

Meeting Agenda

Board Executive Committee

Thursday, July 10, 2025 4:00 p.m.

TCAPS Administration at Glenn Loomis - Boardroom

1009 S. Oak Street, Traverse City, MI 49684



Traverse City Area Public Schools
Great Community, Great Schools

This is a subcommittee meeting of the Board of Education held in public for the purpose of reviewing the School District's business and is not to be considered a public community meeting. There is a time set aside for public comment during the meeting as noted below. Any person with a disability or who needs accommodation for participation in this meeting should contact Tammy Brunan, Committee Recording Secretary, at 231.933.1725 or brunanta@tcaps.net at least three (3) business days in advance of the meeting to request assistance.

1. CALL TO ORDER

2. PUBLIC COMMENT

The Committee has set aside this time for public comment. If you wish to make public comment, please fill out the public comment card and present it to the Committee's Recording Secretary. As you speak, please identify yourself by name (and you may also give your address). An individual may make public comment for up to three (3) minutes. Individuals addressing the Committee must take into consideration the rules of common courtesy. Public comment should not be used to make personal attacks against a school board member or school district employee by name. To ensure due process and respect of individual rights, the District maintains a formal process for handling complaints against individuals. A problem involving an individual or specific incident is best handled through administrative channels. These procedures are outlined in [Board Policy 2504](#).

3. PROCEDURAL ITEMS

- a. Draft Committee Meeting Minutes from May 29, 2025
- b. Board Policy
- c. Agenda Review: July 14, 2025 Regular meeting.

4. INFORMATIONAL ITEMS

- a. Human Resources
 - i. Staffing Update

5. OTHER ITEMS

6. ADJOURNMENT

Next Board Executive Committee Meeting

Thursday, July 27, 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), Erica Moon Mohr, Rotating Board Member

Dr. John VanWagoner, and Coni Taylor

Meeting Minutes

Board Executive Committee

Thursday, May 29, 2025 9:15 a.m.

TCAPS Administration at Glenn Loomis - Boardroom

1009 S. Oak Street, Traverse City, MI 49684



Traverse City Area Public Schools

Great Community, Great Schools

To be approved on July 10, 2025

PRESENT: Scott Newman-Bale, Erica Moon Mohr, Sara Bageris, Ginger Smith, Coni Taylor, and Dr. John VanWagoner II

ABSENT: None

1. CALL TO ORDER

President Newman-Bale called the meeting to order at 9:49 a.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 May 12, 2025

The Committee was asked if they had any changes to the draft minutes from the May 12, 2025 meeting. No changes to the minutes were recommended. Minutes are to remain as posted.

b. Agenda Review: June 9, 2025 Regular Board Meeting and June 16, 2025 Study Session

The Committee reviewed the agenda for the June 9, 2025 Regular Board Meeting, and the June 16, 2025 Study Session—it was noted that the meeting would take place at the Northwest Education Building at 5:00 p.m. No changes to the agendas were made.

4. INFORMATIONAL ITEMS

a. Human Resources

President Newman-Bale deferred to Associate Superintendent of Labor Relations and Legal Services, Coni Taylor. Ms. Taylor noted the Retirement Reception taking place at 4:30 p.m. today at the TCAPS Montessori building. She gave a staffing update that was very positive stating that the early hiring process put them ahead of schedule. She said that 19 teacher offers have been made and there is one Special Education position still open. Ms. Taylor discussed the new Spark Hire program they have been using as the initial screening tool for applicants. She said that next week they will be conducting interviews for five open elementary positions and one assistant administrator position for West Middle School. She expressed that they were in a great place with hiring as the school year closes.

b. Communications Update

President Newman-Bale deferred to Executive Director of Marketing and Communications, Ginger Smith, to provide an update on the Sunshine Bus. Ms. Smith shared the Sunshine Bus summer schedule had been finalized. This program will run from June 16, 2025 through August 25, 2025 on Wednesdays, Thursdays, and Fridays with no service taking place the week of July 4 (June 30-July 4). There will be posters in schools and hanging throughout the community with a complete schedule containing locations and times. All the information will also be posted on the TCAPS website.

