

Chelsea School District
Regular Meeting
Monday, January 13, 2025 6:30 PM Eastern

North Creek Elementary
699 McKinley St.
Chelsea, MI 48118

Michelle Craig: Present
Glenn Fox: Present
Kate Henson: Present
Erin Hunt-Carter: Present
Heidi Reyst: Absent
Sara Tracy: Present
Eric Wilkinson: Present
Present: 6, Absent: 1.

Heidi Reyst arrived at 6:38pm.

Heidi Reyst: Present
Present: 7.

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

2. Special Presentations & Celebrations

2.a. School Board Appreciation - CEA

January is Board Appreciation month. Katy Steklac, Vice President of the CEA, presented books to the Board in appreciation of their hard work and dedication. These books will be placed in each building's media center for our students to enjoy.

2.b. Student of the Month

- * North Creek Elementary - Sophia Demers
- * South Meadows Elementary - Madelyn Demers

2.c. Preliminary Facilities Planning Overview - Kingscott, Moore Trosper, Fielding International

Rob Atkins, President of Kingscott, Laura Casai, Project Director for Kingscott, Dr. James Seaman, Managing Principal of Fielding International, and Heather Place, Moore Trosper Construction Company presented the Preliminary Facilities Planning Overview. Discussion and questions ensued.

3. * Staff Presentations

3.a. Safety & Security Update - Doug Whitsel, Ross Potgiesser, Ryan Spencer
Doug Whitsel, Ross Potgiesser, and Ryan Spencer presented a Safety & Security Update of our District. Discussion and questions ensued.

4. * Staff Reports

4.a. CHS - Amanda Clor

4.b. BMS - Matt Ceo

4.c. Finance - Nicole Lechner

4.d. Human Resources and Community Education - Marcus Kaemming

4.e. Athletics - Matt Cunningham

4.f. Curriculum and Instruction - Michelle Hilla

4.g. Safety and Security - Doug Whitsel

5. Superintendent Report & Communications

* Congratulations to our Students of the Month for January 2025, Sophia and Madelyn.

* PowerSchool Security Update – On Friday, 1/10/25, Ryan Spencer, Director of Technology, sent out a district communication regarding a recent cybersecurity incident involving PowerSchool. Although PowerSchool confirmed that this incident did not affect our district’s data or any schools in Washtenaw County, it serves as an important reminder of the value of dual authentication and regularly updating your passwords.

* MHSAA Classification Committee Meeting – Mike serves on an ad hoc committee for MHSAA that is made up of superintendents, high school principals and current athletic directors. The purpose of this group is to advise the executive director and his team on enrollment decisions and other areas of focus for MHSAA. They also discussed concussion care insurance for student athletes.

* Initial Facilities Assessment Review – Thank you to Kingscott, Moore Trospen, and Fielding International for their presentation on our district’s facility assessment. Mike is looking forward to unpacking the facilities assessment with our team as well as taking the next steps with the pathfinder project at North Creek.

* Safety & Security Audit – Thank you to Doug, Ross and Ryan for their collaborative work in putting together a comprehensive review of our safety and security measures. They have worked together towards identifying areas of improvement for our district. We will now scope out the priority recommendations shared and begin prepping for implementation.

6. Committee Reports

6.a. Finance Committee - Michelle Craig

* November 2024 Finance Report - Motion to approve the November 2024 Finance Report. Motion to approve the November 2024 Finance report. 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

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

8.a. *Action Item: 50-24-25 Approval of the minutes from the Regular Board meeting on January 6, 2025 and the Policy Committee Meeting on January 7, 2025.
Motion to approve Action Item 50-24-25. This motion, made by Heidi Reyst 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

8.b. *Action Item: 51-24-25: Approve the purchase of the WISD Fiber Consortium and PowerSchool Hosting for 2024/2025.
Motion to approve Action Item 51-24-25. This motion, made by Glenn Fox 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

8.c. *Action Item: 52-24-25 Approval of the 2025-2026 Chelsea High School, Beach Middle School and Y5s-5th grade Course Offering Handbooks.
Motion to approve Action Item 52-24-25. This motion, made by Heidi Reyst and seconded by Michelle Craig, 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. * Individual Action Items

9.a. Action Item 53-24-25: Superintendent Kapolka recommends the Board approve the Thru policies to be in effect July 1, 2025.
3117 - Intellectual Property
3119 - Experimental or Pilot Program
Motion to accept policies 3117, 3119. This motion, made by Glenn Fox and seconded by Michelle Craig, 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.b. Action Item 54-24-25: Superintendent Kapolka recommends the Board approve the Thrun policy to be in effect July 1, 2025.

3208 - Surety Bonds of District Officials

Motion to accept Thrun policy 3208. This motion, made by Glenn Fox and seconded by Erin Hunt-Carter, 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.c. Action Item 55-24-25: Superintendent Kapolka recommends the Board approve the Thrun policies to be in effect July 1, 2025.

