr. Walter Sorensen moved to approve Margaret Davis's updated offer letter for CEO of TCIS, and Mrs. Karen Phillips seconded the motion.
Motion passed unanimously.

Karen Phillips adjourned the meeting at 4:48. She thanked the Board members for their participation.

Linda Buie

P. O. Box 3268, Longview, TX 75606
Phone (903) 663-1301
Email llbuie@lisd.org

June 17, 2020

Texas Council for International Studies
Office of the President
6144 Churchill Way
Suite A
Dallas, TX 75230

Dear Ms. Phillips:

Serving on the inaugural Board of Directors for the Texas Council for International Studies has been my honor and joy. Although I am submitting my resignation from the Board, I am delighted to continue my association with TCIS as the Executive Director for Longview.

Sincerely,



Linda Buie

**RESOLUTION
OF THE BOARD OF DIRECTORS OF
TEXAS COUNCIL FOR INTERNATIONAL STUDIES, INC.**

June 23, 2020

The undersigned, constituting all of the Board of Directors of Texas Council for International Studies, Inc., a Texas non-profit corporation (the "Corporation"), approved by the Secretary of State of the State of Texas and on file with the Secretary of State and the Corporation, hereby affirm compliance with Texas Open Meetings Act regulations, adopt the following resolutions, effective as of June 23, 2020:

WHEREAS, Texas Council for International Studies ("TCIS") has executed a Management Agreement with the San Antonio Independent School District ("District") to oversee and manage a charter sector in its District under an 1882 partnership; and

WHEREAS, Dr. Courtney Gober has served with distinction as the San Antonio ISD Assistant Superintendent for IB; and

WHEREAS, the Board has hired Margaret Davis as Chief Executive Officer ("CEO"); and

WHEREAS, the CEO requests the Board grant the CEO the authority to contract with Dr. Courtney Gober to serve as TCIS Liaison to the San Antonio ISD from August 1, 2020 to July 31, 2021; and

WHEREAS, Dr. Dolph Briscoe moved to give the CEO the authority to contract with Dr. Courtney Gober to serve as TCIS Liaison to the San Antonio ISD from August 1, 2020 to July 31, 2021 and Mr. Walter Sorensen seconded Briscoe's motion; and

WHEREAS, the Board of Directors of TCIS, having considered such motion and corresponding second, approved the resolution to give the CEO the authority to contract with Dr. Courtney Gober to serve as TCIS Liaison to San Antonio ISD from August 1, 2020 to July 31, 2021 by a vote of four with one abstention.

THEREFORE, on the approval of such motion and corresponding second of such motion by the TCIS Board of Directors, TCIS hereby authorizes the TCIS CEO to contract with Dr. Courtney Gober to serve as TCIS Liaison to San Antonio ISD from August 1, 2020 to July 31, 2021.

EXECUTED EFFECTIVE as of the date first above written.

Linda Buie

Linda Buie, Secretary

**RESOLUTION
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WHEREAS, 8.01 of the bylaws of the Texas Council for International Studies ("TCIS") states, "The Corporation will keep correct and complete books and records of account;" and

WHEREAS, TCIS bylaw 8.01(c) states "The books and records include: minutes of the proceedings of the Board and committees having any of the authority of the Board; and

WHEREAS, Linda Buie has expertly served as Board Secretary from February 2019 to June 2020; and

WHEREAS, Linda Buie has resigned from the Board to accept a position with the Corporation; and

WHEREAS, Linda Buie as an employee of the Corporation is eligible to serve as Secretary to the Board; and

WHEREAS, Dr. Bill Thomas moved to appoint Linda Buie as Secretary to the Board, and Dr. Dolph Briscoe seconded Thomas's motion; and

WHEREAS, the Board of Directors of TCIS, having considered such motion and corresponding second, approved the resolution to appoint Linda Buie as Secretary to the Board by a unanimous vote.

THEREFORE, on the approval of such motion and corresponding second of such motion by the TCIS Board of Directors, TCIS hereby approves the appointment of Linda Buie as Secretary to the Board.

EXECUTED EFFECTIVE as of the date first above written.



