

MILLENNIUM EDUCATION FOUNDATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
August 25, 2019

The Board of Directors for Millennium Education Foundation, Inc. ("MCA") met in regular session on Tuesday, August 25, 2020 at 5:30 p.m. Those Directors present included Renee Francis, Mark Hampton, Susan Campbell, Chris Willingham and Beth Southern. Headmaster Kirby McCrary and Finance Officer Patty Bare were also present for the meeting, as were guests Kristie Byrd, Melinda Shew, Hugh Campbell and Darren Lewis. Renee Francis called the meeting to order and led the Board in an Invocation. Kirby McCrary led the Pledge of Allegiance.

Adoption of Proposed Agenda: Upon the motion of Chris Willingham, seconded by Susan Campbell, the proposed agenda was adopted.

Approval of Minutes: Upon the motion of Mark Hampton, seconded by Susan Campbell, the June 2020 meeting minutes were approved.

Public Comment: None

Report of Affiliated Organizations: Kristie Byrd, MPACT President and Melinda Shew, MPACT Vice President, reviewed with the Board the fundraising activities conducted by MPACT during the 2019-2020 school year and the projects funded with MPACT funds. They also discussed MPACT's plans for the upcoming school year.

Report of the Headmaster: Kirby McCrary provided the Board with his Headmaster's Report. He first reviewed with the Board several candidates to fill vacancies that had occurred on the faculty and staff in recent months. Upon the motion of Chris Willingham, seconded by Mark Hampton, the Board approved the hiring of Jennifer Baker, Leslie Reyes, Anderson Rouse and Misty Hearn. Mr. McCrary then highlighted for the Board several other items, including:

- The school hosted a week of professional development focused on delivering a quality education in light of the pandemic, in-school instruction and remote education.
- Athletic Director Rodney King has finished his National Certifications in coaching through the National Federation of High Schools (NFHS).
- Mr. McCrary successfully submitted the entity registration for MCA in the U.S. Government's System for Award Management (SAM), which allows the school to receive federal funds.
- The 2020-2021 leadership teams have been formed. Mr. McCrary reviewed with the Board a list of the teams and their purposes.
- The IT Department issued all MCA students and staff a QR code that links to the attestation form required every day by anyone entering the building. This also records the answers so that the school can store them for a year, as well as saving paper and time.
- Michael Reeves, Lower School Director, developed complex spreadsheets that allowed students to access Amplify and Canvas, two online resources.
- The percentage of remote learners has grown from approximately 25% to about 32%. Third grade is the highest at 43% remote learners, and eight-tenth grades are lowest at about 21-28% in remote education.
- LuAnn Brown, Director of Development, produced a short video to help students and parents know what to expect when they return under COVID protocols.
- MCA also hosted virtual open houses the week of August 10. Attendance was strong. Approximately 75% of the student body was represented.

Report of the Treasurer: Finance Director Patty Bare reviewed with the Board the final revised 2020 fiscal year budget. Upon the motion of Chris Willingham, seconded by Mark Hampton, the final budget was approved as revised. She then reviewed with the Board current account balances and projected expenditures through the end of the fiscal year. She also informed the Board that the school's checking account had been compromised and a fraudulent check had been passed on the account. She recommended that the school enroll in the banks "positive pay" program, which would provide liability

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protection in the event of future fraud events for a cost of \$110 per month. Upon the motion of Chris Willingham, seconded by Mark Campbell, the Board unanimously approved enrollment in the “positive pay” program.

Report of Standing Committees:

Board Development: Kirby McCrary reminded the Board of the two vacancies created by the resignations of Susie Shipley and Lee Rierson, as well as David Hiatt's request to rotate off the Board by August 2021. He also reviewed with the Board a list of potential Board candidates. The Board members discussed the merits of the various candidates, and Mr. McCrary agreed to follow up with a few of them to gauge their willingness to serve the Board.

Unfinished Business: None

New Business:

Benefits Update: Patty Bare informed the Board that as a result of a change in the law in 2017, the school's 403(b) plan is no longer in compliance with applicable IRS rules. She then reviewed with them the proposed amendments to the plan recommended by Horace Mann to bring the plan into compliance. Following discussion by the Board members, upon the motion of Mark Hampton, seconded by Chris Willingham, the Board unanimously approved the amendments to the 403(b) plan.

Conservation Easement: Hugh Campbell, Mount Airy City Attorney, and Darren Lewis, Director of Mount Airy Parks and Recreation, reviewed with the Board the City of Mount Airy's revised plans to extend the existing greenway. The proposed extension would include the installation of a crosswalk on Riverside Drive, which would link MCA directly to the greenway. In order to construct the greenway as proposed, an easement will be required on the school's property. The Board discussed the merits of the proposal and asked Mr. Campbell to provide them with additional information, including a copy of the necessary legal documentation.

Pilot Mechanical Contract: Patty Bare reviewed with the Board the proposed annual maintenance contract with Pilot Mechanical. Upon the motion of Chris Willingham, seconded by Mark Hampton, the Board unanimously approved the contract.

Election of Treasurer: Renee Francis reminded the Board of Susie Shipley's resignation as Treasurer and invited discussion as to who might best fill that role. Chris Willingham indicated his willingness to serve as Treasurer, provided that he could have some assistance. Susan Campbell indicated that she would be willing to serve as Assistant Treasurer as needed. Upon the motion of Mark Hampton, seconded by Beth Southern, the Board elected Chris Willingham as Treasurer and Susan Campbell as Assistant Treasurer.

At 7:45 p.m. the Board unanimously approved the motion of Chris Willingham, seconded by Mark Hampton, to adjourn the meeting.

Respectfully Submitted
Beth Southern

Attachments: Agenda, Headmaster's Report