

APPROVED



# International American Education Federation, Inc., d/b/a International Leadership of Texas

## Minutes

### August 15, 2018 Regular Meeting

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#### **Date and Time**

Wednesday August 15, 2018 at 6:15 PM

#### **Location**

1820 N. Glenville Dr., #100 | Richardson, TX 75081

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#### **Meeting Notice & Mission Statement**

In compliance with the Texas Open Meetings Act, the Texas Government Code, Chapter 551, timely public advance written notice (at least 72 hours before the scheduled time of the meeting) is given of the subjects the Board of Directors of International Leadership of Texas (the "Board"), and the Board will convene a Regular Open Meeting of the Board of Directors of International Leadership of Texas on the date and time and location set forth herein. It is the intent of the Board to have a quorum physically present at the above address. Board members not physically present may participate by live two-way video and audio feed in accordance with the Texas Open Meetings Act.

If a quorum of the Board cannot be physically present at the above address, it is the intent to have the presiding officer physically present at the above address. The Board hereby certifies that this notice was posted on a bulletin board or on something akin thereto or at a place readily accessible and convenient to the public at 1820 N. Glenville Dr., #100, Richardson, TX 75081, as well as online at [www.ILTexas.org](http://www.ILTexas.org). The items on this Agenda may be taken in any order. The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

/s/ Finn Simmenssen, For ILTexas' Board

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#### **Directors Present**

Curtis Donaldson (remote), Major General James Williams, Tracy Cox

#### **Directors Absent**

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Dr. Lynne Beach, Edwin Flores

### **Directors Left Early**

Curtis Donaldson

### **Guests Present**

Dr. Laura Carrasco, Eddie Conger, Finn Simmensen, Ronald Kuehler

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## **I. Opening Items**

### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

Major General James Williams called a meeting of the board of directors of International American Education Federation, Inc., d/b/a International Leadership of Texas to order on Wednesday Aug 15, 2018 @ 6:21 PM at 1820 N. Glenville Dr., #100 | Richardson, TX 75081.

### **C. Approve Minutes of the June 20, 2018 Regular Meeting**

Tracy Cox made a motion to approve minutes from the Board of Directors' Monthly Meeting on 06-20-18.

Curtis Donaldson seconded the motion.

The board **VOTED** unanimously to approve the motion.

Tracy Cox made a motion to approve minutes from the Board of Directors' Monthly Meeting on 06-20-18.

Curtis Donaldson seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **D. Approve Minutes of the July 24, 2018 special Meeting**

Tracy Cox made a motion to approve minutes from the July 24, 2018 Special Meeting of the Board of Directors on 07-24-18.

Curtis Donaldson seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Reports**

### **A. CAO Report**

Dr. Laura Carrasco-Navarrete delivered the CAO Report.

### **B. CEO Report**

Dr. Alan Seay delivered the CEO Report.

## **III. Board Action Items**

### **A. CONSIDER/ACT ON APPROVAL OF JUNE, 2018 FINANCIAL REPORT (END OF YEAR)**

Mr. Ronald Kuehler presented the Report.

Tracy Cox made a motion to approve the June, 2018 Financial Report.

Curtis Donaldson seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **B. CONSIDER/ACT ON APPROVAL OF JULY, 2018 FINANCIAL REPORT**

This item was not considered or acted on and was postponed until next month.

**C. CONSIDER/ACT ON Approval of ILTexas CNAs and CIPs**

The voluminous document comprising the CNAs and CIPs was appended in its entirety to the Board Packet and Members were advised to refresh their access to said document and to review it, prior to consideration and action on this Agenda Item.

Curtis Donaldson made a motion to approve the CNAs and CIPs.

Tracy Cox seconded the motion.

The board **VOTED** unanimously to approve the motion.

**D. CONSIDER/ACT ON PROCURING STAFF DEVELOPMENT WAIVERS FROM TEA**

Curtis Donaldson made a motion to approve applying for the Staff Development Waiver(s).

Tracy Cox seconded the motion.

The board **VOTED** unanimously to approve the motion.

**E. CONSIDER/ACT ON 2018-2019 ILTEXAS STUDENT CODE OF CONDUCT**

Dr. Alan Seay broefed the Board on the revised Code of Conduct.

Tracy Cox made a motion to approve the revised Code of Conduct.

Curtis Donaldson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**F. CONSIDER/ACT ON ILTEXAS EMPLOYEE HANDBOOK**

Curtis Donaldson made a motion to approve the revised Employee Handbook.

Tracy Cox seconded the motion.

The board **VOTED** unanimously to approve the motion.

**G. CONSIDER/ACT TO APPROVE UPDATING COLLEGE STATION K-8 CAMPUS ADDRESS**

Tracy Cox made a motion to approve filing the amendment request to update the campus address.

Curtis Donaldson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**IV. Executive Closed Session**

**A. Authorization**

The Board President determined that the Board would not hold Executive Session today.

Curtis Donaldson left early.

**V. Board Action Items**

**A. CONSIDER/ACT ON MATTERS DISCUSSED IN CLOSED SESSION**

No Items were considered or acted on.

**VI. Closing Items**

**A. Adjourn Meeting**

Tracy Cox made a motion to adjourn the meeting.

Major General James Williams seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,  
Finn Simmensen