



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

Board Minutes – Regular Meeting 12-4-23

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 9:55 a.m. due to some technical difficulty. With a quorum established, the meeting got down to business.
- B. Ms. Boultinghouse read the Mission Statement and Head of School Mrs. Martin read the Vision statement.
- C. Since no members of the public attended, we proceeded to the next item on the agenda.
- D. Mr. Hendee moved to approve the minutes from the November 28 meetings without changes. Mrs. Boultinghouse seconded. Motion carried 5-0.
- E. No closed session was held.
- F. Next, we discussed the facility under consideration. Mrs. Boultinghouse outlined our next four steps. The Architect would do a walk through on December 7 to review with the landlord any items that needed to be addressed before we submitted a letter of intent. (LOI). 2) Prepare and deliver the LOI. 3. Submit an application for occupancy with all names of the involved parties (HeritageEd and the Landlord). 4). Contact Safety and Security for a walk-through which would most likely be scheduled for the evening so emergency lighting could be tested. No further board action was taken.

The Board discussed when to make a public announcement of the location, the possibility of “hard hat” tours and open houses in May and June. We discussed signage and “Coming Soon” banner.

- G. After a presentation by the Head of School on Harris School Solutions, Mr. Hendee made a motion to table the vote for enrollment management software until a future date. Mrs. van der Pol seconded. Motion carried 5-0.

The Chairman adjourned the meeting at 11:07 a.m.

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