

MINUTES - Traverse City Area Public Schools

Retreat of the Board of Education

Monday, August 14, 2017 @ 4:00 p.m.

TCAPS Data Center, Computer Lab,
2075 Cass Road, Traverse City, MI 49685



Proposed Minutes are scheduled to be approved at the Board's next meeting on August 28, 2017.

A Retreat 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 Data Center, Computer Lab, 2075 Cass Road, Traverse City, Michigan, on Monday, August 14, 2017. Board President Falconer called the meeting to order at 4:05 p.m.

BOARD MEMBERS PRESENT: Clark (arrived 5:00pm), Ellery, Falconer, Geht, Hardy (arrived 4:07pm), Kelly
BOARD MEMBERS ABSENT: Klegman
ADMINISTRATORS PRESENT: Berck, Guitar, McCall, Parker, Soma, Thomas-Hill

PLEDGE OF ALLEGIANCE

Board President Falconer invited those in attendance to rise as they recited the Pledge of Allegiance.

REVIEW/APPROVAL OF AGENDA

The Board reviewed the agenda and Board President Falconer received the following motion:

MOVED BY ELLERY SUPPORTED BY KELLY to approve the agenda as presented.

The following vote was held:

YES: Ellery, Falconer, Geht, Kelly

NO: None

MOTION PASSED.

PUBLIC COMMENT (Agenda Items Only)

The following public comment was volunteered at this time:

- Brad Lyman, Traverse City, MI – Capital Budget & Millage

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.

Approval of Bids, Purchases, Services

The Board was asked to approve the following: Technology: Video Storage Upgrade - \$147,000.

Approval of Minutes

The Board was asked to approve the minutes from their meeting held July 24, 2017.

MOVED BY HARDY SUPPORTED BY KELLY to approve the Consent Calendar as presented and without discussion.

The following vote was taken:

YES: Ellery, Falconer, Geht, Hardy, Kelly

NO: None

MOTION PASSED.

DISCUSSION

Introduction – Superintendent Soma

Superintendent Soma pointed out that overriding a lot of our discussion is the fact that the board functions from a high level view. He reviewed work outcomes from the board's last retreat in April and indicated the goal was to bring all of the ingredients together in a cohesive message. The district is in a much better position than it was a few years ago. However, we continue to have challenges such as the 3rd Grade Reading Bill, Graduation Rates, etc. The board created the vision in April and the detailed work has begun.

- Commitment to Reading
- Communication Plan and Protocols Developed
- Finance – Fund Balance Target and Pacing Established
- Capital – Bond Planning and Property Evaluation

Now we would like to create some clear and simple documents to move the district forward.

Capital Planning – Associate Superintendent Thomas-Hill

Associate Supt. Thomas-Hill shared the goals for her portion of the retreat:

- Provide direction on current RFP results and next steps on vacant land.
- Discussion around 2018 bond election and specific projects.

Ms. Thomas-Hill reviewed the results of the public bid process for the district's miscellaneous properties followed by administration's recommendations:

- 4 Mile Road/Potter Road Property - \$50,000 bid received from Schneider & Bigelow. ***The recommendation based on size of the property compared to the offer was to reject that bid.***
- 13th Street Property - TCAPS received two bids:
 - \$600,000 bid received from Socks Construction
 - \$851,000 bid received from Cornerstone Affordable Homes LLC

Administration does not feel the district would need the property for an administration building as there are several viable options. The property is also too small for a school. ***The recommendation was to reject the bid from Socks Construction and to authorize the negotiation of a purchase agreement for 13th Street property with Cornerstone Affordable Homes LLC.***

- Cedar Run Road Property – No bids received.
- Church Road Property – No bids received.

Ms. Thomas-Hill also indicated she would like to have Paul Thwing, Director of Capital Projects analyze all of the sites and develop a recommendation to present at Board Finance/Operations Committee regarding next steps on remaining vacant property.

DISCUSSION/MOTION

Rejection of Bid Received on 4 Mile Road/Potter Road Property Submitted by Benjamin Schneider & Brenda Bigelow and Rejection of Bid Received on 13th Street Property Submitted by Socks Construction LLC

The Board discussed and considered rejection of bid received on the 4 Mile Road/Potter Road property submitted by Benjamin Schneider & Brenda Bigelow and rejection of bid received on 13th Street property from Socks Construction LLC.

