

The Chatfield School
*** Proposed ***
Minutes of the Board of Directors Regular Meeting
September 16, 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:** 5:04 pm
2. **Roll Call:** Elzerman (present), Schaller (present), Wolfe (present), Hall (present - arrived 5:12), 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.
5. **Presentations:** None at this meeting.
6. **Approval of Proposed Regular Meeting minutes from August 12, 2026:** Moved by Elzerman, supported by Schaller, the minutes were approved. Ball - aye, Elzerman - aye, Schaller - aye, Wolfe - aye. Motion carried.
7. **Monthly Financials - August 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 shared that the borrowed funds (\$134,000, as discussed, to keep a balanced cash flow) have been incorporated into the financial information for this month, and that information for the annual audit is being prepared. Moved by Schaller, supported by Elzerman, the August financial report was accepted as presented. Ball - aye, Elzerman - aye, Hall - aye, Schaller - aye, Wolfe - aye. Motion carried.
8. **Correspondence:** A letter from a staff member was shared in the Board packet and public agenda packet, and was summarized for discussion; the topic was staff compensation, updating the pay scale, and staff expectations for increases. The Board thanks all correspondents for their willingness to communicate suggestions, concerns, and feedback on all topics.
9. **Public Comments:** None at this time.
10. **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 enrollment and related funding, staffing, building maintenance items (including a roof inspection), successes in the lunch program, upcoming events, and M-STEP testing results; they shared our school ranking data, as compiled by U.S. News & World Report; they gave information about funding opportunities to expand the Willows / Outdoor program and to apply for grant funds that may pay for before-and-after school childcare in full.
11. **ESP Report:** Teachers First provided a report including a begin-the-year training, administrators' evaluation plans, and HR update.

12. Old Business

- a. Reaffirmation of Board actions from July:** All actions from the July Board meeting were reviewed; it was moved by Elzerman, supported by Schaller, the actions from the July 15, 2026 Board meeting are approved. Ball - aye, Elzerman - aye, Hall - aye, Schaller - aye, Wolfe - aye. Motion carried.
- b. Reaffirmation of Board actions from August:** All actions from the August Board meeting were reviewed; it was moved by Elzerman, supported by Schaller, the actions from the August 12, 2026 Board meeting are approved. Ball - aye, Elzerman - aye, Hall - aye, Schaller - aye, Wolfe - aye. Motion carried.

13. New Business

- a. Sex Education Advisory Board Establishment:** After discussing the history of this board/committee at Chatfield, and gaining an understanding of the required participant qualifications, it was determined that an updated plan and format should be developed for sex education at the school. Board member Tina Hall offered to chair. Moved by Wolfe, supported by Ball, the Board will reconvene a Sex Education Advisory Committee, to be chaired by Tina Hall, and to be populated as required, including representation of administrators, staff, parents, a clergy member, a healthcare professional, and at least one student. Ball - aye, Elzerman - aye, Hall - aye, Schaller - aye, Wolfe - aye. Motion carried.
- b. Survey Committee Establishment:** So that the Board can glean clear, important, and helpful information on the choices of staff, students, and families, on a variety of topics and issues involved in school planning and operation, it was moved by Elzerman, supported by Schaller, the Board will establish a Survey Committee, to be chaired by Tina Hall, to create, disseminate, and tabulate surveys for the benefit of the Board and administration. Ball - aye, Elzerman - aye, Hall - aye, Schaller - aye, Wolfe - aye. Motion carried.

14. Committee Reports

- a. Finance Committee:** Board Treasurer Steve Elzerman gave a synopsis of the finance committee meeting held on September 11; the committee discussed current balance and cashflow, upcoming grant opportunities, including the 31aa and 27I grants (that are not currently open for application but are anticipated to be available to Chatfield), the OST grant that may benefit participants in the childcare program, and potential projects that can be addressed with safety and security funding; they also shared that the finance committee meeting time has changed and is now incorporated into the school day on meeting dates.
- b. Wellness Committee:** No meeting since the previous Board meeting.

15. Public Comments: Extensive discussion ensued regarding the correspondence that was shared, with administrators addressing the expressed concerns about lack of communication, and level of attention to the budgetary requests of staff, and Board members commenting on the need to maintain a responsible budget that does not decrease the fund balance any further. An additional public comment was an offer from a parent (who was in attendance at the meeting) to be a member of the sex education committee; the Board always appreciates the time and commitment of volunteers.

16. Confirmation of next meeting: Wednesday, October 21, 2026, at 5:00pm

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

Meeting adjourned at 6:25 pm. Proposed meeting minutes and supporting documents respectfully submitted by Kristen Ball.