

**Hillsdale Preparatory School**  
160 W. Mechanic Rd., Hillsdale, MI 49242  
Board of Directors Meeting  
Hillsdale Prep Teachers' Lounge  
**October 24, 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 September 26 Meeting
6. Audit Report from Greg Bailey
7. Discuss Erate Funding
8. New Business and Administrative Reports/Updates
9. GVSU Update
10. Closed Session
11. Other Matters
12. Adjournment

**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 Minutes**

1. **Call to Order:** 5:35pm

2. **Roll Call:**

Christopher Heckel	President	X
Ellen Conduct	Vice President	X
Julie Budd	Secretary/Treasurer	absent
Michael Smith	Board Member	Absent
John Waldvogel	Board Member	X

a. Also Present: Annie Fowler, Melody Henthorne, Bill Barker

3. **Approval of Agenda:** Motion to approve, Conduct, 2<sup>nd</sup> Waldvogel – Carried

4. **Public Comment:** None

5. **Consent Agenda:** Motion to approve, Conduct, 2<sup>nd</sup> Walkdvogel – Carried

- a. Approval of Financials
- b. Approval of Bills
- c. Approval of Minutes from the August 22 Meeting

6. **Discussion of parent communication/survey:**

- a. Dr. Heckel and Mr. Waldvogel shared what they have discussed regarding a parent survey. They would like to do a Board led investigation into the drop in enrollment. They plan to draft a letter to send out along with a survey. Some questions they are working on answering are when the survey should go out and who should receive the survey. They also discussed having a welcome letter to hand out when new families enroll.
  - i. At the last meeting having a generic board email was discussed. Melody looked into it but generic emails are not allowed. Each member would need to have their own personal email. It was discussed that the Hillsdale Prep Board President should have a Hillsdale Prep email for communication with parents. He can share any communication had through this email with the remainder of the Board.

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

- a. Mrs. Fowler gave the following updates:
  - i. There have been no applicants for the 4<sup>th</sup> grade position.
  - ii. The engagement committee hosted a back to school ice cream social last week. There was a great turnout. They are doing the Trunk or Treat again this year. That is going to take place Friday, October 27. The theme is around the world so each trunk will be decorated like a different country. The Board is welcome to have a trunk and should contact Jeanine Medrano if they wish to participate.

- iii. The staff is kicking off Leader in Me on October 2. They are focusing on being proactive. There will be short presentation and students will watch a video in their classrooms. There is bulletin board in the hallway where classrooms being proactive will be highlighted.
- iv. Staff are participating in Teacher Powered School collaboration time on Fridays. They are starting to discuss things like establishing norms and the purpose of Hillsdale Prep.

**8. GVSU Update:**

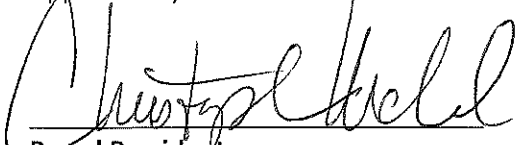
- a. Mr. Barker passed out a flyer with the updated academic grant information on it. Last year's academic grant should be paid before winter break. The next board training is on October 4 and Grand Valley has a guest speaker on October 11. He also gave the reminder to make sure Hillsdale Prep's transparency page is up to day.

**9. Other Matters:**

- a. Melody asked for clarification on days there is a sub in the 4<sup>th</sup> grade classroom.
- b. Dr. Heckel shared that Grand Valley has some concerns about enrollment and the Board needs to have a plan in place to increase enrollment. He gave suggestions of:
  - i. Evaluating the current charter
  - ii. Making sure the management company contract and head of school contract meet the needs of Hillsdale Prep.
  - iii. Give direct instruction to the management company to find ways to attract applicants and make employees happier. Such as:
    - 1. Offering health insurance
    - 2. Higher wages
    - 3. Retirement plans
  - iv. He suggested having Melissa Day attend the next meeting so the Board can ask questions about what funding is available.
- c. Mr. Barker shared that Grand Valley has concerns and as we head into our renewal next year the Board needs to show they have a plan to approve staffing and enrollment.

**10. Adjournment:** Motion to adjourn Conduct, 2<sup>nd</sup> Waldvogel – Meeting adjourned at 6:28pm

Approved by the Board of Directors on 10/24/2023

  
Board President

10/24/2023  
Date