

The Chatfield School
Minutes of the Board of Directors Regular Meeting
November 19, 2025 - 5:00 PM

Present at this meeting in an official capacity: Matt Schaller, Jennifer Vanacek, Alex Wolfe, Stephen Elzerman, Kristen Ball, Bob Kurtz (school co-director), Kristi Huestis (school co-director), Angela Irwin (SVSU appointed mentor for the Board), 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 - Annual Audit Results:** Lorretta Deneweth, of Mattina, Kent, & Gibbons, provided a comprehensive explanation of the audited financial statements for Chatfield School 2024-25; Lorretta recognized the work of Deb Pert (Chatfield) and Frank Patterson (TF/MM) as resources in the audit process; the report will be publicly available, and the Board thanked Lorretta for her outstanding work.
5. **Approval of Proposed Regular Meeting minutes from October 15, 2025:** Moved by Schaller, supported by Vanacek, the minutes be approved as presented. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
6. **Monthly Financials - October 2025:** Frank Patterson of TF/MM presented the financial reports for October; he commented briefly on the audit, and talked about overfunding of the food service budget and the State's requirement for us to spend that balance, which may allow Chatfield to update the kitchen and food service area in anticipation of upgrading breakfast and lunch service; FP also reminded the Board that, at this point in the budget year, expenditures would overwhelm income and this is to be expected; FP commented on additional "teaching support" funds that would be available, probably late in 2025 or early 2026 from the State School Aid package, that could be earmarked in several different ways (including compensation for staff or to replace funds used to increase staff wages). Moved by Schaller, supported by Vanacek, the October financial report was 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):** A staff member in attendance at the meeting rose to ask how the previously mentioned "teaching support" funds would be used; as no decision has been made, it was subsequently moved by Ball, supported by Vanacek, that the topic would be discussed and resolved at the next meeting of the financial committee of the Board. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
9. **Directors' report:** Kristi Huestis and Bob Kurtz provided a comprehensive written report, including upcoming student activities plans, the success of the Veterans' Day Breakfast which was very well received and will be repeated annually, and excellent NWEA Achievement data.

10. ESP Report: Michelle Kyles shared the written report from Teachers First, with graphs on compliance (with authorizer and State requirements) and updates on grants, State funding, and recommendation regarding the 31aa grant options. State index scores for schools will be released soon.

11. Old Business - None to update at this time.

12. New Business

- a. **AHERA Designee:** The school has been inspected for asbestos and none found, very good news; our AHERA (Asbestos Hazard Emergency Response Act) designee for compliance will continue to be co-director Robert Kurtz.
- b. **31aa Funding Discussion:** This grant opportunity, focused on safety and mental health projects, currently contains a lot of concerning language that, should Chatfield choose to "opt in", could subject the school to unprecedented monitoring, reporting, and investigation requirements, and could eliminate some legal protections for staff and administrators; some of this language is the subject of ongoing legal challenges, which should be settled in the upcoming weeks but may allow for very little time for decision making about "opting in" or not; based on these circumstances, it was moved by Schaller, supported by Vanacek, the Board designate the school co-directors to make a decision about the funding option once the legal settlement has been announced. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.

13. Committee Reports

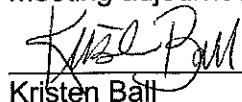
- a. **Finance Committee:** Chair reported that the finance committee had met on November 17, 2025, and highlights of their agenda included a strong recommendation that the financial reports be provided by TF/MM no later than the second Wednesday of each month, allowing acceptable time for the finance committee and Board members to review the data, and a recommendation that the Board increase the annual compensation for the co-directors commensurate with other school administrator colleagues in the County, which (this year) would be about 9.5%. Moved by Schaller, supported by Elzerman, the Board increase the rate for Kristi Huestis and Robert Kurtz in accordance with the recommendation of the finance committee, retroactive to July 1, 2025. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
- b. **Wellness Committee:** Chair reports that a meeting will be held and a key topic will be potential expenses and purchases related to the overfunding of the food service budget, which must be resolved via "spend down" on appropriate and State-approved items related to the school's food service.

14. Public Comment: None at this time

15. Confirmation of next meeting: Wednesday, December 17, 2025, however, it was moved by Ball, supported by Schaller, that the meeting be held at 4:00 pm to allow staff additional time for planned evening activities. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.

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

Meeting adjourned at 5:52 pm. Meeting minutes respectfully submitted by Kristen Ball.


Kristen Ball

12.17.2025
Date