



**CHELSEA**  
SCHOOL DISTRICT

WSEC  
500 Washington St  
Chelsea, MI 48118

Regular  
Meeting

Monday, January 12, 2026 6:30 PM Eastern

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 Sara Tracy 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 6:30pm.

2. Election of Board of Education Officers

2.a. Action Item 35-25-26: Election of President

Motion to nominate Erin Hunt-Carter as President for the 2026 calendar year. This motion, made by Sara Tracy 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

2.b. Action Item 36-25-26: Election of Vice President

Motion to nominate Glenn Fox as Vice President for the 2026 calendar year. This motion, made by Erin Hunt-Carter 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

2.c. Action Item 37-25-26: Election of Secretary

Motion to nominate Sara Tracy as Secretary for the 2026 calendar year. This motion, made by Michelle Craig and seconded by Heidi Reyst, 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

2.d. Action Item 38-25-26: Election of Treasurer

Motion to nominate Michelle Craig as Treasurer for the 2026 calendar year. 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

3. Special Presentations & Celebrations

3.a. Student of the Month

\* Beach Middle School - Bo Wacker

\* Chelsea High School - Joshua Gregory

3.b. School Board Appreciation Month

4. \* Staff Reports

\* Michelle Craig – Encouraged that four CHS students are attending the Restorative Justice Symposium at Skyline HS. Excited to see the new Peacemaker Award at BMS. Thank you to Michelle Hillas for her hard work on her grant-related work.

\* Sara Tracy – Encouraged to hear about CHS Cocoa and Cram program offered to freshman before exams.

\* Eric Wilkinson – He is interested in the SEAB meeting on 12/28/25 when they reviewed the student survey results on the new curriculum and examined the middle school opt-out percentages.

4.a. CHS - Amanda Clor

4.b. BMS - Adam Schilt

4.c. Finance - Nicole Lechner

4.d. Human Resources - Marcus Kaemming

4.e. Athletics - Matt Cunningham

4.f. Curriculum and Instruction - Michelle Hilla

6. Committee Reports

6.a. Finance Committee

\* August 2025 Finance Report

\* September 2025 Finance Report

Motion to approve the August 2025 and September 2025 Finance reports. This motion, made by Michelle Craig and seconded by Glenn Fox, 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

## 7. Public Input #1

### 7.a. Previous Public Comment Board/Superintendent follow-up

None

### 7.b. Public Comment

None

### 7.c. Superintendent/Board Discussion

None

## 8. \* Consent Action Items

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

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

Yea: 7, Nay: 0

8.a. \*Action Item: 39-25-26 Approval of the minutes from the regular meeting on November 17, 2025, Personnel Committee meeting on November 19, 2025, Special Meeting on December 1, 2025, and the Work Session meeting on December 8, 2025.

8.b. Action Item 40-25-26: Approval of the 2026-2027 Chelsea High School, Beach Middle School and Y5s-5th grade Course Offering Handbooks.

\* Discussion ensued regarding the new Science and Cinema and CTE courses available to our students.

8.c. Action Item 41-25-26: Superintendent Kapolka recommends the Board approve the hiring of Greg DeGrand as the Director of Safety and Security and be placed on Step 3 of the Director II Pay Scale.

\* Discussion ensued with a recap on Greg DeGrand's background and experience.

8.d. Action Item 42-25-26: Superintendent Kapolka recommends the Board approve the hiring of Bryan Allen as Teacher at Beach Middle School and be placed on Step 2 of the BA CEA Pay Scale.

## 5. Superintendent Report & Communications

\* Student of the Month – Congratulations to Bo and Joshua.

\* Michigan Music Conference – CHS Band and Orchestra have been selected to perform as one of the top 3 band/orchestra at the Michigan Music Conference in Grand Rapids on Friday, January 23<sup>rd</sup>. Congratulations to our students, Mr. Sylvester, Mr. Peters, Mrs. Roberts and Ms. Steklac.

\* Series 3 Bond Recommendations – Chris Martin and Robyn Anes from Clark Construction are here to answer any questions regarding the work and recommendation. Thank you to Chris and Robyn, as well as Ross Potgiesser, for their work in the coordination the bids, hosting and facilitating the post-bid interviews and then making the recommendation.

