



## Town of Westlake

1500 Solana Blvd  
Building 7, Suite 7100  
Westlake, TX 76262



### Town Council/Board of Trustees Agenda - Final

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**Wednesday, May 7, 2025**

**4:00 PM**

**Council Chamber**

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#### **SPECIAL MEETING**

The Town Council of the Town of Westlake serves as the governing board for Westlake Academy. This agenda may contain both municipal and Westlake Academy items, which will be clearly identified. In an effort of transparency, this meeting will be viewable to the public via Live Stream and also available for viewing after the meeting. In an effort of meeting efficiency, any residents wishing to speak on action items 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 videoconference 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, Town Council may enter into closed Executive Session for the purpose of seeking confidential legal advice from the Town/School Attorney on any agenda item listed herein.**

- A. CALL SPECIAL MEETING TO ORDER AND ANNOUNCE A QUORUM PRESENT**
- B. INVOCATION AND PLEDGES OF ALLEGIANCE**
- C. CITIZEN/PARENT COMMENTS**

This is an opportunity for citizens to address the Town Council/Board of Trustees on any matter, whether or not it is posted on the agenda. Any residents wishing to speak on action items must submit a speaker request form to the Town Secretary prior to the start of the meeting. Individual citizen comments are normally limited to three (3) minutes. The presiding officer may ask the citizen 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.

**D. 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.

- D.1. [25-105](#)** Discuss, consider and act to approve the April 15, 2025 Town Council/Board of Trustees Regular Meeting Minutes (Town Secretary Dianna Buchanan)
- D.2. [RES 25-13](#)** Discuss, consider and act to approve Resolution 25-13 approving the terms and conditions of the extension of the Town Manager's Employment Contract as contained in the amended agreement. (Mayor Kim Greaves)

**E. REGULAR AGENDA ITEM**

- E.1. [WA RES 25-07-B](#)** (TABLED 4/15/2025) Discuss, consider and act regarding WA Resolution 25-07 approving and adopting a policy requiring submittal of returning student registration forms within the designated time frame set by the school to guarantee continued enrollment at Westlake Academy

**F. RECOGNITION OF OUTGOING COUNCIL MEMBERS/TRUSTEES**

Council Member/Trustee Place 1 Dr. Anna White  
Council Member/Trustee Place 3 Mike Asselta

**G. PRESENT CERTIFICATES OF ELECTION AND ADMINISTER OATH OF OFFICE TO NEWLY ELECTED OFFICIALS**

Council Member Place 1 T.J. Duane  
Council Member Place 2 Michael Yackira  
Council Member Place 3 Kevin Smith  
Council Member Place 5 Todd Gautier

**H. EXECUTIVE SESSION**

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

- H.1. [25-109](#)** Section 551.071 (2): Consultation with Attorney: To receive legal advice from bond counsel regarding contemplated issuance of municipal bonds and related legal matters.

*NOTE: EXECUTIVE SESSION WILL BE ANNOUNCED, THE REGULAR MEETING WILL BE RECESSED, AND PRIOR TO CONVENING EXECUTIVE SESSION, A BRIEF RECEPTION TO HONOR INCOMING AND OUTGOING COUNCIL MEMBERS WILL BE HELD. THE REGULAR SESSION WILL RECONVENE IMMEDIATELY AFTER EXECUTIVE SESSION ENDS.*

**I. TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS**

**J. ADJOURNMENT**

I certify that the above notice was posted on the bulletin board at Town of Westlake, Town Hall, located at 1500 Solana Blvd., Building 7, Suite 7100, Westlake, TX 76262, in compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.



\_\_\_\_\_  
Town Secretary

Disabilities Notice: If you plan to attend the meeting and have a disability that requires special needs, please contact the Town Secretary's Office 48 hours in advance at Ph. 817-490-5711 and reasonable accommodations will be made to assist you.



