

Approved March 3, 2025

A meeting of the Board of Education of the Traverse City Area Public Schools, Counties of Grand Traverse, Leelanau, and Benzie, Michigan, was held at the TCAPS Administration at Glenn Loomis Building-Boardroom, 1009 S. Oak Street, Traverse City, Michigan 49684 on February 10, 2025.

BOARD MEMBERS PRESENT: President Newman-Bale, Secretary Ballenger
Treasurer Raymond, Trustee Bird, Trustee Pack, and Trustee Schmidt
BOARD MEMBERS ABSENT: Vice President Moon Mohr
ADMINISTRATORS PRESENT: Houghton, Smith, Taylor, Thomas-Hill, Tiesworth, and VanWagoner
ADMINISTRATORS ABSENT: N/A

[Meeting Presentation](#)

1. [CALL TO ORDER](#)

President Newman-Bale welcomed those in attendance and called the meeting to order at 6:03 p.m.

2. [PLEDGE OF ALLEGIANCE](#)

Ms. Ross' Kindergarten class at Eastern Elementary led those in attendance in the Pledge of Allegiance.

3. [REVIEW/APPROVAL OF AGENDA](#)

The Board welcomed staff and citizens and reviewed the agenda. The agenda was amended to add a discussion item titled "Meeting Schedules" therefore agenda items were adjusted accordingly. The bus purchase was moved to the consent agenda as item 8. d. ii., and Board Policy 3408, previously item 8. b. iii., was moved to the discussion agenda as item 9. d. viii.

Approval of the meeting agenda as amended.

Moved by: Ballenger

Seconded by: Raymond

The following vote was held:

Ayes: Ballenger, Bird, Newman-Bale, Pack, Raymond, and Schmidt

Nay: N/A

MOTION CARRIED 6-0

4. [RECOGNITION](#)

Dr. VanWagoner introduced Coni Taylor, Associate Superintendent of Labor Relations and Legal Services to present the TCAPS Compass Awards. This award is an employee recognition program that aims to recognize the contributions individual staff members are making toward the implementation of the District's Strategic Plan in their daily work. The following employees were recognized this month:

- Emily Dillinger-Witte, Instructional Coach at Blair Elementary School

- Gary Garvin, Groundskeeper, Facilities
- Kristin Harnish, Special Education Aide, Eastern Elementary School
- Christine Novak, Kitchen Leader at Long Lake Elementary School
- Ken O'Brien, Building Manager, Facilities
- Mathew O'Brien, Bus Driver, Transportation
- Ryan Ranger, Lead Principal, East Middle School
- Michelle Sissen-Burden, Toddler Manager, TCAPS Montessori School

5. **PUBLIC COMMENT #1** (Orange Card)

President Newman-Bale opened the meeting up for public comment and the following addressed the Board:

- Scot Richards
- TCAPS Student
- TCAPS Student
- Brace Kern
- Bill Wiesner
- Mary VanValin

6. **SUPERINTENDENT'S REPORT**

Legislative Update

Dr. VanWagoner updated the board on the governor's proposed school budget, noting positive aspects including increased per-pupil funding, although still short of what was hoped for. He discussed the need to advocate for mental health and school safety funding. The final budget is expected in October, requiring the district to begin the school year with budget uncertainty. He affirmed ongoing collaboration with legislators and advocacy groups.

President Newman-Bale was absent from 6:41 p.m. - 6:42 p.m.

District Highlights

Athletics

The Traverse City West and Traverse City Central basketball "Fight the Freeze" game will be held this Friday, February 14, at West Senior High. Nicolet Bank sponsored the tickets for the game. Attendees are encouraged to bring cash donations, gift cards, or warm clothing items to support the TCAPS Student Support Network.

West Sr. High Wrestling: Girls wrestling participated in the MHSAA's first individual district tournament —TC West girls who advanced to Regionals: Abbey Dahl, Anna Beers, Addie DeGood, Annika Yuncker, and Alex Moeser. On the boys' side, three Titans qualified for individual regionals Brady Vaughan, Matthew Quigley, and Gavin Brown. The boys team won MHSAA districts in Marquette last week and will compete against Davison in regionals this Wednesday in Oxford.