\* Section 31aa Funding – CSD made the decision to NOT opt-in for the 31aa School Safety and Mental Health funds. The district met the December 30<sup>th</sup> deadline to ensure compliance with MDE requirements. The primary reason for opting out was to protect critical legal safeguards. The decision does not diminish the district’s commitment to safety, security, or mental health. There is an appeal process underway, which should conclude by the end of February.

\* Operations & Transportation Departments – With winter being very “Michigan like” lately, our Operations department has consistently pivoted in response to winter weather temperature swings. Our Transportation department has been faces with some slick road conditions, and have done a great job at safely transporting our students to and from school. Thank you to both departments on consistently showing up and going the extra mile for our students and staff.

## 9. \* Individual Action Items

9.a. Action Item 43-25-26: Superintendent recommends the approval of the Series 3 Bond bids as presented by Clark Construction.

Motion to approve the Series 3 Bond bids as presented by Clark Construction. This motion, made by Michelle Craig and seconded by Heidi Reyst, 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

\* Discussion ensued with Chris Martin and Robyn Anes from Clark Construction regarding contractors vetting process, bid interview process, shelf life of the turf and timeline for these projects.

\* Discussion ensued with Chris Martin and Robyn Anes from Clark Construction relating to the Young 5s program impacted by the project and communications to the families when a solution is made for the start of the school year placement of this program.

9.b. Action Item 44-25-26 Superintendent Kapolka recommends the Board approve the Thrun policies to be effective immediately.

\* 3201 - Accounting

\* 3201A - Financial Management for Federal Awards

\* 3211 - Post-Issuance Tax Compliance

\* 3212 - Post-Issuance Disclosure Compliance

\* 3301 - Purchasing and Procurement

\* 3301A - Purchasing and Procurement with Federal Funds

\* 3307 - Construction Administration

Motion to approve Thrun policies 3201, 3201A, 3211, 3212, 3301, 3301A and 3307. This motion, made by Eric Wilkinson and seconded by Glenn Fox, 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

9.c. Action Item 45-25-26 Superintendent Kapolka recommends the Board approve the Thrun policies to be effective immediately.

- \* 5401 - Parent Involvement in Education

- \* 5405 - Title I Parent and Family Engagement Policy

- \* 5406 - Title I Funds

- \* 5407 - Instructional Program and Curriculum Development

Motion to approve Thrun policies 5401, 5405, 5406, and 5407. This motion, made by Heidi Reyst and seconded by Nicolai Heineman, Passed.

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

Yea: 7, Nay: 0

## 10. Information & Discussion

### 10.a. SEAB - Board Process

- \* Discussion ensued on the current process of selecting the Board and future improvements to ensure the Board is balanced and complies to the law. Ideas were suggested to define the mix and number of members, term limits, new categories of members and annually sharing with the Board of Education who is on this Board. It was agreed that the Board of Education members would continue to formulate a process and bring it back to a future meeting.

## 11. Public Input #2

### 11.a. Public Comment

None

### 11.b. Superintendent/Board Discussion

None

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

- \* Heidi Reyst – Senior Center is in need of volunteers. Also, thanked Ross Potgiesser and Clark Construction for all their support and information sharing regarding the Bond work.

- \* Wyatt Angus – Recapped Winter Carnival activities, 26/27 class scheduling is happening, and wanted to thank Mrs. Hilla for guiding the SEAB that he is currently on.

- \* Bradly Dunn – Recapped the CHS sports events, thanked the Board for the experience he has gained with them, and the Suggestion Box is almost ready and in place at CHS.

- \* Michelle Craig – She attended a performance by the band, Kedron, consisting of CHS students.

- \* Glenn Fox – Attended the CHS Band and Orchestra concert. Also, thanked the CSD staff for their hard work.

- \* Sara Tracy – Attended the BMS Community Meeting hosted by Marie Larson.

- \* Eric Wilkinson – Followed up with Katie Spisich regarding the concerns mentioned at the December Worksession by parents of South Meadows students.

- \* Erin Hunt-Carter – Attended the Guilded Gala in December. Thanked Michelle Hilla for her hard work and Mike Kapolka for the Board Appreciation gifts.

13. Upcoming Events

Tuesday, January 20, 2026 - Personnel Committee Meeting, 11:30am Central Office

Monday, January 26, 2026 - Board Meeting, 6:30pm North Creek Elementary

14. Adjournment

Meeting was adjourned at 8:07 pm

Respectfully Submitted,

Sara Tracy  
Board Secretary