# Town of Westlake

1500 Solana Blvd  
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Westlake, TX 76262

## Staff Report

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**File #:** 25-105

**Agenda Date:** 5/7/2025

**Agenda #:** D.1.

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### **TOWN STAFF REPORT RECOMMENDATION**

Discuss, consider and act to approve the April 15, 2025 Town Council/Board of Trustees Regular Meeting Minutes (Town Secretary Dianna Buchanan)

**STAFF:** Dianna Buchanan, Town Secretary

#### **BACKGROUND:**

The April 15, 2025 Town Council Regular Meeting Minutes are attached for review and consideration of approval.

Once approved, all meeting minutes will be executed and uploaded to the Town of Westlake website for transparency and Laserfiche software for state retention compliance.

#### **RECOMMENDATION:**

Staff recommends approval of the minutes.

#### **ATTACHMENT(S):**

04.15.2025 TC/BOT Regular Meeting Minutes

#### **TOWN COUNCIL ACTION/OPTIONS:**

1. Motion to approve minutes, as presented.
2. Motion to approve the minutes with the following corrections/changes (please state corrections/changes in motion)
3. Motion to table
4. Motion to deny



## Town of Westlake

1500 Solana Blvd  
Building 7, Suite 7100  
Westlake, TX 76262



### Town Council/Board of Trustees

### Meeting Minutes - Draft

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**Tuesday, April 15, 2025**

**4:00 PM**

**Council Chamber**

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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. 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 of 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 videoconference 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, Town Council may enter into closed Executive Session for the purpose of seeking confidential legal advice from the Town/School Attorney on any agenda item listed herein.

#### **A. CALL REGULAR MEETING TO ORDER AND ANNOUNCE A QUORUM PRESENT**

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

#### **PRESENT:**

Mayor Kim Greaves  
Mayor Pro Tem Tammy Reeves  
Council Member Todd Gautier  
Council Member Michael Yackira  
Council Member Mike Asselta  
Council Member Anna White

#### **STAFF PRESENT:**

Town Manager Wade Carroll  
Deputy Town Manager Jason Alexander  
Town Secretary Dianna Buchanan  
Finance Director Cayce Lay Lamas  
Communications Director Jon Sasser  
Town Attorney Matthew Boyle  
Academy Finance Manager Marlene Rutledge  
Dir of Accountability Darcy McFarlane

Head of School Dr. Kelly Ritchie  
Dir Innovation & Dev. Michelle Briggs  
IT Director Jason Power  
Human Resources Director Sandy Garza  
Public Works Director Cheryl Taylor  
School Attorney Janet Bubert  
Fire Chief John Ard  
Keller Police Chief Brad Fortune

**B. INVOCATION AND PLEDGES OF ALLEGIANCE**

Reverend Alan Bentrup from St. Martin-in-the-Fields Episcopal Church, Southlake, provided the invocation. Mayor Greaves and Westlake Academy Head of School Dr. Kelly Ritchie introduced Westlake Academy students Victoria Sellers--Kindergarten; Spencer Yasar--11th grade; Darren Yasar-- 9th grade; and Ella Yasar--6th grade, to assist with leading the pledges to the U.S. Flag and the Texas Flag. Pledges recited.

**C. CITIZEN/PARENT COMMENTS**

There was no one to speak at this time.

**D. ITEMS OF COMMUNITY INTEREST****D.1. 25-75** Items of Community Interest (Communications Director Jon Sasser)

Director of Communications Jon Sasser provided an overview of items of community interest and upcoming events. A recent Channel 11 segment was viewed that spotlighted Westlake Academy students working on a project to study the recent outbreak of measles and, to promote vaccinations to slow the spread of measles.

**E. PROCLAMATION AND PRESENTATION****E.1. 25-88** National Day of Prayer May 1, 2025 Proclamation (Mayor Kim Greaves)

Mayor Greaves proclaimed the National Day of Prayer May 1, 2025. He presented the proclamation to Ms. Irma Thomas, and welcomed guests Jim Thomas, Darren Davis and Trophy Club Mayor Jeannette Tiffany. There will be a community-wide observance ceremony on May 1, 2025 at 12 noon at The Church at Trophy Lakes, 800 Trophy Club Drive, Trophy Club, with participation by the mayors from Westlake, Trophy Club and Roanoke. All are invited to attend.

