



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

## Board Minutes – Regular Board meeting 4-21-2026

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

Guests in person. Head of School Gabriel Michalak; (online) Interim Superintendent Alan Seay, DaiAnn Mooney from DSS.

1. Mr. Saunders called the meeting to order at 5:19 p.m.
2. Stuart Saunders opened with a prayer. Ms. Griffin led the Pledge of Allegiance and Texas Pledge.
3. Ms. Griffin read the Mission and Vision.
4. No members of the public were present.
5. **Consent Agenda**
  - a. Minutes from Regular Board meeting March 17;
  - b. Special Meeting March 23;
  - c. Special Meetings April 1.

Mr. Hendee moved that the board approve the Consent Agenda. 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.

## 6. Action Items

- a. **Financial Report:** Mr. Hendee made a motion to approve to the financial report as presented by DaiAnn Mooney from DSS. Mr. Donnelly 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.
- b. **Landscaping Contract:** After discussion, Arthur Donnelly made a motion to renew the landscaping contract with PGMS for another year. Ms. Griffin seconded the motion. 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

- c. **Municipal Advisor Contract:** After discussion, Mr. Hendee made a motion to engage Masterson Advisors LLC to consult with Heritage Classical Academy regarding long term financial planning. The cost of the contract to Heritage Classical Academy will be \$2500.00 with remaining fees donated by the Charter School Seed Fund. Mr. Donnelly seconded. The 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

- d. **After-School Programming Vendor contract:** Mr. Michalak presented his research on after school vendors and recommended Kidventure, Inc. for the 2026-2027 school year. Mrs. van der Pol made a motion to approve the contract. Mr. Donnelly seconded the motion. The 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

- e. **Compensation Plan:** Mr. Seah recommended this item be moved to executive session for discussion. No action taken.
- f. **2026-2027 Salary Scale:** This item was placed on the agenda last month and already determined. No further action needed.

7. **Superintendent Report:** Mr. Seah deferred to Mr. Michalak, Head of School.

- a. **Enrollment report:** Current student enrollment stands at 59. ADA for the month of March was 93.84%. Enrollment is anticipated to grow significantly in 2026-2027 with a possible total of 150 or more students.
- b. **Staffing Needs:** Mr. Michalak expects to hire three to four teachers for the coming year in addition to current staff.

8. **Committee Reports:** Mrs. van der Pol reported for the Academic Committee. Mr. Donnelly reported for the Facilities Committee. Ms. Griffin reported for the Outreach Committee.

The meeting then recessed for Executive Session at 7:41 p.m. to discuss personnel matters.

The meeting resumed at 8:47 p.m. and Saunders adjourned the meeting at 8:47 p.m.

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