



Heritage Classical Academy

1130 W. 34th Street
Houston, Texas 77018

— D R A F T —

Minutes – Regular Meeting of the Board of Directors

Tuesday, September 15, 2026 · 5:15 p.m. · 1130 W. 34th Street, Houston, Texas 77018

Directors present: Stuart D. Saunders (Chairman), Richard “Dick” Hendee (Treasurer, by videoconference), Kathryn van der Pol (Secretary, by videoconference), Arthur Donnelly, Sharon Griffin. All five directors were present; none absent.

Also present: Superintendent Oscar Ortiz; DaiAnn Mooney, DSS (by videoconference); and administrative staff. One guest, Christian Quinones, attended as an observer.

1. Roll Call; Establishment of Quorum; Call to Order

Roll was called and all five directors were present, Mr. Hendee and Mrs. van der Pol participating by videoconference. A quorum being present, Mr. Saunders called the meeting to order at approximately 5:19 p.m.

2. Prayer and Pledge of Allegiance

Mrs. Griffin led the board in an opening prayer, followed by the Pledge of Allegiance to the flag of the United States and the pledge to the Texas flag.

3. Reading of the School Mission Statement and Vision

Mr. Saunders read the mission and vision statements of Heritage Classical Academy, noting that they are the board’s guiding light and the reason for its work.

4. Public Comments

Mr. Saunders recognized Christian Quinones, who attended as a guest. Mr. Quinones advised that he did not wish to address the board and wished only to observe. No public comment was offered.

5. Consent Agenda

a. Minutes of the August 18, 2026 meeting. There were no additions or corrections.

Motion by Mrs. Griffin, seconded by Mrs. van der Pol, to approve the minutes of the August 18, 2026 meeting as presented.

Voting Aye: Mr. Saunders, Mr. Hendee, Mr. Donnelly, Mrs. Griffin, Mrs. van der Pol. Voting Nay: none. Abstaining: none. Motion carried unanimously (5-0).

6. Action Items

a. DSS Financial Report

Mrs. Mooney of DSS presented the financial report for the month of August, reviewing revenues and expenses for the month and year to date, the school's cash position, the status of the Benchmark Bank line of credit, and the Charter FIRST projection. Mr. Hendee reported that the line of credit has been renewed for one year. Mr. Saunders reported that an addendum to the lease will be prepared now that the final construction build-out cost is known. Questions from the board were answered.

Motion by Mr. Donnelly, seconded by Mr. Hendee, to approve the financial report as presented.

Voting Aye: Mr. Saunders, Mr. Hendee, Mr. Donnelly, Mrs. Griffin, Mrs. van der Pol. Voting Nay: none. Abstaining: none. Motion carried unanimously (5-0).

b. SB 12 Certification of Compliance with DEI Prohibition

Superintendent Ortiz presented the certificate of compliance prepared by the school's law firm, and reported that the board adopted the required provisions in the prior year and that certification is now an annual requirement submitted to the Texas Education Agency in September.

Motion by Mrs. van der Pol, seconded by Mr. Hendee, to certify the school's compliance with the prohibitions of Senate Bill 12.

Voting Aye: Mr. Saunders, Mr. Hendee, Mr. Donnelly, Mrs. Griffin, Mrs. van der Pol. Voting Nay: none. Abstaining: none. Motion carried unanimously (5-0).

c. Consideration of a Budget Amendment

No budget amendment was presented. Budget amendments will be brought to the board in October, when the school's final budget is submitted to the Texas Education Agency. No action was taken.

d. Annual Renewal and Approval of the Student Code of Conduct

The annual review of the Student Code of Conduct was referred to the Academic Committee, which will meet and bring a recommendation to the board. No action was taken at this meeting.

7. Superintendent and Head of School Reports

Superintendent Ortiz presented the Head of School report prepared by Mr. Michalak. Average daily attendance stands at 95.35%. The administration reported on the new attendance committee and notification process, together with positive attendance incentives under development, and will bring a finalized attendance plan to the board. Enrollment stands at 165 students in kindergarten through second grade.

The report also covered recent and upcoming school events, including picture day on October 1, open house on October 2 from 6:00 to 7:00 p.m., parent-teacher conferences on October 8, the curriculum showcase on October 14, and the first campus tour of the year.

Superintendent Ortiz presented the student recruitment and enrollment plan for the coming year, including enrollment goals by grade, available capacity, and the outreach and application process that will support them. The board discussed outreach to preschools, churches, community organizations, and current families, and ways to simplify the application process for families.

8. Committee Reports

a. Finance and Governance Committee. Mr. Hendee reported that the committee has begun a formalized process to review the budget and report proposed amendments to the board, and will present a formal report at a future meeting.

b. Facilities Committee. Mr. Donnelly reported that the committee is working on several matters that will require board input at the next meeting.

9. Adjournment

There being no further business, the meeting was adjourned at approximately 6:58 p.m.

Respectfully submitted,



Kathryn van der Pol, Secretary

Board of Directors, Heritage Classical Academy