

Hillsdale Preparatory School
160 W. Mechanic Rd., Hillsdale, MI 49242
Board of Directors Meeting
Hillsdale Prep Teachers' Lounge
February 27, 2024 5:30 PM
Meeting Agenda

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. 23-24 Budget Amendment
5. Public Comment
6. Consent Agenda:
 - a. Approval of Financials
 - b. Approval of Bills
 - c. Approval of Minutes from the January 23 Meeting
7. Presentation from Midwest Management Company
8. Erate Recommendation
9. Acceptance of Grand Valley Academic Grant
10. New Business and Administrative Reports/Updates
11. GVSU Update
12. Other Matters
13. Student Discipline Hearing
 - a. Closed Session (at parents request)
14. Adjournment

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 Minutes

1. **Call to Order:** 5:30pm

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	Absent

- a. Also Present: Annie Fowler, Melody Henthorne, Bill Barker, Kelly Tulloch, Jeanine Medrano, Kristi Hoffer

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

4. **Public Comment:** Mrs. Medrano thanked the Board on behalf of the staff

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. The 4th grade teaching position is still open. Along with having a sub come in every Monday the staff has made some changes to the schedule to allow Mrs. Fowler to be out of the classroom every morning until 9:15.
- ii. She reminded the Board that we have a Title Review in March. She encouraged at least one board member to attend the review. When she has the schedule she will share it.
- iii. Currently the school has used 4 of the 6 forgiven days provided by the State. Hillsdale Prep had 179 student days scheduled and used 1 staff professional development day as instructional hours. If the school reaches the point of making up days she will schedule in that 180th day as well.
- iv. The Engagement Committee is working hard on planning a celebration for the 100th day of school and the activities for March is Reading Month.
- v. She gave the following updates about things happening around HPS: The staff has attended a couple of PD days for Unlocking the Reading Code, ELA lead teacher is planning a presentation in February, winter student testing is currently underway.
- vi. She informed the Board she is set to attend a superintendent's conference on February 1 & 2.

b. Miss Melody gave the following updates:

- i. The 4th grade position has been posted on K12JobSpot. She will continue to attend the trainings and do proactive recruiting provided by Frontline.
- ii. At the December meeting she mentioned the need to add additional PA speakers to the gym. After speaking with the tech team it was decided it would be best to

add 2 speakers to the gym and add an additional speaker on the playground. There are two options for the placement of the playground speaker and the price varies for installation.

1. To place the additional playground speaker on the exterior of the gym building the total cost of all 3 speakers and installation would be \$3,645.
 2. To place the speaker on the exterior of the middle school building the cost rises to \$3,895.
 3. Smith made a motion to approve the estimate for 3 additional speakers for \$1,770 and the installation of all 3 speakers with the exterior speaker being placed on the middle school building for \$2,125 for a total project cost of \$3,895, 2nd Condict – Carried
- iii. She has been working with the movie theater and a film company to get a commercial filmed that will run for several weeks at the theater. She is expecting the cost of the commercial to be between \$500 and \$1000. To run the advertisement for 41 weeks at the theater the cost is \$2,165.17. She is going to move forward with the opportunity and will keep the Board informed.
- iv. Melody sent a letter to the Board with the monthly packet stating that Henway Consulting was not seeking renewal of their contract and that Melody was also not returning to Hillsdale Prep next school year. She will fulfill the contract and remain at Hillsdale Prep. until June 30. She verbally reiterated this message to the Board so they were aware of her intentions. She is willing to work alongside someone for the next several months so they can take over the office responsibilities on July 1.

7. GVSU Update:

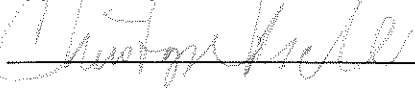
- a. Mr. Barker gave the following updates:
- i. Heckel and Waldvogel are both up for appointment in June. They need to let Grand Valley know if they intend to be reappointed so they can get on the agenda on the next Board of Trustee meeting.
 - ii. He provided a handout of the upcoming board trainings and gave a reminder that they can submit Hillsdale Prep for the core value award.
 - iii. He expecting the school performance report to be complete and presented at the February meeting.
 - iv. He provided information to the Board about two potential management companies that may be interested in Hillsdale Prep.

8. Other Matters:

- a. The results of the Board Survey were passed out and discussed.
- b. The Board discussed going about the replacement of Melody and decided it was best to get the job posted as soon as possible. Melody will take the lead on getting someone hired and keep the Board in the loop.

9. Adjournment: Motion to adjourn, Smith, 2nd Budd – Meeting adjourned at 6:21pm

Approved by the Board of Directors on 2/27/2024



Board President



Date