

The Chatfield School
*** Proposed ***
Minutes of the Board of Directors Regular Meeting
May 20, 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)

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 Vanacek, supported by Schaller, the agenda be approved as presented. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
4. **Presentations:** None at this meeting, however a local advocacy organization for children may present next month (June)
5. **Approval of Proposed Regular Meeting minutes from April 15, 2026:** After the suggestion of a wording substitution (attached to this document) in item 7, "Correspondence", it was moved by Ball, supported by Vanacek, the minutes were approved with the suggested substitution included. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
6. **Monthly Financials - March and April 2026:** Frank Patterson of TF/MM reviewed the financial information for April, including the budget report, grant status, expenditure status, and projection for the balance of the fiscal year; he fielded questions from Board members about details of the data. It was moved by Elzerman, supported by Schaller, that the (previously tabled) March, and April, financial reports be accepted as presented. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
7. **Correspondence:** A letter from a staff member was read out and shared with Board members; the correspondence focused on staff concerns with regards to the insurance coverage and costs discussion that is ongoing, and the impact that insurance changes may bring for the staff.
8. **Public Comment (agenda items only):** Frank Patterson of TF/MM expressed frustration at the comments shared in the correspondence, reiterating his concerns that significant changes (including some recommended by TF/MM) are necessary for the financial health of the school, and that continuing in the current financial trajectory is not viable in his view.
9. **Directors' report:** Kristi Huestis and Bob Kurtz provided a comprehensive written report and made copies available to all attendees; they have been given an approximate date that funds will be available for the water filtration projects, they discussed other building projects including "summer work" (projects that are more intensive and take longer), and the increase in the cost of insuring the building and property; they shared events and trips that are upcoming as "end of year" activities, plans for a Chatfield 8th grade county champion to compete at the National Spelling Bee in Washington D.C., and a positive-message assembly that was very successful. They reviewed upcoming

curriculum training for K-5 staff, additional training on math and on dyslexia, and hope many staff can participate in a professional development opportunity sponsored by SVSU during the summer. They also talked about the PIE end-of-year report, and the many ways that the Partners in Education supported learning throughout the year.

Additionally, a periodic report provided to the school leaders by Doug Newcombe (representing authorizer SVSU for financial evaluation) gave an overview of our current financial situation, citing fund balance and cash flow changes as items needing attention, with other aspects of the report (enrollment, budgets & transactions, and borrowing & leases) as anticipated.

10. **ESP Report:** Michelle Kyles, of Teachers First, shared a report that graphed data on compliance (with authorizer and State requirements) and gave updates on administrative evaluations, and the completion of PLC learning sessions for our administrators (for this year). She highlighted grant revenue that is still expected and some grant opportunities that are still available to us.
11. **Old Business**
 - a. **Policy Update:** The group of policy updates recommended by NCSI for Spring 2026 were reviewed (a second read); moved by Schaller, supported by Vanacek, the policy updates included in this collection be adopted. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
12. **New Business**
 - a. **Business Management Contract - Pupil Accounting Update:** Board members reviewed the new contract with Amy Swantek for Business Management services, and the plan to increase hours for Lynn Borck to facilitate pupil accounting needs; moved by Ball, supported by Elzerman, the contract with Amy Swantek for business services and agreement with Lynn Borck for pupil accounting services be approved as presented. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
13. **Committee Reports**
 - a. **Finance Committee:** Board Treasurer (J. Vanacek) reported on the May meeting, including work on a budget amendment schedule moving forward, the final budget amendment for 2025-26, preparation of the budget for 2026-27, integration of Amy Swantek into the financial management process, and ongoing discussion on the health insurance plans for the staff
 - b. **Wellness Committee:** Board V.P. (M. Schaller) reported that the committee did not meet during May (monthly meetings are not required)
14. **Public Comments:** None at this time.
15. **Confirmation of next meeting(s):**
Annual Budget Hearing - Wednesday, June 24, 2026, at 4:30pm
Regular Meeting of the Board of Directors - Wednesday, June 24, 2026, at 5:00pm
16. **Adjournment:** Moved by Elzerman, supported by Vanacek, that the meeting be adjourned. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.

Meeting adjourned at 6:00 pm. Proposed meeting minutes and supporting documents respectfully submitted by Kristen Ball.

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Approved wording for item 7, "Correspondence":

"A letter from a staff member was read aloud reflecting staff perspectives regarding the current Educational Service Provider (ESP) arrangement. Discussion among Board members expanded to include the upcoming budget process, long-term operational planning, and opportunities to transition certain functions back toward approaches more consistent with Chatfield's traditional practices, culture, priorities, educational values and reliance on local talent and leadership. Following discussion, it was moved by Schaller, supported by Elzerman, that after consulting legal counsel regarding contract language and receiving legal clearance, the Board end, under the terms of the ESP contract, the use of Teachers First / Midwest Management's financial management and pupil accounting support add-on services, while retaining their human resources services as required by the authorizer."