5. **OTHER ITEMS**

President Newman-Bale shared that the next Executive Committee meeting will be held on July 10, 2025 at 4:00 p.m.

6. **ADJOURNMENT**

This meeting adjourned at 10:08 a.m.

Respectfully Submitted By,

Tammy Brunan

Tammy Brunan
Committee Recording Secretary

Next Board Executive Committee Meeting

Thursday, July 10, 2025 4:00 p.m.

Administration at Glenn Loomis

1009 S. Oak Street, Traverse City, MI 49684

Executive Committee Members:

Board President Newman-Bale(Chair), Board Vice-President Moon Mohr, and

Rotating Board Member

Dr. John VanWagoner, Coni Taylor, and Ginger Smith

Coni Taylor

Associate Superintendent of Labor Relations and Legal Services

1009 S. Oak Street
Traverse City, MI 49684
Phone: 231.933.1716
taylorco@tcaps.net

Kendal Glaze

Executive Assistant to the Associate Superintendent

Phone: 231.933.1711
glazeke@tcaps.net

Memorandum

To: Dr. John VanWagoner II, Ph.D, Superintendent
From: Coni Taylor, Associate Superintendent of Labor Relations and Legal Services
Date: July 10, 2025
RE: Board Policy Updates - Consent

The following are the revised policies for consideration on the July 14, 2025, Board Meeting agenda under the Consent Calendar:

- 4217b - Social Media (NEW)
- 5307 - Homeless Students
- 5410 - Commencement
- 5703 - Medications
- 5705 - Emergency Anaphylaxis (Epi-Pens)
- 5713 - Immunizations and Communicable Diseases

Attached, you will find a copy of the policies noted above for your review.

Please feel free to reach out with any questions or concerns. Thank you for your diligence through this process.

Series 4000: District Employment

4200 Employee Conduct and Ethics

4217b Social Media

TCAPS encourages you to share your thoughts as they relate to the topics being discussed on our social media pages.

However, we ask that any comments made are sensitive to the fact that many of our followers may be students.

Comments are reviewed according to our comment policy. We reserve the discretion to not post or remove comments that are inconsistent with our policy.

TCAPS will remove or not post public comments which:

- A. contain obscene, indecent, or profane language;
- B. contain threats, defamatory statements, or violent content;
- C. contain hate speech directed at race, color, sex, sexual orientation, national origin, ethnicity, age, religion, or disability;
- D. promote or endorse services or products; or
- E. promote or endorse political campaigns or agendas.

TCAPS will attempt to respond to public comments that are factually incorrect with correct data or evidence.

Non-commercial links that are relevant to the topic or another comment are acceptable.

Copyrighted and other proprietary material should not be posted or submitted in any form unless permission to do so is clearly indicated.

In posting comments or other work, a commenter grants TCAPS and anyone viewing the TCAPS social media pages irrevocable permission to copy, distribute, make derivatives, display or perform the commenter's work publicly and free-of-charge.

The views expressed in comments reflect those of the author and do not necessarily reflect the official views of TCAPS or its Board of Education.

Date adopted:

Date revised:



Traverse City Area Public Schools
Great Community, Great Schools

Series 5000: Students, Curriculum, and Academic Matters

5300 Student Enrollment, Attendance, and Records

5307 Homeless Students

A. General Policy

The District will provide a free public education to homeless children and youth who are in the District and afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless. It is the intent of this Policy to remove barriers to the enrollment and retention of homeless students in the District **and to ensure compliance with the McKinney-Vento Homeless Act (42 U.S.C. §11431 et seq.).**

B. Homeless Liaison

The homeless liaison will coordinate services to ensure that homeless children and youth enroll in school and have the opportunity to succeed. The liaison will also coordinate and collaborate with state homeless coordinators, community agencies, and District personnel responsible for the provision of education and related services to homeless children and youth, including unaccompanied youth. A student or Parent in a homeless situation who requires assistance should contact the District's homeless liaison:

KATIE KUBESH
STUDENT SUPPORT NETWORK (SSN) COORDINATOR
MCKINNEY-VENTO REGIONAL GRANT COORDINATOR
MCKINNEY-VENTO DISTRICT **HOMELESS** LIAISON AND FOSTER CARE
LIAISON
TCAPS ADMINISTRATION, P.O. BOX 232, TRAVERSE CITY, MI 49685
231-933-1789
KUBESHCA@TCAPS.NET