**E.2. WA 25-105** Westlake Academy International Baccalaureate (IB): How to get the IB Diploma? (Michelle Briggs, Westlake Academy Director of Innovation and Development)

Westlake Academy Director of Innovation and Development Michelle Briggs provided an introduction for this the latest video in a series about the Westlake Academy.

**F. WORK SESSION****F.1. 25-96** Impact Fee 101 and Growth Rates (Cheryl Taylor, P.E , Director of Public Works)

Director of Public Works Cheryl Taylor provided an introduction to the work session "Impact Fee 101 and Growth Rates" noting that establishing impact fees is a multi-step process which will be ongoing through October 2025. She then introduced Andrew Franko with Freese and Nichols, third party consultant for this project, who gave a presentation to further explain impact fees and the process to consider approval of same.

**G. CONSENT AGENDA**

- G.1. 25-87** Discuss, consider and act to approve the March 24, 2025 Town Council/Board of Trustees Regular Meeting Minutes (Town Secretary Dianna Buchanan)  
Motion by Council Member Yackira and Motion Second by Council Member Asselta to approve the Consent Agenda. Mayor Greaves called for the vote.  
MOTION TO APPROVE THE CONSENT AGENDA APPROVED UNANIMOUSLY.

**H. REGULAR AGENDA ITEMS**

- H.1. WA RES 25-07** Discuss, consider and act regarding WA Resolution 25-07 approving and adopting a policy requiring submittal of returning student registration forms within the designated time frame set by the school to guarantee continued enrollment at Westlake Academy (Director of Accountability Darcy McFarlane)

Director of Accountability Darcy McFarlane provided an overview of the proposed policy to establish a deadline for the submittal of returning student registration forms. Notification to parents includes robo-calls, robo-emails, text messages, and reminders in the Academy's Communique'. Several Board members asked that the process of notification to parents of the deadline to return the form include a final mailed letter, and Council Member Gautier also suggested the final letter be sent via registered mail. Mayor Greaves asked that the Board receive a list before the deadline each year of those students that have not yet provided the returning registration form. Council Member Asselta suggested that the actual process that will be followed to notify parents of the deadline be included in the policy--this many email reminders, this many calls, this final letter, etc. Council Member Gautier reiterated that the deadline be May 31st each year. The resolution WA RES 25-07 will be revised by staff as discussed during the meeting to provide a date certain for the annual deadline for submittal of the returning student registration form. By Council consensus, the item is tabled to the May 7, 2025 Special Meeting when it will again be considered for approval.

- H.2. WA RES 25-09** Discuss, consider and act to approve WA Resolution 25-09 ratifying the Certification of Provision of Instructional Materials Allotment Survey 2025-2026 (Dr. Kelly Ritchie, Head of School)

Dr. Kelly Ritchie, Head of School, provided an overview of the item which provides the State an idea of what instruction materials will be purchased with the State funds provided by this program. Motion by Council Member White and Motion Second by Council Member Yackira to approve WA Resolution 25-09 as presented. Mayor Greaves called for the vote.

MOTION TO APPROVE WA RESOLUTION 25-09 TO RATIFY THE CERTIFICATION OF PROVISION OF INSTRUCTIONAL MATERIALS ALLOTMENT SURVEY 2025-2026 APPROVED UNANIMOUSLY.

- H.3. 25-103** Discuss, consider and act regarding Town Council/Board of Trustees meeting schedule for installation of new members, orientation, and mandatory training (Town Manager Wade Carroll)

Town Manager Wade Carroll discussed scheduling needs for upcoming meetings and training sessions for Town Council including May 7th at 4 p.m. to swear in new council members and show appreciation for outgoing council members. There will be a reception immediately after the meeting. Another scheduling concern is New Council Member Orientation and part of the required training for the school board which would be two to four hours long. The Board asked that the Town Secretary reach out to the Board to determine availability for training dates. Dr. Ritchie said staff is working to determine the best way to conduct the mandatory school board training. No action was taken on this item.