Linda Buie, Secretary

**RESOLUTION
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WHEREAS, it is fitting this Board should pay tribute to those exemplary professions and remarkable leaders who have contributed to the vision and mission of the Texas Council for International Studies ("TCIS"); and

WHEREAS, TCIS was incorporated and flourished because leaders provided meritorious service in the mission to make an International Baccalaureate® education available to students, whatever their economic status; and

WHEREAS, no leaders could be more deserving of this special recognition than Judd Pritchard and Ben Barlow, TCIS attorneys; and

WHEREAS, under their astute leadership, TCIS has completed incorporation, received non-profit status, begun business operations, established partnerships with San Antonio ISD and Longview ISD, and adhered to thousands of laws and regulations without a hiccup; and

WHEREAS, they are consummate attorneys, counselors, sports fans, and survivors of COVID-19 home schools; now, therefore

BE IT RESOLVED BY THE TCIS BOARD OF DIRECTORS, that we hereby honor and thank Judd Pritchard and Ben Barlow for wise, generous, and meritorious service.

BE IT FURTHER RESOLVED, the TCIS Board and employees wish them and their loved ones all possible joy and blessings.

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WHEREAS, Texas Council for International Studies ("TCIS") has adopted bylaws; and

WHEREAS, TCIS bylaws allow the Board of Directors, upon the recommendation of the Vice President for Membership, to appoint members to serve on the Board; and

WHEREAS, TCIS bylaws specify the term for members of the TCIS Board of Directors to be two years; and

WHEREAS, Theodore (Ted) L. Williams has been duly recommended to serve on the TCIS Board of Directors; and

WHEREAS, Theodore (Ted) L. Williams is willing to serve a two-year term on the TCIS Board of Directors; and

WHEREAS, Dr. Bill Thomas moved to appoint Theodore (Ted) Williams to serve a two-year term on the TCIS Board of Directors, and Dr. Dolph Briscoe seconded Thomas's motion; and

WHEREAS, the Board of Directors of TCIS, having considered such motion and corresponding second, approved the resolution to appoint Theodore (Ted) Williams to a two-year term on the TCIS Board of Directors by a unanimous vote.

THEREFORE, on the approval of such motion and corresponding second of such motion by the TCIS Board of Directors, TCIS hereby authorizes the appointment of Theodore (Ted) Williams to a two-year term on the TCIS Board of Directors.

EXECUTED EFFECTIVE as of the date first above written.

Linda Buie

Linda Buie, Secretary

**RESOLUTION
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June 23, 2020

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WHEREAS, Alcuin School will provide TCIS two offices, technology support, and other services; and

WHEREAS, TCIS has the capacity to provide International Baccalaureate® Diploma Programme (DP) Coordination services to Alcuin School; and

WHEREAS, the sharing of offices at Alcuin School is a generous gift exemplifying the support of an IB education for all students; and

WHEREAS, Dr. Bill Thomas moved to accept the use of two offices at Alcuin School and to provide DP Coordination services to Alcuin School in appreciation for the use of the office spaces and Dr. Dolph Briscoe seconded Dr. Thomas's motion; and

WHEREAS, the Board of Directors of TCIS, having considered such motion and corresponding second, approved the resolution to accept the use of two offices at Alcuin School and to provide DP Coordination services to Alcuin School in appreciation for the use of the office spaces by a unanimous vote.

THEREFORE, on the approval of such motion and corresponding second of such motion by the TCIS Board of Directors, TCIS hereby approves the use of two offices at Alcuin School and approves providing DP Coordination services to Alcuin School in appreciation for the use of the office spaces.

EXECUTED EFFECTIVE as of the date first above written.



Linda Buie, Secretary

**RESOLUTION
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WHEREAS, Texas Council for International Studies ("TCIS") next fiscal year extends from July 1, 2020 to June 30, 2021; and

WHEREAS, revenues will be received from San Antonio ISD; and

WHEREAS, revenues will be received from Longview ISD upon final approval from the Texas Education Agency ("TEA") of the Longview ISD partnership with TCIS; and

WHEREAS, the Board has hired Margaret Davis as Chief Executive Officer ("CEO"); and

WHEREAS, the CEO has submitted a framework for the 2020-2021 TCIS budget based on anticipated revenues from San Antonio ISD and possible revenues from Longview ISD; and

WHEREAS, Dr. Bill Thomas moved to accept the submitted budget framework and to authorize the CEO to modify the budget as needed during the 2020-2021 fiscal year and Mrs. Karen Phillips seconded Thomas's motion; and

WHEREAS, the Board of Directors of TCIS, having considered such motion and corresponding second, approved the resolution to accept the submitted budget framework and to authorize the CEO to modify the budget as needed during the 2020-2021 fiscal year, by a unanimous vote.

