

*Amended and approved on December 5, 2024*

**PRESENT:** Scott Newman-Bale, Beth Pack, Andrew Raymond, Dr. John VanWagoner, Ginger Smith, and Coni Taylor

**ABSENT:** None

**1. CALL TO ORDER**

Trustee Newman-Bale called the meeting to order at 9:18 a.m.

**2. PUBLIC COMMENT**

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

**3. PROCEDURAL ITEMS**

**a. Draft Committee Meeting Minutes from October 10, 2024**

The Committee was asked if they had any changes to the draft minutes from the October 10, 2024 meeting. No changes to the minutes were recommended. Minutes are to remain as posted.

**b. Professional Development**

**i. AASA Conference, New Orleans, LA (March 6-8, 2025)**

Superintendent, Dr. VanWagoner, provided an overview of the The School Superintendent Association, AASA, annual conference he would like approval to attend in New Orleans, LA in March 2025, per his contract. The Committee agreed to move this item to the Consent Calendar on the November 11 Board meeting for review.

**c. Agenda Review: November 11, 2024 Regular Meeting**

The Committee reviewed the November 11, 2024 Board meeting agenda with administration.

**4. INFORMATIONAL ITEMS**

**a. Human Resources**

Trustee Newman-Bale deferred to the Associate Superintendent of Labor Relations and Legal Services, Coni Taylor, to provide an update on the following items:

**i. Staffing update**

To address recent staffing challenges, the district is hiring for several positions. Three unexpected mid-year retirements—in special education, elementary teaching, and teacher consulting—have created vacancies. Additionally, new roles have opened up, including junior kindergarten assistant, security liaison, cook's assistant, guest teacher positions, and LEAP coaching. Ongoing hiring needs include extended day, noon duty, GSRP aide, ELL aide, Indigenous Education assistant, and bus driver and aide positions. Some roles offer incentives like paid training and sign-on bonuses.

To fill these positions, the Human Resources Department will hold open interviews at the Glenn Loomis Administrative Building on November 6th from 8:00 AM to 10:00 AM and November 20th from 3:00 PM to 5:00 PM.

**ii. Policy update**

The district is transitioning to the Thrun Policy Manual. As part of this process, a public hearing will be held for the Anti-Bullying Policy. While much of the policy language is mandated by state law, a philosophical statement added by the Board in 2021 will be incorporated into the Thrun manual. Additionally, the policy will be updated to specify that investigation materials will be retained at the central office.

Once the Thrun manual is adopted, the district will streamline its policy review process. Policy updates will be brought to the Board for approval, and administrative guidelines and existing policies will be audited to ensure alignment with recent Board decisions.

**b. Communications Update**

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

**i. Student Support Network (SSN) Pop Up Shop**

The recent SSN Winter Pop Up Shop was a success. Over 147 TCAPS students received essential winter gear, including coats, snow pants, boots, hats, gloves, socks, and hygiene products. The SSN team continues to fulfill requests for students who were unable to attend the event.

**ii. Safety Week Campaign**

The district observed School Safety Week from October 21st to 25th. Dr. VanWagoner sent a message to parents and staff highlighting the district's safety initiatives. Social media posts focused on bike, cyber, and bus safety. Additionally, the district recognized staff for their contributions through Top Notch Tuesday and celebrated safety events across the district on High Five Friday.

**iii. Operating Millage Update**

Ms. Smith reminded the Committee that November 5 is election day. She noted that the district will continue to share information about the operating millage through school newsletters and social media.

**5. OTHER ITEMS**

Dr. VanWagoner informed the Committee that the district was notified yesterday that we were awarded the Michigan Department of Education (MDE) electric school bus grant. Depending on the timeline of the funding availability, this item may be added to the November Board agenda.

Trustee Newman-Bale stated that the next Board **Executive** Committee meeting is scheduled for Thursday, December 5 at 4:00 p.m.

**6. ADJOURNMENT**

This meeting adjourned at 9: 41 a.m.

Respectfully Submitted By,

*Stacey Hozak*

Stacey Hozak  
Committee Recording Secretary

**Next Board Executive Committee Meeting**  
**Thursday, December 5, 2024, at 4:00 p.m.**  
**Administration at Glenn Loomis**  
**1009 S. Oak Street, Traverse City, MI 49684**

***Executive Committee Members:***  
***Scott Newman-Bale (Chair), Flourney Humphreys, Rotating Board Member,***  
***Dr. John VanWagoner, Coni Taylor, and Ginger Smith***