

**The Chatfield School**  
**\* Proposed \***  
**Minutes of the Board of Directors Regular Meeting**  
**January 21, 2026 - 5:00 PM**

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

1. **Call to Order:** 5:06 pm
2. **Roll Call:** Elzerman (absent), Schaller (present), Vanacek (present), Wolfe (present), Ball (present)
3. **Approval of agenda:** Moved by Schaller, supported by Vanacek, the agenda be approved as presented. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
4. **Presentations:** Nancy Boxey gave a detailed explanation of the Lapeer County Community Foundation, its purpose and activities, the YAC youth program, and how LCCF has funded projects at Chatfield in the past (and may in the future); the Board thanked Mrs. Boxey for her time, and for LCCF's ongoing support.
5. **Approval of Proposed Regular Meeting minutes from December 15, 2025:** Moved by Vanacek, supported by Schaller, the minutes were approved as presented. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
6. **Monthly Financials - December 2025:** Frank Patterson of TF/MM presented the financial reports for December, fielded questions from Board members, and shared information about a mid-year budget amendment, however, the proposed amendment had been shared very close to the meeting date and the financial committee had not had time to review it. Moved by Vanacek, supported by Schaller, discussion and decisions about the proposed budget amendment tabled until the February Board meeting. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried. Moved by Schaller, supported by Vanacek, the financial report for December was approved. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
7. **Correspondence:** The Board received one email that referenced budgetary issues, but the sender intended the comments for the Board only.
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; among other topics, they updated the Board on insurance provider recommendations as pertain to some of our ecology program facilities, and are working on the enrollment process for next year.
10. **ESP Report:** Michelle Kyles provided a written report, with graphs on compliance (with authorizer and State requirements) and gave updates on state requirements.
11. **Old Business**
  - a. None at this time.

## **12. New Business**

- a. Open Enrollment for 2026-27:** As it is Board protocol, it was moved by Ball, supported by Schaller, the annual open enrollment process begin accepting enrollment applications on Thursday, January 22, 2026, with a final application acceptance date of March 27, 2026, and that a drawing for new enrollees will be held on April 24, 2026 at 3:00 pm, and will be viewable online in real time. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
- b. Adoption of Educational Program:** The updated Educational Program provides documentation of the academy's approach to teaching and learning, and commitment to the vision and mission of the school. Moved by Schaller, supported by Vanacek, the Board adopt the Educational Program as presented. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
- c. Presentation of policy update recommendations:** The fall updates were provided to the Board as a first read, to be considered for adoption at the February meeting.

## **13. Committee Reports**

- a. Finance Committee:** Board Treasurer (J. Vanacek) reported on the January meeting, including
  - i. further development of an endowment fund process
  - ii. additional discussion about the budget amendment to be reviewed and considered at the February meeting
- b. Wellness Committee:** Board V.P. (M. Schaller) reported on a meeting this month, including:
  - i. discussion of the state-required spend-down of food service funds
  - ii. plans for review and updating of the Board's "Wellness" policy

## **14. Public Comments:**

- Many thanks to Nancy Boxey for joining us for the meeting and giving insight about community foundations and potential for collaboration on funding plans for the future

## **15. Confirmation of next meeting:** Wednesday, February 18, 2026, at 5:00 pm

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

Meeting adjourned at 6:25 pm. Proposed meeting minutes and supporting documents respectfully submitted by Kristen Ball.