

The Chatfield School
Minutes of the Board of Directors Regular Meeting
November 21, 2024 - 5:00 PM

Present at this meeting in an official capacity: Katie Poniatowski, Erin Viers, Matt Schaller, Alex Wolfe, Kristen Ball, Bob Kurtz (interim school director), Kristi Huestis (interim asst. director), Angela Irwin (consultant for leadership transition appointed by SVSU), John Kava (legal counsel, representing Blaha & Collins), Loretta Deneweth (representing MKG Accounting)

1. **Call to Order Time:** 5:03 PM
(meeting started by Angela Irwin with explanation of her role as facilitator prior to the election of officers)
2. **Roll Call:** Viers (present), Schaller (present), Wolfe (present), Poniatowski (present), Ball (present)
3. **Approval of Agenda:** Moved by Viers and seconded by Poniatowski to approve the agenda. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
4. **Public Comment:** Public comment, including a statement made by Matthew Young, was acknowledged by the Board
5. **Election of Officers:** Following nominations and seconds, the Board positions were assigned as follows - President, Katie Poniatowski; Vice President, Erin Viers; Treasurer, Alex Wolfe; Secretary, Kristen Ball; Asst. Secretary, Matt Schaller. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion to accept the assignments carried.
6. **Resolution of authorized signature(s) for various funds and accounts:** Moved by Poniatowski, seconded by Viers, that Robert Kurtz (interim director) be assigned this responsibility. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
7. **Resolution appointing a Chief Administrative Officer by name:** Moved by Poniatowski, seconded by Viers, that Alexander Wolfe (Board treasurer) be assigned this responsibility. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
8. **Resolution designating a contact person for each required category:** Moved by Poniatowski, seconded by Viers, that the following persons be assigned responsibility for the corresponding required roles: Asbestos Hazard Emergency Response Act (AHERA) contact (Craig Dumas); Freedom of Information Act (FOIA) contact (Kristi Huestis); contacts for persons with Sexual Harassment concerns (Robert Kurtz and Kristi Huestis); Title VI and Title IX contact (Robert Kurtz); Section 504 contact (Elizabeth Kress); McKinney-Vento / Homeless Liaison (Robert Kurtz); School Safety Liaison (Robert Kurtz); SVSU Oversight Compliance Designee (Robert Kurtz). Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.

9. **Amendment of the Chatfield School Board's regularly scheduled meeting dates and times:** After brief discussion about Board members' availability, it was moved by Viers, seconded by Wolfe, that the Board will meet on the third Wednesday of each month at 5:00 pm, and that the new calendar be published on the website. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
10. **Approval of Minutes:** Moved by Viers, seconded by Schaller, that the minutes of the regular meeting of September 19, 2024, and the minutes of the special meeting of September 25, 2024, be approved as presented. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
11. **Approval of October 2024 Financial Reports:** After discussion about the report, and questions about the status of a standard remission to SVSU (clarification to be requested from the internal bookkeeper), it was moved by Wolfe, seconded by Schaller, that the report be accepted as presented. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
12. **Correspondence:** None presented.
13. **Public Commentary:** Question and clarification regarding the role of the Chief Administrative Officer; other public commentary was acknowledged by the Board.
14. **Administration**
 - a. **Hot water heater** - The heater was replaced on an emergency basis; quotes were obtained and the selected provider is Keith Brace Plumbing, who will complete the installation on November 25, 2024 under the supervision of facilities manager Craig Dumas. Moved by Viers, seconded by Wolfe, the purchase be approved as presented. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
 - b. **Snow removal contract** - After brief discussion about the various aspects of the quotes, it was moved by Schaller, seconded by Wolfe, that the quote from All Pride Property Maintenance be accepted, with the stipulation that they will plow and salt parking lots and shovel and salt entrance spaces only (not all sidewalks). Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
 - c. **Surplus of Unused Items** - After discussion of the contents of rented storage units, and the impracticality and high cost of retaining the units, suggestions were made regarding the disposal of the contents such that the rental of the units can be discontinued; moved by Ball, seconded by Schaller, that the desks (purchased used to facilitate Covid protocols) be disposed of outright, as resale is unlikely; that the remaining items (lunch tables, theater risers, stage pieces) be offered by

local auction houses as sale items, with a deadline for disposal of not after January 1, 2025. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.

- d. **Directors Report** - Bob Kurtz gave a detailed report of the ongoing activities and significant points of school pride, and commented positively on the commitment and dedication of the staff; he offered an opportunity for Board questions and comments. Moved by Poniatowski, seconded by Viers, the Director's report be accepted as presented with the compliments and appreciation of the Board. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.

15. Old Business

- a. **Educational Service Provider:** A new management plan and service provider must be selected, and a sub committee has been formed for the purpose of advising the Board on this choice. The committee will include the interim director and asst. director, a lower elementary representative, an upper elementary representative, a middle school representative, an operations representative, a special education representative, and a special programs representative, and will be chaired by a member of the Board; moved by Poniatowski, seconded by Wolfe, that Erin Viers chair the committee and represent the Board on this sub committee. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.

16. New Business

- a. **Sub Committee Formation & Appointments:** (as indicated in "Old Business, a.")
- b. **Annual Audit Report:** Loretta Deneweth, representing Mattina, Kent & Gibbons, P.C., presented the report from the audit of financial activity of the 2023-24 fiscal year and the financial statements from Chatfield Management Corporation for the same year. No negative indications or items of concern were reported. Moved by Ball, seconded by Viers, the audit report be accepted as presented. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
- c. **Creation of Sub Accounts in the Athletic Budget:** There is a concern about the use of a single account for all the athletic programs, since some programs generate more funds than others and also have greater costs; it is important to keep a partition between the funds of each athletic program. This update can be facilitated by bookkeeper Deb Pert. Moved by Poniatowski, seconded by Viers, the internal bookkeeping be modified in such a way that the athletic programs' budgets be maintained separately from each other, with the specific example being archery funds. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.

- d. **Use of a Shared Calendar:** Announcement that Board members intend to use a shared calendar as a realistic method for scheduling meetings and work sessions
- e. **Purchase of Board Name Plates:** moved by Viers, seconded by Poniatowski, the Board purchase nameplates from (local vendor) Championship Trophies such that public attendees to meetings can identify Board members. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.

17. **Closed / Executive Session:** Moved by Poniatowski, seconded by Viers, the Board enter closed session pursuant to Section 8 (1)(h) of the Open Meetings Act to discuss material exempt from discussion or disclosure by state or federal statute, including written opinion of legal counsel which is subject to attorney-client privilege. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.

Room cleared of guests, closed session commenced at 6:55 pm and ended 7:48 pm.

Open session re-commenced at 7:51 pm. Guests welcomed back into the room.

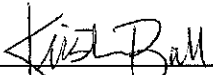
16. (resumed)

- f. **Chatfield Management Company Resolutions:** moved by Poniatowski, seconded by Viers, that "...the Board resolves to take action to cease any reimbursement for Mr. Young and Mr. Kraly and directs CMC to cease invoicing the Board for any reimbursement for Mr. Young or Mr. Kraly...". Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.

18. **Confirmation of Next Meeting:** Wednesday, December 18, 2024, 5:00 pm

19. **Adjournment:** moved by Viers, seconded by Poniatowski, that the meeting be adjourned. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.

Meeting adjourned at 8:02 pm. Compiled meeting minutes and supporting documents respectfully submitted by Kristen Ball.



Kristen Ball

12.18.24
Date