

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

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**BOARD MEETING  
MACOMB ACADEMY BOARD OF DIRECTORS**

**Date:** July 15<sup>th</sup>, 2025  
**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 5:06 P.M.

**President Marilyn Wittstock**

PLEDGE OF ALLEGIANCE

**President Marilyn Wittstock**

ROLL CALL BY:

**Secretary Melina Chynoweth**

Roll Call:

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

**MOTION CARRIES**

**5/0 Unanimous Vote**

**MEMBERS PRESENT:**

Ms. Marilyn Wittstock	President
Ms. Felicia Westbrook-Hilton	Vice-President
Ms. Melina Chynoweth	Secretary
Ms. Traci Comer-Scarsella	Treasurer
Ms. Denise Flinders-Victory	Trustee

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

**GUESTS PRESENT:**

**II. APPROVAL OF MINUTES**

**President Marilyn Wittstock**

The Board reviewed the meeting minutes from June's meeting. **Motion** made by **President Marilyn Wittstock** supported by **Vice-President Felicia Westbrook-Hilton** to approve the minutes of the Board Meeting held June 17<sup>th</sup>, 2025. All in favor. Unanimous 5/0.

Roll Call:

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

**MOTION CARRIES**

**5/0 Unanimous Vote**

**III. APPROVAL OF AGENDA**

**President Marilyn Wittstock**

The Board reviewed the agenda for the July meeting. **Motion** made by **President Marilyn Wittstock** supported by **Vice-President Felicia Westbrook-Hilton**, to approve the July meeting agenda. All in favor. Unanimous 5/0

Roll Call:

Ms. Marilyn Wittstock	President	<u>Ayes</u>
Ms. Felicia Westbrook-Hilton	Vice-President	yes
Ms. Melina Chynoweth	Secretary	yes
Ms. Traci Comer-Scarsella	Treasurer	yes
Ms. Denise Flinders-Victory	Trustee	yes

Nays

Absent

**MOTION CARRIES**

**5/0 Unanimous Vote**

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

**President Marilyn Wittstock**

N/A

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

**Secretary Chynoweth**

N/A

**VI. ADMINISTRATION UPDATES**

**President Marilyn Wittstock**

**OLD BUSINESS:**

There have been several new student applications turned in so far this summer. More are expected to be turned in as we get closer to the start of the new school year. As of this meeting, our projected student count for the 2025-26 school year is in the 84-86 range.

There have been many minor renovations and relocations throughout the building over the summer. The room that was previously the conference room will now be used as a staff breakroom, the former staff breakroom will be a new jobsite called Adulting 101. In addition, Ms. Mikelle Hillewaere’s office is being changed into a file storage room and she will be moving her office to a different office space. The previously unused space near the small offices will be converted into a conference room for meetings and IEPs.

We will be running our in-house job training sites slightly differently in the coming school year. Instead of students remaining in the same job site for 3 hours at a time, they will now rotate between all of the in-house job sites, following the bell schedule for the classrooms. With the increase in students in the building, this will hopefully alleviate the students becoming restless while at job sites.

**NEW BUSINESS:**

Annual Meeting Resolutions

The first resolution is the **Election of Officers**. **Motion** made by Traci Comer-Scarsella, supported by Melina Chynoweth, to elect Marilyn Wittstock for the office of President. All in favor. Unanimous 4/0

Roll Call:

Ms. Marilyn Wittstock	President	<u>Ayes</u>
Ms. Felicia Westbrook-Hilton	Vice-President	yes
Ms. Melina Chynoweth	Secretary	yes
Ms. Traci Comer-Scarsella	Treasurer	yes
Ms. Denise Flinders-Victory	Trustee	yes

Nays

Absent

**MOTION CARRIES**

**4/0 Unanimous Vote with 1 abstaining**

**Motion** made by Traci Comer-Scarsella, supported by Melina Chynoweth, to elect Felicia Westbrook-Hilton for the office of Vice President. All in favor. Unanimous 4/0

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

**MOTION CARRIES** 4/0 Unanimous Vote with 1 abstaining

**Motion** made by Traci Comer-Scarsella, supported by Marilyn Wittstock, to elect Melina Chynoweth for the office of Secretary. All in favor. Unanimous 4/0

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

**MOTION CARRIES** 4/0 Unanimous Vote with 1 abstaining

**Motion** made by Traci Comer-Scarsella, supported by Melina Chynoweth, to elect Denise Flinders-Victory for the office of Treasurer. All in favor. Unanimous 4/0

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

**MOTION CARRIES** 4/0 Unanimous Vote with 1 abstaining

**Motion** made by Marilyn Wittstock, supported by Traci Comer-Scarsella, to accept the above elections for the 2025-26 school year. All in favor. Unanimous 5/0

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

**MOTION CARRIES** 5/0 Unanimous Vote

**Motion** was made by Marilyn Wittstock, supported by Denise Flinders-Victory, to designate and approve Mikelle Hillewaere as the **Board Corresponding Agent**. All in favor. Unanimous 5/0.

