

Hillsdale Preparatory School
160 W. Mechanic Rd., Hillsdale, MI 49242
Board of Directors Meeting
Hillsdale Prep Staff Lounge
July 25, 2023 5:30 PM
Meeting Agenda

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Approval of the June 27 Meeting 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 2023-24 School Handbook
8. New Business and Administrative Reports/Updates
9. GVSU Update
10. Other Matters
11. Adjournment

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Meeting Agenda

1. Call to Order: 5:32pm

2. Roll Call:	Christopher Heckel	President	X
	Ellen Conduct	Vice President	X
	Julie Budd	Secretary/Treasurer	Absent
	Michael Smith	Board Member	X
	John Waldvogel	Board Member	Absent

- a. **Also Present:** Melody Henthorne, Annie Fowler, Bill Barker
- 3. Approval of Agenda:** Motion to approve, Conduct, 2nd Smith – Carried
- 4. Public Comment:** None
- 5. Consent Agenda:** Motion to approve, Conduct, 2nd Smith – Carried
 - a. **Approval of Financial Statements**
 - b. **Approval of Bills**
 - c. **Approval of the Board Minutes from the May 23 Meeting**
- 6. Approve the Amended 2022-23 Fiscal Year Budget:**
 - a. Smith made a motion to approve the 2022-23 amended budget, 2nd Conduct – Carried
- 7. Budget Hearing for the 2023-24 Fiscal Year Budget:**
 - a. Conduct made a motion to close the regular meeting and open the budget hearing, 2nd Smith – Budget Hearing opened at 5:46pm
 - b. The Boar discussed the 23-24 budget. They had questions about the debt service fund that Melody will bring to the next meeting.
- 8. Adoption of the 2023-24 Fiscal Year Budget**
 - a. Conduct made a motion to close the budget hearing and reopen the regular meeting, 2nd Smith – Regular Meeting opened at 6:00pm
 - b. Smith made a motion to adopt the 2023-24 fiscal year budget, 2nd Conduct – Carried
- 9. Adopt the Board Calendar for the 23-24 School Year:**
 - a. Smith made a motion to adopt the 23-24 Board Calendar, 2nd Conduct – Carried
- 10. Approve the Supplemental Academic Grant Award from Grand Valley**
 - a. Grand Valley has approved a 10,000 Grant to help cover the cost of working with Teacher Powered Schools. The Board was also provided with a proposal from Teacher Powered Schools. The Board discussed the opportunity. They were informed that ultimately Hillsdale Prep decides whether they implement

the recommendations given and do not have to move forward with Teacher Powered Schools after the 2-year agreement ends.

- b. Conduct made a motion to accept the grant, 2nd Smith - Carried

11. End of year Goal Reporting:

- a. Mrs. Fowler shared the Section 98-B End of year Goal Reporting.

12. New Business and Administrative Reports/Updates:

- a. Mrs. Fowler gave the following updates
 - i. The staff has attended a few community events since school got out. We had a booth at the Smoke Show and the Safety Fair. There was a great staff turnout to help with events and we got a flyer about Hillsdale Prep in a lot of family's hands.
 - ii. She is working with staff on improving parent communication and making sure everyone is working towards growing enrollment.
 - iii. Due to lower numbers there may be some shifting of staff and combined grades for next school year.
 - iv. We currently have job posting for a special education teacher, 2.5 paraprofessionals and a specials teacher.
 - v. She informed the Board she intends to apply for the special education caseload waiver. As of right now we have 11 special education students and without the waiver can only have 18 students per teacher. We want to be prepared incase we receive new special education students.
 - vi. She is still working SEC on school safety. They will be in at the beginning of August to provide additional recommendations, complete staff training and to review our policies and procedures.
 - vii. The Board was provided with a copy of her self-evaluation to review and discuss at the next meeting.

13. GVSU Update:


- a. Mr. Barker reminded the Board that the last training is June 29. Ellen Condict was approved by the Grand Valley Board and took her oath of office. He is going to double check when our Grand Valley contract is up for renewal.

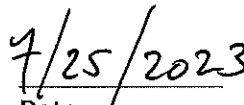
14. Other Matters:

- a. Mrs. Fowler presented Mike Smith with a certificate of appreciation for all of the volunteer work he has done for the school.

15. Adjournment: Motion to adjourn, Condict, 2nd Smith – Meeting adjourned at 6:40pm

Approved by the Board of Directors on 7/25/2023


Board President


Date