

The Chatfield School
Minutes of the Board of Directors Regular Meeting
June 25, 2025 - 5:00 PM

Present at this meeting in an official capacity: Matt Schaller, Alex Wolfe, 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, participating virtually (Teachers First)

1. **Call to Order:** 5:02 pm
2. **Public Hearing on Proposed Budgets for 2025-2026:** Moved by Schaller, seconded by Ball, the regular meeting be suspended to move into the budget hearing of The Chatfield School. Ball - aye, Schaller - aye, Wolfe - aye. Motion carried.

Acting Board President Wolfe announced that, pursuant to the Michigan School Code and all accompanying school budget acts, rules and regulations, public school boards are required to adopt a budget for the general fund and school service/lunch fund prior to July 1 of the fiscal year. This meeting serves the statutory requirement for a budget hearing, which was posted in the Lapeer County Press on June 15, 2025. The purpose of the public hearing is to allow public an opportunity to review and comment on the proposed budget for FYE 2026. The proposed budget has been provided; Chatfield School now invites public comment on the proposed budget.

Frank Patterson of Teachers First gave details of the proposed 25-26 budget, discussed expected expenditures in relation to anticipated funding sources, and gave comments relating this budget to the 24-25 budget. He emphasized that the budget will require periodic evaluation and amendment throughout the fiscal year.

Acting President Wolfe offered an opportunity for questions; hearing none, it was moved by Schaller, seconded by Ball, that the public budget hearing be closed. Ball - aye, Schaller - aye, Wolfe - aye. Motion carried.

3. **Roll Call:** Schaller (present), Wolfe (present), Ball (present)
4. **Approval of Agenda:** Moved by Ball, seconded by Wolfe, the agenda be amended to include the following items to replace 12.d. under New Business: discussion of the process for filling the two vacant Board seats, adoption of the Board member self evaluation tool as recommended by Teachers First, and discussion of the management company evaluation process, and then approved with those inclusions. Ayes - Ball, Schaller, Wolfe. Motion carried.
5. **Presentation:** None at this meeting.
6. **Approval of:**
 - a. **Proposed Regular Meeting minutes from May 14, 2025:** Moved by Schaller, seconded by Ball, the minutes of the May 14, 2025 meeting be approved as presented. Ayes - Ball, Schaller, Wolfe. Motion carried.
 - b. **Proposed Special Meeting minutes from June 13, 2025:** Moved by Schaller, seconded by Ball, the minutes of the June 13, 2025 meeting be approved as

presented. Ayes - Ball, Schaller, Wolfe. Motion carried.

- c. **Proposed Special Meeting minutes from June 20, 2025:** Moved by Schaller, seconded by Ball, the minutes of the May 14, 2025 meeting be approved as presented. Ayes - Ball, Schaller, Wolfe. Motion carried.

- 7. **Monthly Financials – May 2025:** Frank Patterson from Teachers First spoke to the May financials, and added a reminder that there are funding sources, including State grant funds, that have yet to be distributed and will increase the expected revenue for the following month. Moved by Schaller, seconded by Ball, that the financial report for May 2025 be approved as presented. Ayes - Ball, Schaller, Wolfe. Motion carried.

- 8. **Correspondence:** None at this meeting.

- 9. **Public Comment Opportunity::** None at this time

- 10. **Directors Report:** Ms. Huestis and Mr. Kurtz, anticipating a lengthy meeting, provided printed copies of the Directors' Report, highlighting the 8th grade graduation, positive outcomes of implementing the pre-kindergarten assessments, current employment postings, and updates on grant funding and related activities; they spotlighted the accomplishments of several staff members and expressed gratitude for the successes of the year.

10. ESP Report

- a. **Teacher First - State of the School:** Michelle Kyles of Teachers First presented the Board report for school management, which included additional information about the TF sponsored Back 2 School conference for school staff, the end-of-year staff survey, preparation materials for the school leaders' evaluations, and ESP self evaluation; she was very complimentary about testing outcomes. She reiterated that Teachers First is committed to supporting Chatfield in making the most of grant opportunities and funding, and will continue to offer suggestions based on their knowledge and experience in school management.

