



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

DRAFT:

Board Minutes – Regular meeting 9-2-25.

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

Ms. van der Pol voted to approve.

Mr. Hendee voted to approve.

Ms. Griffin voted to approve.

Mr. Donnelly voted to approve.

Mr. Saunders voted to approve.

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 for \$425.00 per month (Monday-Friday), commencing immediately and expiring 12/31/25. Ms. Griffin seconded.

Ms. van der Pol voted to approve.

Mr. Hendee voted to approve.

Ms. Griffin voted to approve.

Mr. Donnelly voted to approve.
Mr. Saunders voted to approve.

7. Superintendent and Head of School Reports

- a. Superintendent Seay gave a report on his observations of the first days of school.
8. Head of School Michalak also shared his observations on the first days of school.

9. Committee Reports

Various committees reported on several items on which they are working.

10. Adjournment

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

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