

The Chatfield School
*** Proposed ***
Minutes of the Board of Directors Regular Meeting
October 21, 2026 - 5:00 PM

Present at this meeting in an official capacity: Stephen Elzerman, Tina Hall, Matt Schaller, Alex Wolfe, Kristen Ball, Bob Kurtz (school co-director), Kristi Huestis (school co-director)

1. **Call to Order:** 5:02 pm
2. **Roll Call:** Elzerman (present), Hall (present), Schaller (present), Wolfe (present), Ball (present)
3. **Approval of agenda:** Moved by Schaller, supported by Elzerman, the agenda was approved. Ball - aye, Elzerman - aye, Hall - aye, Schaller - aye, Wolfe - aye. Motion carried.
4. **Presentations:** Loretta Deneweth, of Mattina, Kent & Gibbons, P.C., presented the annual audit report, which included an explanation of the accounting standards specific to auditing and the terminology and categories of evaluation, an explanation of some circumstances that are outside the GAAP (generally accepted accounting principles) but not unexpected or unacceptable, a detailed financial report, and graphs providing visual representations of the financial statements. The Board thanked Ms. Deneweth for her presentation and her willingness to field questions about the financial information.
5. **Approval of Proposed Regular Meeting minutes from September 15, 2026:** Moved by Schaller, supported by Elzerman, the minutes were approved. Ball - aye, Elzerman - aye, Hall - aye, Schaller - aye, Wolfe - aye. Motion carried.
6. **Monthly Financials - September 2026:** Monthly financial documentation was compiled by Deb Pert, presented by Amy Swantek, and reviewed by co-directors Huestis and Kurtz and Board members. Amy Swantek reviewed the financial report details, and discussed a potential additional report (from eFinance software) that could be generated monthly at the request of the Board. The audit report was discussed and Ms. Swantek concurred with the results presented by the report. The Board discussed how potential grant funding would impact the school's general financial condition. Moved by Schaller, supported by Elzerman, the September financial report was accepted as presented. Ball - aye, Elzerman - aye, Hall - aye, Schaller - aye, Wolfe - aye. Motion carried.
7. **Correspondence:** None at this meeting
8. **Public Comments:** None at this time.
9. **Directors' report:** Kristi Huestis and Bob Kurtz provided a comprehensive written report and made copies available to all attendees; they updated the Board on recommendations and quotes for roofing repairs, TF's schedule for administrator evaluations, curriculum and instruction information, SVSU grant award for "Sustaining Ecology and Expanding Vocational Pathways", huge increases in meal program participation, and many upcoming events. Administrators continue to pursue opportunities to collaborate with the ISD and local districts on common concerns, including safety and security, and will participate in a county-wide Emergency Response Tabletop Exercise.
10. **ESP Report:** Teachers First provided a report including plans for administrators' evaluations and an HR update.
11. **Old Business:** None at this meeting

12. New Business

- a. **31aa grant (mental health and security funding):** Many aspects of this grant are attractive and would provide funding for items and services that have already been considered; the Board discussed grant changes from last year that may allow Chatfield to “opt in” and utilize these funds, however, legal counsel will be sought and the topic will be revisited at the November meeting. Details about the 31aa grant are publicly available on the Michigan Department of Education website.

13. Committee Reports

- a. **Finance Committee:** Board Treasurer Steve Elzerman reported on the recent finance committee meeting, with topics including the 31aa and 27I grant potential; changes in proposed disbursement of the 27I funds; advantages of a food service “consortium” to purchase food as a group of schools at a lower price; creating salary parameters for non-certified staff, and making staff compensation decisions prior to budgeting so that choices are not reactive to budget concerns; considering the level of staff PTO “payout”; acknowledging the directors’ request to receive a stipend rather than a percentage increase in compensation; recognizing the need to make a budget amendment in December.
- b. **Wellness Committee:** No meeting since the previous Board meeting.
- c. **SEAB (Sex Education Advisory Board):** Committee members have been invited and accepted this assignment, the re-convened committee includes membership categories as required by the State, and the committee will include (school co-directors) Kristi Huestis and Bob Kurtz, (Board committee chair and parent) Tina Hall, (clergy) Pastor Rodney Sanderson Smith, (parent) Holly Prevost, (parent) Jenna Schaller, (health professional and parent) Megan Muldoon, (school staff and parent) Karly LaForge, (student) Stella LaForge, (school staff and parent) Lowell Boyle; the committee intends to meet beginning in November, and will consider curriculum and make recommendations by March. The Board thanks these volunteers for their willingness to tackle this work.
- d. **Survey Committee:** The newly created survey committee will begin with surveys intended to glean helpful and valuable information from current staff, and students who are exiting the school prior to completing eighth grade. The staff survey has been created and reviewed by Board members, and will be distributed to the staff on November 1; input will be made anonymously and collected and reported back to the Board by two committee members. The goal of this survey is to inform the Board and administrators about staff needs and concerns, and also what staff value and want to see prioritized. The outcomes from this measurement tool may influence Board and administrative choices and all Chatfield staff are encouraged to participate. The exit survey for students is still in development.

14. Public Comments: None at this time.

15. Confirmation of next meeting: After some discussion about the school calendar activities in November and a conflict on the published date and time of the November meeting, it was moved by Schaller, supported by Wolfe, the **November 18 meeting will begin at 4:00 pm.** Ball - aye, Elzerman - aye, Hall - aye, Schaller - aye, Wolfe - aye. Motion carried.

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

Meeting adjourned at 6:24 pm. Proposed meeting minutes and supporting documents respectfully submitted by Kristen Ball.