## **AGENDA**

#### Method Schools Regular Meeting of the Board of Directors

#### Tuesday, December 14, 2021, 6:00 PM

24620 Jefferson Ave, Murrieta, California https://methodschools.zoom.us/webinar/register/WN\_zW5VySZXTqu9XneseVTl2A

#### 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:

Agendas and "Submit a Public Comment" forms are available via the link on our website on the Board Page. If you wish to speak, please fill out the form and specify the agenda item on which you wish to speak. When addressing the Board, speakers are requested to state their name and address 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

**Agenda items:** To address the Board on agenda items, please specify the item on which you wish to speak on your "Public Comment". 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 <a href="mailto:gvargas@methodschools.org">gvargas@methodschools.org</a> 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.

## **AGENDA**

Method Schools Regular Meeting of the Board of Directors

1.0 Call to Order:

2.0 Roll Call

Present: Absent:

Method Staff:

3.0 Public Communication on Non-Agenda Items

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4.0 Reports

- CEO:
  - Staff Survey Results, Academic Data, and OKR Update
  - Board Composition Write Up
  - Nevada Expansion
  - Form 700
  - Brown Act Update
- CBO:
- CAO/Director of Student Services:
  - Student Highlights
- 5.0 Emergency Findings: Consideration of findings to continue to hold virtual meetings pursuant to AB 361, including without limitation that: (1) the State and local state of emergency due to the COVID-19 pandemic continues to directly impact the ability of members to meet safely in person, (2) state and local officials continue to recommend social distancing measures, and (3) meeting in person would present imminent risks to the health or safety of attendees and/or the state of emergency continues to directly impact the ability of the members to meet safely in person due to the prevalence of the Delta variant of the COVID-19 virus, the indoor setting of meeting facilities, the potential presence of unvaccinated individuals attending meetings, the potential for noncompliance with mask wearing requirements, and desire to protect the health of immuno-compromised persons.
- 6.0 Action: Education Effectiveness Funds Grant 2021

Discussion:

7.0 Action: Fiscal Policies and Procedures Policy, BP 3010 Revisions

Discussion:

8.0 Action: CBO (Creative Back Office) Contract

Discussion:

9.0 Action: Approval of First Interim Reports

Discussion:

10.0 Action: Audit Report

Discussion:

11.0 Action: Safety Plan

Discussion:

12.0 Consent Items: All matters listed under the consent agenda are considered by the

## **AGENDA**

## Method Schools Regular Meeting of the Board of Directors

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's votes on them.

- Check Register, November 2021

• Approval of November 16, 2021 Meeting Minutes

13.0 Information/ Discussion Items:

14.0 **Upcoming Agenda Items** 

15.0 **Board Member Reports:** 

16.0 **Action: Motion to Adjourn the Meeting** 



## **Board Composition**

Method Schools finds great value in the diversity of skills, experience, and insight our current Board members have to offer and believe each appropriately represents the community in which we serve. In the event that we have a future vacancy or wish to add additional positions on our Board, we will ensure a diverse pool of community members is gathered. As part of the recruitment process, we will take into consideration applicants and recommendations from our Parental Advisory Committee (if applicable, as PAC is in progress). We will continue to evaluate the Board composition on a regular basis to determine the best fit for Method, and if action is needed, we will address on or before our final meeting of the school year in June 2022.

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Date Published: 09/17/2021 09:00 PM

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**AB-361 Open meetings: state and local agencies: teleconferences.** (2021-2022)

Text

person's attendance.

accommodation for individuals with disabilities, as specified.

pandemic and future emergencies by allowing broader access through teleconferencing options.

(C) Members of the public may address the legislative body at each teleconference conference location.

1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

(C) Members of the public may address the state body at each teleconference conference location.

1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

state body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(E) At least one member of the state body be physically present at the location specified in the notice of the meeting.

provisions of this article, in order to maximize transparency and provide the public access to state body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(F), to provide public comment until that timed public comment period has elapsed.

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

meeting and the number and access codes are identified in the notice and agenda of the meeting.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

access and other nondiscrimination obligations.

to a specific type of meeting or proceeding.

teleconferenced meeting shall be by rollcall.

12 or more members.

subdivision in any of the following circumstances:

imminent risks to the health or safety of attendees.

present imminent risks to the health or safety of attendees.

agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(F), to provide public comment until that timed public comment period has elapsed.

subparagraph (F), until the timed general public comment period has elapsed.

**SEC. 4.** Section 54953 is added to the Government Code, to read:

pursuant to Section 54954.3 at each teleconference location.

(e) This section shall become operative January 1, 2024.

**SEC. 4.1.** Section 54953 is added to the Government Code, to read:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

meeting and the number and access codes are identified in the notice and agenda of the meeting.

make the following findings by majority vote:

(B) Any of the following circumstances exist:

teleconferenced meeting shall be by rollcall.

provided in this chapter.

meeting or proceeding.

12 or more members.

meeting or proceeding.

teleconferenced meeting shall be by rollcall.

pursuant to Section 54954.3 at each teleconference location.

Sections 3.1 and 4.1 of this bill shall become operative.

directly pursuant to Section 54954.3 at each teleconference location.

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

**SEC. 3.** Section 54953 of the Government Code is amended to read:

need not make available any physical location from which members of the public may observe the meeting and offer public comment.

and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body.

(2) For a state body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

**SECTION 1.** Section 89305.6 is added to the Education Code, to read:

(B) Each teleconference location be accessible to the public.

(D) Post agendas at all teleconference locations.

legislative body shall also do both of the following:

(D) Post agendas at all teleconference locations.

applicable.

provided in this chapter.

teleconferenced meeting shall be by rollcall.

subdivision in any of the following circumstances:

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Assembly Bill No. 361 CHAPTER 165

Votes | History | Bill Analysis | Today's Law As Amended ① | Compare Versions | Status | Comments To Author

LEGISLATIVE COUNSEL'S DIGEST AB 361, Robert Rivas. Open meetings: state and local agencies: teleconferences.

An act to add and repeal Section 89305.6 of the Education Code, and to amend, repeal, and add Section 54953 of, and to add and repeal Section 11133 of, the Government Code, relating to open

meetings, and declaring the urgency thereof, to take effect immediately.

[ Approved by Governor September 16, 2021. Filed with Secretary of State September 16, 2021. ]

(1) Existing law, the Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding the timelines for posting an agenda and providing for the ability of the public to directly address the legislative body on any

item of interest to the public. The act generally requires all regular and special meetings of the legislative body be held within the boundaries of the territory over which the local agency exercises jurisdiction,

subject to certain exceptions. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. The act authorizes the district attorney or any interested person, subject to certain provisions, to commence an action

by mandamus or injunction for the purpose of obtaining a judicial determination that specified actions taken by a legislative body are null and void.

circumstances. Executive Order No. N-29-20 suspends the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that notice and accessibility requirements are met, the public members are allowed to observe and address the legislative body at the meeting, and that a legislative body of a local agency has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified.

Existing law, the California Emergency Services Act, authorizes the Governor, or the Director of Emergency Services when the governor is inaccessible, to proclaim a state of emergency under specified

This bill, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

This bill would require legislative bodies that hold teleconferenced meetings under these abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing

before the legislative body. The bill would require the legislative body to take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in

disruption are subject to challenge proceedings, as specified.

the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored. The bill would specify that actions taken during the This bill would prohibit the legislative body from requiring public comments to be submitted in advance of the meeting and would specify that the legislative body must provide an opportunity for the public to

address the legislative body and offer comment in real time. The bill would prohibit the legislative body from closing the public comment period and the opportunity to register to provide public comment, until the

public comment period has elapsed or until a reasonable amount of time has elapsed, as specified. When there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing, the bill would require a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures.

Existing law prohibits a legislative body from requiring, as a condition to attend a meeting, a person to register the person's name, or to provide other information, or to fulfill any condition precedent to the

This bill would exclude from that prohibition, a registration requirement imposed by a third-party internet website or other online platform not under the control of the legislative body. (2) Existing law, the Bagley-Keene Open Meeting Act, requires, with specified exceptions, that all meetings of a state body be open and public and all persons be permitted to attend any meeting of a state body. The act requires at least one member of the state body to be physically present at the location specified in the notice of the meeting. The Governor's Executive Order No. N-29-20 suspends the requirements of the Bagley-Keene Open Meeting Act for teleconferencing during the COVID-19 pandemic, provided that notice and accessibility

requirements are met, the public members are allowed to observe and address the state body at the meeting, and that a state body has a procedure for receiving and swiftly resolving requests for reasonable

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a state body to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body. With respect to a state body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the state body at each teleconference location. Under the bill, a state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise

electronically would satisfy any requirement that the state body allow members of the public to attend the meeting and offer public comment. The bill would require that each state body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge state bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(3) Existing law establishes the various campuses of the California State University under the administration of the Trustees of the California State University, and authorizes the establishment of student body organizations in connection with the operations of California State University campuses.

The Gloria Romero Open Meetings Act of 2000 generally requires a legislative body, as defined, of a student body organization to conduct its business in a meeting that is open and public. The act authorizes the

legislative body to use teleconferencing, as defined, for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law.

teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a legislative body, as defined for purposes of the act, to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body. With respect to a legislative body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the legislative body at each teleconference location. Under the bill, a legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. The bill

would require that each legislative body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge legislative bodies utilizing these

(4) This bill would declare the Legislature's intent, consistent with the Governor's Executive Order No. N-29-20, to improve and enhance public access to state and local agency meetings during the COVID-19

(5) This bill would incorporate additional changes to Section 54953 of the Government Code proposed by AB 339 to be operative only if this bill and AB 339 are enacted and this bill is enacted last. (6) The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose. This bill would make legislative findings to that effect.

(7) Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest. This bill would make legislative findings to that effect. (8) This bill would declare that it is to take effect immediately as an urgency statute.

Vote: 2/3 Appropriation: no Fiscal Committee: yes Local Program: no THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

89305.6. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a legislative body may hold public meetings through

(b) (1) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of

the legislative body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended. (2) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

teleconferencing and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body.

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(E) At least one member of the legislative body be physically present at the location specified in the notice of the meeting. (c) A legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. A legislative body

(d) If a legislative body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each legislative body that holds a meeting through teleconferencing pursuant to this section shall do both of the following: (1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe

the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of

the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a legislative body may satisfy this requirement by

advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the legislative body's internet website. (f) All legislative bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to legislative body meetings.

**SEC. 2.** Section 11133 is added to the Government Code, to read: 11133. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a state body may hold public meetings through teleconferencing

(b) (1) For a state body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding. (B) Each teleconference location be accessible to the public.

make available any physical location from which members of the public may observe the meeting and offer public comment. (d) If a state body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the state body shall also do both of the following:

(c) A state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and

accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the state body allow members of the public to attend the meeting and offer public comment. A state body need not

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe

the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of

the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a state body may satisfy this requirement by

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and

constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and

each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the

advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the state body's internet website. (f) All state bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each state body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location. (4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation. (d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries

of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a

locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section. (3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees. (C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency. (D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section

54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means

by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment. (iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with

paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter,

make the following findings by majority vote: (A) The legislative body has reconsidered the circumstances of the state of emergency. (B) Any of the following circumstances exist:

8550) of Chapter 7 of Division 1 of Title 2). (f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed. **SEC. 3.1.** Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency in person, except as

otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any

meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and

constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and

each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the

territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority

may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries

of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code,

any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions

Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would

locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(4) For the purposes of this subdivision, "state of emergency" means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final. (2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action. (3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public

Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following: (A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter. (B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption

within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items

appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with

paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter,

members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(ii) State or local officials continue to impose or recommend measures to promote social distancing. (4) For the purposes of this subdivision, "state of emergency" means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2). (f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any

meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and

constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and

each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the

territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action. (3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority

may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries

of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code,

any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions

Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has

locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, in person except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations. (b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and

constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and

each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the

territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a

local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public

Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation. (d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the

meeting and the number and access codes are identified in the notice and agenda of the meeting.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members. (e) This section shall become operative January 1, 2024.

**SEC. 5.** Sections 3.1 and 4.1 of this bill incorporate amendments to Section 54953 of the Government Code proposed by both this bill and Assembly Bill 339. Those sections of this bill shall only become operative

if (1) both bills are enacted and become effective on or before January 1, 2022, but this bill becomes operative first, (2) each bill amends Section 54953 of the Government Code, and (3) this bill is enacted after

Assembly Bill 339, in which case Section 54953 of the Government Code, as amended by Sections 3 and 4 of this bill, shall remain operative only until the operative date of Assembly Bill 339, at which time

SEC. 6. It is the intent of the Legislature in enacting this act to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future applicable emergencies, by

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code,

locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

allowing broader access through teleconferencing options consistent with the Governor's Executive Order No. N-29-20 dated March 17, 2020, permitting expanded use of teleconferencing during the COVID-19 pandemic. **SEC. 7.** The Legislature finds and declares that Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, further, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act is necessary to ensure minimum standards for public participation and notice requirements allowing for greater public participation in teleconference meetings during applicable emergencies.

**SEC. 9.** This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the California Constitution and shall go into immediate effect. The facts constituting the necessity are: In order to ensure that state and local agencies can continue holding public meetings while providing essential services like water, power, and fire protection to their constituents during public health, wildfire, or other states of emergencies, it is necessary that this act take effect immediately.

location meetings, and public meetings conducted by teleconference during the COVID-19 public health emergency have been productive, have increased public participation by all members of the public regardless of their location in the state and ability to travel to physical meeting locations, have protected the health and safety of civil servants and the public, and have reduced travel costs incurred by members of state bodies and reduced work hours spent traveling to and from meetings. (b) The Legislature finds and declares that Section 1 of this act, which adds and repeals Section 89305.6 of the Education Code, Section 2 of this act, which adds and repeals Section 11133 of the Government Code, and Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, all increase and potentially limit the public's right of access to the meetings of public bodies or the

SEC. 8. (a) The Legislature finds and declares that during the COVID-19 public health emergency, certain requirements of the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of

Chapter 1 of Part 1 of Division 3 of Title 2 of the Government Code) were suspended by Executive Order N-29-20. Audio and video teleconference were widely used to conduct public meetings in lieu of physical

writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest: (1) By removing the requirement that public meetings be conducted at a primary physical location with a quorum of members present, this act protects the health and safety of civil servants and the public and

does not preference the experience of members of the public who might be able to attend a meeting in a physical location over members of the public who cannot travel or attend that meeting in a physical location. (2) By removing the requirement for agendas to be placed at the location of each public official participating in a public meeting remotely, including from the member's private home or hotel room, this act protects the personal, private information of public officials and their families while preserving the public's right to access information concerning the conduct of the people's business.

