

# Meeting Minutes

## Board Curriculum Committee Meeting

Tuesday, January 7, 2025 at 8:30 a.m.

Administration at Glenn Loomis

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



*Approved on January 28, 2025*

**PRESENT:** Erica Moon Mohr, Holly Bird, Beth Pack, Dr. John VanWagoner, Jessie Houghton, Dan Tiesworth, and Tiffany Pomaville

**GUESTS:** Larissa VanderZee

**ABSENT:** None

### [Meeting Slides Presentation](#)

#### 1. CALL TO ORDER

Chairperson Moon Mohr called the meeting to order at 8:32 a.m.

#### 2. PUBLIC COMMENT

Chairperson Moon Mohr offered time for public comment and no request was made.

#### 3. PROCEDURAL ITEMS

##### a. **Draft Committee Meeting Minutes from December 3, 2024**

The Committee discussed the Meeting Minutes from December 3, 2024. No changes were recommended and the Minutes from December 3, 2024, are to remain as posted.

##### b. **2024-2025 TCAPS District Course Catalog Updates**

Jessie Houghton, Chief Academic Officer - Secondary, reported on the updates to the 2024-2025 Course Catalog. The changes include additions of the following courses: Concert Orchestra, America at War, and dual enrollment courses NMC VCA 146 - Interactive Animation, NMC MUS 159 - Applied Music - Piano, NMC DNC 100 - Dance Appreciation, and NMC EGR 221 - Material Science; course name changes include the following: High School - Computer Art changed to Digital Art: Adobe Photoshop, Intro to Business changed to Principles of Business, Environmental Science changed to Earth and Environmental Science, and WSH Weights & Conditioning changed to Titan Performance Training; and Middle School - Advisory changed to Seminar 6-8.

##### **2025-2026 TCAPS District Course Catalog**

Ms. Houghton reported on the draft 2025-2026 Course Catalog which will be used for student course enrollment which starts taking place this winter. Changes to next year's catalog include the following course deletions: Middle School - Foundational French, French I, French II, Weights & Conditioning 6; and High School - American Sign Language.

**The Committee moved the Course Catalogs to the full Board under the Consent Calendar for approval at the January 13, 2025 meeting.**

##### c. **Sex Education Advisory Board (SEAB) Recommendation for Appointment of Co-Chair**

Brittany Kay, Director of Curriculum and Instruction, reported the Sex Education Advisory Board (SEAB), following its approved bylaws, is to recommend two co-chairs from its members at the final meeting of the year. The co-chairs lead the SEAB for the following year and are to be formally appointed at the TCAPS Board of Education's annual Organization meeting in January. Co-chairs serve a two-year term.

For the 2024-2025 school year, Co-Chair Ian McGurn is in the second year of his term. The SEAB is recommending that the Board of Education appoint Carrie Ullery-Smith as the second Co-Chair.

Trustee Pack asked to go on record having concerns about Ms. Ullery-Smith serving as co-chair of the SEAB because she works for Planned Parenthood. Trustee Bird added that she previously served on the SEAB. She explained the diverse makeup of the group, as well as the lottery system when too many individuals apply to be a part of the group.

**The Committee moved the SEAB recommendation to the full Board under the Consent Calendar for approval at the January 13, 2025 meeting, noting that this item can be removed from Consent and placed under Discussion if requested at the meeting.**

- d. **Field Trip Request - 10th Grade Advanced Art/Photo/Journalism Students to Peru, March 21-29, 2026**  
Jessie Houghton, Chief Academic Officer - Secondary, presented the revised field trip request, approved by the Board of Education on May 13, 2024. The revised request reflects offering the trip to Central High School students in addition to West Senior High School students.

**The Committee moved the revised field trip request to the full Board under the Consent Calendar for approval at the January 13, 2025 meeting.**

#### 4. INFORMATIONAL ITEMS

- a. **Board Curriculum Learning Series: Curriculum Updates**

Ms. Houghton explained Tier 1 Instruction and how the district uses data to support students. *Tier 1 Success Factors* include high-quality instructional materials, assessments to inform instruction, teacher credibility, and engaging instruction.

- i. **Elementary - ELA & Math**

- Ms. Kay provided an overview of how the district provides high-quality ELA instruction. She highlighted the ELA curriculum adoption of CKLA during the 2024-2025 school year (CKLA pilot for the early adopter teachers in JK-5 classrooms) and the JK-5 district-wide (all classrooms in every school) implementation during the 2025-2026 school year. Winter NWEA data will reflect the impact of the pilot. Students not in an early adopter classroom are receiving supplemental instruction in addition to Journeys.