MOVED BY GEHT SUPPORTED BY HARDY, that the Board of Education reject the bid received on the 4 Mile Road/Potter Road property submitted by Benjamin Schneider & Brenda Bigelow and reject the bid received on 13th Street property from Socks Construction LLC, as recommended by Administration. The deposit amounts received are to be returned to all unsuccessful bidders within ten (10) days of this Board's decision.

President Falconer solicited further discussion – No further discussion was held.

President Falconer solicited public comment – None was volunteered.

The following vote was held:

YES: Ellery, Falconer, Geht, Hardy, Kelly

NO: None

MOTION PASSED.

Approval of Bid Selection and Authorization to Negotiate Purchase Agreement for 13th Street Property

The Board discussed and considered approval of a bid selection and authorization of the Superintendent or his designee to negotiate a purchase agreement for the sale of district property on 13th Street.

MOVED BY GEHT SUPPORTED BY HARDY that the Board of Education accept the bid submitted by Cornerstone Affordable Homes LLC and authorize the Superintendent or his designee to negotiate a purchase agreement for the sale of district property on 13th Street, as recommended by Administration.

President Falconer solicited further discussion – No further discussion was held.

President Falconer solicited public comment – None was volunteered.

The following Roll Call vote was held:

YES: Ellery, Falconer, Geht, Hardy

NO: Kelly

MOTION PASSED.

Authorize Administration to Incorporate Reconstruction of One/Two Elementary Building(s) as Part of the Next Bond Election Plan

The Board discussed and considered authorization of administration to incorporate the reconstruction of one/two elementary building(s) as part of the next bond election plan.

MOVED BY KELLY SUPPORTED BY HARDY that the Board of Education authorize Administration to incorporate the reconstruction of one(1) elementary building as part of the next bond election plan, as recommended by Administration.

President Falconer solicited further discussion – The Board continued discussion.

Points from discussion:

- Montessori at Glenn Loomis would be next on the list for reconstruction.
- We see Central Grade School to be a priority in the next 7-10 years. It is a building that requires upkeep every year and the utility expenses are high.
- Cherry Knoll Elementary was designed so two classrooms could be added on each side for a total of four classrooms. If we see growth in the future we have flexibility to add on in that area.
- Flexibility was built into Long Lake Elementary as well for additional classrooms.
- The plan we have demonstrates a responsible way to assess the district's needs. Flexibility is key.
- There is no requirement to mention the 3.1 millage rate, but it is a promise we have made to our public.
- Consensus was that going out for ten years would be best.
- Our challenge is getting the message clearly understood by voters.
- Superintendent Soma feels it is a risk-reward issue and we frankly have too much riding on this bond election. Putting Central Grade on this bond increases the risk. If we fail on this bond, he is not sure how we would recover from it.
- The board would like clarity to specifically provide the public with what the bond will include.

President Falconer solicited public comment – None was volunteered.

The following roll call vote was held:

YES: Clark, Ellery, Falconer, Hardy, Kelly

NO: Geht

MOTION PASSED.

BREAK

MOVED BY KELLY SUPPORTED BY ELLERY that the Board of Education take a recess for approximately 20 minutes.

The following vote was held:

YES: Clark, Ellery, Falconer, Geht, Hardy, Kelly

NO: None

MOTION PASSED.

The Board recessed at 5:20pm and returned to open session at 5:41pm.

DISCUSSION

Communication – Executive Director Guitar

Ms. Guitar reviewed her presentation with the board.

2017-18 Initiatives:

- Reinforcing and strengthening TCAPS' reputation as a quality school system and great choice for families.
- Reaching the broader community, specifically those with no direct connection with TCAPS.
- Planning and executing a bond information campaign.

Stories will be shared via presentations to community groups, social media, district newsletter, traditional advertising/outreach, news releases, and local media coverage.

