



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

Board Minutes – Regular Meeting 3-25-24

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 9:15 a.m. With a quorum established, Mrs. Boultinghouse opened the meeting with a prayer and then the meeting got down to business.
- B. Mrs. Boultinghouse led the board in reciting the Pledge of Allegiance and the Texas Pledge.
- C. Mrs. Martin read the Mission Statement and Vision statement.
- D. Since no members of the public attended, there was no public comment, and we proceeded to the next item on the agenda.
- E. Mrs. Boultinghouse moved to approve the Minutes from the Board of Trustees meetings of February 26. Ms. Griffin seconded. Motion carried 5-0.
- F. Review and discussion of the 2023 Tax Return of HeritageEd. Chairman Saunders reviewed the tax return with the Board and Mrs. Martin. Mrs. Martin suggested a minor correction to the opening date of 2025. After further review, Mr. Hendee made a motion that we accept the tax return with correction. Mrs. Boultinghouse seconded. Approved 5-0.
- G. No closed session was held. Items H & I were tabled.

The Chairman adjourned the meeting at 10:25 a.m.

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