

Meeting Minutes

Board Finance and Operations Committee

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

Tompkins Boardman Administration Center

Conference Room C (2nd Floor)

412 Webster Street, Traverse City, MI 49686



Approved on November 1, 2023

PRESENT: Josey Ballenger, Holly Bird, Andrew Raymond (chair)
Tyson Burch, Cindy Farah, Sandy Low, Wes Souden, Paul Thwing, Dr. John VanWagoner II

ABSENT: Christine Thomas-Hill

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.

3. PROCEDURAL ITEMS

a. Prior Committee Meeting Minutes

The Committee was asked if they had any changes to the draft minutes from the August 2, 2023, Board Finance and Operations Committee (BFOC) meeting. No changes were recommended.

Approval for the August 2, 2023 Minutes to remain as posted.

b. Bids, Services, and/or Purchases

i. Facilities

1. Fire Alarm System Service

This project will upgrade all fire panels in the district with cellular dialers. The use of cellular dialers will allow our alarm system to communicate through cellular networks which is the most reliable form of communication.

Recommend to award the contract to Summit Fire Protection:

Equipment and Installation for a total amount not to exceed \$24,347; includes a 10% contingency; funded from Capital Bond Funds - Facilities Equipment Allocation

Annual Monitoring and Inspection Services for a total amount not to exceed \$36,074; funded from the General Fund; place this on the next Board of Education meeting under Consent.

ii. Food Service

1. Food Service Equipment

This purchase will replace six (6) steamers for the district. The replacement steamers will be installed at West Middle School (2) and West Senior High (4).

Recommend to purchase through Stafford Smith for a total amount not to exceed

\$85,927.40; includes a 10% contingency; funded from the Food Service Fund; 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.

b. Finance Update

Sandy Low, Director of Finance, shared that the auditors are finishing up their review and expect to have a draft report for the Board in October. She gave an overview of known categorical funding and informed the Committee that there are upcoming competitive grants that need to be analyzed to determine if they should be applied for.

5. OTHER ITEMS

No other items were discussed.

6. ADJOURNMENT

The meeting adjourned at 4:52 p.m.

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

Next Board Finance and Operations Committee Meeting

Wednesday, September 27, 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