

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

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**BOARD MEETING  
MACOMB ACADEMY BOARD OF DIRECTORS**

**Date:** July 16<sup>th</sup>, 2024  
**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 5:00 P.M.

**President Traci Comer-Scarsella**

PLEDGE OF ALLEGIANCE

**President Traci Comer-Scarsella**

ROLL CALL BY:

**Vice-President Marilyn 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
Ms. Felicia Westbrook-Hilton	Treasurer			yes
Mr. Michael Cadrette	Trustee	yes		

**MEMBERS PRESENT:**

Ms. Traci Comer-Scarsella  
Ms. Marilyn Wittstock  
Mr. Michael Cadrette

President  
Vice-President  
Trustee

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

**GUESTS PRESENT:** N/A

**II. APPROVAL OF MINUTES**

**President Comer-Scarsella**

The Board reviewed the meeting minutes from June's meeting. **Motion** made by **President Comer-Scarsella** supported by **Vice President Wittstock** to approve the minutes of the Board Meeting held June 21st, 2024. 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
Ms. Felicia Westbrook-Hilton	Treasurer			yes
Mr. Michael Cadrette	Trustee	yes		

**MOTION CARRIES**

**3/0 Unanimous Vote**

**III. APPROVAL OF AGENDA**

**President Comer-Scarsella**

The Board reviewed the agenda for the July meeting. A note was made to amend the agenda to correctly reflect the date of the current meeting. **Motion** made by **President Comer-Scarsella** supported by **Vice President Wittstock**, to approve the July 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
Ms. Felicia Westbrook-Hilton	Treasurer			yes
Mr. Michael Cadrette	Trustee	yes		

**MOTION CARRIES**

**3/0 Unanimous Vote**

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

**President Comer-Scarsella**

N/A

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

**Secretary Chynoweth**

N/A

**VI. ADMINISTRATION UPDATES**

**President Comer-Scarsella**

**OLD BUSINESS:**

The summer enrichment program is underway and has been a success so far. On average, there are 20-25 students in attendance on a given day. The students are learning valuable social skills and having a wonderful time getting to see their friends during the summer.

The final student count for the 2023-24 school year was certified at 71 students. Projected enrollment for the 2024-25 school year is in the range of 78-80. We have 12 completed packets so far, with quite a few expecting to be returned before the beginning of the school year. Our goal is to reach an enrollment of 80 students.

Melina Chynoweth arrived at the Board meeting at 5:07 PM.

**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 3/0

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

**MOTION CARRIES**

**3/0 Unanimous Vote with 1 abstaining**

**Motion made by Marilyn Wittstock, supported by Traci Comer-Scarsella, to elect Felicia Westbrook-Hilton for the office of Vice President. All in favor. Unianimous 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 Traci Comer-Scarsella, supported by Marilyn Wittstock, to elect Melina Chynoweth for the office of Secretary. All in favor. Unianimous 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			
	Ms. Felicia Westbrook-Hilton	Treasurer			yes
	Mr. Michael Cadrette	Trustee	yes		

**MOTION CARRIES**

**3/0 Unanimous Vote with 1 abstaining**

**Motion made by Traci Comer-Scarsella, supported by Marilyn Wittstock, to elect Michael Cadrette for the office of Treasurer. All in favor. Unianimous 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		
	Ms. Felicia Westbrook-Hilton	Treasurer			yes
	Mr. Michael Cadrette	Trustee			

**MOTION CARRIES**

**3/0 Unanimous Vote with 1 abstaining**

**Motion made by Traci Comer-Scarsella, supported by Marilyn Wittstock, to accept the above elections for the 2024-25 school year. All in favor. Unianimous 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 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.**

<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** 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.

<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** 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

<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** 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

<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** was made by Traci Comer-Scarsella supported by Marilyn Wittstock to designate and approve Dickinson/Wright as **Legal Counsel**. 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** 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

<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** 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

<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** 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

<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** 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		
	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 June 2024. **Motion** made by **President Comer-Scarsella** supported by **Trustee Cadrette**, to approve the finances for June 2024. 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**  
 N/A

**IX. BOARD OF DIRECTORS COMMITTEES** **All**  
 N/A

**X. PUBLIC COMMENTS**

All

N/A

**XI. CMU COMMENTARY**

**CMU Authorizer**

Ms. Jennifer Joubert and Mr. Ed Roth reminded the Board of the annual conference being held in August. They told the Board how the conference is a good way to network with members of other Boards.

**XIII. BOARD COMMENTARY**

**President Comer-Scarsella**

The Board discussed members who were up for reelection in September. The CMU representatives assured them that they would check to ensure everything is submitted properly for their reelection. The next meeting, scheduled to be held on August 20<sup>th</sup>, was discussed, and the Board discussed not holding a meeting in August next year as it is common for Boards to not hold one.

**XII. ADJOURNMENT**

**President Comer-Scarsella**

**Motion** made by **President Comer-Scarsella** supported by **Vice President Wittstock**, to adjourn the board meeting at 5:32 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

9/17/24

Date

Approved by the Macomb Academy Board of Directors



Mrs. Melina Chynoweth, Board Secretary

9/17/24

Date