## EDUCATOR EFFECTIVENESS BLOCK GRANT 2021 EXPENDITURE PLAN/BUDGET

LEA Name:	Contact Name:	Email Address:	Phone Number:
Method Schools LA	Stefanie Bryant	sbryant@methodschools.org	801.360.9819

Total amount of funds received by the LEA:	Date of Public Meeting prior to adoption:	Date of adoption at public meeting:
\$65,468	11/16/2021	12/14/2021

#### EC 41480

- (a)(2) A school district, county office of education, charter school, or state special school may expend the funds received pursuant to this subdivision from the 2021–22 fiscal year to the 2025–26 fiscal year, inclusive. School districts, county offices of education, charter schools, and state special schools shall coordinate the use of any federal funds received under Title II of the federal Every Student Succeeds Act of 2015 (Public Law 114–95) to support teachers and administrators with the expenditure of funds received pursuant to this subdivision.
- (b) A school district, county office of education, charter school, or state special school shall expend funds apportioned pursuant to this section to provide professional learning for **teachers**, **administrators**, **paraprofessionals** who work with pupils, and classified staff that interact with pupils, with a focus on any of the following areas:
  - (1) Coaching and mentoring of staff serving in an instructional setting and beginning teacher or administrator induction, including, but not limited to, coaching and mentoring solutions that address a local need for teachers that can serve all pupil populations with a focus on retaining teachers, and offering structured feedback and coaching systems organized around social-emotional learning, including, but not limited to, promoting teacher self-awareness, self-management, social awareness, relationships, and responsible decision-making skills, improving teacher attitudes and beliefs about one's self and others, and supporting learning communities for educators to engage in a meaningful classroom teaching experience.

47,

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	•	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
See detailed PD narrative (\$43,645 total est. budget)	\$8729	\$8729	\$8729	\$8729	\$8729	\$43,645
<add as="" necessary="" rows="" table=""></add>						

Subtotal for this section	\$8729	\$8729	\$8729	\$8729	\$8729	\$43.645
Subtotal for this section	30123	<b>30123</b>	30123	30123	30123	343,043

(2) Programs that lead to effective, standards-aligned instruction and improve instruction in literacy across all subject areas, including English language arts, history-social science, science, technology, engineering, mathematics, and computer science.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
See detailed PD Narrative (\$10,911 total est budget)	\$2182	\$2182	\$2182	\$2182	\$2182	\$10,911
<add as="" necessary="" rows="" table=""></add>						
Subtotal for this section	\$2182	\$2182	\$2182	\$2182	\$2182	\$10,911

(3) Practices and strategies that reengage pupils and lead to accelerated learning.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
See detailed PD Narrative (\$10,911 total est budget)	\$2182	\$2182	\$2182	\$2182	\$2182	\$10,911
<add as="" necessary="" rows="" table=""></add>						
Subtotal for this section	\$2182	\$2182	\$2182	\$2182	\$2182	\$10,911

(4) Strategies to implement social-emotional learning, trauma-informed practices, suicide prevention, access to mental health services, and other approaches that improve pupil well-being.

Planned Activity	Budgeted 2021-22	•	•	•	Budgeted 2025-26	Total Budgeted per Activity
<enter activity="" here="" planned=""></enter>	\$	\$	\$	\$	\$	\$
<add as="" necessary="" rows="" table=""></add>						
Subtotal for this section	\$	\$	\$	\$	\$	\$

(5) Practices to create a positive school climate, including, but not limited to, restorative justice, training around implicit bias, providing positive behavioral supports, multitiered systems of support, transforming a schoolsite's culture to one that values diverse cultural and ethnic backgrounds, and preventing discrimination, harassment, bullying, and intimidation based on actual or perceived characteristics, including disability, gender, gender identity, gender expression, language, nationality, race or ethnicity, religion, or sexual orientation.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	•	•	Budgeted 2025-26	Total Budgeted per Activity
<enter activity="" here="" planned=""></enter>	\$	\$	\$	\$	\$	\$
<add as="" necessary="" rows="" table=""></add>						
Subtotal for this section	\$	\$	\$	\$	\$	\$

(6) Strategies to improve inclusive practices, including, but not limited to, universal design for learning, best practices for early identification, and development of individualized education programs for individuals with exceptional needs.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	•	•	Budgeted 2025-26	Total Budgeted per Activity
<enter activity="" here="" planned=""></enter>	\$	\$	\$	\$	\$	\$
<add as="" necessary="" rows="" table=""></add>						

Subtotal for this section	\$ \$	\$ \$	\$ \$

(7) Instruction and education to support implementing effective language acquisition programs for English learners, which may include integrated language development within and across content areas, and building and strengthening capacity to increase bilingual and biliterate proficiency.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	•	•	Budgeted 2025-26	Total Budgeted per Activity
<enter activity="" here="" planned=""></enter>	\$	\$	\$	\$	\$	\$
<add as="" necessary="" rows="" table=""></add>						
Subtotal for this section	\$	\$	\$	\$	\$	\$

(8) New professional learning networks for educators not already engaged in an education-related professional learning network to support the requirements of subdivision (c).

Planned Activity	Budgeted 2021-22	•	_	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
<enter activity="" here="" planned=""></enter>	\$	\$	\$	\$	\$	\$
<add as="" necessary="" rows="" table=""></add>						
Subtotal for this section	\$	\$	\$	\$	\$	\$

(9) Instruction, education, and strategies to incorporate ethnic studies curricula adopted pursuant to Section 51226.7 into pupil instruction for grades 7 to 12, inclusive.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	•	•	Budgeted 2025-26	Total Budgeted per Activity
<enter activity="" here="" planned=""></enter>	\$	\$	\$	\$	\$	\$
<add as="" necessary="" rows="" table=""></add>						
Subtotal for this section	\$	\$	\$	\$	\$	\$

# (10) Instruction, education, and strategies for certificated and classified educators in early childhood education, or childhood development.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	_	_	Budgeted 2025-26	Total Budgeted per Activity
<enter activity="" here="" planned=""></enter>	\$	\$	\$	\$	\$	\$
<add as="" necessary="" rows="" table=""></add>						
Subtotal for this section	\$	\$	\$	\$	\$	\$

#### **SUMMARY OF EXPENDITURES**

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 20223-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal Section (1)	\$8729	\$8729	\$8729	\$8729	\$8729	\$43,645
Subtotal Section (2)	\$2182	\$2182	\$2182	\$2182	\$2182	\$10,911
Subtotal Section (3)	\$2182	\$2182	\$2182	\$2182	\$2182	\$10,911
Subtotal Section (4)						
Subtotal Section (5)						
Subtotal Section (6)						
Subtotal Section (7)						

Subtotal Section (8)							
Subtotal Section (9)							
Subtotal Section (10)							
	Totals by year	13,093	\$13,093	\$13,092	\$13,093	\$13,093	\$65,465

Total planned expenditures by the LEA: \$65,465

Page 6 of 6

#### Note:

Per EC 41480 (d)(2): On or before September 30, 2026, the LEA must report detailed expenditure information to the California Department of Education, including, but not limited to:

- specific purchases made;
- the number of the following educators who received professional development:
  - Teachers;
  - o Administrators;
  - o Paraprofessional educators;
  - Classified staff.

## EDUCATOR EFFECTIVENESS BLOCK GRANT 2021 EXPENDITURE PLAN/BUDGET

LEA Name:	Contact Name:	Email Address:	Phone Number:
Method Schools	Stefanie Bryant	sbryant@methodschools.org	801.360.9819

Total amount of funds received by the LEA:	Date of Public Meeting prior to adoption:	Date of adoption at public meeting:
\$71,508	11/16/2021	12/14/2021

#### EC 41480

- (a)(2) A school district, county office of education, charter school, or state special school may expend the funds received pursuant to this subdivision from the 2021–22 fiscal year to the 2025–26 fiscal year, inclusive. School districts, county offices of education, charter schools, and state special schools shall coordinate the use of any federal funds received under Title II of the federal Every Student Succeeds Act of 2015 (Public Law 114–95) to support teachers and administrators with the expenditure of funds received pursuant to this subdivision.
- (b) A school district, county office of education, charter school, or state special school shall expend funds apportioned pursuant to this section to provide professional learning for **teachers**, **administrators**, **paraprofessionals** who work with pupils, and classified staff that interact with pupils, with a focus on any of the following areas:
  - (1) Coaching and mentoring of staff serving in an instructional setting and beginning teacher or administrator induction, including, but not limited to, coaching and mentoring solutions that address a local need for teachers that can serve all pupil populations with a focus on retaining teachers, and offering structured feedback and coaching systems organized around social-emotional learning, including, but not limited to, promoting teacher self-awareness, self-management, social awareness, relationships, and responsible decision-making skills, improving teacher attitudes and beliefs about one's self and others, and supporting learning communities for educators to engage in a meaningful classroom teaching experience.

47,

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	•	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
See detailed PD narrative (\$47,685 total est. budget)	\$9537	\$9537	\$9537	\$9537	\$9537	\$47,685
<add as="" necessary="" rows="" table=""></add>						

Subtotal for this section	\$9537	\$9537	\$9537	\$9537	\$9537	\$47,685
Subtotal for this section	<b>7</b> 2331	79331	<b>77331</b>	75557	<b>γ3331</b>	747,005

(2) Programs that lead to effective, standards-aligned instruction and improve instruction in literacy across all subject areas, including English language arts, history-social science, science, technology, engineering, mathematics, and computer science.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
See detailed PD Narrative (\$11,911 total est budget)	\$2382	\$2382	\$2382	\$2382	\$2382	\$11,911
<add as="" necessary="" rows="" table=""></add>						
Subtotal for this section	\$2382	2382\$	\$2382	\$2382	\$2382	\$11,911

(3) Practices and strategies that reengage pupils and lead to accelerated learning.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
See detailed PD Narrative (\$11,911 total est budget)	\$2382	\$2382	\$2382	\$2382	\$2382	\$11,911
<add as="" necessary="" rows="" table=""></add>						
Subtotal for this section	\$2382	\$2382	\$2382	\$2382	\$238	\$11,911

(4) Strategies to implement social-emotional learning, trauma-informed practices, suicide prevention, access to mental health services, and other approaches that improve pupil well-being.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	•	•	Budgeted 2025-26	Total Budgeted per Activity
<enter activity="" here="" planned=""></enter>	\$	\$	\$	\$	\$	\$
<add as="" necessary="" rows="" table=""></add>						
Subtotal for this section	\$	\$	\$	\$	\$	\$

(5) Practices to create a positive school climate, including, but not limited to, restorative justice, training around implicit bias, providing positive behavioral supports, multitiered systems of support, transforming a schoolsite's culture to one that values diverse cultural and ethnic backgrounds, and preventing discrimination, harassment, bullying, and intimidation based on actual or perceived characteristics, including disability, gender, gender identity, gender expression, language, nationality, race or ethnicity, religion, or sexual orientation.

Planned Activity	Budgeted 2021-22	•	•	•	Budgeted 2025-26	Total Budgeted per Activity
<enter activity="" here="" planned=""></enter>	\$	\$	\$	\$	\$	\$
<add as="" necessary="" rows="" table=""></add>						
Subtotal for this section	\$	\$	\$	\$	\$	\$

(6) Strategies to improve inclusive practices, including, but not limited to, universal design for learning, best practices for early identification, and development of individualized education programs for individuals with exceptional needs.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	•	•	Budgeted 2025-26	Total Budgeted per Activity
<enter activity="" here="" planned=""></enter>	\$	\$	\$	\$	\$	\$
<add as="" necessary="" rows="" table=""></add>						

Subtotal for this section	\$ \$	\$ \$	\$ \$

(7) Instruction and education to support implementing effective language acquisition programs for English learners, which may include integrated language development within and across content areas, and building and strengthening capacity to increase bilingual and biliterate proficiency.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	•	•	Budgeted 2025-26	Total Budgeted per Activity
<enter activity="" here="" planned=""></enter>	\$	\$	\$	\$	\$	\$
<add as="" necessary="" rows="" table=""></add>						
Subtotal for this section	\$	\$	\$	\$	\$	\$

(8) New professional learning networks for educators not already engaged in an education-related professional learning network to support the requirements of subdivision (c).

Planned Activity	Budgeted 2021-22	•	•	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
<enter activity="" here="" planned=""></enter>	\$	\$	\$	\$	\$	\$
<add as="" necessary="" rows="" table=""></add>						
Subtotal for this section	\$	\$	\$	\$	\$	\$

(9) Instruction, education, and strategies to incorporate ethnic studies curricula adopted pursuant to Section 51226.7 into pupil instruction for grades 7 to 12, inclusive.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	•	•	Budgeted 2025-26	Total Budgeted per Activity
<enter activity="" here="" planned=""></enter>	\$	\$	\$	\$	\$	\$
<add as="" necessary="" rows="" table=""></add>						
Subtotal for this section	\$	\$	\$	\$	\$	\$

# (10) Instruction, education, and strategies for certificated and classified educators in early childhood education, or childhood development.

Planned Activity	Budgeted 2021-22	•	•	•	Budgeted 2025-26	Total Budgeted per Activity
<enter activity="" here="" planned=""></enter>	\$	\$	\$	\$	\$	\$
<add as="" necessary="" rows="" table=""></add>						
Subtotal for this section	\$	\$	\$	\$	\$	\$

#### **SUMMARY OF EXPENDITURES**

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 20223-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal Section (1)	\$9537	\$9537	\$9537	\$9537	\$9537	\$47,685
Subtotal Section (2)	2382	2382	2382	2382	2382	11,918
Subtotal Section (3)	2382	2382	2382	2382	2382	11,918
Subtotal Section (4)						
Subtotal Section (5)						
Subtotal Section (6)						
Subtotal Section (7)						

Subtotal Section (9)					
Subtotal Section (10)					
Totals by year	\$14	4,301 \$14,30	1 \$14,301	\$14,301	\$71,508

Total planned expenditures by the LEA: \$71,508

#### Note:

Per EC 41480 (d)(2): On or before September 30, 2026, the LEA must report detailed expenditure information to the California Department of Education, including, but not limited to:

- specific purchases made;
- the number of the following educators who received professional development:
  - o Teachers;
  - o Administrators;
  - o Paraprofessional educators;
  - Classified staff.

## **Teacher & Leader Development**

Method Schools actively invests in the growth of the entire learning community, including all of staff. With a robust professional development program, Method supports all teachers to engage in professional development targeted at their interests. Method also utilizes a peer coaching method to further develop each teacher and staff member to their fullest potential. As an independent study school, Method's teachers receive development support that is as personalized as the education our students receive.

## A. Teaching Standards

Method Schools continues to develop a comprehensive set of teaching standards from which all instructional staff works from. The California Standards for the Teaching Profession (CSTP) are used as a foundation for the Method Schools teaching standards to provide common language and a vision for the scope and complexity of the teaching profession. The CSTP standards are based on groundwork of the California Commission on Teacher Credentialing (CCTC), the California Department of Education (CDE) and the New Teacher Center (NTC) and developed as a tool for self-refection, goal setting, and inquiry into practice.

The CSTP standards continue to be modified and refined to align to Method Schools' online delivery. By infusing best online teaching practices discovered through practice, research and integration of online teaching standards established by the International Society for Technology in Education (ISTE), Method Schools has developed standards to provide all instructional staff with the tools to conduct evaluations and self-assessments to support informed decisions about their ongoing development as teaching professionals. The Method Schools' Induction program leaders use teacher assessment data to guide, support and accelerate professional growth focused on student achievement.

## **B. Professional Development**

Method Schools actively invests in the growth of the entire learning community, including all of staff. With a robust professional development program, Method requires all teachers to engage in professional development targeted at their interests. Method also utilizes a peer coaching method to further develop each teacher and staff member to their fullest potential. As an independent study school, Method's teachers receive development support that is as personalized as the education our students receive.

#### i. Professional Development Stipend

In addition to annually planned professional development for all staff, each staff member is provided an annual stipend from which to use on the professional development of their choice. Based on their role and approval of each spend, staff may attend the professional development of their choice to enhance success in their individual role and for the overall organization. Quarterly staff surveys and ongoing coaching assists in informing professional development needs for annual planning and to identify needs or interests in trainings or extended development throughout the school year.

