



CHELSEA  
SCHOOL DISTRICT

WSEC  
500 Washington St  
Chelsea, MI 48118

Regular  
Meeting  
Monday, June 8, 2026 6:30 PM Eastern

Michelle Craig: Present  
Glenn Fox: Absent  
Nicolia Heineman: Absent  
Erin Hunt-Carter: Present  
Heidi Reyst: Present  
Sara Tracy: Present  
Eric Wilkinson: Present  
Present: 5, Absent: 2.

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 Michelle Craig and  
seconded by Sara Tracy, Passed.

Glenn Fox: Absent, Nicolia Heineman: Absent, Michelle Craig: Yea, Erin Hunt-Carter: Yea,  
Heidi Reyst: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea  
Yea: 5, Nay: 0, Absent: 2

The meeting was called to order by President Erin Hunt-Carter at 6:30pm.

2. \* Staff Presentations

2.a. 2025-2026 End of Year Goal Update - Mike Kapolka, Marcus Kaemming, Michelle Hilla

Marcus, Michelle and Mike presented an update on our 2025-2026 goals. Discussion  
ensued with questions and answers and items the Board would like to dig in deeper  
during their July 2026 work session.

2.b. 2025-2026 Final Amended Budget - Nicole Lechner

Nicole presented our 2025-2026 Amended budget for the General fund, Food Service  
fund, Community Education fund, Student Activities fund and the Debt Retirement funds

2.c. 2026-2027 Preliminary Budget - Nicole Lechner

Nicole presented our 2026-2027 Preliminary Budget and the L-4029 updates.

3. \* Staff Reports

3.a. North Creek - Casey Wescott

- 3.b. South Meadows - Katie Spisich
- 3.c. Beach Middle School - Adam Schilt
- 3.d. Chelsea High School - Amanda Clor
- 3.e. Business and Finance - Nicole Lechner
- 3.f. Human Resources - Marcus Kaemming
- 3.g. Curriculum and Instruction - Michelle Hilla
- 3.h. Athletics - Matt Cunningham
- 3.i. Safety and Security - Greg DeGrand
- 3.j. Operations - Ross Potgiesser
- 3.k. Technology - Ryan Spencer
- 3.l. Food Service - Chris Simpson
- 3.m. Transportation - Corrina Horton
- 3.n. Special Education - Lisa Nickel
- 3.o. Early Childhood and Comm Education - Sarah Bentley

#### 4. Superintendent Report & Communications

\* Construction has begun – Starting on Monday, June 1<sup>st</sup>, site work began at the soccer field. Once site work is complete, they will move over to baseball and softball. Demo work began at North Creek Elementary on Monday, June 8<sup>th</sup>. A special thanks to Ross and his team for getting the classrooms moved to Pierce Lake.

\* Ground Breaking Ceremony – We will be hosting a brief ground breaking ceremony on Thursday, June 11<sup>th</sup> at 9am at North Creek, and then moving over to the WSEC.

\* Schools of Choice – Our SOC application window closed on June 3<sup>rd</sup>. We received 63 applications with 13 of them being current CSD students that plan to move outside of the district, but would like to remain enrolled with us. Of the remaining 50 applications, the trend is still holding where we are seeing higher numbers at entry points into the district at Y5s/Kindergarten and 9<sup>th</sup> grade.

\* Retirees – Congratulations to our district retirees, Amy Marsh, Tara Holmberg, Mary Pearson, Todd Blomquist, Art Finger, Mark Scheese, Karen Kurcz, Judy Hermosillo, Tara Thorburn, Kristen Krarup-Joyce, and Dennis Strzyzewski.

#### 5. Committee Reports

- \* SEAB Committee met on 5/26/26 to discuss the 6th - 8th grade survey and results.
- \* Finance Committee met on 6/2/26 to review the Amended and Preliminary Budgets
- \* Personnel Committee met on 5/29/26 to review the Superintendent Evaluation surveys.

#### 6. Public Input #1

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

None

6.b. Public Comment

\* Donald Locker

6.c. Superintendent/Board Discussion

None

7. \* Consent Action Items

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

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

Yea: 5, Nay: 0, Absent: 2

7.a. \*Action Item 71-25-26: Approval of the minutes from the regular and closed session meetings on May 18, 2026, the Personnel Committee meeting on May 29, 2026 and the Finance Committee meeting on June 2, 2026.