Central High School's Student-Athlete Leadership Organization (SALO) volunteered at the Special Olympics Winter Games on February 6 at the Grand Traverse Resort. SALO members are student-athletes selected for their leadership skills. They meet monthly to develop those skills, support other school clubs and teams, work with future Trojans at our feeder schools, and serve the community.

Silver Lake Elementary

Silver Lake Elementary School's Family Reading Night on January 28 was a success with 113 attendees. The event featured reading activities for all grade levels, dinner, and books for students to take home.

West Middle School

West Middle School students engaged in rich learning experiences this month. Students showcased impressive vocabulary at the spelling bee, with top spellers Finnley Nolan, Sadie Ambrosius, and Roman Douglas earning honors. Ms. Babiasz and Dr. Witt's classes commemorated International Holocaust Remembrance Day with a gallery walk and discussions. Mrs. DeKett's Digital Media students gained real-world experience designing travel cups for clients. Ms. Donahue's class celebrated Lunar New Year by creating festive lanterns.

Instructional Rounds

Westwoods Elementary hosted 16 TCAPS elementary and middle school educators on January 28 for an Instructional Rounds District Visit.

Key Club

Central High School Key Club worked hard on the first weekend in February pulling together 20,000 dried meals. These meals will be distributed locally through The Father Fred Foundation.

MSBOA

On February 8, 24 West Senior High band students participated in 17 events at the annual MSBOA District Solo and Ensemble Festival in Kingsley. 16 of those events received medals and 14 earned first-division ratings. All students who earned first-division ratings have qualified for the State Solo and Ensemble Festival in March.

Trustee Bird was absent from the table 6:43 p.m. - 6:51 p.m.

7. BOARD COMMITTEE REPORTS / DISCUSSION

Board members provided a brief summary of the meeting held.

- a. **Board Curriculum Committee (January 28)** → Report out by Ballenger
- b. **Board Finance Committee (January 30)** → Report out by Raymond
- c. **Board Executive Committee (January 30)** → Report out by Newman-Bale
- d. **Board Office Hours 6:00 p.m. - 7:00 p.m.**
 - i. January 23, 2025 → Report out by Bird
 - ii. February 27, 2025 → Attending: Pack

8. CONSENT

The purpose of the consent calendar was to expedite business by grouping items together to be dealt with by one Board member motion without discussion. Any member of the Board may ask that any item on the consent calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.

a. **Personnel Recommendations**

The Board considered personnel recommendations that have been included in the agenda packet.

b. **Board Policy**

The Board considered the following:

- i. 3211 Post Issuance Tax Compliance
- ii. 3402 Drills, Plans, and Reports
- iii. 4206 Employment Contracts
- iv. 4207 Third-Party Contracting of Non-Instructional Support Services
- v. 4213 Anti-Nepotism
- vi. 4214 Outside Activities and Employment
- vii. 4215 District Technology and Acceptable Use Policy
- viii. 4216 Personal Communication Devices
- ix. 4217 Social Media
- x. 4221 Employee Speech
- xi. 4228 No Expectations of Privacy
- xii. 4401 Definition (removed a reference to a statute)
- xiii. 4402 Assignment and Transfer (REMOVED)
- xiv. 4403 Performance Evaluation (REMOVED)
- xv. 4405 Reduction in Force and Recall (REMOVED)
- xvi. 4408 Termination
- xvii. 4409 Non-Renewal (REMOVED)
- xviii. 4503 Performance Evaluation (REMOVED)
- xix. 4507 Termination
- xx. 4603 Performance Evaluation

c. **TCAPS District Course Catalog with Amendments**

The Board will consider approval of the 2024/2025 TCAPS District Course Catalog with amendments.

d. **Bids, Services, and/or Purchases**

The Board will consider the following:

- i. Capital Projects
 - West Senior High Restroom Renovation
Recommend to award the contract to Comstock Construction Company for a total amount not to exceed \$575,740 which includes a 10% contingency; funded from Capital Bond Funds.
 - Blair and Courtade Elementary Lockers
Recommend to award the project to Rayhaven Group, Inc. for a total amount not to exceed \$246,000 which includes a 10% contingency; funded from Capital Bond Funds.

