

The Chatfield School
Minutes of the Board of Directors Regular Meeting
December 18, 2024 - 5:00 PM

Present at this meeting in an official capacity: Katie Poniatowski, Erin Viers, Matt Schaller, Alex Wolfe, Kristen Ball, Kristi Huestis (interim asst. director), Angela Irwin (consultant for leadership transition appointed by SVSU)

1. **Call to Order Time:** 5:00PM
2. **Roll Call:** Viers (present), Schaller (present), Wolfe (present), Poniatowski (present), Ball (present)
3. **Approval of Agenda:** Moved by Viers and seconded by Wolfe, to approve the agenda. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
4. **Public Comment:** No members of the public asked to be recognized at this time.
5. **Approval of Minutes:** Moved by Wolfe, seconded by Viers, that the minutes of the regular meeting of November 21, 2024, and the minutes of the special meeting of December 2, 2024, be approved as presented. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
6. **Approval of November 2024 Financial Reports:** After discussion about the report, questions and clarifications about a few specific expenses, and an expressed preference by the Board Treasurer that Chatfield implement an itemized review of budgetary items rather than repeatedly amending the current budget, it was moved by Wolfe, seconded by Viers, that approval of the November financial report be tabled until the regular meeting of January 2025. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.

Additional financial issues discussed at this time: legal counsel has given advice regarding emergency coverage for payroll, should CMC interrupt the compensation schedule in any way; the Board has determined that Teachers First could and would provide short term payroll services and implementation could happen in approximately one week if necessary; legal cost totals for the current fiscal year were discussed and mitigation of future legal fees will be prioritized; a compliance issue was also discussed, involving elevator inspection (currently overdue) but the Board was advised that inspections and scheduling are at the discretion of of State certified inspectors.

7. **Correspondence:** A holiday greeting card from Summit Management was acknowledged.

8. **Presentation:** Chatfield School Student Council - Update of activities; students have been very busy with community service and school spirit projects, including adoption of two families for holiday gifts, candy-grams, door decorating contest, "Elf on the Shelf", and a Biggby Coffee sponsored coffee cart for staff; Board members expressed appreciation for the students' work and initiative on these accomplishments.
9. **Directors' Report** - Kristi Huestis gave a comprehensive report of building and grounds projects status, and school events and activities; she discussed funding via state and federal grants and acknowledged support from local and state educational staff in completing required reporting on the grants; she commented on increased need for Special Education support in the lower elementary classrooms and that a half-time instructor would be increased to full hours to support this need; she shared the SVSU-compiled 2023-24 Annual Academic Report, which shows Chatfield students as succeeding academically in all areas; she offered an opportunity for Board questions and comments. Upon review, Board members were very pleased and impressed that Chatfield's students ranked as high or higher in most categories than Lapeer or Michigan averages.

10. **New Business**

- a. **Cleaning Contract & Bids:** Chatfield staff continues to be frustrated with the lack of quality housekeeping services from HiTech Building Services, and contractual requirements are not being met; bids for housekeeping services have been accepted and will continue to be pursued; the gym floor currently requires specialized attention and restoration which will be addressed after student dismissal on December 20; as we are resolved that the deficits in service are an issue that should be addressed as soon as possible, and with the contractual obligations in mind, it was moved by Wolfe, seconded by Viers, that the contract with HiTech Building Services, Inc., be terminated, and that they be notified as of January 1, 2025, and that it is the expectation of the Board that the obligations of their contract to provide services for 60 days after notification of the termination of the contract be fulfilled.
- b. **Budget Amendments (SVSU fee, Capital Projects):** Although the Chatfield financial capability and outlook remain strong, Board Treasurer recommends that budgetary realignment is necessary, rather than repeated amendments; no amendments will be considered at this time, as discussed in item #6.

11. **Old Business**

- a. **Surplus Update:** Maintenance supervisor Craig Dumas reported that liquidation is underway for the items that the Board approved for disposal; ideally three storage units can be emptied and the monthly rental cost can be eliminated;

discussion included the possibility of creating onsite storage for many items by constructing a single (larger) storage building that can replace smaller outbuildings and the need for any offsite storage.

- b. **Notification of Special Meeting Form:** Moving forward, the Board is committed to providing as much advance notice as possible concerning "special" meetings which are not contained in the annual calendar of regular monthly Board meetings; special meetings dates & times will be posted as required and in several locations to allow as much public visibility as is requested; discussion about potential formats for offering information to Chatfield families about upcoming Board meetings or activity included possible use of social media alert tools that are already available.

 - c. **Educational Service Provider Sub-Committee Update:** Bids from management companies (ESPs) must be submitted by December 20, 2024 and will be opened and reviewed beginning on that date; a sub-committee meeting is scheduled for January 13, 2025, to review the proposals as a committee; ESPs who have submitted a proposal are expected to make representatives available to meet with staff and Board members on a date/dates prior to the subcommittee meeting on the 13th.
12. **Public Comment:** Members of the public, which included several staff members, asked questions regarding potential short-term HR services that could be provided by Teachers First should they be needed, and subcommittee chair Erin Viers was able to clarify that Teachers First could broker benefits that are currently part of the staff compensation package, and that additional investigation would be necessary to respond about Teachers First 401K provider, but that their short-term provision of services may differ from a long-term provision proposal; public commentary also included enthusiastic response to the suggestion of building a storage structure onsite, and ideas about how it could be constructed or funded using local resources.
13. **Closed / Executive Session:** None on this date.
14. **Confirmation of Next Meeting:** Wednesday, January 15, 2024, 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 6:45 pm. Compiled meeting minutes and supporting documents respectfully submitted by Kristen Ball.



Kristen Ball

JANUARY 15, 2025

Date