This meets the criteria for allowable uses of EEF as outlined in purpose #1. Additional allowable uses may be met dependent upon PD selection.

## ii. Coaching -

At the core of our commitment to professional growth for every staff member, Method Schools invests in a comprehensive and rigorous one to one coaching program. Every coaching facilitator completes intensive coaching training through an outside coaching institute in addition to internal coaching training led by seasoned coaches within the organization. Each staff member engages with a peer coach in a one-to-one meeting on a monthly basis. All new teachers are assigned to a new teacher coach who specializes in onboarding, training and integrating them into a new modality and culture.

During these meetings, coaches use an active listening practice that helps guide the participant to developing the skills to generate their own solutions to problems their coach helps them to identify. During this process, staff members not only refine their practices, but coaches learn how to hone their own leadership skills while helping to develop others.

Coaching sessions are geared to support the overall growth of each staff member and their ability to effectively perform their job duties in order to ultimately improve. Coaching facilitators may help reveal obstacles keeping any staff member from performing effectively, whether they are professional or personal. Each coaching session is documented in a performance management system that helps to inform the staff member's identified areas of strength and growth along with identified goals to ensure an ongoing trajectory for growth individually and towards the organization as a whole.

Meets the criteria for allowable uses of EEF as outlined in purpose #1, coaching and mentoring staff.

#### iii. Teacher Leader Program

Method School's Teacher Leader Program prioritizes ongoing learning and growth for all staff while providing Method Schools with a means of building leaders from within. The program's foundation is based on comprehensive meetings per semester that include all administrators, teachers and support staff. Within a safe and constructive environment, individual and collective strengths, weaknesses and future plans are highlighted along with ideas for school improvement. During these meetings, assignments for professional development and growth tracking are highlighted.

On a larger scale, Method offers countless opportunities for teachers to take on smaller leadership roles - developing their organizational and managerial skills on a daily basis in smaller teams. These committee and team leads are afforded additional coaching to support growth as a teacher-leader. Method's PLC strategy aimed at independent study gives every teacher the space to develop their practice while contributing to the larger school community via offering training to peers, coaching other teachers, and modeling practices. Within our data-

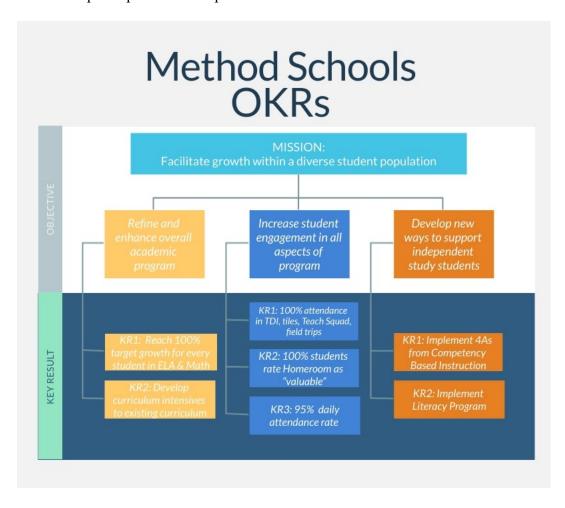
driven approach, teachers who effectively impact our students are encouraged to share their successes in ways that cultivate their own leadership capabilities.

Meets the criteria for allowable uses of EEF as outlined in purpose #2, standards aligned instruction.

## iv. Goal Setting

Method Schools relies on a fully developed goal setting process closely aligned to Objectives and Key Results (OKRs). OKRs is a goal system used to create alignment and engagement across the organization around measurable goals. Used by many professional organizations, Method Schools develops annual organization wide OKRs that then filter down to each department within the organization, where OKRs are developed within that department.

A current OKR from which the staff is working is provided below. The identified objectives all align to the overall mission and the organization wide set OKRs and the key results are actionable and measurable tasks to complete. OKRs are established at the overall organization wide level per department and per individual staff member.



OKRs can be meaningless if they are not accurately monitored and evaluated on a regular basis. Method Schools uses a performance management system that stores all established team and individual OKRs and are measured on a quarterly basis to ensure progress is being made and adjustments are made where necessary. The CEO shares an OKR performance update to all staff on a quarterly basis and OKR performance updates are shared per department by each lead each quarter and at the end of year as well. Staff evaluations are guided by the determined OKRs as well to ensure ongoing practices are accurately aligned to the well-established goals.

Meets the criteria for allowable uses of EEF as outlined in purpose #2 and 3.

## C. Method Project Initiative (MPI)

The Method Project Initiative is designed to promote and encourage Method staff to develop projects intended to support the curricular and co-curricular achievement and engagement of all students. MPI applications relate directly to one of the current schoolwide OKRs and include a plan for tracking metrics, demonstrating success of the project. Projects may be proposed by individual staff members or small groups.

Meets the criteria for allowable uses of EEF as outlined in purpose #1,2 and 3.

Once a proposed project is reviewed and approved, the project is implemented on a trial basis, and its effectiveness is evaluated at the end of its term by observing and analyzing performance data and its impact on the intended objective. Once a project has been officially adopted into the overall program, the staff member earns one of the titles below that corresponded to their project.

	Innovator	Leader	Coach	Data Expert	Curriculum Expert
Tier 1	1 Implementation	Completes 2 Leadership Courses	Completes Hudson Coaching Training	Completes Data Training	Completes one curriculum intensive  Completes one written project
Tier 2	2 Implementations	Takes part in Leadership Mentoring; 1 Additional Course; Leads a Team	Completes 1 Additional Training; Creates and implements a Model Practice for Coaching	Develops 2 new metrics for schoolwide initiatives (including a year's worth of tracking)	Completes one curriculum intensive  Writes a course

Tier 3	2 Implementations + Leads PLC	2nd year of Leadership Mentoring; 1 Additional Course; Two projects have positive outcomes	Completes 1 Additional Training; Coaches a Team (vs. single people); 1 Coaching Strategy Implemented	Develops 1 New Metric, Creates training for dept. data project	Leads a curriculum revision project/intensive Writes content
Tier 4	2 Implementations, Guides a group implementation	1 Additional Course; Mentors a New Leader; Develops a Leadership Model	Develops Coaching Training; Trains New Coaches	Completes 1 Advanced Training; Develops a curricular or instructional thesis and implements yearlong study; Develops training	
Tier 5	2 Implementations Creates training about developing innovations	Grade Level or Large Department Lead	Leads a Team of Coaches; Develops 2 New Coaching Strategies	Leads one aspect of data collection (either schoolwide or for a department); Creates quarterly training for department; Creates a new metric for student achievement	

When a staff member earns credits towards each tier within a title, they are awarded a salary increase. The MPI model is similar to the steps within a salary schedule, but instead, strictly related to performance and contribution.

## D. Teacher Induction Program

Method Schools' Induction Program is rooted in the mission to aggressively advance K-12 education by developing superior tools and practices to effectively serve every student. As an

independent study, online school, Method Schools offers a uniquely rigorous experience to both the students and teachers. Participation in Method's Induction program provides two years of support in growing professional practice. Method Schools' Induction Program is a two-year program for working professionals that is fully embedded into a full-time teaching assignment. Induction begins during the first year of teaching and provides mentoring and support throughout the two years. Through the program, candidates will delve into the California Standards for the Teaching Profession (CSTP), develop Individual Learning Plans, and have an assigned personal Induction Mentor. Our program provides the flexibility and support to assist in the development of superior educators.

Method Schools has successfully completed the first stage of approval as an induction program certified by the California Department of Education. As of July 2021, we are in Stage 2B of the accreditation process, in which the schedule and proposed procedures for our program will be fully vetted by the accreditation committee.

Meets the criteria for allowable uses of EEF as outlined in purpose #1,2 and 3.

## Align the above plans with these Allowable Use of Funds: EEF Funds can be expended for any of the following purposes:

- 1. Coaching and mentoring of staff serving in an instructional setting and beginning teacher or administrator induction, including, but not limited to, coaching and mentoring solutions that address a local need for teachers that can serve all pupil populations with a focus on retaining teachers, and offering structured feedback and coaching systems organized around social-emotional learning, including, but not limited to, promoting teacher self-awareness, self-management, social awareness, relationships, and responsible decision making skills, improving teacher attitudes and beliefs about one's self and others, and supporting learning communities for educators to engage in a meaningful classroom teaching experience.
- 2. Programs that lead to effective, standards-aligned instruction and improve instruction in literacy across all subject areas, including English language arts, history-social science, science, technology, engineering, mathematics, and computer science.
- 3. Practices and strategies that reengage pupils and lead to accelerated learning.
- 4. Strategies to implement social-emotional learning, trauma-informed practices, suicide prevention, access to mental health services, and other approaches that improve pupil well-being.
- 5. Practices to create a positive school climate, including, but not limited to, restorative justice, training around implicit bias, providing positive behavioral supports, multitiered systems of support, transforming a schoolsite's culture to one that values diverse cultural and ethnic backgrounds, and preventing discrimination, harassment, bullying, and intimidation based on actual or perceived characteristics, including disability, gender, gender identity, gender expression, language, nationality, race or ethnicity, religion, or sexual orientation.
- 6. Strategies to improve inclusive practices, including, but not limited to, universal design for learning, best practices for early identification, and development of individualized education programs for individuals with exceptional needs.
- 7. Instruction and education to support implementing effective language acquisition programs for English learners, which may include integrated language development within

and across content areas, and building and strengthening capacity to increase bilingual and biliterate proficiency.

- 8. New professional learning networks for educators not already engaged in an education-related professional learning network to support the requirements of subdivision (c).
- 9. Instruction, education, and strategies to incorporate ethnic studies curricula adopted pursuant to Section 51226.7 into pupil instruction for grades 7 to 12, inclusive.
- 10. Instruction, education, and strategies for certificated and classified educators in early childhood education, or childhood development.



Method Schools Board Policy 3010 Revised November 2021 Board Approval: (expected 12/14/2021)

#### Fiscal Policies & Procedures

#### **Overview**

The Board of Directors of Method Schools has reviewed and adopted the following fiscal policies and procedures to ensure the most effective use of the funds of Method Schools. The purpose of the adopted policies is to support the mission of Method Schools and to ensure funds are budgeted, accounted for, expended, and maintained appropriately.

- 1. The Board of Directors formulates financial policies and procedures, delegate's administration of the policies and procedures to the Directors and reviews operations and activities on a regular basis.
- 2. The Directors have responsibility for all operations and activities related to financial management.
- 3. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
- 4. The Board of Directors will commission an annual financial audit by an independent third-party auditor who will report to the Directors. The Board of Directors will approve the final audit report and a copy will be provided to the charter-granting agency. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the Board of Directors and the charter-granting agency.
- 5. The Governance Board can appoint another individual within the organization to perform the Director's responsibilities in the case of absence.

#### **PURCHASING**

#### Overview

The Governing Board recognizes the importance of developing a system of internal control procedures to help fulfill its obligation to monitor and safeguard school resources. To facilitate warrant processing, the Director(s) or designee (Business Office) shall ensure that purchasing, receiving, and payment functions arekept separate. He/she shall also ensure that invoices are paid expeditiously so that the school may, to the extent possible, take advantage of available discounts and avoid finance charges.

## Specific Policies & Procedures Related to Purchasing

- 1. The Director(s) or designee may authorize expenditures and may sign related contracts within the approved budget. The Directors or designee must approve all purchases. Purchase requisitions, authorizing the purchase of all items (format to be provided by Business Office), must be approved by the Directors or designee, and submitted to Business Office with the related invoice.
- 2. Staff members authorized to make purchase requests or use AMEX cards shall enter each request in the purchasing module in SmartFox.
- 3. Expenditures should be pre-approved by an executive team member PRIOR to purchasing
- 4. When approving purchases, the authorized approver must:
  - A. Determine if the expenditure is budgeted
  - B. Determine if funds are currently available for expenditures (i.e. cash flow)
  - C. Determine if the expenditure is allowable under the appropriate revenue source
  - D. Include the proper account coding
  - E. Determine if the price is competitive and prudent, and the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations. All purchases over \$25,000 must include documentation of 'Good Faith' effort to obtain the possible cost for comparable goods and services.
- 5. The Board of Directors will review all expenditures via approval of a check register presented at each meeting of the Board. The check register will list all checks written during a set period of time and includes check #, payee,

date, and amount..

6. The Board of Directors must approve contracts over \$50,000.

## **Credit Cards**

The Directors may authorize an individual to use a school credit card to make an authorized purchase on behalf of the school, consistent with guidelines provided by the Directors and/or Board of Directors.

- A. The Purchasing policy applies to all credit card use
- B. Related documentation of all purchases will be reconciled on a monthly basis..
- C. If receipts are not available or are "missing", the individual responsible for the charge will be responsible for the payment.
- D. Credit cards will bear the names of Method School and the corresponding Director.

#### **CONTRACTS**

#### Overview

The Governing Board recognizes its responsibility to enter into contracts on behalf of the school for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of school goals. In exercising this authority to enter into a contract, the Board shall ensure that the school's interest is protected and that the terms of the contract conform to applicable legal standards.

The Board may, by a majority vote, delegate to the Director(s) or designee (Business Office) the authority to enter into contracts on behalf of the school.

#### Specific Policies & Procedures Related to Contracts

- 1. Consideration will be made of in-house capabilities to accomplish services before contracting for them.
- 2. Office staff will maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over \$50,000.
  - a. Competitive bids will be obtained where required by law or otherwise deemed appropriate and in the best interests of the school.
- 3. Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors).
- 4. Contract service providers must show proof of being licensed and bonded, ifapplicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The Directors may also require that contractservice providers list the school as an additional insured.
- 5. If the contract service provider is a sole proprietor or a partnership (including LP, and LLP), the School will obtain a W-9 from the contract service provider prior to submitting any requests for payments to BusinessOffice.
- 6. The Directors will approve proposed contracts and modifications in writing.
- 7. Contract service providers will be paid in accordance with approved contracts as work is performed.
- 8. The Director(s) are responsible for ensuring the terms of the contracts

are fulfilled.

9. Potential conflicts of interest will be disclosed upfront, and the Directors and/or Member(s) of the Board of Directors with the conflict will excuse themselves from discussions and from voting on the contract in accordance with the Board approved Conflict of Interest Policy on file.

#### EMPLOYEE REIMBURSEMENTS & TRAVEL

## **Expense Reimbursements**

- 1. Any individual making an authorized purchase on behalf of the school must provide Business Office with appropriate documentation of the purchase.
- 2. Employees will be reimbursed for expenditures within thirty (30) days of presentation of appropriate documentation.
- 3. Authorized purchases will be promptly reimbursed thru payroll or by bank check upon receipt of appropriate documentation of the purchase.
- 4. The employee and the Director(s) must sign the expense report.
- 5. Expenses greater than two months old may not be reimbursed.
- 6. Employees will complete expense reports monthly, as necessary, to be submitted to Business Office.
- 7. Individuals who use personal funds to make unauthorized purchases will not be reimbursed.

## Travel

- 1. Employees will be reimbursed for mileage when pre-approved by the Directors.
- 2. Mileage will be reimbursed at the government-mandated rate for the distance traveled, less the distance from the employee's residence to the school site for each direction traveled.
- 3. The Directors must pre-approve all out of town travel.
- 4. Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by the Directors and the event is more than 50 miles from either the employee's residence or the school site. Hotel rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available. Employees will be reimbursed at the established per diem rate for any breakfast, lunch or dinner as outlined in the Employee Handbook.
- 5. After the trip, the employee must enter all of the appropriate information on an expense report and submit it to the Director(s) for approval. Once

approved, the expense report will be sent to the Business Office for processing.