The liaison's responsibilities include ensuring that:

1. homeless children and youth are identified by District personnel through outreach and coordination activities with other entities and agencies;
2. homeless children and youth are enrolled in, and have a full and equal opportunity to succeed in, the District's schools;
3. homeless families and homeless children and youth have access to and receive educational services for which the families and students are eligible,

including Head Start, early intervention services under Part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the District;

4. homeless families and students receive referrals to health care, dental services, mental health and substance abuse services, housing services, and other appropriate services;
5. Parents of homeless children and youth, and unaccompanied youth, are informed of available educational and related opportunities and are provided with meaningful opportunities to participate;
6. public notice of the educational rights of homeless children and youth is disseminated in locations frequented by Parents of homeless children and youth, and unaccompanied youth, including schools, shelters, public libraries, and **community meal sites** in a manner and form understandable to the Parents of homeless children and youth, and unaccompanied youth;
7. enrollment disputes involving homeless children and youth are resolved as quickly as possible after receiving notice of the dispute and in accordance with any applicable state or District procedures;
8. Parents of homeless children and youth, and unaccompanied youth, are fully informed of all transportation services, including transportation to the school of origin, and are assisted in accessing transportation to the school that is selected;
9. District personnel providing services to homeless children and youth receive professional development and other support to assist in meeting the educational and related needs of homeless students;
10. unaccompanied youths who are enrolled in school have: (a) opportunities to meet the same challenging state academic standards as children and youth who are not homeless; (b) appropriate secondary education and support services, including receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school; (c) access to counselor services and supports to prepare for and improve college readiness; and (d) notice of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the liaison to receive verification of that status for Free Application for Federal Student Aid (FAFSA) purposes; and
11. performance of any other duties identified in this Policy and applicable federal laws or state guidelines governing the homeless liaison's duties.

The homeless liaison will participate in relevant professional development and other technical assistance activities as part of the liaison's duties and may work with other District personnel to accomplish the responsibilities described in this Policy.

C. Definitions

1. "Homeless children and youth" means persons who lack a fixed, regular, and adequate nighttime residence and includes children and youth who:
 - a. are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
 - b. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - c. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - d. are migratory children who qualify as homeless because they are living in circumstances described above.
2. "Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.
3. The term "unaccompanied youth" means a homeless child or youth not in the physical custody of a Parent.
4. "School of origin" means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

D. District's Obligation

In the best interest of a homeless child or youth, the District generally will:

1. continue the child's or youth's education in the school of origin for the duration of homelessness in any case in which a family becomes homeless between academic years or during an academic year and for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or

2. enroll the child or youth in any public school that students who are not homeless who live in the attendance area in which the child or youth is actually living are eligible to attend.

E. School Stability

In determining the best interest of a homeless student, the District will presume that keeping a homeless child or youth in the student's school of origin is in the student's best interest unless it is contrary to the request of the student's Parent, or in the case of an unaccompanied youth, the youth. In determining the school placement of a homeless child or youth, the District will also consider factors related to the impact of mobility on the homeless child or youth's achievement, education, health, and safety, giving priority to the Parent or the unaccompanied youth's request. In the case of an unaccompanied youth, the District will assist in placement or enrollment decisions and will give priority to the unaccompanied youth's views.

If, after consideration of the presumption and factors above, the District determines that it is not in the student's best interest to attend the school of origin or the school requested by the Parent or unaccompanied youth, the District will provide written explanation of the reasons for its determination in a manner and form understandable to the Parent or unaccompanied youth, including information about the right to appeal.

F. Immediate Enrollment

The District will immediately enroll homeless children and youth, including unaccompanied youth, even if they are unable to produce records normally required for enrollment such as previous academic records, immunization records, residency documents, birth certificates, or other documentation or the child or youth has missed application or enrollment deadlines. The District will immediately contact the school last attended by the student to obtain relevant academic and other records. The District's homeless liaison will assist in obtaining any necessary immunizations or screenings or immunization or other required health records.

