

**NOTICE OF BOARD WORKSHOP
OF THE BOARD OF DIRECTORS
Heritage Classical Academy**

**December 11, 2023
602 Sawyer Street, Suite 210, Houston, Texas 77007**

Notice is hereby given that the Board of Directors of **Heritage Classical Academy** will conduct a Board Workshop to be held on **December 11, 2023**. The Board will convene the meeting in Open Session at 10:30 a.m..

The Board will meet at **602 Sawyer Street, Suite 210, Houston, Texas 77007**.

It is the intent of the Board to have a quorum physically present at the above address. Board members not physically present may participate by live two-way video and audio feed in accordance with the Texas Open Meetings Act. If a quorum of the Board cannot be physically present at the above address, it is the intent to have the presiding officer physically present at the above address.

As this is a Board Workshop, no action will be taking place. The subjects to be discussed or considered are as follows:

- I. Welcome and Call to Order
- II. Head of School report
- III. Board Training schedule updates
- IV. Enrollment, Student Information Systems and School Management software
- V. Presentation by Latisha Andrews on back-office experience
- VI. Adjournment

Items will not necessarily be discussed or considered in the order they are printed on the agenda above. If, during the course of the meeting, discussion of any item on the agenda should be held in an executive or closed session, the Board will convene in such executive or closed session as permitted by and in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Texas Open Meetings Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

Certificate as to Posting or Giving Notice

This notice was posted in compliance with the Texas Open Meetings Act on December 7, 6:30 p.m. This notice was posted at a place readily accessible and convenient to the public at the address listed above, and on the Heritage Classical Academy Website, www.HeritageEd.org.

Kathryn van der Pol
Kathryn van der Pol, Board Secretary
For the Board of Directors