



Heritage Classical Academy
602 Sawyer Street
Suite 720
Houston, Texas 77007

Board Minutes – Regular Meeting 1-29-24

Members present: Stuart Saunders (Chairman), Kathryn van der Pol (Secretary), Debra Boultinghouse, Melissa Martin (Head of School), By video: Richard Hendee (Treasurer), Sharon Griffin.

- A. Mr. Saunders called the meeting to order at 3:45 p.m. With a quorum established, the meeting got down to business.
- B. Mrs. Boultinghouse read the Mission Statement and the Vision statement.
- C. Since no members of the public attended, we proceeded to the next item on the agenda.
- D. The Secretary requested that the board defer the approval of the January 22nd minutes.
- E. No closed session was held.
- F. No real estate matters were discussed as we are awaiting a response from the potential landlord.
- G. No personnel matters were discussed.
- H. Mrs. Martin presented the Board Governance Policy as drafted by the attorney. She stated all policies are required by the state of Texas and cannot be altered. Mr. Saunders made the suggestion that, if that's correct, we rely on the attorney's recommendation to accept the policy as written and instructed Mrs. Martin to be responsible for knowing it well enough to help the board as needed. Mr. Hendee made a motion to approve the Board Governance Policy. Mrs. van der Pol seconded. Motion carried 5-0.
- I. Next, Mrs. Martin presented the HCA Fiscal Policy. Mr. Hendee made a suggestion that the section on bank deposits in the Operating Account in **45.201 Section 1** be amended to insure that if funds deposited exceeded the FICA insured amount, that the board would place the excess funds in another banking institution or require that they be collateralized. He made a suggestion that we approve the HCA Fiscal Policy with the following amendment.

The Board shall require that all local, State and Federal funds be deposited into a single account maintained by with a bank as defined in Education Code Section 45.201. , and that provides FDIC insurance coverage on its customers deposit account(s). Further, all monies (regardless of the amount) maintained in this operating account will be either collateralized (with rated securities) by the financial institution or be covered by FDIC at all-times. Additionally, and except as provided in Sec. 5.4.3, the Board shall require that all local, State and Federal funds be disbursed from the same account. The bank account created and maintained pursuant to this section shall be commonly referred to as the Operating Account.

Then Mrs. Martin proposed an amendment to Section 13, the Travel Reimbursement Policy that teachers be reimbursed \$44.00 per diem instead of the stated \$36.00.

Mrs. van der Pol made a motion that we accept the HCA Fiscal Policy with these two amendments on the Bank Operating Account and the Travel Reimbursement policy. Mr. Hendee seconded. Motion carried 5-0.

J. Review, discuss, marketing proposals regarding Mrs. Martin's upcoming trip to Hillsdale College in February to recruit teachers. Some of this was discussed during the Workshop in conjunction with the facilities. The Communications Director asked Mrs. Martin to find out how many attendees the college expected and what type of teacher groups (new or experienced or both?) so adequate printing materials can be printed.

K. No discussion was held regarding membership with college network.

L. Adjourn

The Chairman adjourned the meeting at 4:35 p.m.

Respectfully submitted,

Kathryn van der Pol

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Board Secretary

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