

**BLACK RIVER PUBLIC SCHOOL**  
**Board Meeting Minutes**  
**April 15, 2019**

**Item 1. CALL TO ORDER**

The regular meeting of the Board of Trustees of Black River Public School was called to order by Vice President Ruth Crouch at 5:32pm on April 15, 2019, in room 229 at the school's Columbia Avenue campus. Recognition was made that a quorum was present through a roll call.

**Item 2. ROLL CALL**

Members Present:

Ruth Crouch, Craig Davis, David Kibler, Mary Mims, Kim Mitchell, Brian Porter

Members Absent:

Mike Camarota, Maria Carrizales-Alonzo, Tom Pietri

Staff Present:

Shannon Brunink (Head of School), Michelle Byrne (Administrative Assistant), John Donnelly (Dean of Students), Beth Kiurski (BR Teacher), Jim Levering (Elementary Administrator), John Zoellner (Business Director)

Public Present:

Matt Cawood (GVSU Charter Schools Office), Laura Driscoll (BR Parent), Errol Goldman (BR Attorney), Mary Rynsburger (BR Parent), Aanya Usmani (BR Student Representative)

Media Present:

None

**Item 3. APPROVAL OF MINUTES**

There being no corrections, all minutes of the Board's February 18, 2019 meeting, were approved upon a motion by Ms. Crouch, seconded by Ms. Mitchell. (6-0)

**Item 4. BUSINESS REPORT**

Mr. Zoellner distributed the March financial report and indicated that the pre-bid meeting with food service providers interested in working with Black River has taken place. Bids are due on April 17th. Mr. Zoellner met with interested faculty members to discuss what goes in to budget planning for the school. He would like to schedule the next Finance Committee meeting in order to solidify plans for next year's budget.

## **Item 5. ADMINISTRATION REPORT**

Mr. Donnelly explained that plans for graduation are underway and invited members of the board to participate. National Honor Society will have its induction ceremony on Wednesday at 7pm while Middle School and High School honors assemblies will take place on April 25th. Mr. Donnelly addressed some recent attendance issues and shared a variety of professional development opportunities that staff have recently taken advantage of. This included START Training and Trauma Training.

Mr. Levering shared the success of this year's fundraiser benefiting the Leukemia and Lymphoma Society which raised \$3,665.57. He discussed a proposed gardening class/club which aims to be a whole school collaborative project to build three raised beds. This project will kick off with a grant received and then utilize aid from the community. This spring's Elementary Parent Orientation will take place on April 25th and is intended to ease the anxiety of those transitioning to a new program. Fifth grade students will travel to Lansing next week and Kindergarten students will visit the Critter Barn. Ms. Kiurski's class is practicing their letter writing skills with a challenge to write a class in each of the 50 states and see how many responses they can receive. Mr. Levering also shared how valuable his time meeting with the Trauma Informed Schools Book Club has been.

Mr. Brunink explained that this season's testing began last week and will include MSTEP, PSAT, SAT, Work Keys, and AP. Students have submitted their schedule requests and departments have begun to look at the numbers to make determinations for next year. Grade level action plans are developed as we approach the end of the semester. Staff will participate in an inservice on the upcoming half day which will include an update of FERPA training. The Annual Education Report was due last Friday and Mr. Brunink stated that it is still unknown how many of this year's snow days will be forgiven. There are continued talks with insurance companies concerning the damage to the Science Labs although the intention is for repairs to be completed before the start of next school year. Mr. Brunink also continues work with architects and the DEQ for the planned hard surface. A CAP revisory committee has met to begin developing ideas for next year. Interviews are underway to fill openings in the Spanish department and the school will be looking for a new elementary teacher after the retirement of Ms. Barb Boyce. The committee continues work to develop credit recovery possibilities and Ms. Nicole Sinclair met with Dr. Robert Kimball from GVSU to discuss ideas to fix the teacher shortage. Mr. Brunink, Mr. Levering, and Ms. Tricia Schrottenboer participated in a virtual meeting with Dr. Richard Lemons to discuss school culture, staff morale, and how to have difficult conversations.

## **Item 6. PRESIDENT'S REPORT**

Ms. Crouch asked Mr. Davis about recent Marketing Team meetings and he shared the strategies and goals developed by the group. She also asked Mr. Brunink to share the progress

of the Analytics Team meeting and he indicated that they are determining how enrollment data can most effectively be collected and utilized. Board training will take place with Mr. Goldman next month.

**Item 7. STUDENT REPORT**

Miss Usmani explained that there will be a We the People presentation tonight as a fundraiser to help pay for their upcoming competition travel. Members of the board shared their experiences with the group and praised Mr. Constantelos for his work to develop the program at Black River. Student Council continues preparations for Spring Thing. Miss Usmani outlined upcoming events including Fine Arts Night and the Honors Assemblies.

**Item 8. GVSU UPDATE**

Mr. Cawood explained that the Charter Contract Amendment will be presented in May.

**Item 9. OLD BUSINESS**

There was no old business for the board to address.

**Item 10. NEW BUSINESS**

There was no new business brought before the board.

**Item 11. OPEN FORUM / COMMENTS FROM THE PUBLIC**

Ms. Driscoll was pleased to share the experience she and the students had on a previous Lansing trip that she chaperoned.

**Item 12. ADJOURNMENT**

There being no further business to come before the board, a motion was made by Ms. Crouch to adjourn the meeting at 6:24 pm. (6-0)

**NEXT MEETING:**

The next regular meeting is scheduled for 5:30 pm on May 20, 2019, at Black River Public School's 491 Columbia Avenue Campus.

Respectfully submitted,

  
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Mary M. Mims, Secretary