

**Hillsdale Preparatory School**  
160 W. Mechanic Rd., Hillsdale, MI 49242  
Board of Directors Meeting  
Hillsdale Prep Staff Lounge  
July 26, 2022 5:30 PM  
Meeting Agenda

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Approval of the June 28 minutes
6. Reorganizational Matters:
  - a. Elect Officers
  - b. Appoint Repository of Funds
  - c. Appoint School Attorney
  - d. Reaffirm Non-Discrimination Policy
  - e. Authorize Administration to Handle Records
  - f. Appoint the Chief Administrative Officer
  - g. Appoint the Freedom of Information Officer
  - h. Appoint the School Safety Liaison
7. Approve the 2022-23 School Handbook
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  
**June 28, 2022 3:00 PM**  
**Meeting Minutes**

1. **Call to Order:** 3:04pm
2. **Roll Call:** Smith, Heckel, Conduct, Budd
  - a. Also Present: Annie Fowler, Melody Henthorne, Bill Barker (virtually)
3. **Approval of Agenda:** Motion to approve, Smith, 2<sup>nd</sup> Conduct – Carried
4. **Public Comment:** None
5. **Consent Agenda:** Motion to approve, Smith, 2<sup>nd</sup> Conduct – Carried
6. **Approve the Amended 2021-22 Fiscal Year Budget:**
  - a. Motion to approve, Conduct, 2<sup>nd</sup> Smith – Carried
7. **Budget Hearing for the 2022-23 Fiscal Year Budget:**
  - a. Conduct made a motion to close the regular meeting and open the budget hearing, 2<sup>nd</sup> Budd – Budget Hearing opened at 3:09pm
    - i. The Board discussed the 22-23 Budget – They discussed whether to hire an additional paraprofessional, music teacher and full time special education teacher. They discussed the importance of a balanced budget and not using fund balance to hire the additional staff.
8. **Adoption of the 2022-2023 Fiscal Year Budget:**
  - a. Conduct made a motion to close the budget hearing and reopen the regular meeting, 2<sup>nd</sup> Smith – Carried
  - b. Smith made a motion to approve the 22-23 budget and to get Board approval before hiring a paraprofessional and music teacher, 2<sup>nd</sup> Conduct -Carried
9. **Adopt the Board Calendar for the 22-23 School Year:**
  - a. Smith made a motion to keep meeting times the 4<sup>th</sup> Tuesday of the month at 5:30 and remove the December meeting from the calendar, 2<sup>nd</sup> Conduct – Carried
10. **Approve the Contract with CHBW:**
  - a. Budd made a motion to approve the CHBW contract, 2<sup>nd</sup> Conduct – Carried
11. **End of year Goal Reporting:**
  - a. Mrs. Fowler Presented the end of year goals
12. **New Business and Administrative Reports/Updates:**
  - a. Mrs. Fowler discussed enrollment for the 22-23 school year. There are currently 80 kids enrolled. We have a 2<sup>nd</sup>/3<sup>rd</sup> grade split classroom that is large. It currently has 17 students enrolled with the addition of 2 ISD students that will push-in. Mrs. Fowler wanted to make them aware because if the class continues to grow a decision about splitting or closing the class will need to be made.
  - b. She also gave an update on what our summer school program looks like. There is individual tutoring 1 day a week and there will be a 2 week program that will focus on literacy.
13. **GVSU Update:** None
14. **Other Matters:** The Board discussed finding a way to advertise to new Hillsdale College families.
15. **Adjournment:** Motion to adjourn, Conduct, 2<sup>nd</sup> Budd – Meeting adjourned at 4:45pm

