

Meeting Minutes

Board Executive Committee

Thursday, September 28, 2023 at 9:00 a.m.

Tompkins Boardman Administration Center

Conference Room C (2nd Floor)

412 Webster Street, Traverse City, MI 49686



Approved on November 2, 2023

PRESENT: Flournoy Humphreys (Chair), Andrew Raymond, Josey Ballenger, Dr. John VanWagoner, Ginger Smith, and Coni Taylor

ABSENT: Scott Newman-Bale

1. CALL TO ORDER

Trustee Humphreys called the meeting to order at 9:00 a.m.

2. PUBLIC COMMENT

Trustee Humphreys offered time for public comment and no request was made.

3. PROCEDURAL ITEMS

a. Draft Committee Meeting Minutes from August 31, 2023

The Committee was asked if they had any changes to the draft minutes from the August 31, 2023 meeting. No changes to the minutes were recommended. Minutes are to remain as posted.

b. Review of October 9, 2023 Board of Education Meeting Agenda

The Committee reviewed the October 9 Board Meeting agenda with administration.

4. INFORMATIONAL ITEMS

a. Human Resources

Trustee Humphreys deferred to the Associate Superintendent of Labor Relations and Legal Services, Coni Taylor, to provide an update on the following items:

i. Staffing Update

Instructional positions are fully staffed, currently there are 12 food service positions posted and there are still job postings for custodial, transportation and extended day positions. Several open interview dates and times are scheduled in the month of October. The Human Resources team will be attending various job fairs to continue to recruit teachers to the district.

ii. Policy Revision Update

Sub-committees are being assembled to review the various sections in the Thrun Law Policy Manual, starting with policies in section 4000 that pertain to Human Resource and personnel items. It is anticipated that each month the Board will be given one (1) section of policy with recommendations to review.

iii. Flu Shot Clinic

In cooperation with Munson, the district will be hosting multiple flu shot clinics for staff and their families over the next few weeks.

b. Communications Update

Trustee Humphreys deferred to the Executive Director of Marketing and Communications, Ginger Smith, to provide an update on the following items:

i. TCAPS Branding

The Communication Department has developed a branding guide to create consistency and content likeness throughout the district. It is expected to roll out in January 2024 and be fully implemented by September 2024.

ii. STEM Groundbreaking Day and Naming Discussion

The groundbreaking ceremonies for the new Innovation and Manufacturing Centers will be held on Friday, October 27. Central High School's event will be at 3:30 p.m. and West Senior High School's event will start at 5:00 p.m. Electronic invites will be sent soon.

Dr. VanWagoner asked the Committee members for their feedback on the process for naming the new buildings. It was agreed that he will discuss this with the new Superintendent/Board of Education Advisory Council (SBSAC) at their first meeting on October 3 and bring it back to the Board if there appears to be consensus to go through the naming process

Dr. VanWagoner also shared that the number of members in the SBSAC has been expanded due to the volume of applicants. It will likely be divided into upper and lower grades in the future.

5. OTHER ITEMS

No other items were discussed.

6. ADJOURNMENT

This meeting adjourned at 9:14 a.m.

Respectfully Submitted By,

Stacey Hozak

Stacey Hozak
Committee Recording Secretary

Next Board Executive Committee Meeting

Thursday, November 1, 2023, at 9:00 a.m.

Tompkins Boardman Administration Building (Conference Room C)

412 Webster Street, Traverse City, MI 49686

Executive Committee Members:

Scott Newman-Bale (Chair), Flournoy Humphreys, Rotating Board Member,

Dr. John VanWagoner, Coni Taylor, and Ginger Smith