

Chelsea School District  
Regular Meeting  
Monday, August 18, 2025 6:30 PM Eastern

WSEC  
500 Washington St  
Chelsea, MI 48118

Michelle Craig: Present  
Glenn Fox: Present  
Nicolia Heineman: Present  
Erin Hunt-Carter: Present  
Heidi Reyst: Present  
Sara Tracy: Present  
Eric Wilkinson: Present  
Present: 7.

1. Call to order/roll call/Pledge of Allegiance/adoption of agenda and consent agenda  
Motion to adopt the agenda and consent agenda. This motion, made by Heidi Reyst and seconded by Michelle Craig, Passed.  
Michelle Craig: Yea, Glenn Fox: Yea, Nicolia Heineman: Yea, Erin Hunt-Carter: Yea, Heidi Reyst: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea  
Yea: 7, Nay: 0  
The meeting was called to order at 6:31pm.

## 2. Superintendent Report & Communications

\* Michigan Meals Program – Provides free breakfast and lunch for all students and is funded through September 30, 2025. MDE has stressed they believe the program will continue in 2025-2026, as it is included in all three state budget proposals.

\* The First District Update for the school year will go out this week. It will cover topics such as the update on our cell phone policy.

\* Our #ChooseChelsea digital marketing campaign has received an honorable mention in the Digital Marketing Campaign category of the 2025 dotCOMM Awards which is an international competition honoring excellence in digital communications. The Association of Marketing and Communication Professionals (AMCP) recognizes outstanding achievement in digital marketing, public relations, and advertising across more than 135 countries.

\* Opening Day for Staff is Tuesday, August 19<sup>th</sup> and our District theme this year is Stronger Together.

\* Other important dates are Wednesday, August 20<sup>th</sup> are Open Houses, Saturday, August 23<sup>rd</sup> is the Chelsea Fair Parade, and Monday, August 25<sup>th</sup> is the first day of school for students.

## 3. Committee Reports

### 3.a. Personnel Committee - August 6, 2025

Sara Tracy informed the Board that the Personnel Committee meeting on August 6, 2025 was used to discuss the Superintendent goals.

#### 4. Public Input #1

4.a. Previous Public Comment Board/Superintendent follow up  
None

4.b. Public Comment  
None

4.c. Superintendent/Board Discussion  
None

#### 5. \* Consent Action Items

Motion to approve the consent action items. This motion, made by Michelle Craig and seconded by Sara Tracy, Passed.

Michelle Craig: Yea, Glenn Fox: Yea, Nicolia Heineman: Yea, Erin Hunt-Carter: Yea, Heidi Reyst: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea  
Yea: 7, Nay: 0

Eric Wilkinson asked how many professional positions we still need to fill. Superintendent Kapolka indicated we only have our high school social worker position to fill and we do have contingency plans if we can not find one by the start of the school year.

5.a. \*Action Item 06-25-26: Approval of the minutes from the July 14, 2025 Regular meeting, and the August 6, 2025 Personnel Committee meeting.

5.b. Action Item 07-25-26: Superintendent Kapolka recommends the Board approve the hiring of Amielia Haas as a Social Studies teacher at Beach Middle School and be placed on BA Step 1 of the CEA Master Agreement.

5.c. Action Item 08-25-26: Superintendent Kapolka recommends the Board approve the hiring of Kaitlynn Stacey as a Teacher Consultant at North Creek Elementary and be placed on MA Step 6 of the CEA Master Agreement.

5.d. Action Item 09-25-26: Superintendent Kapolka recommends the Board approve the hiring of Noelle Rager as a Social Worker at Beach Middle School and be placed on MA Step 1 of the CEA Master Agreement.

5.e. Action Item 10-25-26: Superintendent Kapolka recommends the Board approve the hiring of Jessica Rickli as a Science Teacher at Beach Middle School and be placed on MA Step 1 of the CEA Master Agreement.

5.f. Action Item 11-25-26: Superintendent Kapolka recommends the Board approve the hiring of Kaitlyn Gasparovich as Assistant Principal at Beach Middle School and be placed on Step 1 of the Middle School Assistant Principal Administrator Scale.

5.g. Action Item 12-25-26: Superintendent Kapolka recommends the Board approve the hiring of Samantha McKee as Assistant Principal at CHS and be placed on Step 2 of the High School Assistant Principal Administrator Scale.

#### 6. \* Individual Action Items

6.a. Action Item 13-25-26: Superintendent Kapolka recommends approving the Used Bus Purchase for \$274,674.

Motion to approve the Used Bus Purchase. This motion, made by Heidi Reyst and seconded by Nicolía Heineman, Passed.

Michelle Craig: Yea, Glenn Fox: Yea, Nicolía Heineman: Yea, Erin Hunt-Carter: Yea, Heidi Reyst: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea

Yea: 7, Nay: 0

Eric Wilkinson asked how much money would be left in our Bond to purchase additional used buses in the future. Superintendent Kapolka responded that we could purchase about four (4) more used buses. Sara Tracy asked if we plan to sell any of our used buses. Superintendent Kapolka responded that we could potentially sell some used buses and that money would go into the General Fund.

## 7. Information & Discussion

### 7.a. MASB Delegate Assembly - Thursday, October 23, 2025

\* We will need to select a voting delegate and an alternate.

Discussion ensued about the role of the MASB Delegate and the conference. Erin Hunt-Carter indicated that she would be interested in being the 2025/2026 delegate for our district. Nicolía Heineman indicated she would be interested in being the alternate. The MASB's 2025 Delegate Assembly will be held October 23, 2025 at the Grand Traverse Resort in Acme, MI.

### 7.b. Visitor Management System Recommendation

Discussion ensued regarding the pilot of the Visitor Management System in the 24/25 school year at South Meadows and Pierce Lake Early Childhood Center. Superintendent Kapolka explained the process and the introduction of it at our other buildings, as well as the process if a visitor does not have their identification.

## 8. Public Input #2

### 8.a. Public Comment

None

### 8.b. Superintendent/Board Discussion

None

## 9. Student Liaison and Board Member Reports/Comments/Commendations/Thank You

\* Michelle Craig – Wished everyone good luck in the start of a new school year.

\* Heidi Reyst – Thank you to all that worked to get ready for the new school year.

\* Nicolía Heineman – She attended the CSD New Staff Orientation and thought as a Board member, it was beneficial. She also attended the MASB 101 course in Lansing.

\* Erin Hunt-Carter – She attended the Chelsea Theatre Guild camp play, A Year with Frog and Toad. It was amazing what they could accomplish during camp.

\* Sara Tracy – She has enjoyed the new online Community Education brochure and all the new offerings.

## 10. Upcoming Events

- Tuesday, August 26, 2025 - Policy Committee Meeting, 1:00pm WSEC
- Monday, September 8, 2025 - Board Meeting, 6:30pm WSEC

11. Closed Session: Superintendent Evaluation (MCL 380.503)

Motion to go into closed session. This motion, made by Eric Wilkinson and seconded by Michelle Craig, Passed.

Michelle Craig: Yea, Glenn Fox: Yea, Nicolia Heineman: Yea, Erin Hunt-Carter: Yea, Heidi Reyst: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea

Yea: 7, Nay: 0

Closed session began at 6:58pm.

12. Adjournment

Closed session adjourned at 8:27pm and returned to open session. The regular meeting adjourned at 8:27pm.

Respectfully Submitted,

Sara Tracy

Board Secretary