

APPROVED



## Ridgeline Education Corporation

### Minutes

#### Board Meeting

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#### Date and Time

Tuesday July 25, 2023 at 2:00 PM

#### Location

#### Location

**In person:** 1922 S General McMullen Drive, San Antonio, TX 78226

**Virtual via Microsoft Teams:** <https://llac.io/BZ0qQ>

Dial in: 657-207-0015

Conference ID: 221761993#

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#### Directors Present

C. Humphrey, L. Davis, M. Lewis

#### Directors Absent

*None*

#### Guests Present

A. Holmes (remote), Adam Miller (remote), Bill Thompson (remote), Cristina Guadiana (remote), David Petropulos (remote), Denise Pierce (remote), Grace Bautista (remote), Guita Sharifi (remote), H. Ruiz (remote), K. Willmann, Kevin Welsh (remote), Mike VanKirk (remote), Pat Hill, Rick Reyes (remote), Valerie Chase (remote)

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#### I. Opening Items

##### A. Call the Meeting to Order

C. Humphrey called a meeting of the board of directors of Ridgeline Education Corporation to order on Tuesday Jul 25, 2023 at 2:05 PM.

**B. Record Attendance and Guests**

**C. Pledge of Allegiance**

**II. Approval of Agenda**

**A. Approval of Agenda**

L. Davis made a motion to Approve the July 25, 2023 Board Meeting Agenda.  
M. Lewis seconded the motion.  
The board **VOTED** to approve the motion.

**III. Review and Approve Minutes from Previous Meeting(s)**

**A. Prior Meeting Minutes**

M. Lewis made a motion to Approve the minutes from June 20, 2023.  
L. Davis seconded the motion.  
The board **VOTED** to approve the motion.

**IV. Information Items**

**A. Finance Report**

1. Mr. Welsh shared on the balance sheet and the expenses for the next school year, including the income statement and cash projections as of June 30, 2023.
2. Mr. Davis stated that he met with Principal Willman, Mr. Welsh, and Mr. Humphrey regarding reimbursing EISD and LLAC.

**B. Principal Report**

1. Ms. Willmann shared on the principal report. She thanked LLAC for all their support with her onboarding.
2. She attended the leadership retreat with EISD and shared what she took from that.
3. Current enrollment ended with 150 students, with 4 applying and 26 actively enrolling, bringing the total to approximately 180 students for the fall. Principal Willmann is making follow-up calls to families to remind them to turn in their paperwork.
4. August 5 will be an event to help market the school, as well as a teacher/student event on August 4.
5. Principal Willmann introduced Isabel Diaz, the new lead teacher, as well as letting the board know that she is looking to hire a new science teacher and community

liaison. Interviews for a PT counselor is also in progress, just waiting to hear back from the candidates.

### **C. Management Report**

1. Ms. Bautista shared on outreach planning and helping with enrollment efforts.
2. Mr. Garbaciak shared on website and social media traffic before and after graduation with an increase in both.
3. Ms. Chase introduced Mr. David Petropulos, VP of National School Operations.

## **V. New Business**

### **A. 2023-24 Board Meeting Schedule**

C. Humphrey made a motion to approve the 2023-24 board meeting calendar.

M. Lewis seconded the motion.

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

### **B. 2023-24 Budget**

C. Humphrey made a motion to approve the 2023-24 proposed budget.

M. Lewis seconded the motion.

1. Mr. Reyes shared on the 2023-24 proposed budget. Dr. Hill provided a 180 student enrollment count with a 75% attendance rate, giving 135 ADA. He also went into staffing salaries and added a 3% salary increase, with salary totals being 16% of revenue. Mr. Reyes also shared on school year expenses, including operational expenses and contracted services.
  2. Mr. Welsh mentioned having a revised budget in September, including an 8% increase for medical insurance.
  3. Ms. Pierce would like to hold a meeting with EISD to discuss the budget regarding counseling services, which is not included in the budget.
  4. Night school is also being discussed to serve more students.
  5. Ms. Sharifi stated that it's been difficult to get information from EISD. She is trying to standardize a dashboard.
  6. Ms. Peirce also touched on the menu of services and will push for an in-person meeting with Mr. Davis, Ms. Sharifi, Mr. Welsh, Principal Willmann, and Ms. Salinas from EISD. She is hoping the meeting to be sometime in September.
- The board **VOTED** to approve the motion.

### **C. Task Force Updates**

1. Ms. Pierce shared that the changes were not going to be accepted. There is a growing list and wants to push for a meeting on September 19. EISD is concerned with the over projecting of enrollment numbers.
2. Ms. Sharifi added to ask EISD to identify how L4L compares to other schools regarding the budget.

## **VI. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:25 PM.

Respectfully Submitted,  
A. Holmes

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In accordance with the Texas Open Meetings Act (Subchapters D and E of Ch. 551, Tex. Gov't Code), the Board may enter closed meeting to deliberate any subject authorized by Subchapter D that is listed on the agenda for this meeting.

Any final action, decision, or vote on a subject deliberated in closed meeting will be taken in an open meeting held in compliance with the Texas Open Meetings Act.

Timely notice of this meeting was posted on July 20, 2023