



## Ridgeline Education Corporation

### Minutes

#### Board Meeting

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##### Date and Time

Wednesday September 18, 2024 at 4:15 PM

##### Location

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

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

Meeting ID: 248 959 160 729

Passcode: de7HNh

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##### Directors Present

C. Humphrey, L. Davis (remote), M. Lewis (remote)

##### Directors Absent

None

##### Guests Present

A. Holmes (remote), A. Miller (remote), D. Petropulos (remote), D. Pierce (remote), G. Sharifi (remote), H. Ruiz (remote), Jeannette Cook (remote), Justin Wood (remote), K. Delaney (remote), K. Willmann, M. VanKirk (remote), Michelle Martinez (remote), Michelle VanKirk (remote), Nadar Ali II (remote), R. Reyes (remote), V. 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 Wednesday Sep 18, 2024 at 4:15 PM.

##### B.

## **Record Board Member Attendance**

### **C. Introduction of In Person and Virtual Attendees**

### **D. Pledge of Allegiance**

## **II. Approval of Agenda**

### **A. Approval of Agenda**

C. Humphrey made a motion to Approve the September 18, 2024, 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**

C. Humphrey made a motion to approve the minutes from Board Meeting on 08-21-24.

L. Davis seconded the motion.

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

## **IV. Reports**

### **A. Finance**

The Board was presented with the financial statement as of August 31, 2024, including the balance sheet, income statement, cash projections, and revenues & expenses with an explanation and discussion. The budget was based upon an ADA of 150 and the School currently is at 141 ADA.

### **B. School Leader**

1. Ms. Willmann shared on her PPT and began with a big thank you to the board members for approving the retention bonuses for teachers and staff.
2. Ms. Willmann shared on marketing strategies to improve enrollment with partnerships and events to promote the campus. There was also discussion on whether to pause enrollment to focus on current students' attendance.
3. Ms. Willmann mentioned the December 6th graduation at 3:00p with a reservation at Domingo restaurant afterward.
4. The Board discussed how to increase attendance.

### **C. Management Organization**

1. Ms. Michelle Martinez shared on LIGA, the Latino Initiative for Growth and Advocacy, is an Employee and Staff Resource Group (ERG) aimed at promoting diversity, equity, and inclusion,
2. particularly celebrating National Hispanic Latino Heritage Month from September 15th to October 15th. Ms.
3. Michelle VanKirk shared on the Grad4Life survey is a 23-question survey for soon-to-be graduates to share their future plans and the impact of staff on them, ideally taken within the last month before graduation.
4. Mr. Holmes shared on Board member bios need updating, especially for three newly reinitiated members, with assistance available for writing and photography. He also mentioned Board members are encouraged to update their bios and can receive help from the PR team.

#### **D. Legal Update**

Legal counsel shared that there was no legal update at this time.

### **V. New Business**

#### **A. A-F Academic Accountability Litigation in Texas**

Ms. Pierce shared that the litigation involves the release of academic ratings by the TEA, which has been delayed due to lawsuits challenging the legality of the ratings.

Mr. Wood also explained there may be political benefits to releasing the ratings, and some schools are voluntarily doing so.

#### **B. 2024-25 Employee Handbook**

M. Lewis made a motion to Approve the 2024-25 Employee Handbook as presented.

L. Davis seconded the motion.

Mr. Holmes mentioned the summary of changes to the Employee Handbook and Ms.

Pierce added the law firm is comfortable with the updates and recommended the board approve the 2024-25 handbook.

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

### **VI. Open Discussion regarding future Board Agenda items**

#### **A. Open Discussion**

Mr. Humphrey and Mr. Davis reiterated the focus on the need for a more robust marketing strategy to increase Average Daily Attendance (ADA). A marketing plan will be presented at the next board meeting.

### **VII. Closing Items**

#### **A. Next Scheduled Board Meeting**

Next Scheduled Board Meeting October 16, 2024, at 4:15pm.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:26 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 September 13, 2024.