

Hillsdale Preparatory School
160 W. Mechanic Rd., Hillsdale, MI 49242
Board of Directors Meeting
Hillsdale Prep Teachers' Lounge
January 23, 2024 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 November 28 Meeting
6. **New Business and Administrative Reports/Updates**
7. **GVSU Update**
8. **Other Matters**
9. **Adjournment**

Hillsdale Preparatory School
160 W. Mechanic Rd., Hillsdale, MI 49242
Board of Directors Meeting
Hillsdale Prep Teachers' Lounge
November 28, 2023 5:30 PM

Meeting Minutes

1. Call to Order: 5:32pm

2. Roll Call:	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. Annie Fowler, Melody Henthorne, Bill Barker

3. Approval of Agenda: Motion to approve, Condict, 2nd Waldvogel – Carried

4. Public Comment : None

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

a. Smith had a question about the parenthesis around the numbers on the budget v. actual page of the financials.

i. Melody will get clarification from Melissa Day

6. New Business and Administrative Reports/Updates:

a. Mrs. Fowler gave the following updates:

- i. At the October meeting the Board approved Erate funding, but wondered about when the reimbursement will be received. Mrs. Fowler spoke with the tech department and shared their response about the reimbursement with the Board. The tech department also made her aware of a potential cyber security grant. She has filled out the necessary information and will provide an update if the school receives funding from the grant.
- ii. Hillsdale Prep will have a float in the Light up Hillsdale Parade on December 2. The parade begins at 6:15.
- iii. She provided an update on the interview process for the 4th grade position. Originally there were two candidates, but one candidate backed out. The other candidate was interviewed, but turned down the position. Melody is in the process of getting the job posted on K12jobspot to hopefully reach more applicants.
- iv. At the October meeting teacher certification was discussed. Since that meeting Mrs. Fowler has met with the GVSU special education expert. She confirmed that Hillsdale Prep was doing everything correctly. Since our special education teacher is operating on a permit a certified special education can be invited to the IEP meetings, but that is not required.
- v. Hillsdale Prep will receive a Title Review this school year. Consultants from the State will spend two days at Hillsdale Prep reviewing our Title practices. Board members are welcome to attend the review. The consultants will be at the school March 20 & 21.

- vi. Julie Cook our representative from Teacher Powered Schools visited from Pennsylvania on November 3. She spent half the day visiting classrooms and then met with the staff in the afternoon. She had very positive things to say about the school and the unique situation we are in with getting to be a part of the reinvention of Hillsdale prep.
- vii. The 5/6 grade classroom has moved to the main office building. There was extra space and this allowed all of the classrooms to be in one building and create a better option for collaboration.
- viii. There has been a lot of discussion about how to recruit students and one thing Mrs. Fowler would like to explore is adding a preschool to Hillsdale Prep. There is a real need for that in Hillsdale County and it would help grow the lower elementary. As she explores this option she will keep the Board up to date.
- b. Melody gave an update on the things she has been doing for marketing:
 - i. Attended the Hillsdale College Trunk or Treat
 - ii. Will be at the Light up Hillsdale Parade. Purchased additional pencils and bracelets to handout at the parade.
 - iii. Has reached out to WCSR to come up with a plan to get students on the radio.
 - iv. Trying to reach out to local clubs, but not having much success getting a response back.
 - v. Took over social media and is posting daily Monday-Friday.
 - vi. Attending weekly student recruitment webinars.

7. GVSU Update:

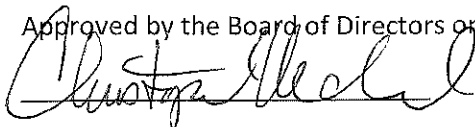
- a. Mr. Barker reminded the Board that the next trainings are December 7 and January 30. He also gave a reminder that GVSU offers a continued education scholarship and the core value award is available. He will send email a link for the core value award.
- b. He informed the Board that Hillsdale Prep is under contract with GVSU through the end of the 24-25 school year. GVSU will not end the contract early, but the Board can choose too. The school can receive an early renewal visit in March otherwise the visit will be in October of the 2024.
- c. Dr. Heckel stated that he didn't think an early renewal visit was best so it was decided the renewal visit will be in October of 2024.
- d. Mr. Waldvogel had questions about how the renewal process worked and if there was a check list the Board can follow. Mr. Barker informed him the Board will be kept up to date during the entire process. A lot of the decision comes down to student performance. He also suggested making a list of things we have done to improve the facilities to have ready for the renewal visit.

8. Other Matters:

- a. Dr. Heckel asked the Board about the meeting in December. The current December meeting is scheduled for December 26 at 5:30.
 - i. Smith made a motion to cancel the December 26 meeting, 2nd Conduct – Carried
- b. Dr. Heckel also informed the Board he had everything ready for the parent survey and anticipated sending it out next week.
- c. Melody made the Board aware of equalization funding the State is providing to help districts that have experienced a loss in enrollment. The funding is expected to be in December. She will update them as she finds out more.

9. Adjournment: Motion to adjourn, Waldvogel, 2nd Budd – Meeting adjourned at 6:26pm

Approved by the Board of Directors on 1/23/2024



Board President

1/23/2024

Date