



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

## Board Minutes – Regular meeting 3-17-2026

Members present in person: Stuart Saunders (Chairman), Arthur Donnelly, and Sharon Griffin, Present online: Richard Hendee and Kathryn van der Pol. Guests in person. Head of School Gabriel Michalak; and Interim Superintendent Alan Seay. Guests online: Dai Ann Mooney from DSS, Hannah Jones from Charter Source.

1. Mr. Saunders called the meeting to order at 5:24 p.m.
2. Ms. Griffin opened with a prayer and led the Pledge of Allegiance and the Texas Pledge.
3. Mr. Saunders read the school mission and vision statement.
4. Hannah Jones from Charter Source from the public was present but did not wish to speak. She was a guest of Mr. Michalak.
5. **Consent Agenda:** Arthur Donnelly made a motion to approve the Consent Agenda (minutes from February 17 and March 3). Ms. Griffin seconded. Motion approved: 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. Ms. Mooney presented the February financials and answered questions from the Board. Mr. Hendee made a motion to approve the financial report as presented. Motion Approved: 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. Mr. Michalak presented the Academic Calendar for 2026-2027. He reported that the state requires 75,600 teaching minutes, but our program will require 79,650 teaching minutes. That is nine additional days for a total of 177 academic days. This is down two days from this school year in response to requests from parents to start school 15 minutes later. Current start time is 7:45. Proposed is 8:00 a.m. Mr. Donnelly moved to accept the proposed Academic Calendar as presented. Mrs. van der Pol 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.

- C. COLA pay raise was deferred until April's board meeting.
- D. Mr. Seah presented the Finance Committee's Compensation/Hiring plan for 2026-2027, (members: Mr. Seah, Mr. Hendee, Ms. Mooney, and Michalak). The Committee assumed a 3% COLA. Mrs. van der Pol moved to accept the proposed Compensation/Hiring plan for 2026-27. Mr. Donnelly seconded. Motion approved: 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.

## 7. Reports

### **Superintendent's Report**

Mr. Seah reported that he is currently drafting a 2026-2027 budget with the Finance Committee using three scenarios based on predicted enrollment. Next month, the budget will be placed on the board agenda for their review.

### **Head of School Report**

Mr. Michalak reported that total enrollment increased from 58 to 59 students. Average Daily attendance for February was 95.31. Almost all the current families (56) have reenrolled for next year. Interest in the school has continued to grow and projected enrollment for next year may triple.

Mr. Michalak reviewed the calendar. 3/19 is Student Picture Day; 3/23 is Grandparents Day; 3/31 Charter Champion Award for former board member State Representative Mano D'Ayala at 9:30 a.m.

### **Facilities Reports**

Mr. Donnelly reported that a contractor would be out next week to meet about proposed classroom renovations.

### **Academic Committee**

Mr. and Mrs. van der Pol and Ms. Griffin have been meeting underperforming students on a weekly basis to assist with literacy education. Mrs. van der Pol updated the board on her work with TEA as part of the Social Studies Work Group A & B for World History.

### **Outreach Committee**

Ms. Griffin reported that her committee would be going out soon to visit preschools, the Acres Homes Multipurposed center, and other spots in the community.

### **Fund Raising Committee**

Mr. Saunders reported that thus far 12 couples have donated and the school has received over \$70,000 in gifts.

## 8. Executive Session – deferred

Mr. Saunders reminded the board that the board retreat is scheduled for March 28 and adjourned the meeting at 7:08 p.m.

Respectfully submitted,

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