11. New Business

- a. **Approval of 2024-25 Budget Resolutions:** Moved by Ball, seconded by Schaller, the Board approve the 2024-25 General Appropriation and School Lunch Fund Appropriation Resolution for the fiscal year ending 2025, as presented by Teachers First. Ayes - Ball, Schaller, Wolfe. Motion carried.
- b. **Approval of 2025-26 Budget Resolutions:** Moved by Schaller, seconded by Ball, the Board approve the 2025-26 General Appropriation and School Lunch Fund Appropriation Resolution for the fiscal year ending 2026, as presented by Teachers First. Ayes - Ball, Schaller, Wolfe. Motion carried.
- c. **2025-26 Board Calendar:** Moved by Schaller, seconded by Ball, the creation of a Board Calendar is tabled until the next regular meeting of the Board. Ayes - Ball, Schaller, Wolfe. Motion carried.
- d. **Filling Board Vacancies:** Two positions are currently vacant; SVSU advises that the application process will be facilitated by the school leaders, and the applications have been posted online with a June 30, 2025 deadline for submission; applications will be reviewed and a committee will meet to review

and recommend choices.

Board Member Self Evaluations: A tool has been provided by Teachers First, self-evaluations are required by authorizer SVSU; Board members will submit their responses to school leaders by July 11, 2025, to satisfy the SVSU deadline of July 15, 2025.

ESP Evaluation: The Board will use a combination of Teachers First's self evaluation document, a tool provided by SVSU as an example, and an additional resource example, to evaluate the effectiveness of our management company; although this is ideally completed as a collaborative Board task, we will individually submit evaluations for the fiscal year 2024-25; Board members will submit their responses to school leaders by July 11, 2025, to satisfy the SVSU deadline of July 15, 2025.

12. Old Business

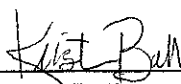
- a. **25-26 School Calendar:** Complete and approved in at the April Board meeting.
- b. **RFP Lunch Program:** No RFP will be necessary this year, as we will continue with Chartwell and work closely with them to improve the offerings for student breakfasts and lunches; Chartwell's local representative has been receptive to working with us to satisfy our concerns. Moved by Wolfe, seconded by Schaller, we renew the current contract with Chartwell for one year. Ayes - Ball, Schaller, Wolfe. Motion carried.
- c. **School Resource Officer:** Pending additional insurance information, so no decision can be made at this time. School leaders updated the Board on discussion with insurance providers.
- d. **Policy Update:** NCSI has provided specific-to-our-school wording for updates on recommended policies, however, adoption can wait until there is a full Board present; moved by Ball, seconded by Schaller, the policy updates be tabled until the next regular meeting of the Board. Ayes - Ball, Schaller, Wolfe. Motion carried.

13. Public Comments: Two staff members rose to inquire whether the dental insurance vendor could be reevaluated, based on a lack of local providers who accept the current coverage, and, whether there are active Board policies related to Board members' interaction on social media as pertains to school related activities and school programs; Michelle Kyles, of Teachers First, agreed that other dental coverage vendors are used in other affiliated schools, and we could pursue a change; Michelle Kyles also reminded the Board that some portions of the ESP Evaluation Tool are not applicable in our business relationship. We appreciate Michelle's input and assistance on the questions. Board members are anxious to work with staff to apply active policies to any situation or question, and the Board is glad to be progressive in exploring new policies that will benefit the Chatfield family in the future.

14. Confirmation of Next Meeting: July 16, 2025, at 5:00pm

15. Adjournment: Moved by Schaller, seconded by Ball, that the meeting be adjourned. Ayes - Ball, Schaller, Wolfe. Motion carried.

Meeting adjourned at 6:15 pm. Meeting minutes respectfully submitted by Kristen Ball.



Kristen Ball

7.30.25

Date