

Meeting Agenda

Board Curriculum Committee Meeting

Tuesday, May 27, 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.

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 [Board Policy 2504](#).

3. PROCEDURAL ITEMS

- a. Draft Committee Meeting Minutes from [April 29, 2025](#)
- b. 2024-2025 TCAPS District Course Catalog ([memo](#))

4. INFORMATIONAL ITEMS

- a. Board Curriculum Learning Series:
 - i. Professional Development 2025-2026
 - ii. Virtual Learning Reflection & Planning
- b. Celebrations & Successes

5. OTHER ITEMS

6. ADJOURNMENT

Next Board Curriculum Committee Meeting

Tuesday, July 8, 2025 at 8:15 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, April 29, 2025 at 2:30 p.m.

Administration at Glenn Loomis

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



To be approved on May 27, 2025

Meeting Slides Presentation

PRESENT: Josey Ballenger, Beth Pack, Ty Schmidt, Dr. John VanWagoner, Jessie Houghton, Dan Tiesworth, Brittany Kay

1. The meeting was called to order at 2:31 p.m.

Trustee Ballenger welcomed everyone to the meeting.

2. PUBLIC COMMENT

Trustee Ballenger offered time for public comment. No public comment was offered.

3. PROCEDURAL ITEMS

a. Prior Committee Meeting Minutes

The Committee was asked to approve the minutes from the April 1, 2025, Board Curriculum Committee meeting. Trustee Pack requested that the minutes be amended on pages four and five, Item b., last paragraph, to reflect that Trustee Ballenger, with full Committee support, recommended the Board keep this information (student attendance) in mind with the strategic plan work. The April 1, 2025 minutes will be reposted as amended.

b. 2024-2025 TCAPS District Course Catalog Updates

Jessie Houghton, Chief Academic Officer - Secondary, reported there are no recommended changes this month. This is a standing agenda item.

The committee moved the 2025-2026 TCAPS District Course Catalog to the full Board under the Consent Calendar for approval, with no changes, at the May 12, 2025, meeting.

c. Date change proposal for the August 26th Board Curriculum Committee Meeting

The Committee discussed and approved moving the August 26th meeting to August 25th. All meetings moving forward will start at 8:30 a.m. The revised Committee Meeting Schedule will be reposted for the public.

d. Field Trip Request

Ms. Houghton presented the request for West Senior High School's German Exchange Partnership field trip to Kronach, Germany, from June 18, 2026, to July 10, 2026. Trustee Ballenger inquired about the cost difference quote based on the number of students and if there is a scholarship fund to help support students who cannot afford either all or part of the trip expense. Dr. VanWagoner brought up the issue of equity as an intentional conversation for the Board to have to get a structure in place for some of the trips that are not able to be funded fully by a school.

The committee moved the field trip request to the full Board under the Consent Calendar for approval at the May 12, 2025, meeting.

4. INFORMATIONAL ITEMS

a. **Board Curriculum Learning Series: [Student Assessments](#)**

Mr. Tiesworth detailed the elementary assessments conducted throughout the school year and proposed potential adjustments, as shown in the linked slides (see [slide 11](#)). He is gathering feedback from principals and teachers on these ideas. Trustee Ballenger inquired about parental rights regarding testing opt-outs. Mr. Tiesworth clarified that the state does not offer a formal opt-out, but administrators address parental concerns individually, encouraging assessment participation.

Ms. Houghton presented the middle school assessments and proposed schedule changes, as detailed in the linked slides (see [slide 12](#)). She reported no recommended changes for the high school assessment schedule (see [slide 13](#)).

Mr. Tiesworth explained how TCAPS utilizes assessment data. At the school level, data informs student interventions, growth monitoring, and instruction. At the district level, data aids in identifying strategic plan goals, budgeting, allocations, and state accountability.

Trustee Schmidt recommended that the full Board discuss assessments, teaching, and learning in future Board meetings, and, if time allows, at the May 12th meeting. He suggested using these discussions to guide strategic plan work, and he proposed that future strategic planning sessions be held at Glenn Loomis for public recording if we are unable to record meetings at North Ed. The next Board Study Session for strategic planning is June 16th at 5:00 p.m. Dr. VanWagoner suggested dedicating the first hour of the next strategic planning session to data and goal recommendations.

b. **Celebrations & Successes**

Ms. Houghton and Mr. Tiesworth highlighted several celebrations and successes throughout the district as outlined in the [meeting presentation](#).

5. **OTHER ITEMS**

6. **The meeting adjourned at 3:49 p.m.**

Respectfully Submitted By,

Kelly Walter

Kelly Walter

Committee Recording Secretary

Next Board Curriculum Committee Meeting

Tuesday, May 27, 2025, at 8:30 a.m. (note new time)

Administration at Glenn Loomis

1009 South Oak Street, Traverse City, MI 49684

Curriculum Committee Members:

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

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Memorandum

To: Dr. John R. VanWagoner II, Superintendent
From: Jessie Houghton, Chief Academic Officer - Secondary
Date: May 20, 2025
RE: 2024-2025 TCAPS Course Catalog

As recommended by the Board Curriculum Committee, the [2024-2025 TCAPS Course Catalog](#) is being presented for informational purposes. There are no recommended changes this month. This is a standing agenda item.

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 catalog, without changes this month, as linked in this memo, and move this item forward to the full Board under Consent for approval on June 9, 2025.

JH/es