The Chatfield School
Minutes of the Board of Directors Regular Meeting
June 24, 2026 - 5:00 PM

Present at this meeting in an official capacity: Stephen Elzerman, Matt Schaller, Alex Wolfe, Kristen Ball, Bob Kurtz (school co-director), Kristi Huestis (school co-director)

1. **Call to Order:** 5:02 pm

2. **Roll Call:** Elzerman (present), Schaller (present), Wolfe (present), Ball (present)

3. **Approval of agenda:** After the suggested addition of business motions related to items 11.a and 12.a, and adjustment of item 13.a, Financial Committee report, to 12.a, 2026-27 Budget, it was moved by Schaller, supported by Elzerman, the agenda be approved. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Motion carried.

4. **Presentations:** None at this meeting.

5. **Approval of Proposed Regular Meeting minutes from May 20, 2026:** Moved by Elzerman, supported by Schaller, the minutes were approved. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Motion carried.

6. **Monthly Financials - May 2026:** Monthly financial documentation was prepared by Deb Pert, and reviewed by Amy Swantek, co-directors Huestis and Kurtz, and Board members. It was moved by Elzerman, supported by Schaller, that the May financial report be accepted as presented. Ball - aye, Elzerman - aye, Schaller - 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 highlighted upcoming evaluations that are due for the ESP for HR, for themselves, and the self-evaluation format for Board members; the bottle-filling stations have been installed and the school is in compliance for filtered water dispensing; enrollment updates include eight students who have been disenrolled, and whose spots have been filled by waitlisted students; a maintenance update included replacement of fire beacons and a request by the insurance company to have the kiln inspection report provided; many events were held at the end of the year and those were reviewed; upcoming events include summer supplementary education for students who are identified as needing additional support, and perennial-favorite ecology camp; NWEA Spring Assessments were shared with outstanding outcomes.

10. **ESP Report:** Michelle Kyles, of Teachers First, provided a report that gave updates on administrative evaluations and recommendations for administrators' growth. She shared information about the "Back to School Conference" in July.

11. Old Business

a. (added to this section) The Board has received the resignation of Jennifer Vanacek, who held the position of Treasurer and Chief Administrative Officer; moved by Ball and supported by Schaller, the Board accepts the resignation with many thanks for her work and best wishes for the future. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Motion carried.
   Board Appointments: With the new vacancy in the role of Treasurer and of Chief Administrative Officer, it was moved by Wolfe, supported by Schaller, that Stephen Elzerman be appointed as Treasurer and Chief Administrative Officer. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Motion carried. Appropriate notification paperwork to be forwarded to authorizer Saginaw Valley State University.

b. **Food Service Program Update:** The updated food service plan is well underway; equipment has been selected and the update to the electrical service has been arranged; food vendors will be GFS and/or Sysco, as selected by the manager of our breakfast and lunch program.

c. **Filter First and Bottle Filling Station Update:** As shared by the co-directors, the water service is updated and in use.

12. New Business

a. (added to this section) The Board has reviewed the final amendment of the 2025-26 Annual School Budget. Moved by Schaller, supported by Elzerman, the Board resolves to adopt the final amended version of the 25-26 budget, as prepared by Amy Swantek. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Resolution adopted.
   2026-27 Budget and Financial Committee: The preparation process of the upcoming year's budget has been led by Amy Swantek with the guidance of the Finance Committee of the Board, and was presented at the Budget Hearing prior to this meeting. It has been reviewed and additional information provided. The focus of the discussion regarding adopting this budget was understanding the current situation of our fund balance (long term savings for necessities or emergencies) and a need to stop withdrawing from that savings to cover month-to-month expenses, and to find a way to balance the budget. Matt Schaller reported that the Financial Committee had met on June 1, with all members present and including Amy Swantek. They felt strongly that the budget needed to be balanced without the inclusion of supplemental funds from savings. The proposed budget, relying on anticipated State funding levels per-pupil, awarded grant funds, and reasonably expected revenue and expenditure levels, would require some cost-cutting; the proposed cuts are proportional to the percentage expenditures in each area of expense. The budget could be balanced by eliminating $120,000 in health insurance costs, and the health insurance committee is asked to propose changes in coverage or HSA contribution or a combination of existing insurance costs. The proposed budget would include compensation increases for certified staff members but not the balance of the staff. Some Board members were not comfortable with that aspect of the budget plan, and Amy Swantek was asked for, and provided, additional resource information based on her experience. Providing those staff members with a 2% increase in pay would cost an additional $35,000. After much discussion, it was moved by Schaller, supported by Elzerman, that the 2026-27 budget that had been presented would be modified to require a $137,500 reduction in insurance costs and a $17,500 cut in a combination of other expense categories, and having been adjusted to allow for these changes the 2026-2027 budget is adopted. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Motion carried.

b. **Cash Flow Borrowing:** As the State does not begin distributions of school funding until October, the budget will fall short in September and provision must be made to cover payroll and other school expenses. Loans for this purpose are available and legal counsel has supported this choice. To avoid the possibility of running short of funds, it was moved by Ball, supported by Elzerman, that the Board resolve to borrow not more than $300,000 from an approved lender. Ball - aye, Elzerman - aye, Wolfe - aye. Motion carried.
c. **Curriculum Change:** Co-directors Huestis and Kurtz presented a plan that emphasizes regular classroom instruction, often utilizing computer skills, as a good enhancement of IT skills, and proposes exchanging tech focused elective time for additional ecology curriculum in the Willows. Moved by Wolfe, supported by Elzerman, this curriculum change was approved. Ball - aye, Elzerman - aye, Wolfe - aye. Motion carried.
d. **2026-27 Board Meeting dates:** A draft meeting calendar was offered, and the August 26 meeting date posed a conflict; Board members and staff will review further and a calendar will be reviewed and adopted at the July 26 meeting.

13. **Committee Reports**
    a. **Finance Committee:** As stated previously.
    b. **Wellness Committee:** No meeting during June.

14. **Public Comments:** A staff member rose to question the budgetary choice to potentially increase health insurance users' costs to affect an increase in compensation for non-certified school staff, and also whether the fund balance can be invested in order to generate interest; an additional staff member rose to thank Board members for making a decision to ensure a compensation increase for all staff, considering the need to balance the budget; the Board appreciates and thanks staff and meeting attendees for their comments and input on all topics.

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

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

Meeting adjourned at 6:09pm. Meeting minutes and supporting documents respectfully submitted by Kristen Ball.

Kristen Ball
Board Secretary

7.15.2026
Date