

Chelsea School District
Budget Hearing and Regular Meeting
Monday, June 23, 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: Absent
Sara Tracy: Present
Eric Wilkinson: Present

Present: 6, 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 Glenn Fox and seconded by Sara Tracy, Passed.

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

Yea: 5, Nay: 0, Absent: 1, Abstain: 1

Meeting was called to order at 6:30pm.

2. Administration of the Oath of Office to newly-appointed Board Member, Nicolia Heineman.

"I do solemnly swear that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the office of Member of the Board of Education of the Chelsea School District according to the best of my ability." If so, answer, "I will and I do".

President Erin Hunt-Carter presented the ceremonial Oath of Office to Nicolia Heineman.

3. Budget Hearing - Nicole Lechner

Nicole Lechner presented the Final Amended Budget for 2024-2025 and the Preliminary Budget for the 2025-2026. Discussion ensued.

4. Special Presentations & Celebrations

4.a. Sarah Bentley - Director of Preschool and Community Learning

Marcus Kaemming introduced Sarah Bentley, our Director of Preschool and Community Learning, to the Board.

5. Superintendent Report & Communications

* Digital Marketing Campaign – King Media reviewed the performance of our three-week digital marketing campaign, which ran across four digital streaming platforms. The campaign generated over 323,000 impressions. By using multiple formats, we helped to reinforce our brand identity and also laid the groundwork for future outreach tied to enrollment, staffing, and community engagement.

* State Budget – They are pushing to have a budget by July 1st. We are not holding our breath.

* Thank you to our Sex Education Advisory Board (SEAB) for their comprehensive review of our reproductive health curriculum. The committee was chaired by Michelle Hilla and Reiley Curran. We are proud of the prioritization of engagement and transparency throughout the process.

* Policy Committee – Thank you to Eric Wilkinson, Glenn Fox, former Board member, Kate Henson, and Beth Starkey for their hard work over 14 meetings and one and a half years of engagement, preparation, and discernment and reflecting thought.

* Hiring Update – We are in final rounds of interviews for our Social Worker and Assistant Principal positions at CHS. And final rounds for our Teacher Consultant position at North Creek. Matt Ceo has stepped down from his position as the principal at Beach Middle School. Thank you to Matt for his 9 years of services to the Chelsea School District. We will be communicating an update on the process of finding the next principal of Beach Middle School.

Bond Rating Call – Nicole Lechner and Mike will be participating in a bond rating call on June 24th which is a critical step in the bond issuance process as it determines the school district's credit rating. The bond rating call helps ensure we secure the best possible financing and bond rating to invest in our schools while being good stewards of public funds.

6. Committee Reports

6.a. Finance Committee - April 2025 Finance Report

Motion to accept the April 2025 Finance Report. This motion, made by Michelle Craig and seconded by Sara Tracy, Passed.

Heidi Reyst: Absent, Michelle Craig: Yea, Glenn Fox: Yea, Nicolie Heineman: Yea, Erin Hunt-Carter: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea
Yea: 6, Nay: 0, Absent: 1

6.b. SEAB Public Hearing - June 11, 2025

Erin Hunt-Carter discussed the SEAB Public Hearing and process for reviewing the curriculum.

7. Public Input #1

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

None

7.b. Public Comment

* Reiley Curran

7.c. Superintendent/Board Discussion

None

8. * Consent Action Items

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

Heidi Reyst: Absent, Michelle Craig: Yea, Glenn Fox: Yea, Nicolie Heineman: Yea, Erin Hunt-Carter: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea
Yea: 6, Nay: 0, Absent: 1

8.a. *Action Item: 107-24-25 Approval of the minutes from the Regular meeting on June 9, 2025.

8.b. Action Item: 108-24-25: Superintendent Kapolka recommends the Board join the Michigan Association of School Boards (MASB) for the 2025-2026 school year.

8.c. Action Item: 109-24-25: Superintendent Kapolka recommends the Board approve the membership resolution to join the Michigan High School Athletic Association (MHSAA) for the 2025-2026 school year.

8.d. Action Item: 110-24-25: Superintendent Kapolka recommends the Board approve joining the Michigan Association of Superintendents & Administrators (MASA) for the 2025-2026 school year.

8.e. Action Item: 111-24-25: Superintendent Kapolka recommends the Board approve the 2025-2026 Board meeting dates.

8.f. Action Item 112-24-25: Superintendent Kapolka recommends the Board approve the Food Service contract with Chartwells for the 2025-2026 school year.

8.g. Action Item: 113-24-25: Superintendent Kapolka recommends the Board approve the 2024-2025 Final Amended Budget and the 2025-2026 Preliminary Budget and the 2025 preliminary L-4029 tax rate.

