

**Hillsdale Preparatory School**  
160 W. Mechanic Rd., Hillsdale, MI 49242  
Board of Directors Meeting  
Hillsdale Prep Teachers' Lounge  
**May 24, 2021 7:00 PM**  
**Meeting Agenda**

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda**
  - a. Approval of Financial Statements
  - b. Approval of Bills
  - c. Approval of Minutes from the April 27 Meeting
6. **Reaffirm the Extended COVID-19 Learning Plan**
7. **Approve updated board policies**
8. **Approve updated GVSU Contract**
9. **New Business and Administrative Reports/Updates**
10. **GVSU Update**
11. **Other Matters**
12. **Adjournment**

**Hillsdale Preparatory School**  
160 W. Mechanic Rd., Hillsdale, MI 49242  
Board of Directors Meeting  
Hillsdale Prep Teachers' Lounge  
**April 27, 2021 5:30 PM**  
**Meeting Minutes**

1. **Call to Order:** 5:32pm
2. **Roll Call:** Blood, Budd, Conduct, Heckel
  - a. Also Present: Melody Henthorne, Annie Fowler, Bill Barker
3. **Approval of Agenda:** Conduct made a motion to add an action item to the agenda to approve the number of seats offered per classroom, item added at the number 8 spot and everything else will move down on the agenda, 2<sup>nd</sup> Heckel – Carried
4. **Public Comment:** None
5. **GVSU Update:** Mr. Barker confirmed with Heckel that he attended the board training he signed up for. There is another new board member training on May 3. There is a virtual board reception this year on May 13. He also reminded the Board they have \$1,000 to spend on technology and there is a 5<sup>th</sup> board seat that needs filled. They need to approve someone by early fall to make the next GVSU Board Meeting agenda.
6. **Consent Agenda:** Motion to approve, Conduct, 2<sup>nd</sup> Heckel – Carried
7. **Reaffirm the Extended COVID-19 Learning Plan:** Mrs. Fowler presented the two-way communication information for the month.
  - a. Conduct made a motion to reaffirm the Extended COVID-19 learning Plan, 2<sup>nd</sup> Budd – Carried
8. **Approve the number of seats offered per grade level:**
  - a. Conduct made a motion to allow each grade at Hillsdale Preparatory School to offer 20 seats for the 2021-2022 school year, 2<sup>nd</sup> Heckel – Carried
9. **Approve updated board policies:**
  - a. Conduct made a motion to approve Board Policies 2210, 2225, 2231, 2260, 2260.01, and 2261.03, 2<sup>nd</sup> Heckel – Carried
10. **New Business and Administrative Reports/Updates:**
  - a. Mrs. Fowler reminded the Board she is going to do a self-evaluation and she will email them a draft when she has completed it. They can discuss it at the May meeting and approve it at the June Meeting. She also discussed an advertising opportunity with them. Through the City of Hillsdale we have an opportunity to have a 30 second video made about Hillsdale Prep. The video will be posted on the City's webpage. They will also give us the rights to the video so we can post it on our social media and our website. The cost is just under \$3800 for the video. We can give input, but the company will do all of the work. The Board discussed this opportunity and agreed for Mrs. Fowler to sign the initial

agreement with the company. The agreement allows us to look into it further, but we are still able to opt out. She informed the Board that the week of May 3 is Teacher Appreciation Week. She also explained the plan for our summer school program. It is going to be two very intense weeks with focus on Reading and Math. There will be 1 week in June and one in August. We will purchase summer workbooks to send home with the students for in between the weeks. She also asked that we look at the June meeting date because she has a conflict and will be unable to attend.

- b. Condict made a motion to move the June 22 Board Meeting to Tuesday, June 29 at 5:30pm, 2<sup>nd</sup> Budd – Carried.

**11. Other Matters:**

- a. Heckel made a motion to approve the administration to pay up to \$300 to buy the staff lunch for teacher appreciation week, 2<sup>nd</sup> Condict – Carried.
- b. Condict also announced she spoke with someone who may interested in being the 5<sup>th</sup> member. They are going to attend the May meeting.

**12. Adjournment:** Motion to adjourn Heckel, 2<sup>nd</sup> Condict – Meeting adjourned at 6:17pm.

A handwritten signature in black ink, appearing to be "C. Heckel", is located at the bottom right of the page.