

**Hillsdale Preparatory School**  
160 W. Mechanic Rd., Hillsdale, MI 49242  
Board of Directors Meeting  
Hillsdale Prep Teachers' Lounge  
**September 28, 2021 5:30 PM**  
**Meeting Agenda**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Consent Agenda:
  - a. Approval of June, July and August Financial Statements
  - b. Approval of Bills
  - c. Approval of Minutes from the July 12 Meeting
6. Appoint the School Safety Liaison
7. Special Education Millage
8. New Business and Administrative Reports/Updates
9. GVSU Update
10. Other Matters
11. Adjournment

**Hillsdale Preparatory School**  
160 W. Mechanic Rd., Hillsdale, MI 49242  
Board of Directors Meeting  
Hillsdale Prep Staff Lounge  
**July 12, 2021 1:00 PM**  
**Meeting Minutes**

1. **Call to Order:** 1:08pm
2. **Roll Call:** Heckel, Conduct, Budd
  - a. Also Present: Melody Henthorne, Annie Fowler and Bill Barker (Virtually)
  - b. Mr. Barker gave Dr. Heckel his oath of office.
3. **Approval of Agenda:** Motion to approve, Heckel, 2<sup>nd</sup> Budd - Carried
4. **Public Comment:** None
5. **Approval of the June 29 minutes:** Motion to approve, Budd, 2<sup>nd</sup> Heckel - Carried
6. **Reorganizational Matters:**
  - a. **Elect Officers:**
    - i. Budd made a motion to nominate Heckel as Board President, 2<sup>nd</sup> Conduct – Carried
    - ii. Heckel made a motion for Conduct to remain Vice President and Budd to remain Secretary and Treasurer, 2<sup>nd</sup> Conduct – Carried
  - b. **Designate Regular Meeting Dates:** Conduct made a motion to keep meetings on the fourth Tuesday of every month at 5:30, 2<sup>nd</sup> Budd -Carried
  - c. **Appoint Repository of Funds:** Conduct made a motion for County National Bank to remain as the repository of funds, 2<sup>nd</sup> Budd -Carried
  - d. **Appoint School Attorney:** Conduct made a motion to continue using Miller Canfield as the school attorney, 2<sup>nd</sup> Budd - Carried
  - e. **Reaffirm Non-Discrimination Policy:** Budd made a motion to reaffirm the non-discrimination policy, 2<sup>nd</sup> Conduct - Carried
  - f. **Authorize Administration to Handle Records:** Conduct made a motion to authorize administration to handle records, 2<sup>nd</sup> Budd – Carried
  - g. **Appoint the Chief Administrative Officer:** Budd made a motion to appoint Melody Henthorne as the CAO, 2<sup>nd</sup> Conduct- Carried
  - h. **Appoint the Freedom of Information Officer:** Budd made a motion to appoint Melody Henthorne as the Freedom of Information Officer, 2<sup>nd</sup> Conduct - Carried
7. **Approve the 2021-22 School Handbook:** Conduct made a motion to approve the 21-22 Student Handbook, 2<sup>nd</sup> Budd - Carried
8. **New Business and Administrative Reports/Updates:**
  - a. Mrs. Fowler gave an update on enrollment for the upcoming school year. We budgeted for 65 students and currently have 68 enrolled. There has been no update on the Special Education Millage at this point. We have not received any applicants for the open positions so far. They discussed the opportunity for having a commercial like video made.

The Board previously spoke of this, but the due date to sign the contract is approaching. Since the school will have rights to the video they all agreed it was a good idea. They all also discussed the 20 student cap per grade level. The fourth grade is quickly approaching the 20 mark and Mrs. Fowler just wanted them to aware. They decided to leave the discussion for now and they will come back to it if need be.

9. **GVSU Update:** Mr. Barker advised that Board that is a good to switch officers up especially with such a new Board.
10. **Other Matters:** None
11. **Adjournment:** Motion adjourn, Conduct, meeting adjourned at 1:45pm

*Christop Gheald*