



1130 W. 34th Street
Houston, Texas 77018

Minutes – Regular Meeting of the Board of Directors

Tuesday, August 18, 2026 · 5:15 p.m. · 1130 W. 34th Street, Houston, Texas 77018

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

Also present: Superintendent Oscar Ortiz; DaiAnn Mooney, DSS (by video conference); and administrative staff.

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

Roll was called with 100% of the directors present. A quorum being present, Mr. Saunders called the meeting to order at approximately 5:15 p.m.

2. Prayer and Pledge of Allegiance

Mr. Donnelly led the board in prayer and in the Pledge of Allegiance.

3. Reading of the School Mission Statement and Vision

Mr. Saunders read the mission and vision statements of Heritage Classical Academy, noting that the board reads them at every meeting to guard against mission creep.

4. Public Comments

No members of the public were present to offer public comment.

5. Consent Agenda

Minutes of the July 8, 2026, July 21, 2026, and August 3, 2026 meetings. There were no additions or corrections.

Motion by Mr. Donnelly, seconded by Ms. Griffin, to approve the consent agenda as presented.

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

6. Action Items

a. Financial Report – DSS

Mrs. Mooney presented the July financial report: revenues of approximately \$59,000, payroll of approximately \$59,000 and other expenses of approximately \$31,000, for total expenses of approximately \$91,000 and a deficit of approximately \$31,000 for the month. Cash on hand at July 31 was approximately \$48,000 (17 days). Directors' questions were answered.

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

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

b. Consideration of Budget Amendment

Mrs. Mooney presented a proposed amended budget adding \$650,000 in local revenue donations, which had not been included in the budget adopted in June, in order to submit a balanced budget to the state.

Motion by Mr. Hendee, seconded by Mr. Donnelly, to approve the budget amendment as presented.

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

c. Consideration of Authorizing the Board Chairman and/or Treasurer to Move the School's Brokerage Account

Mr. Saunders reported that Fidelity will not provide monthly account statements on a permanent basis as required for DSS reporting, and that other firms will.

Motion by Mrs. van der Pol, seconded by Mr. Hendee, to authorize the Board Chairman and/or the Treasurer to move the school's Fidelity brokerage account to another brokerage firm.

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

d. Consideration of Board Policy: Management Will Teach with Fidelity to the Mission and Lead by Example

Mrs. van der Pol presented a draft policy establishing the expectation that the educational leadership team provide some degree of classroom instruction, with the Superintendent given discretion to determine what qualifies, and reporting annually to the board. The board expressed support for the concept. No action was taken; the item was referred to the Academic Committee for review and recommendation and to legal counsel for review.

e. Consideration of Board Policy: Resources Available to Help Students Performing Below Grade Level

Mrs. van der Pol presented a draft policy requiring identification of students performing below grade level no later than the 30th day of the school year, with interventions beginning in October and mid-year reassessment, together with conforming amendments addressing special education requirements. No action was taken; the item was referred to the Academic Committee for review and recommendation and to legal counsel for review.

7. Superintendent and Head of School Reports

Superintendent Ortiz reported on the first week of school, including an enrollment melt of 12.6% (24 no-shows) attributed principally to logistics for older siblings, commute distance, and families returning to homeschooling; average daily attendance of 97.66%; an increase in free and reduced-price lunch eligibility to approximately 10%; car line capacity at 165 students; and the 100-day plan and tracker maintained in SharePoint. He also presented the district-wide and campus-specific disaster vulnerability assessment documents from the Texas Safety and Security Center in advance of the April 27 TEA campus assessment, and reviewed National School Lunch Program considerations. ADA reports will be emailed to the board each Thursday.

8. Committee Reports

a. Board Training. Mrs. van der Pol reported that the board has satisfied its six-hour training requirement for 2026 and that six additional hours per member will be required by July 31, 2027. Options discussed included online courses through the Texas Public Charter Schools Association and an in-person session for the full board. Mr. Donnelly's remaining governance hours are to be completed before the October 30 state deadline.

9. Adjournment

There being no further business, the meeting was adjourned at approximately 7:45 p.m.

Respectfully submitted,



Kathryn van der Pol, Secretary

Board of Directors, Heritage Classical Academy