

The Chatfield School
Minutes of the Board of Directors Regular Meeting
July 30, 2025 - 5:00 PM

Present at this meeting in an official capacity: Matt Schaller, Jennifer Vanacek, Alex Wolfe, Kristen Ball, Steven Elzerman (participating virtually), 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)(participating virtually)

1. **Call to Order:** 5:01 pm
2. **Introduction of New Board Members:** Jenny Vanacek and Steve Elzerman, who were sworn in prior to the meeting, were introduced.
3. **Roll Call:** Elzerman (present), Schaller (present), Vanacek (present), Wolfe (present), Ball (present)
4. **Approval of agenda:** With the combination of item 9 (to bond the treasurer) and 12 (appointment of the Chief Administrative Officer), it was moved by Schaller, supported by Vanacek, that the agenda be approved. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
5. **Public Comment Opportunity:** None at this time.
6. **Election of Officers:**
Nominated by Schaller, supported by Ball, Dr. Alex Wolfe as President;
Nominated by Wolfe, supported by Ball, Mr. Matt Schaller as Vice-President
Nominated by Wolfe, supported by Schaller, Mrs. Kristen Ball as Secretary
Nominated by Wolfe, supported by Schaller, Mrs. Jenny Vanacek as Treasurer
Nominated by Wolfe, supported by Schaller, Mr. Steve Elzerman as Trustee
Slate of officers having been nominated and supported, it was moved by Wolfe, supported by Schaller, that the new officer team be elected for service from this date, July 30, 2025, through July 15, 2026. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion carried.
7. **Resolution of Board compliance with all laws, rules, and regulations:** Moved by Schaller, supported by Ball, the resolution to comply with all laws, rules, and regulations is adopted. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye.
8. **Resolution of authorized signatories for various funds and accounts:** Moved by Schaller, supported by Ball, the Board resolves that Board President Dr. Alex Wolfe and Board Treasurer Mrs. Jenny Vanacek are designated as signatories for various funds and accounts. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Resolution adopted.
9. **Eliminated with approved agenda modification.**
10. **Resolution designating auditing firm:** Moved by Schaller, supported by Vanacek, the Board resolves to retain Mattina, Kent, and Gibbons, P.C., to provide auditing services. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Resolution adopted.

- 11. Resolution designating legal representation:** Moved by Schaller, supported by Ball, the Board resolves to retain Collins & Blaha, P.C., to provide legal representation. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Resolution adopted.
- 12. Resolution appointing Chief Administrative Officer by name:** Moved by Schaller, supported by Ball, the Board resolves that Mrs. Jenny Vanacek is appointed Chief Administrative Officer, and that she be bonded. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Resolution adopted.
- 13. Resolution designating appointing compliance officers:** Moved by Wolfe, supported by Schaller, the Board resolves to appoint the following compliance officers:
AHERA Contact - Robert Kurtz
Freedom of Information Act (FOIA) Contact - Robert Kurtz
Sexual Harassment Contacts - Kristi Huestis and Robert Kurtz
Title VI - Robert Kurtz
Title IX - Robert Kurtz
Section 504 - Elizabeth Kress
McKinney-Vento (Homeless) Liaison - Robert Kurtz
School Safety Liaison - Robert Kurtz
SVSU Oversight Compliance Designee - Robert Kurtz
- 14. Approval of Board Meeting Calendar, 2025-26 School Year:** Moved by Schaller, supported by Ball, the following calendar of Board meeting dates be approved, with meetings being held at 5:00 p.m. in the Willows Ecology Center, and the calendar of meeting dates posted at the main entrance:
August 27, 2025, September 17, 2025, October 15, 2025, November 19, 2025, December 17, 2025, January 21, 2026, February 18, 2026, March 18, 2026, April 15, 2026, May 20, 2026, June 24, 2026, July 15, 2026
Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion approved.
- 15. Approval of Meeting Minutes:** Moved by Schaller, supported by Vanacek, the minutes of the June 25, 2025 regular meeting are accepted as presented. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion approved. Moved by Schaller, supported by Wolfe, the minutes of the July 11, 2025 special meeting are accepted as presented. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion approved.
- 16. Approval of monthly financials - July 2025:** Commentary was given by Frank Patterson of Teachers First on the financial report (which was provided by Chatfield staff); he answered questions about the format and appearance of the report, and the status of the 2025-26 budget. Moved by Schaller, supported by Vanacek, the financial report for July 2025 be accepted as presented. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion approved.
- 17. Correspondence:** None at this meeting.
- 18. Directors' Report and School Update:** Kristi Huestis and Bob Kurtz spoke on the status of projects in and about the school, staffing changes, and preparation for the upcoming school year. They answered many questions and provided a printed report with details on current activities, and shared information about a recent leadership conference.

