



Heritage Classical Academy
1130 W. 34th Street
Houston, Texas 77018

Board Minutes – Regular meeting 11-18-25

Members present in person: Stuart Saunders (Chairman), Arthur Donnelly, and Sharon Griffin. Present online: Richard Hendee, Kathryn van der Pol. Guests (in person): Head of School Gabriel Michalak. Online: our Interim Superintendent Alan Seay, Administrative Assistant Farrell Saunders, and Dai Ann Mooney from DSS Services.

1. Mr. Saunders called the meeting to order at 5:17 p.m.
2. Mr. Hendee opened with a prayer and Mr. Saunders led the Pledge of Allegiance and the Texas Pledge.
3. Mr. Saunders read the school mission and vision.
4. No members of the public were present.

5. **Consent Agenda**

Mr. Hendee moved to approve the consent agenda containing the minutes from the October 21, Regular Board meeting. 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.

6. **Voting Items**

- a. After a presentation and discussion of our October Financial report by Dai Ann Mooney from DSS, Ms. Griffin moved to accept the financial report as presented. Mr. Hendee seconded. The board approved 5-0.
Mr. Donnelly voted to approve.
Ms. Griffin voted to approve.
Mr. Hendee voted to approve.
Mr. Saunders voted to approve.
Ms. van der Pol voted to approve
- b. Mr. Donnelly made a vendor recommendation concerning adding cellular communications to the elevator as required by the Houston Fire Marshall. Mr. Hendee moved that we contract with MyLinkLine for one year at \$600.00 plus one time set up fee of \$65.00. The board approved 5-0.
Mr. Donnelly voted to approve.
Ms. Griffin voted to approve.
Mr. Hendee voted to approve.
Mr. Saunders voted to approve.
Ms. van der Pol voted to approve

- c. Mr. Michalak presented a proposal the create a School Health Advisory Council (“SHAC”) as required by recent Texas legislation expanding existing law to include charter schools. Mr. Michalak presented “Bylaws and Operating Procedures” for SHAC. which had been emailed to the Board of Trustees prior to the meeting. After discussion. Ms. Griffin moved that the Board of Trustees adopt the SHAC Bylaws and Operating Procedures 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.
Ms. van der Pol voted to approve
- d. Mr. Michalak asked the board to approve his nominations to the Student Health Advisory Council (“SHAC”). Mrs. van der Pol moved that Gabriel Michalak, Rebecca Pool (the School nurse), and parents Ana Bozarth, Sidney Hatfield, and Kim Valdez be approved. Motion approved: 5-0.
Mr. Donnelly voted to approve.
Ms. Griffin voted to approve.
Mr. Hendee voted to approve.
Mr. Saunders voted to approve.
Ms. van der Pol voted to approve
- e. The board discussed financial spending thresholds placed upon the Superintendent which had been recommended by legal counsel. The Finance Committee reported that it would be prudent to reduce that number from \$50,000 to \$10,000. After further discussion, it was recommended to reduce the \$10,000 to \$5,000. Treasurer Hendee moved the board Amend Policy Group 5.001 Section 6.1 to delete the limit of \$50,000 and replace it with \$5,000.00. Motion Approved: 5-0.
Mr. Donnelly voted to approve.
Ms. Griffin voted to approve.
Mr. Hendee voted to approve.
Mr. Saunders voted to approve.
Ms. van der Pol voted to approve

7. Reports

Superintendent recommended that future board meetings in 2026 be held on the third week of the month to review financial reports in timely manner.

Head of School, Mr. Michalak updated the board on TEA’s recent visit. He emailed the board a summary of their observations. He also reported on current enrollment, Average Daily Attendance and recent events, such as our first Storybook Festival. He also announced several upcoming events such as the Polar Express Family Movie.

Facilities Committee, Finance Committee, and Outreach Committees also made reports.

- 8. **Adjournment:** Mr. Saunders adjourned the meeting at 7:40 p.m. The next meeting is scheduled for December 2.

Respectfully submitted,

Kathryn van der Pol, Board Secretary
Heritage Classical Academy