Meeting Agenda Board Curriculum Committee Meeting Tuesday, July 8, 2025 at 8:30 a.m. Administration at Glenn Loomis - Boardroom 1009 S. Oak Street, Traverse City, MI 49684



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 Kelly Walter, Board Curriculum Committee Recording Secretary, at (231) 933-1775 or walterke@tcaps.net at least three business days in advance of the meeting to request assistance.

DRAFT Meeting Presentation

(available at least 24 hours prior to meeting)

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 <u>Board Policy 2504</u>.

3. PROCEDURAL ITEMS

- a. Draft Committee Meeting Minutes from May 27, 2025
- b. 2025-2026 TCAPS District Course Catalog Updates (memo)
- c. Field Trip Request Updated Location (memo)
 - Traverse City West Senior High German Exchange Partnership Stuttgart, Germany - June 18, 2026 - July 10, 2026
- d. 2025-2026 Elementary & Secondary Student/Parent Handbooks (memo)

4. INFORMATIONAL ITEMS

- a. Sex Education Curriculum Updates (memo)
- b. Board Curriculum Learning Series: Student Achievement Data
- c. Strategic Plan Development Discussions
- d. Celebrations & Successes
- 5. OTHER ITEMS
- 6. ADJOURNMENT

Next Board Curriculum Committee Meeting

Tuesday, July 29, 2025 at 8:30 a.m.

Administration at Glenn Loomis 1009 S. Oak Street, Traverse City, MI 49684

Curriculum Committee Members:

Josey Ballenger, Sara Bageris, Beth Pack, Ty Schmidt - alternate,
Dr. John VanWagoner, Jessie Houghton, Dan Tiesworth,
Brittany Kay, Tiffany Pomaville, Misti Warner

Meeting Minutes Board Curriculum Committee Meeting

Tuesday, May 27, 2025 at 8:15 a.m.

Administration at Glenn Loomis

Board Room, 1009 South Oak Street, Traverse City, MI 49684



To be approved on July 8, 2025

Meeting Slides Presentation

PRESENT: Sara Bageris, Josey Ballenger, Beth Pack, Dr. John Van Wagoner, Jessie Houghton, Dan Tiesworth,

Tiffany Pomaville, Chandra Fles, Ben Zenner, Jen Ciolek, Ryan Ranger

A. The meeting was called to order at 8:30 a.m.

Trustee Ballenger welcomed everyone to the meeting.

B. PUBLIC COMMENT

Trustee Josey Ballenger offered time for public comment. The following public comment was offered:

- Gail Lanphean Indigenous Education
- Sofia Hoag Credit Hours

C. PROCEDURAL ITEMS

a. Prior Committee Meeting Minutes

The committee was asked to approve the minutes from the April 29, 2025, Board Curriculum Committee meeting. No changes were recommended. The April 29, 2025 minutes will remain as posted.

b. 2024-2025 TCAPS District Course Catalog Updates

Jessie Houghton, Chief Academic Officer - Secondary, reported there are no revisions to the course catalog this month, as outlined in the memo and meeting presentation linked above. This is a standing agenda item.

The committee moved the Course Catalog as presented with no changes to the full Board under the Consent Calendar for approval at the June 9, 2025, meeting.

D. INFORMATIONAL ITEMS

a. Board Curriculum Learning Series:

