

## Meeting Minutes

### Board Finance and Operations Committee

Wednesday, August 2, 2023 at 4:30 p.m.

Tompkins Boardman Administration Center

Conference Room C (2nd Floor)

412 Webster Street, Traverse City, MI 49686



*Approved on August 30, 2023*

**PRESENT:** Josey Ballenger, Holly Bird, Andrew Raymond (chair)  
Tyson Burch, Cindy Farah, Sandy Low, Evan OBranovic, Wes Souden, Christine Thomas-Hill,  
Paul Thwing, Dr. John VanWagoner II, Wendee Wolf-Schlarf

**GUESTS:** Dr. Shannon Flumerfelt

**ABSENT:** N/A

**1. The meeting was called to order at 4:30 p.m.**

Committee Chairperson, Andrew Raymond, welcomed everyone to the meeting.

**2. PUBLIC COMMENT**

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

The Committee discussed a proposed change by administration to the meeting agenda. *Item 4a - Band and Orchestra Equipment* was relocated under Item 3 - Procedural Items.

**3. PROCEDURAL ITEMS**

**a. Prior Committee Meeting Minutes**

The Committee was asked if they had any changes to the draft minutes from the June 28, 2023, Board Finance and Operations Committee (BFOC) meeting. No changes were recommended.

**Approval for the June 28, 2023 Minutes to remain as posted.**

**b. Acceptance of Grant**

**i. The Grand Traverse Band of Ottawa and Chippewa Indians**

Committee members discussed the first half of the 2% grant allocation received by the district. Administration extended their gratitude to The Grand Traverse Band of Ottawa and Chippewa Indians.

**Recommend to accept the grant from Grand Traverse Band of Ottawa and Chippewa Indians; place this on the next Board of Education meeting under Consent.**

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

**Capital Projects**

**i. Classroom Partitioning**

This project consists of constructing partitions to divide existing spaces which will create smaller teaching and specialized spaces. The work will be completed at Silver Lake Elementary, Westwoods Elementary, Central High School, and Long Lake Elementary. Completion will vary by each site but will be scheduled to minimize interruptions.

**Recommend to award the contract to Eckler Building Solutions, LLC for a total amount not to exceed \$100,000; includes a 10% (rounded up) contingency; funded from Capital Bond Funds; place this on the next Board of Education meeting under Consent.**

**ii. West Senior High Weight Room Contingency**

Additional funding for this expansion project is needed for upgrades to the original project scope. Specific changes to the room are necessary to accommodate new weight room equipment.

**Recommend approval of additional contingency in the amount of \$75,000; funded from Capital Bond Funds; place this on the next Board of Education meeting under Consent.**

**iii. West Senior High Weight Room Equipment**

The weight room at West Senior High is currently undergoing an expansion. Purchasing additional equipment for this space increases capacity allowing for more students to use these facilities.

**Recommend the purchase of selected weight room equipment from Rogers Athletic Company and Rogue Fitness for a total amount not to exceed \$90,126; includes a 10% contingency; funded from Capital Bond Funds - Athletics and Site Budget Funds; place this on the next Board of Education meeting under Consent.**

**iv. Band and Orchestra Equipment**

The Music Department is seeking to replace aging instruments and instructional equipment. While instruments are regularly maintained, they are used daily by students and eventually need to be replaced.

**Recommend the purchase of selected band and orchestra equipment from various vendors for a total amount not to exceed \$98,335; includes a 10% contingency; funded from Capital Bond Funds - Visual, Performing, Applied Arts (VPAA); place this on the next Board of Education meeting under Consent.**

**Technology**

**i. Fiber Updates**

This project will upgrade the internal fiber for East Middle School, Central High School, and West Senior High. An update ensures the continued integrity of the internal network systems at these schools.

**Recommend to award the contract to Top Line Electric, LLC for a total amount not to exceed \$89,011; includes a 10% contingency; funded from Capital Bond Funds - Technology; place this on the next Board of Education meeting under Consent.**

**ii. Silver Lake Elementary - Emergency Purchases**

Silver Lake Elementary experienced a lightning strike that damaged or destroyed the IT equipment throughout the building. Emergency repairs are necessary to get the building back up and running before the start of the school year.

**Recommend approval of purchases related to the emergency repairs necessary due to a lightning strike at Silver Lake Elementary. This project will be funded from the General Fund until reimbursement from the insurance claim is received; place this on the next Board of Education meeting under Consent.**

**4. INFORMATIONAL ITEMS**

**a. 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).

**b. Property Offers Update**

Christine Thomas-Hill gave an update to the Committee regarding the status of offers that have been received on Bertha Vos and the Boardman Administration Building. Administration will bring forward these offers for full Board review at its August 14, 2023, regularly scheduled meeting.

**c. Compass Strategic Plan Update**

**i. Facilities Continuous Improvement**

**1. Presentation from Dr. Shannon Flumerfelt**

Dr. Flumerfelt shared an overview of the work being done to develop standard operating procedures throughout the district's buildings, grounds, and classrooms.

**ii. Pre-Bond Planning**

**1. Assessments Updates**

Committee members were presented with an overview of the draft assessment results. The results include programming and condition assessments as well as the data from the Staff, Facility, Student, and Parent/Community surveys. Results will be presented in priority order with related cost estimates at the Board Retreat on August 16, 2023.

**iii. Performance Management**

Administration had the chance to meet with TRANE as they continue to assess buildings' looking for energy efficiencies in the district. TRANE was asked to look into funding options for projects related to grant programs, federal funding, and incentives. Administration continues to review options of projects that qualify.

**d. Extended Day Rates**

The rates of Extended Day services has remained unchanged for more than five years. During this time, staffing these programs has become increasingly difficult. To attract qualified applicants, TCAPS has increased the hourly wage for staff consistently over the years. To offset the rising costs of the program, a rate increase in per-session fees is recommended.

**e. Finance Update**

Christine Thomas-Hill informed the Board that detailed categorical information has not been released. Administration will continue to provide updates as it becomes available.

**5. OTHER ITEMS**

No other items were discussed.

**6. ADJOURNMENT**

The meeting adjourned at 6:07 p.m.

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

**Next Board Finance and Operations Committee Meeting**

**Wednesday, August 30, 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***