

Chelsea School District
Regular Meeting
Monday, June 9, 2025 6:30 PM Eastern

WSEC
500 Washington St
Chelsea, MI 48118

Michelle Craig: Present
Glenn Fox: Absent
Erin Hunt-Carter: Present
Heidi Reyst: Present
Sara Tracy: Present
Eric Wilkinson: Present
Present: 5, Absent: 1.

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 Sara Tracy, Passed.
Glenn Fox: Absent, Michelle Craig: Yea, Erin Hunt-Carter: Yea, Heidi Reyst: Yea, Sara Tracy:
Yea, Eric Wilkinson: Yea
Yea: 5, Nay: 0, Absent: 1
The meeting was called to order at 6:30pm.

2. * Staff Reports

2.a. North Creek - Casey Wescott

2.b. South Meadows - Katie Spisich

2.c. BMS - Matt Ceo

2.d. CHS - Amanda Clor

2.e. Operations - Ross Potgiesser

2.f. Technology - Ryan Spencer

2.g. Food Service - Chris Simpson

2.h. Transportation - Corinna Horton

2.i. Special Education and Early Childhood - Lisa Nickel

2.j. Finance - Nicole Lechner

2.k. HR and Comm Education - Marcus Kaemming

2.l. Athletics - Matt Cunningham

2.m. Curriculum and Instruction - Michelle Hilla

2.n. Safety and Security - Doug Whitsel

3. Superintendent Report & Communications

* End of the Year – Thank you to our students and staff for making it such a meaningful and memorable school year. Mike will be sharing and end of the year update to families at the end of this week that touches on our progress in year 1 of our Strategic Plan Priorities as well as a few other end of the year items.

* CSD/Chelsea Aquatic Center Committee Meeting – This will be held on Tuesday, June 17th. This meeting is an opportunity for both the district and the CACC to align our efforts, talk through the key aspects of pool maintenance and upkeep, and ensure we are all on the same page moving forward.

*School of Choice Update – We ended our application window with 74 applications, which is approximately 20 more than last year. The next step in the process will be the SOC virtual lottery which will take place on Wednesday, June 11th.

* Interviews – We are in the hiring season and interviewing for positions at North Creek Elem, Beach Middle School and Chelsea High School. We hope to have all interviews wrapped up by the end of June.

* Thank you to our recent retirees. Each building and department celebrated our retirees as we closed out the school year.

4. Committee Reports

4.a. Personnel Committee Meeting - May 23, 2025

Sara Tracy discussed finalizing the Superintendent Contract.

4.b. Policy Committee Meeting - May 27, 2025

Eric Wilkinson discussed the change from Neola policies to Thrun policies on July 1, 2025. He asked each Board member to review the current Neola policies to see if there are any policies that we would like to keep and roll over.

4.c. SEAB Public Hearing - May 30, 2025

Erin Hunt-Carter discussed the public hearing held on May 30th. The first of two public hearings was well attended by community members. Transparency has been the main focus of the advisory board. Michelle Hilla and Reilly Curran did a great job hosting the meeting and setting the tone. The second public hearing will be on June 11, 2025.

4.d. Finance Committee Meeting - June 2, 2025

Michelle Craig discussed the process of going through the 24/25 final budget and the 25/26 preliminary budget. They also viewed the presentation that will be given at the 6/23/25 Budget Hearing.

4.e. Policy Committee Meeting - June 3, 2025

5. Public Input #1

5.a. Previous Public Comment Board/Superintendent follow up

None

5.b. Public Comment

* Anna Loveland

5.c. Superintendent/Board Discussion
None

6. * Consent Action Items

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

Glenn Fox: Absent, Michelle Craig: Yea, Erin Hunt-Carter: Yea, Heidi Reyst: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea
Yea: 5, Nay: 0, Absent: 1

6.a. *Action Item 101-24-25: Approval of the minutes from the Regular meeting on May 19, 2025, the Personnel Committee meeting on May 23, 2025, the Policy Committee meeting on May 27, 2025, the Finance Committee meeting on June 2, 2025 and the Policy Committee meeting on June 3, 2025.

6.b. Action Item 102-24-25: Superintendent Kapolka recommends the hiring of Sarah Bentley as the Director of Preschool and Community Learning.

7. * Individual Action Items

7.a. Action Item 103-24-25: CTE Millage Resolution

Motion to support the WISD CTE Millage resolution. This motion, made by Michelle Craig and seconded by Sara Tracy, Passed.

Glenn Fox: Absent, Eric Wilkinson: Nay, Michelle Craig: Yea, Erin Hunt-Carter: Yea, Heidi Reyst: Yea, Sara Tracy: Yea
Yea: 4, Nay: 1, Absent: 1
Eric Wilkinson: Nay

7.b. Action Item 104-24-25: Bond Resolution

Motion to support the Bond resolution. This motion, made by Heidi Reyst and seconded by Eric Wilkinson, Passed.

