

To be approved on January 13, 2025

A meeting of the Board of Education of the Traverse City Area Public Schools, Counties of Grand Traverse, Leelanau, and Benzie, Michigan, was held at the TCAPS Administration at Glenn Loomis, 1009 S. Oak Street, Traverse City, Michigan, on Monday, December 9, 2024.

BOARD MEMBERS PRESENT: President Newman-Bale, Vice President Humphreys, Secretary Ballenger, Treasurer Raymond, Trustee Moon Mohr, Trustee Bird, and Trustee Pack
BOARD MEMBERS ABSENT: None
ADMINISTRATORS PRESENT: Houghton, Smith, Taylor, Thomas-Hill, Tiesworth, and VanWagoner
ADMINISTRATORS ABSENT: None

[Meeting Presentation](#)

1. **CALL TO ORDER**

President Newman-Bale welcomed those in attendance and called the meeting to order at 6:00 p.m.

2. **PLEDGE OF ALLEGIANCE**

Ms. DePlaunty's 4th-grade class at Westwoods Elementary led those in attendance in the Pledge of Allegiance.

3. **REVIEW/APPROVAL OF AGENDA**

The Board welcomed staff and citizens and reviewed the agenda. President Newman-Bale suggested adding Discussion Item 9ciii- Architectural Services for District Music Projects.

Approval of agenda as amended.

Moved by: Raymond

Seconded by: Humphreys

The following Roll Call vote was held:

Ayes: Ballenger, Bird, Humphreys, Moon Mohr, Newman-Bale, Pack, and Raymond

Nay: N/A

MOTION CARRIED 7-0

4. **RECOGNITION**

TCAPS Compass Awards

The TCAPS Compass Award is an employee recognition program that aims to recognize the contributions individual staff members are making toward the implementation of the District's Strategic Plan in their daily work. The following employees were recognized this month:

- Dominic Hubbell, Custodian at West Middle School
- Michelle Kitts, Cook Assistant at Traverse Heights Elementary

- Ralph Altwies, Transportation Dispatcher
- Kali Meyers, Assistant Principal at West Senior High School
- Justin Moore, School Safety Liaison at West Senior High School
- Cindy Farah, Purchasing Manager
- Phoebe Hammond Schroeder, Bus Driver Aide
- Kristin Sulecki, School Social Worker at Westwoods Elementary

5. **PUBLIC COMMENT #1** (Orange Card)

President Newman-Bale opened the meeting up for public comment and the following addressed the Board:

- Scot Richards
- Bill Weisner
- Mike Groleau

6. **SUPERINTENDENT'S REPORT**

a. **Legislative Update**

Dr. VanWagoner shared that there are five (5) legislative days left in the year. He shared that he has voiced the district's priorities with local legislators and is unsure what bills will be considered during lame duck.

b. **District Highlights**

Winter events:

The Sounds of the Season musical performances are ongoing! To see a complete list of upcoming concerts and performances, visit www.tcaps.net/sounds-of-the-season. Also, many winter sporting events are going on. You can find the high school athletic calendars on the district website.

Hour of Code:

The Hour of Code returned to TCAPS to celebrate Computer Science Education Week! Computer Science Education Week is an annual call to action to inspire K-12 students to learn computer science. The Hour of Code is a one-hour introduction to computer science, designed to demystify code and show that anybody can learn the basics. This annual, nation-wide program has allowed millions of students to discover how accessible and fun computer science can be by doing just one Hour of Code.

Hagerty CARES:

TCAPS welcomed Hagerty staff at Traverse Heights and Blair Elementary 2nd grade classrooms for an annual special storytime of the book "If I Built A Car" By Chris Van Dusen. The students also all received a copy of the book as a gift from Hagerty. We also acknowledge and thank the Hagerty Cares team for adopting 100 TCAPS students for the upcoming holiday season.

West Senior High donation to Munson Healthcare Foundation:

Football players from Traverse City West Senior High School presented a donation check of \$3,853.91 to the Munson Healthcare Foundations. These funds were raised during the Pink Out Football game, held in honor of Cancer Awareness Month.