8.h. Action Item: 114-24-25: Superintendent Kapolka recommends the Board designate Chelsea State Bank as the District's depository for the 2025-2026 school year. The accounts are 2016, 2018, 2020 and 2022 Debt Retirement Fund Accounts; the General Fund, Vendor ACH, Payroll, Lunch Fund, Athletics Fund, and Sinking Fund Accounts; 2020 and 2022 Investments, 2018, 2020 and 2022 Capital Projects Funds Accounts; North Creek Elementary, South Meadows, Beach Middle School and Chelsea High School Activity Accounts, the Steven E. Lewis, Peabody, CSD Memorial, Special Olympics Scholarship, General Fund Milaf and the Memorial Milaf Funds.

8.i. Action Item: 115-24-25: Superintendent Kapolka recommends the Board authorize the following persons to sign checks drawn against various funds as indicated in the chart attached and that the Board Treasurer, Business Services Account, Chief Financial Officer, and the Superintendent of Schools are authorized to endorse checks "For Deposit Only:.

8.j. Action Item: 116-24-25: Superintendent Kapolka recommends the Chief Financial Officer, or designee, and the Superintendent of School be authorized to transfer funds by electronic transfer, except where a check is specifically required.

8.k. Action Item: 117-24-25: Superintendent Kapolka recommends the Secretary of the Board be authorized to sign promissory notes, State Aid notes, tax anticipation notes, or any other documents authorized by and on behalf of the Board. Any other officer of the Board may sign documents of the Board in the absence of any other officer.

8.l. Action Item: 118-24-25: Superintendent Kapolka recommends the Board retain the legal firm of Thrun Law Firm, PC, to represent the District during the 2025-2026 school year, and the Superintendent of Schools shall be authorized to engage other specific legal counsel, as the need may arise.

8.m. Action Item: 119-24-25: Superintendent Kapolka recommends the Board designate Chelsea State Bank, Michigan School District Liquid Asset Fund, and US Bank as investment depositories for Chelsea School District for the 2025-2026 fiscal year and that the Chief Financial Officer signature be attached to the investment accounts.

It is further moved that the Superintendent or designee is authorized to transfer funds to/from investment accounts to other savings/checking accounts of the District and is authorized to invest District monies in accordance with state and/or federal law and Board policy.

8.n. Action Item: 120-24-25: Superintendent Kapolka recommends the Board set the fee for providing hard copies of the Board Meeting Agenda Packet for individuals, organizations, firms, or corporations at \$50.00 per year in accordance with MCL 15.266.

8.o. Action Item: 121-24-25: Superintendent Kapolka recommends the Board appoint the Chief Financial Officer as the Election Administrator and Deputy to the Board Secretary for election-related matters, the Deputy to the Board Treasurer to perform the duties required of the Board Treasurer.

9. * Individual Action Items

9.a. Action Item 122-24-25: Superintendent Kapolka recommends the approval of the 25/26 WISD Fiber Consortium and PowerSchool Hosting purchase.

Motion to approve the 25-26 WISD Fiber Consortium and PowerSchool Hosting purchase.

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

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

Yea: 6, Nay: 0, Absent: 1

9.b. Action Item 123-24-25: Superintendent Kapolka recommends the approval of the Everyday Math Journals (K-5) Three-Year Purchase.

Motion to approve the Everyday Math Journals (K-5) Three-Year purchase. This motion, made by Sara Tracy and seconded by Michelle Craig, Passed.

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

Yea: 6, Nay: 0, Absent: 1

9.c. Action Item 124-24-25: Superintendent Kapolka recommends the Board approve the Thrun Policies to be in effect July 1, 2025.

- 3214CSD – Graduation Classes' Residual Funds

Motion to approve the Thrun Policies to be in effect July 1, 2025. This motion, made by Michelle Craig and seconded by Sara Tracy, Passed.

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

Yea: 6, Nay: 0, Absent: 1

9.d. Action Item 125-24-25: Superintendent Kapolka recommends the Board approve the Thrun Policies to be in effect July 1, 2025.

- 5212 – Registered Sex Offenders – Students

Motion to approve the Thrun Policies to be in effect July 1, 2025. This motion, made by Michelle Craig and seconded by Sara Tracy, Passed.

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

Yea: 6, Nay: 0, Absent: 1

9.e. Action Item 126-24-25: Superintendent Kapolka recommends the Board approve the Thrun Policies to be in effect July 1, 2025.

- 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

Motion to approve the Thrun Policies to be in effect July 1, 2025. This motion, made by Eric Wilkinson and seconded by Glenn Fox, Passed.

