



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



**WA STRATEGIC PLANNING
WORKSHOP MEETING
Tuesday, May 19, 2026, 2:00 PM
Meeting Minutes**

The Town Council of the Town of Westlake also serves as the governing Board of Trustees for Westlake Academy. Pursuant to Texas Government Code Section 551.127, one or more members of the Town Council/Board of Trustees may participate in this meeting by video-conference call. A quorum of the Town Council/Board of Trustees 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 THE WESTLAKE ACADEMY STRATEGIC PLANNING WORKSHOP MEETING
TO ORDER AND ANNOUNCE A QUORUM PRESENT**

Mayor Greaves called the meeting to order at 2 p.m. and announced a quorum present.

COUNCIL PRESENT:

Mayor Kim Greaves

Mayor Pro Tem Tammy Reeves

Council Member Michael Yackira

Council Member Todd Gautier

Council Member Kevin Smith (present virtually)

Council Member T. J. Duane (arrived at 2:02 p.m.)

STAFF PRESENT:

Town Manager Wade Carroll

Head of School Dr. Kelly Ritchie

School Attorney Janet Bubert

Director Innovation & Development Michelle Briggs

Finance Director Cayce Lay Lamas

Human Resources Director Sandy Garza

Town Secretary Dianna Buchanan

Communications Director Jon Sasser

**B. RECEIVE PRESENTATION, HOLD DISCUSSION, PROVIDE INPUT AND GIVE STAFF
DIRECTION REGARDING THE PREPARATION OF THE WESTLAKE ACADEMY
STRATEGIC PLAN**

The meeting centered on establishing a framework for Westlake Academy's multi-year strategic plan. Dr. Kelly Ritchie presented six key pillars designed to guide the school through 2030: enrollment with intent, capital improvements, college-bound focus, organizational autonomy and investing in people and culture. The Board agreed that this session is merely the starting point for a process that will eventually include input from parents, teachers, and other stakeholders.

C. DISCUSS TIMELINE AND NEXT STEPS FOR THE WESTLAKE ACADEMY STRATEGIC PLAN PREPARATION PROCESS

Dr. Ritchie is to propose a formal structure for a site-based decision-making advisory committee. Staff will provide the Board with the full set of questions used in the recent employee pulse check surveys. The Board wants to establish a process for creating a formal Alumni Association. Dr. Ritchey will investigate the feasibility and return on investment of adding additional college counseling resources. Staff will meet with Deloitte representatives to discuss revitalizing their partnership with the school. Dr. Ritchie and staff to provide the Board with a detailed breakdown of incoming enrollment, roll rates, and student attrition by grade level. Staff to create a "heat map" of where current students reside to inform about potential boundary revisions. The Town Attorney is to research the legality of implementing a radius-based enrollment boundary within the charter. Staff will coordinate availability for the Board to meet and discuss the WA Strategic Plan again in the near future.

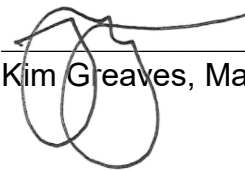
D. ADJOURNMENT

Mayor Greaves adjourned the meeting at 4:48 p.m.

As approved by the Town Council/Board of Trustees at the meeting held June 25, 2026.

ATTEST:





Kim Greaves, Mayor and Board President



Dianna Buchanan, CMC, Town/Board Secretary