## **Board of Director Expenses**

- 1. Similar to employees, if a Board member incurs authorized expenses while carrying out the duties of the school, the Board member will be required to complete and sign an expense report providing all corresponding expense receipts.
- 2. The Director(s) will approve the expense report and submit it to the Business Office for processing.

#### ACCOUNTS PAYABLE

#### Bank Check Authorization

- 1. All original invoices will immediately be forwarded to the Directors for approval. The Directors will carefully review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should trace the merchandise to the packing list and note any items that were not in the shipment. The packing list should be submitted to the school's Business Office with the invoice.
- 2. Once invoices are approved by the Directors a check authorization will be provided and an allocation to the specific budget line will be noted when applicable. All approved invoices will be sent to the Business Office on a weekly basis. (It is the responsibility of the Directors to be aware of invoice due dates to avoid late payments and fees.) The Business Office will only process invoices with sufficient supporting documentation and will communicate with the Directors if documentation is missing, before paying all expenditures.
- 3. The Directors may authorize the Business Office to pay reoccurring expenditures (i.e., Utilities, Rent) without the Director's formal approval on the invoice when dollar amounts fall within a predetermined range. A list of the applicable vendors and invoice dollar range for each vendor must be provided to the Business Office on an annual basis.

## **Bank Checks**

- 1. The Board of Directors will approve in advance the list of authorized signers on the school account. The Directors, Board Treasurer and any other employee (designated by the Board) may sign bank checks within the established limitations.
- 2. The Board of Directors authorized the school's Directors to open and close bank accounts.
- 3. The Directors in conjunction with the Business Office will be responsible for all blank checks and will keep them under lock and key.
- 4. When there is a need to generate a bank check, the Directors will send appropriate and approved documentation to the Business Office.

- 5. Once approved by the Directors, the Business Office will process checks based on authorized approval. The Business Office will be provided a facsimile signature stamp of the school's Director(s) for check processing.
- 6. Checks may not be written to cash or bearer and under no circumstance will any individual sign a blank check.
- 7. Business Office will record the check transaction(s) into the school's General Ledger using the appropriate budget account code.
- 8. Business Office will distribute the checks as followed:
  - a. Original: Mailed or delivered to payee
  - b. Duplicate or Voucher: Attached to the invoice and filed by vendor name by Business Office with a duplicate copy attached in the school's General Ledger
  - c. Cancelled Checks: Will be filed numerically with bank statements
- 9. Voided Checks: Will have VOID written in ink. Original checks will be attached to the duplicate and forwarded to the Business Office provide who will attach any other related documentation.

## **Bank Reconciliation**

- 1. Bank Statements will be reviewed jointly by the Director(s) and the Business Office.
- 2. Business Office will conduct thorough analysis of bank statement examining all paid checks and deposits for date, name, amount and endorsement. Any discrepancies regarding paid checks or deposits will be further researched and brought to the attention of the Director(s).
- 3. The Business Office will prepare the bank reconciliation thru bank account statement verifications and will facilitate any necessary adjustments.
- 4. The Business Office will compare the reconciled bank balance to the cash in the bank account and General Ledger. Any material discrepancies will be reported immediately to the Director(s).

#### **Accounts Receivable**

 Documentation will be maintained for accounts receivable and forwarded to Business

Office.

2. Accounts receivable will be recorded by Business Office in the school's General Ledger and collected on a timely basis.

## Cash Receipts (Cash and Checks)

The school will use the guidelines as set forth by the school's Auditors and GASB Accounting Guidelines and practices.

## Returned Check Policy

- 1. A returned-check processing fee will be charged for checks returned as non-sufficient funds (NSF). Unless otherwise pre-approved by Business Office or Directors, payment of the NSF check and processing fee must be made by money order or certified check.
- 2. In the event that a second NSF check is received for any individual, in addition to the processing fee, the individual will lose check-writing privileges. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.
- 3. In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year until payment is received, unless other mutually agreeable arrangements are approved by the Director(s) and/or Governing Board.
- 4. If unsuccessful in collecting funds owed, the school may initiate appropriate collection and/or legal action at the discretion of the Directors and/or Governing Board.

(\*As of the Policy Adoption Method did not maintain a Petty Cash account)

## Petty Cash

- 1. The Directors will manage the petty cash fund.
- 2. The petty cash fund will be capped at \$600.00.
- 3. All petty cash will be kept in a locked petty cash box in the safe.
- 4. All disbursements will require a completed and signed petty cash slip. A register receipt for all purchases must be attached to the petty cash slip.
- 5. At all times the petty cash box will contain receipts and cash totaling \$600.00. A register receipt must support the petty cash slip. The individual

- using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash slip to the Directors within 48 hours of withdrawing the petty cash.
- 6. When expenditures total \$450.00 (when cash balance is reduced to \$150.00), the Director will total the disbursement and complete a petty cash reimbursement form. This should be done on at least a quarterly basis. The petty cash slips and supporting receipts will be attached to the reimbursement request form and forwarded to the Business Office.
- 7. Petty cash fund reimbursement checks will be made payable to the Directors.
- 8. Any irregularities in the petty cash fund will be immediately reported in writing to the Directors.
- 9. Loans will not be made from the petty cash fund.

#### **Financial Reporting**

The Director(s) or designee (Business Office) shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). The Director(s) in accordance with the Business Office shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

When required by law or the Board, the Director(s) or designee (Business Office) shall submit to the Board reports of the school's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When any such report must be approved by the Board prior to its submission to a local, state, and/or federal agency, the Director(s) or designee (Business Office) shall provide the report to the Board in sufficient time to enable the Board to carefully review the report and meet any applicable submission deadline.

The Board shall regularly communicate the school's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the school's financial stability.

## <u>Unaudited Actual Receipts and Expenditures</u>

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#### **Interim Reports**

The Director(s) or designee (Business Office) shall submit two interim fiscal reports

to the Board, the first report covering the school's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall be made available by the school for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and certify, on the basis of the interim report and any additional financial information known by the Board.

# **Annual Audit**

The Board of Directors will annually select an audit by March 15th to conduct the annual audit.

The audit shall include, but not be limited to:

- A. An audit of the accuracy of the financial statements
- B. An audit of the attendance accounting and revenue accuracy practices
- C. An audit of the internal control practice

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller.

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shall adopt the budget following its adoption of the LCAP or an annual update to the LCAP at the same meeting. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127)

The budget that is formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction. (Education Code 42126, 42127).

# **Liabilities / Insurance/ Records Retention**

# Loans

- 1. The Directors and the Board of Directors will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan document.
- 2. Once approved, a promissory note will be prepared and signed by the Directors before funds are borrowed.
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- 1. All funds will be maintained at a high quality financial institution according to California code and Method Investment Policy 3040.
- 2. All funds will be maintained or invested in high quality, short maturity, and liquid funds.
- 3. Physical evidence will be maintained on-site for all financial institution transactions.

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- 2. Business Office will retain records at their site for a minimum of two (2) years; after which, the remaining five years will be the responsibility of the School.
- 3. Financial records will be shredded at the end of their retention period.

4. Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure off-site location, separate from the school.

# Insurance

- 1. Business Office will work with the Directors to ensure that appropriate insurance is maintained at all times with a high quality insurance agency.
- 2. The Directors and Business Office will maintain the files of insurance policies, including an up-to-date copy of all certificates of insurance, insurance policies and procedures, and related claim forms.
- 3. The Directors and Business Office will carefully review insurance policies on an annual basis, prior to renewal.
- 4. Insurance will include general liability, worker's compensation, student accident, professional liability, and directors' and officers' coverage. Supplementary coverage will cover the after-hours and weekend activities. Coverage will be in line with the limits listed in the school's approved charter petition.

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# <u>Overview</u>

The Fund Balance Policy is intended to provide guidelines during the preparation and execution of the annual budget to ensure that sufficient reserves are maintained for unanticipated expenditures or revenue shortfalls. It also is intended to preserve flexibility throughout the fiscal year to make adjustments in funding for programs approved in connection with the annual budget. The Fund Balance Policy should be established based upon a long-term perspective recognizing that stated thresholds are considered minimum balances. The main objective of establishing and maintaining a Fund Balance Policy is for the school to be in a strong fiscal position that will allow for better position to weather negative economic trends.

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Unassigned Fund Balance is the residual amount of Fund Balance in the General Fund. It represents the resources available for future spending. An appropriate level of Unassigned Fund Balance should be maintained in the General Fund in order to cover unexpected expenditures and revenue shortfalls.

Unassigned Fund Balance may be accessed in the event of unexpected expenditures up to the minimum established level upon approval of a budget revision by the School's governing board. In the event of projected revenue shortfalls, it is the responsibility of the Chief Business Official to report the projections to the school's governing board on a quarterly basis and shall be recorded in the minutes.

Any budget revision that will result in the Unassigned Fund Balance dropping below the minimum level will require the approval of 2/3 vote of the school's governing board.

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# Minimum Fund Balance

The school is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted expenditures. The school's Minimum Fund Balance Policy requires a Reserve for Economic Uncertainties, consisting of unassigned amounts, equal to no less than 10 percent of budgeted expenditures and other financing uses. The minimum fund balance/reserve of 10% is to ensure the school's ability to provide necessary services for 2-3 months of operations.

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#### <u>Overview</u>

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the school's assets and resources in order to help achieve the school'sgoals for student learning. The Director(s) or designee (Business Office) shall establish and maintain an accurate, efficient financial management system that enhances the school's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. He/she shall ensure that the school's accounting system provides ongoing internalcontrols and meets generally accepted accounting standards.

# **Internal Controls/Fraud Prevention**

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the school to act with integrity and due diligence in dealings involving the school's assets and fiscal resources.

The Director(s) or designee (Business Office) shall develop internal controls whichaid in the prevention and detection of fraud, financial impropriety, or irregularity within the school. These internal controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; conducting background checks on business office employees; and requiring continuous in-service training for business office staff on the importance of fraud prevention.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Director(s) or designee (Business Office). In addition, the Director(s) or designee (Business Office) shall establish a method foremployees and outside persons to anonymously report any suspected instances offraud, impropriety, or irregularity.

The Director(s) or designee (Business Office) shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with



legal counsel, the school's auditors, law enforcement agencies, orother governmental entities, as appropriate.

The Director(s) or designee (Business Office) shall provide regular reports to the Board on the status of the school's internal control procedures and recommend anynecessary revisions to related Board policies or administrative regulations.

# **Asset & Equipment Inventory**

- 1. An asset is defined as any individual item, purchased or donated, with a value of \$5000 or more and with a useful life of more than one year.
- 2. Business Office will file all receipts for purchased asset.
- 3. Business Office will maintain an inventory or log of all assets. The log willinclude the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting assets.
- 4. Business Office will take a physical inventory of all assets at least 90 days before the end of each fiscal year, indicating the condition and location of theasset.
- 5. The Directors will immediately be notified of all cases of theft, loss, damageor destruction of assets.
- 6. The Directors will submit to Business Office written notification of plans for disposing of assets with a clear and complete description of the asset and thedate of disposal.





#### **Method Schools Board of Directors POLICY**

#### Fiscal Policies & Procedures - BP 2017-1

# Overview

The Board of Directors of Method Schools has reviewed and adopted the following fiscal policies and procedures to ensure the most effective use of the funds of Method Schools. The purpose of the adopted policies is to support the mission of Method Schools and to ensure funds are budgeted, accounted for, expended, and maintained appropriately.

- 1. The Board of Directors formulates financial policies and procedures, delegate's administration of the policies and procedures to the Directors and reviews operations and activities on a regular basis.
- 2. The Directors have responsibility for all operations and activities related to financial management.
- 3. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
- 4. The Board of Directors will commission an annual financial audit by an independent third-party auditor who will report to the Directors. The Board of Directors will approve the final audit report and a copy will be provided to the charter-granting agency. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the Board of Directors and the charter-granting agency.
- 5. The Governance Board can appoint another individual within the organization to perform the Director's responsibilities in the case of absence.

#### **PURCHASING**

#### <u>Overview</u>

The Governing Board recognizes the importance of developing a system of internal control procedures <u>in order</u> to help fulfill its obligation to monitor and safeguard school resources. To facilitate warrant processing, the Director(s) or designee (Business Office) shall ensure that purchasing, receiving, and payment functions are kept separate. He/she shall also ensure that invoices are paid expeditiously so that the school may, to the extent possible, take advantage of available discounts and avoid finance charges.

Specific Policies & Procedures Related to Purchasing

- The Director(s)or designee may authorize expenditures and may sign related contracts\_within the approved budget. The Directors\_or designee must approve all purchases. Purchase requisitions, authorizing the purchase of all items (format to be provided by Business Office), must be approved by the Directors\_or designee, and submitted to Business Office with the related invoice.
- 2. Staff members authorized to make purchase requests or use AMEX cards shall enter each request in the purchasing module in SmartFox.
- 3. Expenditures should be pre-approved by an executive team member PRIOR to purchasing
- 4. When approving purchases, the <u>authorized approver\_must</u>:
  - $A. \ \ Determine\ if\ the\ expenditure\ is\ budgeted$
  - B. Determine if funds are currently available for expenditures (i.e. cash flow)
  - C. Determine if the expenditure is allowable under the appropriate revenue source
  - D. Include the proper account coding
  - E. Determine if the price is competitive and prudent, and the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations. All purchases over \$25,000 must include documentation of 'Good Faith' effort to obtain the possible cost for comparable goods and services.
- The Board of Directors will review all expenditures via approval of a check register presented at each meeting of the Board. The check register will list all checks written during a set period of time and includes check #, payee,

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Policy Manual 378

date, and amount,

6. The Board of Directors must approve contracts over \$50,000.

#### Credit Cards

The Directors may authorize an individual to use a school credit card to make an authorized purchase on behalf of the school, consistent with guidelines provided by the Directors and/or Board of Directors.

# A. The Purchasing policy applies to all credit card use

- B. Related documentation of all purchases will be reconciled on a monthly basis.
- C. If receipts are not available or are "missing", the individual responsible for the charge will be responsible for the payment.
- D. Credit cards will bear the names of Method School and the corresponding Director.

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CONTRACTS Deleted: TC

#### <u>Overview</u>

The Governing Board recognizes its responsibility to enter into contracts on behalf of the school for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of school goals. In exercising this authority to enter into a contract, the Board shall ensure that the school's interest is protected and that the terms of the contract conform to applicable legal standards.

The Board may, by a majority vote, delegate to the Director(s) or designee (Business Office) the authority to enter into contracts on behalf of the school.

#### Specific Policies & Procedures Related to Contracts

- 1. Consideration will be made of in-house capabilities to accomplish services before contracting for them.
- 2. Office staff will maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over \$50.000.
  - a. Competitive bids will be obtained where required by law or otherwise deemed appropriate and in the best interests of the school.
- 3. Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors).
- 4. Contract service providers must show proof of being licensed and bonded, ifapplicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The Directors may also require that contractservice providers list the school as an additional insured.
- If the contract service provider is a sole proprietor or a partnership (including LP, and LLP), the School will obtain a W-9 from the contract service provider prior to submitting any requests for payments to BusinessOffice.
- 6. The Directors will approve proposed contracts and modifications in writing.
- 7. Contract service providers will be paid in accordance with approved contracts as work is performed.
- 8. The  $\mbox{Director}(s)$  are responsible for ensuring the terms of the contracts

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Policy Manual 380

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9. Potential conflicts of interest will be disclosed upfront, and the Directors and/or Member(s) of the Board of Directors with the conflict will excuse themselves from discussions and from voting on the contract in accordancewith the Board approved Conflict of Interest Policy on file.

