

Chelsea School District
Regular Meeting
Monday, May 5, 2025 6:30 PM Eastern

WSEC
500 Washington St
Chelsea, MI 48118

Michelle Craig: Present
Glenn Fox: Present
Kate Henson: Present
Erin Hunt-Carter: Present
Heidi Reyst: Present
Sara Tracy: Present
Eric Wilkinson: Present

Present: 7.

Kate Henson excused herself from the meeting at 7:22pm.

1. Call to order/roll call/Pledge of Allegiance/adoption of agenda and consent agenda
Motion to adopt agenda. This motion, made by Michelle Craig and seconded by Glenn Fox,
Passed.

Michelle Craig: Yea, Glenn Fox: Yea, Kate Henson: 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. Special Presentations & Celebrations

2.a. Student of the Month

- * North Creek Elementary - Audreanna Basar
- * South Meadows Elementary - Jase Williams
- * Beach Middle School - Eva Rosemberg

3. * Staff Reports

3.a. North Creek - Casey Wescott

3.b. South Meadows - Katie Spisich

3.c. Operations - Ross Potgiesser

3.d. Technology - Ryan Spencer

3.e. Food Service - Chris Simpson

3.f. Transportation - Corinna Horton

3.g. Special Education and Early Childhood - Lisa Nickel

4. Superintendent Report & Communications

* Congratulations to our Students of the Month of May – Dre, Jase and Eva.

* Teacher Appreciation Week - Special shout out to all our teachers and all our staff!

- * 8th grade DC trip starts tomorrow! Students, Staff and Chaperones will leave at 5:00am. Safe travels.
- * School of Choice window opened today. We had 21 applicants in the first day. The average is 41 per year. We will roll out our #ChooseChelsea digital enrollment campaign in the coming weeks.
- * Congratulations to Personal Finance and Economic teams at CHS for winning State Titles.
- * Jordan Nelson, our CHS student board liaison, will have his last Board meeting on May 19th. We look forward to celebrating with him then.

5. Committee Reports

5.a. Finance Committee - February 2025 Finance Report

Motion to accept February 2025 Finance Report. This motion, made by Michelle Craig and seconded by Heidi Reyst, Passed.

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

5.b. District Curriculum Council - April 22, 2025

Erin Hunt-Carter updated the Board on their April 22nd meeting

5.c. SEAB Committee - April 23, 2025

Glenn Fox updated the Board on the committee monthly meetings. He encouraged anyone who has questions to reach out to Riley Curran or Michelle Hilla. The May 14th meeting will be held to make some final decisions and then will host a community forum.

5.d. Policy Committee - April 29, 2025

6. Public Input #1

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

None

6.b. Public Comment

- * Mike Brown
- * Diane Jonas Locker
- * Sherri Plank

6.c. Superintendent/Board Discussion

None

7. * Consent Action Items

7.a. *Action Item 79-24-25: Approval of the minutes from the April 7, 2025 Regular Meeting, the April 21, 2025 Worksession, and the April 29, 2025 Policy Committee meeting.

Motion to accept. This motion, made by Michelle Craig and seconded by Sara Tracy, Passed.

Michelle Craig: Yea, Glenn Fox: Yea, Kate Henson: Yea, Erin Hunt-Carter: Yea, Heidi Reyst:

Yea, Sara Tracy: Yea, Eric Wilkinson: Yea

Yea: 7, Nay: 0

Eric Wilkerson asked if there were minutes from the other committee meetings.

8. * Individual Action Items

8.a. Action Item: 80-24-25: Superintendent Kapolka recommends approval of the CSD/CEA Collective Bargaining Agreement language updates.

Motion to accept. This motion, made by Erin Hunt-Carter and seconded by Heidi Reyst, Passed.

Michelle Craig: Yea, Glenn Fox: Yea, Kate Henson: Yea, Erin Hunt-Carter: Yea, Heidi Reyst:

Yea, Sara Tracy: Yea, Eric Wilkinson: Yea

Yea: 7, Nay: 0

9. Information & Discussion

9.a. WISD Board Election - Designation of Electoral Representative for CSD

The Board will need to designate a representative and an alternate. The election is June 2nd. Michelle Craig, Heidi Reyst volunteered.

9.b. WISD 2025-2026 General Education and Special Education Budgets

9.c. Superintendent Contract

Discussion ensued regarding the renewal of the Superintendent Contract. Topics discussed were legal updates, salary, length of term, longevity, and higher education reimbursement. The Personnel Committee will be meeting to work on this further.

9.d. 2025-2026 Student Handbooks

9.d.1) 2025-2026 CHS Handbook

Discussion ensued regarding parking fees, dress code and cell phone use policy.