Glenn Fox: Absent, Michelle Craig: Yea, Erin Hunt-Carter: Yea, Heidi Reyst: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea
Yea: 5, Nay: 0, Absent: 1

7.c. Action Item 105-24-25: Superintendent Contract

Motion to approve the Superintendent employment contract. This motion, made by Sara Tracy and seconded by Michelle Craig, Passed.

Glenn Fox: Absent, Michelle Craig: Yea, Erin Hunt-Carter: Yea, Heidi Reyst: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea
Yea: 5, Nay: 0, Absent: 1

8. Information & Discussion

8.a. 2025-2026 Board Meeting Dates

Discussion ensued about next year's meeting dates. We will adjust the schedule to have only one meeting in August.

8.b. 2024-2025 Final Amended Budget

Nicole Lechner will be presenting at the June 23, 2025 Budget Hearing. The General Fund is expected to close the year with a 17.35% fund balance.

8.c. 2025-2026 Preliminary Budget

Nicole Lechner will be presenting at the June 23, 2025 Budget Hearing. The preliminary budget is projected to be 15.23%, based on flat enrollment and a \$392 per pupil increase in the foundation allowance.

8.d. 2025-2026 - Michigan High School Athletic Association Resolution

This formal, annual agreement allows districts to maintain membership in the Michigan High School Athletic Association (MHSAA). We will include our 6th grade as participants in athletics as well.

8.e. 25/26 WISD Fiber Consortium and PowerSchool Hosting

This purchase in the amount of \$47,796 reflects a \$2 per pupil increase for fiber services. These services are essential to the district's technology infrastructure. They were reviewed and approved by the WISD fiber consortium committee and the Washtenaw Superintendent's Association.

8.f. Everyday Math Journals (K-5) Three-Year Purchase

This is a three-year purchase of Everyday Math Journals to support our current K-5th math program. These journals serve as supplemental materials and are used consistently across all elementary classrooms.

8.g. Migrating policies from NEOLA to THRUN to be effective July 1, 2025.

As we have gone through the implementation of the Thrun policies, the Board has been taking action approving the new policies with a July 1, 2025 activation date. At the June 23 BOE meeting, the Board will make a motion to archive all currently listed and active CSD Board of Education policies, except the Title IX Thrun policies that were adopted earlier this year. The archiving motion will also have an effective date of July 1, 2025.

8.h. Thrun Policies Review

8.h.1) Thrun Policies - Finance and Borrowing

- 3214CSD – Graduation Classes' Residual Funds

8.h.2) Thrun Policies - Student Conduct and Discipline

- 5212 – Registered Sex Offenders – Students

8.h.3) Thrun Policies - Student Enrollment, Attendance and Records

- 5302-ALT – Entrance Age
- 5303 – Student Enrollment and Withdrawal
- 5304 – Nonpublic School Students; Part-Time Attendance
- 5305 – Schools-of-Choice

- 5306 – Foreign Students
- 5307 – Homeless Students
- 5308 – Protection of Pupil Rights
- 5309 – Student Records and Directory Information

Discussion ensued about policy 5305 and how to best set the amount of SOC students we can and will have in our district. This could be a percentage or a set number. This policy will be reviewed annually.

8.h.4) Thrun Policies - Curriculum, Instruction, and Parent/Guardian Involvement

- 5401 – Parent Involvement in Education
- 5402 – Communication with Parents
- 5403 – Rights of Non-Custodial Parents
- 5404 – Free Textbooks, Materials, and Charging of Fees and Fines
- 5405 – Title I Parent and Family Engagement Policy
- 5406 – Title I Funds
- 5407 – Instructional Program and Curriculum Development
- 5408 – Curriculum, Instruction and Parent Involvement (Intentionally Left Blank)
- 5409 – Academic Credits and Graduation
- 5410 – Commencement
- 5411 – Student Promotion, Retention, and Placement
- 5412 – Class Rank
- 5413 – Senior Recognition
- 5414 – Completion Certificates
- 5415 – Summer School
- 5416 – Homebound and Hospitalized Instruction
- 5417 – Homework
- 5418 – Grades
- 5419 – Reading Assessments, Instruction, Intervention, and Retention
- 5420 – Sex Education
- 5421 – Work-Based Learning Experience
- 5422CSD - Controversial Issues

8.h.5) Thrun Policies - School Sponsored and Extracurricular Activities

- 5501 – Fundraising Activities
- 5502 – Student Government
- 5503 – Bulletin Boards and Other Student Postings
- 5504 – School-Sponsored Publications and Productions
- 5505 – School Attendance on Days of Schedule Activities
- 5506 – Field Trips
- 5507 – Extracurricular Activities
- 5508 – Extracurricular and Athletic Trips
- 5509 – Public Appearances of School Groups
- 5510 – Student-Initiated, Non-Curricular Clubs

- 5511 - Secret Organizations
- 5512CSD - InterScholastic Athletics

Policy 5506 Field Trips will be renumbered to 5506CSD.