#### **EMPLOYEE REIMBURSEMENTS & TRAVEL**

#### **Expense Reimbursements**

- 1. Any individual making an authorized purchase on behalf of the school must provide Business Office with appropriate documentation of the purchase.
- 2. Employees will be reimbursed for expenditures within thirty (30) days of presentation of appropriate documentation.
- 3. Authorized purchases will be promptly reimbursed thru payroll or by bank check upon receipt of appropriate documentation of the purchase.
- 4. The employee and the Director(s) must sign the expense report.
- 5. Expenses greater than two months old may not be reimbursed.
- Employees will complete expense reports monthly, as necessary, to be submitted to Business Office.
- 7. Individuals who use personal funds to make unauthorized purchases will not be reimbursed.

#### <u>Travel</u>

- Employees will be reimbursed for mileage when pre-approved by the Directors.
- Mileage will be reimbursed at the government-mandated rate for the distance traveled, less the distance from the employee's residence to the school site for each direction traveled.
- 3. The Directors must pre-approve all out of town travel.
- 4. Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by the Directors and the event is more than 50 miles from either the employee's residence or the school site. Hotel rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available. Employees will be reimbursed at the established per diem rate for any breakfast, lunch or dinner as outlined in the Employee Handbook.
- 5. After the trip, the employee must enter all of the appropriate information on an expense report and submit it to the Director(s) for approval. Once

approved, the expense report will be sent to the Business Office for processing.  $\,$ 

# **Board of Director Expenses**

- Similar to employees, if a Board member incurs authorized expenses while carrying out the duties of the school, the Board member will be required to complete and sign an expense report providing all corresponding expense receipts.
- 2. The Director(s) will approve the expense report and submit it to the Business Office for processing.

#### ACCOUNTS PAYABLE

#### **Bank Check Authorization**

- 1. All original invoices will immediately be forwarded to the Directors for approval. The Directors will carefully review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should trace the merchandise to the packing list and note any items that were not in the shipment. The packing list should be submitted to the school's Business Office with the invoice.
- 2. Once invoices are approved by the Directors a check authorization will be provided and an allocation to the specific budget line will be noted when applicable. All approved invoices will be sent to the Business Office on a weekly basis. (It is the responsibility of the Directors to be aware of invoice due dates to avoid late payments and fees.) The Business Office will only process invoices with sufficient supporting documentation and will communicate with the Directors if documentation is missing, before paying all expenditures.
- 3. The Directors may authorize the Business Office to pay reoccurring expenditures (<u>i.e.</u>, Utilities, Rent) without the Director's formal approval on the invoice when dollar amounts fall within a predetermined range. A list of the applicable vendors and invoice dollar range for each vendor must be provided to the Business Office on an annual basis.

#### **Bank Checks**

- The Board of Directors will approve in advance the list of authorized signers on the school account. The Directors, Board Treasurer and any other employee (designated by the Board) may sign bank checks within the established limitations.
- 2. The Board of Directors authorized the school's Directors to open and close bank accounts.
- 3. The Directors in conjunction with the Business Office will be responsible for all blank checks and will keep them under lock and key.
- 4. When there is a need to generate a bank check, the Directors will send appropriate and approved documentation to the Business Office.

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- Once approved by the Directors, the Business Office will process checks based on authorized approval. The Business Office will be provided a facsimile signature stamp of the school's Director(s) for check processing.
- Checks may not be written to cash or bearer and under no circumstance will any individual sign a blank check.
- 7. Business Office will record the check transaction(s) into the school's General Ledger using the appropriate budget account code.
- 8. Business Office will distribute the checks as followed:
  - a. Original: Mailed or delivered to payee
  - b. Duplicate or Voucher: Attached to the invoice and filed by vendor name by Business Office with a duplicate copy attached in the school's General Ledger
  - c. Cancelled Checks: Will be filed numerically with bank statements
- 9. Voided Checks: Will have VOID written in ink. Original checks will be attached to the duplicate and forwarded to the Business Office provide who will attach any other related documentation.

#### **Bank Reconciliation**

- Bank Statements will be reviewed jointly by the Director(s) and the Business Office.
- Business Office will conduct thorough analysis of bank statement examining all paid checks and deposits for date, name, amount and endorsement. Any discrepancies regarding paid checks or deposits will be further researched and brought to the attention of the Director(s).
- 3. The Business Office will prepare the bank reconciliation thru bank account statement verifications and will facilitate any necessary adjustments.
- 4. The Business Office will compare the reconciled bank balance to the cash in the bank account and General Ledger. Any material discrepancies will be reported immediately to the Director(s).

#### **Accounts Receivable**

- Documentation will be maintained for accounts receivable and forwarded to Business
   Office.
- 2. Accounts receivable will be recorded by Business Office in the school's General Ledger and collected on a timely basis.

#### Cash Receipts (Cash and Checks)

The school will use the guidelines as set forth by the school's Auditors and GASB Accounting Guidelines and practices.

#### **Returned Check Policy**

- A returned-check processing fee will be charged for checks returned as nonsufficient funds (NSF). Unless otherwise pre-approved by Business Office or Directors, payment of the NSF check and processing fee must be made by money order or certified check.
- In the event that a second NSF check is received for any individual, in addition to the processing fee, the individual will lose check-writing privileges. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.
- 3. In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year until payment is received, unless other mutually agreeable arrangements are approved by the Director(s) and/or Governing Board.
- If unsuccessful in collecting funds owed, the school may initiate appropriate collection and/or legal action at the discretion of the Directors and/or Governing Board.

(\*As of the Policy Adoption Method did not maintain a Petty Cash account)

#### Petty Cash

- 1. The Directors will manage the petty cash fund.
- 2. The petty cash fund will be capped at \$600.00.
- 3. All petty cash will be kept in a locked petty cash box in the safe.
- 4. All disbursements will require a completed and signed petty cash slip. A register receipt for all purchases must be attached to the petty cash slip.
- 5. At all times the petty cash box will contain receipts and cash totaling \$600.00. A register receipt must support the petty cash slip. The individual

- using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash slip to the Directors within 48 hours of withdrawing the petty cash.
- 6. When expenditures total \$450.00 (when cash balance is reduced to \$150.00), the Director will total the disbursement and complete a petty cash reimbursement form. This should be done on at least a quarterly basis. The petty cash slips and supporting receipts will be attached to the reimbursement request form and forwarded to the Business Office.
- 7. Petty cash fund reimbursement checks will be made payable to the Directors.
- 8. Any irregularities in the petty cash fund will be immediately reported in writing to the Directors.
- 9. Loans will not be made from the petty cash fund.

# **Financial Reporting**

The Director(s) or designee (Business Office) shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). The Director(s) in accordance with the Business Office shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

When required by law or the Board, the Director(s) or designee (Business Office) shall submit to the Board reports of the school's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When any such report must be approved by the Board prior to its submission to a local, state, and/or federal agency, the Director(s) or designee (Business Office) shall provide the report to the Board in sufficient time to enable the Board to carefully review the report and meet any applicable submission deadline.

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#### **Internal Controls/Fraud Prevention**

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the school to act with integrity and due diligence in dealings involving the school's assets and fiscal resources.

The Director(s) or designee (Business Office) shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the school. These internal controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; conducting background checks on business office employees; and requiring continuous in-service training for business office staff on the importance of fraud prevention.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Director(s) or designee (Business Office). In addition, the Director(s) or designee (Business Office) shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

The Director(s) or designee (Business Office) shall have primary responsibility for

any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the school's auditors, law enforcement agencies, or other governmental entities, as appropriate.

The Director(s) or designee (Business Office) shall provide regular reports to the Board on the status of the school's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

#### **Asset & Equipment Inventory**

- 1. An asset is defined as any individual item, purchased or donated, with a value of \$5000 or more and with a useful life of more than one year.
- 2. Business Office will file all receipts for purchased asset.
- 3. Business Office will maintain an inventory or log of all assets. The log will include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting assets.
- 4. Business Office will take a physical inventory of all assets at least 90 days before the end of each fiscal year, indicating the condition and location of the asset.
- 5. The Directors will immediately be notified of all cases of theft, loss, damage or destruction of assets.
- The Directors will submit to Business Office written notification of plans for disposing of assets with a clear and complete description of the asset and the date of disposal.

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92101

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Date: October 28th, 2021

School: Method Schools Corporation

24620 Jefferson Ave Murrieta, CA 92562

Consultant: Creative Back Office

1480 Broadway #2312 San Diego, CA 92101

# Introduction to Scope of Services & Company Mission

At Creative Back Office our mission is to provide reliable, accurate and innovative business solutions for each of our clients. Our expertise lies not only in school budgeting and finance, but also in delivering exceptional customer service to our clients thru years of consulting experience.

The goal of our firm is to provide specialized business services for your organization thru a customized service offering. We want to work with you on solutions that add value to your organization. As a result, we envision the services listed below as a menu; and your organization is welcome choose the bundle that best meet your needs.

We want to deliver only what you need, not charge you for what you don't.

As you review the services below, our hope is that you think about how best Creative Back Office can support your organization. Just as there is no "one size fits all" formula for educating students, we believe the same principle holds true for providing high quality back office services. Therefore we are here to help in a capacity that best adds value to your organization.



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#### SCHEDULE A

#### SCOPE OF SERVICES

Services and responsibilities to be rendered by the Consultant, for the School are listed below and hereinafter will be referred to as the "Services."

- 1.0 Accounts Payable, Accounts Receivable, & Credit Card Processing The Consultant will handle the complete processing of payables, receivables, and credit card management for the School.
  - 1.1 Accounts Payable Processing the Consultant will provide complete Accounts Payable Processing and Management. The Consultant will receive approved invoices from the School via email notification from SmartFox purchasing module, which will have initial account coding and documents attached. The Consultant will verify the account codes for appropriateness and process the invoices in the School's accounting system and checks will be printed and mailed. Checks will be processed by Creative Back Office at least once every 5 business days.
  - 1.2 Accounts Receivable Processing the Consultant will provide Accounts Receivable Processing and Management. The Consultant will notify appropriate School staff when wire transfers are needed and help School staff thru the wire process.
  - 1.3 Credit Management the Consultant will provide complete Credit Card management. The Consultant would monitor Credit Card purchases made by the School, manage Credit Card receipts, verify division/object level account codes on expenditures, enter into School's general ledger. Credit Card transactions will be posted at least once every 5 business days.
- 2.0 General Ledger & Chart of Accounts Management The Consultant will manage School's complete internal financials thru General Ledger management.
  - 2.1 General Ledger Account Management The Consultant will provide weekly reviews of the General Ledger to ensure proper coding, timely posting of receipts and expenditures, and ensure account reconciliations are maintained. General Ledger analysis will be done to ensure school is compliant with the California Department of Education (CDE) Standardized Account Code Structure (SACS).
    - 2.1.1 For the purposes of this contract, General Ledger Management includes the reconciliation, coding and categorizing of appropriate documentation of all revenues, expenditures, payroll reports at the object code, division and class level as constructed in Quickbooks. Payroll transactions will be posted at least once every 5 business days.



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- 2.2 Monthly Bank Reconciliations Method School Staff will prepare monthly reconciliations for checking, savings, treasury and credit card accounts by the 17<sup>th</sup> of each month. All General Ledger activity should be posted accordingly.
- 3.0 Financial Statements & Reports The Consultant may be requested to aid in developing and evaluating the School's internal and external financial reports on a periodic basis. Analysis of the reports may be requested to aid in understanding the School's financial position and to ensure the School is operating within the compliance of CDE guidelines.
  - 3.1 Internal financial statements to be available for School staff to access in QB will include: Income Statement, Balance Sheet, Trial Balance, General Ledger, Budget vs. Actual Report, Cash Flow Statement.
  - 3.2 School may request consultation on external reporting including but not limited to: Adopted Budget, 1<sup>st</sup> Interim Financial Report, 2<sup>nd</sup> Interim Financial Report, Unaudited Actuals Report, Funding Determination Form.
    - 3.2.1 If applicable and during a Funding Determination year, the Consultant will provide analysis throughout the course of the fiscal year to ensure the School is compliant with the SB-740 requirements of the Funding Determination Form.
  - 3.3 The Consultant will develop an annual and multiyear cash flow for The School's use. Cash Flow projections will reflect the revenues and expenditures outlined in the Adopted Budget.
    - 3.3.1 The Consultant will provide the School will revenue updates from the CDE as they become available during the course of the contract. The Consultant will provide the School apportionment schedules based on the Advanced Apportionment, P-1 Apportionment, and P-2 Apportionment schedules.
  - 3.4 Special Education Budget Compliance In conjunction with monitoring the general ledger accounts, the Consultant will monitor special education revenues and expenditures to ensure compliance and appropriate use of revenue.
- 4.0 Audit Preparation Support the Consultant will maintain the general ledger and corresponding documentation in preparation for the School's annual financial audit and provide recommendations on proper expense and revenue documentation, common year-end auditor requested items, and general preparation support.



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- 4.1 Audit Preparation at the close of the fiscal year the Consultant will review proper coding and documentation of revenues and expenditures, verify correct accrued accounts receivable and accounts payable balances, and account balances for all School accounts (bank, county treasury, credit card, etc.). The Consultant will also review the following financial reports both collectively and by entity: income statement, balance sheet, general ledger, & trial balance.
- 5.0 Attendance Reporting and Calendar Development the Consultant will assist in the development of the School's annual calendar and aid in filing the CDE required attendance reports.
  - 5.1 Annual Calendar Development The Consultant will provide consultation in developing the School's annual calendar. Consultation will include alignment of Learning Periods (LP), schedule considerations for maximizing ADA, and CDE Compliance Considerations.
  - 5.2 Attendance Reporting Assistance The Consultant will work with School Staff to submit the three (3) CDE required attendance reports. The required attendance reports are as followed: P-1 Attendance Report, P-2 Attendance Report, and Annual Attendance Reports. The Consultant will provide training to designated School employees on the components of each report, how to extract each report from the School's internal SIS and how to submit the report (taken from the SIS) into the CDE's external PADC Software System.



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# SCHEDULE В COMPENSATION

Consultant agrees to undertake and complete the Services (as defined in Exhibit A) in accordance with the Terms of this Agreement to be charged below:

# Selected Services

An annual contract of \$60,000 paid in (12) monthly equal installments of \$5,000. The contract will include the following services as defined in Schedule A: Sections 1.0 - 5.0. This contract will cover 1/1/2022 thru 6/30/2023.

# Estimated Hours

The contract is expected to cover approximately 600 consulting hours per fiscal year. If there is a significant deviation either above or below that threshold, a discussion between the consultant and the School will occur to adjust the compensation accordingly.

# Additional Services Outside of Contract Scope

If the School requests additional services that fall outside of the services outlined in Sections 1.0 - 5.0, the Consultant will provide a written service proposal to the School prior to beginning the requested work. The written proposal will include estimated total hours and an estimated total cost. The Consultant's hourly rate will be \$150 per hour unless otherwise noted. An Appendix of Additional Services is listed below.

# Scope of Services and Compensation Provision

The Scope of Services and Compensation Schedule outlined in Schedule A and B are comprehensive service for Method Schools; Method School San Diego (Charter #1617) and Method School High School (Charter #1697).



