



**Heritage Classical Academy
1130 W. 34th Street
Houston, Texas 77018**

Board Minutes – Regular Board Meeting, June 16, 2026

Members present in person: Stuart Saunders (Chairman) and Arthur Donnelly. Present online: Kathryn van der Pol (Secretary) and Richard Hendee (Treasurer).

Guests present in person: Administrative Assistant. Present online: Interim Superintendent Alan Seay and DaiAnn Mooney of DSS.

1. Mr. Saunders called the meeting to order at 5:17 p.m.
2. Mr. Saunders opened with a prayer and led the Pledge of Allegiance and the Texas Pledge.
3. Mrs. van der Pol read the Mission and Vision statements.
4. No members of the public were present.
5. **Consent Agenda**
 - a. **Approval of Consent Agenda (May 19 Minutes)**

Motion: Approve the May 19 meeting minutes as presented (consent agenda).
Moved by: **Arthur Donnelly**; Seconded by: **Richard (Dick) Hendee**.
Motion approved: 4-0

Mr. Donnelly voted to approve. Mr. Hendee voted to approve. Mr. Saunders voted to approve. Mrs. van der Pol voted to approve.

6. Action Items

Financial Statement discussion

Financials / Charter FIRST / Cash Position

- Ms. Mooney reviewed **May 2026 financials**:
 - May revenue ≈ **\$204k**, expenses ≈ **\$106k**, net ≈ **\$98k**.
 - YTD revenue ≈ **\$1.6M**, expenses ≈ **\$1.4M**, surplus after depreciation ≈ **\$166k**.
 - **Days cash on hand: 28**, identified as the only weakness.
- **Charter FIRST**:
 - Projected score **92 – Superior**.
 - Only indicator with concern is **Days Cash on Hand (Indicator #7)**.

- Clarified **state revenue timing**, accrual for June, and **facilities funding** (~\$50k) not yet received but accrued conservatively.

FY 2026 Budget Amendments

- Explained rationale for **amending budget to actuals** prior to audit so that budget equals audited actuals.
- Discussed concern that amendments should not substitute for **better forward budgeting**.
- Confirmed projected surplus and understood state settle-up may still adjust numbers after audit.

FY 2027 Budget & Admin Ratio

- Reviewed FY 27 budget assumptions:
 - Enrollment **147**, ADA **94%**, ADA \approx **138.18**.
 - Total revenue \approx **\$1.666M**; expenses \approx **\$2.3M**; projected deficit \approx **\$602k**.
 - **No donations** budgeted; **no CSP/charter startup** funds.
- Lease expense (Function 51) increased due to:
 - Percentage of higher **FSP**, and
 - Spreading **construction costs** over three years, subject to lease amendment with landlord.
- Discussed **admin cost ratio projection** of **11.03%**, barely under the **11.65%** cap for small ADA, leaving little margin for additional admin spending.
 - Reflect approved **FY 2027 budget** in accounting system, including updated function allocations and admin ratio monitoring.

Item a. Approval of DSS May 2026 Monthly Financial Report

Motion: Approve the DSS monthly financial report for May 2026.

Moved by: **Richard Hendee**; Seconded by: **Kathryn van der Pol**.

Motion approved: 4-0

Mr. Donnelly voted to approve. Mr. Hendee voted to approve. Mr. Saunders voted to approve. Mrs. van der Pol voted to approve.

Item f. FY 2026 Budget-to-Actual Amendments

Motion: Approve the budget amendments to align FY 2026 budget with projected actuals (ending June 30, 2026).

Moved by: **Richard Hendee**; Seconded by: **Arthur Donnelly**.

Motion approved: 4-0

Mr. Donnelly voted to approve. Mr. Hendee voted to approve. Mr. Saunders voted to approve. Mrs. van der Pol voted to approve.

Item e. Adoption of FY 2027 Budget

Motion: Approve the FY 2027 HCA budget as presented (enrollment 147; projected deficit \approx \$602,000; no donations budgeted).

Moved by: **Richard Hendee**; Seconded by: **Arthur Donnelly**.

Motion approved: 4-0

Mr. Donnelly voted to approve. Mr. Hendee voted to approve. Mr. Saunders voted to approve. Mrs. van der Pol voted to approve.

