

Texas Council for International Studies (TCIS)

Board Meeting

December 10, 2025

6144 Churchill Way Dallas, Texas 75230

Presiding

Ms. Karen Phillips

Directors Present

Mr. Jacob Navarrete - virtual

Dr. Carol Velazquez - virtual

Dr. Todd Kettler - virtual

Mr. Kile Brown – in person

Ms. Karen Phillips – in person

Legal Counsel Present

Ms. Janet Bubert - virtual

Staff Members Present

Ms. Margaret Davis, Chief Executive Officer – in person

Dr. Matt Weber, San Antonio Chief of Schools - virtual

Ms. D’Les Gonzales, Chief of Operations – virtual

1. Meeting Called to Order at 5:01 p.m.
2. Board President, Karen Phillips, established a quorum with a roll call.

3. Chief Executive Officer, Margaret Davis, was recognized as in attendance.
4. Board Secretary was absent. Chief of Operations, D’Les Gonzales, prepared minutes.

5. **Public Forum**

- No requests were received for public comment.

6. **Information and Discussion Items**

a. Texas IB Conference 2025 update.

- COO, D’Les Gonzales, provided an update on the Texas IB Conference 2025. A video from the event was shared along with acknowledgements of staff professional development and student performances.

b. Writer’s Workshop 2025 update.

- CEO, Margaret Davis, provided an update on the Writer's Workshop 2025, featuring Loung Ung and shared a video of the event. It was noted that five (5) students from each of the high schools and one (1) teacher from each of the TCIS campuses were invited to attend. Board members commented on the power of the event and how this opportunity connected students and built community.

c. Summer Boost 2025 update.

- San Antonio Chief of Schools, Matt Weber, provided an update of the Summer Boost 2025 and shared specifics about the program events. It was reported there is potential for another year of funding along with earlier lead time for this upcoming summer program in 2026.

d. Austin ISD 1882 partnership application update.

- CEO, Margaret Davis, provided an update on the Austin ISD 1882 partnership application. TCIS submitted the 1882 Partner application for three (3) middle schools and one (1) elementary school in Austin ISD. TCIS also participated in the capacity interview. Austin ISD Board will be discussing it as a Discussion Item at the upcoming December Board Meeting. Ms. Davis has completed the required TEA webinars. Austin ISD hopes to finalize their process by March 31, 2026.

7. **Consent Agenda**

The Consent Agenda was considered as presented.

- a. Consider approval of minutes for Board of Directors meeting on October 24, 2025.
- b. Consider approval of TCIS October 2025 Financial Report.
- c. Consider approval of Summer Boost 2025 Financial Report.

Director Kile Brown made a motion to approve the Consent Agenda as presented, which was seconded by Director Jacob Navarrete. All Directors present voted to approve.

8. Action Items

- a. Consider approval of TCIS FY25 unqualified audit.
 - CEO Margaret Davis reviewed the audit process. TCIS received an unqualified audit.
 - Director Kile Brown made a motion to approve the TCIS FY25 unqualified audit, which was seconded by Director Todd Kettler. All Directors present voted to approve. The motion passes.
- b. Consider approval of the sale of TCIS branded merchandise.
 - CEO Davis reported that teachers have asked about purchasing TCIS apparel. One of the TCIS campuses uses Spirit Wear Direct, which allows staff to purchase directly from them. TCIS would design the options and Spirit Wear Direct would handle the orders, payments, and shipping. The Board asked for the following assurances:
 - The company would not sell or distribute personal information to protect staff.
 - The company would not reuse the logo unless authorized by TCIS.
 - Possibility of logo trademark to prevent use of logo in a way not wanted by TCIS. TCIS already possesses copyright protection of the logo.
 - Ms. Davis assured the Board that these requests would be followed prior to moving forward with any creation of TCIS branded merchandise.
 - Director Kile Brown made a motion to approve the sale of TCIS branded merchandise, which was seconded by Director Todd Kettler. All Directors present voted to approve. The motion passes.

9. **Executive Session**

- The Board convened into executive session at 6:04 p.m. under the authority granted by Texas Government Code Section 551.071 to receive advice from counsel regarding current and prospective partnership agreements.
- The Board reconvened in open session at 6:44 p.m.

10. **Action Items for Executive Session**

- Director Kile Brown made a motion to authorize the TCIS CEO to engage with Edgewood ISD regarding a plan for the partnership agreement, which was seconded by Director Todd Kettler. All Directors present voted to approve. The motion passes.

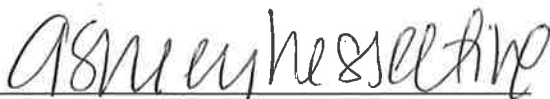
11. **Adjournment**

- Ms. Karen Phillips adjourned the meeting at 6:53 p.m.

These minutes of the meeting of the Texas Council for International Studies Board of Directors on December 10, 2025, were approved on March 20, 2026.



Karen Phillips, President
Texas Council for International Studies



Ashley Hesseltine, Board Secretary
Texas Council for International Studies