

**Landmark Academy  
Minutes of the Board Meeting  
November 18, 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 (offsite via zoom, Health reasons)	3.
	4.
	5.
	6.

**2. Regular Business (15 minutes):**

Visitors: Doug Newcombe

Public Comment: None

Correspondence: None

Approval of October 28, 2021 Minutes

**Motion** by Kim Bowman to approve the October 28, 2021 meeting minutes with two corrections: add dollar sign on page two and change 3<sup>rd</sup> to 2<sup>nd</sup> on page four.

Second: Bonnie DiNardo

Vote: 3-0 Aye

Motion Carried

**Discussion of financial reports:**

Financial Reports as of October 31, 2021, presented by Lori Montagne.

Initial BMD

Landmark's cash position is \$1,786,410. Current MMDA balance is \$502,213, this includes \$250,000 restricted for capital improvements. Total monthly revenue: \$767,773 with total expenses: \$686,947. Our student count is 806.

Doug Newcombe asked about the prepaid expense and Travis Gostinger explained the details. Lori and Travis informed the board that they expect the adjustment for enrollment to be received in December. Since Landmark budget's conservatively, we have an adjustment in our favor for per pupil funding. Bonnie DiNardo asked how our current student count of 806 compares with the last five years. Travis explained that we are up. Landmark has been hovering around the 775. 800 was a target goal and we have met that this year.

Approval of October 31, 2021 Financial Reports.

**Motion** by Kim Bowman to approve the October 31, 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): Parent/Teacher conferences happened on November 5<sup>th</sup>. Participation went well, with over 240 families participating. Participation breakdown is as follows: 51% in-person, 40% phone call and 8% via zoom.

The 2nd Step Program from social, emotional support has started. K-1 have puppets to use to help with expression. This program works well with the 7 Habits and Leader in Me.

3<sup>rd</sup>-5<sup>th</sup> Leadership Group has been formed. The group is designed to show the students some positive motivation and direction for leadership skills. A question was asked about how students were picked to be part of this group. Adam informed the board that this year it was by recommendation. Ms. Gammons, Mr. Brown, Ms. Hayes, and teachers were asked for input. Next year it may be by application.

Afterschool tutoring program has begun. There are several students who are taking advantage of this program. Debby Wilton added that this program is for K-12, with the high school focus being on SAT prep.

Debby Wilton (MS/HS): MS/HS also had conferences. Final turnout numbers are being gathered. Kim Bowman suggested that next year's parent sign up communication have more detailed instructions.

MS/HS has two new behavior support staff. The staff has been dubbed "The A-Team". We are seeing differences this year and having more behavior issues. The team is already helping with the added presence in between classes and in the lunchroom. The team will meet during PLC time to discuss issues and plan.

Our first PD Day was November 1, 2021. Candace from SVSU was here giving a seminar on classroom culture. There were also seminars available on other topics like personal curriculum and Teacher evaluation and Pivot. Kim Bowman asked how personal curriculums worked. Debby explained that they can be used for students who have an IEP based on their future career planning. We use the Educational Development Plan to help guide the personal curriculum. The 2<sup>nd</sup> PD Day will be the Monday after Thanksgiving.

Initial BMD

Enrollment and retention data. We have an 84% retention for this school year, the goal is 90%. We are up a bit. Top two reasons for withdrawal: moved/closer to home, no response. Other reasons were transportation, different program (mostly applied to online students). Doug Newcombe gave some kudos to this report, nicely done. Kim Bowman asked about the first report cards and how students were doing grade wise. Debby informed that some subs may be grading easier, and we will need to speak with them. Kim then asked how many subs we have in the MS/HS building? Debby explained that we have six subs in the building, three in middle and three in high school.

#### **4. Board Strategy & Planning (20 minutes)**

2021-2022 Budget Amendment. Travis discussed the budget amendment changes. Notably, enrollment and the foundational allowance were up and there were additional ESSER funds. Expenses are in line with expectations.

**Motion** by Kim Bowman to approve the General Appropriation Resolution.

Second: Bonnie DiNardo

Vote: 3-0 Aye

Motion Carried

**Motion** by Kim Bowman to approve the Debt Service Appropriation Resolution.

Second: Bonnie DiNardo

Vote: 3-0 Aye

Motion Carried

**Motion** by Kim Bowman to approve the Food Service Appropriation Resolution.

Second: Bonnie DiNardo

Vote: 3-0 Aye

Motion Carried

**Motion** by Kim Bowman to approve the Special Revenue Appropriation Resolution.

Second: Bonnie DiNardo

Vote: 3-0 Aye

Motion Carried

Debby Wilton brought forth the board policies that have been updated for adoption.

**Motion** by Kim Bowman to approve the legally required updates to board policies.

Second: Bonnie DiNardo

Vote: 3-0 Aye

Motion Carried

Travis informed the board that the potential board candidate will be meeting with him after Thanksgiving. He hopes to have more information to share at the next board meeting.

Sherry Bevins-Castillo reminded the board that there is a board training by SVSU via Zoom on November 30<sup>th</sup>. Sherry asked if anyone did the November 16<sup>th</sup> training? Bonnie DiNardo attended the training and she said there were a couple of good forms that she got from it, that we may be able to use for evaluations. Kim

Initial BmO

Bowman asked about evaluations for management and where that was at. Travis has posted it to the board site and will email it out.

**5. Adjournment:** The Next meeting will be December 16, 2021, at Landmark MS/HS building at 12:00pm. It is early due to the holiday.

**Motion** by Kimberly Bowman to adjourn at 1:10 p.m.

Second: Bonnie DiNardo

Vote: 3-0 Aye

Motion Carried

Board Secretary Signature Bonnie DiNardo

Date 12-17-2021

Initial BMD