Eastern Elementary Winter Gear Drive

Eastern Elementary School Student Council held a Winter Gear Drive and collected 73 new and gently used winter clothing for the TCAPS Student Support Network.

Holidazole:

Last Friday, a women's group gathered for the holiday and during the event \$6,210 was raised for the Student Support Network at a Holidazel event.

100 Women who Care

100 Women Who Care chose the Student Support Network as the recipient of over \$11,000 donated by the group.

Mahogany Foundation Donation

The Mahogany Foundation elected TCAPS Student Support Network as a local benefactor this year with a donation of \$10,000. The Mahogany Foundation has granted over \$1.5 million to non-profit organizations within the Traverse City community since its inception in 2003. It is an honor to be awarded this gift for the ongoing success of the Student Support Network. This will be brought to the Board Finance and Operations Committee meeting and the Board Organizational meeting in January for acceptance.

Calendar Reminders:

Winter Break - Monday, December 23, 2024 through Friday, January 3, 2025.

c. **Tenure**

Coni Taylor, Associate Superintendent of Labor Relations and Legal Services, shared that Thomas Sheppard has successfully completed the probationary period with TCAPS and was eligible for tenure effective December 5, 2024.

d. **Central Grade Architects**

Dr. VanWagoner introduced Gabe Alvey of Diekema Hamann Architecture & Engineering and John Dancer of Cornerstone Architects who the administration is recommending to assist with the redevelopment of Central Grade School.

e. **TCAPS Board of Education - Outgoing Trustee Fournoy Humphreys**

Dr. VanWagoner recognized Trustee Humphreys for service to TCAPS Board of Education from January 2021 - December 2024.

7. **BOARD COMMITTEE REPORTS / DISCUSSION**

Board members provided a brief summary of meetings held and discussed miscellaneous topics.

a. **Board Curriculum Committee (December 3)** → Report out by Moon Mohr

b. **Board Executive Committee (December 5)** → Report out by Newman-Bale

c. **MASB Annual Leadership Conference (October 24-26)** → Report out by Ballenger

d. **TCAPS Sustainability Committee (November 7)** → Report out by Bird and Pack

e. **Board Office Hours 6:00 p.m. - 7:00 p.m.**

i. November 21, 2024 → Report out by Ballenger

ii. December 19, 2024 → Attending: Newman-Bale

8. 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 considered personnel recommendations that have been included in the agenda packet.

b. **Field Trips**

The Board considered the following:

- TCAPS Montessori 7th & 8th Grade to Chicago, IL (May 13-17, 2025)

c. **Board Policy**

The Board considered the following:

- i. 2201 Board Powers (UPDATED)
- ii. 2303 Violation of Board Code of Ethics (UPDATED)
- iii. 2401 Board Member Elections (UPDATED)
- iv. 2405 Board Officers (UPDATED)
- v. 2501 Meetings (UPDATED)
- vi. 3102 Smoking, Tobacco Products, Drugs, and Alcohol (UPDATED)
- vii. 3105 Visitors and Volunteers (UPDATED)
- viii. 3115 Non-Discrimination, Anti-Harassment, and Retaliation (including Title IX and ELCRA) (UPDATED)
- ix. 3115A Definitions for 3115 Series (UPDATED)
- x. 3115B Designation of Coordinators (UPDATED)
- xi. 3115C Supportive Measures (UPDATED)
- xii. 3115D Informal Resolution (UPDATED)
- xiii. 3115E Grievance Procedure and Remedies (UPDATED)
- xiv. 3115F Complaint Dismissal and Appeals (UPDATED)
- xv. 3115G Additional Requirements, Recordkeeping, and Policy Notice (UPDATED)
- xvi. 3115H Training Requirements, Recordkeeping, and Policy Notice (UPDATED)
- xvii. 3118 Title IX Sexual Harassment Policy (DELETE/incorporated into Policy 3115)

d. **TCAPS District Course Catalog with Amendments**

The Board considered approval of the 2024-2025 TCAPS District Course Catalog with amendments.

e. **Meeting Minutes**

The Board considered the meeting minutes from November 11, 2024.