- H.4. 25-102** Consider and act to excuse Mayor and Council absence(s), if any.

Motion by Council Member Gautier and Motion second by Mayor Pro Tem Reeves to excuse Council Member White's absence from the March 24, 2025 Town Council/Board of Trustees meeting. Mayor Greaves called for the vote.  
MOTION TO EXCUSE COUNCIL MEMBER WHITE'S ABSENCE FROM THE MARCH 24, 2025 TOWN COUNCIL/BOARD OF TRUSTEES MEETING APPROVED UNANIMOUSLY.

## **I. EXECUTIVE SESSION**

Mayor Greaves announced Items I.1., I.2., and I.3. to be considered and discussed during Executive Session and recessed the Regular Meeting to Executive Session at 5:29 p.m.

- I.1. 25-98** Section 551.071: Consultation with and legal advice from Academy Attorney regarding Westlake Academy Affiliate Group: Westlake Academy Athletic Club (WAAC).
- I.2. 25-101** Section 551.071: Consultation with and legal advice from the Town Attorney regarding pending litigation - Vertical Bridge v. Town of Westlake
- I.3. 25-97** Section 551.074(1): Deliberation regarding Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, of a public officer or employee:  
Town Manager Annual Evaluation

Mayor Greaves reconvened the Regular Meeting from Executive Session at 6:47 p.m. Council Member Mike Asselta did not return to the Regular Meeting after Executive Session.

## **J. TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS**

There was no action as a result of Executive Session.

## **K. FUTURE AGENDA ITEMS**

No future agenda items were mentioned.

**L.     STAFF RECAP OF COUNCIL DIRECTION**

Town Manager Wade Carroll recapped council direction as follows: 1) ensure that growth numbers for the population of Westlake are correct on the Town's website; 2) ensure the discussions surrounding our Water Master Plan and Impact Fees include our relevant Westlake averages; 3) bring back the resolution for student enrollment (WA RES 25-07) on May 7th and 4) the Town Secretary will send out an email to pinpoint dates to schedule upcoming trainings.

**M.     ADJOURNMENT**

Mayor Greaves announced there is a Special Meeting on May 7th at 4 p.m. and the next Regular Meeting will be on May 20th at 4 p.m. Mayor Greaves adjourned the meeting at 6:48 p.m.

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**Kim Greaves, Mayor****ATTEST:**

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**Town Secretary Dianna Buchanan**



# Town of Westlake

## Staff Report

1500 Solana Blvd  
Building 7, Suite 7100  
Westlake, TX 76262

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**File #:** RES 25-13

**Agenda Date:** 5/7/2025

**Agenda #:** D.2.

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### **TOWN STAFF REPORT RECOMMENDATIONS**

Discuss, consider and act to approve Resolution 25-13 approving the terms and conditions of the extension of the Town Manager's Employment Contract as contained in the amended agreement. (Mayor Kim Greaves)

**STAFF:** Mayor Kim Greaves

#### **BACKGROUND:**

This item is to consider for approval Resolution 25-13 approving the extension of Town Manager Wade Carroll's employment contract concluding the annual review process conducted by the Town Council. The review has been held and the contract extension is outlined in the amended agreement as directed by Town Council.

