

Meeting Minutes

Organizational Meeting of the Board of Education

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

TCAPS Administration at Glenn Loomis-Boardroom

1009 S. Oak Street, Traverse City, MI 49684



Traverse City Area Public Schools
Great Community, Great Schools

Approved on January 27, 2025

An Organizational 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, January 13, 2025.

BOARD MEMBERS PRESENT: Trustee Newman-Bale, Trustee Moon Mohr, Trustee Ballenger, Trustee Raymond, Trustee Bird, Trustee Pack, and Trustee Schmidt

BOARD MEMBERS ABSENT: None

ADMINISTRATORS PRESENT: Houghton, Smith, Taylor, Thomas-Hill, Tiesworth, and VanWagoner

ADMINISTRATORS ABSENT: None

[Meeting Presentation](#)

1. [CALL TO ORDER](#)

Superintendent, Dr. John VanWagoner, served as the Acting Chairperson until the election of a President and called this meeting to order at 6:03 p.m.

2. [PLEDGE OF ALLEGIANCE](#)

Ms. Dillion's 3rd Grade Class at Willow Hill led those in attendance in the Pledge of Allegiance.

3. [APPOINTMENT OF TEMPORARY SECRETARY](#)

Acting Chairperson, Dr. VanWagoner appointed Stacey Hozak, Board Recording Secretary, as Temporary Secretary until such time the Secretary of the Board of Education was elected.

4. [REVIEW/APPROVAL OF AGENDA](#)

The Board welcomed staff and citizens and reviewed the agenda. The following items were moved to Discussion: Sex Education Advisory Board (SEAB) Appointment of Co-Chair, Board Policy 3410 - Opioid Antagonist, Board Policy 3211-Post-Issuance Tax Compliance, Board Policy 3303 - Gifts and Donations, Donation Acceptance, Designation of Day, Time, and Place to hold 2025 Board Meetings,

It was also requested that 3402 be removed from the agenda for future review.

Approval of the meeting agenda as amended.

Moved by: Newman-Bale

Seconded by: Raymond

The following vote was held:

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

Nay: N/A

MOTION CARRIED 7-0

5. ELECTION OF OFFICERS

The Board elected a President, Vice-President, Secretary, and Treasurer to serve until the Organizational meeting in January of next year.

Office of President

Acting Chairperson, Dr. VanWagoner declared nominations open for the Office of President. There was one individual nominated for the Office of President.

Approval that Scott Newman-Bale serve as President of the Board of Education until the Organizational meeting in January of next year.

Moved by: Raymond

Seconded by: Pack

The following Roll Call vote was held:

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

Nay: N/A

MOTION CARRIED 7-0

Superintendent VanWagoner thanked the Board for allowing him to serve as Acting Chairperson. Newly elected Board President, Scott Newman-Bale presided over the meeting going forward.

Office of Vice President

President Newman-Bale declared nominations open for the Office of Vice President. There was one individual nominated for the Office of Vice President.

Approval that Moon Mohr serve as Vice President of the Board of Education until the Organizational meeting in January of next year.

Moved by: Ballenger

Seconded by: Bird

The following Roll Call vote was held:

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

Nay: N/A

MOTION CARRIED 7-0

Office of Secretary

President Newman-Bale declared nominations open for the Office of Secretary. There was one individual nominated for the Office of Secretary.

Approval that Josey Ballenger serve as Secretary of the Board of Education until the Organizational meeting in January of next year.

Moved by: Bird

Seconded by: Pack

The following Roll Call vote was held:

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

Nay: N/A

MOTION CARRIED 7-0

Office of Treasurer

President Newman-Bale declared nominations open for the Office of Treasurer. There was one individual nominated for the Office of Treasurer.

Approval that Andrew Raymond serve as Treasurer of the Board of Education until the Organizational meeting in January of next year.

Moved by: Moon Mohr

Seconded by: Pack

The following Roll Call vote was held:

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

Nay: N/A

MOTION CARRIED 7-0

President Newman-Bale thanked Stacey for serving as Temporary Secretary. Newly elected Secretary Ballenger assumed secretarial responsibilities.