Professional Development 2025-2026

Jessie Houghton, Chief Academic Officer - Secondary, and Dan Tiesworth, Chief Academic Officer - Elementary, shared the goals for the district's professional development (PD) and provided an overview of the plans for teacher PD during the 2025-2026 school year. The district's goal is to implement a coherent, evidence-based PD system that directly supports ongoing district priorities and instructional goals. Their intentional planning for PD ensures it is aligned and coherent, evidence- and research-based, embedded in current work, meaningful and relevant, time-conscious, and compliant, meeting all mandates. The elementary and secondary PD teams for the coming school year include: Content Teacher Leaders, Lead Principals, Chief Academic Officers, the Curriculum & Instruction Director, and Instructional Coaches. Ms. Houghton introduced Traverse City Education Association Representatives Chandra Fles and Ben Zenner, who provided the teacher perspective relative to PD, noting they value PD that is consistent, focused, and relevant. Trustee Pack suggested that, if the Committee agrees, staff report back periodically to report out on how PD is going. Ms. Fles noted the TCEA would be happy to collaborate with the Curriculum & Instruction Department leadership on post-PD surveys. Dr. VanWagoner added that the district will be working with the new leadership at Northwest Education Services on regional PD plans and finding common through lines to help shape PD for the coming year.

b. Virtual Learning Reflection & Planning

Mr. Tiesworth provided an overview of elementary virtual learning. Ms. Houghton introduced Jen Ciolek, Principal at Traverse City High School and the Compass Learning Center, and Ryan Ranger, Principal at Traverse City East Middle School. Principal Ranger provided an overview of the plans for middle school virtual learning beginning in the fall of 2025 at East Middle School using the virtual platform Acellus. There will be a learning lab at the school with one full-time middle school teacher supporting the learning. The enrolled students will have access to all TCAPS resources (guidance counseling, school social work, extra-curricular activities, SSN, etc.), access to in-person courses as needed, and transportation flexibility with BATA based on the times they would like to use the learning lab. The enrollment will start with approximately ten (10) students, with growth anticipated.

Ms. Houghton confirmed that TCAPS will offer summer school again this summer through the Acellus platform for students who are off-track for graduation. The five-week program is supported by teachers at West, Central, and Traverse City High Schools. The Acellus platform was piloted for summer school in 2024.

Principal Ciolek provided an update on high school virtual learning at the Compass Learning Center (CLC), which is 100% online programming and a hybrid model for in-person learning. Current enrollment is 115 students in person/hybrid and 162 online. The services are offered at the CLC lab and the SOS Learning Center lab with support from 7 in-person teachers. The CLC program started in 2023-2024 with an enrollment of 130 and has increased to 270 students this school year (2024-2025). Ms. Ciolek shared examples of the successes they've seen as they created systems to support students, which resulted in students connecting to their education, resulting in student achievement. 43 of the students enrolled are from outside the district. Approximately 65 students will be graduating from Traverse City High School this year, which is nearly double that of previous years. The program has created an environment that ebbs and flows to meet student needs. Committee members expressed an interest in the Board conducting a future visit to the CLC and the virtual learning lab at East Middle School.

c. Celebrations & Successes

Ms. Houghton and Mr. Tiesworth highlighted several celebrations and successes throughout the district as outlined in the meeting presentation.

E. OTHER ITEMS - none cited.

F. The meeting adjourned at 9:57 a.m.

Respectfully Submitted By,

Kelly Walter

Kelly Walter

Committee Recording Secretary

Next Board Curriculum Committee Meeting

Tuesday, July 8, 2025 at 8:30 a.m.
Administration at Glenn Loomis
1009 South Oak Street, Traverse City, MI 49684

Curriculum Committee Members:

Josey Ballenger (Chair), Sara Bageris, Beth Pack, Ty Schmidt -alternate, Dr. John VanWagoner, Jessie Houghton, Dan Tiesworth, Brittany Kay, Tiffany Pomaville, Misti Warner



Jessie Houghton

Chief Academic Officer- Secondary

1009 S. Oak Street Traverse City, MI 49684 Phone: 231.933.1782 houghtonje@tcaps.net

Emily Spica

Executive Assistant to Chief Academic Officer-Secondary

Phone: 231.933.1779 spicaem@tcaps.net

Memorandum

To: Dr. John R. Van Wagoner II, Superintendent

From: Jessie Houghton, Chief Academic Officer - Secondary

Date: June 26, 2025

RE: 2025-2026 TCAPS Course Catalog

As recommended by the Board Curriculum Committee, the <u>2025-2026 TCAPS Course Catalog</u> is being presented for informational purposes. Changes in the course catalog linked above are <u>highlighted in yellow</u>. Course additions include:

25-26 New Courses

- Middle School
 - ACLFundamental Math 1
 - ACL Fundamental Math 2
 - ACL Algebra I
 - ACL Grammar and Composition 2
 - ACL STEM 1: Introduction to Coding
 - ACL STEM 2: JavaScript
 - ACL STEM 3: Electronics and Coding
 - ACL World History & Geography 1
 - ACL World History & Geography 2
 - ACL Middle School Social & Emotional Health 1
 - ACL Middle School French I
 - o ACL Discover Spanish Part 1
 - o ACL German 1, 1st and 2nd half
 - o ACL Spanish 1
 - o ACL Algebra 1 1st Half
 - ACL Integrated Science 1
 - ACL Integrated Science 2
 - ACL Integrated Science 3

TCAPS Course Catalog is available for review on the district's website and each school's webpage.

Administration recommends the Board Curriculum Committee support the catalogs as outlined and linked in this memo and move these items forward to the full Board for approval on July 14, 2025.



Jessie Houghton

Chief Academic Officer- Secondary

1009 S. Oak Street Traverse City, MI 49684 Phone: 231.933.1782 houghtonje@tcaps.net

Emily Spica

Executive Assistant to Chief Academic Officer-Secondary

Phone: 231.933.1779 spicaem@tcaps.net

Memorandum

To: Dr. John R. Van Wagoner II, Superintendent

From: Jessie Houghton, Chief Academic Officer - Secondary

Date: June 26, 2025

RE: Field Trip Request - Updated Location

Per Board Policy <u>5506 - Field Trips</u>, the Board is required to approve all out-of-state and out-of-country trips. The following field trip request is being presented for approval:

- <u>Traverse City West Senior High German Exchange Partnership</u> (Updated Location)
 Stuttgart, Germany June 18, 2026 July 10, 2026
- <u>Traverse City West Senior High German Exchange Partnership</u> (Original Location)
 Kronach, Germany June 18, 2026 July 10, 2026

This trip will offer 15 students the opportunity to immerse themselves in the German language and culture by living with host families and attending school. While visiting the partner school, students will participate in a community service project and field trips to help them learn more about the region. The group will travel by airline, train, and bus. Travel expenses and costs (approximately \$4,300 per student, \$500 per chaperone) will be paid for by students/families. Students will be chaperoned by approximately two (2) staff members and one (1) district-approved volunteer chaperone as needed.

Administration recommends that the Board Curriculum Committee move this item forward to the full Board under Consent for approval on July 14, 2025.

JH/es Attachments



Traverse City Area Public Schools Student Field Trip Approval Request

Teacher: Kerry	LaBonte		School: WSH	
Class/Grade/Or	ganization: German A	American Partnership Pr	ogram	
Departure Date	e/Time: 6/18/2026 (ten	ative)	Return Date/Time: 7/10/2026 (tena	tive)
Destination: Kr	onach, Germany S	tuttgart, Germany		
Number of scho	ool days students will	be absent: 0		
Trip Objective	host families and atte shadowing their partn understanding. While	nding school. Students v er and they will build tra	German students in the language and cowill learn firsthand about the German so nsatlantic friendships that will foster inte pol, students will participate in a communation the region.	chool system by ernational
Number of Stud	dents 15	Number of Staff 2	Number of Chapero	ones 1
 If using 	g commercial transpor		ns, busses fliability insurance must be on file in the rsportation for Pre-K–12 students.	ne Business Office.
Expenses Estimated cost	per student \$ 4300	Est	imated cost to chaperones \$500	
Source of funds	Students and families	will fund their own trip		
			e to students who cannot afford the	trip.
TCAPS will not I	oe responsible for any	y shortfalls of field trip	expenses.	
☐ #234 ☐ #866 ☑ #864 ☑ #534 - Lacknowledg - The trip itiner	in Emergency Medica e this trip may be car ary may be changed communicated to p	ct Trips Private Vehicle Field & Other District S Il Authorization ncelled at any time due at any time during the		nset of planning
KlinfuBont-		3/17/25		
Trip Manager's 9	Signature		Chief Academic Officer's* Signature required for out-of-district trips)	Date
Principal's Signa	iture	(Chief Academic Officer's* Signature required for out-of-state trips, will then be sent to Board for final approval)	Date