Item d. Renewal of Existing Vendor Contracts

1. Renewal of DSS Back-Office Services Contract (Reduced Rate)

Motion: Approve renewal of the **DSS services agreement** at the **reduced monthly fee of \$8,500** (down from \$10,500), plus the separate **\$10,000 annual audit-prep fee**, subject to correcting a minor typo in Section 9.4.

Moved by: **Richard Hendee**; Seconded by: **Kathryn van der Pol**.

Motion approved: 4-0

Mr. Donnelly voted to approve. Mr. Hendee voted to approve. Mr. Saunders voted to approve. Mrs. van der Pol voted to approve.

2. Approval of NWEA MAP Testing – One-Year License

Motion: Purchase the **one-year MAP Growth license** from NWEA for **\$5,520** for FY 2027.

Moved by: **Kathryn van der Pol**; Seconded by: **Arthur Donnelly**.

Motion approved: 4-0

Mr. Donnelly voted to approve. Mr. Hendee voted to approve. Mr. Saunders voted to approve. Mrs. van der Pol voted to approve.

3. Renewal of Selected Facility Service Contracts (No Price Increases)

Motion: Renew contracts for **pest control (Cypress Creek Pest Control)** and **elevator maintenance (likely EFT)** at **current rates**, noting that the **fire alarm contract (ZA Services)** had been renewed previously without a rate increase.

Moved by: **Richard Hendee**; Seconded by: **Arthur Donnelly**.

Motion approved: 4-0

Mr. Donnelly voted to approve. Mr. Hendee voted to approve. Mr. Saunders voted to approve. Mrs. van der Pol voted to approve.

4. SameGoal Special Education Software – Authorization with Cost Control

Motion: Authorize renewal of **SameGoal** for Special Education, directing administration to use the **most cost-effective edition** (Plus vs. Pro). The Pro edition may be used only if clearly necessary for compliance and operations.

Moved by: **Arthur Donnelly**; Seconded by: **Richard Hendee**.

Motion approved: 4-0

Mr. Donnelly voted to approve. Mr. Hendee voted to approve. Mr. Saunders voted to approve. Mrs. van der Pol voted to approve.

In accordance with the Texas Open Meetings Act (Subchapters D and E of Ch. 551., Texas Gov't Code, Chairman Saunders paused the regular meeting for executive session under §551.074 to discuss personnel matters at 6:45 p.m.

The Meeting resumed at 7:36 p.m. We proceeded to item 6 (b) and 6(c)

6a. Naming Oscar Ortiz as Lone Finalist for Superintendent

Motion: Name **Oscar Ortiz** as the **lone finalist** for the position of Superintendent of Heritage Classical Academy.

Moved by: **Richard Hendee**; Seconded by: **Arthur Donnelly**.

Motion approved: 4-0

Mr. Donnelly voted to approve. Mr. Hendee voted to approve. Mr. Saunders voted to approve. Mrs. van der Pol voted to approve.

6b. Interim Superintendent Authority – Negotiation with Oscar Ortiz

Motion: Authorize the Board Chair (Stuart Saunders) to negotiate with **Oscar Ortiz** for service as **interim superintendent** *before* the 21-day lone-finalist waiting period ends, for **up to his daily rate** and for a limited number of days (to support transition and ramp-up).

Moved by: **Arthur Donnelly**; Seconded by: **Richard Hendee**.

Outcome: **Approved**, no objections noted.

Motion approved: 4-0

Mr. Donnelly voted to approve. Mr. Hendee voted to approve. Mr. Saunders voted to approve. Mrs. van der Pol voted to approve.

7. Superintendent's Report/ Head of School Reports - Dr. Seay had no report, and Mr. Michalak was at Hillsdale College with his staff for teacher training.

8. Committee Reports: Facilities and Financing

Facilities Committee: Mr. Donnelly reported that construction is on track for classrooms to be ready before school starts. His current focus is on filling weekend rentals. Some new summer rentals have been secured. Mr. Saunders commented that a potential lead visited the school this week to inquire about using our gymnasium.

Finance Committee: Mr. Hendee, our Treasurer reported that he expects a 90-day extension of our line of credit to be approved once documentation is processed.

Respectfully submitted,

Kathryn van der Pol.

Board Secretary

Heritage Classical Academy