

**The Chatfield School**  
**Minutes of the Board of Directors Regular Meeting**  
**February 19, 2025 - 5:00 PM**

Present at this meeting in an official capacity: Katie Poniatowski, Erin Viers, Matt Schaller, Alex Wolfe, Kristen Ball, Bob Kurtz (Chatfield Director), Kristi Huestis (Chatfield Director)

1. **Call to Order Time:** 5:03 pm
2. **Roll Call:** Viers (present), Schaller (present), Wolfe (present), Poniatowski (present), Ball (present)
3. **Amendment and Approval of Agenda:** Moved by Poniatowski, seconded by Viers, to amend the agenda order to allow for the presentation (by guests) to precede regular business. Moved by Wolfe, seconded by Ball, to approve the agenda with the amended order. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motions carried.
4. **Presentation** (Chatfield School National Junior Honor Society) Officers from the NJHS talked about their work, supporting community and Chatfield service projects, organizing fundraising efforts for local service providers, planning events for the school, and leading student achievement through tutoring and advocacy; students talked about the qualifications to participate in NJHS including academic achievement and ongoing service hours. Members answered questions from the Board members and were highly commended for their commitment. The efforts and time of all NJHS members are greatly appreciated.
5. **Public Comment:** No member of the public asked to be recognized at this time.
6. **Approval of Minutes:** After review, it was moved by Schaller, seconded by Viers, that the minutes of the January 15 Regular Meeting, and the January 17 and February 4 Special Meetings, be approved as presented. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
7. **Approval of Financial Report:** After review, it was moved by Wolfe, seconded by Ball, that the January 2025 Financial Report be approved as presented. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
8. **Correspondence:** A thank you note for memorial flowers, a parent letter regarding next year's school calendar, and a staff letter with high praise for Chatfield's financial manager and endorsement for her continuation in that role were read out, and the Board acknowledged this correspondence with appreciation.
9. **Directors' Report:** Bob Kurtz and Kristi Huestis shared details about upcoming student and family events, successes of the winter athletic programs, recruiting for the next school year (including open houses), planned meetings with Teachers First to facilitate the new management strategy and transition, the posting of positions for "in house" cleaning staff, results of standardized assessments, scheduled PIE activities and

volunteer opportunities, meetings with interventionist staff and evaluation of curriculum, and impact of the snow days. The Board thanked Mrs. Huestis and Mr. Kurtz for the comprehensive updates.

## 10. **New Business:**

- A. **Policy Updates:** the National Charter School Institute, which advises the Board on policy issues and gives a semiannual update on legal changes that require Board action, recommended a list of policy revisions, additions, and deletions that would maintain legal compliance and provide continuity in decision making; after review, it was moved by Ball, seconded by Viers, that the modifications (revision, addition, or deletion) as recommended by NCSI be adopted as presented. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Policy updates adopted.
- B. **House Bills 5231 and 5234:** Both impending pieces of legislation impact the Transparency of Public School Academies; Board members were informed about the bills and the potential for us to advocate with lawmakers for an outcome that benefits our processes; additionally the Board discussed the annual "Charter Day" in Lansing and we would like to participate.
- C. **Board of Directors Appointment/Reappointment Process, Timeline, and Delegation of Steps:** SVSU manages the ongoing process for Board members to be appointed and the length of their term(s), they supply the necessary documents and timeline for selection and/or reappointment; we have one member who will reach the end of a term as of June 30, 2025, and we will follow the protocol for offering applications for that position. Current members who wish to be reappointed use the same application process as new applicants. April 17 will be the final date for acceptance of applications, and school co-directors will manage the transfer of application documents into the SVSU Epicenter system.
- D. **Staff Handbook:** Bob Kurtz spoke about the ongoing development of the staff handbook in collaboration with Teachers First, and indicated that the process has been positive and reflected good faith efforts on the part of the staff and TF.
- E. **2025-2026 School Calendar:** Bob Kurtz and Kristi Huestis presented a calendar that met the requirements of the State as well as satisfying Board policies, and it meets the needs of the staff and school community; moved by Viers, seconded by Schaller, the 2025-2026 school year calendar be adopted as presented. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Calendar adopted.


## 11. **Old Business**

- A. **Educational Service Provider Update:** SVSU has received our agreement materials (with Teachers First) and will consider them for "non-disapproval", the next required step in the contract process. No timeline for this step is available but they are aware that commencement of this contract is integral to the ongoing function of the school.
- B. **Cleaning Solution:** After research and discussion, and with the advice of Teachers

First, the Board realizes that significant cost savings can be achieved by hiring "in house" cleaning personnel; a plan has been developed to hire and train these new staff within a few weeks. Moved by Wolfe, seconded by Viers, the Board will suspend contract negotiations with Creekside Cleaning for cleaning services. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.

12. **Public Comment:** Staff member Peter McCreedy gave comments about the ongoing funding needs of the school and specific projects, and some benefits of our relationship with advocacy and leadership advisory group Michigan Association of Public School Academies (MAPSA). Board members took the opportunity to ask questions of staff who were present to learn about some future planning and projected expenses.
13. **Closed Session / Executive Session:** None at this meeting
14. **Confirmation of Next Meeting:** March 19, 2025, 5:00 pm
15. **Adjournment:** moved by Schaller, seconded by Viers, that the meeting be adjourned. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.

Meeting adjourned at 6:31 pm. Meeting minutes and supporting documents respectfully submitted by Kristen Ball.

  
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Kristen Ball

3.19.2025  
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Date