



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

Board Minutes – Regular Meeting 1-8-24

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 8:45 a.m. With a quorum established, the meeting got down to business.
- B. Mrs. van der Pol 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 board reviewed the minutes from the December 11th and January 2nd meeting. Mrs. Boultinghouse made a motion to approve the minutes from both meetings as is. Ms. Griffin seconded. Motion carried 5-0.
- E. No closed session was held.
- F. Next, we discussed the terms of the LOI on the latest facility under consideration. The plan is for the property committee and board chairman to submit the LOI to Everette Cannings on January 9 including a revised letter of introduction written by Mrs. Boultinghouse. No board action was needed.
- G. No personnel matters were discussed. We jumped to item J as our guests were waiting.
- J. The two principals from Dynamic Support Solutions (DSS), an accounting, back-office support company specifically serving charter schools made a presentation. Michael Hooten and Gene Zhou (founder) did a power point presentation outlining their services in accounting, financial reporting, audits, budgets, daily operations, PEIMS, IT support, Cost planning, Banking, Bonds. They answered questions and reviewed their fee schedule. The presentation lasted about an hour and then they left.

The board then discussed accounting software purchase. Mrs. Martin interviewed seven companies. Mrs. van der Pol was present for most of those interviews. The software company's features and benefits were listed in a spreadsheet prepared by Mrs. van der Pol with help from Mrs. Martin. Mrs. Martin recommended Ascender because it was the most cost effective and officially supported by the state of Texas. After discussion, Mrs. van der Pol made the motion that the board choose Ascender. Mrs. Boultinghouse seconded. Approved: 5-0.

- H. Mrs. Martin presented the case for maintaining July 1 as the beginning of our fiscal year. Richard Hendee made a motion that are fiscal year begin on July 1. Mrs. Boultinghouse seconded. Approved 5-0.

- I. Mrs. Martin proposed that the board approve TRS for the retirement program rather than social Security. She pointed out that this will be an important recruiting tool in finding qualified experienced faculty. Mr. Hendee made the motion that the board adopt TRS as our retirement program. Ms. Griffin seconded the motion. Approved 5-0.

- K. The board reviewed a spreadsheet prepared by Mrs. van der Pol with help from Mrs. Martin, listing all the back-office providers the Head of School and Mrs. van der Pol had interviewed for back-office support. Mrs. Martin recommended DSS to the board for their experience and value. The board discussed the services further and decided to act. Mrs. van der Pol made the motion to select DSS as the Back Office Provider for HCA. Motion was approved 5-0.

- L. The Chairman adjourned the meeting at 11:12 a.m.

Respectfully submitted,
Kathryn van der Pol
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Board Secretary
Heritage Classical Academy