

Macomb Academy
39092 Garfield
Clinton Township, Mi. 48038

Telephone: (586) 228-2201

Facsimile: (586) 228-2210

Email Address: macombacademy@macombacademy.net

BOARD MEETING
MACOMB ACADEMY BOARD OF DIRECTORS

Date: August 8, 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 5:16 P.M.

Vice President Wittstock

PLEDGE OF ALLEGIANCE

Vice President Wittstock

ROLL CALL BY:

Vice President Wittstock

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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MEMBERS PRESENT:

Ms. Marilyn Wittstock Vice-President
Ms. Melina Chynoweth Secretary
Ms. Felicia Westbrook-Hilton Trustee

ADMINISTRATION PRESENT: Mrs. Mikelle Hillewaere, Supervisor

GUESTS PRESENT:

II. APPROVAL OF MINUTES

Vice President Wittstock

The Board reviewed the meeting minutes from July's meeting. The Board reviewed and recognized amendments made to proposed minutes. **Motion** made by **Vice President Wittstock** supported by **Secretary Chynoweth** to approve the minutes of the Board Meeting held July 18, 2023. All in favor. Unanimous 3/0

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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES

3/0 Unanimous Vote

III. APPROVAL OF AGENDA

Vice President Wittstock

Motion made by **Vice President Wittstock**, supported by **Secretary Chynoweth**, to approve the August meeting agenda. All in favor. Unanimous 3/0

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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES

3/0 Unanimous Vote

IV. INTRODUCTION OF GUESTS (if applicable)

Vice President Wittstock

N/A

V. CORRESPONDENCE RECEIVED (if applicable)

All

N/A

VI. ADMINISTRATION UPDATES

Vice President Wittstock

OLD BUSINESS:

The building is just about done with its summer updating. All rooms have been repainted and reorganized. Several Macomb Academy employees have spent the summer cleaning and organizing the building in order to get it ready for the new school year.

Macomb Academy has received several phone calls from prospective students hoping to enroll before the start of the year. As of now, the expected student count is looking to be around 78 for the 23-24 year. If student count rises high enough, a fourth teacher and paraprofessional will need to be hired in order to keep the school in compliance with class sizes.

Two new job coaches have been hired. Jennifer Eiter will be taking the MAC Enterprise job site, and Jonathan Knox-Houston will be filling either an in-building or a community-based job site. Aarti Yadav has also been hired as a full-time paraprofessional. With these new hires, the school needs 3 more full-time paraprofessionals to be fully staffed.

NEW BUSINESS:

It was brought to the Board’s attention that Robert Lusk, who was designated legal counsel at the July 18th meeting has moved on to a different position. **Motion** made by **Vice President Wittstock** supported by **Secretary Chynoweth** to designate and approve George Butler III as **Legal Counsel**. All in favor. Unanimous 3/0.

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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES

3/0 Unanimous Vote

The first parent networking picnic was a success. Five families attended and everyone had a wonderful time catching up with each other. The picnic was a great opportunity for students who do not keep in contact with their classmates over the summer to socialize with their friends.

Macomb Academy has a new website that is now up and running. The page can be found at the previous domain of www.macombacademy.net.

VII. FINANCIALS

Treasurer Westbrook-Hilton

Motion was made by **Vice President Wittstock** supported by **Secretary Chynoweth** to amend the August meeting agenda to remove Part A under section VII labeled “Review and Adoption of Budget Timeline Resolution” from the August meeting agenda. All in favor. Unanimous 3/0

<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		
	Mr. Michael Cadrette	Treasurer			yes
	Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES

3/0 Unanimous Vote

The Board then reviewed the monthly financials for July 2023. **Motion** was made by **Vice President Wittstock** supported by **Secretary Chynoweth** to approve the finances for July 2023. All in favor. Unanimous 3/0.

<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		
	Mr. Michael Cadrette	Treasurer			yes
	Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES

3/0 Unanimous Vote

VIII. BOARD PROFESSIONAL GROWTH

Vice President Wittstock

The Board was shown a brief video that explained and reviewed their roles and responsibilities. Mr. Ed Roth spoke about the details of what it means to form a committee, and that a committee is not the Board, and thus has no decision-making power. He also explained the various types of committees to the Board, such as academic, financial, and governance.

IX. BOARD OF DIRECTORS COMMITTEES

All

The Board discussed possible groups they could recruit committee members from. Ms. Mikelle Hillewaere suggested they speak to parents and see if there is any interest in forming a committee of parents headed by a member of the Board. The idea of creating a committee that could perform fundraising tasks had the approval of Board members, and would be discussed with parents at the next parent networking event.

X. PUBLIC COMMENTS

All

N/A

XI. CMU COMMENTARY

Ed Roth

N/A

XIII. BOARD COMMENTARY

President Comer-Scarsella

N/A

XII. ADJOURNMENT

President Comer-Scarsella

Motion made by Vice President Wittstock supported by Secretary Chynoweth, to adjourn the board meeting at 5:54 p.m. All in favor. Unanimous 3/0

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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES

3/0 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

9/19/2023

Date

Approved by the Macomb Academy Board of Directors



Mrs. Melina Chynoweth, Board Secretary

9/19/2023

Date