

**Landmark Academy
Minutes of the Board Meeting
July 22, 2021**

1. Call to Order

The meeting of the Board of Landmark Academy was called to order at 12:00 pm, by Sherry Bevins-Castillo, Board President. Copies of the agenda were emailed to the Board members and posted at Landmark Academy for other interested parties in accordance with the Open Meetings Act.

Roll Call:

| Members Present | Members Absent |
|---|----------------|
| 1. Sherry Bevins-Castillo – President/Treasurer | 1. |
| 2. Kimberly Bowman - VP/Secretary | 2. |
| 3. Bonnie DiNardo - Member | 3. |
| | 4. |
| | 5. |
| | 6. |

2. Regular Business (15 minutes):

Visitors: Douglas Newcombe

Public Comments: None

Correspondence: Two Items: Public School Academy Board Visit Summary Sheet by Doug Newcombe and Approval from Dr. Lewis at SVSU for the \$500,000 short term note.

3. Temporary Board Chairperson

Motion by Sherry Bevins-Castillo (Board Member) to nominate Travis Gostinger as Temporary Board Chairperson.

Second: Kimberly Bowman (Board Member)

Roll Call Vote: Sherry Bevins-Castillo – Yes

Kimberly Bowman – Yes

Bonnie DiNardo – Yes

Discussion: None

Motion Carried

4. Administer Oath of Office – None

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5. Election of Officers

Sherry Bevins-Castillo moved that the current positions be kept for the following year:

- Sherry Bevins-Castillo – President/Treasurer
- Kimber Bowman – Vice President
- Bonnie DiNardo - Secretary

Motion by Kim Bowman for current board members to retain same positions for the coming school year.

Second: Bonnie DiNardo

Roll Call Vote: Sherry Bevins-Castillo – yes

Kimberly Bowman – yes

Bonnie DiNardo – Yes

Discussion: Sherry Bevins-Castillo said she is open to discussion to changes and for the current board members to let her know if they would like changes.

Motion Carried

Sherry Bevins-Castillo brought the idea to the board of going through items 6-16 together with any discussion and doing one motion to approve them all together.

Motion by Kim Bowman to go through items 6-16 and have one vote to approve them all. Second: Bonnie DiNardo

Roll Call Vote: Sherry Bevins-Castillo – yes

Kimberly Bowman – yes

Bonnie DiNardo – Yes

6. Resolution Indicating the Board will Comply with all Laws, Rules and Regulations

The Landmark Academy Public School Academy authorized pursuant to the charter application submitted to Saginaw Valley State University will comply with the provisions of Part 6a of the Michigan School Code and subject to the provisions of Part 6a, will comply with all other state laws, rules, and regulations applicable to public bodies and with federal laws, rules, and regulations applicable to public bodies or school districts.

7. Resolution Setting Date, Time and Place of Regular Board Meetings and Location of Official Posting

Board Calendar notes September and February will be evening meeting held at 6pm, November and December meetings will be held on the third Thursdays of the month due to the holidays. All meetings will be held at the MS/HS building in the upstairs conference room. Board meeting calendar is posted on the Landmark Academy website and both Elementary and MS/HS Hospitality. Travis will also continue to post a ZOOM link.

8. Resolution Continuing the Designation of Depositories for Various Funds and Signatures for Various Funds/Accounts

Eastern Michigan Bank and U.S. Bank: Travis, Sherry and Kim are listed for approved signatures. Sherry would like her last name updated on the bank accounts. Kim asked if Bonnie needed to be added. Bonnie stated She was okay with either way. Discussion ended with decision to keep as is.

9. Resolution to Bond Board Treasurer and Others as Designated by the Board

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Sherry Bevins-Castillo, Kimberly Bowman and Travis Gostinger are Landmark's bonded designees.

10. Resolution to Reappointing Legal Counsel

Travis vocalized is support for Mark G. Clark of Traverse Legal, PLC located at 810 Cottage view Drive, Unit G-20, Traverse City, Michigan. Mark is very good and has a long history with Landmark Academy.

11. Resolution Reappointing Auditors

Croskey Lanni P.C. of Rochester, Michigan. Travis offered his support for this company.

12. Resolution Reappointing designated AHERA contact

Travis informed the board that Debby Wilton would be designated as our AHERA contact. We have no asbestos at Landmark, but we are still required to have a contact.

13. Resolution Designating the Freedom of Information Act (FOIA), Sexual Harassment, Title VI, Title IX, and the Section 504 contacts.

Landmark Academy Board of Directors designates Debby Wilton as the Academy's Freedom of Information, Sexual Harassment, Title VI, and Title IX contact and Angela Chmielewski as Section 504 contacts. Travis also asked if explanation was need on Title VI and Title IX. None was needed.

14. Resolution Designating Chief Administrative Officer

Landmark Academy Board of Directors designate Sherry Bevins-Castillo as Landmark Academy's Chief Administrative Officer.

15. Resolution Delegating Chief Administrative Officer Duties

Sherry Bevins-Castillo to assign acting duties to Travis Gostinger, board agrees.

