

## Meeting Minutes

### Board Finance and Operations Committee

Wednesday, November 1, 2023 at 4:30 p.m.

Tompkins Boardman Administration Center

Conference Room C (2nd Floor)

412 Webster Street, Traverse City, MI 49686



*To be approved on November 29, 2023*

**PRESENT:**     **Josey Ballenger, Holly Bird, Andrew Raymond (chair)**  
                  **Sandy Low, Wes Souden, Christine Thomas-Hill, Paul Thwing, and Dr. John VanWagoner II**

*Trustee Bird was absent from the table until 4:41 PM.*

**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.

**3. PROCEDURAL ITEMS**

**a. Prior Committee Meeting Minutes**

The Committee was asked if they had any changes to the draft minutes from the August 30, 2023, Board Finance and Operations Committee (BFOC) meeting. No changes were recommended.

**Approval for the August 30, 2023 Minutes to remain as posted.**

**4. INFORMATIONAL ITEMS**

**a. TRANE Presentation**

Gwen Pettit and Phil Mikulski from TRANE presented the Committee with an overview of how a performance contract could save money by addressing energy inefficiencies across the district. A performance contract is a financial tool used to pay for facility upgrades with future energy savings. TRANE will also present at the next full Board meeting on November 13, 2023.

**b. 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).

**c. Finance**

**i. Audit**

Christine Thomas-Hill highlighted a few key areas of the final 2022/2023 audit, particularly the fund balance. A more detailed presentation of the audit will be presented by the district's auditing firm, Maner Costerisan, at the next full Board meeting on November 13, 2023.

**ii. Budget Update**

Ms. Thomas-Hill shared preliminary student count results for 2023/24 and how it affects funding. Changes to the original budget will be reflected in the Budget Amendment scheduled to be presented in February 2024.

#### **d. Administration Moving Timeline**

- i. Sabin  
The Committee reviewed an anticipated timeline for renovation plans needed at Sabin which are required to move the Printing Department by June 30, 2024. This includes a short time in June when the Printing Department will be closed for moving equipment.
- ii. Glenn Loomis  
The Committee reviewed an anticipated timeline to move Administrative staff to the Glenn Loomis building. Staff may begin to move in April but the move must be completed by June 30, 2024.

#### **5. OTHER ITEMS**

Christine Thomas-Hill shared an update regarding Food Service equipment purchases from the previous meeting. An equipment grant for \$49,992 was received from the Michigan Department of Education so the total spent out of Food Service funds was only \$36,000.

#### **6. ADJOURNMENT**

The meeting adjourned at 5:41 p.m.

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

#### **Next Board Finance and Operations Committee Meeting**

**Wednesday, November 29, 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***