

**Macomb Academy  
39092 Garfield  
Clinton Township, Mi. 48038**

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**BOARD MEETING  
MACOMB ACADEMY BOARD OF DIRECTORS**

**Date:** December 19, 2023  
**Time:** 5:00 p.m.  
**Location:** Macomb Academy  
39092 Garfield  
Clinton Township, Michigan 48038

**MINUTES**

**MEETING TYPE:**       **Regular**       **Special**       **Proposed**       **Approved**

**I. CALL TO ORDER**

CALL TO ORDER AT 5:05 P.M.

**President Comer-Scarsella**

PLEDGE OF ALLEGIANCE

**President Comer-Scarsella**

ROLL CALL BY:

**President Comer-Scarsella**

Roll Call:

		<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Ms. Traci Comer-Scarsella	President	yes		
Ms. Marilyn Wittstock	Vice-President	yes		
Ms. Melina Chynoweth	Secretary	yes		
Ms. Felicia Westbrook-Hilton	Treasurer			yes
Mr. Michael Cadrette	Trustee	yes		

**MEMBERS PRESENT:**

Ms. Traci Comer-Scarsella	President
Ms. Marilyn Wittstock	Vice-President
Ms. Melina Chynoweth	Secretary
Mr. Michael Cadrette	Trustee

**ADMINISTRATION PRESENT:** Mrs. Mikelle Hillewaere, Supervisor

**GUESTS PRESENT:**

**II. APPROVAL OF MINUTES**

**President Comer-Scarsella**

The Board reviewed the meeting minutes from October's meeting. **Motion** made by **President Comer-Scarsella** supported by **Vice President Wittstock** to approve the minutes of the Board Meeting held October 17th, 2023. All in favor. Unanimous 4/0

Roll Call:

		<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Ms. Traci Comer-Scarsella	President	yes		
Ms. Marilyn Wittstock	Vice-President	yes		
Ms. Melina Chynoweth	Secretary	yes		
Ms. Felicia Westbrook-Hilton	Treasurer			yes
Mr. Michael Cadrette	Trustee	yes		

**MOTION CARRIES**

**4/0 Unanimous Vote**

The Board reviewed the meeting minutes from the November special meeting.. **Motion** made by **President Comer-Scarsella** supported by **Vice President Wittstock** to approve the minutes of the Special Board Meeting held November 1st, 2023. All in favor. Unanimous 4/0

<u>Roll Call:</u>			<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
	Ms. Traci Comer-Scarsella	President	yes		
	Ms. Marilyn Wittstock	Vice-President	yes		
	Ms. Melina Chynoweth	Secretary	yes		
	Ms. Felicia Westbrook-Hilton	Treasurer			yes
	Mr. Michael Cadrette	Trustee	yes		

**MOTION CARRIES** **4/0 Unanimous Vote**

### **III. APPROVAL OF AGENDA**

**President Comer-Scarsella**

**Motion** made by **President Comer-Scarsella** supported by **Vice President Wittstock**, to approve the December meeting agenda. All in favor. Unanimous 4/0

<u>Roll Call:</u>			<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
	Ms. Traci Comer-Scarsella	President	yes		
	Ms. Marilyn Wittstock	Vice-President	yes		
	Ms. Melina Chynoweth	Secretary	yes		
	Ms. Felicia Westbrook-Hilton	Treasurer			yes
	Mr. Michael Cadrette	Trustee	yes		

**MOTION CARRIES** **4/0 Unanimous Vote**

### **IV. INTRODUCTION OF GUESTS (if applicable)**

**President Comer-Scarsella**

N/A

### **V. CORRESPONDENCE RECEIVED (if applicable)**

**Secretary Chynoweth**

The Kiwanis Club of Clinton Township made a generous donation of \$500 to Macomb Academy to help students who are struggling with transportation. The money will go towards purchasing bus passes for students so that they may have an easier time attending school.

### **VI. ADMINISTRATION UPDATES**

**President Comer-Scarsella**

#### **OLD BUSINESS:**

Macomb Academy held a fundraiser at Fuddrucker’s restaurant on November 8<sup>th</sup> where we managed to raise \$550. Thank you to everybody who came out to support the school.

Macomb Academy was selected to receive a field audit of our Fall Count Day submission. The audit went smoothly and the school certified with 70 students.

The monthly family networking nights continue to be a success. At the last meeting there were 6 families who attended and talked about the different forms of stress and ways to work with it. Several families that attended the November family night made plans to all go out to dinner afterwards.

We held our annual poinsettia fundraiser throughout November and the start of December. All together the school raised around \$500 from purchases. Proceeds will go towards paying for the end of the year banquet.

The MAC Enterprise job site held their winter craft show on December 16<sup>th</sup> and made close to \$200. Students were encouraged to bring in crafts that they created on their own time in order to make money for themselves. Students made a combined total of around \$100 that they got to keep.

**NEW BUSINESS:**

The Macomb Academy robotics program will be starting in January. Mr. Frank Serafino and Mr. Ben Hillewaere will be in charge of helping students build and program a robot to take to competitions. The school received a grant from NASA that totals \$6,000 to help fund the project. Ms. Mikelle Hillewaere noted that this is the first time that NASA has offered funding to a special education school for a project like this.

We will be having our annual Cozy Cabin day on Thursday, December 21<sup>st</sup>. Students will be able to wear pajamas to school and have a relaxing day of activities before the start of winter break. Ms. Taylor Villasurda’s Expand Your Horizons class will be putting on a performance of the play Peter Pan for students and families of the student performers as well.

The Central Michigan University safety audit was conducted in December this year. The audit went very well and Macomb Academy passed with little to no issues. Several smoke detectors as well as the alarm panel will be replaced or updated over winter break so that they can remain in compliance with safety standards.

