

Texas Council for International Studies (TCIS)

Board Meeting

August 6, 2025

Alcuin School

6144 Churchill Way

Dallas, TX 75230

**Presiding**

Ms. Karen Phillips

**Members Present**

Dr. Carol Velazquez (virtual)

Dr. Todd Kettler

Mr. Kile Brown

Ms. Karen Phillips

**Members Absent**

None

**Legal Counsel Present**

Ms. Janet Bubert

**Staff Members Present**

Ms. Margaret Davis, Chief Executive Officer

**Other**

Ms. Ashley Hesseltine, Secretary and Business Services

1. Meeting Called to Order at 12:16 pm.
2. Board President Karen Phillips established a quorum with a roll call.

3. Chief Executive Officer, Margaret Davis, was recognized as in attendance.

4. Secretary to the Board, Ashley Hesseltine, was recognized as in attendance.

#### 5. Public Forum

No requests were received for public comment.

#### 6. Information and Discussion Items

##### a. Summer Boost Grant

- CEO Margaret Davis provided an update on the Summer Boost program for 2025. The program took place June 3-27, 2025, for the San Antonio Schools with 20 mandatory days of instruction. Two sites were added this year serving rising First Graders through rising Ninth Graders. A total of 900 students enrolled, more than twice as many as last year.
- The Grant amount was \$1,525,000, and \$1,064,000 has been received to date. Additional funds may be available following the Grantor's review of required documentation on program activities and outcomes.
- Successes this year included:
  - Several sites in San Antonio, including charter schools, that participated in the summer of 2024.
  - Three members were asked to testify at the Bexar County Commissioners meeting regarding the Summer Boost program.
- Representatives from local and national funders visited Burbank High School.
- In addition to increased enrollment, 66 out of the 70 classes exhibited more than 10% growth from the pre-test to post-test.
- A field trip was included, and a new video is in production.

##### b. TEA Accountability Timeline

- August 13, 2025, the preliminary ratings will be shared with districts; TCIS obtains the information from the districts.
- August 15, 2025, campuses will identify whether they will have PEG intervention.
- September 18, 2025, more data schedule to be provided.
- Report Cards will be published by December.
- We have an analysis of how our schools will be graded and how we are supporting each of these schools, including the use of Graphic Organizers that include directions, color coding and checklists, across grade levels and campuses, as well as teacher preparation documentation.

**c. The annual audit begins August 11, 2025.**

## **7. Consent Agenda**

The Consent Agenda was considered as presented.

- a) Approval of Minutes for the Board of Directors Meeting on March 27, 2025
- b) Approval of TCIS FY24 unqualified audit
- c) Approval of TCIS July 2025 Financial Report
- d) Approval of Summer Boost 2025 Financial Report
- e) Approval of 2025-2026 campus budgets for San Antonio ISD campuses operated by TCIS
- f) Approval of 2025-2026 campus budgets for Longview ISD campuses operated by TCIS
- g) Approval of 2025-2026 campus budgets for Edgewood ISD campuses operated by TCIS
- h) Approval of Mercy Manor agreement for Foster Middle School, Judson Middle School, and Longview High School

Kile Brown made a motion to approve the Consent Agenda, which was seconded by Todd Kettler. The motion passed unanimously.

## **7. Action Items**

- a) Election of a director to fill the vacancy left by Mr. Walter Sorenson.
  - o Jacob Navarrete was nominated to serve as a director of TCIS for remainder of the term, which expires in April 2026. Jacob Navarrete's resume was reviewed.
  - o Todd Kettler made the motion to elect Jacob Navarrete to serve as a Director of TCIS for the remainder of the term expiring in April 2026; the motion was seconded by Kile Brown. The motion passed unanimously.
- b) Consider approval of 2024-2025 documentation for DoorDash reimbursement and March 2024 purchases on card 1079
  - o Following discussion and explanation by CEO Margaret Davis, Jacob Navarrete made a motion to approve the reimbursement of DoorDash expenses. The motion was seconded by Kile Brown. The motion passed unanimously.
- c) Consider approval of TCIS 2025-2026 budget framework
  - o CEO Margaret Davis presented the budget framework for fiscal year 2025-2026.

- Todd Kettler moved to adopt the budget framework as presented, which was seconded by Jacob Navarrete. The motion passed unanimously.
- d) Consider approval of purchase of three-month certificate of deposit
  - CEO Margaret Davis presented an opportunity to increase revenue by purchasing a three-month certificate of deposit.
  - Carol Velazquez moved to approve the purchase of a three-month certificate of deposit, which was seconded by Todd Kettler. The motion passed unanimously.
- e) Consider approval of the TCIS 2025-2026 organizational chart
  - CEO Margaret Davis presented a new organizational chart and reviewed the proposed revisions.
  - Kile Brown made a motion to approve the revisions to the TCIS organizational chart, which was seconded by Todd Kettler. The motion passed unanimously.
- f) Consider approval of Lowman Educational Resources
  - CEO Margaret Davis presented information regarding Lowman Educational Resources, including the organization's focus on Texas curriculum.
  - Jacob Navarrete made a motion to approve the use of Lowman Educational Resources, which was seconded by Carol Velazquez. The motion passed unanimously.
- g) Consider approval of EdQwest Resources
  - Background provided by Margaret Davis regarding the benefits of EdQwest Resources, a new company started by an IB Student based in Geneva. They offer a digital DP textbook with videos embedded of teachers teaching a lesson. Ms. Davis is proposing engaging EdQwest for a two-year pilot program to integrate into TCIS schools, mainly for the math and sciences, but TCIS will have access to all digital textbooks.
  - Kile Brown made a motion to approve engaging with EdQwest Resources, which was seconded by Todd Kettler. The motion passed unanimously.

## **8. Executive Session**

- The Board convened into executive session at 1:27 pm under the authority granted by Texas Government Code Section 551.074 to deliberate regarding personal matters (CEO evaluation and contract).
- The Board reconvened in open session at 1:54 pm

## 9. Action Items for Executive Session

- Kile Brown made a motion to accept the CEO evaluation and approve new contract terms for CEO Margaret Davis, which was seconded by Jacob Navarrete. The motion passed unanimously.

## 10. Adjournment

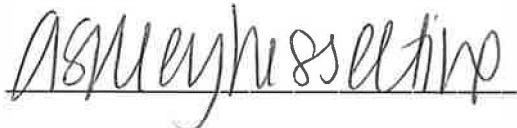
- Ms. Karen Phillips adjourned the meeting at 2:01 pm.

These minutes of the meeting of the Texas Council for International Studies Board of Directors on August 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