- TCAPS is building leaders for the new economy - K-12 STEM
- TCAPS is preparing students for college, career and life - AP, SAT, Team Building
- TCAPS is developing good citizens - Community Service, Peer-to-Peer Mentoring

Projects:

- Welcome Wagon Outreach
- Community Report
- TCAPS Hours to Give Campaign

August 2018 DRAFT Bond Campaign Timeline

- **July - August 2017**
 - Begin Discussing Bond Election
 - Board Authorizes Administration to Plan with Guidelines
 - High Level Timeline/Highlights/Major Projects Shared with BOE and Administrative Team
- **September 2017 - April 2018** - Develop and Refine List of Anticipated Projects
- **April - May 2018** - Board Approval of August 2018 Ballot Language
- **April - August 2018** - Community Outreach
- **Highlights**
 - No increase – 3.1 mills
 - 10 year plan that allows for flexibility
 - Same rate (3.1 mills) for last 20 years
 - 2 mills lower than state average of 5.2 mills
- **Major Projects**
Elementary Reconstruction, Bus Replacement Program, Technology Upgrades and Instructional Support, High School STEM/Robotics Labs, Physical Education/Athletic Facility Improvements, Safety and Security Upgrades and Removal of Storage Garage on 14th Street

Curriculum – MI-Excel –Associate Superintendent Parker

Associate Superintendent Parker pointed out that with the use of the MI-Excel Blueprint, the district has been focusing on logistical issues and making sure we have driver systems to connect buildings to the central office. The Blueprint at its core is about designing and strengthening school systems as learning organizations for acceleration. We are installing the Blueprint because it is based on research that has demonstrated it can help us get the results we believe all of our students deserve.”

- Each district level system has to be about improving institutional practices that improve student outcomes.
- Each building level system is about instructional routines that establish well designed patterns of interaction to support organizational change.

At TCAPS: *“We believe that all students have the right to a great education, regardless of the advantages or burdens they bring with them when they walk into school each day.”* Associate Superintendent Parker believes that TCAPS will be number one in meeting the needs of every child that comes to us.

The Administrative Team will be talking about it at their retreat on August 15 and will develop a elevator speech. Our goal is that everyone has a common and shared understanding that sounds something like... *To realize a dramatic improvement in student achievement in a short amount of time.*

Mr. Parker shared that the MI-Excel Statewide Field Team conducted, at our request, a fidelity appraisal in order to compare our district’s installation of the *Blueprint* with its theoretical design. In a letter from Grant A. Candler, Ph.D. Executive Director, he indicated that TCAPS has a STRONG LEVEL OF FIDELITY.

Next Steps:

- Instructional Infrastructure
- Intense Student Support Network

Board Vision Document – Board President Falconer

President Falconer has held various conversations with Mr. Soma and reviewed district guiding documents. He felt the need for a similar relevant document for the board that meshes with other district documents. Mr. Falconer stated that perhaps we are literally outgrowing and migrating away from the One Page Strategic Plan developed years ago. A new guiding document could help with the district messaging and better tell our story. He opened discussion and felt it might provide a district guiding document for use by Executive Team to develop strategies. Behind a document like this we will follow up with metrics and indicate how we will hold the Superintendent accountable as well. It is simple without being prescriptive. Discussion followed and consensus was reached to vote on the new document as presented.

MOVED BY GEHT SUPPORTED BY KELLY that the Board of Education adopt the new vision document for TCAPS as presented.

President Falconer solicited further discussion – No further discussion was held.

President Falconer solicited public comment – None was volunteered.

The following vote was held:

YES: Ellery, Falconer, Geht, Hardy, Kelly

NO: None

MOTION PASSED.

Executive Team Playbook – Superintendent Soma

Superintendent Soma pointed out that the Playbook developed two years ago by Executive Team was taken from their work using the book *“The Advantage”* by Patrick Lencioni. Mr. Soma has used that Playbook frequently as a sort of outline when speaking in public. He shared the newly revised Playbook with the board, and he thanked the board for creating clarity by adopting the language in the new mission.

PUBLIC COMMENT

The following public comment was volunteered at this time:

- Danielle Woodward, Record-Eagle Reporter - Introduced herself to the Board

ADJOURNMENT

MOVED BY GEHT SUPPORTED BY CLARK to adjourn the meeting at 7:03 p.m.

The following vote was held:

YES: Clark, Ellery, Falconer, Geht, Hardy, Kelly

NO: None

MOTION PASSED.

Respectfully submitted,

Keena Tibbetts
Board Recording Secretary

Next Board Meeting

***Monday, August 28, 2017 @ 6:00 p.m.
Tompkins Boardman Administration Center
412 Webster Street, Traverse City, MI 49685***

BOARD MEMBERS: Kelly Clark, Doris Ellery, Erik Falconer, Jan Geht, Scott Hardy, Sue Kelly, Jane Klegman