Approval of the Consent Calendar as presented and without discussion.

Moved by: Humphreys

Seconded by: Bird

The following vote was held:

Ayes: Ballenger, Bird, Humphreys, Moon Mohr, Newman-Bale, Pack, and Raymond

Nay: N/A

MOTION CARRIED 7-0

9. **DISCUSSION**

a. **School Safety Update**

TCAPS is once again partnering with Secure Environment Consultants (SEC), formerly known as Secure Education Consultants, to enhance safety measures for after-school activities. This partnership will focus on assessing various events held on school property, including sports competitions, music and artistic performances, and larger gatherings involving the community. The goal is to identify and implement strategies that ensure a secure environment for students, staff, and attendees. By leveraging SEC's expertise, TCAPS aims to strengthen its approach to event safety and preparedness. The assessment process will span most of the 2025 calendar year, and address potential risks while offering tailored recommendations for improvement. This continued partnership underscores TCAPS's commitment to providing a safe and welcoming environment for learning and community engagement, both during and after school hours.

b. **Grant Acceptance: The Grand Traverse Band of Ottawa and Chippewa Indians 2% Grant**

The Grand Traverse Band of Ottawa and Chippewa Indians has approved and announced their allocation of funds from the first half of the 2024 2% grant allocation cycle. The Board considered the grant that totals the amount of \$68,000.00.

Approval to accept the Grand Traverse Band of Ottawa and Chippewa Indians 2% Grant in the amount of \$68,0000, as presented.

Moved by: Moon Mohr

Seconded by: Pack

The following Roll Call vote was held:

Ayes: Ballenger, Bird, Humphreys, Moon Mohr, Newman-Bale, Pack, and Raymond

Nay: N/A

MOTION CARRIED 7-0

c. **Bids, Services, and/or Purchases**

The Board will consider the following:

i. **Innovation and Manufacturing Centers**

- **Equipment**
 - **Award to three (3) purchasing consortium contracts for a total not to exceed \$60,000; funded through the 2018 STEM Bond Campaign Funds.**

Approval to purchase Innovation and Manufacturing Center equipment as presented; for an amount not to exceed \$60,000, funded through Capital Bond Funds -STEM.

Moved by: Raymond

Seconded by: Pack

The following Roll Call vote was held:

Ayes: Ballenger, Bird, Humphreys, Moon Mohr, Newman-Bale, Pack, and Raymond
Nay: N/A

MOTION CARRIED 7-0

ii. Capital Projects

- Architectural Services for Central Grade School
 - Award to Diekema Hamann Architecture & Engineering and Cornerstone Architects; funded from 2024 Capital Bond Campaign Funds.

Approval to hire Diekema Hamann Architecture & Engineering and Cornerstone Architects for the Central Grade School Capital Project; funded from the Capital Bond Funds.

Moved by: Moon Mohr

Seconded by: Bird

The following Roll Call vote was held:

Ayes: Ballenger, Bird, Humphreys, Moon Mohr, Newman-Bale, Pack, and Raymond

Nay: N/A

MOTION CARRIED 7-0

iii. Capital Projects

- Architectural Services for District Music Projects
 - Award to TMP Architecture; funded from 2024 Capital Bond Campaign Funds.

Approval to hire TMP Architecture for the District Music Capital Project; funded from the Capital Bond Funds.

Moved by: Bird

Seconded by: Humphreys

The following Roll Call vote was held:

Ayes: Ballenger, Bird, Humphreys, Moon Mohr, Newman-Bale, Pack, and Raymond

Nay: N/A

MOTION CARRIED 7-0

d. **Board Policy**

The Board will consider the following:

- Policy 3118 - Nondiscrimination Covenant in Contracts with the District (NEW)

Approval of Board Policy 3118 - Nondiscrimination Covenant in Contract with the District, as presented.