THEREFORE, on the approval of such motion and corresponding second of such motion by the TCIS Board of Directors, TCIS hereby approves the submitted budget framework and authorizes the CEO to modify the budget as needed during the 2020-2021 fiscal year.

EXECUTED EFFECTIVE as of the date first above written.

Linda Buie

Linda Buie, Secretary

Texas Council for International Studies (TCIS)
2020 – 2021 Budget Framework

Code	Account Title	San Antonio	Longview	Budget
6100s	Payroll Costs			\$717,000.00
6119.1	Salaries/Benefits - CEO			
	6119.1SA - CEO	\$82,000.00		
	6119.1L - CEO		\$82,000.00	
6119.2	Salaries/Benefits – Executive Director			
	6119.2L – Longview ED		\$165,000.00	
6119.3	Salaries/Benefits – Director of Business Operations			
	6119.3SA - DBO	\$54,000.00		
	6119.3L - DBO		\$54,000.00	
6119.4	Salaries/Benefits – Directors			
	6119.4ISA – San Antonio Director	\$140,000.00		
	6119.42 – Director of School Improvement			
	6119.42SA – DSI	\$70,000.00		

	6119.42L - DSI		\$70,000.00	
6139	Employee Allowances			
6141	Social Security / Medicare			
6142	Group Health and Life Insurance			
6143	Workers' Compensation			
6143	Teacher Retirement / TRS Care – On-Behalf Payments			
6149	Employee Benefits			
6146	Teacher Retirement / TRS Care			
6149	Employee Benefits			
6200s	Professional and Contracted Services			\$203,300.00
6211	Legal Services			
	6211SA – Legal Services	\$27,000.00		
	6211L – Legal Services		\$27,000.00	
6212	CPA / Audit			
	6212SA – CPA / Audit	\$6,000.00		
	6212L – CPA / Audit		\$6,000.00	
6239	Education Service Center Services			
	6239.1SA Region 20 - Payroll	\$19,500.00		

6259	Property Utilities			
6269	Property Lease / Rental			
6299	Miscellaneous Contracted Services - Consultants			
	6299.1 - SAISD Liaison	\$36,000.00		
	6299.2 – SAISD Marketing	\$14,000.00		
	6299.3 - Bookkeeper			
	6299.3SA – Bookkeeper	\$18,000.00		
	6299.3L – Bookkeeper		\$18,000.00	
	6299.4 – Consultant Digital / Web Services			
	6299.4SA – Digital / Web	\$4,800.00		
	6299.4L – Digital / Web		\$4,800.00	
	6299.5 – Consultant Blog			
	6299.5SA - Blog	\$3,000.00		
	6299.5L - Blog		\$3,000.00	
	6299.6 – Consultant US History			
	6299.6SA – US History	\$10,000.00		
	6299.6L – US History		\$5,000.00	
6299	Miscellaneous Contracted Services - Payroll			

	6299.7 - Paychex			
	6299.71SA - Paychex	\$600.00		
	6299.71L – Paychex		\$600.00	
6300s	Supplies and Materials			\$75,000.00
6396	Subscriptions			
	6396SA - Subscriptions	\$3,000.00		
	6396L - Subscriptions		\$3,000.00	
6398	Office Equipment			
	6390SA – Office Equipment	\$6,000.00		
	6398L – Office Equipment		\$6,000.00	
6399	6399.1 Supplies			
	6399.1SA - Supplies	\$3,500.00		
	6399.1L – Supplies		\$3,500.00	
6399	6399.2 TCIS Conferences			
	6399.21SA – Conferences San Antonio			
	6399.211SA – San Antonio IB Teacher Conference	\$10,000.00		
	6399.212SA – San Antonio IB Administrator Conferences	\$8,000.00		