6. ESTABLISHMENT OF BOARD COMMITTEES & REPRESENTATIVES

Board members discussed the different committees, and determined who would serve on each committee.

- Board Executive Committee - Meets monthly (President, Vice President & one Board member to rotate each month)
- Board Curriculum Committee – Meets monthly (Secretary Ballenger, Trustee Bird, Trustee Pack; Alternate: Trustee Schmidt)
- Board Finance & Operations Committee – Meets monthly (Vice-President Moon Mohr, Treasurer Raymond, Trustee Schmidt; Alternate: Trustee Pack)
- Reinstatement Committee – Meets as required (Board President and Curriculum Committee Chair; Alt: Board Vice President)
- Nutrition and Fitness Team (formally Health and Wellbeing Committee) - Meets a few times per year (Trustee Pack, Trustee Schmidt; Alternate: Trustee Moon Mohr)
- Sustainability Committee - Meets monthly/as needed (Trustee Bird, Trustee Schmidt; Alternate: Trustee Ballenger)
- Board Office Hours – Meets monthly (Board members rotate each month)
- Round Table – Meets monthly when school is in session (Board members rotate each month)

- Superintendent/Board of Education Student Advisory Council - Meets bi-monthly when school is in session (Board members rotate each meeting)

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

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

- Meghann Quigley
- Bill Wiesner
- Nicole Hooper

8. **SUPERINTENDENT'S REPORT**

a. **Legislative Update**

Dr. VanWagoner shared that he has spoken to Representative Roth and it is expected that the chairs for each legislative committee will be in place by the end of the month. He mentioned for the first time the Governor will be sharing her executive budget before the State of the State address. Dr. Vanwagoner shared that the Consensus Revenue Conference was last week, they are hopeful that there will be some decent news related to the appropriation in the school aide budget. The Speaker of the House has recommended that the gas tax go entirely to roads and look for a different source of funding for schools. Dr. VanWagoner reminded the Board that the district is expected to adopt a budget by July 1, 2025, but the state budget is not likely to be passed until October. Dr. VanWagoner shared that the health care bill that changes the cap for public employee healthcare was not sent to legislators by the clerk and the Speaker is going to hold on to those at this point.

b. **District Highlights**

Free Gun Safety Locks

TCAPS received 250 gun safety locks to distribute to parents from the Michigan State Police Community Services Division. Any TCAPS parent is welcome to stop by the main offices of West Senior High School or Central High School between 8:00 a.m. - 3:00 p.m. or between 9:00 a.m. - 4:00 p.m. at the Office of the Superintendent at Glenn Loomis Administration Building to receive a free lock. Gun lock installation instructions in both English and Spanish are included and are also available on the [Project ChildSafe website](#).

Central High School Alpine Ski

Congrats to our girls alpine ski team who won the Petoskey/Harbor Invitational! Top 10 finishers include: Quinn Gerber, Erinn Hale, Kellan Kudary, Elise Bozung, Avery Taggart, Rocco Elkins, Cooper Gerber, Didier Ramoie, and Trevor Suttle. Trustee Moon Mohr shared that Traverse City West Girls Alpine Ski finished in 2nd place and West Boys finished 1st and Central Boys finished 3rd.

c. **Tenure**

Coni Taylor, Associate Superintendent of Labor Relations and Legal Services, shared that Barbara Anderson has successfully completed the probationary period with TCAPS and was eligible for tenure effective January 13, 2025.

d. **Safe Route to Schools**

Dr. VanWagoner shared that the district is working on a Safe Route to Schools Grant. Ginger Smith, Executive Director of Communication and Marketing, shared the complexity and the process of the grant application. Currently they are collecting data and remain on target for the grant timeline.

e. **TCAPS Board of Education Recognition**

January is Board Appreciation Month, Dr. VanWagoner recognized the invaluable contributions of the individuals who serve on our Board. He thanked them for volunteering countless hours to relentlessly support all students in achieving their full potential by maximizing individual excellence and success.

