

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

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**BOARD MEETING
MACOMB ACADEMY BOARD OF DIRECTORS**

Date: April 21, 2022
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 4:35 P.M.

President Comer-Scarsella

PLEDGE OF ALLEGIANCE

President Comer-Scarsella

ROLL CALL BY:

Secretary Carlton

Roll Call:

		<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Ms. Traci Comer-Scarsella	President	yes		
Ms. Marilyn Wittstock	Vice-President	yes		
Ms. Deborah Carlton	Secretary	yes		
Mr. Michael Cadrette	Treasurer			yes
Vacancy	Trustee			

MEMBERS PRESENT:

Ms. Traci Comer-Scarsella
Ms. Marilyn Wittstock
Ms. Deborah Carlton

President
Vice-President
Secretary

ADMINISTRATION PRESENT: Mrs. Mikelle Hillewaere, Supervisor

GUESTS PRESENT:

Melina Chynoweth, Parent and Potential Board Member and
Kimberly Siekierski, Paraprofessional

II. APPROVAL OF MINUTES

President Comer-Scarsella

After review and no errors found, **motion** made by **President Comer-Scarsella**, supported by **Vice President Wittstock**, to approve the minutes of the March Board Meeting held March 17, 2022. 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. Deborah Carlton	Secretary	yes		
Mr. Michael Cadrette	Treasurer			yes
Vacancy	Trustee			

MOTION CARRIES

3/0 Unanimous Vote

III. APPROVAL OF AGENDA

President Comer-Scarsella

After review and no errors found, **motion** made by **President Comer-Scarsella**, supported by **Vice President Wittstock**, to approve the agenda for April 21, 2022. 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. Deborah Carlton	Secretary	yes		
Mr. Michael Cadrette	Treasurer			yes
Vacancy	Trustee			

MOTION CARRIES

3/0 Unanimous Vote

IV. INTRODUCTION OF GUESTS (if applicable)

President Comer-Scarsella

Melina Chynoweth, Parent and Potential Board Member, was again warmly welcomed by the Board and thanked for her attendance and participation in another meeting. Kim Siekierski was also introduced to the Board; she is a Paraprofessional with the academy.

V. CORRESPONDENCE RECEIVED (if applicable)

Secretary Carlton

Supervisor, Mikelle Hillewaere, received a letter with check enclosed from the Knights of Columbus. There have also been several donations received for the End of Year banquet. The academy expects to receive a few more donations for the event before the May meeting.

VI. ADMINISTRATION UPDATES

President Comer-Scarsella

OLD BUSINESS:

The recently held Family Night was prosperous! About twenty families of current students attended. Two new families also turned in enrollment applications as a result of Family Night. Of the feedback received, attendees have mentioned that the school has become a more friendly, warm, open, and welcoming environment. **President Comer-Scarsella** has begun to work with families via Disability Networks as a result of the occasion, one of which has already seen some success working with Michigan Rehabilitation Services.

The banquet for the end of the school year will be on Thursday, June 16, 2022 from 6:00 p.m. to 10:00 p.m. It is the hope of the academy to hold the banquet at Fern Hill Golf Club, as it has in the past. To date, an estimate has been received; the cost per plate needs to be at least \$25.00 for all costs to be covered, including free tickets for the three students completing this year. The target number of baskets for the evening is twenty, with the target number of guests being one hundred.

NEW BUSINESS:

The invitation for Transition Night has been sent to the Directors/Supervisors and Transition Coordinators at all high schools within the Macomb Intermediate School District. So far, five districts and several families have reached out to RSVP. **President Comer-Scarsella** will be sending the invitation out to all of the counties that she works with via Disability Networks. Paul Sassin, Transition Coordinator for Dakota High School, has offered to promote the affair as well.

