

*To be approved on April 3, 2025*

**PRESENT:** Josey Ballenger, Kendal Glaze, Erica Moon Mohr, Scott Newman-Bale, Ginger Smith, Coni Taylor, and Dr. John VanWagoner, II

**ABSENT:** none

**1. CALL TO ORDER**

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

**2. PUBLIC COMMENT**

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

**3. PROCEDURAL ITEMS**

**a. Draft Committee Meeting Minutes from January 30, 2025**

The Committee was asked if they had any changes to the draft minutes from the January 30, 2025 meeting. No changes to the minutes were recommended. Minutes are to remain as posted.

**b. Board Policy Updates**

President Newman-Bale deferred to Associate Superintendent of Labor Relations and Legal Services, Coni Taylor. She shared revisions with some of the new policies. The Committee recommended placing the revisions on the consent calendar and the new policies under discussion on the March 10, 2025 Board meeting agenda.

**c. Agenda Review: March 10, 2025 Regular Board Meeting and March 18, 2025 Study Session**

The Committee reviewed the March 10, 2025 Regular Board meeting and March 18, 2025 Study Session meeting agendas with administration. President Newman-Bale noted that a special meeting would be held on March 3, 2025 at 3 p.m. to narrow down the number of candidates that would be finalists for the vacant Board position. The committee discussed the agenda adjustments for the March 10, 2025 regular meeting.

**4. INFORMATIONAL ITEMS**

**a. Human Resources**

President Newman-Bale deferred to Associate Superintendent of Labor Relations and Legal Services, Coni Taylor.

**i. Staffing update**

Ms. Taylor reported that TCAPS hiring is currently at a lull. They are beginning to focus on projecting staffing needs for the upcoming school year. To address these anticipated openings, postings are being made, particularly for core subject teachers and critical content areas including Special Education, English Language (EL), and World Languages, aligning with the typical job search period for educators. Open interviews are scheduled for March 12, 2025, from 8:00-10:00 a.m. at the TCAPS Administration Building. Additionally, Ms. Taylor announced the hiring of a plumber.

**b. Communications Update**

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

**i. Save the Date: Ribbon Cutting**

Ms. Smith shared that the ribbon cutting ceremonies for the Traverse City Central High School and Traverse City West High School Innovation and Manufacturing Centers would be held on April 10, 2025. West High School at 4:00 p.m. and Central High School at 5:30 p.m.

**ii. Sunshine Bus**

Ms. Smith shared that the Grand Traverse Band of Ottawa and Chippewa Indians 2% Grant for \$25,000 would be used by the Sunshine Bus. They are beginning the schedule for summer and hoping to improve services to include additional summer reading with academic focus. Student Support Network is working with families to ensure they have everything they need currently, as well as for spring and summer breaks.

**iii. Strategic Plan Survey Update**

Ms. Smith shared that the strategic plan surveys would be sent to parents on February 28, 2025 and then the week of March 3, 2025, surveys would be sent to staff, students and the community through the District Navigator. These surveys will remain open until March 18, 2025

**5. OTHER ITEMS**

President Newman-Bale deferred to Superintendent VanWagoner to discuss the draft of the 2025-2026 School Year Calendar and that adjustments were made including more early release days and less half days. He is hoping that the calendar will be finalized by Spring Break.

President Newman-Bale shared that the next Executive Committee meeting would be held on April 3, 2025 at 4:00pm.

**6. ADJOURNMENT**

This meeting adjourned at 5:20 p.m.

Respectfully Submitted By,

*Tammy Brunan*

Tammy Brunan  
Committee Recording Secretary

**Next Board Executive Committee Meeting**

**Thursday, April 3, 2025 at 4:00 p.m.**

**Administration at Glenn Loomis**

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

**Executive Committee Members:**

**Board President (Chair), Board Vice-President, Rotating Board Member,  
Dr. John VanWagoner, Coni Taylor, and Ginger Smith**