



**Texas Council for International Studies, Inc
Board of Directors Meeting**

Friday, March 20, 2026

5:00 p.m.

Conference Room

Courtyard by Marriott North

1125 E. Hawkins Pkwy, Longview, TX 75605

Notice is hereby given that on March 20, 2026, the Texas Council for International Studies (TCIS) Board of Directors will hold a regular meeting beginning at 5:00 p.m. in the conference room at the Courtyard by Marriott North, 1125 E. Hawkins Parkway, Longview, TX 75605. The presiding officer of the TCIS Board of Directors will be present at the meeting location. Members of the community who wish to address the Board during the Public Forum may submit their requests in writing to board@texascis.org by Thursday, March 19, 2026, at 5:00 p.m. Submissions must include name, address, phone number and the subject or agenda item(s) to be addressed.

The subjects to be discussed or upon which any formal action may be taken are listed below. Items do not have to be taken in the order shown on this meeting notice.

Agenda

- 1. Meeting Called to Order**
- 2. Roll Call and Introduction of Board Members Present and Declaration of Quorum**
 - a. Mr. Jacob Navarrete
 - b. Dr. Carol Velazquez
 - c. Dr. Todd Kettler
 - d. Mr. Kile Brown
 - e. Ms. Karen Phillips
- 3. Recording of Chief Executive Officer Present**
 - a. Ms. Margaret Davis
- 4. Recording of Secretary to the Board Present**
 - a. Ms. Ashley Hesseltine

5. Public Forum

6. Information Items

- a. Summer Boost 2025 update.
- b. TCIS branded merchandise update.

7. Consent Agenda

- 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.
- e. Approve the partnership agreement with Austin ISD.
- f. Approve the 2026-2027 calendar for Longview ISD partner schools.
- g. Approve the 2026-2027 calendar for San Antonio ISD partner schools.
- h. Approve the 2026-2027 calendar for Edgewood ISD partner schools.

8. Action Items

- a. Election of Directors to TCIS Board.
- 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.
- c. Consider approval of TCIS Organizational Chart.
- d. Consider approval of job description for TCIS Chief of Schools for Austin ISD.
- e. Consider approval of date and location for August 2026 Board meeting.
- f. Consider approval of employment agreement for TCIS Chief Executive Officer.

9. Executive Session

TCIS will conduct a closed session pursuant to Texas Government Code Section 551.074: Conduct annual appraisals and employment review for CEO, Chiefs of Schools, and Chief of Operations.

8. Take action, if any, on agenda items discussed in Executive Session.

9. Adjournment

NOTICE:

The Board may go into executive session at any time to discuss an agenda item as permitted under the Open Meetings Act and set out in Subchapter 551 of Title 5 of the Texas Government Code.

Recess: The Board may recess the meeting at any time and reconvene the meeting within 24 hours. The reconvened meeting will occur at the same location as the original meeting and will address the original agenda without the need for reposting.