

## Meeting Agenda

### Board Curriculum Committee Meeting

Tuesday, July 29, 2025 at 8:30 a.m.

Administration at Glenn Loomis - Boardroom

1009 S. Oak Street, Traverse City, MI 49684



This is a subcommittee meeting of the Board of Education held in public for the purpose of reviewing the School District's business and is not to be considered a public community meeting. There is a time set aside for public comment during the meeting as noted below. Any person with a disability or who needs accommodation for participation in this meeting should contact Kelly Walter, Board Curriculum Committee Recording Secretary, at (231) 933-1775 or [walterke@tcaps.net](mailto:walterke@tcaps.net) at least three business days in advance of the meeting to request assistance.

#### DRAFT [Meeting Presentation](#)

(available at least 24 hours prior to meeting)

#### 1. CALL TO ORDER

#### 2. PUBLIC COMMENT

*The Committee has set aside this time for public comment. If you wish to make public comment, please fill out the public comment card and present it to the Committee's Recording Secretary. As you speak, please identify yourself by name (and you may also give your address). An individual may make public comment for up to three (3) minutes. Individuals addressing the Committee must take into consideration the rules of common courtesy. Public comment should not be used to make personal attacks against a school board member or school District employee by name. To ensure due process and respect of individual rights, the District maintains a formal process for handling complaints against individuals. A problem involving an individual or specific incident is best handled through administrative channels. These procedures are outlined in [Board Policy 2504](#).*

#### 3. PROCEDURAL ITEMS

- a. Draft Committee Meeting Minutes from July 8, 2025
- b. 2025-2026 TCAPS District Course Catalog Updates ([memo](#)) - No Additions

#### 4. INFORMATIONAL ITEMS

- a. Board Curriculum Learning Series: Student Behaviors
  - i. Proactive Education
  - ii. Responsive Steps & District Data from 2024-2025

#### 5. OTHER ITEMS

#### 6. ADJOURNMENT

#### Next Board Curriculum Committee Meeting

Monday, August 25, 2025 at 8:30 a.m.

Administration at Glenn Loomis

1009 S. Oak Street, Traverse City, MI 49684

#### Curriculum Committee Members:

*Sara Bageris, Josey Ballenger (Chairperson), Jessie Houghton,  
Brittany Kay, Beth Pack, Tiffany Pomaville,  
Dan Tiesworth, Dr. John VanWagoner, Misti Warner*

## Meeting Minutes

### Board Curriculum Committee Meeting

Tuesday, July 8, 2025 at 8:30 a.m.

Administration at Glenn Loomis

Board Room, 1009 South Oak Street, Traverse City, MI 49684



*To be approved on July 29, 2025*

#### Meeting Slides Presentation

**PRESENT:** Sara Bageris, Josey Ballenger, Ben Berger, Joe Esper, Jessie Houghton, Brittany Kay, Dan McGee, Beth Pack, Tiffany Pomaville, Dan Tiesworth, Dr. John VanWagoner

**1. The meeting was called to order at 8:30 a.m.**

Chairperson Ballenger welcomed everyone to the meeting.

**2. PUBLIC COMMENT**

No public comment was offered.

**3. PROCEDURAL ITEMS**

**a. Prior Committee Meeting Minutes**

The committee was asked to approve the minutes from the May 27, 2025, Board Curriculum Committee meeting. Chairperson Ballenger asked that the time in the minutes header be corrected to reflect a start time of 8:30 a.m. The May 27, 2025 minutes will be corrected and re-posted.

**b. 2025-2026 TCAPS District Course Catalog Updates**

Jessie Houghton, Chief Academic Officer - Secondary, reported on the middle school virtual course additions to the catalog, as outlined in the memo and meeting presentation linked above.

**The committee moved the Course Catalog additions to the full Board under the Consent Calendar for approval at the July 14, 2025 meeting.**

**c. Field Trip Request - Updated Location**

Ms. Houghton reported on the change of location for a previously Board approved field trip request for West Senior High School's German Exchange Partnership. The original location was Kronach, Germany. The new location is Stuttgart, Germany. The dates remain the same, June 18, 2026 - July 10, 2026.

