

Texas Council for International Studies (TCIS)

Board Meeting

October 6, 2025

Alcuin School

6144 Churchill Way

Dallas, TX 75230

Presiding

Ms. Karen Phillips

Members Present

Dr. Todd Kettler

Mr. Kile Brown

Ms. Karen Phillips

Mr. Jacob Navarrete

Members Absent

Dr. Carol Velazquez

Legal Counsel Present

Ms. Janet Bubern

Ms. Megan Dawson

Staff Members Present

Ms. Margaret Davis, Chief Executive Officer

Other

Ms. Ashley Hesseltine, Secretary and Business Services

Meeting Called to Order

- Board President, Karen Phillips, called the meeting to order at 5:10 pm and established a quorum. Karen Phillips established the quorum with a roll call.

Public Forum

No comments sent to the TCIS Board.

Information and Discussion Items

- Attorney Janet Bubert presented information related to new legislation impacting future Board meetings.
- Senate Bill 12 (Parent Rights Bill) added Texas Code Section 26.0071 to encourage parent engagement. The statute includes provisions that require:
 - a. School boards to prioritize public comments at the beginning of each Board Meeting; and
 - b. Requires Board meetings to be held outside of typical work hours.

Ms. Bubert explained that Chapter 12 of the Education Code, which governs charter schools, and which TCIS follows, extends Section 26.0071 to apply to charter schools.

- Revisions to the Open Meetings Act impact the notice requirements for a public meeting. Notice must be posted at least three business days prior to the date of the meeting. The language has been interpreted to require three business days in between the day you post and the day of the meeting.
- Finally, Senate Bill 413 relates to school board meetings and requires the minutes of the meeting to reflect the members' attendance, as well as how each board member votes. The Board Minutes must be posted within 7 days of approval.

Consent Agenda

- The Consent Agenda was presented. President Phillips made a request to pull approval of the minutes from the Board of Directors meeting on August 6, 2025, for further revision.
- The Consent Agenda was considered as revised:
 - a. Consider approval of TCIS August 2025 Financial Report
 - b. Consider approval of Summer Boost August 2025 Financial Report
- Kile Brown made a motion to approve the consent agenda as revised, which was seconded by Todd Kettler. The motion carried unanimously.

Action Items

1. Consider approval of TCIS Organizational Chart

- a. CEO Margaret Davis presented an update for Annual Contract Consultants to include the role of Consultant Business Operations and Secretary to the Board.
 - b. Motion by Jacob Navarrete to approve TCIS Organizational Chart; seconded by Kile Brown. Motion carried unanimously.
2. Consider approval of obtaining airport transportation from John Underwood, as needed.
 - a. Margaret Davis presented a request to engage airport transportation services from John Underwood, as needed, to secure safe transport to and from DFW Airport.
 - b. Motion by Kile Brown to approve the use of airport transportation from John Underwood as needed; seconded by Todd Kettler. Motion carried unanimously.

Executive Session

- The Board convened into executive session at 5:34 p.m. under the authority granted by Texas Government Code Section 551.071 (2): Consultation to seek advice of counsel regarding Edgewood ISD partnership agreement.
- The Board reconvened in open session at 6:36 p.m.

Action Items for Executive Session

No action as a result of the executive session.

Adjournment

Ms. Karen Phillips adjourned the meeting at 6:37 pm.

These minutes of the meeting of the Texas Council for International Studies Board of Directors on October 6, 2025, were approved on October 24, 2025.



Karen Phillips, President
Texas Council for International Studies



Ashley Hesseltine, Board Secretary
Texas Council for International Studies