



**Town Council/Board of Trustees
Town of Westlake**
Council Chamber, 1500 Solana Blvd
Building 7, Suite 7100 Westlake, TX 76262



**Tuesday, February 17, 2026, 4:00 PM
Meeting Minutes**

The Town Council of the Town of Westlake also serves as the governing Board of Trustees for Westlake Academy. This agenda may contain both municipal and Westlake Academy items, which will be clearly identified. **NOTE: To comply with Senate Bill 12, Westlake Academy items will begin no earlier than 5 p.m. but may start later depending on the progression of posted agenda items.** Town Council/Board of Trustees meetings are available for viewing online via live-stream or on-demand at <https://www.westlake-tx.org/787/Watch-Meetings-Live>. In an effort to improve meeting efficiency, any residents wishing to speak must submit a speaker request form to the Town Secretary prior to the start of the meeting.

Pursuant to Texas Government Code Section 551.127, one or more members of the Town Council may participate in this meeting by video-conference call. A quorum of the Town Council and the presiding officer will be present at the physical location of the meeting.

NOTE: As authorized by Section 551.071 of the Texas Government Code, the Town Council/Board of Trustees may enter into closed Executive Session for the purpose of seeking confidential legal advice from the Town Attorney and/or School Attorney on any agenda item listed herein.

A. CALL REGULAR TOWN COUNCIL MEETING TO ORDER (4 P.M.) AND ANNOUNCE A QUORUM PRESENT

Mayor Greaves called the meeting to order at 4 p.m. and announced a quorum present.

COUNCIL PRESENT:

Mayor Kim Greaves
Council Member Michael Yackira
Council Member T. J. Duane

Mayor Pro Tem Tammy Reeves
Council Member Kevin Smith
Council Member Todd Gautier

STAFF PRESENT:

Town Manager Wade Carroll
Deputy Town Manager Jason Alexander
Town Secretary Dianna Buchanan
Town Attorney Alex Crowley
Town Attorney Matthew Boyle
Human Resources Director Sandy Garza
IT Network Admin. Duston McCready
Project Manager Jason Oliver
Town Planner Cole Davenport
Keller Police Chief Bradley Fortune
Database Coordinator Yi Zhang

Head of School Dr. Kelly Ritchie
Dir. of Innovation and Dev. Michelle Briggs
Finance Director Cayce Lay Lamas
School Attorney Janet Bubert
Fire Chief John Ard
Communications Director Jon Sasser
High School Principal Dr. James Owen
Dir. of Secondary Education Maxwell Ituah
Dir. of Accountability Darcy McFarlane
Academy Finance Manager Marlene Rutledge
IT Coordinator Mitch Wells

B. INVOCATION AND PLEDGES OF ALLEGIANCE

Pastor Clayton Reed, Southlake Baptist Church, provided the invocation. Mayor Greaves, assisted by Dr. Kelly Ritchie, Head of School, and Westlake Academy students Liv Bassett (G8) and Mays Rehman (G7) led the Pledges.

At this time, Mayor Greaves announced Executive Session and Item L.1. "Section 551.071: Consultation with and legal advice from the Town Attorney regarding pending litigation - Vertical Bridge v. Town of Westlake" and recessed the Regular Meeting to Executive Session at 4:03 p.m.

Mayor Greaves reconvened the Regular Meeting from Executive Session at 4:38 p.m. and directed the meeting to Item C.

C. CITIZEN/PUBLIC COMMENTS

This is an opportunity for citizens/public to address the Town Council/Board of Trustees on any matter, whether or not it is posted on the agenda. Anyone wishing to speak on action items must submit a speaker request form to the Town Secretary prior to the start of the meeting. Individual comments are normally limited to three (3) minutes. The presiding officer may ask the speaker to hold their comment on an agenda item if the item is posted as a Public Hearing. The Town Council/Board of Trustees cannot by law take action nor have any discussion or deliberations on any presentation made at this time concerning an item not listed on the agenda. The Town Council/Board of Trustees will receive the information, ask staff to review the matter, or an item may be noticed on a future agenda for deliberation or action.

There was no one to speak at this time.

D. ITEMS OF COMMUNITY INTEREST

Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the Town Council may report on the following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming Town Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.

D.1. Items of Community Interest (Jon Sasser, Communications Director)

Communications Director Jon Sasser provided Items of Community Interest including mention of the upcoming Planning and Zoning Commission on March 3rd, Westlake Academy Spring Break beginning March 16th thru March 20th, and details of the Ballot Order Drawing for the May 2, 2026 General election to be held at 10 a.m. on February 26th.

E. PRESENTATION

E.1. Receive Westlake Fire-EMS 2025 Annual Report (Fire Chief John Ard)

Fire Chief John Ard provided a presentation and highlights of the Westlake Fire-EMS 2025 Annual Report.

