



## **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.

**7/8/2025 – 5:30pm**

Official Call to Order: 5:36

#### **Pledge of Allegiance**

<b>1. <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	A

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

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

- Board Minutes from [June 24, 2025](#)

M. Vanderlinden moved and K. Trobaugh supported to approve the Consent Agenda as presented. Vote - 3 ayes

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

- Board member nominations:
  - M. Vanderlinden moved and K. Trobaugh supported to appoint Carol Mitchell as President of the MIPS Board of Education for the 2025-26 school year. Vote - 3 ayes
  - M. Vanderlinden moved and C. Mitchell supported to appoint Kevin Trobaugh as Vice President of the MIPS Board of Education for the 2025-26 school year. Vote - 3 ayes
  - K. Trobaugh moved and M. Vanderlinden supported to appoint Tom Clancy as Secretary of the MIPS Board of Education for the 2025-26 school year. Vote - 3vayes
  - K. Trobaugh moved and C. Mitchell supported to appoint Mike Vanderlinden as Treasurer of the MIPS Board of Education for the 2025-26 school year. Vote - 3 ayes.



- M. Vanderlinden moved and K. Trobaugh supported to appoint Dr. Heather Wills as Trustee of the MIPS Board of Education for the 2025-26 school year. Vote - 3 ayes
- Kevin Moved and M. Vanderlinden supported to approve Chase Bank as the financial institution utilized by MIPS for the 2025-26 school year. Vote 3 - ayes
- M. Vanderlinden moved and K. Trobaugh supported to approve staff positions for the 2025-26 school year:
  - Freedom of Information Act (FOIA) Coordinator Jenny Lawson
  - McKinney-Vento Homeless Liaison Amanda Oberlee-Clouse
  - Office of Civil Rights Representative and Title Nine Representative Charles Carver
  - School Safety Liaison Jared Bayley
- Vote - 3 ayes
- K. Trobaugh moved and M. Vanderlinden supported to approve Dickinson Wright as legal counsel for the 2025-2026 school year. Vote - 3 ayes
- M. Vanderlinden moved and K. Trobaugh supported to approve Yeo & Yeo, CPA and Advisors as external auditors for the 2025-2026 school year. Vote - 3 ayes
- K. Trobaugh moved and M. Vanderlinden supported to approve Andrew Hulbert as the person designated to sign checks on behalf of MIPS. Vote 3 - ayes
- M. Vanderlinden moved and K. Trobaugh supported to establish the price for copying requested board agendas and accompanying documents at a rate of \$1.00 per page. Vote - 3 ayes.
- K. Trobaugh moved and M. Vanderlinden 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 - 3 ayes.



- M. Vanderlinden moved and K. Trobaugh 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 - 3 ayes
- K. Trobaugh 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 - 3 ayes.
- M. Vanderlinden moved and K. Trobaugh supported to approve student graduates that are unable to attend the state testing requirements towards graduation for the 2025-2026 school year. Vote - 3 ayes.
- K. Trobaugh moved and M. Vanderlinden supported to establish the board's travel reimbursement rates for the 2025-2026 school year to be the IRS travel rate published on its website. Vote - 3 ayes.

## **5. Finance and Operations**

## **6. Human Resources**

- [Employee Handbook for 2025-2026](#)

T. Clancy arrived at 5:46 p.m.

M. Vanderlinden moved and K. Trobaugh supported to approve the Reimagine Education Employee Handbook for 2025-2026 school year as presented. Vote - 4 ayes

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

- Current Initiatives and Current Numbers

Enrollment continues to increase

## **8. Unscheduled Audience Participation**

## **9. Superintendent Notes**

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

## **11. Clarification**

## **12. Adjournment – Time** - 5:54 p.m



**MICHIGAN**  
INTERNATIONAL  
PREP SCHOOL

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Carol Mitchell, President

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Tom Clancy, Secretary