The Board then reviewed 2 board policies that have been revised and an administrative guideline that was deleted.

**Motion made by President Comer-Scarsella supported by Vice President Wittstock, to accept revisions made to Board Policy 7217. All in favor. Unanimous 4/0**

<u>Roll Call:</u>			<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
	Ms. Traci Comer-Scarsella	President	yes		
	Ms. Marilyn Wittstock	Vice-President	yes		
	Ms. Melina Chynoweth	Secretary	yes		
	Ms. Felicia Westbrook-Hilton	Treasurer			yes
	Mr. Michael Cadrette	Trustee	yes		

**MOTION CARRIES 4/0 Unanimous Vote**

**Motion made by President Comer-Scarsella supported by Vice President Wittstock, to accept revisions made to Board Policy 7540.03. All in favor. Unanimous 4/0**

<u>Roll Call:</u>			<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
	Ms. Traci Comer-Scarsella	President	yes		
	Ms. Marilyn Wittstock	Vice-President	yes		
	Ms. Melina Chynoweth	Secretary	yes		
	Ms. Felicia Westbrook-Hilton	Treasurer			yes
	Mr. Michael Cadrette	Trustee	yes		

**MOTION CARRIES 4/0 Unanimous Vote**

**Motion made by President Comer-Scarsella supported by Vice President Wittstock, to accept deletion of Board Guideline 5460. All in favor. Unanimous 4/0**

<u>Roll Call:</u>			<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
	Ms. Traci Comer-Scarsella	President	yes		
	Ms. Marilyn Wittstock	Vice-President	yes		
	Ms. Melina Chynoweth	Secretary	yes		
	Ms. Felicia Westbrook-Hilton	Treasurer			yes
	Mr. Michael Cadrette	Trustee	yes		

**MOTION CARRIES 4/0 Unanimous Vote**

**VII. FINANCIALS**

**Treasurer Westbrook-Hilton**

The Board reviewed the financial report for the month of November 2023. **Motion** made by **President Comer-Scarsella** supported by **Vice President Wittstock**, to approve the finances for November 2023. All in favor. Unanimous 4/0

<u>Roll Call:</u>			<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
	Ms. Traci Comer-Scarsella	President	yes		
	Ms. Marilyn Wittstock	Vice-President	yes		
	Ms. Melina Chynoweth	Secretary	yes		
	Ms. Felicia Westbrook-Hilton	Treasurer			yes
	Mr. Michael Cadrette	Trustee	yes		

**MOTION CARRIES**

**4/0 Unanimous Vote**

The Board reviewed the financial audit. **Motion** made by **President Comer-Scarsella** supported by **Vice President Wittstock**, to accept the results of the financial audit. All in favor. Unanimous 4/0

<u>Roll Call:</u>			<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
	Ms. Traci Comer-Scarsella	President	yes		
	Ms. Marilyn Wittstock	Vice-President	yes		
	Ms. Melina Chynoweth	Secretary	yes		
	Ms. Felicia Westbrook-Hilton	Treasurer			yes
	Mr. Michael Cadrette	Trustee	yes		

**MOTION CARRIES**

**4/0 Unanimous Vote**

**VIII. BOARD PROFESSIONAL GROWTH**

**President Comer-Scarsella**

Mr. Jonathon Trout discussed with Board members the upcoming events that are being held that he felt may be beneficial for them to attend. On January 11<sup>th</sup> there will be an assessment literacy program, on January 25<sup>th</sup> there will be a seminar on Michigan education and legislation that affects it, and in March there will be an event that helps board member learn ways to find and recruit new board members.

**IX. BOARD OF DIRECTORS COMMITTEES**

**All**

N/A

**X. PUBLIC COMMENTS**

**All**

N/A

**XI. CMU COMMENTARY**

**Jonathan Trout**

N/A

**XIII. BOARD COMMENTARY**

**President Comer-Scarsella**

N/A

**XII. ADJOURNMENT**

**President Comer-Scarsella**

**Motion** made by **President Comer-Scarsella** supported by **Vice President Wittstock**, to adjourn the board meeting at 5:26 p.m. All in favor. Unanimous 4/0

<u>Roll Call:</u>			<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
	Ms. Traci Comer-Scarsella	President	yes		
	Ms. Marilyn Wittstock	Vice-President	yes		
	Ms. Melina Chynoweth	Secretary	yes		
	Ms. Felicia Westbrook-Hilton	Treasurer			yes
	Mr. Michael Cadrette	Trustee	yes		

**MOTION CARRIES**

**4/0 Unanimous Vote**

Minutes are available at Macomb Academy, 39092 Garfield, Clinton Township, Mi. 48038, (586) 228-2201, in the administration office. Please contact the Business Office if you would like a copy of the minutes. Any person with disabilities who needs special provisions to attend a scheduled meeting should contact me five days prior to the meeting.

**MINUTES CERTIFICATION**

Minutes respectfully submitted,

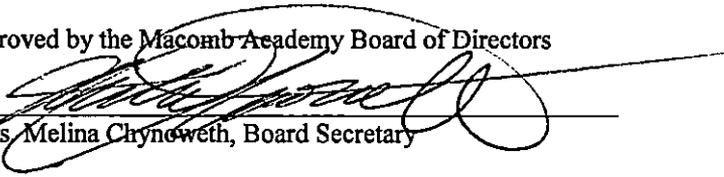


Mr. Brandon Busch, Recording Secretary

1/16/24

Date

Approved by the Macomb Academy Board of Directors



Mrs. Melina Chynoweth, Board Secretary

1/16/2023

Date