

Hillsdale Preparatory School
160 W. Mechanic Rd., Hillsdale, MI 49242
Board of Directors Meeting
Hillsdale Prep Teachers' Lounge
August 23, 2022 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 26 Meeting
6. Discuss plan for the 5th/6th Grade Classroom
7. New Business and Administrative Reports/Updates
8. GVSU Update
9. Other Matters
10. Adjournment

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 Minutes

1. **Call to Order:** 5:33pm
2. **Roll Call:** Heckel, Smith, Conduct
 - a. Also present: Melody Henthorne, Annie Fowler, Bill Barker (Virtually)
3. **Approval of Agenda:** Motion to approve, Conduct, 2nd Smith - Carried
4. **Public Comment:** None
5. **Approval of the June 28 minutes:** Motion to approve, Conduct, 2nd Smith - Carried
6. **Reorganizational Matters:**
 - a. **Elect Officers:** Smith made a motion to keep all of the officers the same, 2nd Conduct – Carried
 - i. President: Chris Heckel, Vice President: Ellen Conduct, Treasurer & Secretary: Julie Budd
 - b. **Appoint Repository of Funds:** Smith made a motion to appoint County National Bank as the depository of funds, 2nd Conduct – Carried
 - c. **Appoint School Attorney:** Smith made a motion to appoint Miller Canfield as the school attorney, 2nd Conduct - Carried
 - d. **Reaffirm Non-Discrimination Policy:** Smith made a motion to reaffirm the non-discrimination policy, 2nd Conduct – Carried
 - e. **Authorize Administration to Handle Records:** Smith made a motion to authorize the administration to handle records, 2nd Conduct – Carried
 - f. **Appoint the Chief Administrative Officer**
 - g. **Appoint the Freedom of Information Officer:**
 - i. Conduct made a motion to appoint Melody Henthorne as the Chief Administrative Officer and the Freedom of Information Office, 2nd Smith – Carried
 - h. **Appoint the School Safety Liaison:** Conduct made a motion to appoint Annie Fowler as the School Safety Liaison, 2nd Smith – Carried
7. **Approve the 2022-23 School Handbook:**
 - a. Mrs. Fowler gave a brief overview of any changes made to the Handbook. There were no policy changes only minor things like the mission statement and other small things.
 - b. Smith made a motion to approve the 22-23 Student Handbook, 2nd Conduct – Carried
8. **New Business and Administrative Reports/Updates:**
 - a. Mrs. Fowler gave an update on current enrollment and where things stand with the budget with increased enrollment. There are currently 84 students enrolled with and the per pupil funding amount is \$9,150. She also provided the staff with an outline of what fund equity has been dating back to the 13-14 school year.
 - b. Along with a budget update she gave an update on staffing. A fulltime special education teacher has been hired. We have offered someone a fulltime teaching position and we are waiting to hear back from them. We have made no progress in hiring a music teacher. Her recommendation to the Board is hire our former special education teacher as a

paraprofessional. With the increase in enrollment and per pupil funding there is room in the budget to hire the paraprofessional.

- c. She also gave a few other updates. The open house is scheduled for Monday, August 22 at 6:00pm. The first day of school is Tuesday, August 23. The reading summer boost program is currently happening and there has been a great turnout.

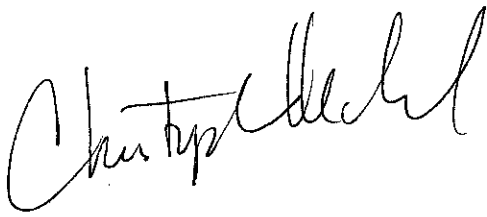
9. **GVSU Update:**

- a. Mr. Barker said Julie Budd needs to take her oath at the next meeting.

10. **Other Matters:**

- a. Smith a motion to hire a paraprofessional, 2nd Conduct – Carried

11. **Adjournment:** Conduct made a motion to adjourn, 2nd Smith – Meeting adjourned at 6:10pm

A handwritten signature in cursive script, appearing to read "Christopher Hechler". The signature is written in dark ink and is located in the lower-left quadrant of the page.