9. **BOARD COMMITTEE REPORTS / DISCUSSION**

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

a. **Board Curriculum Committee (January 7)** → Report out by Moon Mohr

b. **Board Finance and Operations Committee (January 9)** → Report out by Ballenger

c. **Board Executive Committee (January 9)** → Report out by Moon Mohr

d. **Superintendent/Board of Education Student Advisory Council (December 17)** → Report out by Moon Mohr

e. **Nutrition and Fitness Team (January 9)** → Report out by Moon Mohr and Pack

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

i. December 19, 2024 → Report out by Newman-Bale

ii. January 23, 2025 → Bird

President Newman-Bale was absent from the meeting from 6:53 - 6:56 p.m.

10. **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 and Other District-Sponsored Trips**

The Board considered the following:

i. 10th Grade Advanced Art/Photo/Journalism Students to Peru, March 21st-29th 2026

c. **2024-2025 TCAPS District Course Catalog**

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

d. **2025-2026 TCAPS District Course Catalog**

The Board considered approval of the 2025-2026 TCAPS District Course Catalog.

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

The Board considered the following:

i. Facilities

■ Robotic Field Painter

- Purchase from Turf Tank in an amount not to exceed \$64,000; funded from Capital Bond Funds.

f. **Board Policy**

The Board considered the following:

- i. 3301 Purchasing and Procurement (UPDATED)
- ii. 3306 Construction Bidding (UPDATED)
- iii. 3307 Construction Administration (UPDATED)
- iv. 3403 Reporting Accidents (UPDATED)
- v. 3406 Integrated Pest Management (UPDATED)
- vi. 4101 Non-Discrimination (UPDATED)
- vii. 4102 Anti Harassment (UPDATED)
- viii. 4104 Employment Complaint Procedure for Allegations Implicating Civil Rights (UPDATED)
- ix. 4105 Disability Workplace Accommodations for Employees and Applicants (UPDATED)
- x. 4107 Military Leave (UPDATED)
- xi. 4109 Break Time for Nursing Mothers (UPDATED)
- xii. 4201 Employee Ethics and Standards (UPDATED)
- xiii. 4202 Children's Protective Services (CPS) Reporting and Student Safety and Welfare (UPDATED)

g. **Organizational Meeting Items**

The Board considered the following organizational items as recommended by Administration and defined on the noted attachments:

- i. Designation of Depositories, Investment of Funds and Signatures Required for School District Accounts
- ii. Approval of Resolution to Authorize Summer Property Tax Collection (2026)
- iii. Designation of Legal Counsel
- iv. Designation of the Board's Recording Secretary & Individual to Post Notice of Meetings, etc.

h. **Meeting Minutes**

The Board considered approval of Regular and Closed Session Meeting Minutes from December 9, 2024.

Approval of the Consent Calendar as amended and without discussion.

Moved by: Ballenger
Seconded by: Bird

The following vote was held:
Ayes: Ballenger, Bird, Moon Mohr, Newman-Bale, Pack, Raymond , and Schmidt
Nay: N/A

MOTION CARRIED 7-0

11. DISCUSSION

a. **Board of Education Standards of Practice**

The Board discussed the Board of Education Standards of Practice for 2025. There was a consensus to make some minor revisions.

Approval to adopt the 2025 Standards of Practice as amended.

Moved by: Raymond
Seconded by: Pack

The following Roll Call vote was held:
Ayes: Ballenger, Bird, Moon Mohr, Newman-Bale, Pack, Raymond , and Schmidt
Nay: N/A

MOTION CARRIED 7-0

b. **School Safety Update**

In celebration of national law enforcement day last week on January 9th, the Board recognized the police officers who are dedicated to our district on a daily basis. Officer Justin Nowland is the School Resource Officer (SRO) at Central High School and provides assistance to any TCAPS school within the city limits. He was also recently featured as our Top Notch Tuesday staff member of the week. Deputy Jessica Core is stationed out of West Senior High School and covers West Middle School as well as the elementary schools on the west side of the county. Deputy Makenzie Kreiner has recently been stationed at East Middle School and covers Traverse City High School, as well as the elementary schools on the east side of the county. TCAPS is proud to partner with the Traverse City Police Department and Grand Traverse Sheriff's Department and would like to thank these officers who play a key role in keeping our students safe, while also fostering positive relationships within our school community.

