

AGENDA

Method Schools Regular Meeting of the Board of Directors

Tuesday, September 22nd, 2020, 6:00 PM

24620 Jefferson Ave, Murrieta, California

<https://methodschools.zoom.us/j/96322123248?pwd=aVdLMUowZ3A0U3lWcCtsS1ViQThqQT09>

Meeting ID: 963 2212 3248

Passcode: 539137

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

Method Schools (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas and “Request to Speak” forms are available at the door to the meeting. If you wish to speak, please fill out the speaker slip and specify the agenda item on which you wish to speak. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.

Public Communication on Non-Agenda Issues: This is an opportunity for members of the audience to raise issues that are not specifically on the agenda. You will be given an opportunity to speak for a maximum of three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. **Non-English speakers requiring translation are allotted a maximum of six (6) minutes.** Due to public meeting laws, the Board can only listen to your issue and not respond or take action. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen- requested item

2. **Agenda items:** To address the Board on agenda items, please specify the item on which you wish to speak on your “Request to Speak”. You will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.

3. **Public Records:** Any public records relating to an agenda item for an open session of the Board that are distributed to the Board members shall be available for public inspection at the School office. Minutes of each Board meeting will also be available at the School office.

Americans with Disabilities Act (ADA): Upon request, the School will furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate assistance in order participate in Board meetings are invited to contact Method Board Secretary Gloria Vargas at gvargas@methodschools.org by noon of the business day preceding the board meeting.

Translation services: Translation services are available by notifying the above school office by noon of the business day preceding the board meeting.

1.0 CALL TO ORDER: 6:02 PM

20 ROLL CALL

- A. Board Members present: Steve Dorsey, Tyler Roberts, Carolyn. Andrews, Gloria Vargas
- B. Board Members absent: Shannon Clark
- C. Staff: Rebecca Ricci, Tracy Robertson, Jessica Spallino, Mark Holley, Jade Fernandez, Cory Cavanah (Business Rep)

3.0 PUBLIC COMMUNICATION ON NON-AGENDA ITEMS

No individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not

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exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

- **No Comment**

4.0 REPORTS

4.1 Marketing Update –

- Mark: Enrollment is up in LA 144.1% and San Diego 206%. We didn't push for a summer school this year. Peak enrollment was 6681 on 7/6/2020. We had 375 students last year and now we are at 1009 students.
- New Smartfox website (gosmartfox.com). We have had a lot of people interested. We have added a new feature to Smartfox called Smartfox TV. Smartfox TV is available in the student and staff portal. It provides a sense of community for our students 4 days a week with news updates, weather, and history.
- We would like help from the Board and Staff with our social media by interacting with our social media.
- Our online chat support has grown from 2017-2020 as we have now served 56,640 online chats.
 - Question from Carolyn? Is Smartfox listed as itself?
 - Mark – Yes, it is one word on YouTube and Social Media.

4.2 Staffing Update

- Jessica: We have revised our organizational OKR's (Objective & Key Results) and 7 Department OKR's. Our Mission: Aggressively Advanced K-12 Education. Our OKR's are to Ensure Academic Growth, Increase Student Retention, Enhance Synchronization, and Grow "Right Fit" Students and Users.
- OKR #1 Ensure Academic Growth: We are currently using iReady to measure growth with Math and Reading.
- OKR #2 Increase Student Retention: We refined the SSM (Student Success Manager) role as an additional support to teachers. We have also refined our onboarding process by creating systems in place.
- OKR #3 Enhance Synchronization: We have always struggled with communication as we have quickly grown. In order to help with communication, we have added quarterly briefings, refined OKR's per department, weekly staff trainings, and Leadership PD (Professional Development).
- OKR #4: Grow "Right Fit" Students and Users: we would cap enrollment at 1300 (Method SD: 600 and Method LA: 700). Acquire 5 Smartfox Users, Short Term "Summer" Cap for entire year and functions. Looking for ways to stand out through customer service, support, and academic growth.
 - Question from Steve: Do we need to hire more teachers?
 - Jessica: Answer: Yes
 - Tyler Comment: OKR #2 and #4 Overlap with each other, but let's keep them separate.
 - Question from Gloria: Is a specific person in charge or how are you managing accountability for OKRs?
 - Answer Jessica: Yes, this helps with goals and Mark and I will be held accountable for organizational goals within each department. Each department has their own OKR's and how we are performing within them. Some goals should be stretched, and other goals are easier to achieve based on beginning of

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the year data.

- Gloria comment: 1st year is contingent on onboarding process. Data has shown if they have been talked to 3 times, they are most likely to be retained.
- Jessica comment: We had 74% student retention from last year.
- Jessica – Staffing we have doubled our teachers; we now have 40 teachers and one more to hire. Hiring staff is a constant job, we have created a hiring committee to process our interviews. We have 6 SSM's, and we elevated Jana our Curriculum Director to our General Manager to develop systems. We now have a Data Analyst role.