Moved by: Humphreys

Seconded by: Ballenger

The following Roll Call vote was held:

Ayes: Ballenger, Bird, Humphreys, Moon Mohr, Newman-Bale, Pack, and Raymond

Nay: N/A

MOTION CARRIED 7-0

10. **PUBLIC COMMENT #2** (Green Card)

President Newman-Bale opened the meeting up for public comment and none was provided.

11. **CLOSED SESSION - SUPERINTENDENT QUARTERLY EVALUATION**

The Board went into Closed Session for the purpose of conducting a periodic personnel evaluation, as allowed by the Open Meetings Act, P.A. 267 of 1976, Section 8(1)(a). The closed session was requested in writing by the employee.

Approval that the Board of Education go into Closed Session for the purpose of conducting a periodic personnel evaluation, as allowed by the Open Meetings Act, P.A. 267 of 1976, Section 8(1)(a). The closed session was requested in writing by the employee.

Moved by: Ballenger

Seconded by: Pack

The following Roll Call vote was held:

Ayes: Ballenger, Bird, Humphreys, Moon Mohr, Newman-Bale, Pack, and Raymond

Nay: N/A

MOTION CARRIED 7-0

The Board entered into a Closed Session at 7:23 p.m.

The Board returned to Open Session at 9:05 p.m.

Dr. VanWagoner shared an update with the Board regarding the purchase of Bertha Vos. The purchaser is getting an additional environmental inspection, which is required for the insurance, and has given a deposit of \$2,500 in earnest money. He expects the closing to happen in the next few weeks.

Dr. VanWagoner also shared that he will bring documents to the Board for the Blair housing project in January.

12. **DISCUSSION**

a. **Approval of Superintendent Evaluation**

The Board considered Superintendent Dr. John VanWagoner's evaluation. President Newman-Bale shared that the Board is using a new evaluation tool required by the state. He shared that Dr. VanWagoner received a 93%, which is effective. Effective rating is the highest rating in the new tool. He also shared that all agreed student achievement will always be an area that the Board and Superintendent want to see growth, and therefore will never receive the highest rating.

Approval of Superintendent Dr. John VanWaonger's evaluation as presented.

Moved by: Moon Mohr

Seconded by: Humphreys

The following Roll Call vote was held:

Ayes: Ballenger, Bird, Humphreys, Moon Mohr, Newman-Bale, Pack, and Raymond

Nay: N/A

MOTION CARRIED 7-0

b. **Approval of Superintendent Contract Extension**

The Board considered approval of Superintendent Dr. John VanWagoner's contract extension for an additional year, as agreed upon in his contract.

Approval of Dr. VanWagoner's contract extension for an additional year as agreed upon in his contract.

Moved by: Humphreys

Seconded by: Ballenger

The following Roll Call vote was held:

Ayes: Ballenger, Bird, Humphreys, Moon Mohr, Newman-Bale, Pack, and Raymond

Nay: N/A

MOTION CARRIED 7-0

13. **BOARD PRESIDENT CLOSING REMARKS**

President Newman-Bale thanked Trustee Humphreys for service to the Board of Education. The next Board meeting is the January 13, 2025 Organizational Meeting.

14. **ADJOURNMENT**

Motion to adjourn the meeting at 9:14 p.m.

Moved by: Humphreys

Seconded by: Raymond

The following vote was held:

Ayes: Ballenger, Bird, Humphreys, Moon Mohr, Newman-Bale, Pack, and Raymond

Nay: N/A

MOTION CARRIED 7-0

Next Board of Education Meeting - Organizational Meeting

Monday, January 13, 2025 at 6:00 p.m.

Administration at Glenn Loomis

1009 S. Oak Street, Traverse City, MI 49684

Board of Education:

***Josey Ballenger, Holly T. Bird, V. Flourney Humphreys, Erica L. Moon Mohr,
Scott Newman-Bale, Beth Pack, and Andrew R. Raymond***