- Elementary Building Permanent Walls - Music
Recommend to award the project to Eckler Building Solutions for a total amount not to exceed \$161,590 which includes a 10% contingency; funded from Capital Bond Funds.

ii. Transportation

- School Bus Purchase
Recommended to purchase from various vendors using purchasing cooperatives and single source vendors for a total amount not to exceed \$1,046,127.05; funded from Capital Bond Funds.

e. **Meeting Minutes**

The Board will consider the meeting minutes from the January 27, 2025 Study Session.

Approval of the Consent Calendar as amended and without discussion.

Moved by: Bird

Seconded by: Raymond

The following vote was held:

Ayes: Ballenger, Bird, Humphreys, Newman-Bale, Pack, Raymond, and Schmidt

Nay: N/A

MOTION CARRIED 6-0

9. **DISCUSSION**

a. **Meeting Schedule**

President Newman-Bale explained there would be some changes in meeting dates and then deferred to Trustee Raymond. Trustee Raymond read his letter of resignation from his Board position due to a change in his professional career. President Newman-Bale thanked him for his service and then discussed the process of appointing a new Board Member. The position will be posted and the new Board member will be appointed at the next meeting on March 10, 2025. If there are a large number of applicants, a meeting will be held on March 3, 2025, to narrow down the finalists. There was also discussion about the upcoming Study Sessions in April.

b. **School Safety Update**

Dr. VanWagoner shared that the TCAPS Emergency Operations Team recently met for the second time this year to discuss and update school-specific emergency operation plans, assess security technologies, refine reunification procedures, review relevant legal updates, and identify professional development opportunities for staff. The team researches best practices, collaborates with law enforcement, and seeks innovative solutions to enhance school security, ensuring a proactive approach to student and staff safety and fostering a culture of preparedness within the district.

c. **Amendment to the 2024/2025 General Fund Budgets and School Service Funds (Food Services program, Student/School activities fund, Community Services)**

Christine Thomas-Hill, Associate Superintendent of Finance and Operations reviewed the amendment and

explained that the projected fund balance draw has improved from \$3 million to \$2 million, with potential for further improvement by final budget adoption in June.

Approval of the Amendment to the 2024/2025 General Fund Budgets and School Service Funds (Food Services program, Student/School Activities Fund, Community Services).

Moved by: Schmidt

Seconded by: Raymond

The following vote was held:

Ayes: Ballenger, Bird, Newman-Bale, Pack, Raymond, and Schmidt

Nay: N/A

MOTION CARRIED 6-0

d. Board Policy

Coni Taylor, Associate Superintendent of Human Resources and Legal Services discussed the new policies below. She shared that 3201 was a new, optional policy relating to receiving Federal funds. 4229 is an acceptable use policy for AI, 4402, 4403, 4405, and 4409 were statutory changes and 3408 was brought to discussion and it aligns with state guidelines.

- i. 3201A Financial Management for Federal Funds (NEW)
- ii. 4229 Use of Generative Artificial Intelligence (NEW)
- iii. 4402 Placement (NEW)
- iv. 4403 Performance Evaluation (NEW)
- v. 4405 Reduction in Force Recall (NEW)
- vi. 4409 Non-renewal (NEW)
- vii. 4503 Performance Evaluation (NEW)
- viii. 3408 Firearms and Weapons

Approval of Board Policy 3201A Financial Management for Federal Funds, 4229 - Use of Generative Artificial Intelligence, 4402 - Placement, 4403 - Performance Evaluation, 4405 - Reduction in Force Recall, 4409 - Non-renewal, 4503 - Performance Evaluation, and 3408 - Firearms and Weapons as presented.

