

**MILLENNIUM CHARTER ACADEMY**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**June 26<sup>th</sup>, 2020**

The Board of Directors for Millennium Charter Academy met in regular session on Tuesday, June 26<sup>th</sup>, 2020 at 5:30 pm. Those Directors present included Christopher Willingham, Susan Shipley, Mark Hampton, Susan Campbell and Marty Danley. Headmaster Kirby McCrary and Finance Officer Patty Bare were also present for the meeting. Mark Hampton called the meeting to order with Kirby McCrary providing the invocation. Mark Hampton led the Board in the Pledge of Allegiance.

Directors Renee Francis, David Hiatt, Beth Southern, and Lee Rierson were not present for the meeting.

**Adoption of Proposed Agenda:** Upon the motion of Mark Hampton, seconded by Susan Campbell, the proposed agenda was adopted with the addition of Kirby McCrary (Sick Days transfer) to new business.

**Approval of Minutes:** Upon the motion of Susan Shipley, seconded by Christopher Willingham, the May 2020 Regular Meeting Minutes were approved.

**Public Comment:** none

**Report of Affiliated Organizations:** none

**Report of the Headmaster:** Kirby McCrary presented the Headmaster's Report emphasizing the following items:

1. **Dr. Jarrid Looney**, who will assume the role of upper school director August 1 upon the retirement of Pam Braley, has already begun his involvement in the life of MCA, introducing himself to the faculty via email, setting up Zoom meetings with upper school teachers, and meeting face-to-face (at a proper COVID-19 distance) with upper school teachers regarding reopening school.
2. The MCA Athletic Department under athletic director Rodney King will begin Phase 1 of returning to **sports** on July 6 with summer workouts for high school girls and boys basketball, volleyball, and cross country. High school soccer, middle school volleyball, soccer, and cross-country will start workouts later in July or first of August. Of course, specific restrictions are in place to help protect athletes and coaches from the spread of COVID-19. Phase 1 is conditioning and individual skill development only. No shared balls or shared equipment of any kind is allowed.
3. Well before the COVID-19 crisis, the school's leadership was developing **online professional development modules** for teachers coming to MCA. As of this month, the following modules in philosophy and pedagogy have been completed:
  - ✓ MCA: Mission and Vision, *Kirby McCrary*
  - ✓ Overview of Classical Education and the Liberal Arts, *Josiah DeGraaf*
  - ✓ The Classical Tradition and Natural Law, *Bernard Mauser*
  - ✓ The Trivium: Grammar, *Erick Allen*
  - ✓ The Trivium: Dialectic, *Bernard Mauser*
  - ✓ The Trivium: Rhetoric, *Josiah DeGraaf*
  - ✓ The Quadrivium: The Language of Numbers, *Pamela Braley*
  - ✓ The Quadrivium: Music and the Quest for Harmony, *Eric Cook*
  - ✓ Discipline by Principle, *Kirby McCrary*
  - ✓ Teaching with the End in Mind, *Pamela Braley*

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4. Because of **COVID-19**:

- a. On behalf of K-12, Lower School Director Michael Reeves polled the parents regarding their thoughts on the **March-May remote learning** provided during the governor's "stay at home" orders. Their responses in all areas (access to technology, number of assignments, quality of assignments, presentation of assignments, teacher availability, communication, learning management systems, and teacher instruction) were quite positive.
- b. The school's leadership developed two **modes of education** that will be in effect simultaneously: an in-school, face-to-face, instruction model and a remote education model. Currently about 25% of the families are requesting remote education.
- c. The administration, including Dr. Looney, is revamping the already planned **professional development** in order to address remote education, as well as in-the-building education under COVID-19 restrictions.
- d. In consultation with faculty, the school's administration has determined minimum standards for **online instruction**, including:
  - i. Daily, synchronous, online, live instruction by the classroom teacher, recording instruction for those who need to watch at a different time.
  - ii. Availability of teachers during normal working hours for student contact, scheduling five hours of office time during the course of the week.
  - iii. Distributing weekly assignments, which should require the student X number of hours depending upon grade level to complete across all subjects with a suggested daily pacing guide on Monday morning. All weekly assignments are due by midnight on Friday.
  - iv. For each lesson, providing students with a learning goal, clear expectations, and a reminder of the overarching, guiding question (the "big question, such as *What does it mean to be human?* or *What is home?*, etc.).
  - v. Providing students with clear instructions on how and when to hand in work.
  - vi. Updating all grades weekly and personal feedback.
  - vii. Within 24 hours, answering all student and parent questions.
  - viii. Remembering that the teacher is still the teacher, external resources are fine as long as the majority of the course is delivered through direct instruction.
- e. Patty Bare, finance director, ordered 30 **thermometers** to expedite the daily entrance into the building.
- f. The school is producing **posters and signs** to foster a greater understanding of everyday safety precautions.
- g. Mr. McCrary applied for the state's digital **learning management system** grant, which, if successful, will fund the set up cost for Canvas. Canvas will serve as a single platform for all K-12 students for remote instruction. It will also be used for all students to receive and submit assignments.
- h. Mr. McCrary applied to the state for the **personal protection equipment (PPE)**.
- i. The school's leadership is developing the required fifteen-point, **remote instruction plan**, which Mr. McCrary will submit to DPI.

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**Report of the Treasurer:**

- Susan Shipley and Patty Bare gave a combined Treasurer and Finance Committee report.

Upon the motion of Mark Hampton, seconded by Susan Shipley, the Board entered into a fifteen-minute recess. At 6:30pm Mark Hampton called the meeting back to order.

- Millennium Properties has requested a one-time payment of \$240,000 which represents the total amount of rent abatement to date. Upon the motion of Christopher Willingham, seconded by Susan Campbell, the Board approved Millennium Properties request and authorized a payment of \$240,000.
- Upon the motion of Mark Hampton, seconded by Susan Campbell, the Board approved the 2020-2021 budget.

**Report of Standing Committees:**

Board Development: Lee Rierson's term is set to expire this month on June 30<sup>th</sup>, 2020. Lee will not pursue an additional term.

**Unfinished Business:**

Contracts – Upon the motion of Christopher Willingham, seconded by Susan Campbell, the Board approved the employee contract revisions recommended by Headmaster Kirby McCrary.

**New Business:**

- Upon the motion of Mark Hampton, seconded by Susan Shipley, the Board approved for Headmaster Kirby McCrary to submit the Annual Attestation to DPI.
- Upon the motion of Christopher Willingham, seconded by Mark Hampton, the Board denied the sick day transfer presented by Headmaster Kirby McCrary
- The Board unanimously approved a motion by Mark Hampton, seconded by Susan Shipley, that the Board enter into Closed Session pursuant to N.C.G.S 143-318.11(a)(1,6). Following appropriate motion within Closed Session, the Board returned to Open Session. The Board took no action in Closed Session
- Upon the motion of Mark Hampton and seconded by Susan Campbell, the Board approved to take recommended action as discussed in closed session

At 7:20pm the Board approved the motion of Susan Shipley, seconded by Mark Hampton to adjourn the meeting.

Respectfully Submitted  
Marty Danley

Attachments: Agenda, Headmaster's Report



Agenda 6-30-20.pdf



Headmaster's  
Report 6-30-20.pdf