	6399.22L – Conference Longview			
	6399.211L – Longview IB Teacher Conference		\$10,000.00	
	6399.212L – Longview IB Administrator Conferences		\$8,000.00	
6399	6399.3 – Student Events			
	6399.31SA – IB Bowl/Soccer Cup	\$7,000.00		
	6399.32L – IB Event		\$7,000.00	
6400s	Other Operating Costs			\$266,000.00
6411	Travel - TCIS Staff / Professional Development			
	6411.1SA – TCIS Staff Travel / Professional Development San Antonio	\$40,000.00		
	6411.2L – TCIS Staff Travel / Professional Development Longview		\$40,000.00	
6413	School Staff Stipends			
	6413.1SA – San Antonio School Staff Stipends	\$32,000.00		
	6413.2L – Longview School Staff Stipends		\$0.00	
6419	Board Expenses (Travel, Materials, Accommodations)			
	6419SA – Board Expenses	\$25,000.00		
	6419L – Board Expenses		\$25,000.00	
6419	Travel - School Staff			

	6419.1SA – San Antonio ISD Staff Travel	\$10,000.00		
	6419.2L – Longview ISD Staff Travel		\$0.00	
6429	Insurance			
	6429SA - Insurance	\$2,000.00		
	6239L – Insurance		\$2,000.00	
6495	Professional Development - School Staff			
	6495.1SA – Professional Development San Antonio School Staff	\$4,000.00		
	6495.2L – Professional Development Longview School Staff		\$0.00	
6496	Advertising / Marketing			
	6496.1SA – San Antonio ISD Advertising / Marketing	\$25,000.00		
	6496.2L – Longview ISD Advertising / Marketing		\$25,000.00	
6498	School Incentives (Attendance / Awards)			
	6498.1SA – San Antonio School Incentives / Awards	\$10,000.00		
	6498.2L – Longview School Incentives / Awards		\$10,000.00	
6499	Sponsorships (Food)			
	6499.1SA – San Antonio Sponsorships (Food)	\$8,000.00		
	6499.2L – Longview Sponsorships (Food)		\$8,000.00	

	Total Expenditures	\$678,400.00	\$608,900.00	
9999	Planned Carryover			\$144,196.00
9999	9999.1SA – San Antonio Planned Carryover			
	9999.12SA – San Antonio Planned Carryover 2020- 2021	\$89,596.00		
	9999.2L – Longview Planned Carryover			
	9999.12L – Longview Planned Carryover 2020- 2021		\$54,600.00	
	Total Expenses			\$1,405,496.00
5729	Local Revenues			\$1,405,496.00
	5729.2SA – 2020-2021 San Antonio ISD Payments	\$541,000.00		
	9999.11SA – San Antonio Planned Carryover 2019- 2020	\$226,996.00		
	5729.1L – 2020-2021 Longview ISD Payments		\$637,500.00	

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June 23, 2020

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WHEREAS, Texas Council for International Studies (“TCIS”) seeks to provide benefits for its employees; and

WHEREAS, a TCIS retirement plan would enhance the recruitment and retention of exemplary employees; and

WHEREAS, TCIS employees classified by the Internal Revenue Service as W-2 employees would benefit from a TCIS retirement plan; and

WHEREAS, Andrew McClure of Equitable Advisors (AXA) has been recommended to TCIS by Jennifer Hill, TCIS CPA; and

WHEREAS, AXA has submitted a proposed 403(b) retirement plan; and

WHEREAS, the Board has hired Margaret Davis as Chief Executive Officer (“CEO”); and

WHEREAS, Mr. Walter Sorensen moved to allow the CEO to act on the Board’s behalf to accept the proposed 401(b) retirement plan and include a minimum three percent (3%) benefit in all TCIS W-2 employees contracts, and Dr. Dolph Briscoe seconded Sorensen’s motion; and

WHEREAS, the Board of Directors of TCIS, having considered such motion and corresponding second, approved the resolution to allow the CEO to act on the Board’s behalf to accept the proposed 401(b) retirement plan and include a minimum three percent (3%) benefit in all TCIS W-2 employees contracts by unanimous vote.

THEREFORE, on the approval of such motion and corresponding second of such motion by the Board of Directors hereby authorizes the CEO to act on the Board’s behalf to accept the proposed 401(b) retirement plan and include a minimum three percent (3%) benefit in all TCIS W-2 employees contracts.

