

**Landmark Academy**  
**Minutes of the Regular Board Meeting**  
**August 31, 2023**

**1. Call to Order**

The meeting of the Board of Landmark Academy was called to order at 12:01 pm, by Kimberly Bowman, 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. Kimberly Bowman – President & VP	1.
2. Bonnie DiNardo - Secretary	2.
3. LeAnn Loshaw - Treasurer	3.
4.	4.
	5.
	6.

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

Visitors: Doug Newcomb

Public Comments: None

Correspondence: There were two pieces of correspondence. We received the signed borrowing agreement from SVSU. All board members should have received the email regarding training. The closest physical training is in Lapeer. But there are online options. Board members must complete at least two hours of training every school year. Kim Bowman will send an email detailing the different options.

Approval of July 27, 2023, re-organizational board meeting minutes.

**Motion** by Bonnie DiNardo to approve July 27, 2023, re-organizational board meeting minutes. Second: LeAnn Loshaw

Aye: 3                      Opposed: 0

Discussion: Kim informed the board that they will need to make a motion later in the meeting to revise the resolution for authorized signatures.

Motion Carried

Initial BMD

### **Discussion of Finance Reports**

Financial Reports as of July 2023, presented by Lori Lamontagne. Lori gave an update on the audit that Landmark just went through last week. The audit went great, and they are in the process of wrapping it up. The presentation should be at the October board meeting. Lori reminded the board that we receive no state aid in the month of September. As of August 28, 2023, our current enrollment is 845. This will change as everyone settles into the new school year.

Debby discussed Centegix with the board. Landmark received a grant to be used for security. Scott Pike, our campus security officer recommended this system. All staff members will receive a crisis alert badge. They can click it three times and certain staff will be notified that there is an issue and where the issue is located. If the badge is continually pressed it will mean that a lockdown is needed. Currently only administration can call for a lockdown, this will allow us not to lose valuable time by searching for or trying to contact an administrator to call for a lockdown. Kim Bowman asked if this system has an annual fee. Debby let the board know that the initial start up is the largest charge and yes, it is a subscription with an annual fee. Landmark has used the grant to pay the start up costs and a five-year subscription.

Kim asked about kindergarten enrollment. Debby has spoken with Petoskey Stone, and they will be gearing marketing towards kindergarten, high school, and the online program.

**Motion** by Bonnie DiNardo to approve the July 2023, Finance Report as presented. Second: LeAnn Loshaw  
Aye: 3                      Opposed: 0  
Discussion: None  
Motion Carried

### **3. Executive Leadership Update (40 minutes)**

Debby Wilton (Superintendent): Landmark had a great welcome back week last week for staff and continuing this week with students returning. It has been a very busy two weeks. We have an updated format for the annual report. Debby provided each board member with a sample copy so they could see the new format and what our will look like in the fall. Doug Newcomb informed the board that he was part of the team behind this new format, and it is now a data driven format.

Adam Hoskins (K-5): Elementary held a Kindergarten picnic on August 16<sup>th</sup> that went well. Kindergarteners were able to have lunch, play on the playground, and spend time in the classroom. This helps to make the first day of school transition easier since they have already been exposed to being at Landmark. We are hoping to build Kindergarten enrollment. K-5 Open House went very well and our first week back has also gone well.

Tom Gostinger (MSHS): We had a wonderful start to the school year. Staff, parents, and students seem very happy. MSHS has started full swing with committee meetings happening, NWEA testing, sports beginning, and homecoming planning starting. We have some new staff members and currently looking for a middle school math teacher. The orientation went very well with lots of families attending. Kim Bowman asked if we knew the percentage and if it was higher than last year. Tom said that we do not know the percentage, but we did not have that many students who needed to get their Chromebook on the first day.

Initial BMD

The stage in the auditorium is being enlarged and will have new flooring. After the renovation is completed, the high school band will be able to perform on the stage. It is currently too small to hold the entire band. Tom feels that he is settling into his new role and is thankful for the behavior team stepping up to help.

**Handbook Approval:** Tom informed the board that there were not that many changes to the handbooks this year. There were a few dress code changes, but the biggest change was the high school cell phone policy. Cell phones have been a growing problem. All high school classes now have a pocket chart (like for calculators), and students have the choice to either put their phone in the chart or keep it out of sight. In the welcome letter that Tom sent to families, he explained that this year MSHS will be using the three R's: respect, responsibility, and being ready. We will be calling it R<sup>3</sup>. The big push will be on the third R, students being ready with charged Chromebooks, notebooks, pens, etc. Kim asked if students were still using the Chromebooks. Tom explained that he has talked to his team about the students being zoned into Chromebooks. They will be using the Chromebooks but teachers will also be engaging with students.

Adam stated that not much has been changed in the Elementary handbook. Kim asked Adam if we sent out a letter to parents letting them know that they can pay for the entire year of dress down Fridays in one lump sum. And do we do anything for those that may not be able to pay. Debby let Kim know that we can send a Skylert to parents letting them know about the yearly fee. Kim also expressed concerns about the different verbiage between the boys and girls for gym attire and the fit of jeans. Debby said that is something that we can look at changing next year in the handbooks. Kim also asked about unexcused absences for students missing 20% of the school day and how doctor appointments were handled regarding this. Debby explained that if the student brought in a note from the doctor's office saying they were there the absence becomes excused. We can also look at making this clearer in next year's handbook. Attendance is one of the areas that Tom would like to work on by meeting regularly to discuss and look at students attendance to catch issues before they become truancy issues.

**Motion** by Bonnie DiNardo to approve the Elementary, Middle School, High School, and Learning Connections 2023-2024 handbooks. Second: LeAnn Loshaw

Aye: 3                      Opposed: 0

Discussion: None

Motion Carried

Tom presented to the board this year's discipline report that will be turned into the state. Most Landmark's responses were zero issues to report. We did have ten issues of students being bullied. When we receive a complaint of bullying, there is an investigation done to see if the complaint is valid. If it is found to be valid parents are contacted and we work together to decide how to intervene and resolve the issue. Kim asked how this compared to last year's report. Tom stated that last year there were five issues compared to this year's report. But this is still a good number since this report encompasses the entire district and all 835 students.

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

**Board Member Attendance Policy:** Kim explained that the policy states that a board member cannot miss more than three meetings in a school calendar year. She asked if there were any questions on the policy. There were none.

**Motion** by Bonnie DiNardo to approve the Board Member Attendance Policy. Second: LeAnn Loshaw

Aye: 3                      Opposed: 0

Initial BMD

Discussion: None  
Motion Carried

Debby reminded the board that we still need two more members and if they know of anyone to please reach out or let Travis or her know and they can reach out. Kim is working on reaching out to the Blue Water Young Professionals group to see if there is a possible candidate. Bonnie said that there is one member that seems to be very community involved and maybe she might be a candidate.

Kim explained to the board that due to policy they need to change the bank signature resolution voted at the last meeting to the approved signers as LeAnn Loshaw and Kimberly Bowman.

**Motion** by Bonnie DiNardo to amend the resolution for the designation of depositories for various funds and signatures for various funds and accounts to LeAnn Loshaw and Kimberly Bowman. Second: LeAnn Loshaw  
Aye: 3                      Opposed: 0  
Discussion: None  
Motion Carried

**5. Adjournment:** The next regular board meeting will be September 28, 2023, at 6:00pm.

**Motion** by Bonnie DiNardo to adjourn at 12:58 p.m. Second: LeAnn Loshaw  
Aye: 3                      Opposed: 0  
Discussion: None  
Motion Carried

Board Secretary Signature Bonnie DiNardo  
Date 9-29-2023

Initial BMD