

**The Chatfield School**  
**\* Proposed \***  
**Minutes of the Board of Directors Regular Meeting**  
**February 18, 2026 - 5:00 PM**

Present at this meeting in an official capacity: Stephen Elzerman, Matt Schaller, Jennifer Vanacek, Alex Wolfe, Kristen Ball, Bob Kurtz (school co-director), Kristi Huestis (school co-director), 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:** None at this meeting
5. **Approval of Proposed Regular Meeting minutes from January 21, 2025:** Moved by Schaller, supported by Vanacek, the minutes were approved as presented. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
6. **Monthly Financials - January 2025:** Frank Patterson of TF/MM presented the financial reports for January, and included a year-to-year comparison of revenue and spending for 2019-2025; he fielded questions from Board members including a question about the cost of the annual audit, and gave thoughts about the potential for per-pupil funding to increase next year and about the rate of depletion of the fund balance. Moved by Schaller, supported by Vanacek, the financial report for January was approved. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
7. **Correspondence:** The Board received correspondence that members are in the process of reviewing and acting on, but the sender did not indicate that the message should be publicly shared.
8. **Public Comment (agenda items only):** A staff member rose to share additional information about the expected financial cost of implementing a legally required policy modification; the Board thanked him for the information and his knowledge and willingness to advise the Board on this topic.
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 grant funding status, necessary facilities maintenance work, field studies, conferences, recruiting process and schedule, State requirement for us to modify the EOP concerning mobile phone use, and athletic success, as well as plans for Spring Testing.
10. **ESP Report:** Michelle Kyles prepared a written report which was shared by Frank Patterson, with graphs on compliance (with authorizer and State requirements) and gave updates on the administrators' mid-year evaluations and progress, and clarification on a memo regarding Section 164K of the State budget and penalties for non-compliance with the requirements of that section.

**11. Old Business**

- a. **Policy update recommendations from NCSI (Fall 2025):** After a quick review (2nd read), it was moved by Ball, supported by Elzerman, that the recommended updates to Board Policies 2210, 2266, 5517.01, and 7540.02 be adopted. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.

**12. New Business**

- a. **School calendar for 2026-27:** Moved by Elzerman, supported by Vanacek, the proposed school calendar for the 26-27 school year be approved as presented and implemented. Ball - aye, Elzerman - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
- b. **Board vacancies:** As two Board members' terms will expire at the end of the fiscal year, authorizer SVSU has provided format and dates for filling the vacancies, and the application for Board membership is available on the school website; applications will be accepted through March 13, 2026, will be reviewed by the Board, and choices are to be forwarded to SVSU by April 10.

**13. Committee Reports**

- a. **Finance Committee:** Board Treasurer (J. Vanacek) reported on the February meeting, including
  - i. Discussion of a budget amendment
  - ii. Deficit elimination and possible considerations to reach that goal
- b. **Wellness Committee:** Board V.P. (M. Schaller) reported on ongoing work of this committee, including:
  - i. discussion of a wording modification to the "wellness" Board policy to allow for more flexibility in the allowable choices for snack foods and non-meal items

- 14. Public Comments:** A staff member rose to alert the Board to upcoming policy changes involving information security; a staff member rose to compliment the choice to slightly modify the middle school afternoon schedule to allow more options for the students and less idle time, and to express gratitude about recent important material donations to the school (mechanical construction materials, lighting equipment, and snowshoe straps) for special projects, which otherwise would have required expenditures. Additionally, the Board congratulates Mrs. Huestis on the completion of her administrative certification, an 18-month program that she completed in 11 months.

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

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

Meeting adjourned at 6:30 pm. Proposed meeting minutes and supporting documents respectfully submitted by Kristen Ball.