



Heritage Classical Academy  
1130 W. 34<sup>th</sup> Street  
Houston, Texas 77018

## Board Minutes – Special Board meeting 3-23-2026

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

Guests in person. Head of School Gabriel Michalak; (online) Interim Superintendent Alan Seay.

1. Mr. Saunders called the meeting to order at 12:01 p.m. All members of the board were present.
2. No members of the public were present.

### 3. Action Items

Mr. Saunders called a special meeting of the board to consider an amendment to the school's lease agreement with the Landlord. The wording on the amendment would permit the Landlord to make school improvements on behalf of the school. The School would agree to repay the Landlord over a 24-month period for the proposed improvements. There is also a provision in the amendment for the school to ask for deferment in case of financial hardship. The estimated cost is \$309,000.00.

Mr. Hendee would sign the addendum on behalf of the school and Mr. Saunders would sign the addendum as the Managing Member of the LLC that holds the school property.

The improvements include entails adding six classrooms on the first floor by remodeling the existing unimproved rooms for additional Kindergarten, first grade, second grade classrooms, and a nurse's office. The proposal also would defer renovations to the room above the porte-cochere for a larger boardroom until a future time.

After discussion, Mr. Hendee moved that the board approve an addendum for the landlord to do tenant improvements. Ms. Griffin seconded. Motion carried 5-0.

Mr. Donnelly voted to approve.

Ms. Griffin voted to approve.

Mr. Hendee voted to approve.

Mr. Saunders voted to approve.

Mrs. van der Pol voted to Approve.

**Adjournment:** Mr. Saunders adjourned the meeting at 12:20 p.m.

Respectfully submitted,

*Kathryn van der Pol*, Board Secretary

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