TOWN COUNCIL AGENDA ITEMS FOR CONSIDERATION

F. CONSENT AGENDA

All items listed below are considered routine by the Town Council and/or Board of Trustees and will be enacted with one motion. There will be no separate discussion of items unless a Council/Board Member or citizen so requests, in which event the item will be removed from the general order of business and considered in its normal sequence.

Mayor Greaves asked if there were any items to be removed from the Consent Agenda. There were none.

- F.1. Discuss, consider and act to approve the Town Council/Board of Trustees Meeting Minutes for the January 14, 2026 Workshop meeting and the January 20, 2026 Regular Meeting. (Town Secretary Dianna Buchanan)
- F.2. Discuss, consider, and act to approve Resolution 26-01 adopting the 2025 Jurisdictional Annex to the Tarrant County Hazard Mitigation Action Plan. (Fire Chief John Ard)
- F.3. Discuss, consider and act to approve Resoluton 26-02 ratifying the approval by the Town Manager to purchase one new ambulance Ford Chassis F-550 Diesel 4X4 from Sterling McCall Ford through Houston-Galveston Area Council (HGAC) Cooperative Purchasing Program for an amount not to exceed \$89,250 as part of the originally approved Resolution 25-44; and authorizing the expenditure for completion of said acquisition. (Fire Chief John Ard)

Motion by Council Member Yackira and Motion Second by Council Member Gautier to approve the Consent Agenda as presented. Mayor Greaves called for the vote. Motion approved unanimously.

WESTLAKE ACADEMY BOARD OF TRUSTEES AGENDA ITEMS

- G. **CALL REGULAR WESTLAKE ACADEMY BOARD OF TRUSTEES MEETING TO ORDER (5 P.M. OR LATER) AND ANNOUNCE A QUORUM PRESENT**

Mayor Greaves called the Westlake Academy Board of Trustees Meeting to Order at 5 p.m. and announced a quorum present. All Board Members were present.

- H. **PARENT/PUBLIC COMMENTS**

This is an opportunity for parents/public to address the Board of Trustees on any matter, whether or not it is posted on the agenda. Anyone wishing to speak on action items must submit a speaker request form to the Town Secretary prior to the start of the meeting. Individual comments are normally limited to three (3) minutes. The presiding officer may ask the speaker to hold their comment on an agenda item if the item is posted as a Public Hearing. The Board of Trustees cannot by law take action nor have any discussion or deliberations on any presentation made at this time concerning an item not listed on the agenda. The Board of Trustees will receive the information, ask staff to review the matter, or an item may be noticed on a future agenda for deliberation or action.

This item was announced following consideration of item J. CONSENT AGENDA. Mayor Greaves acknowledged Ms. Susan Thurman, Fort Worth resident and Westlake Academy parent, who spoke regarding her concerns about Westlake Academy administration and the ethicality of the use of non-disclosure agreements in educational settings.

- I. **PUBLIC HEARING WITH DISCUSSION**

- I.1. Conduct Public Hearing & Discuss Westlake Academy's Charter FIRST 2025 Rating

Academic Finance Manager Marlene Rutledge provided an overview of the Westlake Academy's Charter FIRST 2025 Rating details which was received by the Board and a discussion was held regarding the same. Mayor Greaves opened the public hearing and asked if there was anyone that wanted to speak regarding this matter. There was no one to speak, and Mayor Greaves closed the public hearing.

J. CONSENT AGENDA

Mayor Greaves asked if there were any items to be removed from the Consent Agenda. Council Member Duane requested Items J.3. and J.4. be removed from the Consent Agenda for individual consideration.

- J.1. Discuss, consider and act regarding WA Resolution 26-01 adopting the Westlake Academy Academic Calendar for School Year 2026-2027. (Dr. Kelly Ritchie, Head of School)
- J.2. Discuss, consider and act regarding WA Resolution 26-02 to approve submission of a Missed School Day Waiver Application to the Texas Education Agency (TEA). (Dr. Kelly Ritchie, Head of School)
- J.5. Discuss, consider and act to approve all library materials proposed to be purchased or donated to the Westlake Academy school library in an open meeting in compliance with SB 13. (Dr. Kelly Ritchie, Head of School)
- J.6. Discuss, consider and act to approve WA Resolution 26-06 adopting amendments to the Westlake Academy Admissions Policy. (Dr. Kelly Ritchie, Head of School)
- J.7. Discuss, consider, and act on the allocation of one additional fifth grade teaching position for the 2026-2027 school year. (Dr. Kelly Ritchie, Head of School)

Mayor Greaves asked for a Motion to approve the remainder of the Consent Agenda. Motion by Council Member Yackira and Motion Second by Council Member Gautier to approve Consent Agenda Items J.1., J.2., J.5., J.6. and J.7. Motion approved unanimously.