8.h.6) Thrun Policies - Student Support Services

- 5601 – Special Education
- 5602 – Independent Educational Evaluation
- 5603 – Section 504
- 5604 – Student Assistance Process

8.h.7) Thrun Policies - Student Health and Safety

- 5701 – Abuse and Neglect
- 5702 – Student Illness and Injury
- 5703 – Medications
- 5704 – Student Insurance
- 5705 – Emergency Anaphylaxis
- 5706 – Opioid Antagonist
- 5707 – School Wellness Policy
- 5708 – Do No Resuscitate Orders
- 5709 – Lice, Nits, and Bed Bugs
- 5710 – Student Suicide Prevention
- 5711 – Toilet Training
- 5712 – Concussion Awareness
- 5713 – Immunizations and Communicable Diseases
- 5714 – Threat Assessment and Response
- 5715 – Student Oral Health Assessment

Policy 5706 Opioid Antagonist will be renumbered to 5706CSD.

8.h.8) Thrun Policies - Miscellaneous

- 5801 – Closed Campus
- 5802 – Student Transportation
- 5803 – Student Driving and Parking
- 5804 – Work Permits
- 5805 – Student Audio and Video Recording
- 5806 – Recording of IEP, 504, & Student-related District Meetings
- 5807 – Pledge of Allegiance
- 5808CSD – Sunday Activities
- 5809CSD - Commemorating & Naming of School Facilities
- 5810CSD - Small Unmanned Aircraft Systems
- 5811CSD - HS Diploma to WWI, Korean Conflict, Vietnam War Veterans

9. Public Input #2

9.a. Public Comment

None

9.b. Superintendent/Board Discussion

None

10. Board Vacancy Applicants Discussion and Voting

* Alexandra Doering

* Nicolia Heineman

* Chad Obenauf

* Heather Scott

* Ben Seymour

Alex, Heather and Ben all presented themselves and their reasons for applying for the Board vacancy. Videos of Nicolia and Chad were shared with the Board. President Hunt-Carter mentioned that both she and Superintendent Kapolka met with each applicant individually to answer any questions. President Hunt-Carter thanked all five applicants and asked they continue to support our District. President Hunt-Carter explained the voting process. The Superintendent's Administrative Assistant, Beth Starkey, tallied the votes and announced that Nicolia Heineman received the highest total points with eight.

10.a. Action Item 106-24-25: Board Vacancy

Motion to appoint Nicolia Heineman to fill the vacant trustee seat of Kate Henson. This seat will be filled until the November 2026 general election. This motion, made by Michelle Craig and seconded by Heidi Reyst, Passed.

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

Yea: 5, Nay: 0, Absent: 1

10.b. President Hunt-Carter asked the Executive Assistant to the Board of Education will read the voting ballots of each Board Member.

Ballots:

| Board Member | 1 st | 2 nd |
|------------------|------------------|-------------------|
| Eric Wilkerson | Chad Obenauf | Heather Scott |
| Michelle Craig | Nicolia Heineman | Heather Scott |
| Erin Hunt-Carter | Nicolia Heineman | Alexandra Doering |
| Sara Tracy | Nicolia Heineman | Alexandra Doering |
| Heidi Reyst | Nicolia Heineman | Alexandra Doering |

10.c. Oath of Office for newly appointed Board Member will be given by President Erin Hunt-Carter at the June 23, 2025 Regular Meeting due to Nicolia Heineman being out of town.

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

* Sara Tracy – Graduation was a wonderful event.

* Heidi Reyst – Enjoyed graduation

* Erin Hunt-Carter – Graduation was special and enjoyed being with the Class of 2025 as their last time together.

* Michelle Craig – She enjoyed graduation.

* Eric Wilkinson –

Motion to officially commend and thank our retirees, Andrea Maines, Kim Eder, Lonnie Mitchell, James Pearson and Dawn Putnam for their years of service to our District.

This motion, made by Eric Wilkinson and seconded by Erin Hunt-Carter, Passed.
Glenn Fox: Absent, Michelle Craig: Yea, Erin Hunt-Carter: Yea, Heidi Reyst: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea
Yea: 5, Nay: 0, Absent: 1

12. Upcoming Events

- Monday, June 23, 2025 - Budget Hearing and Regular Board Meeting, 6:30pm WSEC
- Wednesday, June 11, 2025 - S.E.A.B Public Hearing, 6:00pm WSEC Board Room

13. Adjournment

Respectfully Submitted,

Sara Tracy
Board Secretary