G. Comparable Services

The District will provide homeless children and youth services that are comparable to those offered to students who are not homeless, including transportation services, Title I services, programs and services for students with disabilities under IDEA and Section 504, career and technical education, programs for gifted and talented students, programs for English learners, and school nutrition programs.

H. Transportation

Transportation will be provided to homeless students to the extent required by law and will be comparable to that provided to students who are not homeless. At the request of the Parent (or for an unaccompanied youth, the liaison), transportation will be provided to and from the school of origin as follows:

1. If the homeless child or youth continues to live in the area served by the District, the child's or youth's transportation to and from the school of origin will be provided or arranged by the District.
2. If the homeless child's or youth's living arrangements in the area served by the District terminate and the child or youth begins living in an area served by another school district, the District and the other school district in which the homeless child or youth is living must agree on a method to apportion the responsibility and costs for providing the homeless student with transportation to and from the District. If the districts are unable to agree, the responsibility and cost for transportation will be shared equally.

I. Records

The District will maintain and respond to requests for enrollment records for homeless children or youth consistent with Policy 5309 and state and federal record laws. Any information about a homeless child's or youth's living situation will be treated as a confidential education record and not directory information.

J. Dispute Resolution

If a dispute arises about a homeless student's eligibility, school selection, or enrollment, the homeless student, including an unaccompanied youth, must be immediately enrolled and served in the school in which enrollment is sought, pending final resolution of the dispute.

A complainant should contact the District's homeless liaison who will follow MDE-approved District dispute resolution processes or MDE dispute resolution/complaint procedures to quickly resolve the dispute.

Legal authority: 42 USC 11431 et seq.

Date adopted: 3/10/2025

Date revised:



Series 5000: Students, Curriculum, and Academic Matters

5400 Curriculum, Instruction, and Parent Involvement

5410 Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. The Superintendent or designee may prohibit students from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

"Eligible students" means those students who have completed all District graduation requirements or who have received a certificate of completion.

A student may participate in only 1 commencement ceremony.

A student who needs 1.0 or fewer credits to satisfy graduation requirements may participate in a commencement ceremony but will not be awarded a diploma until all graduation requirements have been met. Being permitted to participate in the ceremony does not constitute graduation, and only those students who have completed all graduation requirements will receive a diploma.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law. In addition, every high school student will participate in the Michigan Merit Exam (MME). Further, every high school student will participate in updating their Educational Development Plan (EDP) each of their high school years. The high school principal may excuse a student to extenuating circumstances for the MME. If a student fulfills the requirements for a State-endorsed transcript described in the District's administrative guidelines, it shall be indicated on their transcripts.

Students participating in commencement exercises are required to wear the prescribed cap and gown attire during the entire commencement ceremony, in compliance with the Student Appearance and Dress Code Policy 5204. In addition, graduating students will be allowed to wear recognized items of **personal** religious or cultural significance in a dignified manner. Furthermore, a student at the time of the commencement ceremony is in active military service in a branch of the armed forces of the United States of America will be permitted to wear the designated dress military uniform of the branch in which the student is then serving on active duty.

Date adopted: 3/10/2025

Date revised:



Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5703 Medications

A. General Standards

Whenever possible, Parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. The student's Parent must annually (school year) submit a written request and consent form as required by the District.
2. A building principal or designee must request that the Parent supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's Parent of any observed adverse reaction to medication.
4. All medications must be in the original container.

B. District-Administered Medication/Treatment

1. If the student requires District-administered medication, the student's Parent must annually (school year) submit a healthcare professional's written instructions that include student name, medication name, medication dosage, and specific information about method and time of administration. A Parent must promptly communicate any changes to the healthcare professional's written instructions to the building principal or designee. A "healthcare professional" means a licensed physician, certified nurse practitioner, or physician assistant.
2. Medication must be administered by a school administrator, teacher, or other appropriately designated school employee in the presence of a second adult, unless the medication is administered by a licensed registered professional nurse employed by the District or there is an emergency that threatens the student's life or health.
3. District employees may only administer medication to a student according to the written instructions from a healthcare professional. If the written instructions are unclear, the District may require written clarification from the healthcare professional before administering the medication.