#### **ATTACHMENT(S):**

Resolution 25-13

#### **TOWN COUNCIL ACTION/OPTIONS:**

- 1) Motion to approve
- 2) Motion to amend with the following stipulations (please state stipulations in motion)
- 3) Motion to table
- 4) Motion to deny

**TOWN OF WESTLAKE**

**RESOLUTION NO. 25-13**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF THE EXTENSION OF THE TOWN MANAGER'S EMPLOYMENT CONTRACT AS CONTAINED IN THE AMENDED AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Manager plays a critical role in the effective and efficient operation and management of the Town of Westlake; and

**WHEREAS**, the Town Council has evaluated the performance of the Town Manager and finds it in the best interest of the Town to extend the employment agreement under revised terms and conditions; and

**WHEREAS**, the amended agreement reflecting the extension of the Town Manager's contract has been reviewed and is acceptable to the Town Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS:**

**SECTION 1:** That all matters stated in the Recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

**SECTION 2:** That the Town Council of the Town of Westlake hereby approves the terms and conditions of the extension of the Town Manager's employment contract, as set forth in the amended agreement, a copy of which is attached hereto as "Exhibit A" and incorporated herein for all purposes.

**SECTION 3:** If any portion of this Resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Resolution without the invalid provision.

**SECTION 4:** That this Resolution shall become effective from and after its date of passage.

**PASSED AND APPROVED ON THIS 7<sup>th</sup> DAY OF MAY 2025**

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Kim Greaves, Mayor

ATTEST:

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Dianna Buchanan, Town Secretary

APPROVED AS TO FORM:

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L. Stanton Lowry, Town Attorney



# Town of Westlake

1500 Solana Blvd  
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## Staff Report

**File #:** WA RES 25-07-B

**Agenda Date:** 5/7/2025

**Agenda #:** E.1.

### ACADEMY STAFF REPORT RECOMMENDATION

(TABLED 4/15/2025) Discuss, consider and act regarding WA Resolution 25-07 approving and adopting a policy requiring submittal of returning student registration forms within the designated time frame set by the school to guarantee continued enrollment at Westlake Academy

**STAFF:** Darcy McFarlane, Director of Accountability

#### **BACKGROUND:**

Parents of current students are required to complete and submit a school registration form each spring to confirm their child's re-enrollment at Westlake Academy for the following school year. Westlake Academy relies on the information gathered during this enrollment period to anticipate student numbers, plan the budget, hire teachers and staff and determine and offer available spots for new students

#### **DISCUSSION:**

As requested by the Board at the April 14<sup>th</sup> meeting, the following has been revised to establish clear and specific parameters.

Parents are given a minimum of one month to complete the registration process, with multiple reminders sent via email, texts, phone calls and the Communiqué. Despite these efforts, the Registrar's Office must continue outreach throughout the summer to collect outstanding student registrations and verify enrollment numbers.

Accurate registration data at the end of the school year is critical for Westlake Academy's operational planning. Delays in receiving this information impact our ability to offer spaces to new students from the lottery, finalize the Master Schedule, balance class sizes, and confirm the budget for the upcoming school year. Additionally, postponements in offering enrollment to new students-due to holding spaces for students with uncertain re-enrollment-place unnecessary strain on our administration and counseling teams. Last-minute enrollments limit incoming families' ability to make informed decisions about whether Westlake Academy is the right fit for their student.

The Administration and Counseling Team have found that student turnover, particularly in the MYP & DP Programmes, is often linked to a lack of understanding about the requirements and expectations of an International Baccalaureate education at Westlake Academy. Providing prospective students with as much time as possible to engage with school leadership, meet with counselors, and participate in onboarding sessions and Back-to-School activities enables families to make well-informed enrollment decisions. This proactive approach helps ensure students are prepared for success at Westlake Academy, reducing short-term enrollments and withdrawals.

**FISCAL IMPACT:**

There would be no fiscal impact.

**STAFF RECOMMENDATION:**

Staff recommends approving WA Resolution 25-07 approving and adopting the policy to set a yearly deadline of May 31<sup>st</sup> to submit returning student registration forms for the upcoming school year to guarantee continued enrollment at Westlake Academy.