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# APPENDIX A ADDITIONAL SERVICES

- 1.1 Supplemental Audit Support The Consultant can be a contributor in any Supplemental Audit, Review, or Discussion that is requested outside of the primary Annual Audit. These additional Audits, Reviews, or Discussions may come from any of the School's Authorizing Agencies (District, County Office, CDE) or any other related parties (i.e. Attorney's, WASC, FCMAT, etc.)
- 1.2 LCAP Development Support The Consultant will provide support to the School's director in completing each of the following LCAP components: Plan Summary, Budget Summary, Annual Update, Stakeholder Engagement, Goals Actions & Services, and Demonstration of Services for Unduplicated Pupils. The Consultant will align the expenditures in the LCAP Goals, Actions and Services with the Adopted Budget.
- 1.3 Monitoring of Internal Attendance Records The Consultant will provide monitoring and analysis of internal attendance records maintained in the Student Information System.

  Monitoring will be done to ensure internal attendance records are accurate and align for entry into the CDE Principal Apportionment Data Collection Software (PADC) system. If necessary, the Consultant will maintain separate attendance calculation spreadsheets to ensure accuracy of the SIS generated reports.
- 1.4 Training of School Staff on Internal Attendance Records The Consultant will work with designated School employees on best practices for Internal Attendance Records and the underlying calculations behind cumulative attendance.
- 1.5 Expansion of Method Schools thru Petition Budget & Authorization Process the Consultant will develop the charter petition budget and attend (as requested) capacity meetings with potential authorizing districts.
- 1.6 Further Development of CMO / Additional Non-Profit



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# ARTICLE 1 SERVICE AGREEMENT

- 1.1 Service Agreement. Outlined in the agreement below, Creative Back Office (hereinafter referred to as "Consultant") will provide outsourced business services for Method Schools (hereinafter referred to as "School"). Consultant will provide the services outlined Exhibit A (collectively, the "consulting services")
- 1.2 Confidentiality. In order for Consultant to perform the consulting services, it may be necessary for The School to provide Consultant with Confidential Information (as defined below), regarding the School's business and products. The School will rely heavily upon Consultant's integrity and prudent judgment to use this information only in the best interests of the School.
- 1.3 Standard of Conduct. In rendering consulting services under this Agreement, Consultant shall conform to high professional standards of work and business ethics. Consultant shall not use time, materials, or equipment of the School without the prior written consent of the School. In no event shall Consultant take any action or accept any assistance or engage in any activity that would result in any university, governmental body, research institute or other person, entity, or organization acquiring any rights of any nature in the results of work performed by or for the School.
- 1.4 Client's Responsibility. As the Consultant is a third party contractor, the Consultant will rely on the School to provide requested information in a timely and comprehensive manner to allow the Consultant to carry out the agreed upon services. If after three requests and ten (10) business days, information is not provided to the Consultant in a timely and complete manner, the Consultant's ability the carry out agreed upon services will be in jeopardy and result in the Consultant issuing a formal memorandum to the School outlining the requested information. Additionally, in the event that a change in the School's operations may affect the ability of the Consultant to carry out agreed upon services, the School must inform the Consultant in writing within 7 (seven) business days of the effective change.

# ARTICLE 2 INDEPENDENT CONTRACTOR

2.1 Independent Contractor. Consultant is an independent contractor and is not an employee, partner, or co-venturer of, or in any other service relationship with, the School. The manner in which Consultant's services are rendered shall be within Consultant's sole control and discretion. Consultant is not authorized to speak for, represent, or obligate the School in any manner without the prior express written authorization from an officer of the School.



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2.2 Taxes & Benefits. Consultant shall be responsible for all taxes arising from compensation and other amounts paid under this Agreement, and shall be responsible for all payroll taxes and fringe benefits of Consultant's employees. Neither federal, nor state, nor local income tax, nor payroll tax of any kind, shall be withheld or paid by the School on behalf of Consultant or his/her employees. Consultant and Consultant's employees will not be eligible for, and shall not participate in, any employee pension, health, welfare, or other fringe benefit plan of the School.

# ARTICLE 3 COMPENSATION FOR CONSULTING SERVICES

- 3.1 Compensation. The School shall pay the Consultant, per the payment scheduled outlined in Exhibit B which will be on based on the agreed upon services outlined in Exhibit A.
- 3.2 Reimbursements. Per the agreement, The Consultant will not bill the School for internal administrative costs. Internal administrative costs include Consultant's internal printing and reproduction, standard postage expenses, phone expenses, and travel & lodging expenses for contracted meetings per the agreement. Expenses that are not listed above are considered to be "Reimbursable Expenses" to be paid back to the Consultant. These expenses include, but are not limited to the following: express postage, materials that require external printing and reproduction, and travel & lodging expenses for meetings outside the contracted agreement. Prior to the Consultant executing any "Reimbursable Expenses," the Consultant will inform the School of the estimated charges and will seek prior approval from the School. "Reimbursable Expenses" will be billed at cost, plus 15% in an invoice to be generated by the Consultant.

# ARTICLE 4 TERMS AND TERMINATION

- 4.1 Term. This Agreement shall be effective as of 1/1/2022 and shall continue in full force and effect for 18 months thru 6-30-2023. The School and Consultant may negotiate to extend the term of this Agreement and the terms and conditions under which the relationship shall continue. The Agreement will automatically renew for an additional one (1) year unless either party provides written notice of nonrenewal to the other party at least ninety (45) days prior to the expiration of the current term.
- 4.2 Termination for Cause. The School may terminate this Agreement for "Cause," after giving Consultant written notice of the reason. Cause means: (1) Consultant has breached the provisions of Article 5 of this Agreement in any respect, or materially breached any other provision of this Agreement and the breach continues for 30 days without cure by Consultant following receipt of a notice from the School; (2) Consultant



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has committed fraud, misappropriation, or embezzlement in connection with the School's business; (3) Consultant has been convicted of a felony; or (4) Consultant's use of narcotics, liquor, or illicit drugs has a detrimental effect on the performance of his or her employment responsibilities, as determined by the School.

- 4.3 Termination Payment Terms. If this Agreement is terminated pursuant to either of the above provisions, the School shall still be obligated to pay agreed upon monthly rates to the Consultant for all services rendered up until the effective date of the termination of the agreement.
- 4.4 Responsibility upon Termination. Any equipment provided by the School to the Consultant in connection with or furtherance of Consultant's services under this Agreement, including, but not limited to, computers, laptops, and personal management tools, shall, immediately upon the termination of this Agreement, be returned to the School.
- 4.5 Survival. The provisions of Articles 5, 6, 7, and 8 of this Agreement shall survive the termination of this Agreement and remain in full force and effect thereafter.

# ARTICLE 5 CONFIDENTIAL INFORMATION

- 5.1 Obligation of Confidentiality. In performing consulting services under this Agreement, Consultant may be exposed to and will be required to use certain "Confidential Information" (as hereinafter defined) of the School. Consultant agrees that Consultant will not and Consultant's employees, agents, or representatives will not use, directly or indirectly, such Confidential Information for the benefit of any person, entity, or organization other than the School, or disclose such Confidential Information without the written authorization of the School, either during or after the term of this Agreement, for as long as such information retains the characteristics of Confidential Information.
- 5.2 Definition. "Confidential Information" means information not generally known and proprietary to the School or to a third party for whom the School is performing work, including, without limitation, information concerning any patents or trade secrets, confidential or secret designs, processes, formulae, source codes, plans, devices or material, research and development, proprietary software, analysis, techniques, materials, or designs (whether or not patented or patentable), directly or indirectly useful in any aspect of the business of the School, any vendor names, customer and supplier lists, databases, management systems and sales and marketing plans of the School, any confidential secret development or research work of the School, or any other confidential information or proprietary aspects of the business of the School. All information which Consultant acquires or becomes acquainted with during the period of this Agreement, whether developed by Consultant or by others, which Consultant has a reasonable basis to believe to be Confidential Information, or which is treated by the School as being Confidential Information, shall be presumed to be Confidential Information.



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5.2.1 For the course of this Contact, "Confidential Information" will explicitly include, but is not limited to the following Method Schools intellectual property and propriety information: marketing strategy including marketing automation selection and overall marketing plan, Method summer school strategies including School Partners and outreach strategies, information pertaining to Method developed Student Information System (SIS), including name, API and specific features, information pertaining to School developed Courses and Courseware, and information on the School's current and/or future expansion plans.

5.3 Property of the School. Consultant agrees that all documents and tangible items developed by the Consultant on behalf of the School in connection with services rendered under this Agreement are and shall remain the exclusive property of the School. Promptly upon the expiration or termination of this Agreement, or upon the request of the School, Consultant shall return to the School all documents and tangible items, provided to Consultant or created by Consultant for use in connection with services to be rendered hereunder, including, without limitation, all Confidential Information, together with all copies and abstracts thereof.

# ARTICLE 6 RIGHTS AND DATA

All documents and tangible items prepared as instruments of services, shall remain the property of the Consultant whether the agreement for which they are made is executed or not. They are not to be used by the School, by other vendors or extensions to external accounting systems except by agreement in writing to the Consultant.

Any unauthorized modification or reuse of the instruments of service shall be at the School's sole risk and the Consultant agrees to defend, indemnify and hold designer harmless, from all claims, injuries, damages, losses, expenses, and attorney's fees arising out of the unauthorized modification or use of these instruments of service.

# ARTICLE 7

#### INDEMNIFICATION

- 7.1 Consultant's Indemnification. The Consultant shall indemnify, defend and hold you harmless against any claims brought against you to the extent the Consultant infringed or misappropriated classified information to a third party.
- 7.2 School's Indemnification. Subject to the preceding paragraph, you agree to indemnify, defend and hold



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the Consultant harmless against any claims brought against the Consultant to the extent those claims are based upon allegations that you (a) infringed intellectual property rights or (b) breached your agreement (if any) with any third parties.

- Conditions to Indemnification. The foregoing obligations are conditioned upon: (a) prompt written notice by the indemnified party to the indemnifying party of any claim, action or demand for which indemnity is claimed; (b) complete control of the defense and settlement thereof by the indemnifying party, provided that no settlement of an indemnified claim shall be made without the consent of the indemnified party, such consent not to be unreasonably withheld or delayed; and (c) reasonable cooperation by the indemnified party in the defense as the indemnifying party may request. The indemnified party shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.
- Definition of "Claims." For purposes of Section 8, "Claims" means losses, actions, liabilities, damages, expenses and reasonable attorneys' fees and court costs.

### ARTICLE 8 GENERAL PROVISIONS

- Construction of Terms. If any provision of this Agreement is held unenforceable by a court of competent jurisdiction, that provision shall be severed and shall not affect the validity or enforceability of the remaining provisions.
- 8.2 Governing Law. This Agreement shall be governed by and construed in accordance with the internal laws (and not the laws of conflicts) of the State of California
- Complete Agreement. This Agreement constitutes the complete agreement and sets forth the entire understanding and agreement of the parties as to the subject matter of this Agreement and supersedes all prior discussions and understandings in respect to the subject of this Agreement, whether written or oral.
- 8.4 Dispute Resolution. If there is any dispute or controversy between the parties arising out of or relating to this Agreement, the parties agree that such dispute or controversy will be arbitrated in accordance with proceedings under American Arbitration Association rules, and such arbitration will be the exclusive dispute resolution method under this Agreement. The decision and award determined by such arbitration will be final and binding upon both parties. All costs and expenses, including reasonable attorney's fees and expert's fees, of all parties incurred in any dispute that is determined and/or settled by arbitration pursuant to this Agreement will be borne by the party determined to be liable in respect of such dispute; provided, however, that if complete



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liability is not assessed against only one party, the parties will share the total costs in proportion to their respective amounts of liability so determined. Except where clearly prevented by the area in dispute, both parties agree to continue performing their respective obligations under this Agreement until the dispute is resolved.

- 8.5 Modification. No modification, termination, or attempted waiver of this Agreement, or any provision thereof, shall be valid unless in writing signed by the party against whom the same is sought to be enforced.
- 8.6 Waiver of Breach. The waiver by a party of a breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any other or subsequent breach by the party in breach.
- 8.7 Successors and Assigns. This Agreement may not be assigned by either party without the prior written consent of the other party; provided, however, that the Agreement shall be assignable by the School without Consultant's consent in the event the School is acquired by or merged into another corporation or business entity. The benefits and obligations of this Agreement shall be binding upon and inure to the parties hereto, their successors and assigns.
- 8.8 No Conflict. Consultant warrants that Consultant has not previously assumed any obligations inconsistent with those undertaken by Consultant under this Agreement.



# CreativeBackOffice

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IN WITNESS WHEREOF, this Agreement is executed as of the date set forth above.
[Method Schools]
Mark Holley
Co-Founder, Method Schools
Date:
[Method Schools]
Jessica Venezia
Co-Founder, Method Schools
Date:
[Creative Back Office]



Date:

Cory Cavanah

Managing Partner

# State of Method Finance: First Interim Budgets

DECEMBER 14, 2021 BOARD OF DIRECTORS MEETING

# **Revenue Assumptions**

- ~Adjusted down to reflect the decrease in enrollment
- ~MYP assume 100% growth in 22-23 and 15% in 23-24

# **Expenditure Assumptions**

- ~No significant changes to FTE
- ~Salary expenditures have been adjusted down for reduced salary needs
- ~MYP expense projections assume a 10% reduction in all non-payroll expenses for 22-23 and are held flat for 23-24

# **Fund Balances**

- ~Deficit spend primarily due to employee retention
- ~ 7/1/21 Fund Balance \$26.5 million
- ~ Projected ending Fund Balance \$23.6 million

# **Cash Flows**

- ~No expected cash flow shortages
- ~Cash balances at 10/31 \$27.4 million





Entity	7/1/2021 Balance (Actual)	Revenue Budget	Expenditure Budget	Net	6/30/2022 Balance (Forecast)
Method Schools	9,889,092	4,180,581	6,068,941	(1,888,360)	8,000,732
Method Schools LA	16,628,048	3,278,981	4,258,104	(979,123)	15,648,925
Combined	26,517,140	7,459,562	10,327,045	(2,867,483)	23,649,657



### 2021-22 1st Interim Report Narrative - Method Schools

1. Key Statistics

2020-21 ADA: 582

Est. P1 2021-22 ADA: 324

2. Revenue Assumptions

ADA utilized in the LCFF calculator for adopted budgets was based upon the previous year final principal apportionment, which placed enrollment at 600 and ADA at 582. Management decisions to scale back year-round track offerings for 2021-22, eliminate an athletic program, and a return to in person instruction for many students, have resulted in decreased enrollment and ADA thus far for the 21-22 school year, 356 and 324 respectively. School districts have added also online offerings of their own using one-time stimulus funds, which has also led to a decrease in enrollment for both Method charters. As such, revenue projections have been decreased to reflect current student enrollment/ADA.

Enrollment has increased 29% during the current school year, and Method School's management believes the loss in enrollment will fully recover in FY22-23. The MYP included in the 1st Interim report assumes 100% growth in 22-23 and 15% in 23-24. This growth is reflected in MYP revenue projections, while future expenses will be slightly lower or flat.

LCFF Revenues, including LCFF (8011), EPA (8012) and In-Lieu Taxes (8096) were all based on the calculations provided by the most recently released FCMAT LCFF Calculator in September 2021. Total Revenues for these sources is \$3,238,552 at 1<sup>st</sup> Interim.





