

The Chatfield School Board of Directors Special Meeting

August 20, 2024 - 1:00 PM

- 1. Call to Order Time:** 1:05 PM
- 2. Roll Call:** Amboy - Present, Dumas - Present, Muir - Present, Poniatowski - Present, Viers - Present.
- 3. Approval of agenda:** Motion by Viers and second by Poniatowski to approve the agenda. Ayes – Amboy, Dumas, Muir, Poniatowski, Viers. Motion carried.
- 4. Approval of Board of Directors Special Meeting Minutes from August 19, 2024:** Motion by Poniatowski and second by Viers to approve the meeting minutes from August 19, 2024. Ayes – Amboy, Dumas, Muir, Poniatowski, Viers. Motion carried.
- 5. Discussion on an amendment to Student Handbook 2024-2025:** Updates include director names, updated calendar, and lanyards required for visitors at the Chatfield School confirming background check has been completed. Motion by Poniatowski and second by Muir to approve these changes to the handbook contingent on the directors providing the Board with the updated pages before the publishing and distribution of the handbook. Ayes – Amboy, Dumas, Muir, Poniatowski, Viers. Motion carried.
- 6. Discussion on updating the Interim Director and Assistant Director to allow bank signing authority:**
 - a. Motion by Muir and second by Nate to remove William Kraly and Matthew Young as signers on all Chatfield School bank accounts. Ayes – Amboy, Dumas, Muir, Poniatowski, Viers. Motion carried.
 - b. Motion by Dumas and second by Muir to add Robert Kurtz (Interim Director) and Kristi Huestis (Assistant Director) as signers on all Chatfield bank accounts. Ayes – Amboy, Dumas, Muir, Poniatowski, Viers. Motion carried.
- 7. Public comment/correspondence:** None
- 8. Board discussion of interim needs:**
 - a. SVSU (Dr. David Lewis, Director; Candice Casey, Director; and Doug Newcombe, Liaison) provided feedback including:
 1. SVSU will support (as needed) all SVSU compliance requirements,

2. Doug Newcombe, school SVSU liaison, will remain as a consultant as a new liaison is onboarded.
3. The ISD can provide interim support; the team is already exploring this option.
4. The school should ensure necessary steps for payroll are completed.
5. The focus should be on “bite-sized chunks” and immediate needs.
6. The Board will need to focus on trust and transparency for the teachers/staff, students, and community ensuring these groups are properly supported
7. Discussion regarding management companies and their role with the school; various options from full-service to administrative. Currently 50/50 split of SVSU charter schools. SVSU will provide a list and a Request For Proposal (“RFP”) template.
8. Grants, budgets, cash flows, and calendars should be understood as soon as possible so deadlines are not missed.
9. MASA, MAPSA, and SVSU Communications can also provide support.

b. Motion by Dumas and second by Muir to include Professional Development (“PD”) days in the required school days count for the 2024-2025 Chatfield School calendar. This change will account for the school days that were canceled the week of August 19, 2024, and not require additional school days to be added to the calendar. This updated calendar is to be reviewed by the Board via email before distributing to parents (amongst others) and updating the Student Handbook. Ayes – Amboy, Dumas, Muir, Poniatowski, Viers. Motion carried.

c. Motion by Dumas and second by Muir to assign two Board members (Muir and Viers) the responsibility of researching management companies, completing an RFP, and creating a proposal regarding the management company for Chatfield going forward. These Board Members may create a team of their choosing, including but not limited to Chatfield teachers/staff, to support this work. Ayes – Amboy, Dumas, Muir, Poniatowski, Viers. Motion carried.

d. The Board will make itself available for a meeting on Friday if needed by the Interim Director and/or Assistant Director. Further discussions regarding additional work and committees will be held next week.

7. Adjournment

- a. The meeting was adjourned at 2:51 PM.

Board Secretary Signature: _____ Date: _____