4. Medication must be stored in a container that identifies the student's name, medication name, dosage, and frequency of administration. The District will take reasonable steps to ensure all medication is properly secured.
5. Incorrectly administered medication must be reported to the building principal and the student's Parent. A written report identifying the error must be documented in the student's file.
6. The District will administer medication to students as necessary on school-sponsored field trips or school-related activities consistent with this Policy. The building administrator will designate the person responsible for administering the medication. The designee will transport the medication in its original container and record its administration on the medication administration log pursuant to this Policy.
7. Each school must maintain a medication administration log. The log must include the student's name, the name and dosage of each medication, and the date and time each dose is administered. The person administering the medication and the witness (if required) will complete and sign the log. The medication administration log must be placed in the student's file and kept until at least 1 year after the student's expected graduation date.
8. A Parent will retrieve unused medication after its expiration date, after the District is notified that the medication has been discontinued, or at the end of the school year, whichever is earliest. The District will provide the Parent notice to retrieve the medication. If the Parent does not promptly retrieve the medication, the District will appropriately dispose of the medication. The building principal or designee must check the expiration dates on prescription medications, epinephrine auto-injectors, and inhalers at least twice each school year.
9. The Superintendent or designee will ensure that all staff responsible for administering medication are appropriately trained.

C. Student-Administered Medication

1. General Standards

Subject to this Policy's provisions specifically applicable to self-management of asthma inhalers and epinephrine auto-injectors/inhalers, a student may be permitted to self-possess and self-administer prescription and/or over the counter medication if the building principal has received written Parent consent to do so and the practice is authorized in writing by a healthcare professional or is otherwise permitted by this Policy.

The decision to self-administer is determined by the student's health condition, their level of maturity and responsibility, and the type of medication.

Elementary K-5 | Emergency medication only

Middle School 6-8 | Emergency medication and medication that is not a controlled substance

High School 9-12 | All medication

A building administrator may deny a request for a student to self-possess or self-administer medication at school to the extent consistent with law.

Students shall not distribute or share their medication or they will be subject to disciplinary action.

A building administrator may discontinue a student's right to self-administer and self-possess following consultation with the Parent if the student misuses the medication.

A student may possess and use an FDA-approved topical substance at school or any school-related activity, provided that the Parent first provides the building principal with written approval.

2. Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and parent. A minor student must also have written permission from the student's Parent. The required documentation must be submitted to the building principal.

If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school ~~must~~may maintain a written ~~emergency care~~health care plan drafted in collaboration with the student's Parent, healthcare provider, and district Nursing Department. by a physician in collaboration with the student's Parent. This plan will contain~~The emergency care plan will contain~~ specific instructions related to the student's needs. ~~The physician and Parent should update the emergency care plan a~~The plan should be updated as frequently as necessary to meet the student's changing medical circumstances.

Legal authority: MCL 380.1178, 380.1178a, 380.1179, 380.1179a

Date adopted: March 10, 2025

Date revised: March 10, 2025



Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5705 Emergency Anaphylaxis (Epi-Pens)

Anaphylaxis is a severe and life-threatening allergic reaction. Anaphylaxis may occur within minutes or longer after exposure to an allergen. The most common causes of anaphylaxis are food, insect bites or stings, medications, and latex.

The symptoms of anaphylaxis may vary from person to person and may change over time. Reported symptoms may include skin reactions (such as hives, itching, flushing, or pale skin), a feeling of warmth, constriction of the airway, a swollen tongue or throat, wheezing, troubled difficulty breathing, a weak or rapid pulse, nausea, vomiting, diarrhea, dizziness, or fainting.

A. Emergency Preparedness

1. The Superintendent or designee must obtain a prescription in the name of the Board for auto-injectable epinephrine as authorized and required by this Policy and applicable law.

Each school operated by the District must maintain at least 2 epinephrine auto-injector devices at all times, regardless of whether any student or employee has been diagnosed with allergies.

