

Hillsdale Preparatory School
160 W. Mechanic Rd., Hillsdale, MI 49242
Board of Directors Meeting
Hillsdale Prep Teachers' Lounge
September 26, 2023 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 Financials

b. Approval of Bills

c. Approval of Minutes from the August 22 Meeting

6. Discussion of parent communication/survey

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 Teachers' Lounge
August 22, 2023 5:30 PM
Meeting Minutes

1. **Call to Order:** 5:32pm

2. **Roll Call**

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|--------------------|---------------------|---|
| Christopher Heckel | President | X |
| Ellen Condict | Vice President | X |
| Julie Budd | Secretary/Treasurer | X |
| Michael Smith | Board Member | X |
| John Waldvogel | Board Member | X |

a. Also Present: Melody Henthorne, Annie Fowler, Courtney Stahl

i. Attended Virtually: Julie Cook, Jenny Marion

3. **Approval of Agenda:** Condict made a motion to add closed session for periodic performance evaluation for Annie Fowler under the Discussion of the 23-24 School year, 2nd Smith – Carried

4. **Public Comment:** None

5. **Consent Agenda:** Motion to approve, Smith, 2nd Condict – Carried

6. **New Business and Administrative Reports/Updates:**

a. Mrs. Fowler gave the following updates:

i. It was a successful first day of school with 52 students. She suggested the Board conduct some sort of exit interview to gather additional information about why parents are leaving.

1. The Board discussed enrollment and what to do moving forward.

ii. The staff all attended Leader in Me Training during professional development. The training is based off the 7 habits of highly effective people. At the last meeting the Board did ask about how much time teachers would spend on that in the classroom and Mrs. Fowler was able to ask that question at training. She was told teachers should spend about 15-20 minutes a day four days a week.

iii. Two staff members have resigned. One of the staff members did not provide notice which did not allow us to find a replacement before the school year began. The job has been posted, but Mrs. Fowler is currently teaching 4th grade until we find someone. We also don't have a 7/8 grade teacher, but there are only 3 students in the combined class. We have divided up the subjects between our other teachers for the 7/8 grade students. Their schedule is as follows: Homeroom and ELA – Miss Tulloch, Math – Mrs. Comstock, Social Studies – Mrs. Fowler, Science – Miss Taylor.

7. **Discussion of Teacher Powered School with Julie Cook:**

a. Julie Cook and Jenny Marion attended via zoom and gave an overview of Teacher Powered Schools to the Board.

8. Discussion of the 23-24 School Year:

a. Enrolment Discussion:

- i. Dr. Heckel said he was willing to work on an electronic survey and letter to recently lost families. It was decided Dr. Heckel and Mr. Walvogel would draft the survey and letter and send it out before the next meeting.
- ii. Mrs. Budd said families leaving really happened in two waves. Students left during the school and over the summer. She thinks it's important to get to the bottom of both issues.
- iii. The Board was reminded we budgeted for 65 students. They discussed the breakeven point and needing to make some investments that may cost money to resolve future enrollment issues.

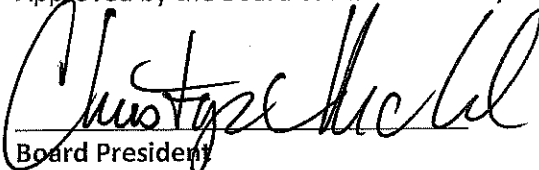
b. Discussion of Mrs. Fowler's additional duties.

- i. Mrs. Fowler outlined her additional duties and how she will manage her Head of School duties also being in the classroom. Jeanine Medrano is the MTSS Coach and has been for a few years. This year she is prepared to fully oversee working with teachers to identify students that need support and how that support is monitored. Makayla Taylor is the SEL Coach. She has developed a written process for student behaviors making Mrs. Fowler the last in line to be contacted instead of the first in line. Mrs. Fowler will still need to do things like grant writing, parent communication and overseeing the special education department. When 4th grade students are at specials, lunch and recess she will do her Head of School duties. She is expecting to work an additional 1-3 hours per day with the additional responsibility.
 - ii. Mrs. Fowler suggested to the Board she be paid a sum per day for everyday she is a classroom teacher. She suggested they use a base teacher salary to come up with the amount per day.
- c. Conduct made a motion to close the regular meeting and enter closed session, 2nd Waldvogel – Closed Session 7:05pm**
- d. The regular meeting resumed at 7:13pm**
- i. Smith made a motion to adopt Mrs. Fowler's recommendation of being paid a sum per day to teach 4th grade until a teacher is retained, 2nd Conduct – Carried

9. GVSU Update: Courtney introduced herself to the Board and said she is the school support specialist for Hillsdale Prep. She will be coming down for a few Fridays at the beginning of the school year to help the paraprofessionals during teacher collaboration times. Board training has begun and can be found on the GVSU website. Two members will need to complete two trainings to be eligible for some grant funds from GVSU. They will be offering principals training again this year. GVSU currently has 80 schools in Michigan. They had two new schools open this year. They have also had the record number of GVSU charter high school graduates attend GVSU for college this fall.

10. Other Matters: None

11. Adjournment: Motion to adjourn, Smith, 2nd Conduct – Meeting adjourned at 7:19pm

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| Approved by the Board of Directors on 9/26/2023 | |
|  | 9/26/23 |
| Board President | Date |