

**Landmark Academy
Minutes of the Board Meeting
October 28, 2021**

1. Call to Order

The meeting of the Board of Landmark Academy was called to order at 12:02 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: Patrick Sweeney (Croskey Lanni) via Zoom

Sherry Bevins-Castillo moved the audit up on the agenda. Patrick Sweeney from Croskey Lanni joined the meeting via Zoom to present his report.

Patrick Sweeney, from Croskey Lanni, presented the Year Ending, June 30, 2021 Financial Audit for Landmark Academy. The job of the auditor is to make sure that our financial documents are correct and that the schools financial accounting is true and accurate. They do this by pulling invoices, speaking with attorneys, walking through our facilities, speaking with banks, etc., to form an independent opinion. Their opinion, Landmark Academy financials are accurate and unmodified, or in other words, a clean audit.

Pat spoke highly of management's diligence with the budget and financial practices for the school, especially considering the additional changes with the pandemic and influx of grant funds. As part of the audit review, he mentioned that out of the over 60 schools that they audit, Landmark's performance financially is at the top, and that the Management Discussion and Analysis is one of the few to provide an in-depth look into the school and its operations. Landmark has a healthy fund balance with a good mix of expenses between instruction and support services. Landmark currently spends directly to classroom, 46%, which is excellent in the charter school space. Debt as of 06/30/2021, Landmark refinanced revenue bonds into one bond with a lower interest rate. 13.6% owed with a pay out schedule through 06/30/2045.

Initial BMD

The Uniform Budget act says that we are required to adopt a budget before start of year and can amend budget during the year and must have a final budget at the year end. For this last year, Landmark's actual year-end outperformed the initial projected budget.

Landmark also had a single audit because it received more than \$750,000 Federal dollars. This was a separate audit that took at more extensive look into the Federal grant expenditures. The signal audit found no issues.

Pat completed his audit presentation by summarizing the results, namely, the regular financial audit was in great shape with no findings, the single audit was in great shape with no findings, a majority of the funds were spent in instruction or to support classroom instruction, the Fund Balance was increased, and the Management Discussion and Analysis was in the top 4 of all the schools they audit.

He then asked if there were any questions. There were none. Sherry and Travis thanked Pat for his time and presentation to the board.

Motion by Kim Bowman to approve financial audit.

Second: Bonnie Dinardo

Vote: 3-0 Aye

Motion Carried

Sherry then directed us back to Item 2 regular business.

Public Comment: None

Correspondence: 2 items

Travis informed the board that Landmark received an email from Dawn at SVSU reminding everyone to follow correct procedures for special meetings.

The second piece Debby Wilton explained was an email sent to the Board regarding parent concerns with bullying. The bullying policy was reviewed and the Board President and Administration followed up with the parent. The situation was resolved.

Approval of September 23, 2021 Minutes

Motion by Kim Bowman to approve the September 23, 2021 meeting minutes.

Second: Bonnie Dinardo

Vote: 3-0 Aye

Motion Carried

Discussion of financial reports:

Financial Reports as of September 30, 2021, presented by Travis Gostinger.

Landmark's cash position is almost \$2 million with \$500,000 in money market and \$250,000 designated for capital improvements. The first payment for the 2021-2022 school year is not till October so the September financials reflect any payments yet. Total revenue: \$555,133 with total expenses: \$1,797,652. We have 815 enrolled with 807 that qualified for full funding. Debby Wilton explained the difference between the number enrolled and the full funding number. We have some 5th year seniors and a couple of kindergarteners that did

Initial BMD

not qualify. Debby also informed the board that we have some Learning Connection students who will graduate next week.

Debby also informed the board that we have an extra bus. Kim asked about the bus routes and the length of time students are on the bus. Discussion ensued.

Approval of September 2021 Financial Reports.

Motion by Kim Bowman to approve the September 2021 meeting financial reports as presented.

Second: Bonnie Dinardo

Vote: 3-0 Aye

Motion Carried

3. Executive Leadership Update (40 minutes)

Adam Hoskins (K-5): Student of the Month has changed to Leader of the Month. Elementary has really been focusing on the Leader in Me and 7 Habits. They now have an assembly once a month to announce the Leader of the Month. It is broken into two groups: K-2 and 3-5.

Elementary has also started a rock garden. In art students will paint a rock about Landmark and it will go outside to decorate the grounds. Parent-teacher conferences will be held Friday, November 5th. Parents have the option of in-person, phone or zoom.

Leader in Me survey was sent to students, staff, and parents. 70% moderately effective. There are some issues with the survey, younger students have trouble with taking it on the computer and only a small percentage of parents responded. Almost 100% of staff responded. Staff meetings have been changed to Team parties with goodies. Kim Bowman asked about staff vacancies. Adam said they were almost at 100% but just had a resignation. He is trying to find another 3rd grade teacher because we have enough students on the wait list to open another class. Sherry Bevins-Castillo asked about the makeup of the student engagement portion of the survey, Adam stated that the section has 3 questions. Sherry also inquired how often we will be doing the survey. Adam said one more time in late winter. Debby added that we are happy with the results and the implemented program.

Debby Wilton (MS/HS): Homecoming went well, no guests were allowed, the kids had fun and we had no COVID outbreak.

First PD Day is Monday, Candance Casey from SVSU will be leading one of the seminars, "Student Culture/Effect on Student Behavior".

Parent-Teacher conferences will be next Friday.

Debby presented the NWEA Fall Data. Landmark has a 10% growth goal from Fall to Spring. MSHS will test again in December and Elementary will test again in January. The scores are not great but the last year and a half has hindered progress.

PSAT/SAT Data from Spring. Scores are not that bad, comparisons are from 2019 and 2021, we did not take them in 2020. Math went down, learning was difficult online for teachers as well as students. Kim Bowman asked if we had something in place to help those students. Debby said the teachers will have to reteach what students did not learn as well as teach the curriculum they are supposed to be learning.

Initial BMD

Landmark will be offering SAT prep after school for grades 9-11 and afterschool tutoring for K-8.

Bonnie DiNardo asked how many COVID cases we have. MS/HS has one and Elementary has 5. Kim clarified about close contact, there is no quarantine, and asked if we are doing any bus screening or temperature screening. Debby discussed the current process.

Debby let the board know that we were approved for Grant 310, which will allow Landmark to hire a school nurse.

Kim Bowman brought up concerns regarding the drop off lane behind the MS/HS building. People are creating a second lane and causing back up and risks. Travis mentioned that the back parking lot was on the capital improvement list and maybe there are signs or removeable posts that could help.

4. Board Strategy & Planning (20 minutes)

Kim Bowman asked about our retention rate and if we had those numbers yet. Debby said not yet but they are coming. Kim also asked how many open positions are at MS/HS. There are currently six.

Sherry reminded the board that SVSU will be holding an online board training in November. Travis said he will reach out to Doug to confirm the training day and time.

Kim Bowman asked for information regarding the student dress code.

5. Adjournment: The Next meeting will be November 18, 2021, at Landmark MS/HS building at 12:00pm. It is early due to the holiday.

Motion by Kimberly Bowman to adjourn at 1:30 p.m.

Second: Bonnie Dinardo

Vote: 3-0 Aye

Motion Carried

Board Secretary Signature Bonnie Dinardo

Date 11-19-2021

Initial BMD