AED Update

Beginning next school year, Michigan law will require every school in the state to have an emergency cardiac response team and protocol in place. Dr. VanWaggoner shared that TCAPS is ahead of schedule, and already has these plans in place at each school. A key component of these plans is the use of AEDs, and Patrick McManus, Director of School Safety and Security, continues to apply for grants to secure additional devices and training supplies. The district already has a strong AED program, with at least one device at every elementary school and sports venue, and at least four at each secondary

school. If awarded, the latest grant from the Thomas Smith Memorial Foundation would help update training supplies, add AEDs to locations like transportation vehicles and further equip emergency cardiac response teams. In addition the district received a donation for the four largest secondary buildings from the following Farm Bureau Agents: Jill Irish, Michelle Pearson, Jeremy Crum, and Benjamin Amon.

The Board invited students to come up to the Board table for signatures for their class projects.

Trustee Schmidt was absent from the meeting from 7:55 - 7:57 p.m.

Trustee Bird was absent from the meeting from 7:55- 7:59 p.m.

c. Board Policy

Coni Taylor, Associate Superintendent of Human Resources and Legal Services, shared that Policy 4105A and 4105B provided additional accommodations to meet the statutory requirement, The Board considered the following:

- i. 4105A - Pregnancy-Related Workplace Accommodations (NEW)
- ii. 4105B - Religious Workplace Accommodations for Employees and Applicants (NEW)

Approval of Board Policy 4105A - Pregnancy-Related Workplace Accommodations and 4105B - Religious Workplace Accommodations for Employees and Applicants, as presented.

Moved by: Moon Mohr

Seconded by: Raymond

The following Roll Call vote was held:

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

Nay: N/A

MOTION CARRIED 7-0

- iii. 3410 Opioid Antagonist (UPDATED)

Approval of Board Policy 3410 - Opioid Antagonist, as presented.

Moved by: Raymond

Seconded by: Ballenger

The following Roll Call vote was held:

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

Nay: Pack

MOTION CARRIED 6-1

- iv. 3211 Post-Issuance Tax Compliance (UPDATED)

Christine Thomas- Hill, Assistant Superintendent of Finance and Operations, asked that the Board remove the training requirements that are not required and legal council does not have a training recommendation.

Approval of Board Policy 3211 - Post-Issuance Tax Compliance, as presented.

Moved by: Raymond

Seconded by: Moon Mohr

The following Roll Call vote was held:

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

Nay: N/A

MOTION CARRIED 7-0

v. 3303 Gifts and Donations (UPDATED)

Trustee Ballenger recommended aligning the policy with current practice to bring donations over \$10,000 to the Board for approval. The Board agreed to keep the policy as presented and update the Administrative Guidelines to advise the Board of donations over \$10,000.

Approval of Board Policy 3303 - Gifts and Donations, as presented.

Moved by: Raymond

Seconded by: Moon Mohr

The following Roll Call vote was held:

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

Nay: N/A

MOTION CARRIED 7-0

d. **Blair Property Housing Project**

The Board considered a Sponsorship Agreement and Interlocal Agreement for the Blair Property Housing Project for the K-12 employee affordable housing project on TCAPS property near Blair Elementary.

Approval to authorize Dr. VanWagoner, Superintendent, to execute the Sponsorship Agreement and Interlocal Agreement for the Blair Property Housing Project, as presented.

Moved by: Schmidt

Seconded by: Ballenger

The following Roll Call vote was held:

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

Nay: N/A

MOTION CARRIED 7-0

e. **Organizational Meeting Items**

The Board considered the designation of day, time, and place to hold 2025 Board and Committee meetings. The following changes were requested: move Board Office Hours on March 20, 2025 to March 13, 2025

and to move the location of Board Office Hours to an alternating schedule between Google Meets and Traverse Area District Library. President Newman-Bale confirmed that Dr. Nick Ceglarek will facilitate the Strategic Planning Study Sessions and Dr. VanWagoner will look into options for data collection. President Newman-Bale asked Board members to provide ideas for future Study Sessions.

