



# Michigan International Prep School

## Board of Directors Meeting Minutes

7034 E. Court St, Davison, MI 48423

This meeting is a meeting of the Board of Directors in public for the purpose of conducting MIPS business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item #10.

**7/18/2023 – 5:30pm**

Official Call to Order: 5:33 p.m.

### Pledge of Allegiance

1. <b><u>Attendance</u></b> -	Superintendent	Andrew Hulbert	present
	President	Carol Mitchell	present
	Vice President	Kevin Trobaugh	present
	Secretary	Tom Clancy	present
	Treasurer	Mike Vanderlinden	present
	Trustee	Dr. Heather Wills	present

### 2. **Changes to the Agenda**

### 3. **Consent Agenda** -

- Board Minutes from [June 20, 2023](#)

H. Wills moved and T. Clancy supported to approve the Consent Agenda as presented.  
Vote - 5 ayes

### 4. **Board of Education and Policy Matters** -

- Board member nominations:
  - M. Vanderlinden moved and H. Wills supported to appoint Carol Mitchell as President of the MIPS Board of Education for the 2023-24 school year. Vote - 5 ayes.
  - H. Wills moved and M. Vanderlinden supported to appoint Kevin Trobaugh as Vice President of the MIPS Board of Education for the 2023-24 school year. Vote - 5 ayes.
  - M. Vanderlinden moved and K. Trobaugh supported to appoint Tom Clancy as Secretary of the MIPS Board of Education for the 2023-24 school year. Vote - 5 ayes.



- T. Clancy moved and H. Wills supported to appoint Mike Vanderlinden as Treasurer of the MIPS Board of Education for the 2023-24 school year. Vote - 5 ayes.
- Mike Vanderlinden moved and Tom Clancy supported to appoint Dr. Heather Wills as Trustee of the MIPS Board of Education for the 2023-24 school year. Vote - 5 ayes.
- K. Trobaugh moved and M. Vanderlinden supported to approve Chase Bank as the financial institution utilized by MIPS for the 2023-24 school year. Vote - 5 ayes.
- K. Trobaugh moved and M. Vanderlinden supported to approve staff positions for the 2023-24 school year:
  - Freedom of Information Act (FOIA) Coordinator Pam Sovis
  - McKinney-Vento Homeless Liaison Elizabeth Adams
  - Office of Civil Rights Representative and Title Nine Representative Charles Carver
  - School Safety Liaison Jared Bayley
- Vote - 5 ayes.
- H. Wills moved and T. Clancy supported to approve Dickinson Wright as legal counsel for the 2023-2024 school year. Vote - 5 ayes.
- K. Trobaugh moved and M. Vanderlinden supported to approve Yeo & Yeo, CPA and Advisors as external auditors for the 2023-2024 school year. Vote - 5 ayes.
- M. Vanderlinden moved and H. Wills supported to approve Andrew Hulbert as the person designated to sign checks on behalf of MIPS. Vote - 5 ayes.
- T. Clancy moved and H. Wills supported to establish the price for copying requested board agendas and accompanying documents at a rate of \$1.00 per page. Vote - 5 ayes.
- H. Wills moved and T. Clancy supported to designate Michigan International Prep School, 7034 E. Court Street, Davison, MI 48423 as the



public place to post the MIPS calendar and individual meeting notices of regularly scheduled and special meeting dates for the Board. Vote - 5 ayes.

- T. Clancy moved and H. Wills supported to designate Michigan International Prep School, 7034 E. Court Street, Davison, MI 48423 as the principal place to provide paper copies of agendas and accompanying documents. Vote - 5 ayes.
- T. Clancy moved and M. Vanderlinden supported to authorize Andrew Hulbert (and/or other personnel designated by the superintendent) to negotiate and implement contracts with service providers (vendors). Vote - 5 ayes.
- T. Clancy moved and H. Wills supported to approve student graduates that are unable to attend the state testing requirements towards graduation for the 2023-2024 school year. Vote - 5 ayes.
- T. Clancy moved and M. Vanderlinden supported to approve a second reading of Policy Nos:  
6180 (Authorization to Use Electronic Transfer of Funds)  
8805 (Flags and Displays)  
9130 (Public Comments)  
9150 (Academy Visitors)

Vote - 5 ayes.

## **5. Finance and Operations**

## **6. Human Resources**

- [Employee Handbook](#) for 2023-2024
- H. Wells moved and M. Vanderlinden supported to approve the Reimagine Education Employee Handbook for 2023-2024 as presented. Vote - 5 ayes.

## **7. Curriculum and Instruction**

## **8. Marketing/Enrollment Updates**

- Enrollment Updates



Current enrollment is 980 students.

**9. Technology**

A new technology director has been hired.

**10. Unscheduled Audience Participation**

**11. Superintendent Notes**

All staff members will attend professional development in August.

**12. Final Comments from the Board of Directors**

Discussion regarding committees of the board. Heather is available to serve on the policy committee.

**13. Clarification**

**14. Adjournment**

The meeting was adjourned at 6:01 p.m.

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Carol Mitchell, President

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Tom Clancy, Secretary