

## Meeting Minutes

### Board Finance and Operations Committee

Wednesday, May 31, 2023 at 8:00 a.m.

Tompkins Boardman Administration Center

Conference Room C (2nd Floor)

412 Webster Street, Traverse City, MI 49686



*Approved on June 28, 2023*

**PRESENT:** Josey Ballenger, Holly T. Bird, Flournoy Humphreys  
Cindy Farah, Sandy Low, Heidi Maltby-Skodack, Evan OBranchovic, Wes Souden, Christine  
Thomas-Hill, Paul Thwing, Dr. John VanWagoner II

**ABSENT:** Andrew Raymond

**1. The meeting was called to order at 8:00 a.m.**

Substitute Chairperson, Trustee Ballenger, welcomed everyone to the meeting.

**2. PUBLIC COMMENT**

Trustee Ballenger offered time for public comment and none was requested.

**3. VISUAL PERFORMING APPLIED ARTS PRESENTATION (PART 2)**

Part 2 of the TCAPS Visual, Performing and Applied Arts (VPAA) presentation was shared with the Board Finance and Operations Committee. This presentation will be brought forward to the full board on June 12, 2023.

**4. PROCEDURAL ITEMS**

**a. Prior Committee Meeting Minutes**

The Committee was asked if they had any changes to the draft minutes from the April 26, 2023, Board Finance and Operations Committee (BFOC) meeting. No changes were recommended.

**Recommend April 26, 2023, BFOC meeting minutes remain as posted.**

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

**i. Capital Projects**

**1. District HVAC / Plumbing System Upgrades**

The project scope includes upgrades to HVAC/Plumbing Systems at Central High School, Sabin Data Center, and Willow Hill Elementary.

**Recommend to award a contract for HVAC/Plumbing Systems Upgrades to Moore Mechanical for a total amount not to exceed \$193,575 which includes a 10% contingency; funded from Capital Bond Funds and tenant reimbursement; place this on the next Board of Education meeting under Consent.**

**2. Central High School and Oak Park Renovations (Northwest Education Services)**

This project is for Northwest Education Services to renovate the spaces they lease from TCAPS at Central High School and Oak Park Elementary.

**Recommend to award a contract for renovations at Central High School and Oak Park Elementary to Eckler Building Solutions for a total amount not to exceed \$108,350 which includes a 10% contingency; funded from Northwest Education Services reimbursement; place this on the next Board of Education meeting under Consent.**

## ii. Curriculum

### 1. Anatomy and Physiology Textbooks/Online Resources

This requested purchase was presented to the Board Curriculum Committee (BCUR) on May 30, 2023. The BCUR recommended moving this item to the full Board on June 12.

**Recommend a six-year adoption of *The Fundamentals of Anatomy and Physiology (12th Edition)* from Savvas for a total amount not to exceed \$43,892 which includes a 10% contingency; funded from ESSER Curriculum Funds; place this on the next Board of Education meeting under Consent.**

### 2. Elementary Math Textbooks/Manipulatives

This requested purchase was presented to the Board Curriculum Committee (BCUR) on April 24, 2023. The BCUR recommended moving this item to the full Board on June 12.

**Recommend a six-year adoption of *Math Expressions* from Houghton Mifflin Harcourt (HMH) for a total amount not to exceed \$1,029,934 which includes a 10% contingency; funded from ESSER Curriculum Funds; place this on the next Board of Education meeting under Consent.**

### 3. Health and Physical Education Online Resources

This requested purchase was presented to the Board Curriculum Committee (BCUR) on May 30, 2023. The BCUR recommended moving this item to the full Board on June 12.

**Recommend a six-year adoption of *Comprehensive Health Skills* from Goodheart-Wilcox for a total amount not to exceed \$37,920 which includes a 10% contingency; funded from ESSER Curriculum Funds; place this on the next Board of Education meeting under Consent.**

### 4. Secondary English Language Arts (ELA) Textbooks

This requested purchase was presented to the Board Curriculum Committee (BCUR) on May 30, 2023. The BCUR recommended moving this item to the full Board on June 12.

**Recommend a six-year adoption of *My Perspectives* from Savvas for a total amount not to exceed \$596,140 which includes a 10% contingency; funded from ESSER Curriculum Funds; place this on the next Board of Education meeting under Consent.**

## iii. Food Service

### 1. Dairy Contract

Prairie Farms provides the current services for dairy products with a contract expiration date of June 30. After review with the Food Service department, it is recommended that TCAPS proceed with a new three (3) year agreement for all dairy products supplied to the district with the same vendor through a purchasing cooperative.

**Recommend a three-year agreement with Prairie Farms for an estimated cost of \$170,000 per year; funded from Food Service Funds; place this on the next Board of Education meeting under Consent.**

## iv. Technology

### 1. Computer-Aided Design (CAD) and Publishing Computers

This project is a planned replacement of our Central High School and West Senior High CAD Labs and the West Senior High Publishing Lab desktop computers.

**Recommend purchasing CAD and Publishing Computers from Sehi Computer Products, Inc. for a total not to exceed \$151,700 which includes a 5% contingency; funded from Capital Bond Funds - Technology allocation; place this on the next Board of Education meeting under Consent.**

## **v. Visual, Performing, and Applied Arts (VPAA)**

### **1. Kilns**

After reviewing kilns currently in place in the district, the recommendation is to replace eight (8) kilns along with the furniture and vent kits and an additional furniture kit for Willow Hill.

**Recommend the purchase of eight (8) kilns with furniture and vent kits from Runyan Pottery for a total amount of \$49,016; includes a 10% contingency; the total project amount, including installation, not to exceed \$63,016; funded from Capital Bond Funds - VPAA, Capital Bond Funds, and General Funds.**

## **5. INFORMATIONAL ITEMS**

### **a. Operations**

#### **i. Capital Projects Update**

A presentation was shared with the Committee that provided information about the status of construction projects across the district. The full presentation is available on the district's website: [www.tcaps.net/about/departments/capital-projects-and-planning](http://www.tcaps.net/about/departments/capital-projects-and-planning).

#### **ii. 2024 Pre-Bond Planning**

Community outreach events have taken place across the district and surveys are open until June 15, 2023. Assessment findings are being reviewed and categorized. The results will be summarized and presented to the Board of Education at the August 16, 2023, Board Retreat at Northwest Ed Career Tech Center, (Engineering Room) 880 Parsons Rd., Traverse City. The retreat begins at 10:00 a.m.

### **b. Finance**

#### **i. Budget Update**

An overview of the 2022/2023 Final Amendment was shared with the Committee. The district's proposed 2023/2024 Original Budget and the Budget Hearing will be presented at the Monday, June 12 Board of Education meeting.

Trustee Humphreys left the table at 9:18 a.m.

#### **ii. Finance Update**

We have limited information on categoricals being proposed in the state's budget. Details have not yet been determined, therefore, we are making assumptions as to how this will impact our 2023/2024 district budget.

## **6. OTHER ITEMS**

No other items were discussed.

## **7. ADJOURNMENT**

The meeting adjourned at 9:24 a.m.

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

**Next Board Finance and Operations Committee Meeting**

**Wednesday, June 28, 2023 at 4:30 p.m.**

**Tompkins Boardman Administration Building (Conference Room C)**

**412 Webster Street, Traverse City, MI 49686**

***Finance and Operations Committee Members:***

***Andrew Raymond (Chair), Josey Ballenger, Holly T. Bird,***

***Dr. John VanWagoner, Christine Thomas-Hill, Wes Souden, Sandy Low, and Paul Thwing***