Approval to approve the 2025 Board of Education Notice of Dates, as amended.

**Moved by: Raymond
Seconded by: Moon Mohr**

**The following Roll Call vote was held:
Ayes: Ballenger, Bird, Moon Mohr, Newman-Bale, Pack, Raymond , and Schmidt
Nay: N/A**

MOTION CARRIED 7-0

- f. Sex Education Advisory Board (SEAB) Appointment of Co-Chair**
The Board considered approval of the SEAB Co-Chair as recommended by administration. Concerns about the background of the Co-Chair were expressed by a Board Trustee.

Approval to appoint Carrie Ellery-Smith as the second Co-Chair of the SEAB Committee.

**Moved: Moon Mohr
Seconded by: Bird**

**The following Roll Call vote was held:
Ayes: Ballenger, Bird, Moon Mohr, Newman-Bale, Raymond , and Schmidt
Nay: Pack**

MOTION CARRIED 6-1

- g. Donation Acceptance: Mahogany Foundation**
The Board considered a donation of \$10,000 from the Mahogany Foundation for the Student Support Network (SSN). Board members thanked the Falconer family for their generosity.

Approval to accept the \$10,000 donation from the Mahogany Foundation for the Student Support Network.

**Moved by: Schmidt
Seconded by: Ballenger**

**The following Roll Call vote was held:
Ayes: Ballenger, Bird, Moon Mohr, Newman-Bale, Raymond, Pack , and Schmidt
Nay: N/A**

MOTION CARRIED 7-0

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

President Newman-Bale opened the meeting up for public comment and no request was made.

13. **CLOSED SESSION**

The Board went into Closed Session for the purpose of consulting with an attorney on pending litigation (Kimberly Gilbert, as Personal Representative for the Estate of Jayson William Hooegeven vs. Traverse City Area Public Schools, et. al., Case 24-cv-01329 in the United States District Court Western District of Michigan) as allowed by Section 8(e) of the Open Meetings Act and to consider a Privileged Written Attorney-Client Communication (attorney communications dated December 10, 2024) as allowed by Section 8(h) of the Open Meetings Act.

Approval to go into Closed Session for the purposes of consulting with an attorney on pending litigation (Kimberly Gilbert, as Personal Representative for the Estate of Jayson William Hooegeven vs. Traverse City Area Public Schools, et. al., Case 24-cv-01329 in the United States District Court Western District of Michigan) as allowed by Section 8(e) of the Open Meetings Act because such a discussion in Open Session would have a detrimental financial effect on the school district's litigation or settlement position, and to consider a Privileged Written Attorney-Client Communication (attorney communications dated December 10, 2024) under MCL 15.243(1)(g) as allowed by Section 8(h) of the Open Meetings Act.

Moved by: Raymond

Seconded by: Ballenger

The following Roll Call vote was held:

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

Nay: N/A

MOTION CARRIED 7-0

The Board entered into a Closed Session at 9:12 p.m.

The Board returned to Open Session at 9:41 p.m.

14. **BOARD PRESIDENT CLOSING REMARKS**

President Newman-Bale welcomed Ty Schmidt to the Board of Education and thanked Stacey Hozak for serving as Board Recording Secretary.

15. **ADJOURNMENT**

Motion to adjourn the meeting at 9:43 p.m.

Moved by: Raymond

Seconded by: Ballenger

The following vote was held:

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

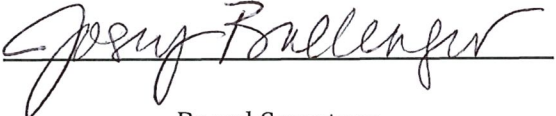
Nay: N/A

MOTION CARRIED 7-0

Respectfully Prepared By,

Tammy Brunan

Tammy Brunan
Board Recording Secretary

A handwritten signature in black ink, reading "Josey Ballenger", written over a horizontal line.

Board Secretary

Next Board of Education Meeting - Study Session

Monday, January 27, 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, Erica L. Moon Mohr, Scott Newman-Bale,
Beth Pack, Andrew R. Raymond, and Ty Schmidt***