3301 - Purchasing and Procurement

3301A - Purchasing and Procurement with Federal Funds

3302 - Acquisition of Real Property

3303 - Gifts and Donations

3304 - Use of District Property

3305 - Sale or Lease of District Property

3306 - Construction Bidding

3307 - Construction Administration

3308 - Distribution of Printed Materials and Advertising in School

3309 - Bus Inspection

Motion to accept Thrun policies 3301, 3301A, 3302, 3303, 3304, 3305, 3306, 3307, 3308, 3309. This motion, made by Michelle Craig and seconded by Erin Hunt-Carter, 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.d. Action Item 56-24-25: Superintendent Kapolka recommends the Board approve the Thrun policies to be in effect July 1, 2025.

3401 - School Cancellation Delay and Early Dismissal

3402 - Drills, Plans and Reports

3403 - Reporting Accidents

3404 - Communicable Diseases

3405 - Bloodborne Pathogens

3406 - Integrated Pest Management

3407 - Asbestos Management

3408 - Firearms and Weapons

3409 - Intentionally Left Blank

Motion to accept Thrun policies 3401, 3402, 3403, 3404, 3405, 3406, 3407, 3408, 3409. 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

9.e. Action Item 57-24-25: Superintendent Kapolka recommends the Board approve the Thrun policies to be in effect July 1, 2025.

3501 - Freedom of Information Act

3502 - Record Retention

Motion to accept Thrun policies 3501, 3502. 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.f. Action Item 58-24-25: Superintendent Kapolka recommends the Board approve the Thrun policies to be in effect July 1, 2025.

4103 - Whistleblowers' Protection

4104 - Employment Complaint Procedure for Allegations Implicating Civil Rights

4105 - Disability Workplace Accommodations for Employees and Applicants

4105A - Pregnancy Workplace Accommodations for Employees and Applicants

4105B - Religious Workplace Accommodations for Employees and Applicants

4106 - Family and Medical Leave Act (FMLA)

4107 - Military Leave

4108 - Union Activity and Representation

4109 - Break Time for Nursing Mothers

4110 - Reimbursement

4111 - Professional Development

4112 - Extracurricular Employees or Volunteers

Motion to accept Thrun policies 4103, 4104, 4105, 4105A, 4105B, 4106, 4107, 4108, 4109, 4110, 4111, 4112. 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

10. Information & Discussion

10.a. Thrun Policy Review

4201 – Employee Ethics and Standards

4202 – Children’s Protective Services (CPS) and Adult Protective Services (APS) Reporting and Student Safety and Welfare

4203 – Corporal Punishment and Limited Use of Reasonable Force

4204 – Confidentiality of Student Information

4205 – Hiring and Background Checks

4206 – Employment Contracts

4207 – Third Party Contracting

4208 – Applicant and Employee Criminal Arrest, Charge, Conviction

4209 – Abortion Referrals and Assistance

4210 – Drug and Alcohol Free Workplace; Tobacco Product Restrictions

4211 – Alcohol and Controlled Substances for Transportation Employees Subject to the Omnibus Transportation Employee Testing Act

4212 – Employee Assistance Program

4213 – Anti-Nepotism

4214 – Outside Activities and Employment
4215 – District Technology and Acceptable Use
4217 – Social Media
4218 – Employee Dress and Appearance
4219 - Attendance
4220 – Use or Disposal of District Property
4222 – Unauthorized Work Stoppage and Strikes
4223 - Resignation
4224 – Personnel Files and Payroll Information
4226 – Intentionally Left Blank
4227 – False Medicaid Claims
4228 – No Expectation of Privacy
Discussion ensued.

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

* Jordan Nelson – Thank you to Mr. Whitsel, Mr. Potgiesser and Mr. Spencer for their hard work keeping us safe. The Consortium field trip to Saline was great. SWWC is thriving. The NHS blood drive is set for March 5th. The Class of 2026 NHS applications are starting. Thank you to the Board for their hard work and dedication.

* Bradley Dunn – He is working on his NHS application. Bradley helped the Tech department this past summer and appreciate all the hard work Mr. Spencer and his team puts in to add all the security cameras. Thank you to the Board for all their hard work and dedication.

* Michelle Craig – Thank you to Nicole and her team in the Finance department for getting our Finance Reports back up to date.

* Glenn Fox – Thank you to the Admin team for their areas of experience and expertise. Being on the Policy committee is intense when we are reviewing all of our policies and it is a great way to impact change for our district. He encourages everyone bring their strengths to the discussion to help the Board and Policy committee make great decisions.

* Erin Hunt-Carter – Appreciates the Principals and Admin on the relationships they have with their students. It's evident when they talk about their students of the month and make the student comfortable when accepting their award.

* Kate Henson – Congratulations to Anna McAllister on winning the 2024 Division 2 State Championship in Diving. Congratulations to the Girls Swim and Dive program on finishing 11th overall in the state.

13. Upcoming Events

Tuesday, February 4, 2025 - Policy Committee Meeting, 1:00pm WSEC

Monday, February 10, 2025 - Board Meeting, 6:30pm WSEC
Monday, February 24 2025 - Board Worksession, 6:30pm WSEC

14. Adjournment

Meeting was adjourned at 9:01pm.

Respectfully Submitted,

Sara Tracy

Board Secretary