

**Texas Council for International Studies (TCIS)**

**Board Meeting**

**March 20, 2026**

**1125 E Hawkins Parkway  
Longview, TX 75605**

Presiding

Ms. Karen Phillips

Director's Present

Mr. Jacob Navarrete – in person

Dr. Carol Velazquez – virtual

Mr. Kile Brown – in person

Ms. Karen Phillips – in person

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

Ms. Ashley Hesseltine, Board Secretary – virtual

1. Meeting called to order at 5:05 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, Ashley Hesseltine, was recognized as in attendance.

5. Public Forum

- No requests were received for public comment.

\* Executive Session (Agenda Item 9 was taken out of order)

- The Board convened into executive session at 5:06 p.m. under the authority granted by Texas Government Code Section 551.074 to conduct annual appraisals of the CEO, Chief of Schools, and Chief of Operations.
- The Board reconvened in open session at 7:44 p.m.

\* Action Items from Executive Session

- Director Kile Brown made a motion to approve the employment agreement for the TCIS Chief Executive Officer as presented, which was seconded by Director Jacob Navarrete. All Directors present voted to approve. The motion passes.

6. Information Items

a. Summer Boost 2026 update.

- TCIS is currently working on enrolling students. Attendance incentives will be planned for parents and students. Additionally, the field trip schedule will be revised to occur on the last day. TCIS staff are meeting weekly to develop plans.

b. TCIS branded merchandise update.

- The company approved by the Board at the December 10, 2025 meeting did not meet TCIS's needs regarding the variety of merchandise available. TCIS staff will continue to research alternative vendors for our branding merchandise project.

7. Consent Agenda

- President Karen Phillips pulled Item 7.e. from the Consent Agenda related to consideration of the partnership contract with Austin ISD. Director Kile Brown pulled Item 7.f. from the Consent Agenda related to consideration of the 2026-2027 calendar for Longview ISD partner schools. The remaining Consent Agenda items were considered as follows:

- a. Consider approval of minutes for Board of Directors meeting on December 10, 2025.
- b. Consider approval of TCIS February 2026 Financial Report.
- c. Consider approval of Special Projects February 2026 Financial Report.
- d. Approve the restated agreement with Longview ISD.
- g. Approve the 2026-2027 calendar for San Antonio ISD partner schools.
- h. Approve the 2026-2027 calendar for Edgewood ISD partner schools.

- Director Jacob Navarrete made a motion to approve the Consent Agenda as revised,

which was seconded by Director Kile Brown. All Directors present voted to approve. The motion carries.

## 8. Action Items

Item 7.f from the consent agenda - approval of the 2026-2027 calendar for Longview ISD partnership schools.

- There was discussion regarding the calendar extending beyond Memorial Day in 2027 and including a professional development day on the Tuesday following Memorial Day. Ms. Davis explained that the proposed calendar matches the calendar adopted by the Longview ISD Board of Trustees for the District.
- Director Kile Brown made a motion to approve the 2026-2027 calendar for Longview ISD partnership schools, which was seconded by Director Jacob Navarrete. All Directors present voted to approve. The motion passes.

Item 7.e from the consent agenda - approval of the partnership contract with Austin ISD.

- CEO Margaret Davis explained that Austin ISD requested additional revisions to the contract after the draft contract was distributed to the Board. The provisions related to renewal of the contract were revised to align with Austin ISD Board policies, and a provision on termination due to loss of support from voluntary partners was revised. The revised language was reviewed.
  - Director Kile Brown made a motion to approve the resolution for a partnership contract with Austin ISD, which was seconded by Director Carol Velazquez. All Directors present voted to approve. The motion passes.
- a. Election of Directors to the TCIS Board for a two-year term from April 2026 to April 2028.
- Director Jacob Navarrete nominated the following individuals to serve a new two-year term: Ms. Karen Phillips, Mr. Jacob Navarrete, Dr. Carol Velazquez, Mr. Kile Brown, and Mr. Todd Kettler. The nomination was seconded by Director Kile Brown. The Board then voted on each Director position.
  - All members present voted in favor of electing Karen Phillips for a two-year term from April 2026 to April 2028.
  - All members present voted in favor of electing Jacob Navarrete for a two-year term from April 2026 to April 2028.
  - All members present voted in favor of electing Carol Velazquez for a two-year term from April 2026 to April 2028.
  - All members present voted in favor of electing Kile Brown for a two-year term from April 2026 to April 2028.

- All members present voted in favor of electing Todd Kettler for a two-year term from April 2026 to April 2028.
- b. Consider approval of a resolution to apply for and, if awarded, accept a grant from Bloomberg Philanthropies for Summer Boost program and authorize Dr. Matt Weber to sign agreements to receive and disburse grant funds to facilitate operation of the program in accordance with grant funding requirements.
- Director Kile Brown made a motion to approve the resolution to apply for and, if awarded, accept a grant for the summer program, which was seconded by Director Jacob Navarrete. All Directors present voted to approve. The motion passes.
- c. Consider approval of TCIS Organizational Chart.
- Ms. Davis reviewed the proposed changes to the organizational chart, which include the new position of Chief of Schools for Austin ISD, subject to approval of the partnership by Austin ISD's Board of Trustees, as well as a director position under Melanie Hamilton for Longview ISD.
  - Director Jacob Navarrete made a motion to approve the TCIS Organizational Chart, which was seconded by Director Kile Brown. All Directors present voted to approve. The motion passes.
- d. Consider approval of job description for TCIS Chief of Schools for Austin ISD.
- Ms. Davis discussed the job description and recommended revising the responsibilities to include serving as a liaison with the Texas Education Agency on behalf of TCIS.
  - Director Jacob Navarrete made a motion to approve the job description for the Austin ISD Chief of Schools position, subject to approval of the partnership by Austin ISD, and to authorize CEO Margaret Davis to revise the duties of the position as discussed, which was seconded by Director Kile Brown. All Directors present voted to approve. The motion passes.
- e. Consider approval of date and location for August 2026 Board meeting.
- There was discussion regarding a schedule for upcoming Board meetings, including a Board meeting in August. All Directors present indicated their availability for a meeting on Thursday, August 27, 2026. An additional meeting may be called in June 2026. CEO Margaret Davis will forward additional information to confirm future meeting dates.

#### Adjournment

- Ms. Karen Phillips adjourned the meeting at 8:24 p.m.

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

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Karen Phillips, President  
Texas Council for International Studies

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Ashley Hesseltine, Board Secretary  
Texas Council for International Studies