7.b. Action Item 72-25-26: Superintendent Kapolka recommends the approval of the CHS World Language field trip to Costa Rica in June 2027.

7.c. Action Item 73-25-26: Superintendent Kapolka recommends the District Furniture Replacement purchase in the amount of \$208,660.31. This purchase will be funded through the 2019 bond funds.

7.d. Action Item 74-25-26: Superintendent Kapolka recommends the Board accept a donation in excess of \$1,000 of the Luxedo Court Projection System. This is a community donation with support from local businesses and organizations.

Eric Wilkinson mentioned that the donation of the Luxedo Court Projection System has already been installed. He would like our administrators to better understand the policy involved in accepting donations prior to installation.

The new Thrun policy also states that the Board needs to accept donations in excess of \$5,000, not \$1,000.

7.e. Action Item 75-25-26: Superintendent Kapolka recommends the Board approve the hiring of Carla Freeman as the Counselor at Beach Middle School and be placed on MA Step 7 of the CEA Master Agreement.

7.f. Action Item 76-25-26: Superintendent Kapolka recommends the Board approve the hiring of Elise Blaauw as the Art teacher at South Meadows Elementary and be placed on BA Step 2 of the CEA Master Agreement.

7.g. Action Item 77-25-26: Superintendent Kapolka recommends the Board approve the hiring of Jordan Raft as the Business/Math teacher at Chelsea High School and be placed on BA Step 2 of the CEA Master Agreement.

7.h. Action Item 78-25-26: Superintendent Kapolka recommends the Board approve the hiring of Natasha Tortora as the Special Education Teacher at South Meadows Elementary and be placed on BA Step 9 of the CEA Master Agreement.

7.i. Action Item 79-25-26: Superintendent Kapolka recommends the Board approve the hiring of Sarah Ryan as the Special Education Teacher at South Meadows Elementary and be placed on BA Step 6 of the CEA Master Agreement.

7.j. Action Item 80-25-26: Superintendent Kapolka recommends the Board approve the hiring of Theresa Donajkowski as the Special Education Teacher at South Meadows Elementary and be placed on BA Step 3 of the CEA Master Agreement.

8. \* Individual Action Items

None

9. Information & Discussion

9.a. 2026-2027 WISD Internet Services and PowerSchool Hosting Recommendation

Ryan Spencer is requesting this annual purchase for the 2026-2027 WISD fiber consortium costs for internet services and PowerSchool server hosting. This consortium provides our district with high-speed internet connectivity, fiber maintenance and repair, network security, redundancy, ongoing infrastructure upgrades, and dedicated technical support. In addition, the WISD hosts our PowerSchool server, including management of the physical server infrastructure, security updates, software upgrades, backups, and technical support.

9.b. 2026-2027 Board Meeting Dates

Discussion ensued about looking at the next year's meeting dates earlier than June for planning purposes.

9.c. 2026-2027 Michigan High School Athletic Association Resolution

This is an annual resolution to participate in the MHSAA for both our middle school and high school athletics.

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

\* Michelle Craig – Congratulations to our staff for a successful year.

\* Sara Tracy – Congratulation on graduation and how well it went.

\* Erin Hunt-Carter – She will begin sharing an update email with the Board the Friday before each board meeting to touch base.

12. Upcoming Events

- Monday, June 22, 2026 - Board Public Hearing and Regular Meeting, 6:30pm WSEC

13. Closed Session for Superintendent Evaluation. (MCL 380.503)

Motion to move into closed session. This motion, made by Sara Tracy and seconded by Michelle Craig, Passed.

Glenn Fox: Absent, Nicolia Heineman: Absent, Michelle Craig: Yea, Erin Hunt-Carter: Yea,

Heidi Reyst: Yea, Sara Tracy: Yea, Eric Wilkinson: Yea

Yea: 5, Nay: 0, Absent: 2

The Board moved into closed session at 7:44pm.

14. Adjournment

The Board moved out of closed session at 9:45pm and adjourned the meeting.

Respectfully Submitted,

Sara Tracy  
Board Secretary