* For Grades JK-5 - email form to Kelly Walter (walterke@tcaps.net) for Dan Tiesworth (Chief Academic Officer - Elementary) to review/sign.
* For Grades 6-12 - email form to Emily Spice (epicaem@tcaps.net) for Jessie Houghton (Chief Academic Officer - Secondary) to review/sign.

Pre-Trip: Budget Estimate based on 15	ppl					
REVENUE / INCOME / ALLOC						
Item	Amount					
Previous Account Balance/Credits						
Fundraiser 1	\$0.00					
Fundraiser 2	\$0.00					
Fundraiser 3	\$0.00					
Fundraiser 4	\$0.00					
Fundraiser 5	\$0.00					
Payments	\$0.00					
Grants						
	\$0.00					
	\$0.00					
	\$0.00					
EXPENSES: coverted to L	JS \$					
Item	Amount					
Airfare	\$30,000.00	2000/pp HAM	1500/pp BER	1900/pp FRA	1700/pp VIE	1400/ML
Transportation in Berlin and Hamburg		105 Euro/day Berlin			2,00,pp 112	2 100, 1110
Transportation to Hamburg		35 Eur/pp				
Transportation to Kronach from Hamburg		100 Eur/pp				
Transportation to Bayreuth	\$100.00	1				
Transportation within the Kronach region	\$250.00	-				
Transportation back to Berlin		50 Eur/pp				
Taxis to airport	\$100.00	1				
Lodging	\$9,000.00	+				
Food/Meals	\$4,000.00	-				
Tips	\$100.00	+				
Activities		Berlin activities	Kronach Activities	Hamburg activities		
Insurance	\$1,700.00	-		5		
Transfer or other fees	\$160.00	-				
Fundraiser / admin fees	\$0.00	-				
Donations	\$0.00	+				
Seed money for ongoing cultural exchange	\$0.00					
Substitute teachers / staff costs	\$600.00	-				
Bussing costs in the US	\$750.00					
	\$51,610.00					
	51,610.00					
Number of students attending	13.00					
Appox cost per student	\$3,970.00					

TCAPS TRIP LODGING PLAN: GAPP 2026

Location 1:TBD Hostels in Berlin and Hamburg, Germany				
Number of students staying	Description			
Number of staff/chaperones staying	3 chaperones (2 staff, 1 non staff)			
Default number of students per room	2-6 students per room			
Process for assigning rooms/pairings	students will share who they would most like to room with but I will have the final say based on occupancy per room.			
Process of handling special requests	Students and/or parents will need to make a request in writing the labonteke@tcaps.net			

Location 2: Kronach, Germany				
Number of students staying	14 students			
Number of staff/chaperones staying	3 adults			
Default number of students per room	Students will stay with host families. Organizing teachers in the US and Germany will determine the partner arrangements.			
Process for assigning rooms/pairings	none			
Process of handling special requests	Students and/or parents will need to make a request in writing the labonteke@tcaps.net			

Location 3: Hotel Airport TBD				
Number of students staying	13-15			
Number of staff/chaperones staying	2-3			
Default number of students per room	2-6			
Process for assigning rooms/pairings	teacher arranged			
Process of handling special requests	students informed teacher of any special needs			

*Please include pictures of the typical accomodations students will be using in the trip application packet



