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

Yea: 6, Nay: 0, Absent: 1

9.f. Action Item 127-24-25: Superintendent Kapolka recommends the Board approve the Thrun Policies to be in effect July 1, 2025.

- 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

Motion to approve the Thrun Policies to be in effect July 1, 2025. This motion, made by Glenn Fox and seconded by Eric Wilkinson, Passed.

Heidi Reyst: Absent, Michelle Craig: Yea, Glenn Fox: Yea, Nicolia Heineman: Yea, Erin Hunt-Carter: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea
Yea: 6, Nay: 0, Absent: 1

9.g. Action Item 128-24-25: Superintendent Kapolka recommends the Board approve the Thrun Policies to be in effect July 1, 2025.

- 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
- 5506CSD – 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

Motion to approve the Thrun Policies to be in effect July 1, 2025. This motion, made by Eric Wilkinson and seconded by Glenn Fox, Passed.

Heidi Reyst: Absent, Michelle Craig: Yea, Glenn Fox: Yea, Nicolia Heineman: Yea, Erin Hunt-Carter: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea
Yea: 6, Nay: 0, Absent: 1

9.h. Action Item 129-24-25: Superintendent Kapolka recommends the Board approve the Thrun Policies to be in effect July 1, 2025.

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

Motion to approve the Thrun Policies to be in effect July 1, 2025. This motion, made by Michelle Craig and seconded by Sara Tracy, Passed.

Heidi Reyst: Absent, Michelle Craig: Yea, Glenn Fox: Yea, Nicolia Heineman: Yea, Erin Hunt-Carter: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea
Yea: 6, Nay: 0, Absent: 1

9.i. Action Item 130-24-25: Superintendent Kapolka recommends the Board approve the Thrun Policies to be in effect July 1, 2025.

- 5701 – Abuse and Neglect
- 5702 – Student Illness and Injury
- 5703 – Medications
- 5704 – Student Insurance
- 5705 – Emergency Anaphylaxis
- 5706CSD – 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

Motion to approve the Thrun Policies to be in effect July 1, 2025. This motion, made by Nicolia Heineman and seconded by Glenn Fox, Passed.

Heidi Reyst: Absent, Michelle Craig: Yea, Glenn Fox: Yea, Nicolia Heineman: Yea, Erin Hunt-Carter: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea
Yea: 6, Nay: 0, Absent: 1

9.j. Action Item 131-24-25: Superintendent Kapolka recommends the Board approve the Thrun Policies to be in effect July 1, 2025.

- 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

Motion to approve the Thrun Policies to be in effect July 1, 2025. This motion, made by Eric Wilkinson and seconded by Sara Tracy, Passed.

Heidi Reyst: Absent, Michelle Craig: Yea, Glenn Fox: Yea, Nicolia Heineman: Yea, Erin Hunt-Carter: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea
Yea: 6, Nay: 0, Absent: 1

9.k. Action Item 132-24-25: Superintendent Kapolka recommends the approval to archive the current NEOLA policies, except Thrun policies Title IX (3115-3115H, 3118, 4101, 4102, 4104, 4105a, 5202, 5603) and ESTA policies 4113 effective July 1, 2025.

Motion to approve to archive the current NEOLA policies, except Thrun policies Title IX (3115-3115H, 3118, 4101, 4102, 4104, 4105a, 5202, 5603) and ESTA policies 4113 effective July 1, 2025. This motion, made by Glenn Fox and seconded by Nicolía Heineman, Passed. Heidi Reyst: Absent, Michelle Craig: Yea, Glenn Fox: Yea, Nicolía Heineman: Yea, Erin Hunt-Carter: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea
Yea: 6, Nay: 0, Absent: 1

10. Information & Discussion

10.a. SEAB Recommendation - Hilla
Discussion ensued.

10.b. District Radio System Purchase

11. Public Input #2

11.a. Public Comment
* Ben Seymour

11.b. Superintendent/Board Discussion
None

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

* Sara Tracy – She is enjoying the Rec Pass from Community Education

* Michelle Craig – Thank you to our Administrators for the great job they do and working hard through the summer months to transition over to a new year.

* Nicolía Heineman – Thank you for welcoming her to the Board. And welcome to Sarah Bentley back to the District in her new position.

* Erin Hunt-Carter – She attended the Robotics open house and it was informative and enjoyable.

* Glenn Fox – Welcome back to Sarah Bentley and thank you for the quick response to a Community Ed snafu. She handled it well.

13. Upcoming Events
Monday, July 14, 2025 - Board Meeting, 6:30pm WSEC

14. Adjournment
The meeting was adjourned at 749pm.

Respectfully Submitted,

Sara Tracy
Board Secretary