19. ESP Report: Michelle Kyles of Teachers First reviewed the report from TF, provided additional information, and answered questions.

20. New Business

- a. Discussion and Approval of K-5 ELA curriculum purchase:** Staff have collaborated to select a new curriculum that will span K-5 and is integrated with each year's learning focus; this is an area of improvement that has been identified as a need, and the selected curriculum meets the criteria. The cost of the curriculum will be over \$57,000 and known grant funds will almost certainly cover at least \$30,000 of this expense, and additional grant funds are being applied for; with no finalized State budget for education, many financial questions within schools are currently going unanswered. Moved by Schaller, supported by Ball, the selected K-5 ELA curriculum be purchased such that staff can start the year with it, and that grant funding (to cover as much of the cost possible) will be aggressively pursued. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion approved.
- b. Approval of 2025-26 Student Handbook for Students and Parents:** School leaders shared each edit and rationale, and heard suggestions from Board members. After discussion, it was moved by Vanacek, supported by Schaller, that the 2025-26 Handbook be approved. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion approved.
- c. Discussion of previous Director's life insurance policy status:** The "whole life" insurance policy that had been purchased for William Kraly was determined to have been part of a compensation package included in his contract; moved by Ball, supported by Vanacek, the management of William Kraly's insurance policy be returned to him and no further premiums be paid by Chatfield. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion approved.

21. Old Business

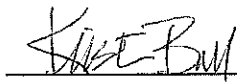
- a. Food Service update:** The contract with Chartwell (food service provider) has been renewed for one year; the Board discussed and supports the formation of a committee to continue work on improving the quality of breakfast and lunch options, and accountability of Chartwell in offering an improved menu.
- b. Security Officer(s) update:** After much work and investigation, Mr. Kurtz was able to report that he has located a coverage option for insuring our security staff (a rider that will cover two part-time armed employees at the main entrance) and will fulfill the Board's choice to maintain that level of security and monitoring. The Board discussed the cost of the rider, compared costs of employing an SRO or changing insurance coverage entirely, and it was moved by Schaller, supported by Vanacek, that the Board approve a \$20,000 expense for an insurance rider to cover our armed security staff. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion approved.
- c. Policy Updates:** Moved by Ball, supported by Wolfe, discussion is tabled until the full Board is able to review the selected wording for each of the policies to be updated. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion approved.
- d. Staff Health Insurance:** After discussion about the total cost of staff compensation and accompanying benefits, it was moved by Wolfe, supported by Schaller, that the Board confirm continuation of the current health insurance coverage for staff members, in spite of the cost increase. Ball - aye, Schaller - aye, Vanacek - aye, Wolfe - aye. Motion approved.

22. Public Comment Opportunity: Brief conversation about the challenges of not having an approved State budget for education; no clarity about whether the free breakfast / lunch program will continue, no finalization of grant funds, and no confirmation of the per-pupil funding make it difficult to move forward on budgeted purchases and programs.

23. Confirmation of Next Meeting: August 27, 2025, at 5:00pm

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

Meeting adjourned at 7:54 pm. Meeting minutes respectfully submitted by Kristen Ball.



Kristen Ball

8.27.2025

Date