EXECUTED EFFECTIVE as of the date first above written.

Linda Buie

Linda Buie, Secretary

TCIS Board of Directors

TCIS Attorney

Independent Auditor

TCIS Chief Executive Officer (CEO)

Director of Business Operations

San Antonio Principals

San Antonio Director of Operations

Director of School Improvement

Longview Executive Director

Consultants and Coordinators

CPA

Bookkeeper

Longview Principals

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WHEREAS, Texas Council for International Studies ("TCIS") seeks to have an effective corporate structure; and

WHEREAS, the growth of TCIS necessitates flexibility to employee staff to best serve TCIS's partner school districts; and

WHEREAS, the Board has hired Margaret Davis as Chief Executive Officer ("CEO"); and

WHEREAS, the CEO has submitted job descriptions for (1) Director of Business Operations, (2) San Antonio Director of School Operations, (3) Director of School Improvement, and (4) Coordinator (Generic); and

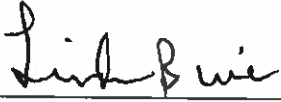
WHEREAS, the CEO requests Board approval to post, interview, determine compensation/benefits, and contract employees for any or all the proposed positions; and

WHEREAS, Dr. Dolph Briscoe, Dr. Bill Thomas, Mr. Walter Sorensen moved to accept the proposed job descriptions and authorizes the CEO to post, interview, determine compensation/benefits, and contract employees for any or all of the proposed positions, and Mr. Walter Sorensen and Dr. Dolph Briscoe seconded the motion; and

WHEREAS, the Board of Directors of TCIS, having considered such motion and corresponding second, approved the resolution to accept the proposed job descriptions and authorized the CEO to post, interview, determine compensation/benefits, and contract employees for any or all of the proposed positions, by unanimous votes.

THEREFORE, on the approval of such motion and corresponding second of such motion by the Board of Directors hereby accepts the proposed job descriptions and authorizes the CEO to post, interview, determine compensation/benefits, and contract employees for any or all of the proposed positions.

EXECUTED EFFECTIVE as of the date first above written.

A handwritten signature in cursive script that reads "Linda Buie". The signature is written in black ink and is positioned above a horizontal line.

Linda Buie, Secretary

**TEXAS COUNCIL FOR INTERNATIONAL STUDIES
JOB DESCRIPTION – DIRECTOR OF BUSINESS OPERATIONS**

POSITION: DIRECTOR OF BUSINESS OPERATIONS

REPORTS TO: Texas Council for International Studies Chief Executive Officer (CEO)

OVERVIEW: The **Texas Council for International Studies (TCIS) Director of Business Operations (DBO)** works in collaboration with the CEO to lead manage the day-to-day business operations of TCIS.

ESSENTIAL FUNCTIONS:

- Advises the CEO.
- Oversees business operations of TCIS.
- Works with TCIS Certified Public Accountant (CPA).
- Works with TCIS auditor.
- Oversees TCIS annual audit.
- Submits required IRS filings.
- Submits required state of Texas filings.
- Submits required Texas Education Agency filings.
- Oversees compliance with Texas Open Meetings requirements.
- Provides required W-2 and 1099 forms to employees and consultants.
- Manages and administers all financial and human resources components.
- Manages the TCIS Bookkeeper.
- Develops the TCIS budget.
- Administers TCIS budget and monthly reconciliations.
- Administers TCIS payroll.
- Administers TCIS benefits.
- Manages TCIS financial systems.
- Oversees financial implementation of partnership contracts.
- Develops financial policies.
- Develops human resources policies.
- Manages financial records.
- Manages human resources records.
- Manages TCIS digital files and records including Board minutes.
- Manages TCIS equipment.
- Verifies TCIS compliances with laws, rules and regulations.
- Assists CEO in writing Board resolutions and preparation of Board packets.
- Presents budget and financial updates to the TCIS Board.
- Attends TCIS Board meetings.
- Other duties as assigned.

QUALIFICATIONS:

- Master's Degree minimum.
- Ability to interact and communicate appropriately and professionally.