The basis for Other State Revenues is a combination of the following revenue sources: Expanded Opportunity Learning Grant (\$435,898), Non-Prop Lottery (\$33,750), Prop-20 Lottery (\$11,250), Mandate Block Grant (\$9852), and State Special Education Funding (\$150,000). All revenue sources are based on the most recent projections from California School Services.

Method Schools does not expect any Federal Revenue from the Federal Title programs as the school does not participate in any Federal funding programs. Additionally, no local revenues are expected to be received either.

### 3. Expenditure Assumptions

Method Schools will have 40 Certificated FTEs on staff during 2021-22, which equates to a 15:1 student ADA to FTE Ratio based on projected enrollment and ADA. The total budgeted for Certificated Salaries average is \$69,500 per FTE. Method is able to balance employee benefit costs (3000 level) by offering competitive Medical and 403(b) Plans to our employees. Method Los Angeles does not participate in CALSTRS or CALPERS.

No significant changes to FTE are projected despite the drop in enrollment as reserves are significant enough to cover the expense. Management's long-term plan to maintain the current FTE's, less any natural attrition, is to keep valuable staff members employed and on board in anticipation of continued growth in the current year and the recovering Method Schools enrollment next year.

MYP expense projections assume a 10% reduction in all non-payroll expenses for 22-23 and are held flat for 23-24.

MYP Salary projections include a 5% COLA, while also assuming a 5% decrease due to attrition, thus remaining relatively flat in 22-23, with a slight increase in 23-24.

### Other Notable Financial Narrative Notes

Any New Notices of Assignment and Dates of Repayment

Response: No new Notices of Assignment, see number 7 below for debt obligations.

Deficit Spending

<u>Response</u>: 1<sup>st</sup> Interim report projects a deficit spending of \$1.9 million for Method Schools. This deficit is primarily due to nearly maintaining staffing levels described above during a downturn in enrollment. Because the school is again growing rapidly, and because quality teachers are difficult to attract right now, the decision was made to retain most staff, using fund balance to

cover the extra expenditures that go beyond revenues. Fund Balances at 7/1/2021 for Method Schools are \$9.9 million. This will result in an estimated 6/30/22 ending fund balance of \$8.0 million. As noted, Method has the existing reserves to accommodate the temporary deficit spending, and based on current growth rates, the school will be back at an operationally net positive budget (on a monthly basis) by the end of the current fiscal year.

Obligations for Debt Repayment

Response: Method Schools has \$0.00 of debt.

Changes in Ending Fund Balances

<u>Response</u>: As outlined above, Method Los Angeles is projected to end the 2021-22 fiscal year with a positive fund balance of \$8,000,731.

Assignment of Ending Fund Balances

Response: Method Schools has no commitments of the Ending Fund Balance.

Cash Flow Statement

<u>Response</u>: Because initial revenues are calculated using prior year ADA, Method Schools revenue streams will be effectively overpaid by the time the County Office of Education adjusts for the current ADA. The negative revenue in the adjustment column of the statement of cash flows represents the expected amount the COE has paid Method Schools in excess of the current ADA, which Method expects the County will consider a prepaid for the subsequent year.

### **Other Miscellaneous notes**

 Method Schools has no current expected cash shortages. Even with the projected deficit spending, Method Schools will be able to meet all of their obligations without the issuance of any new debt or receivable sales.

### **Charter School Certification**

		Charter School Name:		Method Schools	
		<del></del>			1
		Charter Approving Entity:		Dehesa Elementary	
		County:		San Diego	
		Charter #: _		1617	
=					
	For infor	mation regarding this report, please contact:			
		oving Entity:	For Charte		
	Bradley	Johnson	Stefanie B	ryant	
	Name		Name		
		endent / CBO	CFO		
	Title	0.404	Title	040	
	619-444-		801.360.9		
	Telepho		Telephone	e nethodschools.org	
	E-mail a	ohnson@dehesasd.net_	E-mail add		
	E-IIIali a	dul ess	E-IIIali aud	11 622	
-	To the o	ntity that approved the charter school:			
v )		CHARTER SCHOOL FIRST INTERIM FINANCIAL R	EDORT A	I TERNATIVE FORM: This ren	oort
<u>x</u> )		approved, and is hereby filed by the charter school			
	nas been	rapproved, and is hereby filed by the charter school p	Jai Jaani to L		
	Signed:		Date:		
	3	Charter School Official			
		(Original signature required)			
	Printed	(enginar oignatare required)			
	Name:	Stefanie Bryant	Title:	CFO	
	ivaine.	Otelanie Bryant	Title.	010	
	To the D	ehesa School District			
x )	2020-21	CHARTER SCHOOL FIRST INTERIM FINANCIAL R	EPORT A	LTERNATIVE FORM: This rep	oort
		y filed with the County Superintendent pursuant to Edu		•	
	•			,	
	Signed:		Date:		
		Authorized Representative of			
		Charter Approving Entity			
		(Original signature required)			
	Printed				
	Name:	Bradley Johnson	Title:	Superintendent / CBO	
		uperintendent of Public Instruction:			
<u>x</u> )		CHARTER SCHOOL FIRST INTERIM FINANCIAL R		•	
	verified f	or mathematical accuracy by the County Superintend	ent of Schoo	is pursuant to <i>Education Code</i>	Section 42100(a).
	Signed:		Date:		
	oigi iou.	County Superinter deat/Designer	Date.		
		County Superintendent/Designee			
		(Original signature required)			

Charter School Name:	Method Schools
CDS #:	37-68049-0129221
Charter Approving Entity:	Dehesa Elementary
County:	San Diego
Charter #:	1617

This charter school uses the following basis of accounting:

Please enter an "X" in the applicable box below; check only one box

X Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)

Modified Accrual Basis (Applicable Capital Outlay/Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

1. LCFF Sources	Description	Object Code	Original Budget	Board Approved Operating Budget (B)	Actuals to Date	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total (D)	Difference (Col B & D)
Silate Air - Current Year	A. REVENUES			{					
Education Protection Account - Current Year   8012   118,400,000   118,400,000   24,479,000   84,780,000   18,1640		İ	; 	{					
Slate Aid - Prior Years			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~						
Transfer of Charter Schools In Leu of Property Taxes   8096   128,040,000   128,040,000   23,546,56   70,265,00   70,265,00   00,00						64,760.00			
Other LOFF Transfers						70.005.00			
Total_LCFF Sources									
2. Federal Revenues (see NOTE on last page) No Child Left Behind Special Education - Federal Site I Site 2 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.		6091, 6097							
No Child Left Behind	10141, 2011 0041000			5,100,11100	1,1 10,1 00.00	0,200,002.00		0,200,002.00	(2,101,000)
Special Education - Federal   6181.8182		İ		{					
Chila Nutrition - Federal   5220		·		)					0
Other Federal Revenues									***************************************
Total, Federal Revenues   0.00   0.									
3. Other State Revenues Special Education - State Special Education - State Special Education - State Child Nutrition Programs Mandated Costs Reimbursements Mandated Costs Reimburse Mandated Costs Reimburse Mandated Costs Reimburse Mandated Costs Reimburse Mandated Costs Reimburse Mandated Costs Reimburse		8290							
Special Education - State	Total, Federal Revenues		0.00	0.00	0.00	0.00	0.00	0.00	0
Child Nutrition Programs	3. Other State Revenues	•		}					
Mandated Costs Reimbursements		StateRevSE	291,000.00	291,000.00	0.00		150,000.00	150,000.00	(141,000)
Lottery - Unrestricted and Instructional Materials   5560   87,300.00   87,300.00   0.00							0.00		
Low Performing Student Block Grant   8590   0.00	Mandated Costs Reimbursements	8550		17,605.00	0.00	9,852.00			(7,753)
Total, Other State Revenues		8560							(42,300)
Total, Other State Revenues		8590				0.00			0
4. Other Local Revenues		StateRevAO							
Transfers from Sponsoring LEAs to Charter Schools	Total, Other State Revenues		642,222.00	642,222.00	0.00	641,079.00	175,950.00	817,029.00	174,807
Transfers from Sponsoring LEAs to Charter Schools	Other Local Revenues		į	}					·
All Other Local Revenues  Total, Local Revenues  125,000.00  125,000.00  125,000.00  125,000.00  125,000.00  125,000.00  125,000.00  125,000.00  125,000.00  125,000.00  125,000.00  125,000.00  125,000.00  125,000.00  125,000.00  125,000.00  125,000.00  175,950.00  175,950.00  175,950.00  18,306.50  18,306  0.00		8791	0.00	0.00	0.00	0.00		0.00	0
5. TOTAL REVENUES         6,470,669.00         6,470,669.00         1,796,752.28         4,004,631.00         175,950.00         4,180,581.00         (2,290,08)           B. EXPENDITURES         1. Certificated Salaries         Teachers' Salaries         1100         2,411,372.00         2,411,372.00         789,958.63         2,221,666.50         173,400.00         2,395,066.50         16,306           Certificated Pupil Support Salaries         1200         0.00		LocalRevAO	125,000.00	125,000.00	50,016.72	125,000.00	0.00	125,000.00	0
B. EXPENDITURES 1. Certificated Salaries	Total, Local Revenues		125,000.00	125,000.00	50,016.72	125,000.00	0.00	125,000.00	0
1. Certificated Salaries   1100   2,411,372.00   789,958.63   2,221,666.50   173,400.00   2,395,066.50   16,306   Certificated Pupil Support Salaries   1200   0.	5. TOTAL REVENUES		6,470,669.00	6,470,669.00	1,796,752.28	4,004,631.00	175,950.00	4,180,581.00	(2,290,088)
1. Certificated Salaries   1100   2,411,372.00   789,958.63   2,221,666.50   173,400.00   2,395,066.50   16,306   Certificated Pupil Support Salaries   1200   0.	D EVENDITURES			{					
Teachers' Salaries 1100 2,411,372.00 2,411,372.00 789,958.63 2,221,666.50 173,400.00 2,395,066.50 16,306 Certificated Pupil Support Salaries 1200 0.00 0.00 0.00 0.00 0.00 0.00 0.00				}					
Certificated Pupil Support Salaries   1200   0.00		1100	2 411 272 00	2 411 272 00	700 050 62	2 221 666 50	172 400 00	2 205 066 50	16 206
Certificated Supervisors' and Administrators' Salaries   1300   157,234.00   157,234.00   71,410.08   0.00   0.0		>					173,400.00		
Other Certificated Salaries         1900         0.00         114,657,30         130,232           Non-certificated Support Salaries         2200         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         116,533.60         (20,092)         0.092         0.00         244,780.82         0.00         542,780.82         0.00         542,780.82         0.00         542,780.82         0.00         542,780.82         0.00									
Total, Certificated Salaries   2,568,606.00   2,568,606.00   861,368.71   2,221,666.50   173,400.00   2,395,066.50   173,540							0.00		
Instructional Aides' Salaries   2100   244,889.00   244,889.00   40,977.91   114,657.30   0.00   114,657.30   130,232     Non-certificated Support Salaries   2200   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Non-certificated Supports and Administrators' Sal.   2300   96,442.00   96,442.00   66,954.67   116,533.60   0.00   116,533.60   (20,092)     Clerical and Office Salaries   2400   291,964.00   291,964.00   235,763.67   542,780.82   0.00   542,780.82   (250,817)     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00		1000							173,540
Instructional Aides' Salaries   2100   244,889.00   244,889.00   40,977.91   114,657.30   0.00   114,657.30   130,232     Non-certificated Support Salaries   2200   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Non-certificated Supports and Administrators' Sal.   2300   96,442.00   96,442.00   66,954.67   116,533.60   0.00   116,533.60   (20,092)     Clerical and Office Salaries   2400   291,964.00   291,964.00   235,763.67   542,780.82   0.00   542,780.82   (250,817)     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00   0.00   0.00   0.00   0.00   0.00   0.00   0.00     Other Non-certificated Salaries   2900   0.00		-	:						
Non-certificated Support Salaries         2200         0.00         116,533,60         (20,092)           Clerical and Office Salaries         2400         291,964,00         291,964,00         291,964,00         235,763,67         542,780,82         0.00         542,780,82         0.00         0.00           Other Non-certificated Salaries         2900         0.00			<u></u>	<u>}</u>					<u> </u>
Non-certificated Supervisors' and Administrators' Sal.         2300         96,442.00         96,442.00         66,954.67         116,533.60         0.00         116,533.60         (20,092)           Clerical and Office Salaries         2400         291,964.00         291,964.00         235,763.67         542,780.82         0.00         542,780.82         (250,817)           Other Non-certificated Salaries         2900         0.00									130,232
Clerical and Office Salaries         2400         291,964.00         291,964.00         235,763.67         542,780.82         0.00         542,780.82         (250,817)           Other Non-certificated Salaries         2900         0.00									
Other Non-certificated Salaries 2900 0.00 0.00 0.00 0.00 0.00 0.00 0.00							0.00	116,533.60	(20,092)
									(250,817)
Total, Non-certificated Salaries : 633,295.00 633,295.00 343,696.25 773,971.72 0.00 773,971.72 (140,677		2900							
	Total, Non-certificated Salaries	i	633,295.00	633,295.00	343,696.25	773,971.72	0.00	773,971.72	(140,677)