ACT: 2026 International Trip Request - German

Joe Esper < Esper Jo@tcaps.net >

Thu, Apr 10, 2025 at 10:41 AM

Reply-To: EsperJo@tcaps.net

To: Kerry LaBonte LabonteLabonteLaBonteLaBonteLaBonte<a href="mailto:Kerry LaBonteLaBonte<a href="mailto:Kerry LaBonte<a href="mailto:Kerry LaBonte<a

Please see the attached International Trip approval request for the "2026 German American Partnership Trip"

Per the Field Trip approval process, the trip has been reviewed by myself and/or Sandy Low in these areas:

- Costs
- Fundraising plan
- Payment methods and cash handling
- Curricular connections
- Travel itinerary
- Communication timeline
- Safety

Kerry Labonte has successfully executed this trip a number of times.

If approved, please sign and move this along to Board Curriculum and the full Board.

Thank you -

Joe Esper, Principal

T: 231-933-7500

esperjo@tcaps.net - www.tcaps.net/schools/high-schools/wsh/

5376 N. Long Lake Rd Traverse City, MI 49685











Traverse City Area Public Schools Student Field Trip Approval Request

Teacher: Kerry	LaBonte		School: WSH
Class/Grade/O	r ganization: German <i>i</i>	American Partnership P	Program
Departure Date	e/Time: 6/18/2026 (ten	ative)	Return Date/Time: 7/10/2026 (tenative)
Destination: Kı	onach, Germany		
Number of sch	ool days students wil	l be absent: 0	
Trip Objective	host families and atte shadowing their partn understanding. While	nding school. Students er and they will build tr	German students in the language and culture by living with will learn firsthand about the German school system by ansatlantic friendships that will foster international nool, students will participate in a community service project about the region.
Number of Stu	dents 15	Number of Staff 2	Number of Chaperones 1
If using15-pasExpenses		tation, the certificate of tra	ains, busses of liability insurance must be on file in the Business Office. ansportation for Pre-K–12 students. stimated cost to chaperones \$500
	Students and families		
ou, et or rana.			ole to students who cannot afford the trip.
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□ #234 □ #866 □ #864 □ #534	ompliance with Boa 40 Field & Other Distri 50 Transportation by 1 40 Transportation for 1 41 Emergency Medica 1e this trip may be car	ct Trips Private Vehicle Field & Other District Il Authorization	
- The trip itine	rary may be changed communicated to p	at any time during th	e trip due to security issues. ts by the trip manager from the onset of planning
KlinfuBont-		3/17/25	
Trip Manager's,	Signature		Chief Academic Officer's* Signature Date (required for out-of-district trips)

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	\$0.00					
	\$0.00					
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EXPENSES: coverted to	US S					
Item	Amount					
Airfare	\$30,000,00	2000/pp HAM	1500/pp BER	1900/pp FRA	1700/pp VIE	1400/MU
Transportation in Berlin and Hamburg		105 Euro/day Berlin			1	
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*Please include pictures of the typical accompodations students will be using in the trip application packet



















Dan Tiesworth

Chief Academic Officer- Elementary Phone: 231.933.1778

tieswortda@tcaps.net

Jessie Houghton

Chief Academic Officer- Secondary Phone: 231.933.1782

houghtonje@tcaps.net

Curriculum & Instruction Department 1009 S. Oak Street Traverse City, MI 49684

Memorandum

To: Dr. John R. Van Wagoner II, Superintendent

From: Dan Tiesworth, Chief Academic Officer - Elementary

Jessie Houghton, Chief Academic Officer - Secondary

Date: June 26, 2025

RE: Draft 2025-2026 Student Parent Handbooks

TCAPS draft 2025-2026 Elementary and Secondary Student/Parent Handbooks are being presented for consideration and approval by the Board Curriculum Committee at their meeting on July 8, 2025, and the full Board of Education meeting on July 14, 2025.

