



# 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.

**7/9/2024 – 5:30pm**

Official Call to Order: 5:43 p.m.

### Pledge of Allegiance

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

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

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

- Board Minutes from [June 18, 2024](#)
- Bills payable June, 2024 - [\\$1,140,847.00](#)

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

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

Discussion regarding appointment of Heather Wills and Carol Mitchell to four year terms on the Board, expiring on June 30, 2028.

- Board member nominations:
  - K. Trobaugh moved and M. Vanderlinden supported to appoint Carol Mitchell as President of the MIPS Board of Education for the 2024-25 school year. Vote - 5 ayes
  - M Vanderlinden moved and H. Wills supported to appoint Kevin Trobaugh as Vice President of the MIPS Board of Education for the 2024-25 school year. Vote - 5 ayes



- M. Vanderlinden moved and H. Wills supported to appoint Tom Clancy as Secretary of the MIPS Board of Education for the 2024-25 school year. Vote - 5 ayes
  - T. Clancy moved and K. Trobaugh supported to appoint Mike Vanderlinden as Treasurer of the MIPS Board of Education for the 2024-25 school year. Vote - 5 ayes
  - T. Clancy moved and M Vanderlinden supported to appoint Dr. Heather Wills as Trustee of the MIPS Board of Education for the 2024-25 school year. Vote - 5 ayes.
- M. Vanderlinden moved and H. Wills supported to approve Chase Bank as the financial institution utilized by MIPS for the 2024-25 school year. Vote 5-ayes
- M. Vanderlinden moved and H. Wills supported to approve staff positions for the 2024-25 school year:
- Freedom of Information Act (FOIA) Coordinator Pam Sovis
  - McKinney-Vento Homeless Liaison Amanda Oberlee-Clouse
  - Office of Civil Rights Representative and Title Nine Representative Charles Carver
  - School Safety Liaison Jared Bayley
- Vote - 5 ayes
- H. Wills moved and M. Vanderlinden supported to approve Dickinson Wright as legal counsel for the 2024-2025 school year. Vote - 5 ayes
- K. Trobaugh moved and H. Wills supported to approve Yeo & Yeo, CPA and Advisors as external auditors for the 2024-2025 school year. Vote - 5 ayes.
- H. Wills moved and M. Vanderlinden supported to approve Andrew Hulbert as the person designated to sign checks on behalf of MIPS. Vote - 5 ayes
- H. Wills moved and T. Clancy supported to establish the price for copying requested board agendas and accompanying documents at a rate of \$1.00 per page. Vote-ayes.



- K. Trobaugh 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.
- H. Wills moved and M. Vanderlinden 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
- K. Trobaugh moved and H. Wills 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.
- H. Wills moved and K. Trobaugh supported to approve student graduates that are unable to attend the state testing requirements towards graduation for the 2024-2025 school year. Vote - 5 ayes.
- Board of Education meeting schedule

H. Wills moved to change the August 13 meeting date and there was no support; therefore motion is not approved.

## **5. Finance and Operations**

- State Approved Budget

## **6. Human Resources**

- [Employee Handbook for 2024-2025](#)

H. Wills moved and M. Vanderlinden supported to approve the Reimagine Education Employee Handbook for 2024-2025 school year as presented. Vote - 5 ayes

## **7. Marketing/Enrollment Updates**

- Current Initiatives and Current Numbers

An update on enrollment was provided.



**8. Unscheduled Audience Participation**

**9. Superintendent Notes**

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

Discussion regarding policy committee members. Mike Vanderlinden and Heather Wills will remain on the policy committee.

**11. Clarification**

**12. Adjournment – Time**

The meeting was adjourned at 6:19 p.m.

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Carol Mitchell, President

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Tom Clancy, Secretary