

The Chatfield School
Minutes of the Board of Directors Regular Meeting
April 16, 2025 - 5:00 PM

Present at this meeting in an official capacity: Katie Poniatowski, Erin Viers, Matt Schaller, Alex Wolfe, Kristen Ball, Bob Kurtz (school co-director), Kristi Huestis (school co-director), Angela Irwin (consultant for governance transition appointed by SVSU), Dave Patterson (Teachers First), Paul Kaliszewski (Teachers First), Frank Patterson (Teachers First, participating virtually), Ann Delong (Chatfield staff, invited by the Board to consult on questions regarding the school food service)

1. **Call to Order:** 5:00 pm
2. **Roll Call:** Viers (present), Schaller (present), Wolfe (present), Poniatowski (present), Ball (present)
3. **Approval of Agenda:** With a minor change to item 11.c. (modified to "Professional Development Time Subcommittee discussion"), it was moved by Poniatowski, seconded by Viers, the agenda be approved. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
4. **Student Led-Presentation:** None offered at this meeting.
5. **Approval of Proposed Meeting minutes from March 19, 2025:** After the completion of the edit and approval of item 5.a., it was moved by Wolfe, seconded by Schaller, the minutes of March 19, 2025 were approved. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
 - a. **Edits to closed session minutes:** a concern was raised about the approval of closed session for the March 19, 2025 meeting, and a vote was taken to confirm approval: moved by Poniatowski, seconded by Viers, to begin closed session discussion on item 11.b., "Security Planning", at 5:44 pm. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried. Moved by Poniatowski, seconded by Viers, to return to open session at 6:28 pm. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
6. **Monthly Financials –February 2025 and March 2025:** Representatives from Teachers First gave recommendations regarding the consideration of new financial management software, a timeline for creating a finance committee that would include Board members, school leaders, and Teachers First representatives, and a timeline for a draft budget document for 2025-26; Teachers First asked for input about monthly reporting preferences and viewing of financial reports and Board members gave input. It was moved by Viers, seconded by Schaller, to create a finance committee comprised of two Board members, both school co-directors, and two members of the Teachers First team, for the purpose of evaluating the school's financial options and making recommendations to the Board; Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried. After additional discussion, it was moved by Wolfe, seconded by Ball, that the financial reports for February and March be approved as presented. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.

7. Correspondence: None at this meeting

8. Public Comments: Ann Delong, who manages the school's breakfast and lunch programs, spoke at length about the current meal provider and her interactions with them and recent requests for "upgrades", commented that there have been improvements in response to her requests, and answered numerous questions about options for improvement and limitations of the current service and kitchen facilities; staff and parents who were present reiterated dissatisfaction with the current service; the Board thanked Ann for her time and knowledge.

9. Directors Report: Ms. Huestis and Mr. Kurtz shared details about the student health initiative and CPR education through AHA; increased collaboration with Lapeer Schools on athletics; the upcoming visit from representatives of the Woodland School, a PSA in Traverse City, for sharing best practices; confirmation of the upcoming retirement of two staff members; information about field studies and events that the classes will be involved in; after school events for families; updates on standardized testing; use of a "virtual" social worker in the interim between job posting and hiring; beginning plans for 8th grade graduation and summer programs; preparation for the enrollment "lottery" (random selection) for student openings for 2025-26

10. ESP Report

- a. Teacher First - State of the School:** Dave Patterson gave an update on the April Board report items, introduced Paul Kaliszewski and explained his roles; offered an opportunity to discuss the security evaluation that could be grant funded (which was also discussed at the March meeting)
- b. CRDC Discussion:** A required Civil Rights Data Collection (CRDC) report was due and was assisted in completion by TF; this incurred an expense that was unanticipated, and a discussion ensued regarding the co-directors' ability to make necessary purchases without prior Board approval; it was moved by Wolfe, seconded by Viers, that the co-directors may authorize non-budgeted expenditures of up to \$5000 without formal Board approval. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.

11. New Business

- a. Lunch Program Contract and Discussion:** Informative discussion about revising the breakfast and lunch program, potential improvements and new choices about use of the kitchen facilities and funding options; plans for more investigation, cost evaluation, and general agreement that food service improvement is a high priority for Board and staff

b. Safety and Security Planning

i Closed / Executive Session: Moved by Poniatowski, seconded by Wolfe, 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 6:35 pm.
Moved by Poniatowski, seconded by Wolfe, the Board return to open session. Ayes – Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
Open session re-commenced at 7:35 pm. Guests welcomed back into the room.

- c. **Professional Development Time Subcommittee Discussion:** In order that Professional Development can occur on instructional calendar days, a plan and rationale must be developed and approved; moved by Wolfe, seconded by Viers, a committee of staff and school leaders be formed to review the requirements of the PD schedule and make recommendations for use of instructional calendar dates for PD. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.

12. Old Business

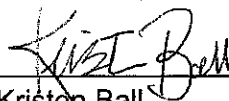
- a. **Board Candidates; filling term expiration and nominating not more than 1 or 2 to SVSU:** (Board member Poniatowski recused herself from this item of discussion) Candidate information is distributed by school leaders and reviewed by each member; moved by Viers, seconded by Wolfe, the Board votes to recommend the retention of Poniatowski on the Chatfield School Board of Directors to authorizer SVSU. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried. The Board thanked the additional candidates for their willingness to serve the school.

13. **Public Comments:** A parent rose to voice serious concerns about her child's inability to retrieve appropriate outdoor clothing from the school because of recess/playground protocols. She felt that her concern had been heard by staff, but hopes that protocols will be reviewed and asked for that consideration. The Board thanked her for stepping forward to share the concern. A parent rose to voice serious concerns over an incident involving her child, in a situation where she felt the student's learning challenges were exacerbated by a communication about missing work, and that different support may have been helpful. The parent felt she had a reasonable response from the school leadership, but wanted to make her feelings known about the incident. The Board thanked her for speaking up and her willingness to work with staff to create a better situation for her child.

14. **Confirmation of Next Meeting:** May 14, 2025

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

Meeting adjourned at 8:03 pm. Meeting minutes respectfully submitted by Kristen Ball.



Kristen Ball

5.14.25

May 14, 2025