

Minutes - Board Finance and Operations Committee

Wednesday, September 28, 2022 at 7:30 a.m.

Tompkins Boardman Administration Center, Conference Room C
412 Webster Street, Traverse City, MI 49686



Approved November 2, 2022

MEMBERS PRESENT: Matt Anderson, Flournoy Humphreys, Andrew Raymond
Sandy Low, Evan OBranovic, Thomas Paolacci, Wes Souden, Christine
Thomas-Hill, Paul Thwing, Dr. John VanWagoner

MEMBERS ABSENT: None

The meeting was called to order at 7:30 a.m.

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

Public Comment: None offered

PROCEDURAL ITEMS

1. Prior Committee Meeting Minutes

The Committee was asked if they had any changes to the draft minutes from the August 31, 2022 Board Finance and Operations Committee (BFOC) meeting. No changes were recommended.

Recommend August 31, 2022 BFOC meeting minutes remain as posted.

2. Bids, Services and/or Purchases

a. Capital Projects

Traverse Heights Main Office Renovation & North Ed Addition

The project will create separate secure office vestibules for TCAPS and North Ed, as well as a separate bus loop. North Ed will cover the funds for the addition. In order to take advantage of the cost benefit of doing renovations at the same time the addition is being constructed, TCAPS will upgrade the fire panel and alarms for the entire building.

Recommend Board approval of a contract to Hallmark Construction for the Traverse Heights Main Office Entry Renovation and the Northwest Ed Addition for an amount not to exceed \$3,134,643; includes a 10% contingency; funded from Capital Bond Funds with reimbursement from Northwest Ed for Phase I of this project; place this on the next Board of Education meeting under Discussion.

b. Curriculum

Into Math Curriculum Pilot (additional materials)

This pilot was brought to the Board in May 2022, but did not include a contingency. The program has expanded and therefore the need for additional materials is being requested.

Recommend Board approval of funds to support additional Into Math Pilot materials due to an increase in teacher participants and student enrollment for an amount not to exceed \$19,321 (this represents 10% of the original project budget approved on May

22, 2022); funded from ESSER Curriculum funds; place this on the next Board of Education meeting under Consent.

INFORMATIONAL ITEMS

3. Operations

Capital Projects Update

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

District Technology Planning - Fiber Upgrades

A presentation was shared on the background of the districts fiber network and expectations to bring some additions to the network for the Board to review in the future.

Capital Bond Timeline

The Board was presented with a draft timeline to consider for a future Capital Bond campaign. The Committee asked to place this on the next Board agenda under Discussion for further review and planning.

4. Finance

The Committee received an update on categorical allocations and how funds are being used. An update on Learning Loss funds (98c) will be provided at the next Board meeting.

The auditors are not available for a prep call at the next Board Finance and Operations Committee Meeting, but they will be in person to present their findings at the November Board meeting.

Meeting Adjourned at 8:37 a.m.

Minutes respectfully submitted by Committee Acting Recording Secretary: **Stacey Hozak**

Next Board Finance and Operations Committee Meeting

Wednesday, November 2, 2022

Tompkins Boardman Administration Building – Conf. Room C, 2nd Floor

412 Webster Street, Traverse City, MI 49686

COMMITTEE MEMBERS:

Andrew Raymond Treasurer, (BFOC Chair), Matt Anderson, Flournoy Humphreys, Sue Kelly (alternate) Dr. John R. VanWagoner II, (Superintendent), Christine Thomas-Hill, Wes Souden, Sandy Low, Paul Thwing