4.3 Product Update:

- Jessica: we are refining across the board with iReady and OKR's. We can discuss more in December with our Data.
- Carolyn and Tracy have gone to board trainings. We would like to use a Smartfox Forum to help refine board meetings.

4.4 Financial Report:

- Cory: We will discuss unaudited actuals later on. The Budget called for a 10% cut, but at the 11th hour they took that away. On June 29th, the budget was revised to gain the 10% back. Our downside is the projected referrals will be a reality, and the governor replaced a cap for ADA by capping at last year's ADA. The positive is we have plenty to scale, we will cap enrollment, flat revenue for this year, and plenty of reserve to take on growth. Method is in a good position to add and grow in 2020-2021 and 2021-2022.
- Jessica: Our authorizer has kids that go to our school because we were one of the few schools that kept enrollment open and they have had such a good experience with us.
- Mark: I would like to address growth is 169% that we have seen. We knew we weren't going to have the old summer school. We have picked up some one-time revenue that helped us last year. We have made the wise decision to cap at 1300 students.

4.5 Head of Schools Update:

- Jade: We have grown from a small to big school overnight. We have 40 teachers; we are doubling across the board from students to staff. We prepared to scale for the big jump. We have been developing trainings for new hires housed in Smartfox to refer back to it for staff.

4.6 Organizational Updates:

- Tracy – no updates
- Jessica – may change the board meeting agenda in December on protocols.

5.0 ANNOUNCE CLOSED SESSION ITEMS

- No closed sessions at this time. We will discuss on December 8th Board Meeting

6.0 PUBLIC COMMENT ON CLOSED SESSION ITEMS General public comments on any closed session item that will be heard. The Board will limit comments to no more than 3 minutes.

7.0 ADJOURN CLOSED SESSION

8.0 OPEN SESSION

9.0 DISCLOSURE OF CLOSED SESSION ACTIONS

10.0 ACTION ITEMS

10.1 LCP- The Board will be asked to approve the 2020-21 Method Schools (Charter #1617) and Method Schools, LA (Charter #1698) LCPs

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- Jade: LCP (Learning Continuity Plan) replaced the LCAP. Very minimal changes to our organization during COVID-19 as we are a virtual school and ahead of the game. In person meetings and field trips were moved to virtual meetings and events. We created more virtual events to increase socialization for students. SPED moved virtually and our Parent workshops increased. Staff check ins moved from monthly to weekly. Staff support resources and students increased. We published surveys for staff and students and received positive feedback. 74% felt we were responsive and supported.
- Motion: Gloria Vargas
- Second: Carolyn Andrews
- Ayes: Steve, Tyler, Gloria, and Carolyn
- Noes: 0

102 Family Leave Policy- The Board will be asked to approve the new family leave policy.

- **Per the Brown Act this is a 1st Read and moves to December 8th meeting for approval.**

103 Conflict of Interest Code- The Board will be asked to approve revised Conflict of Interest Code.

- Motion: Carolyn Andrews
- Second: Gloria Vargas
- Ayes: Steve, Tyler, Gloria, and Carolyn
- Noes: 0

104 2019-20 Unaudited Actuals Reports The Board will be asked to approve the 2019-20 unaudited actuals reports for Method Schools (Charter #1617) and Method Schools, LA (Charter #1698)

- Cory: 2019 -2020 Method SD: 588 and LA 1290, this is the largest for Method Schools. Revenue is almost at 20 million. Due to COVID ADA cutoff was February 2020. We increased our students by 237 students. This year we are capped, Method is going to grow, especially since we do not have CALPERS and CALSTERS, this is how we save money. Curriculum is \$909 per student, we have our own Special ED program surplus, \$0 Debt, and student enrollment cap provides great surpluses. Method we don't have to borrow money.
- Motion: Tyler Roberts
- Second: Gloria Vargas
- Ayes: Steve, Tyler, Gloria, and Carolyn
- Noes: 0

11.0 DISCUSSION ITEMS

11.1 **WASC-**The ACS WASC Mid-Cycle School Progress Report will be presented for discussion.

- Jade: San Diego has 3 years of WASC accredited, Oct 19th is our revisit. WASC report changes, our growth, SPED department, Career Counseling Department, expansion of NCAA athletes, Building CTE program, Data Analysis, Extended and invested in our athletics program by developing in house athletic program, parent workshops, and Smartfox is our biggest prize for major developments. We have our first Smartfox customer and we have made enhancements to Smartfox (smart sessions, enhance gradebook, and enhanced reports).

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12.0 CONSENT ITEMS All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them.

12.1 Approval of Regular Meeting Minutes

12.1.1 Warrants for June 2020-August 2020

12.1.2 Meeting Minutes for 9-15-2020

Ayes: Steve, Tyler, Gloria, and Carolyn

Noes: 0

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them.

13.0 UPCOMING AGENDA ITEMS

- N/A

14.0 BOARD MEMBER REPORTS

- N/A

15.0 ADJOURNMENT: 7:13 PM