

**The Chatfield School**  
**\* Proposed \***  
**Minutes of the Board of Directors Regular Meeting**  
**March 18, 2026 - 5:00 PM**

Present at this meeting in an official capacity: Stephen Elzerman, Matt Schaller, Jennifer Vanacek, Alex Wolfe, Kristen Ball, Bob Kurtz (school co-director), Kristi Huestis (school co-director), Michelle Kyles (Teachers First), Frank Patterson (Teachers First)

1. **Call to Order:** 5:00 pm
2. **Roll Call:** Elzerman (present), Schaller (present), Vanacek (present), Wolfe (present), Ball (present)
3. **Approval of agenda:** Moved by Schaller, supported by Elzerman, the agenda be approved as presented. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
4. **Presentations:** Peter McCreedy provided information about the upcoming “Charter Schools Day” at the State capitol, scheduled for April 22; several staff and students will participate again this year, highlighting many Chatfield “points of pride” and providing an opportunity for students to meet legislators and represent our school’s unique and outstanding programs; the Board thanked Peter for sharing the information and appreciates the time and effort of all the staff and students who will attend.
5. **Approval of Proposed Regular Meeting minutes from February 18, 2026:** Moved by Schaller, supported by Vanacek, the minutes were approved as presented. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
6. **Monthly Financials - February 2026:** Frank Patterson of TF/MM presented the financial information for February and included information on potential “borrowing” should there be a need during the unfunded 2026 months (in the fall), provided more information about the spend down of the food service funding, and talked about the budget amendment that would be considered during this meeting. Moved by Schaller, supported by Vanacek, the financial documents for February were approved. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
7. **Correspondence:** None at this meeting
8. **Public Comment (agenda items only):** None at this time
9. **Directors’ report:** Kristi Huestis and Bob Kurtz provided a comprehensive written report and made copies available to all attendees; they complimented the work of the new facilities maintenance manager, who has shown initiative and willingness to “go the extra mile” to keep everything running smoothly and save money on as many tasks as possible; they talked about the status of the mandatory water filter replacement project, gave very positive news about enrollment for next year, and highlighted the accomplishments of the archery team; the events for the balance of the school year were reviewed and the co-directors answered questions from Board members.
10. **ESP Report:** Michelle Kyles, of Teachers First, presented a detailed report that graphed data on compliance (with authorizer and State requirements) and gave updates on administrative evaluations and grant processes. She gave HR and grant updates.

## 11. Old Business

- a. **Budget Amendment:** The Board reviewed the amendment and asked questions about the budget process, amendment schedule, and for clarification on specific included items; Frank Patterson from MM/TF gave additional information in response to questions. Moved by Schaller, seconded by Vanacek, the budget amendment was approved as presented. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
- b. **Board Vacancies:** As two Board members' terms will expire on June 30, 2026, the vacancies were advertised and candidates were encouraged to apply. Two applications were received and reviewed by the Board. As two of the current Board members had applied, both recused themselves from voting on the selection(s). Moved by Schaller, supported by Vanacek, the two names recommended to SVSU for Board appointment are Stephen Elzerman and Kristen Ball. Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.

## 12. New Business

- a. **Filter First update:** None available; the work is mandatory but grant funding has not been guaranteed yet

## 13. Committee Reports

- a. **Finance Committee:** Board Treasurer (J. Vanacek) reported on the March meeting, with issues including
  - i. Food Service funding spend down
  - ii. Filter First grant and anticipated costs
  - iii. Pending budget amendment
  - iv. Anticipated maintenance issues
  - v. Future cost saving modifications and budgetary choices
- b. **Wellness Committee:** Board V.P. (M. Schaller) reported on ongoing work of this committee, including:
  - i. Finalization and inclusion of modified wording for our Wellness policy, which will be considered with the upcoming Spring 26 policy updates
  - ii. Calendar planning for next committee meeting (only one per year is required)

14. **Public Comments:** Acknowledgement that a meeting with NCSI to consider policy updates will be held prior to the next meeting of the full Board, and that a first read of policy recommendations will be included with the April Board agenda

15. **Confirmation of next meeting:** Wednesday, April 15, 2026, at 5:00 pm

16. **Adjournment:** Moved by Schaller, supported by Elzerman, that the meeting be adjourned. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.

Meeting adjourned at 6:41 pm. Proposed meeting minutes and supporting documents respectfully submitted by Kristen Ball.