

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

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**BOARD MEETING
MACOMB ACADEMY BOARD OF DIRECTORS**

Date: July 18, 2023
Time: 4:30 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 5:10 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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MEMBERS PRESENT:

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

ADMINISTRATION PRESENT: Mrs. Mikelle Hillewaere, Supervisor

GUESTS PRESENT: Norma Dilbert

II. APPROVAL OF MINUTES

President Comer-Scarsella

The Board reviewed the meeting minutes from May's meeting. The Board reviewed and recognized amendments made to proposed minutes. **Motion** made by **President Comer-Scarsella** supported by **Vice President Wittstock** to approve the minutes of the Board Meeting held June 22, 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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	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 July 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		
	Mr. Michael Cadrette	Treasurer			yes
	Ms. Felicia Westbrook-Hilton	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 Carlton

N/A

VI. ADMINISTRATION UPDATES

President Comer-Scarsella

OLD BUSINESS:

Macomb Academy has completed the End of the Year Count Day Certification for the 2022-23 school year. This year, the final certification count put the school at 72 students with full-time enrollment. Projected enrollment for the 2023-24 school year is 85 students. This is based on the number of enrollment packets received thus far in addition to the number of students and families who have expressed interest in the school.

The building has been undergoing several renovations throughout the summer. At this time, the majority of the tile throughout the school has been replaced and updated. In addition, several places throughout the school that had tile floors now have carpeting, and vice versa. The interior of the school is also currently being repainted, with the painting expected to be done within the next two weeks.

NEW BUSINESS:

Organizational Meeting Resolutions

The first resolution is the **Election of Officers**. Ed Roth reminded the Board that no members can be elected to office that are not in attendance; however, members (excluding the President) can hold more than one office.

Motion was made by Marilyn Wittstock supported by Melina Chynoweth, to elect Traci Comer-Scarsella for the office of President. All in favor.

<u>Roll Call:</u>			<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
	Ms. Traci Comer-Scarsella	President			
	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 with 1 abstaining

Motion was made by Traci Comer-Scarsella supported by Melina Chynoweth, to elect Marilyn Wittstock for the office of Vice President. All in favor. Unanimous 3/0 with 1 abstaining.

Roll Call:

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

MOTION CARRIES

3/0 Unanimous Vote with 1 abstaining

Motion was made by Traci Comer-Scarsella supported by Marilyn Wittstock, to elect Melina Chynoweth for the office of Secretary. All in favor. Unanimous 3/0 with 1 abstaining.

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

MOTION CARRIES

3/0 Unanimous Vote with 1 abstaining

Motion was made by Traci Comer-Scarsella supported by Marilyn Wittstock to elect Felicia Westbrook-Hilton for the office of Treasurer. All in favor. Unanimous 3/0 with 1 abstaining.

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			

MOTION CARRIES

3/0 Unanimous Vote with 1 abstaining

Motion was made by Traci Comer-Scarsella supported by Marilyn Wittstock, to accept the above elections for the 2022-2023 school year. 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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES

4/0 Unanimous Vote

Motion was made by Traci Comer-Scarsella supported by Marilyn Wittstock to designate and approve Mikelle Hillewaere as the **Board Corresponding Agent**. 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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES

4/0 Unanimous Vote

Motion was made by Traci Comer-Scarsella supported by Marilyn Wittstock to designate and approve Mikelle Hillewaere as the **McKinney-Vento Homeless Liaison Designate**. 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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES

4/0 Unanimous Vote

Motion was made by Traci Comer-Scarsella supported by Marilyn Wittstock to designate and approve Mikelle Hillewaere as the **Chief Administrative Officer Designates**. 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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES

4/0 Unanimous Vote

Motion was made by Traci Comer-Scarsella supported by Marilyn Wittstock to designate and approve Mikelle Hillewaere Coordinator as the **Title IX Representative**. 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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES

4/0 Unanimous Vote

Motion was made by Traci Comer-Scarsella supported by Marilyn Wittstock to designate and approve Robert Lusk as **Legal Counsel**. 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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES

4/0 Unanimous Vote

Motion was made by Traci Cromer-Scarsella supported by Marilyn Wittstock to designate and approve Mikelle Hillewaere as the **Freedom of Information Act Representative**. 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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES

4/0 Unanimous Vote

Motion was made by Traci Cromer-Scarsella supported by Marilyn Wittstock to designate and approve Mikelle Hillewaere as the **Civil Rights Representative**. 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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES

4/0 Unanimous Vote

Motion was made by Traci Comer-Scarsella supported by Marilyn Wittstock to designate and approve Mikelle Hillewaere as the **School Safety Commission Liaison**. 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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES

4/0 Unanimous Vote

Motion was made by Traci Comer-Scarsella supported by Marilyn Wittstock to designate and approve Traci Comer-Scarsella, Michael Cadrette, and Paul Bodiya, Macomb Intermediate School District Chief Financial Officer, as the **Designated Signatories** on the Academy’s bank accounts. 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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES **4/0 Unanimous Vote**

Motion was made by Traci Comer-Scarsella supported by Marilyn Wittstock to accept the strategic plan that was completed during the May meeting. The plan will be implemented over the next three years. 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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES **4/0 Unanimous Vote**

VII. FINANCIALS

Mikelle Hillewaere and Traci Comer-Scarsella explained the details of the financial print-outs for newer board members. **Motion** was made by Traci Comer-Scarsella supported by Marilyn Wittstock to designate and approve the Budget Timeline Resolution. 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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES **4/0 Unanimous Vote**

The Board then reviewed the monthly financials for June 2022. There were no major unaccounted-for expenses. **Motion** was made by Traci Comer-Scarsella supported by Marilyn Wittstock to approve the finances for June 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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	Trustee	yes		

MOTION CARRIES **4/0 Unanimous Vote**

VIII. BOARD PROFESSIONAL GROWTH

President Comer-Scarsella

Mr. Ed Roth discussed the necessity of the above resolutions and paperwork for maintaining the school’s charter with CMU. He spoke about Macomb Academy’s charter coming up for review at the end of the coming year. He then discussed what parts of the school are looked at with scrutiny during this review process. The important aspects to note are 1. Evidence of student progress and achievements. 2. How well the finances of the school are being handled. 3. How good the working relationship is between both the school and CMU as well as the school and the community.

IX. BOARD OF DIRECTORS COMMITTEES

All

Discussions were held amongst board members that in the coming months committee creation and discussion would take place. Mr. Ed Roth suggested that discussions about committees should open up during the end of summer, and the creation of said committees can take place in September.

X. PUBLIC COMMENTS

All

The guest observing the meeting, Norma Dilbert, asked several questions regarding how Macomb Academy runs and functions in terms of student recruitment and how the administration of the school was set up.

XI. CMU COMMENTARY

Ed Roth

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 6:20 p.m. 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		
Mr. Michael Cadrette	Treasurer			yes
Ms. Felicia Westbrook-Hilton	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,

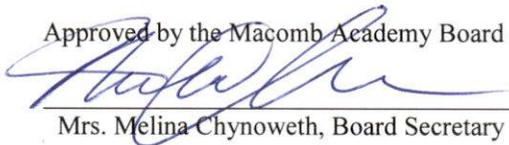


Mr. Brandon Busch, Recording Secretary

8/8/2023

Date

Approved by the Macomb Academy Board of Directors



Mrs. Melina Chynoweth, Board Secretary

8/8/2023

Date