Moved by: Schmidt

Seconded by: Ballenger

The following vote was held:

Ayes: Ballenger, Bird, Newman-Bale, Pack, Raymond, and Schmidt

Nay: N/A

MOTION CARRIED 6-0

e. Bids, Services, and/or Purchases

The Board considered the following Capital Projects:

- i. West Senior High Circulation/Long Lake Driveway Expansion:

Christine Thomas-Hill explained that the West Senior High circulation project is a large project that also includes a smaller addition at Long Lake Elementary: an expansion of the right turn lane to improve traffic flow. This project at West Senior High will span two summers. The first summer will focus on a major renovation along Herkner Road, in collaboration with the Grand Traverse County Road Commission. This phase will include a traffic light at Herkner, a sidewalk, a bus loop, a parking lot, and drop-off areas. The second summer will involve additional parking construction and some redesign of the athletic drop-off areas.

Approval to award the contracts as recommended by Miller-Davis Construction Manager for this project, for a total amount not to exceed \$4,458,366 which includes a 10% contingency; funded from Capital Bond Funds.

Moved by: Raymond

Seconded by: Bird

The following vote was held:

Ayes: Ballenger, Bird, Newman-Bale, Pack, Raymond, and Schmidt

Nay: N/A

MOTION CARRIED 6-0

ii. Traverse Heights Elementary Classroom/Cafeteria Addition:

Christine Thomas-Hill outlined plans that include the addition of three new classrooms each with bathrooms, an additional bathroom constructed between two existing classrooms, the expansion of the existing cafeteria, and renovations to the music area. Furniture, fixtures, and equipment are not part of this project.

Approval to award the project to Hallmark Construction, Inc. for a total amount not to exceed \$3,254,680, which includes a 10% contingency; funded from Capital Bond Funds.

Moved by: Raymond

Seconded by: Pack

The following vote was held:

Ayes: Ballenger, Bird, Newman-Bale, Pack, Raymond, and Schmidt

Nay: N/A

MOTION CARRIED 6-0

f. Ad Hoc Committee

The Board considered creating a special committee to explore funding options and address the achievement gap for economically disadvantaged students. However, they determined that more data and specific details were required before proceeding. A Board Study Session focused on academic outcomes is scheduled for Tuesday, March 18, 2025, at 5:00 p.m. to determine the best approach.

Approval to hold a Board Study Session on outcomes and student achievement at the elementary level on Tuesday, March 18, 2025 at 5:00 p.m.

Moved by: Bird

Seconded by: Schmidt

The following vote was held:

Ayes: Ballenger, Bird, Newman-Bale, Pack, Raymond, and Schmidt

Nay: N/A

MOTION CARRIED 6-0

10. PUBLIC COMMENT #2 (Green Card)

President Newman-Bale opened the meeting up for public comment and no request was made.

11. BOARD PRESIDENT CLOSING REMARKS

President Newman-Bale expressed appreciation to Trustee Raymond for his service. He also noted that there will be a posting on the website regarding the vacancy.

12. ADJOURNMENT

Motion to adjourn the meeting at 8:37 p.m.

Moved by: Raymond

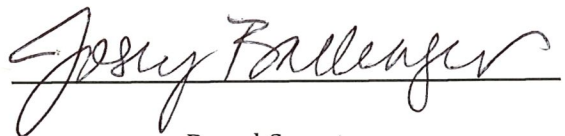
Seconded by: Pack

The following vote was held:

Ayes: Ballenger, Bird, Newman-Bale, Pack, Raymond, and Schmidt

Nay: N/A

MOTION CARRIED 6-0



Board Secretary

Next Board of Education Meeting

Monday, March 10, 2025

TCAPS Administration at Glenn Loomis - Boardroom

1009 S. Oak Street, Traverse City, Michigan 49684

Board of Education:

*Josey Ballenger, Holly T. Bird, Erica L. Moon Mohr,
Scott Newman-Bale, Beth Pack, Andrew R. Raymond, and Ty Schmidt*