



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

Board Minutes – Regular Meeting 12-11-23

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

- A. Mr. Saunders called the meeting to order a little late at 9:30 a.m. due to some technical difficulty. 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. Mrs. Boultinghouse moved to approve the minutes from the December 4 meetings without changes. Mr. Hendee seconded. Motion carried 5-0.
- E. No closed session was held.
- F. Next, we discussed the facility under consideration. Mrs. Boultinghouse reported that the architect and the pastor did a walk through of the building. No issues were identified. Today, a letter of intent was sent and a meeting with the pastor was scheduled at 4:00 p.m. today to discuss five issues remaining on the LOI. No further board action was taken.

The Chairman adjourned the meeting at 10:40 a.m.

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