



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

Board Minutes – Regular Meeting 11-28-23

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

Mr. Saunders called the meeting to order at 9:40 a.m. With quorum established, the meeting got down to business.

Mr. Saunders requested we begin a tradition of reading the Mission and Vision statement. Sharon Griffin did the reading.

Since no members of the public attended, we proceeded to the next item on the agenda.

Mrs. Boultinghouse moved to approve the minutes from the November 6 and November 13 meetings without changes. Mrs. Griffin seconded. Motion carried 5-0.

Next, Mr. Saunders brought up our attorney's recommendation that we approve a board resolution of Heritage Ed to adopt Subchapter B, Section 44 of the Government code, with option for Construction Manager at Risk. We discussed the pros and cons. Mr. Hendee made the motion. Ms. Boultinghouse seconded. Motion carried 5-0. See the Resolution attached to these minutes.

The next item also recommended by our attorney was to adopt a resolution permitted under Texas Government Code S 2269.053 to delegate authority to the Chairman, or his/her designee, to take all necessary actions in compliance with applicable procurement statutes, including: selecting and engaging architects, engineers, and other professionals in compliance with Chapter 2254 of the Government Code; selecting the construction methodology that provides the best value to the school; advertising and issuing requests for proposals, bids and qualifications; selecting contractors, construction managers, and design builders in compliance with Chapter 2269 of the Government Code; negotiating with selected service providers; executing contracts on terms beneficial to and on behalf of the School, to the extent approved by the Board; and taking any and all such further actions necessary for the completion of construction projects approved by the Board. Mr. Hendee made the motion. Mrs. van der Pol seconded. Motion carried 5-0.

The board then discussed the property under consideration per item D Govt. Code 551.072, real estate matters. The board authorized the Board Chairman to negotiate an LOI to lease property under consideration. Items determined to need further research included cost of insurance, utilities, rent value, and ideal benchmarks. Mr. Saunders noted he would explore insurance costs and these other issues and report back at the next meeting. Mrs. van der Pol agreed to send both resolutions to the attorney to present to TEA.

The Chairman adjourned the meeting at 10:45 a.m.

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