16. Resolution Designating Compliance Officer

Landmark Academy Board of Directors designate Debby Wilton as Landmark Academy's Compliance Officer.

Motion by Kim Bowman to accept Items 6 - 16.

Second: Bonnie DiNardo

Roll Call Vote: Sherry Bevins-Castillo – yes
Kimberly Bowman – yes
Bonnie DiNardo – Yes

Discussion: None

Motion Carried

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17. Approval of June Minutes

Motion by Kim Bowman to approve the June 42, 2021 Budget Hearing meeting minutes.

Second: Bonnie Dinardo

Discussion: None

Roll Call Vote: Sherry Bevins-Castillo – yes

Kimberly Bowman – yes

Bonnie DiNardo – Yes

Motion Carried

Motion by Kim Bowman to approve the June 24, 2021 meeting minutes.

Second: Bonnie Dinardo

Discussion: None

Roll Call Vote: Sherry Bevins-Castillo – yes

Kimberly Bowman – yes

Bonnie DiNardo – Yes

Motion Carried

18. Approval of Finance Reports

Max Shafik presented the June financials to the board. June 2021 is the last for the 20-21 year. Landmark has 2.7m cash, \$500,000 in money market, this includes \$250,000 designated for capital improvements. It is higher than normal due to the bond restructure. Total revenue was 8.4 million, total expenses were 7.6 million. This year we were able to outperform our budget in a better way. \$795.9 thousand addition to fund balance. We are in the black with total assets of 4.6 million and liability of \$854,000.

Motion by Kim Bowman to approve the June 30, 2021 Finance Report.

Second: Bonnie Dinardo

Discussion: None

Roll Call Vote: Sherry Bevins-Castillo – yes

Kimberly Bowman – yes

Bonnie DiNardo – Yes

Motion Carried

18.5 Executive Update

Debby Wilton updates the board that Family Night was that evening and the Mom-to-Mom Sale was next week. Both are big events; were we usually get some applications, and she is excited to see both happening this summer. Staff will be back on August 23rd and the students will be back on August 30th.

Sherry asked how the flooring was going. Debby updated that the elementary classrooms were done, and the hallway and courtyard are next. The café will have to wait until later possibly over thanksgiving break.

Sherry asked about any other big projects going on. Debby updated that it was mainly the flooring, a new fence around the pond, new awning behind the facility and a new LED sign. Kim Bowman asked about the sidewalk in front of the elementary building and the parking lot. Debby let the board know that there is an RFP process to go through and it is extensive, and we needed help to get through it. Help is in place, and we are working through all the appropriate step that need to be taken so work can begin. Travis added that it is the

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same with HVAC, it is costly, and we are working through it, and possibly will begin next year. But our current system is working but it is aging.

Travis updated the board on two items. First on foundation allowance that the state has approved. It has been increased and the amount is higher than expected. The new minimum will be \$8,700 per pupil.

Second, Congress is looking to pass legislature to stop charter schools working with for-profit management companies from getting federal funds. If the for-profit management company meets a certain threshold of percent that they take. Landmark would not fall into that category. He encouraged all board members to reach out to their congressperson and remind them that all students in public schools deserved to be funded equally. Sherry Bevins added that this could help to chip away at the charter school movement. Kim Bowman spoke that while laws should be clarified and not used to penalize charter schools.

Travis announced to the board that Max Shafik has accepted another opportunity and will be leaving Landmark. This is Max's last board meeting. He will be missed, and we wish him well at this exciting opportunity. The finance department will continue, and processes are in place. We are actively looking for Max's replacement. The board all wished Max well.

Kim asked about enrollment numbers. Debby said that we are currently at 779 but this will change. August will see the number change, as most parents will wait until August to make decisions about returning or leaving. Travis added that a meeting was held yesterday with our marketing partners and some really good ideas were discussed.

Doug asked who was taking Danielle's place. Debby updated that Adam Hoskins, the current MS/HS Assistant Principal and AD will be taking over for Danielle. Sherry asked if Adam was going to continue as AD. Debby informed that Adam will continue as AD this coming year working with his assistant, Andrew Page and Andrew will take over next year. Travis announced that a familiar face will be returning to Landmark. Former employee Tom Gostinger will be the new MS/HS Assistant Principal.

Kim asked how our online numbers were. Travis said about 14%, Debby added about 100 students, mostly high school

Doug said he knows that there is no guideline yet but are we planning on a contingency plan if COVID restrictions come into play. Debby stated that we had a solid plan last year that we can put into play if needed.

19. Adjournment: The Next meeting will be August 26, 2021, at Landmark MS/HS building at 12:00pm.

Motion by Kim Bowman to adjourn at 12:50 p.m.

Second: Bonnie Dinardo

Roll Call Vote: Sherry Bevins-Castillo – Yes

Kimberly Bowman – Yes

Bonnie DiNardo – Yes

Motion Carried

Board Secretary Signature Bonnie DiNardo

Date 8-30-2021

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