



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

Board Minutes – Regular meeting 9-2-25.

Members present in person: Stuart Saunders (Chairman), Sharon Griffin, and Arthur Donnelly. Present online: Richard Hendee (Treasurer), and Kathryn van der Pol. Guests (in person): Head of School Gabriel Michalak, Administrative Assistant. Guests (online): Interim Superintendent Alan Seay.

1. Mr. Saunders called the meeting to order at 5:15 p.m.
2. Ms. Griffin opened with a prayer and led the Pledge of Allegiance and the Texas Pledge.
3. Mr. Donnelly read the school mission and vision.
4. No members of the public were present for public comment.
5. **Consent Agenda**
Ms. Griffin moved to approve the consent agenda containing the minutes from the July 29th, 2025, and August 19th, 2025, meetings. Mrs. van der Pol seconded. Voting in favor: van der Pol, Hendee, Griffin, Donnelly, Saunders. Voting against: None.
6. **Voting Items**
 - a. Burglar alarm repair contract with ZA Services, Inc. – The board chairman tabled until further notice.
 - b. Mr. Donnelly moved to approve the janitorial contract presented by Slomcheck Cleaning Services, commencing immediately and expiring 12/31/25. Ms. Griffin seconded. Voting in favor: van der Pol, Hendee, Griffin, Donnelly, Saunders. Voting against: None.
7. **Superintendent and Head of School Reports**
 - a. Superintendent Seay gave a report on his observations of the first days of school.
 - b. Head of School Michalak also shared his observations on the first days of school, along with reports regarding staffing and enrollment.

8. Committee Reports

Facilities Committee Chair Mr. Donnelly provided a high-level update on the Facilities Committee, including information regarding leasing of our fields and gym and the need for a primary calendar for maintenance and lease renewals.

Finance Committee Chair Mr. Hendee said he would have a report next month with budget updates.

Community Outreach Chair Ms. Griffin mentioned the need to resume meetings for the outreach program to promote enrollment for next year. The committee is recommending that the school once again participate in National Night Out which is coming up on October 7.

Academic Committee Chair Kathryn van der Pol reported on her involvement in the charter school advocacy program and the upcoming review of social studies standards by the State Board of Education.

9. Adjournment

Mr. Saunders adjourned the meeting at 6:20 p.m.

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