2. The epinephrine auto-injectors maintained by the school may only be used by:
 - a. a licensed registered professional nurse who is employed or contracted by the District; or
 - b. an authorized employee trained in the appropriate use of an epinephrine auto-injector.
3. The Superintendent or designee will determine, after consulting a licensed registered professional nurse or other health care provider, the appropriate dose(s) of auto-injectable epinephrine (e.g., Junior pediatric or Adult) to be maintained at each school.
4. Epinephrine auto-injectors maintained by the District will be stored according to the manufacturer's directions, at the appropriate temperature, and in a clearly labeled and unlocked container easily accessible to authorized personnel. Any epinephrine auto-injector maintained by the District that expires will be replaced on appropriate and timely basis.
5. Epinephrine auto-injectors maintained by the District will be kept onsite at the designated school, and will not be taken off the premises. Only prescribed

epinephrine auto-injectors shall be taken on field trips, for the student they are specifically prescribed for.

6. A licensed registered professional nurse who is employed or contracted by the District, or an authorized school employee who is trained in the appropriate use of an epinephrine auto-injector under this Policy, may possess and administer epinephrine by auto-injector to:
 - a. a student who has a prescription on file at the school; or
 - b. any person on school grounds who is believed to be having an anaphylactic reaction.
7. The Superintendent or designee will:
 - a. ensure that each school building with an instructional and administrative staff of at least 10 has at least 2 employees who have been trained in the appropriate use of an epinephrine auto-injector; and
 - b. ensure that each school building with an instructional and administrative staff of fewer than 10 has at least 1 employee who has been trained in the appropriate use of an epinephrine auto-injector.
8. For purposes of this Policy, "trained in the appropriate use of an epinephrine auto-injector" means completing training per the guidelines recommended by MDE, conducted under supervision of a licensed registered professional nurse, in compliance with the Training Guidelines for Designated Staff on Allergies, Anaphylaxis, and Emergency Responses issued by MDE, conducted under the supervision of, and evaluated by, a licensed registered professional nurse.

The Superintendent or designee must maintain documentation of training completed by each employee authorized to administer an epinephrine auto-injector.

B. Notice and Reporting

The Superintendent or designee will:

1. promptly notify the Parent of a student to whom epinephrine has been administered and document all actual and attempted notices, in addition to notifying building administrators and the Nursing Department; and
2. at least annually report to MDE, as prescribed by MDE, all epinephrine administration to students at school.

C. Student Possession and Use



This Policy does not alter the rights of students authorized by law to self-possess or self-administer medication, including epinephrine, or any rights of students with disabilities under state or federal law.

Legal authority: MCL 380.1178, 380.1179, 380.1179a; MCL 333.17744a

Date adopted: March 10, 2025

Date revised: March 10, 2025



Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5713 Immunizations and Communicable Diseases

A. Enrollment, Immunization Certification, and Exemptions

1. Subject to the exemptions stated below, for a student entering the District for the first time and when entering grade 7, a Parent must provide the building principal or designee with a certificate indicating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency.

The student's Parent must provide the certificate at the time of registration, or no later than the first day of school.

A Parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time and upon entering grade 7.

2. A student is exempt from the above requirements if:
 - a. a physician certifies that a specific immunization is or may be inappropriate or detrimental to the student's health, via a Medical Contraindication Form. Only Medical Contraindication Forms authorized, executed, and certified as required by applicable law and administrative rules will be accepted; or
 - b. a student's Parent, or a person acting *in loco parentis*, certifies to the building principal or designee that the child cannot be immunized as required because of religious convictions or other objection to immunization. Only waiver forms authorized, executed, and certified as required by applicable law and administrative rules will be accepted.
3. The District will not permit a student to attend school unless the Parent provides evidence of immunizations or exemptions consistent with this Policy and state law.

B. Emergency Exclusion Due to Outbreak

The District, in conjunction with local health department officials, may exclude students who:

- are suspected of having a communicable disease until a physician or local health official determines the student is no longer a risk; or
- lack documentation of immunity or are otherwise considered susceptible to the disease until the local health department officials determine the risk of spreading the disease has passed.

C. District Reporting Requirements

The District will report student immunization information as required by and consistent with state and federal law.

D. Homeless Children and Youth

Nothing in this Policy diminishes the rights of homeless children and youth under Policy 5307.

