

## The Chatfield School Board of Directors Special Meeting

September 19, 2024 - 8:00 AM

1. **Call to Order Time:** 8:04 AM
2. **Roll Call:** Amboy - Present (left at 9:15 AM), Dumas - Present, Muir - Present, Poniatowski - Present, Viers - Present.
3. **REVISED AGENDA:** Include Approval of Agenda, state “This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy’s business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in item #5 & 12” (shown as item #7 & 14 in minutes) and update spelling of The Romine Group (“TRG”) Motion by Muir and second by Viers to revise the agenda. Ayes – Amboy, Dumas, Muir, Poniatowski, Viers. Motion carried.
4. **Approval of Agenda:** Motion by Muir and second by Viers to approve the agenda. Ayes – Amboy, Dumas, Muir, Poniatowski, Viers. Motion carried.
5. **Approval of Minutes for Special Meeting September 3, 2024:** Motion by Amboy and second by Viers to approve the agenda. Ayes – Amboy, Dumas, Muir, Poniatowski, Viers. Motion carried.
6. **Correspondence:** Letter was received by Lura Myers supporting recent Board decisions was acknowledged by the Board
7. **Public Comment:** Public comment was acknowledged by the Board.
8. **Financial Items:**
  - a. The Board reviewed invoices/checks from August 1, 2024-August 31, 2024 (#s 27934-27982)
  - b. CMC Financials invoices/checks #5242-5247.
  - c. One capital project check (#712).
  - d-f. The Board reviewed the Monthly Statement of Operations through 8/31/2024, the SVSU Cash Flow Report, and the Monthly SVSU Compliance Report.  
  
Motion by Poniatowski and second by Viers to approve the financial items through August 31, 2024. Ayes – Amboy, Dumas, Muir, Poniatowski, Viers. Motion carried.

## 9. **New Business:**

**a. M-Step Scores:** Chatfield scores were shared with the Board. Social Studies scores will be further investigated for opportunities to improve. Math and Language Arts scores were strong.

**b. Social Media Incident:** Incident occurred on Friday September 13; threat assessment protocol established for Chatfield was utilized. Chatfield parents were notified Friday night and law enforcement was contacted. By Tuesday, September 17th, the social media threat was determined to not be credible. Corrective action was made in response to the post. Further communication was made to parents. The Board commended the director and assistant director on their prompt response and transparent communication to Chatfield parents and the Board regarding this matter. The Board also recommended the directors review policies/procedures utilized to determine if there were any gaps that need to be remediated in the future (lessons learned).

**c. Safety & Security Updates- Scheduled Drills:** Required drills are scheduled and have commenced.

**d. Board Training October 2, 2024 Lansing:** It was noted that SVSU will offer board training in Lansing on October 2, 2024; Chatfield board members plan to attend.

**e. Usage of Building for Groups/Community:** Discussion regarding use of building by groups/communities. Form to request this use exists and will be reviewed by the director and assistant director for use going forward. Board has requested liability insurance for requests to use soccer fields as well as other sport activities outside Chatfield school activities. Board has also recommended that building/property use should be monitored by Chatfield staff and fees should be charged to groups that in turn can be used to reimburse staff. The Board acknowledged that other agreements, such as with the Lapeer Symphony Orchestra(LSO), may exist or may be made at the discretion of the school directors where it may be beneficial to both the organization and Chatfield School.

**f. Music Assistant Position:** After further discussion, including staffing needs for special education and potential additional work on M Step for social studies, the Board recommended that this position not be offered at this time. The Board recommended that possible opportunities may exist through the LSO or National Honor Society at Lapeer High School, amongst others.

**g. Special Ed Compliance & Need for 2nd behavioral support):** The Board supported the hiring of two additional staff to meet special education needs.

**h. Office Assistant Position (Assessing Limitations, Health Benefit Compensation):** Discussion ensued to further understand the office assistant position. The Board President will follow up with CMC for further information in order to determine next steps.

**i. Board Meetings Times, Sign In Procedure:** Discussion ensued regarding request for revised Board meeting time. Motion by Poniatowski and second by Viers to move board meeting times only (not dates) from 8 am to 5 pm through December 2024. Sign in procedures will be consistent with Chatfield School policy. Ayes – Amboy, Dumas, Muir, Poniatowski, Viers. Motion carried.

**j. Information on new ESP (TRG, Teachers First):** Poniatowski and Viers shared information received regarding TRG and Teacher First, including information received through phone conversations. Board requested the director and assistant director determine a committee to participate in the formal ESP review, which would include teachers and/or staff, but not more than five individuals total. Motion by Poniatowski and second by Muir to schedule a special board meeting on September 25, 2024 at 5 pm to allow for presentation of materials by these two ESPs and another special board meeting on September 30, 2024 to further discuss and determine next steps. Ayes – Dumas, Muir, Poniatowski, Viers. Motion carried.

**k. Employee Contract & Mileage Reimbursement:** Employee contracts have been signed and further discussion on mileage reimbursement will be delayed for new ESP.

#### **10. Old Business:**

**a. Background Check Policy & Implementation:** Background checks are underway and handled by Chatfield office staff. Currently up to date.

#### **11. Interim Director(s) to date Evaluation:**

The Board provided the Interim Director and Assistant Director with positive feedback regarding work performed to date. The Board acknowledged the additional workload taken on in these positions and reiterated that the Board will continue to support during this transition period. The Board was also complimentary regarding the communication between the Board and the Interim Director and Assistant Director, also acknowledging emails can be overwhelming. Dumas agreed to update trackers established to support these communications.

#### **12. Interim Directors Report:**

The Interim Director and Assistant Director have communicated regularly with the Board as stated above. Feedback from parents and the community have been positive. There are two girls volleyball teams this year and Chatfield continues with special events such as Grandparents day and ice cream on Friday.

#### **13. ESP Report:**

No additional report out; the Board has been in communication with CMC on a regular basis. The interim assistant director reminded the Board to follow up with CMC regarding summer hours for the September 30, 2024 payroll.

**14. Public Comment** - None

**15. Adjournment, Time:** The meeting was adjourned at 10:30 AM

Board Secretary Signature: \_\_\_\_\_ Date: \_\_\_\_\_