**TEXAS COUNCIL FOR INTERNATIONAL STUDIES
JOB DESCRIPTION – SAN ANTONIO DIRECTOR OF SCHOOL OPERATIONS**

POSITION: SAN ANTONIO DIRECTOR OF SCHOOL OPERATIONS

REPORTS TO: Texas Council for International Studies Chief Executive Operations (CEO)

OVERVIEW: The **Texas Council for International Studies (TCIS) San Antonio Director of School Operations (SDO)** works in collaboration with the CEO to oversee school operations for TCIS schools in San Antonio ISD.

ESSENTIAL FUNCTIONS:

- Advises the CEO.
- Monitors federal and state requirements at TCIS San Antonio ISD schools.
- Serves as day-to-day TCIS liaison for San Antonio ISD.
- Assists CEO in implementation of TCIS contract with San Antonio ISD.
- Assists CEO in development and delivery of required reports and updates as specified in the TCIS contract with San Antonio ISD.
- Assists the CEO in the preparation and delivery of academic updates for TCIS San Antonio schools to the TCIS Board.
- Facilitates collaboration among TCIS schools.
- Supports employees in implementation of International Baccalaureate® programs and operations.
- Supports the alignment of curriculum, instruction and assessment to International Baccalaureate® standards and practices.
- Supports the alignment of International Baccalaureate® programs with Texas Essential Knowledge and Skills and STAAR.
- Oversees administration of MAP for TCIS San Antonio schools.
- Oversees development and administration of interim assessments for TCIS San Antonio schools.
- Utilizes data effectively to improve student performance.
- Assists CEO in writing Board resolutions and preparation of Board packets.
- Exhibits excellent leadership.
- Manages financial and physical resources.
- Other duties as assigned.

QUALIFICATIONS:

- Master's Degree minimum.
- IB Diploma Programme, Middle Years Programme and Primary Years Programme experience.
- Ability to interact and communicate appropriately and professionally.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Good health.
- Works in standard office climate and conditions.
- Able to sit, stand, and work at a keyboard for extended periods on a daily basis.
- Able to lift up to 20 pounds.

PHYSICAL REQUIRMENTS AND WORK ENVIRONMENT

- Good health.
- Works in standard office climate and conditions.
- Able to sit, stand, and work at a keyboard for extended periods on a daily basis.
- Able to lift up to 20 pounds.

**TEXAS COUNCIL FOR INTERNATIONAL STUDIES
JOB DESCRIPTION – DIRECTOR OF SCHOOL IMPROVEMENT**

POSITION: DIRECTOR OF SCHOOL IMPROVEMENT

REPORTS TO: Texas Council for International Studies Chief Executive Officer (CEO)

OVERVIEW: The **Texas Council for International Studies (TCIS) Director of School Improvement (DSI)** works in collaboration with the CEO, San Antonio Director of School Operations, and Longview Executive Director to develop and monitor academic interventions to improve student outcomes and meet academic objectives in TCIS partnership agreements.

ESSENTIAL FUNCTIONS:

- Advises the CEO, San Antonio Director of School Operations, San Antonio principals, and Longview Executive Director.
- Provides CEO timely information on interim student assessment and intervention plans.
- Monitors interim academic achievement at TCIS schools.
- Analyzes interim data.
- Plans San Antonio ISD teacher roundtables.
- Assists TCIS principals in the development of interventions based on interim assessments at TCIS schools.
- Assists TCIS principals to increase the level of rigor in classroom instruction.
- Monitors academic interventions.
- Facilitates collaboration among TCIS schools.
- Supports employees in implementation of International Baccalaureate® programs and operations.
- Assists in the alignment of curriculum, instruction and assessment to International Baccalaureate® standards and practices.
- Oversees the alignment of International Baccalaureate® programs with Texas Essential Knowledge and Skills and STAAR.
- Supports the administration of Iowa Tests of Basic Skills for TCIS Longview schools.
- Supports the administration of MAP for TCIS San Antonio Schools.
- Assists CEO in writing Board resolutions and preparation of Board packets.
- Exhibits excellent leadership.
- Manages financial and physical resources.
- Other duties as assigned.

QUALIFICATIONS:

- Master's Degree minimum.
- IB Diploma Programme, Middle Years Programme and Primary Years Programme experience.
- Ability to interact and communicate appropriately and professionally.