Linked below are both draft handbooks for the Board's review and consideration. The Curriculum & Instruction Department collaborated with various departments and stakeholders to update the handbooks for the coming school year.

- DRAFT <u>2025-2026 Elementary Student/Parent Handbook</u>
- DRAFT 2025-2026 Secondary Student Parent Handbook

If approved by the Board, the handbooks will be linked on each school's website and shared with students and families in the fall for the 2025-2026 school year.

Administration recommends that the Board Curriculum Committee support the catalogs as outlined and linked in this memo and move these items forward to the full Board for approval on July 14, 2025.



Brittany Kay

Director of Curriculum & Instruction

1009 S. Oak Street Traverse City, MI 49684 Phone: 231.933.1755 kaybr2h@tcaps.net

Memorandum

Dr. John R. Van Wagoner II, Superintendent

To: Dan Tiesworth, Chief Academic Officer - Elementary

Jessie Houghton, Chief Academic Officer - Secondary

From: Brittany Kay, Director of Curriculum & Instruction

Date: June 26, 2025

RE: Sex Education Curriculum Recommendations for the 2025-2026 School Year

By law, sex education classes must be elective and not required for graduation. They must be taught by a qualified teacher of Health and Sex Education. The sex education materials and methods of instruction must be periodically reviewed by a district's Sex Education Advisory Board (SEAB), and the sex education materials and methods of instruction, including proposed changes, must be approved following two (2) publicly noticed school Board of Education meetings. **TCAPS will hold two (2) public hearings at the following Board meetings for this purpose:**

- 1. Monday, July 14, 2025 at 6:00 p.m.
- 2. Monday, August 25, 2025 at 6:00 p.m.

The following information was reviewed and approved by the district's SEAB for the 2025-2026 school year:

Proposed Changes for 5th Grade HIV

- 5th Grade HIV Video (This video is password protected due to Copyright. Video must be viewed in person at the Administration Building at Glenn Loomis with a staff member)
- Guidelines for Answering Students' Questions in Response to the Video
 - Student Worksheet Pre/Post Test
 - Teacher Key to Pre/Post Test
 - HIV and AIDS Family Resource Sheet
 - Student Promises Worksheet
 - Teacher Reference to HIV Infection
 - Glossary of Terms

Proposed Changes for MS Grades 7-8 HIV & Other STIs

- HIV Video (This video is password protected due to Copyright. Video must be viewed in person at the Administration Building at Glenn Loomis with a staff member)
 - HIV Slideshow
 - HIV Fact or Myth
 - Know the Facts
 - HIV Facts
 - HIV Fact Sheet

(continued on next page)

Proposed Changes for HS Sex Education

- Note: Changed slides have a yellow star on that slide
- Proposed TCAPS HS Sex Education Quiz
- Proposed Teen Pregnancy Safe Delivery Program
- Proposed HIV & AIDS: Are You at Risk?
 - *What is HIV / AIDS, and does it affect your body?
 - *LIVING WELL with HIV video link
- Proposed STIs
- Proposed Sex and the Law
 - Sexual Abuse
 - Erin Merryn, Founder of Erin's Law video link
 - Effects of Porn on Sexual Behavior
 - Human Trafficking

The linked and attached material reflects the updates recommended for approval by the Board of Education on August 25, 2025. Interested parents and community members are encouraged to review the information linked above and attached prior to attending the Board of Education Public Hearings on July 14 and August 25, 2025, or by appointment. This may be arranged by appointment by contacting the Board Recording Secretary, Tammy Brunan, in the Superintendent's office at 231.933.1725. A <u>public notice</u> regarding this information is posted on the district's website (https://www.tcaps.net/about/board/ under the Public Notice section), scheduled for publishing in the Traverse City Record-Eagle, and also posted at the Administration at Glenn Loomis building (1009 S. Oak Street, Traverse City, MI 49684).

BK/kw