- Mr. Tiesworth provided an overview of the elementary math curriculum - Math Expressions. This school year, K-5 staff calibration is taking place on understanding essential instructional practices in early mathematics and meaningful fact fluency practice. Next school year, there will be some changes to Math Expressions: publisher Houghton Mifflin Harcourt (HMH) will be Heinemann, the Think Central Platform will be the Flight Platform, and there will be an introduction to Matific, a personalized learning platform.

- ii. **Secondary - Course Review Work**

- Ms. Houghton reported there will be no new secondary curriculum introduced in the coming school year, but wanted to provide an overview of the grade-level course review process the curriculum team started this year. The new course review process ensures that all students within TCAPS receive consistent, high-quality learning experiences. Reviews are conducted by experienced and knowledgeable instructors, utilizing research-based frameworks and content

standards. This process guarantees strong alignment with curriculum expectations and promotes the use of best instructional practices to enhance student achievement.

Ms. Houghton introduced Larissa VanderZee, Teacher Librarian at Central High School and District Curriculum Specialist for grades 6-12 ELA. Ms. VanderZee explained the district's course review process where teachers with history teaching the course come together from each site to bring ideas/learning/questions back to other teachers at their site. Over three sessions, the teachers review materials used (which encompasses the MDE standards, scope & sequence (pacing), assessments of skills/understanding, and grading practices; next they review monitoring methods (which encompasses data such as grades, PSAT/NWEA, observations/instructional rounds, and department meetings); and then they review professional development (which encompasses (external and internal staff learning).

This process empowers teachers to foster collaboration in their departments and across buildings. The goal of this process is to build a 3-year cycle that ensures required core courses (math, ELA, science, and social studies) are reviewed. Student evaluations/surveys of courses are included annually as part of the process at both Central and West High Schools.

Ms. VanderZee added that the teachers who participated in the new course review work process found it very valuable and are already looking forward to next year's review.

### **iii. Martin Luther King Jr. Day Lessons & Materials**

Ms. Houghton provided an overview of this year's lessons and materials for Martin Luther King Jr. Day which falls on an instructional day - Monday, January 20, 2025. This is not new for the district as lessons have been provided to students in the past. Ms. Kay reported that this year, the elementary social studies curriculum team created lesson plans by grade level. She shared the two books the team selected for this year's elementary lessons - *Be A King: Dr. Martin Luther King Jr's Dream and You* for grades JK-2 and *Martin's Big Words* for grades 3-5. The lessons include handouts and slides. Ms. Houghton reported that the secondary social studies team created lesson plans as well, both being very similar to the flow of the lessons from Indigenous People's Day.

Trustee Pack noted that Dr. King's title in any documents should be referred to as Reverend Dr. Martin Luther King, Jr. not Dr. Reverend. Trustee Pack also noted it's important to "name the holiday" when school is not in session so students know why they are off school that day (such as Memorial Day).

### **b. Celebrations & Successes**

Ms. Houghton and Mr. Tiesworth shared the following celebrations and successes from November:

- Model UN Teams at Central and West High Schools
- Activities and challenges to encourage learning on snow days
- Central Grade School toy drive for the Traverse City Fire Department
- West Middle School's reenactment of the pivotal points of framing the Constitution
- Dani Gourley's work as a one-on-one aide at Long Lake Elementary
- English Language Learners annual family potluck for students and their families
- West Senior High's hosting of the first-ever girl's wrestling tournament
- Courtade classrooms in regards to 100% participation in Computer Science Week, and Courtade Teachers Ben Boyce and Traci Partman in regards to leading that school's successful Creative Explorers Program

- Amazing music performances across the district during the month of December, and
- Central High's 11th-grade students who visited Northwest Michigan Works as part of their Talent Tours - students learn aspects of different careers (West High does something very similar)

**5. OTHER ITEMS**

None cited.

**6. ADJOURNMENT**

The meeting adjourned at 9:27 a.m.

Respectfully Submitted By,

*Kelly Walter*

Kelly Walter  
Committee Recording Secretary

**Next Board Curriculum Committee Meeting**  
**Tuesday, January 28, 2025 at 8:30 a.m.**  
**Administration at Glenn Loomis**  
**1009 South Oak Street, Traverse City, MI 49684**

**Curriculum Committee Members:**  
***Erica Moon Mohr (Chair), Beth Pack, Holly Bird (alternate),***  
***Dr. John VanWagoner, Jessie Houghton, Dan Tiesworth***