

Chatfield School Board of Directors Meeting

Minutes for October 19, 2017

1. **Call to Order:** C. Watson called the meeting to order at 8:03 AM.
2. **Roll Call:** C. Watson, K. Dumas, Sean O'Bryan Absent B. McCauley, C. Smith. Others Attending M. Young and B. Kraly, Lorretta Deneweth Mattina, Kent & Gibbons.
3. **Approval of Minutes for September 21, 2017:** Motion by Dumas, supported by Smith to approve the Meeting Minutes for September 21, 2017. Ayes: Watson, Smith, Dumas, O'Bryan; the motion was approved.
4. Lorretta Deneweth from Mattina, Kent & Gibbons presented the 2016-17 Audit Report for the school and management company. A motion by O'Bryan and supported by Dumas to accept the audit as presented by Mrs. Deneweth. Ayes: Watson, Smith, Dumas, O'Bryan; the motion was approved.
5. **Correspondence-** None
6. **Financial Items**
 - a. Moved by O'Bryan and supported by Smith that invoices/checks #23549 –23621 for the period of September 20, 2017 through October 16, 2017 be approved. Ayes: Watson, Smith, Dumas, O'Bryan; the motion was approved. **Invoices appear at the end of the Minutes above the Board Secretary Signature.**
 - b. CMC Financials #4612-4620 were reviewed by Dumas.
 - c. The Monthly Statement of Operations as of 10/16/17 was reviewed.
 - d. The Visa bill was reviewed by Dumas.
 - e. SVSU Cash Flow Report was reviewed.
 - f. SVSU Monthly Compliance Report was reviewed.
7. **New Business:**
 - a. M. Young discussed with the board that the roof on the original part of the building was showing its age of 21 years and in need of replacement. He also shared that the HV/AC units on that part of the building are in need of replacement. He asked that the board approve him working with THA Architects to start to plan for a request for proposal. M. Young would like to present the RFP to the board in December.
 - b. B. Kraly shared with the board some recent enrollment questions that have come up. The board informed the director's that practices or guidelines should be created.
 - c. M. Young and B. Kraly shared with the board that CMC Management planned on providing the staff with a 2% pay increase. The board discussed the Directors compensation that has been postponed since July. The board of directors felt that since the staff was receiving a 2% raise that the directors should receive a similar raise. A motion by O'Bryan and supported by Dumas that the Directors receive a 2% raise. Ayes: Watson, Smith, Dumas, O'Bryan the motion passes.
7. **Chatfield School Directors Report-** B. Kraly reviewed various school activities.
8. **CMC Directors Report:** M. Young shared that things are going well.
9. **Visitor Comments:** None
10. **Adjournment:** The meeting adjourned at 9:28am.