National Charter Schools Institute has sent Spring 2022 updates for Board policies. The update is mostly centered around the dress codes of staff and students. The current dress codes are listed in the employee handbook and student handbook respectfully, and are in compliance with the new policy specifications. Other updates include grants, cost principles, and procurement. These policies have been updated due to legal compliance. **Motion** made by **President Comer-Scarsella**, supported by **Vice President Wittstock**, to adopt policies 5511, 6110, 6114, and 6325. 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. Deborah Carlton	Secretary	yes		
	Mr. Michael Cadrette	Treasurer			yes
	Vacancy	Trustee			

MOTION CARRIES

3/0 Unanimous Vote

VII. FINANCIALS

Vice President Wittstock

Vice President Wittstock then presented the financial reports in Treasurer Cadrette’s absence. She began with the finances for the month of March 2022, starting with the monthly overview. There are two more classroom doors that will need to be replaced due to peeling laminate. No other major expenses are foreseen at this time. The check received from the Knights of Columbus is expected to be reflected on the financial statements for the month of April. **Motion** made by **President Comer-Scarsella**, supported by **Vice President Wittstock**, to approve the finances for March 2022. 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. Deborah Carlton	Secretary	yes		
	Mr. Michael Cadrette	Treasurer			yes
	Vacancy	Trustee			

MOTION CARRIES

3/0 Unanimous Vote

The Board then reviewed the third quarter financials. No abnormalities were found. **Motion** made by **President Comer-Scarsella**, supported by **Secretary Carlton**, to approve the third quarter financials. 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. Deborah Carlton	Secretary	yes		
	Mr. Michael Cadrette	Treasurer			yes
	Vacancy	Trustee			

MOTION CARRIES

3/0 Unanimous Vote

VIII. BOARD PROFESSIONAL GROWTH

President Comer-Scarsella

Melina Chynoweth has officially been approved by the Center for Charters Board of Trustees! An Oath of Office has been sent to her directly for completion. Once notarized and submitted, Mrs. Chynoweth will become a voting member of the Board of Directors for Macomb Academy.

IX. MACOMB ACADEMY BOARD COMMITTEES

All

The Board used this time to discuss their excitement to have Melina Chynoweth joining the ranks! The Board looks forward to working with Mrs. Chynoweth more closely over the next six quarters and into the future.

X. PUBLIC COMMENTS

All

Michelle from UPAC would like to invite Macomb Academy to their fundraiser being held Sunday, April 24, 2022. MAC Enterprises has donated a basket to be raffled at the event. In exchange, UPAC will be advertising the academy during and after the fundraiser. It is the hope of UPAC to continue working with Macomb Academy in any ways possible.

XI. CMU COMMENTARY

Ed Roth

Mr. Ed Roth took this time to welcome Mrs. Chynoweth to the Board as well. In May’s meeting, he would like to further discuss Board roles via ambassadorship. This will include a review of the updated brochure. Mr. Roth reiterated that the Board is accountable for policies and budget of the school. They give direction to the administrative suite, who then runs the school in their stead. He then announced that the annual Center for Charters conference will be on Tuesday, August 23, 2022; he would like the academy’s Board and staff to attend if possible. There are also Roundtables that are held throughout the year that offer Board support.

XII. BOARD COMMENTARY

President Comer-Scarsella

President Comer-Scarsella informed the Board that co-founder of Macomb Academy, Dr. John Beleutz has passed away recently. The family hopes to have a memorial for him this summer. Details to come.

Secretary Carlton then discussed the Chaldean Community Foundation in Sterling Heights. The foundation offers their services to the Chaldean community as well as to adults with special needs. They help adults’ complete important forms as well as offering classes, a gym, and barber shop. She then discussed the tour she took of Macomb Academy with Warren Woods, offering constructive criticisms.

Vice President Wittstock noted that she is also reaching out to members of the community for Transition Night.

XIII. ADJOURNMENT

President Comer-Scarsella

Motion made by **President Comer-Scarsella** supported by **Vice President Wittstock**, to adjourn the board meeting at 5:48 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. Deborah Carlton	Secretary	yes		
Mr. Michael Cadrette	Treasurer			yes
Vacancy	Trustee			

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,

BA Pierce

Blake A. Pierce, Recording Secretary

5/2/2022

Date

Approved by the Macomb Academy Board of Directors

Traci Comer-Scarsella

Traci Comer-Scarsella, Board President

5/19/2022

Date