

To be approved on February 27, 2025

Meeting Presentation

PRESENT: Andrew Raymond, (chairperson), Erica Moon Mohr, Ty Schmidt, Tyson Burch, Cindy Farah, Sandy Low, Wes Souden, Christine Thomas-Hill, Paul Thwing, Dr. John VanWagoner II

1. The meeting was called to order at 8:15 a.m.

Dr. VanWagoner (Acting Chair) welcomed everyone to the meeting.

2. PUBLIC COMMENT

Dr. VanWagoner offered time for public comment and no request was made.

3. PROCEDURAL ITEMS

a. Prior Committee Meeting Minutes

The committee was asked to approve the minutes from the January 9, 2025, Board Finance and Operations Committee (BFOC) meeting. Trustee Schmidt requested that the minutes for agenda item 4 b. Finance, be amended to change the word "reduction" to "uncertainties."

The January 9, 2025 minutes will be posted as amended.

b. Appointment of Committee Chairperson

Dr. VanWagoner opened the discussion for the 2025 Committee chairperson. Trustee Moon Mohr nominated Trustee Raymond, and Trustee Schmidt supported the nomination. Trustee Raymond will serve as the 2025 Board Finance and Operations Committee Chairperson.

c. Committee Meeting Schedule for 2025

The Committee members discussed the dates and times of the Board Finance and Operations Committee meetings. The dates and times will remain as posted.

d. Amendment to the 2024/2025 General Fund Budgets and School Service Funds (Food Services program, Student/School Activities Fund, Community Services)

The proposed first amendment to the 2024/2025 budget was presented to the Committee. This amendment aligns the budget with up-to-date information and expectations. The 2024/2025 final amendment will be presented in June.

Recommend Board approval of Amendment I to the 2024/2025 General Fund Budgets and Special Revenue Funds; place this on the next Board of Education meeting under Discussion.

e. Bids, Services, and/or Purchases

i. Transportation

● **School Bus Purchase**

This purchase would equip the Transportation Department with five 77-passenger conventional school buses and one 88-passenger transit bus. The purchase also includes two-way radios, cameras, bus tablets, and two computers for mechanics to troubleshoot bus repairs.

Recommend to purchase from various vendors using purchasing cooperatives and single source vendors for a total amount not to exceed \$1,046,127.05; funded from Capital Bond Funds - Transportation; place this on the next Board of Education meeting agenda under Consent.

ii. Capital Projects

- Blair and Courtade Elementary Lockers

This project replaces aging student lockers with models that align with the TCAPS standard.

Recommend to award the project to Rayhaven Group, Inc. for a total amount not to exceed \$246,000 which includes a 10% contingency; funded from Capital Bond Funds; place this on the next Board of Education meeting agenda under Consent.

- Elementary Buildings Permanent Walls - Music

This project involves the construction of permanent walls to separate the Music and Art classrooms at Cherry Knoll, Long Lake, and Willow Hill elementary schools. At Silver Lake elementary, the permanent wall will separate an existing classroom into two smaller rooms.

Recommend to award the project to Eckler Building Solutions for a total amount not to exceed \$161,590 which includes a 10% contingency; funded from Capital Bond Funds; place this on the next Board of Education meeting agenda under Consent.

- Traverse Heights Elementary Classroom/Cafeteria Addition

This project includes adding three classrooms, expanding the cafeteria, renovating the music room, and constructing a new toilet room in an existing classroom.

Recommend to award the project to Hallmark Construction, Inc. for a total amount not to exceed \$3,254,680 which includes a 10% contingency; funded from Capital Bond Funds; place this on the next Board of Education meeting agenda under Discussion.

- West Senior High Circulation/Long Lake Elementary Driveway Expansion

The West Senior High Circulation project will be completed in two phases and will consist of site work, new and reworked asphalt parking lot and roads, concrete sidewalks, a snowmelt system, site lighting, and site signage. Also included is a small driveway expansion for Long Lake Elementary School.

Recommend to award the contracts as recommended by Miller-Davis, Construction Manager for this project, for a total amount not to exceed \$4,458,366 which includes a 10% contingency; funded from Capital Bond Funds; place this on the next Board of Education meeting agenda under Discussion.

- West Senior High Restroom Renovation

Two sets of group restrooms are planned for renovation in this project. The restrooms will be reconstructed into individual single-user stalls.

Recommend to award the contract to Comstock Construction Company for a total amount not to exceed \$575,740 which includes a 10% contingency; funded from Capital Bond Funds; place this on the next Board of Education meeting agenda under Consent.

4. INFORMATIONAL ITEMS

a. Capital Projects

i. Capital Projects Update

A presentation was shared with the Committee to provide information about the status of construction projects across the district. The full presentation is available on the district website: www.tcaps.net/about/departments/capital-projects-and-planning.

b. Finance

The Governor's proposed budget is expected to be released on February 6. The House and Senate budget proposals will be shared but the release timeframe is unknown. Given the current surplus in the State Aid Fund, we anticipate increases. We will continue to monitor developments at the state level and provide updates to the Committee at future meetings.

c. Filter First Requirements

Ms. Thomas-Hill reported to the Committee that the district is developing the state-mandated Drinking Water Management Plan required for all Michigan schools and child care centers. District-wide drinking water outlet audits were completed last summer. The district will follow forthcoming state guidelines and implement any necessary changes and updates.

d. Student Attendance - Potential Impact

On Monday, January 20, 2025, student attendance did not meet the state requirement of 75%. The impact to the district will be determined after the school year ends. The impact depends on the total number of school emergency closure days and the final state aid payment in August.

e. Upcoming District Purchases

A review of upcoming district purchases was discussed with the Committee. Click [HERE](#) to view a list of the district's planned purchases and future projects.

5. OTHER ITEMS

No other items were discussed.

6. ADJOURNMENT

The meeting adjourned at 9:26 a.m.

Respectfully Submitted By,

Julie Gorter

Julie Gorter

Committee Recording Secretary

Next Board Finance and Operations Committee Meeting

Thursday, February 27, 2025 at 8:15 a.m.

Administration at Glenn Loomis

1009 South Oak Street, Traverse City, MI 49684

***Finance and Operations Committee Members:
Andrew Raymond (Chair), Erica Moon Mohr, Ty Schmidt,
Dr. John VanWagoner, Christine Thomas-Hill, Wes Souden, Sandy Low, and Paul Thwing***