



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

Board Minutes – Regular Meeting 2-7-24

Members present: Stuart Saunders (Chairman), Melissa Martin (Head of School), By video: Richard Hendee (Treasurer), Sharon Griffin. Debra Boultinghouse, Kathryn van der Pol

- A. Mr. Saunders called the meeting to order at 12:35 p.m. With a quorum established, the meeting got down to business.
- B. Mr. Saunders read the Mission Statement and the Vision statement.
- C. Since no members of the public attended, we proceeded to the next item on the agenda.
- D. No closed session was held.
- E. No real estate matters were discussed as we are awaiting a response from a potential landlord.
- F. Based on the fact that as of yet the school does not have a facility, Mrs. van der Pol made a motion to authorize Stuart Saunders to file paperwork with the Texas Education Agency to defer our school opening until August 2025. Mrs. Boultinghouse seconded. Motion carried 5-0.
- G. Next, Mrs. Martin presented an amendment to reverse the prior board decision to alter the per diem allowance. In her presentation, she clarified that a closer reading of the policy made it apparent the board could not increase the per diem allowance above state law. She recommended that we revert back to the lawyer's recommendation of \$36.00 per diem. Mrs. Boultinghouse made a motion to amend the travel policy to be in compliance with state law. Mr. Hendee seconded. The motion carried 5-0.
- H. Adjourn
The Chairman adjourned the meeting at 1:15 p.m.

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