- J.3. Discuss, consider and act regarding WA Resolution 26-03 to approve contracting with Technology Lab to provide Information Technology services to Westlake Academy and authorizing the Head of School to execute the agreement for same. (Dr. Kelly Ritchie, Head of School)

This item was removed from the Consent Agenda for individual consideration. Dr. Ritchie, Head of School, provided an overview of the item. The proposal will outsource the academy's information technology services to a third-party company that is experienced in working with education providers, moving away from the outdated shared services model that was put in place years ago when there were less staff and students. WA has distinct needs that are related to charter schools specifically—making sure we are in TEA compliance, being as efficient and effective as possible and making sure all decisions are school-centered. Technology Lab is being recommended for award of the contract because of the expertise, work ethic, culture and solutions they offer. Council Member Duane wants to see the final contract before voting and has concerns about some of the provisions in the draft contract. School Attorney Bubert advised that the contract version Council was provided was a draft and the contract details are still being negotiated. She also said that a Request for Proposals (RFP) is not required for these professional services. Several proposed motions were not voted on as the appropriate action to move forward was discussed. Technology Lab representative James Pope addressed Town Council via telephone conference regarding the proposed contract. Staff received Board direction to continue contract negotiations with Technology Lab. Motion by Council Member Gautier and Motion Second by Council Member Yackira to Table J.3. until the February 24th Special Meeting and at that time the Board will consider the negotiated contract for final approval. Mayor Greaves called for the vote. Motion approved unanimously.

- J.4. Discuss, consider and act regarding WA Resolution 26-04 to approve a contract with Charter Impact to provide services to Westlake Academy and to authorize execution of the agreement by the Head of School. (Dr. Kelly Ritchie, Head of School)

This item was removed from the Consent Agenda for individual consideration. Staff received direction to continue to negotiate the contract with Charter Impact and to return to Council with the final contract. Council Member Gautier made a motion to Table the Item until we have the final contract and bring it back at the February 24th special meeting for final approval. Motion second by Mayor Pro Tem Reeves. Mayor Greaves called for the vote. Motion approved unanimously.

Mayor Greaves directed the meeting to Item H. Parent/Public Comments at this time.

K. REGULAR AGENDA ITEMS

- K.1. Discuss, consider and act regarding WA Resolution 26-05 Affirming the Constitutional and Legal Right to Choose to Pray in School and Opposing a resolution to adopt a state-organized prayer policy for our district, as contemplated by S.B. 11, 89th Legislature, codified at Texas Education Code § 25.0823. (Dr. Kelly Ritchie, Head of School)

Dr. Ritchie, Head of School, provided an overview of the item. Motion by Council Member Gautier and Motion Second by Council Member Yackira to approve WA Resolution 26-05 affirming the constitutional and legal right to choose to pray in school and opposing a resolution to adopt a state-organized prayer policy for our district, as contemplated by S.B. 11, 89th Legislature, codified at Texas Education Code Section 25.0823. Mayor Greaves called for the vote. Motion approved unanimously.

L. EXECUTIVE SESSION

The Town Council/Board of Trustees will conduct a closed session pursuant to Section 551.071 (2) of the Texas Government Code, for the purpose of seeking confidential legal advice from the Town Attorney/Westlake Academy Attorney for the following:

At this time, Mayor Greaves announced Item L.1. and recessed the Regular Meeting to Executive Session at 5:59 p.m.

- L.1. Section 551.071: Consultation with and legal advice from the Town Attorney regarding pending litigation - Vertical Bridge v. Town of Westlake.
- L.2. Section 551.087: Deliberation regarding Economic Development Negotiations - to deliberate the offer of a financial or other incentive to business prospects:
- a. 2025-05
 - b. 2025-08

Mayor Greaves reconvened the Regular Meeting from Executive Session at 7:04 p.m.

M. TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS

There was no action as a result of Executive Session.

N. FUTURE AGENDA ITEMS

No Future Agenda Items were mentioned.

O. STAFF RECAP OF TOWN COUNCIL/BOARD DIRECTIONS RECEIVED

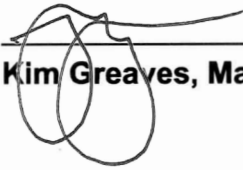
None were mentioned.

P. ADJOURNMENT

Mayor Greaves reminded the March meeting will be held March 24th and there is a scheduled Special Meeting on February 24th. He adjourned the meeting at 7:06 p.m.

Approved by the Town Council/Board of Trustees at the Regular Meeting Held on March 24, 2026.





Kim Greaves, Mayor and Board President

ATTEST:



Dianna Buchanan
Town/Board Secretary