PHYSICAL REQUIRMENTS AND WORK ENVIRONMENT

- Good health.
- Works in standard office climate and conditions.
- Able to sit, stand, and work at a keyboard for extended periods on a daily basis.
- Able to lift up to 20 pounds.

**TEXAS COUNCIL FOR INTERNATIONAL STUDIES
JOB DESCRIPTION – COORDINATOR (GENERIC)**

POSITION: COORDINATOR

REPORTS TO: Texas Council for International Studies Chief Executive Officer (CEO)

OVERVIEW: The **Texas Council for International Studies (TCIS) Coordinator (COR)** works in collaboration with the CEO, San Antonio Director of School Operations, and Longview Executive Director to develop and monitor academic interventions to improve student outcomes and meet academic objectives in TCIS partnership agreements.

ESSENTIAL FUNCTIONS:

- Advises the CEO.
- Assists CEO in the implementation of partnership contracts.
- Assists CEO in writing applications for partnership contracts.
- Monitors interim academic achievement at TCIS schools.
- Coordinates the analysis of interim data.
- Coordinates the development of interventions based on interim data.
- Coordinates teacher roundtables.
- Coordinates the collaboration among TCIS schools.
- Monitors the implementation of International Baccalaureate® programs and operations.
- Assists in the alignment of curriculum, instruction and assessment to International Baccalaureate® standards and practices.
- Monitors the alignment of International Baccalaureate® programs with Texas Essential Knowledge and Skills and STAAR.
- Assists in the development of IB unit and lesson plans aligned with the Texas Essential Knowledge and Skills and STAAR.
- Assists principals in development of teacher observation documents aligned to IB and to STAAR.
- Assists CEO in writing Board resolutions and preparation of Board packets.
- Exhibits excellent leadership.
- Manages financial and physical resources.
- Other duties as assigned.

QUALIFICATIONS:

- Master's Degree minimum.
- IB Diploma Programme, Middle Years Programme and Primary Years Programme experience.
- Ability to interact and communicate appropriately and professionally.

PHYSICAL REQUIRMENTS AND WORK ENVIRONMENT

- Good health.
- Works in standard office climate and conditions.
- Able to sit, stand, and work at a keyboard for extended periods on a daily basis.
- Able to lift up to 20 pounds.

**RESOLUTION
OF THE BOARD OF DIRECTORS OF
TEXAS COUNCIL FOR INTERNATIONAL STUDIES, INC.**

June 23, 2020

The undersigned, constituting all of the Board of Directors of Texas Council for International Studies, Inc., a Texas non-profit corporation (the "Corporation"), approved by the Secretary of State of the State of Texas and on file with the Secretary of State and the Corporation, hereby affirm compliance with Texas Open Meetings Act regulations, adopt the following resolutions, effective as of June 23, 2020:

WHEREAS, Texas Council for International Studies ("TCIS") seeks to implement an effective corporate structure; and

WHEREAS, the growth of TCIS necessitates the Corporation to write contracts and to implement policies and procedures; and

WHEREAS, the Board has hired Margaret Davis as Chief Executive Officer ("CEO"); and

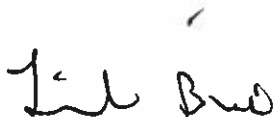
WHEREAS, the CEO requests Board approval to write contracts, to implement policies and procedures and to submit them for Board approval at the next regular or called Board meeting; and

WHEREAS, Dr. Dolph Briscoe moved to allow the CEO's request to act on the Board's behalf to write contracts, to implement policies and procedures and to submit them to the Board for final approval at the next regular or called Board meeting, and Mr. Walter Sorensen seconded Briscoe's motion; and

WHEREAS, the Board of Directors of TCIS, having considered such motion and corresponding second, approved the resolution to allow the CEO's request to act on the Board's behalf to write contracts, to implement policies and procedures and to submit them for final approval at the next regular or called Board meeting by a unanimous vote.

THEREFORE, on the approval of such motion and corresponding second of such motion by the Board of Directors hereby allows the CEO to write contract, to implement policies and procedures and to submit them for final approval at the next regular or called Board meeting.

EXECUTED EFFECTIVE as of the date first above written.



Linda Buie, Secretary