**ATTACHMENT(S):**

WA Resolution 25-07

Exhibit A Proposed Policy

**BOARD OF TRUSTEES ACTION/OPTIONS:**

- 1) Motion to approve
- 2) Motion to amend with the following stipulations (please state stipulations in motion)
- 3) Motion to table
- 4) Motion to deny

**WESTLAKE ACADEMY**

**WA RESOLUTION 25-07**

**A RESOLUTION OF THE WESTLAKE ACADEMY BOARD OF TRUSTEES ADOPTING A DEADLINE OF MAY 31<sup>ST</sup> EACH YEAR FOR PARENTS OF RETURNING STUDENTS TO SUBMIT THEIR CHILD’S REGISTRATION FORM TO GUARANTEE CONTINUED ENROLLMENT AT WESTLAKE ACADEMY.**

**WHEREAS**, Westlake Academy’s mission is to support students as they become compassionate, life-long learners through an internationally minded, balanced education that empowers students to contribute to our interconnected world; and

**WHEREAS**, accurate returning student enrollment numbers are essential to the Westlake Academy Administration (Administration) to plan for the upcoming school year; and

**WHEREAS**, timely return of registration forms enables the Administration to offer available enrollment spots to new students on the lottery waitlist, giving families time to make informed decisions, which helps to minimize short-term enrollments and withdrawals; and

**WHEREAS**, returning students who do not submit their registration forms by the deadline of May 31<sup>st</sup> will be disenrolled from Westlake Academy for the following school year; and

**WHEREAS**, the Board of Trustees finds that the passage of this Resolution is in the best interest of the citizens of Westlake as well as the students, their parents, and faculty of Westlake Academy.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY:**

**SECTION 1:** That, all matters stated in the recitals herein above are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

**SECTION 2:** That, the Board of Trustees of Westlake Academy, hereby approves the Policy attached as “Exhibit A” establishing May 31<sup>st</sup> each year as the deadline for parents of returning students to submit their child’s registration form to guarantee continued enrollment at Westlake Academy.

**SECTION 3:** If any portion of this resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Resolution without the invalid provision.

**SECTION 4:** That this resolution shall become effective from and after its date of passage.

**PASSED AND APPROVED ON THIS 7<sup>th</sup> DAY OF MAY 2025.**

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Kim Greaves, President

ATTEST:

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Dianna Buchanan, Board Secretary

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Dr. Kelly Ritchie, Head of School

APPROVED AS TO FORM:

\_\_\_\_\_  
Janet S. Bubert, School Attorney

**EXHIBIT A  
WA RES 25-07**

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| <b>TOWN OF WESTLAKE<br/>WESTLAKE ACADEMY<br/>BOARD OF TRUSTEES POLICY</b> |
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**Policy No. :**

**Date Board Adopted:**      **May 7, 2025**

**Date Board Amended:**

**Effective Date:**              **May 7, 2025**

**Policy Category:**            **Admissions**

**Policy Name:**                **Deadline for Returning Student Registration Forms**

**Policy Goal:**

This policy establishes a deadline of May 31st of each year for parents of returning students to submit annual registration forms, confirming their child's continued enrollment at Westlake Academy for the upcoming school year. Timely submission of these forms is essential to support the school's planning and operational processes.

**Policy Description:**

All Westlake Academy students are required to complete annual registration, which provides the Administration with essential information regarding the number of students returning for the upcoming school year. Accurate enrollment data is critical to effectively manage new student admissions from the lottery, finalize the Master Schedule, balance class sizes, and confirm the school's operating budget.

Establishing a registration deadline of May 31st of the academic school year enables the Registrar's Office to gather reliable enrollment figures. This returning enrollment information allows the Administration to make informed planning decisions during the summer in preparation for the new school year.

Please note that returning students who do not submit their registration forms by the May 31st deadline will be considered withdrawn for the upcoming school year.



# Town of Westlake

1500 Solana Blvd  
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## Staff Report

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**File #:** 25-109

**Agenda Date:** 5/7/2025

**Agenda #:** H.1.

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### TOWN STAFF REPORT RECOMMENDATIONS

Section 551.071 (2): Consultation with Attorney: To receive legal advice from bond counsel regarding contemplated issuance of municipal bonds and related legal matters.