

Approved on March 1, 2023

PRESENT: Josey Ballenger, Holly T. Bird, Andrew Raymond (chair)
Sandy Low, Ken O'Brien, Evan O'Branovic, Thomas Paolacci, Wes Souden, Christine Thomas-Hill, Paul Thwing, Dr. John VanWagoner

1. The meeting was called to order at 7:33 a.m.

Treasurer Raymond welcomed everyone to the meeting. Dr. VanWagoner opened the discussion for the 2023 committee chairperson. Trustee Ballenger nominated Treasurer Raymond, and Trustee Bird supported the nomination. All members supported Trustee Raymond as the 2023 Board Finance and Operations Committee Chairperson.

2. Public Comment

Treasurer Raymond offered time for public comment and none was requested.

3. MISCELLANEOUS ITEMS

Review Dates and Time of the Board Finance and Operations Committee Meetings

The Committee members discussed the dates and time of the Board Finance and Operations Committee meetings. The dates will remain as posted but the time will be moved to 4:30 pm.

4. INFORMATIONAL ITEMS

a. District Purchase Procedures

Committee members were previously provided information as it relates to district purchases and the legal use of bond funds.

b. Capital Projects Update

A presentation was shared with the Committee that provided information about the construction status across the district. The full presentation is available on the district's website:

www.tcaps.net/about/departments/capital-projects-and-planning.

c. Finance Update

Ms. Thomas-Hill provided the Committee with information related to the budget amendment process. Details were also shared regarding student enrollment projections and how it impacts the budget for FY24.

b. Bids, Services, and/or Purchases

Facilities

i. Playground Equipment

The Child Care department worked with the Facilities department to identify the need for additional playground equipment or upgrades to older equipment at several elementary schools. This project will also include shade structures to be used at elementary schools across the district.

Recommend Board approval for the purchase of new playground equipment from Sinclair Recreation, LLC for a total amount not to exceed \$558,700 which includes a 10% contingency; funded from the Community Service Fund - Child Care Program; place this on the next Board of Education meeting under Consent.

Technology

i. Fiber Project

Completion of this fiber project will provide underground network connectivity to Long Lake and Westwoods Elementary Schools.

Recommend Board approval of the contract with CCI Systems, Inc. for a total not to exceed \$891,630.76 which includes a 10% contingency; funded from E-Rate Discounts and Capital Bond Funds - Technology Allocation; place this on the next Board of Education meeting under Consent.

Capital Projects

- i. Cherry Knoll and Long Lake Digital Clock Upgrades

The project consists of the removal of existing analog clocks and the provision and installation of new digital Wi-Fi-compatible clocks which is a district standard.

Recommend Board approval of the contract with TopLine Electric LLC. for a total of \$42,900 which includes a 10% contingency; funded from Capital Bond Funds; place this on the next Board of Education meeting under Consent.

c. Amendment I to the 2022/2023 General Fund Budgets and School Service Funds (Food Services program, Student/School Activities fund, Community Services)

The proposed first amendment to the 2022/2023 budget was presented. This amendment aligns the budget with up-to-date information and expectations. The 2022/2023 final amendment will be presented in June.

Recommend Board approval of Amendment I to the 2022-2023 General Fund Budgets and Special Revenue Funds; place this on the next Board of Education meeting under Discussion.

6. OTHER ITEMS

Dr. VanWagoner gave an update on the construction plans and grant funding for the Northwest Michigan Health Services, Inc. clinic planned for West Middle School.

A status update was provided regarding the collaboration between TCAPS and Bay Area Transportation Authority (BATA).

Meeting Adjourned at 8:40 a.m.

Minutes respectfully submitted by the Committee Recording Secretary: *Julie Porter*

Next Board Finance and Operations Committee Meeting

Wednesday, March 1, 2023 (4:30 p.m.)

**Tompkins Boardman Administration Building – Conf. Room C, 2nd Floor
412 Webster Street, Traverse City, MI 49686**

COMMITTEE MEMBERS:

Josey Ballenger, Holly T. Bird, Andrew Raymond Treasurer, (BFOC Chair) Dr. John R. VanWagoner II, (Superintendent), Christine Thomas-Hill, Wes Souden, Sandy Low, Paul Thwing