APPROVED

Ridgeline Education Corporation

Minutes

Board Meeting

Date and Time
Wednesday September 17, 2025 at 3:45 PM

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

Virtual via Microsoft Teams: https://llac.io/RECBoard
Meeting ID: 266 073 296 300 1
Passcode: z2YZ9YM7

Directors Present
A. Melo, C. Humphrey, J. Calvin (remote), L. Davis (remote), M. Lewis (remote)

Directors Absent
None

Guests Present
A. Holmes (remote), A. Miller (remote), D. Petropulos (remote), D. Pierce (remote), H. Ruiz (remote), K. Delaney (remote), K. Welsh (remote), K. Willmann, M. VanKirk (remote), R. Reyes (remote)

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 17, 2025 at 3:47 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

A. Melo made a motion to Approve the September 17, 2025, Board Meeting Agenda.
J. Calvin seconded the motion.
The board **VOTED** to approve the motion.

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

A. Prior Meeting Minutes

L. Davis made a motion to approve the minutes from Board Meeting on 08-20-25.
J. Calvin seconded the motion.
The board **VOTED** to approve the motion.

IV. Reports

A. School Leader

1. Ms. Kristen Willmann shared she is working with the marketing department on new signage. She ordered 2 A-frame signs for events and a banner for the fencing out front of Kennedy High School as well as around the district. Signage was also put up at the Salsa Bowl. Bilingual rack cards were also ordered to be handed out at events and businesses.

1. Ms. Willmann shared weekly celebrations with the students to include an attendance incentive snack cart brought out randomly twice a week.

1. Ms. Willmann shared on school enrollment in August was 161 with 135 ADA (82%) and for September there are 195 enrolled and 151 ADA (77%). She also mentioned she has an additional 9 students pending registration next week.

1. Ms. Willmann shared the Fall graduation set for December 15 at 3:00p CT.

B. Finance

1. The Board was presented with the financial statement as of August 31, 2025, including the balance sheet, income statement, cash projections, and revenues & expenses.
2. Mr. Davis mentioned the money market account will be at a 90-day cash reserve and will move to 60 days once the account is sustained.

C. Management Organization

1. Mr. Petropulos shared the enrollment goals for the 25-26 SY. He also commended Principal Willmann on her current enrollment.
2. Mr. Humphrey asked if the numbers would be adjusted in December and January due to graduation. Mr. Petropulos agreed that they would, but with the number of students enrolling, the number of students by June should be right where they need to be.

3. Ms. Ruiz shared the board member handbooks that can now be found on BoardOnTrack. She also mentioned sending out an email to the board members with a step-by-step guide to access those documents.

D. Legal

There was no legal update.

V. Closed Session

A. Adjourn to Closed Session

C. Humphrey made a motion to go into closed session at 4:06p.
M. Lewis seconded the motion.
The Board may adjourn into Closed Session on any item listed above or below as appropriate to that item pursuant to the Texas Open Meetings Act.
The board **VOTED** to approve the motion.

B. Reconvene into Open Session

C. Humphrey made a motion to go into open session at 4:20p.
A. Melo seconded the motion.
The board **VOTED** to approve the motion.

C. Take action, as needed, on items discussed in Closed Session.

There was no action taken in closed session.

VI. Old Business

A. Board Policy Updates

C. Humphrey made a motion to approve the Board Policies: Parental Engagement Policy & Open Meetings Act Requirements.
A. Melo seconded the motion.
The board **VOTED** to approve the motion.

B. Adjusted Board Meeting Schedule

C. Humphrey made a motion to approve the Adjusted Board Meeting Schedule.
A. Melo seconded the motion.
After a brief discussion, the following action was taken to approve the Adjusted Board Meeting Schedule as follows: Board will meet on the third Monday of the month at 5:00pm CT.
The board **VOTED** to approve the motion.

VII. Open Discussion regarding future Board Agenda items

A. Open Discussion

Mr. Davis requested an update from the marketing department on their plan moving forward.
Mr. Petropulos mentioned he would have a marketing plan & update by the October board meeting.
Ms. Lewis loved the idea of the attendance incentives she is doing for the students.

VIII. Closing Items

A. Next Scheduled Board Meeting

Next Scheduled Board Meeting is scheduled for October 20, 2025, at 5:00pm CT.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:28 PM.

Respectfully Submitted,
A. Holmes

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 12, 2025.