Legal authority: MCL 333.9206, 333.9208, 333.9215; MCL 380.1177; MCL 388.1767;
Mich Admin Code R 325.176

Date adopted: March 10, 2025

Date revised: March 10, 2025

Coni Taylor

Associate Superintendent of Labor Relations and Legal Services

1009 S. Oak Street
Traverse City, MI 49684
Phone: 231.933.1716
taylorco@tcaps.net

Kendal Glaze

Executive Assistant to the Associate Superintendent

Phone: 231.933.1711
glazeke@tcaps.net

Memorandum

To: Dr. John VanWagonerII, Ph.D, Superintendent
From: Coni Taylor, Associate Superintendent of Labor Relations and Legal Services
Date: July 10. 2025
RE: Board Policy Updates - Discussion

The following are the policies for consideration on the July 14, 2025, Board Meeting agenda under the Discussion:

- 2305 - Board Member Reimbursement and Travel Expenses

Attached, you will find a copy of the policies noted above for your review.

Please feel free to reach out with any questions or concerns. Thank you for your diligence through this process.

Series 2000: Bylaws

2300 Board Member Conduct

2305 Board Member Reimbursement and Travel Expenses

Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

The following guidelines have been established by the Board to ensure appropriate and proper reimbursement of expenses for Board members. The following specific categories are approved as reimbursable expenses:

- A. Educational conferences and business meetings, including registration fees and expenses incurred for attendance at education-related conferences, seminars, continuing education classes, and workshops at the local, state, and national levels. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed for actual expenses for Board members only (not for spouses or relatives). The maximum reimbursable expense (when not included as part of the conference expense) shall not exceed the daily amount of \$250.00 for housing and \$90.00 for meals.
- B. County and regional education-related association or inter-governmental meetings.
- C. Attendance at educational or civic programs or functions when the Board member is urged to attend as the Board's official representative, delegate, or spokesperson (excluding political activities of any kind).
- D. Reimbursement for mileage will not exceed the current rate established for District employees.
- E. Attendance at Board-approved conferences should be at the location closest to the District whenever possible.
- F. Purchase of any printed or other materials relating to Boardmanship will be reimbursed if prepurchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval. No postpurchase voucher will be approved if it exceeds \$50.
- G. When the Board attends a community or school-related event as a Board function, or a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the

Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.

- H. No entertainment expenses or purchase of alcoholic beverages are reimbursable.
- I. A voucher detailing the amount and nature of expenses must be submitted to the District's Business and Finance Office within ten (10) days after the expenses have been incurred.

Date adopted:

Date revised:

This meeting is a meeting of the Board of Education held in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time set aside for public comment during the meeting as noted below. Any person with a disability or who needs accommodation for participation in this meeting should contact Tammy Brunan, Board Recording Secretary, at 231.933.1725 or brunanta@tcaps.net at least three (3) business days in advance of the meeting to request assistance.

Meeting Presentation

1. [CALL TO ORDER](#)

2. [PLEDGE OF ALLEGIANCE](#)

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

The Board will welcome staff and citizens, review the agenda, consider any suggested rearrangement of items, and determine if any changes in the agenda are needed.

4. [PUBLIC COMMENT #1](#) (Orange Card)

The /Board has set aside this time for public comment on any topic. You will have one opportunity for public comment. If you wish to make public comment at the first opportunity, please fill out the public comment card for Public Comment #1 and present it to the Board's Recording Secretary. As you speak, please identify yourself by name (and you may also give your address). An individual may make public comment for up to three (3) minutes. Individuals addressing the Board must take into consideration the rules of common courtesy. Public comment should not be used to make personal attacks against a school board member or school district employee by name. To ensure due process and respect of individual rights, the District maintains a formal process for handling complaints against individuals. A problem involving an individual or specific incident is best handled through administrative channels. These procedures are outlined in [Board Policy 2504](#).

5. [SUPERINTENDENT'S REPORT](#)

- a. **Legislative Update**
- b. **District Highlights**
- c. **Tenure**

6. [BOARD COMMITTEE REPORTS / DISCUSSION](#)

Board members will provide a brief summary of meetings held and discuss miscellaneous topics.