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

**MOTION CARRIES** 5/0 Unanimous Vote

**Motion** was made by Marilyn Wittstock supported by Denise Flinders-Victory, to designate and approve Mikelle Hillewaere as the **McKinney-Vento Homeless Liaison Designate**. All in favor. Unanimous 5/0.

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

**MOTION CARRIES** 5/0 Unanimous Vote

**Motion** was made by Marilyn Wittstock, supported by Felicia Westbrook-Hilton to designate and approve Denise Flinders-Victory as the **Chief Administrative Officer Designates**. All in favor.

Unanimous 5/0

Roll Call:

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

**MOTION CARRIES**

**5/0 Unanimous Vote**

**Motion** was made by Marilyn Wittstock, supported by Felicia Westbrook-Hilton to designate and approve D'Ann Oldham as the **Title IX Representative**. All in favor. Unanimous 5/0

Roll Call:

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

**MOTION CARRIES**

**5/0 Unanimous Vote**

**Motion** was made by Marilyn Wittstock, supported by Felicia Westbrook-Hilton to designate and approve Dickinson/Wright as **Legal Counsel**. All in favor. Unanimous 5/0

Roll Call:

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

**MOTION CARRIES**

**5/0 Unanimous Vote**

**Motion** was made by Marilyn Wittstock, supported by Felicia Westbrook-Hilton to designate and approve Mikelle Hillewaere as the **Freedom of Information Act Representative**. All in favor.

Unanimous 5/0

Roll Call:

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

**MOTION CARRIES**

**5/0 Unanimous Vote**

**Motion** was made by Marilyn Wittstock, supported by Felicia Westbrook-Hilton to designate and approve D'Ann Oldham as the **Civil Rights Representative**. All in favor. Unanimous 5/0

Roll Call:

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

**MOTION CARRIES**

**5/0 Unanimous Vote**

**Motion** was made by Marilyn Wittstock supported by Denise Flinders-Victory to designate and approve Mikelle Hillewaere as the **School Safety Commission Liaison**. All in favor. Unanimous 5/0

Roll Call:

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

**MOTION CARRIES**

**5/0 Unanimous Vote**

**Motion** was made by Marilyn Wittstock, supported by Felicia Westbrook-Hilton to designate and approve Marilyn Wittstock, Denise Flinders-Victory, and Paul Bodiya, Macomb Intermediate School District Chief Financial Officer, as the **Designated Signatories** on the Academy’s bank accounts. All in favor. Unanimous 5/0.

Roll Call:

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

**MOTION CARRIES**

**5/0 Unanimous Vote**

**VII. FINANCIALS**

**Treasurer Flinders-Victory**

The Board reviewed the financial report for the month of July 2025. **Motion** made by **President Marilyn Wittstock** supported by **Treasurer Denise Flinders-Victory**, to approve the finances for July 2025. All in favor. Unanimous 5/0

Roll Call:

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

**MOTION CARRIES**

**5/0 Unanimous Vote**

**VIII. BOARD PROFESSIONAL GROWH**

**President Marilyn Wittstock**

N/A

**IX. BOARD OF DIRECTORS COMMITTEES**

**All**

N/A

**X. PUBLIC COMMENTS**

**All**

N/A

**XI. CMU COMMENTARY**

**CMU Authorizer**

Mr. Jonathan Trout reminded the Board of the upcoming annual conference being held on August 14<sup>th</sup>. The Board discussed their plans for attending.

**XIII. BOARD COMMENTARY**

**President Marilyn Wittstock**

N/A

**XII. ADJOURNMENT**

**President Marilyn Wittstock**

**Motion** made by **President Marilyn Wittstock** supported by **Vice-President Felicia Westbrook-Hilton**, to adjourn the board meeting at 5:59p.m. All in favor. Unanimous 5/0

Roll Call:

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

**MOTION CARRIES**

**5/0 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

8/19/25  
\_\_\_\_\_  
Date

Approved by the Macomb Academy Board of Directors

  
\_\_\_\_\_  
Mrs. Melina Chynoweth, Board Secretary

8/19/25  
\_\_\_\_\_  
Date