

Meeting Minutes

Board Finance and Operations Committee Meeting

Thursday, July 10, 2025 at 8:15 a.m.

Administration at Glenn Loomis - Boardroom

1009 S. Oak Street, Traverse City, MI 49684



To be approved on July 31, 2025

Meeting Presentation

PRESENT: Tyson Burch, Scott Hardy, Jessie Houghton, Katie Kubesh, Sandy Low, Erica Moon Mohr, Ty Schmidt, Wes Souden, Christine Thomas-Hill, Paul Thwing, Dr. John VanWagoner (virtual)

GUESTS: Ben Berger, John Sonneman

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

Chairperson Hardy welcomed everyone to the meeting.

2. PUBLIC COMMENT

Chairperson Hardy offered time for public comment, and no request was made.

3. PROCEDURAL ITEMS

a. Prior Committee Meeting Minutes

The Committee was asked if they had any changes to the draft minutes from the May 29, 2025 Board Finance and Operations Committee (BFOC) meeting. The Committee unanimously supported the minutes as presented.

Approval for the May 29, 2025 minutes to remain as posted.

b. Bids, Services, and/or Purchases

i. Capital Projects

- **Sabin Renovations**

This project will renovate the Sabin building to accommodate the relocation of TCAPS Human Resources and Business Office Departments.

The Committee unanimously recommended to award the contracts as listed in the bid memo (including Alternate 2), for the renovations of the Sabin Building for a total amount not to exceed \$3,142,168 which includes a 15% contingency; funded from Capital Bond Funds; place this on the next Board of Education meeting agenda under Discussion.

- **Traverse City High School Bridge Updates**

The purpose of this project is to support and stabilize the structure to prevent further deterioration due to foundation settlement.

The Committee unanimously recommended to approve a contract with Walton Contracting for a total amount not to exceed \$154,485, which includes a 15% contingency; funded from Capital Bond Funds; place this on the next Board of Education meeting agenda under Consent.

- **Central High School Renovations**

Administration is requesting direction from the Board on three different options in order to move forward with the design of the Central High School gyms, main office, wrestling, etc., renovations.

The Committee unanimously recommended design for option three; all options will be placed on the next Board of Education meeting agenda under Discussion.

ii. Curriculum

- Environmental Science - Advanced Placement Renewal

This purchase is for the updated edition of a resource that is already being used within the district's instructional framework.

The Committee unanimously recommended to purchase the AP Environmental Science textbooks and five-year online licenses from Bedford, Freeman and Worth, for a total amount not to exceed \$38,982 which includes a 10% contingency; funded from General Fund - Curriculum Allocation; place this on the next Board of Education meeting agenda under Consent.

iii. Transportation

- District Vehicles

This is for the purchase of two white-fleet vehicles for the district.

The Committee unanimously recommended to purchase one 2025 Chevrolet Equinox LT AWD from Berger Chevrolet utilizing State of Michigan MiDeal Contract Number MA240000001191 and one 2023 GMC Sierra 1500 Double Cap 4 X 4 Pickup Truck, using State of Michigan MiDeal Contract Number 071B7700184 for an amount not to exceed \$76,942 which includes a 10% contingency; funded from General Fund. Place this on the next Board of Education meeting agenda under Consent.

iv. Multi-Purpose Fieldhouse - Architectural Services

Dr. VanWagoner discussed fundraising efforts and current partnerships for this project. The current request is for Board approval to move forward with contracting TMP Architects to complete the Architecture and Engineering (A&E) services for a proposed multi-purpose fieldhouse.

The Committee recommended with a vote of 2-1 that this item be placed on the next Board of Education meeting agenda under Discussion.

4. INFORMATIONAL ITEMS

a. Student Support Network (SSN) and McKinney-Vento

Katie Kubesh, SSN and McKinney-Vento Coordinator, provided the Committee with an overview of both programs, how they are funded, and how they each individually work to meet basic students' needs and help families overcome obstacles that may create barriers to learning.

b. Capital Projects

The Committee received updates on the status of active construction projects within the district. The complete Capital Projects presentation is available on the district website:

www.tcaps.net/about/departments/capital-projects-and-planning.

c. Sustainability Committee Report Out

Dr. VanWagoner provided the committee with a summary of the June 25, 2025 meeting, which was facilitated by Marianne Swank from Northwest Education Services. During that meeting, the Committee focused on the Michigan Green Schools initiative and identifying opportunities to secure grants for sustainability and energy conservation throughout the district.

d. Finance

The auditing firm was here for preliminary fieldwork in June and will return again in August for final fieldwork.

The district still does not have a budget from the State for FY 2026. In addition, the district has received information about reductions in federal funding which could affect particular categorical allocations within the district's budget.

e. 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 9:55 a.m.

Respectfully Submitted By,

Julie Gorter

Julie Gorter

Committee Recording Secretary

Next Board Finance and Operations Committee Meeting

Thursday, July 31, 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 (Chairperson), Sandy Low, Erica Moon Mohr, Ty Schmidt, Wes Souden,
Christine Thomas-Hill, Paul Thwing, Dr. John VanWagoner***