9.d.2) 2025-2026 BMS Handbook

9.d.3) 2025-2026 Elementary Handbook

9.e. 2025-2026 Athletic & Extra-Curricular Code of Conduct

Superintendent Kapolka mentioned there are no changes for this coming year.

9.f. CHS Music Department Field Trip Request to Toronto, Ontario

Semi-annual trip. \$1350/student. All music staff will attend. April 23-26, 2026

9.g. CHS Marching Band Uniforms

Superintendent Kapolka discussed that the current uniforms were purchased in 2005. The conversation started 2.5 years ago. The cost will be \$77,000+ and it was not included in the bond. We are hoping to order 120 new uniforms and we have between 70-80 current students in the program. The uniforms have changed since last purchased in 2005.

9.h. Jennifer Haefner - Leave of Absence for the 2025-2026 school year.

Superintendent Kapolka fully supports this leave.

9.i. Carley Wooster - Leave of Absence for the 2025-2026 school year.

Superintendent Kapolka fully supports this leave.

9.j. Administrative Contract Renewals

Superintendent Kapolka explained this annual process that sets 2 year contract for the administrative team.

9.k. District Administrator Salary Schedule

Superintendent Kapolka presented this to the Board at March 7th meeting with a blank space for the Superintendent contract. This has now been updated to also accommodate the ORS legal language.

9.1. Thrun Policies Review

9.1.1) Thrun Policy - Non-Exempt Staff

- 4301 - Definition
- 4302 - Minimum Wage and Overtime
- 4303 - Compensatory Time
- 4304 - Employee Timekeeping Responsibilities
- 4305 - Michigan Paid Medical Leave Act (MPMLA)
- 4306 - Assignment and Transfer
- 4307 - Performance Evaluation
- 4308 - Reduction and Recall of Non-Exempt Staff
- 4309 - Discipline and Termination

9.1.2) Thrun Policy - Professional Staff

- 4401 - Definition
- 4402 - Assignment and Transfer
- 4403 - Performance Evaluation
- 4404 - Performance Based Compensation for Teachers
- 4405 - Reduction in Force and Recall
- 4406 - Professional Improvement Sabbaticals
- 4407 - Discipline
- 4408 - Termination
- 4409 - Non-Renewal

9.1.3) Thrun Policy - Administrators/Supervisors

- 4501 - Definition
- 4502 - Assignment and Transfer
- 4503 - Performance Evaluation
- 4504 - Performance Based Compensation
- 4505 - Reduction and Recall
- 4506 - Discipline
- 4507 - Termination
- 4508 - Administrator Non-Renewal

9.1.4) Thrun Policy - Student Conduct and Discipline
5206A - Due Process
5206B - Students with Disabilities
5206C - Reinstatement Following Expulsion
5206D - Enrollment Following Misconduct at Another Public or Nonpublic School
5206E - Suspension from Class, Subject, or Activity by Teacher
5207 - Anti-Bullying
5208 - Student Acceptable Use and Internet Safety
5209 - Student Use of Cell Phone and Electronic Communication Devices
5210 - GPS Tracking Device with audio Surveillance Capabilities
5211 - Emergency Use of Seclusion and Restraint
5213 - Personal Protection Orders Against Students

9.1.5) Thrun Policy - Student Enrollment, Attendance, and Records
5301 - Compulsory Attendance, Absenteeism, and Truancy

Discussion ensued and will be brought back to the Policy Committee. 5209 – Student Use of Cell Phone and Electronic Communication Devices policy will be tabled.

10. Public Input #2

10.a. Public Comment

None

10.b. Superintendent/Board Discussion

None

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

- * Jordan Nelson - BMS theater production, 2nd grade concert, 3rd grade concert coming up. CHS Art Show this weekend.
- * Bradley Dunn - Cadet teaching at BMS has shown him the importance to the cell phone policy. Prom this Saturday. AP testing season is here.
- * Michelle Craig - Saw Sherlock Holmes show - so good!
- * Eric Wilkinson - 2nd grade concert - students very engaged.
- * Erin Hunt-Carter - Attended Sherlock Holmes - great production. Set looked really cool. Read student essays for CEF Scholarships.
- * Sara Tracy - Shout out to SME for representing at Girls on the Run.
- * Glenn Fox - Kudos to Student Liaisons for commitment to our younger students. Thank you
- * Heidi Reyst - Excited for the 8th grade DC trip.

12. Upcoming Events

- Monday, May 19, 2025 - Board Meeting, 6:30pm WSEC

13. Adjournment

The meeting was adjourned at 8:33 PM.

Respectfully Submitted,

Sara Tracy
Board Secretary