

*Approved on January 9, 2025*

**PRESENT:** Josey Ballenger, Flournoy Humphreys, Scott Newman-Bale, Dr. John VanWagoner, Ginger Smith, and Coni Taylor

**ABSENT:** None

**1. CALL TO ORDER**

Trustee Newman-Bale called the meeting to order at 4:00 p.m.

**2. PUBLIC COMMENT**

Trustee Newman-Bale offered time for public comment and none was offered.

**3. PROCEDURAL ITEMS**

**a. Draft Committee Meeting Minutes from October 31, 2024**

The Committee was asked if they had any changes to the draft minutes from the October 31, 2024 meeting. The word Executive was added under Other Items. Minutes will be posted with amendment.

**b. Board Policy Updates**

Associate Superintendent of Labor Relations and Legal Services, Coni Taylor, explained that while the Board was going through the process of approving the Thurn Policy Manual, several updates had been made that were not included in the approval process. Therefore, over the next several months, the Board will be asked to approve revised and new policies that are required or recommended. Revised policies will be on the Board agendas under the Consent Calendar and new policies will be added to the Discussion Items.

**c. Agenda Review: December 9, 2024 Regular Meeting**

The Committee reviewed the December 9, 2024 Board meeting agenda with administration.

**4. INFORMATIONAL ITEMS**

**a. Human Resources**

Trustee Newman-Bale deferred to the Associate Superintendent of Labor Relations and Legal Services, Coni Taylor, to provide an update on the following items:

**i. Staffing update**

Ms. Taylor shared that the district is continuing to hire in shortage areas and hold Open Interviews. The district is continuing to offer incentives for early notification for retirement. The largest incentive ends on Friday, December 20, 2024. At this time, the district has received 15 confirmed retirements from the Traverse City Education Association (TCEA) and anticipates five (5) more to be completed by December 20. These numbers are helpful as we look at what areas need to be filled from a hiring and budgeting perspective. The number of Special Education staff leaving is concerning, and the district will continue to recruit in that area.

**ii. Tenure**

Ms. Taylor shared that Thomas Sheppard is being recommended for tenure, which will be brought to the December 9, 2024 Board meeting under the Superintendent's Report.

**b. Communications Update**

Trustee Newman-Bale deferred to the Executive Director of Marketing and Communications, Ginger Smith, to provide an update on the following items:

**i. Light Parade**

Ms. Smith shared that Courtade Elementary students, families, and staff participated in the downtown Traverse City annual Light Parade. She shared that the Student Support Network received donations as a result of the QR codes that were handed out during the parade.

**ii. Student Support Network (SSN) Holiday Update**

Ms. Smith reported that SSN is gearing up for the holidays to ensure that needs are being met over the duration of time that students are not in school. She shared that her department is also working with local agencies to ensure holiday meals and gifts are provided in alignment with holiday giving that is being done at the building level.

**5. OTHER ITEMS**

President Newman-Bale shared that the next meeting is scheduled for Thursday, January 9, 2025 at 4:00 p.m. This meeting adjourned at 4: 40 p.m.

**6. ADJOURNMENT**

**Next Board Executive Committee Meeting**

**Thursday, January 9, 2025 at 4:00 p.m.**

**Administration at Glenn Loomis**

**1009 S. Oak Street, Traverse City, MI 49684**

***Executive Committee Members:***

***Scott Newman-Bale (Chair), Flourney Humphreys, Rotating Board Member,***

***Dr. John VanWagoner, Coni Taylor, and Ginger Smith***