



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

Board Minutes – Regular Meeting 2-12-24

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

- A. Mr. Saunders called the meeting to order at 4:15 p.m. With a quorum established, the meeting got down to business.
- B. Mr. Saunders led the board in reciting the Pledge of Allegiance and the Texas Pledge. Mrs. van der Pol 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. Richard Hendee moved to approve the Minutes from the Board of Trustees meetings from January 22, January 29, and February 7 as written. Motion carried 5-0.
- E. No closed session was held so the board moved onto the next item.
- F. Mrs. Boultinghouse described the progress for finding a facility. She announced that she and the real estate agent Lesa French would be driving through our designated zip codes on February 16, and another drive was scheduled for the following week with Meredith Cullen. She reported that the search would include both undeveloped land and any building more than 10,000 square feet in SBOE Member Staci Childs' district. Provided our search remained in her district, Mrs. Boultinghouse believed that the Texas Education Agency would be satisfied with our diligent efforts to secure a facility. Mr. Saunders clarified that a lease would be preferable to a purchase and a ground lease better than raw land. Mrs. Boultinghouse pointed out that the property owned by Mr. Moore is still under consideration but will require action from TEA since it is not in the stated zip codes of the application. Ideally, three properties are to be identified by the end of March to begin negotiations. The hope would be to secure a building by June 1. Mr. Saunders requested to be involved in any discussions about facilities.
- G. The board reviewed and discussed adopting the Texas authorized Chaplain Program. The board reviewed the presentation provided during the workshop by SBOE Member Julie Pickren on Senate Bill 763. Head of School, Mrs. Martin provided guidance on three options proposed by the attorney. Based on board discussion and the attorney's guidance, the board decided to adopt the program and develop the board hiring and operational policies at a future date. Mrs. Boultinghouse made the motion that Heritage Classical Academy approve the Chaplain program as outlined in SB 763. Mrs. van der Pol seconded. Motion carried 5-0.
- H. Finally, Mr. Saunders requested that the board give him the authority to use consultants to design a checklist of items to be achieved in opening the school. Debra Boultinghouse made the motion to approve Mr. Saunders consulting our Communications Director, our Administrative Assistant and Head of School to develop a complete checklist of items to be achieved to open the school in August 2025. Sharon Griffin seconded. Motion carried 5-0.
- I. The Chairman adjourned the meeting at 5:10 p.m.

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