

## Meeting Minutes

### Board Finance and Operations Committee Meeting

Thursday, April 3, 2025 at 8:15 a.m.

Administration at Glenn Loomis - Boardroom

1009 S. Oak Street, Traverse City, MI 49684



*Approved on May 1, 2025*

#### Meeting Presentation

**PRESENT:** Scott Hardy, Erica Moon Mohr, Ty Schmidt, Sandy Low, Wes Souden, Christine Thomas-Hill, Dr. John VanWagoner II

**ABSENT:** Paul Thwing

**1. The meeting was called to order at 8:15 a.m.**

Trustee Moon Mohr (Acting Chair) welcomed everyone to the meeting.

**2. PUBLIC COMMENT**

Trustee Moon Mohr offered time for public comment, and no request was made.

**3. PROCEDURAL ITEMS**

**a. Appointment of Committee Chairperson**

Trustee Moon Mohr opened the discussion for the new 2025 Committee chairperson. Erica Moon Mohr nominated Trustee Hardy, and Trustee Schmidt supported the nomination. Trustee Hardy will serve as the new Chairperson for the Board Finance and Operations Committee.

**b. Prior Committee Meeting Minutes**

The Committee was asked if they had any changes to the draft minutes from the February 27, 2025 Board Finance and Operations Committee (BFOC) meeting. No changes were recommended.

**Approval for the February 27, 2025 minutes to remain as posted.**

**c. Donation to Student Support Network (SSN)**

Traverse City Area Public Schools (TCAPS) gratefully acknowledges a generous donation of \$26,582.86 from the First Congregational Church of Traverse City. These funds will directly benefit our students through the SSN.

**Recommend to accept the donation from the First Congregational Church of Traverse City; place this on the next Board of Education meeting under Consent.**

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

**i. Capital Projects**

● **Facilities Storage Building**

This purchase will fund the construction of a pre-engineered storage building for the facilities department.

**Recommend to award the contract for the facilities storage building project to Grand Traverse Construction for a total amount not to exceed \$922,240 which includes a 10% contingency; funded from Capital Bond Funds; place this on the next Board of Education meeting agenda under Consent.**

● **Traverse Heights - Furniture, Fixtures, & Equipment (FF&E)**

This purchase will furnish the completed classroom and cafeteria projects at Traverse Heights Elementary with the FF&E and custodial equipment for the building.

**Recommend to purchase the Furniture, Fixtures, and Equipment for Traverse Heights through a purchasing consortium from Interphase and Imperial Dade for a total amount not to exceed \$74,500 which includes a 10% contingency; funded from Capital Bond Funds; place this on the next Board of Education meeting agenda under Consent.**

- **West Senior High Renovations**

This project will relocate the Northwest Education Services (NWES) classrooms to the second floor of West Senior High, and provide minor renovations to the vacated NWES classrooms.

**Recommend to award the contract for the West Senior High renovations to Eckler Building Solutions for a total amount not to exceed \$362,800 which includes a 10% contingency; funded through a reimbursement from NWES and Capital Bond Fund contingencies from prior West Senior High projects; place this on the next Board of Education meeting agenda under Consent.**

#### **4. INFORMATIONAL ITEMS**

##### **a. Capital Projects**

###### **i. Current Projects Update**

The Committee received updates on the status of active construction projects within the district.

The complete presentation is available on the district website:

[www.tcaps.net/about/departments/capital-projects-and-planning](http://www.tcaps.net/about/departments/capital-projects-and-planning).

###### **ii. Future Project Updates**

The Committee discussed forthcoming updates on Central Grade Visioning, Central High School renovations, and Secondary Music projects. Architects will present details to the Board of Education on April 14, 2025.

Ms. Thomas-Hill outlined bond fund considerations for upcoming district projects related to budget limitations, priorities, ability to complete various projects in certain timeframes, and the future decisions that will require Board input.

##### **b. Finance**

###### **i. Certificate of Excellence**

For the twentieth consecutive year, TCAPS has been awarded the Certificate of Excellence in Financial Reporting for its Annual Comprehensive Financial Report (ACFR), recognizing the district's dedication to financial transparency and excellence.

##### **c. Upcoming District Purchases**

A review of upcoming district purchases was discussed with the Committee. Click [HERE](#) to view a list of the district's planned purchases and future projects.

#### **5. OTHER ITEMS**

No other items were discussed.

#### **6. ADJOURNMENT**

The meeting adjourned at 9:22 a.m.

Respectfully Submitted By,

*Julie Gorter*

Julie Gorter

Committee Recording Secretary

**Next Board Finance and Operations Committee Meeting**

**Thursday, May 1, 2025 at 8:15 a.m.**

**Administration at Glenn Loomis**

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

***Finance and Operations Committee Members:***

***Scott Hardy (chair), Erica Moon Mohr, Ty Schmidt***

***Dr. John VanWagoner, Christine Thomas-Hill, Wes Souden, Sandy Low, and Paul Thwing***