The Chatfield School
Minutes of the Board of Directors Regular Meeting
July 15, 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:** 5:04 pm

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

3. **Approval of agenda:** 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. **Public Comment (agenda items only):** None at this time.

6. **Resolution Election of Officers:** Moved by Schaller, supported by Elzerman, the Board resolves to adopt the following slate of officers for the 2026-27 school year:
   President - Dr. Alexander Wolfe
   Vice-President - Mr. Matthew Schaller
   Treasurer - Mr. Stephen Elzerman
   Secretary - Mrs. Kristen Ball
   Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Resolution adopted.

7. **Resolution of Board Compliance with all Laws, Rules, and Regulations in compliance with the Revised School Code**: Moved by Ball, supported by Schaller, the Board resolves to comply with all provisions of the Revised School Code and with all other laws. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Resolution adopted.

8. **Resolution Designating Signatories for Fiscal Matters, including bank accounts:** Moved by Ball, supported by Schaller, the Board resolves to assign the following individuals as signatories on all school fiscal documents and accounts during the 2026-27 school year:
   Board Treasurer Stephen Elzerman
   Co-Director Kristi Huestis
   Co-Director Robert Kurtz
   Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Resolution adopted.

9. **Resolution to bond the Board Treasurer and any others as designated by the Board:** Moved by Ball, supported by Schaller, the Board resolves to bond Stephen Elzerman and additional school representatives as deemed necessary throughout the school year 2026-27. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Resolution adopted.

10. **Resolution Designating an Independent Auditing Firm:** Moved by Schaller, supported by Elzerman, the Board resolves that Mattina, Kent, & Gibbons, P.C., will provide independent auditing services for the school during the 2026-27 school year. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Resolution adopted.

11. **Resolution Designating Legal Counsel:** Moved by Schaller, supported by Elzerman, the Board resolves that Collins & Blaha, P.C., will provide legal counsel for the school during the 2026-27 school year. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Resolution adopted.

12. **Resolution Designating Chief Administrative Officer:** Moved by Ball, supported by Schaller, the Board resolves that Board Treasurer Stephen Elzerman shall also act as Chief Administrative Officer. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Resolution adopted.

13. **Resolution Appointing Individuals to Required Roles in Service to the School:** Moved by Ball, supported by Schaller, the Board resolves to assign roles as follows:
    AHERA (Asbestos) designee - Robert Kurtz
    Freedom of Information Act (FOIA) coordinator - Robert Kurtz
    Sexual Harassment Complaints contact - Robert Kurtz
    Title VI and Title IX coordinator - Robert Kurtz
    McKinney-Vento liaison - Robert Kurtz
    School Safety liaison - Robert Kurtz
    Section 504 coordinator - Elizabeth Kress
    SVSU Oversight Compliance designee - Robert Kurtz
    Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Resolution adopted.

14. **Approval of the Board Meeting Calendar for 2026-27, with designated posting of meeting dates, times, and location, at the main school entrance:** Moved by Schaller, supported by Elzerman, the 2026-27 Board Meeting Calendar be approved as presented. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Motion carried.

15. **Approval of Proposed Regular Meeting minutes and Proposed Special Meeting (Budget Hearing) minutes from June 24, 2026:** Moved by Elzerman, supported by Schaller, the minutes were approved. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Motion carried.

16. **Monthly Financials - June 2026:** Monthly financial documentation was compiled by Deb Pert, presented by Amy Swantek, and reviewed by co-directors Huestis and Kurtz and Board members. It was moved by Ball, supported by Elzerman, the June financial report be accepted as presented. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Motion carried.

17. **Correspondence:** A letter from a staff member was shared and included in the Board members' packet; the correspondent expressed concerns about the possibility of increases in insurance costs that may be (partially) borne by staff members and the potential financial impact on staff families. The Board thanks all correspondents for their willingness to communicate suggestions, concerns, and feedback on all topics.

18. **Directors' report:** Kristi Huestis and Bob Kurtz provided a comprehensive written report and made copies available to all attendees; they updated the Board on the progress of the Healthcare Insurance Committee and outcomes of that committee's work (reflected in the ESP letter that has been provided to staff), gave building maintenance and status information that included details on the implementation of the new food service plan, and offered staffing information about new hires; they reviewed testing data and discussed plans to bolster areas that were identified as needing Improvement.

19. **ESP Report:** In lieu of a report (as TF/MM does not regularly meet with schools during July), school leaders presented TF/MM's letter to the staff on insurance benefits and new costs to the staff; they talked about interactions with staff and with TF/MM, and the extra challenges that have come up in blending the budgetary requirements with staff (historical) expectations for premium costs; TF/MM modified their business schedule (for working out benefits costs) to meet our needs, and this caused some communication and informational hurdles that are still being worked out.

20. **Old Business**
    a. **Board Vacancy:** The five-member Board currently has a vacancy (but retains a quorum). Having received two new Board applications and three renewed applications, a Board member reached out to each applicant to collect and update information; after a review of each applicant's qualifications and some discussion, the Board selected an applicant who will be forwarded to authorizer Saginaw Valley State University for approval.
    b. **Cash-Flow Borrowing:** As we anticipate a cash shortage in early fall (before the 2026-27 State aid funding is dispersed), we have completed our application and are approved for lending; with financial manager Amy Swantek's guidance, we will borrow only as much as is needed to cover payroll and other necessary expenses, and this may be less than originally anticipated as our spending in the last month has been less than predicted.

21. **New Business**
    a. **Approval of Charter Contract Amendment:** SVSU has requested amendment items having mostly to do with oversight of operations of public school academies and selection and requirements of School Board members; moved by Wolfe, supported by Ball, the proposed amendment(s) be approved. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Motion carried.
    b. **Approval/Adoption of 2026-27 Student and Parent Handbook:** After a review of modifications from the previous (25-26) version, it was moved by Schaller, supported by Ball, the 2026-27 Handbook was approved/adopted as presented. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Motion carried.
    c. **Approval/Adoption of Athlete-Parent Code of Conduct:** At the request of the school leaders, moved by Ball, supported by Schaller, this item is tabled until the August meeting. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Motion carried.
    d. **Approval/Adoption of the District Emergency Operations Plan:** Based on new State requirements for emergency response in schools, the EOP was updated by school leaders; moved by Elzerman, supported by Schaller, the EOP is approved/adopted as presented. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Motion carried.

22. **Committee Reports**
    a. **Finance Committee:** No meeting since the previous Board meeting.
    b. **Wellness Committee:** No meeting since the previous Board meeting.

23. **Public Comments:** None at this time.

24. **Confirmation of next meeting:** Wednesday, August 12, 2026, at 5:00pm

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

Meeting adjourned at 6:50 pm. Meeting minutes and supporting documents respectfully submitted by Kristen Ball.

Krist Ball   8.12.26

Board Secretary   Date