- a. **Board Curriculum Committee (July 8)** → Report out by Ballenger
- b. **Board Finance Committee (July 10)** → Report out by Hardy
- c. **Board Executive Committee (July 10)** → Report out by Newman-Bale

- d. **Board Office Hours 6:00 p.m. - 7:00 p.m.**
 - i. June 26, 2025 → Report out by Ballenger (in person meeting)
 - ii. July 24, 2025 → Attending: Schmidt (virtual meeting)

7. CONSENT

The purpose of the consent calendar is 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 will consider personnel recommendations included in the agenda packet.

- b. **Board Policy**

The Board will consider the following:

- i. 4217b - Social Media (New)
- ii. 5307 Homeless Students (Updated)
- iii. 5410 Commencement (Updated)
- iv. 5703 Medications (Updated)
- v. 5705 Emergency Anaphylaxis (Epi-Pens) (Updated)
- vi. 5713 Immunizations and Communicable Diseases (Updated)

- c. **2025-2026 TCAPS District Course Catalog Updates**

The Board will consider updates to the 2025-2026 Course Catalog.

- d. **Field Trip Request (Update)**

The Board will consider updates to the following:

- i. Traverse City West Senior High, German Exchange Partnership to Stuttgart, Germany - June 18, 2026-July 10, 2026.

- e. **Elementary and Secondary Student/Parent Handbooks**

The Board will consider the TCAPS draft 2025/2025 Elementary and Secondary Student/Parent Handbooks.

- f. **Annual Memberships**

The Board will consider the following annual memberships for professional organizations:

- i. Michigan Association of School Boards (MASB)
- ii. Michigan High School Athletic Association (MHSAA)

- g. **Bids, Services and/or Purchases**

- i. Capital Projects
 - Sabin Renovations
 - Traverse City High School Bridge Updates
- ii. Curriculum
 - Environmental Science - Advanced Placement Renewal

- iii. Transportation
 - District Vehicles

h. Meeting Minutes

The Board will consider the meeting minutes from the June 16, 2025 study session.

8. PUBLIC HEARING: SEX EDUCATION CURRICULUM

According to Michigan Law, all school districts must conduct two public hearings on any additions or revisions of sex education curriculum or materials and have Board of Education approval before implementation. The additions and revisions of the sex education curriculum included in this material review and public hearings were reviewed and approved by the Sex Education Advisory Board (SEAB) for the 2025/2026 school year.

a. Public Comment: Sex Education Curriculum

The Board will invite comments regarding the Sex Education Curriculum.

9. DISCUSSION

a. Central High School Renovations

The Board will consider options for the Central High School Renovation Project.

b. Multi-Purpose Fieldhouse - Architectural Services

The Board will discuss approval to Contract for Architecture and Engineering Services for the Multi-Purpose Fieldhouse Project.

c. School Safety Update

- i. Safe Routes to School.

d. Board Policy

The Board will consider the following:

- i. 2305 Board Member Reimbursement and Travel Expenses.

10. PUBLIC COMMENT #2 (Green Card)

The Board has set aside this time for public comment on any topic. You will have one opportunity for public comment. If you made a public comment during the first opportunity on the agenda, you will not be called on during the second opportunity. If you wish to make public comment at the second opportunity, please fill out the public comment card for Public Comment #2 and present it to the Board's Recording Secretary. As you speak, please identify yourself by name (and you may also give your address). An individual may make public comment for up to three (3) minutes. Individuals addressing the Board must take into consideration the rules of common courtesy. Public comment should not be used to make personal attacks against a school board member or school district employee by name. To ensure due process and respect of individual rights, the District maintains a formal process for handling complaints against individuals. A problem involving an individual or specific incident is best handled through administrative channels. These procedures are outlined in [Board Policy 2504](#).

11. BOARD PRESIDENT CLOSING REMARKS

12. ADJOURNMENT

Next Board of Education Meeting-Study Session

Monday, August 11, 2025 at 5:00 p.m.

Administration at Glenn Loomis

1009 S. Oak Street, Traverse City, MI 49684

Board of Education:

***Sara Bageris, Josey Ballenger, Scott Hardy, Erica L. Moon Mohr,
Scott Newman-Bale, Beth Pack, and Ty Schmidt***