

**The Chatfield School**  
**Minutes of the Board of Directors Regular Meeting**  
**May 14, 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), Frank Patterson (Teachers First)

1. **Call to Order:** 5:01 pm
2. **Roll Call:** Viers (present), Schaller (present), Wolfe (present), Poniatowski (present), Ball (present)
3. **Approval of Agenda:** Moved by Poniatowski, seconded by Wolfe, the agenda be approved. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
4. **Presentation:** Peter McCreedy, Ecology Program Director, gave a detailed presentation and report on the events and projects that are ongoing in the school and the Willows Nature Center, including but not limited to: placement of the bench that was “earned” by collection of soft plastics, sponsored by the Trex company to encourage recycling; the prairie burn, a prescribed burn that is a collaborative effort with the Lapeer city fire department in which the students gain knowledge about the restorative benefits of a calculated burn, and fire science principles; mushroom harvest with 4th graders; blacksmithing with 8th graders; early start for the gardening club, with goals of including more parent/student projects and building the documentation efforts; highlights of community support and involvement, including acknowledgement of several benefactors; upcoming ecology camps, which provide enrichment opportunities for students by grade level.
5. **Approval of Proposed Meeting minutes from April 16, 2025:** Moved by Viers, seconded by Wolfe, the minutes of the April 16, 2025 meeting be approved as presented. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
6. **Monthly Financials –April 2025:** Frank Patterson from Teachers First discussed the April financial report and year-to-date financials in general, profit/loss statement, and cash flow, and gave an overview of the aspects that will be considered in the 24-25 budget amendment and information about the formulation of the 25-26 budget; he also gave a projection of the expected timeframe for review and approval of the amendment(s) and new budget. Moved by Viers, seconded by Wolfe, that the financial report for April be approved as presented. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
7. **Correspondence:** Each Board member received a thank-you for their work from the Partners in Education (PIE)
8. **Public Comments:** None at this time

- 9. Directors Report:** Ms. Huestis and Mr. Kurtz shared details about student trips, wrapping up the school year, a visit/inspection from MDE regarding school lunches with no negative comments or required corrections, success of the archery team, increasing positive interaction with LCS sports programs, a recap of PIE-sponsored family activities and purchases for the school, NJHS induction, popularity of "Muffins with Moms", and upcoming Senior alum walk through; both directors answered questions about June events and progress on ongoing projects.
- a. **Director Evaluation Updates:** Teachers First has not had enough interaction with the directors to implement their evaluation, TF offered information on processes that they use for evaluations and the discussion will continue.
  - b. **SRSA spending on Smart TVs:** SRSA (small rural school achievement) tech dollars were allocated for the purchase of Smart TVs for first and second grades, the cost exceeded discretionary spending for the Directors so it was moved by Wolfe, seconded by Viers, that the purchase of this equipment be approved. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.
  - c. **25-26 School Calendar:** Discussion: the calendar for 25-26 has been approved at a previous meeting and will be implemented beginning July 1.

## **10. ESP Report**

- a. **Teacher First - State of the School:** A printed re-cap of April/May activities was provided
- b. **Director Evaluation Updates by TF:** (see 9.a. above)

## **11. New Business**

- a. **RFP - Lunch Program:** Board members are interested in pursuing an improved lunch program; approximately 50% of students utilize the lunch program and a higher percentage may be attainable by improving the quality of the offerings. Budget constraints, the need to upgrade our equipment, and additional staff time will be key factors in a choice about whether we move forward on a re-vamp of the program or attempt to get our current provider to improve the food quality.
- b. **RFP - Entryway renovations:** We will move forward on obtaining quotes for door replacement and doorway expansion, and budget decisions will drive the extent to which we will renovate the entrance and office area.
- c. **SRO Discussion:** More specifics are available to help make a choice about whether to contract with an SRO through the Lapeer City Police Department; a contract cost (which would be offset by millage funding), a contract length requirement, and additional clarification of SRO needs and responsibilities within the school setting were all discussed.

After lengthy conversation on each of the new business items, decisions were not reached as each is dependent upon discussion and resolution of our 25-26 budget; these are open topics that will remain under consideration.

## **12. Old Business**

- a. **Policy Updates:** NCSI (National Charter School Institute) has recommended changes or updates to several policies, and has given legal alerts; the modifications that involve legal requirement will be offered for approval at the June meeting.

**b. Zero Eyes letter and termination updates:** Cordial correspondence was received from Zero Eyes, acknowledging the discontinuation of their service (at our instigation); moved by Schaller, seconded by Viers, the contract with Zero Eyes be terminated. Ayes - Ball, Poniatowski, Schaller, Viers, Wolfe. Motion carried.

**13. Public Comments:** Matt Schaller recommended, based on discussions with school families, that we offer an "open house style" meet-and-greet for parents at the beginning of the school year, to allow families to become acquainted with staff and other students. Directors gave input and offered to keep the discussion in mind.

**14. Confirmation of Next Meeting:** June 25, 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 8:08 pm. Meeting minutes respectfully submitted by Kristen Ball.

  
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Kristen Ball, Secretary

6.25.25  
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Date