**The committee moved the field trip location change to the full Board under the Consent Calendar for approval at the July 14, 2025 meeting.**

**d. 2025-2026 Elementary & Secondary Student/Parent Handbooks**

Dan Tiesworth, Chief Academic Officer - Elementary and Ms. Houghton presented the draft Student/Parent Handbooks which are included in the presentation linked above. The handbooks are collaboratively updated each year with input from various administrators and departments. Trustee Pack noted two errors including the misspelling of Erica Moon Mohr's name and appearing twice on the list of Board members, and the need to remove former Principal Lance Morgan's name in the attendance and credits section for Traverse City High School.

**The committee moved the 2025-2026 Elementary & Secondary Student/Parent Handbooks, with corrections, to the full Board under the Consent Calendar for approval at the July 14, 2025 meeting.**

#### 4. INFORMATIONAL ITEMS

**a. Sex Education Curriculum Updates**

Brittany Kay, Director of Curriculum & Instruction, introduced Dan McGee, TCAPS' Sex Education Curriculum Coordinator and Physical Education Teacher at Central High School. Ms. Kay noted that the district, as required by the Michigan Department of Education, will hold two public hearings regarding changes to the sex education curriculum. The public hearings are scheduled for Monday, July 14, 2025 and Monday, August 25, 2025, both at 6:00 p.m. at the Board of Education's regularly scheduled meetings.

Mr. McGee presented the Sex Education Advisory Board's (SEAB) proposed changes to the district's 5th grade, middle school (grades 7-8), and high school (grades 9-12) sex education curriculum. The changes are outlined in the presentation linked above. Mr. McGee will attend the public hearings at the Board of Education meetings on July 14th and August 25th to present to the full Board. The Board will be asked on August 25, 2026 to consider for approval the proposed changes as presented.

**b. Board Curriculum Learning Series: Student Achievement Data**

Mr. Tiesworth presented the spring 2025 NWEA achievement percentiles for grades JK-7 in reading and math as outlined in the meeting presentation linked above.

Ms. Houghton, Joe Esper, Principal at West Senior High School, and Ben Berger, Principal at Central High School, presented 5-year trend data and scores vs. course grades in relation to the PSAT and SAT for middle school and high school (PSAT grades 8-10, SAT grade 11) and data on the Advanced Placement (AP) course list enrollment numbers and score results as outlined in the meeting presentation linked above.

**c. TCAPS Strategic Plan Discussion**

Mr. Tiesworth and Ms. Houghton shared a sample template that could potentially be used to summarize the five focus areas to include measures of success and strategies/activities for each goal area. They also shared a sample data chart that could be used at the upcoming Board Study Session to get a sense of what areas of data the Board would like to focus on for working on the strategic plan goals. Chairperson Ballenger said the data provided today will be helpful for the Study Session on August 11, with the addition of data and information on ways to reduce chronic absenteeism, in support of multiple strategic goals (academic achievement, and well-being and connectedness), such as through social media, flyers, and school newsletters to communicate with parents about the importance of attendance.

**d. Celebrations & Successes**

Ms. Houghton and Mr. Tiesworth highlighted summer celebrations and successes as outlined in the meeting presentation linked above.

#### 5. OTHER ITEMS

**6. The meeting adjourned at 10:44 a.m.**

Respectfully Submitted By,

*Kelly Walter*

Kelly Walter

Committee Recording Secretary

**Next Board Curriculum Committee Meeting**

**Tuesday, July 29, 2025 at 8:30 a.m.**

**Administration at Glenn Loomis**

**1009 South Oak Street, Traverse City, MI 49684**

***Curriculum Committee Members:***

***Sara Bageris, Josey Ballenger (Chairperson), Jessie Houghton, Brittany Kay, Beth Pack,  
Tiffany Pomaville, Dan Tiesworth, Dr. John VanWagoner, Misti Warner***

DRAFT

**Jessie Houghton**  
*Chief Academic Officer- Secondary*

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## **Memorandum**

**To:** Dr. John R. VanWagoner II, Superintendent  
**From:** Jessie Houghton, Chief Academic Officer - Secondary  
**Date:** July 24, 2025  
**RE:** 2025-2026 TCAPS Course Catalog

As recommended by the Board Curriculum Committee, the [2025-2026 TCAPS Course Catalog](#) is being presented for informational purposes. There are no changes this month. This is a standing agenda item.

TCAPS Course Catalog is available for review on the district's website and each school's webpage.

JH/es