



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

Board Minutes – Regular Meeting 6-10-24

Members present: Stuart Saunders (Chairman), Richard Hendee (Treasurer), Sharon Griffin. Debra Boultinghouse, Kathryn van der Pol (Secretary).

- A. Mr. Saunders called the meeting to order at 12:30 p.m.
Because of the lateness in starting the meeting, and no members of the public in attendance, we moved forward to Item F.
- F. The minutes from the March 25 Board meeting were distributed and reviewed. Mrs. Boultinghouse moved to approve the minutes. Ms. Griffen seconded. Approved 5-0.
- G. No closed session was held today.
- H. Reviewed the Superintendent Evaluation form in our charter school application. Discussion resulted in the following edits. Adjusting title to Head of School/Superintendent; adding a column for Not Applicable; adding a column for “rating”; adding and editing items in the Professional category; Mr. Hendee will add further edits to the financial category; adjust the scale to be consistent across all categories.

As part of the Governance Evaluation Sub-Committee, Mrs. van der Pol will compile the edits and send them to Mr. Hendee for further review and will return to the board on the 9th of July unless a sooner date is determined for final approval.

Once the form was finalized the Board concurred that each Board member would complete their own evaluation and then we would return to discuss as a Board to determine the final scores. The Head of School would be given a copy of the finalized evaluation and asked to review and complete it at the time the board approves the form. The board decided to allow two weeks for everyone to complete their evaluations.

Board Secretary comments: On future agendas, we will add all major committees as Standing Agenda Items.

Board Chairman comments: On July 9, 2024, he would like the 2024-2025 Budget prepared for Board Review and the Safety Committee and Enrollment Committee Reports added to the agenda.

The Chairman adjourned the meeting at 1:45 p.m.

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