 Charter School Name:
 Method Schools

 CDS #:
 37-68049-0129221

CDS#	37-68049-012922	21						
Description	Object Code	Original Budget	Board Approved Operating Budget (B)	Actuals to Date	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total (D)	Difference (Col B & D)
3. Employee Benefits	:	:						
STRS	3101-3102	0.00	0.00	0.00	0.00	0.00	0.00	0
PERS	3201-3202	0.00		0.00	0.00	0.00	0.00	
			0.00		200 400 20	40.004.50		0
OASDI / Medicare / Alternative Health and Welfare Benefits	3301-3302	242,901.00	242,901.00	89,011.54	226,400.30	13,264.50 21.950.25	239,664.80	3,236 (79,000)
	3401-3402	379,200.00	379,200.00	153,222.52	436,249.75		458,200.00 38,346.70	
Unemployment Insurance	3501-3502	75,415.00	75,415.00	1,236.12	34,152.70	4,194.00		37,068
Workers' Compensation Insurance Retiree Benefits	3601-3602	47,628.00 0.00	47,628.00 0.00	31,169.67	44,242.34	2,751.00 0.00		635 0
PERS Reduction (for revenue limit funded schools)	3701-3702 3801-3802	0.00	0.00	0.00 0.00	0.00 0.00	0.00	0.00 0.00	, , , , , , , , , , , , , , , , , , ,
	3901-3802							
Other Employee Benefits	3901-3902	129,659.00 <b>874,803.00</b>	129,659.00 874,803.00	45,848.86 <b>320,488.71</b>	149,139.75 <b>890.184.84</b>	7,503.75 <b>49,663.50</b>	156,643.50 939,848.34	(26,985) ( <b>65.045</b> )
Total, Employee Benefits	:	874,803.00	874,803.00	320,488.71	890,184.84	49,003.50	939,848.34	(65,045)
A Parks and Overlan	•	<b>!</b>	}					
4. Books and Supplies	4100	456,000.00	456,000.00	148,398.75	570,000.00		570,000.00	(114,000)
Approved Textbooks and Core Curricula Materials Books and Other Reference Materials	4200	48,000.00					60,000.00	
			48,000.00	22,314.14	60,000.00	•••••		(12,000)
Materials and Supplies	4300 4400	60,000.00	60,000.00	21,738.50	75,000.00		75,000.00	(15,000)
Noncapitalized Equipment		86,400.00	86,400.00		72,000.00		72,000.00	14,400
Food	4700	0.00	0.00		0.00	0.00	0.00	0
Total, Books and Supplies	:	650,400.00	650,400.00	195,283.34	777,000.00	0.00	777,000.00	(126,600)
	•	•	}					
5. Services and Other Operating Expenditures	5400		}					
Subagreeemnts for Services	5100 5200	0.00	0.00	0.00	0.00	0.00	70.007.00	(04.007)
Travel and Conferences		38,000.00	38,000.00	30,143.32	72,237.00	0.00	72,237.00	(34,237)
Dues and Memberships	5300	9,600.00	9,600.00	188.80	12,000.00	0.00	12,000.00	(2,400)
Insurance	5400	19,200.00	19,200.00	25,171.02	24,000.00	0.00	24,000.00	(4,800)
Operations and Housekeeping Services	5500	5,000.00	5,000.00		9,600.00	0.00	9,600.00	(4,600)
Rentals, Leases, Repairs, and Noncap. Improvements	5600	200,000.00	200,000.00	95,122.60	249,600.00	0.00	249,600.00	(49,600)
Professional/Consulting Services and Operating Expend.	5800	596,064.00	596,064.00	180,969.48	722,617.88		722,617.88	(126,554)
Communications	5900	45,600.00	45,600.00	33,242.07	57,000.00	0.00	57,000.00	(11,400)
Total, Services and Other Operating Expenditures		913,464.00	913,464.00	368,216.21	1,147,054.88	0.00	1,147,054.88	(233,591)
	•	!	{					
6. Capital Outlay	•	•	}					
(Objects 6100-6170, 6200-6500 for modified	•	<u>.</u>	{					
accrual basis only)	ļ	<u>;</u>	<b>}</b>					
Land and Land Improvements	6100-6170	0.00	0.00	0.00	0.00	0.00	0.00	0
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00	0.00	0.00	0.00	0
Books and Media for New School Libraries or Major	6300	0.00	0.00	0.00	0.00	0.00	0.00	0
Expansion of School Libraries	<u> </u>	i	<u> </u>				:	
Equipment	6400	0.00	0.00	0.00	0.00	0.00	0.00	0
Equipment Replacement	6500	0.00	0.00	0.00	0.00	0.00	0.00	0
Depreciation Expense (for accrual basis only)	6900	36,000.00	36,000.00	0.00	36,000.00	0.00	36,000.00	0
Total, Capital Outlay	: -	36,000.00	36,000.00	0.00	36,000.00	0.00	36,000.00	0
	:	į	}					
7. Other Outgo		ļ	}					
Tuition to Other Schools	7110-7143	0.00	0.00		0.00	0.00	0.00	0
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00		0.00	0.00	0.00	0
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	0.00		0.00	0.00	0.00	0
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00	0.00	0.00	0.00	0
All Other Transfers	7280-7299	0.00	0.00	0.00	0.00	0.00	0.00	0
Debt Service:	:	:	{					L
Interest	7438	0.00	0.00	0.00	0.00	0.00	0.00	0
Principal (for modified accrual basis only)	7439	0.00	0.00		0.00	0.00	0.00	0
Total, Other Outgo		0.00	0.00	0.00	0.00	0.00	0.00	0
8. TOTAL EXPENDITURES		5,676,568.00	5,676,568.00	2,089,053.22	5,845,877.94	223,063.50	6,068,941.44	(392,373)
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND.								
BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)	:	794,101.00	794,101.00	(292,300.94)	(1,841,246.94)	(47,113.50)	(1,888,360.44)	

Charter School Name: Method Schools

_	CDS#:	CDS #: 37-68049-0129221									
	Description	Object Code	Original Budget	Board Approved Operating Budget (B)	Actuals to Date	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total (D)	Difference (Col B & D)		
D	. OTHER FINANCING SOURCES / USES			{							
	1. Other Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0		
	2. Less: Other Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0		
	3. Contributions Between Unrestricted and Restricted Accounts										
	(must net to zero)	8980-8999	0.00	0.00	0.00	(47,113.50)	47,113.50	0.00	0		
	4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00	(47.113.50)	47.113.50	0.00	0		
				-		(,)	,		-		
Е	. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		794,101.00	794,101.00	(292,300.94)	(1,888,360.44)	0.00	(1,888,360.44)	0		
F	. FUND BALANCE, RESERVES 1. Beginning Fund Balance										
	a. As of July 1	9791	10,166,384.00	10,166,384.00		9,889,091.81		9,889,091.81	(277,292)		
	b. Adjustments/Restatements to Beginning Balance	9793, 9795	0.00	0.00				0.00	0		
	c. Adjusted Beginning Balance		10,166,384.00	10,166,384.00		9,889,091.81	0.00				
	2. Ending Fund Balance, Oct 31 (E + F.1.c.)		10,960,485.00	10,960,485.00		8,000,731.37	0.00	8,000,731.37	(2,959,754)		
	Components of Ending Fund Balance:										
	Reserve for Revolving Cash (equals object 9130)	9711	0.00	0.00		0.00	0.00	0.00			
	Reserve for Stores (equals object 9320)	9712	0.00	0.00		0.00	0.00	0.00			
	Reserve for Prepaid Expenditures (equals object 9330)	9713	0.00	0.00		0.00	0.00	0.00			
	All Others	9719	0.00	0.00		0.00	0.00				
1	Legally Restricted Balance	9740	0.00	0.00			0.00				
1	Designated for Economic Uncertainties	9770	0.00	0.00		600,000.00		600,000.00			
1	Other Designations	9775, 9780	0.00	0.00		0.00	0.00	0.00			
1	Net Investment in Capital Assests (Accrual Basis Only)	9796	0.00	0.00		0.00	0.00	0.00			
1	Undesignated / Unappropriated Amount	9790	10,960,485.00	10,960,485.00		7,400,731.37	0.00	7,400,731.37	(2,959,754)		

### **CHARTER SCHOOL MULTI-YEAR PROJECTION - ALTERNATIVE FORM**

Charter School Name: Method Schools
CDS #: 37-68049-0129221
Charter Approving Entity: Dehesa Elementary
County: San Diego
Charter #: 1617
Fiscal Year: 2021-22

	Description	Object Code	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total	Totals for 2022- 23	Totals for 2023 24
	REVENUES						_
1	. LCFF Sources					<b></b>	
	State Aid - Current Year	8011	3,103,527.00		3,103,527.00	6,236,830.00	
	Education Protection Account - Current Year	8012	64,760.00	}	64,760.00	129,520.00	
	State Aid - Prior Years	8019	0.00		0.00	0.00	
	Transfer of Charter Schools in Lieu of Property Taxes	8096	70,265.00	}	70,265.00	140,530.00	
	Other LCFF Transfers	8091, 8097	0.00		0.00	0.00	
	Total, LCFF Sources		3,238,552.00		3,238,552.00	6,506,880.00	7,637,842.50
	. Federal Revenues						
	No Child Left Behind	8290		0.00	0.00	0.00	0.00
	Special Education - Federal	8181, 8182		0.00	0.00	0.00	
	Child Nutrition - Federal	8220		0.00	0.00	0.00	
	Other Federal Revenues	8290	0.00	0.00	0.00	0.00	
	Total, Federal Revenues		0.00	0.00	0.00	0.00	
1	0.00						
1	Other State Revenues     Special Education - State	StateRevSE		150,000.00	150,000.00	300,000.00	345,000.00
	Child Nutrition Programs	8520		0.00	0.00	0.00	
	Mandated Costs Reimbursements	8550	9,852.00	0.00	9,852.00	19,704.00	
	Lottery - Unrestricted and Instructional Materials	8560	33,750.00	11,250.00	45,000.00	90.000.00	
	Low Performing Student Block Grant	8590	0.00	0.00	0.00	0.00	
	All Other State Revenues	StateRevAO	597,477.00	14,700.00	612,177.00	1,224,354.00	*********
	Total, Other State Revenues		641,079.00	175,950.00	817,029.00	1,634,058.00	
4	. Other Local Revenues						<b>,</b>
	Transfers from Sponsoring LEAs to Charter Schools	8791	0.00		0.00	0.00	
	All Other Local Revenues	LocalRevAO	125,000.00	0.00	125,000.00	125,000.00	125,000.00
	Total, Local Revenues		125,000.00	0.00	125,000.00	125,000.00	125,000.00
	. TOTA <u>L REVENUES</u>		4,004,631.00	175,950.00	4,180,581.00	8,265,938.00	9,642,009.20
	WASHINITHES.						
	EXPENDITURES  Certificated Salaries			}			
1		4400	2.221.666.50	173.400.00	2.395.066.50	2 205 000 50	0.544.040.00
	Teachers' Salaries	1100					2,514,819.83
	Certificated Pupil Support Salaries Certificated Supervisors' and Administrators' Salaries	1200 1300	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
	Other Certificated Salaries	1900	0.00	0.00	0.00	0.00	
	Total, Certificated Salaries	1900	2.221.666.50	173.400.00	2.395.066.50	2.395.066.50	
			_,,_		_,,	-,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
2	Non-certificated Salaries	2422					•
	Instructional Aides' Salaries	2100	114,657.30	0.00	114,657.30	114,657.30	120,390.17
	Non-certificated Support Salaries	2200	0.00	0.00	0.00	0.00	0.00
	Non-certificated Supervisors' and Administrators' Sal.	2300	116,533.60	0.00	116,533.60	116,533.60	122,360.28
	Clerical and Office Salaries	2400	542,780.82	0.00	542,780.82	542,780.82	569,919.86
	Other Non-certificated Salaries	2900	0.00	0.00	0.00	0.00	0.00
	Total, Non-certificated Salaries	ł	773,971.72	0.00	773,971.72	773,971.72	812,670.31

12/10/21

Description	Object Code	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total	Totals for 2022- 23	Totals for 2023- 24
3. Employee Benefits						
STRS	3101-3102	0.00	0.00	0.00	0.00	0.00
PERS	3201-3202	0.00	0.00	0.00	0.00	0.00
OASDI / Medicare / Alternative	3301-3302	226,400.30	13,264.50	239,664.80	239,664.80	251,648.04
Health and Welfare Benefits	3401-3402	436,249.75	21,950.25	458,200.00	458,200.00	481,110.00
Unemployment Insurance	3501-3502	34,152.70	4,194.00	38,346.70	38,346.70	40,264.04
Workers' Compensation Insurance	3601-3602	44,242.34	2,751.00	46,993.34	46,993.34	49,343.01
Retiree Benefits	3701-3702	0.00	0.00	0.00	0.00	0.00
PERS Reduction (for revenue limit funded schools)	3801-3802	0.00	0.00	0.00	0.00	0.00
Other Employee Benefits	3901-3902	149,139.75	7,503.75	156,643.50	156,643.50	164,475.68
Total, Employee Benefits		890,184.84	49,663.50	939,848.34	939,848.34	986,840.76
		}				
4. Books and Supplies	4400	570,000,00	0.00	F70 000 00	E42 000 00	542,000,00
Approved Textbooks and Core Curricula Materials	4100	570,000.00	0.00	570,000.00	513,000.00	513,000.00
Books and Other Reference Materials  Materials and Supplies	4200	60,000.00	0.00	60,000.00	54,000.00	54,000.00
	4300	75,000.00	0.00	75,000.00	67,500.00	67,500.00
Noncapitalized Equipment	4400	72,000.00	0.00	72,000.00	64,800.00	64,800.00 0.00
Food Total, Books and Supplies	4700	0.00 <b>777.000.00</b>	0.00 <b>0.00</b>	0.00 <b>777,000.00</b>	0.00 <b>699,300.00</b>	699.300.00
Total, Books and Supplies		777,000.00	0.00	777,000.00	099,300.00	. 099,300.00
5. Services and Other Operating Expenditures						
Subagreeemnts for Services	5100	0.00	0.00	0.00	0.00	0.00
Travel and Conferences	5200	72,237.00	0.00	72,237.00	65,013.30	65,013.30
Dues and Memberships	5300	12,000.00	0.00	12,000.00	10,800.00	10,800.00
Insurance	5400	24,000.00	0.00	24,000.00	21,600.00	21,600.00
Operations and Housekeeping Services	5500	9,600.00	0.00	9,600.00	8,640.00	8,640.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	249,600.00	0.00	249,600.00	224,640.00	224,640.00
Professional/Consulting Services and Operating Expend.	5800	722,617.88	0.00	722,617.88	650,356.09	650,356.09
Communications	5900	57,000.00	0.00	57,000.00	51,300.00	51,300.00
Total, Services and Other Operating Expenditures		1,147,054.88	0.00	1,147,054.88	1,032,349.39	1,032,349.39
6. Capital Outlay						
(Objects 6100-6170, 6200-6500 for modified	1	}				:
accrual basis only)						! I
Land and Land Improvements	6100-6170	0.00	0.00	0.00	0.00	0.00
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00	0.00	0.00
Books and Media for New School Libraries or Major		0.00	0.00	0.00	0.00	0.00
Expansion of School Libraries	6300	0.00	0.00	0.00	0.00	0.00
Equipment	6400	0.00	0.00	0.00	0.00	0.00
Equipment Replacement	6500	0.00	0.00	0.00	0.00	0.00
Depreciation Expense (for accrual basis only)	6900	36,000.00	0.00	36,000.00	36,000.00	0.00
Total, Capital Outlay		36,000.00	0.00	36,000.00	36,000.00	0.00
7. Other Outgo						
7. Other Outgo  Tuition to Other Schools	7110-7143	0.00	0.00	0.00	0.00	0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00	0.00	0.00
Transfers of Pass-Trillough Neveribles to Other LEAs  Transfers of Apportionments to Other LEAs - Spec. Ed.	7211-7213 7221-7223SE	0.00	0.00	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.  Transfers of Apportionments to Other LEAs - All Other	7221-72233L 7221-7223AO	0.00	0.00	0.00	0.00	0.00
All Other Transfers	7280-7299	0.00				
Debt Service:	1200-1239		0.00	0.00	0.00	0.00
Interest	7438	0.00	0.00	0.00	0.00	0.00
Principal (for modified accrual basis only)	7439	0.00	0.00	0.00	0.00	0.00
Total, Other Outgo	1438	0.00	0.00	0.00	0.00	0.00
		5.55	0.00	0.00	0.00	0.00
8. TOTAL EXPENDITURES		5,845,877.94	223,063.50	6,068,941.44	5,876,535.95	6,045,980.28
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		(1,841,246.94)	(47,113.50)	(1,888,360.44)	2.389.402.05	3.596.028.92

12/10/21 6

	Description	Object Code	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total	Totals for 2022- 23	Totals for 2023- 24
D.	OTHER FINANCING SOURCES / USES	}					
	1. Other Sources	8930-8979	0.00	0.00	0.00	0.00	0.00
	2. Less: Other Uses	7630-7699	0.00	0.00	0.00	0.00	0.00
	3. Contributions Between Unrestricted and Restricted Accounts	1					
	(must net to zero)	8980-8999	(47,113.50)	47,113.50	0.00	0.00	0.00
	4. TOTAL OTHER FINANCING SOURCES / USES		(47,113.50)	47,113.50	0.00	0.00	0.00
E.	NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(1,888,360.44)	0.00	(1,888,360.44)	2,389,402.05	3,596,028.92
F.	FUND BALANCE, RESERVES  1. Beginning Fund Balance		0.00	0.00			
	a. As of July 1	9791	9,889,091.81	0.00	9,889,091.81	7,400,731.37	9,190,133.42
	b. Adjustments/Restatements to Beginning Balance	9793, 9795	0.00	0.00	0.00	0.00	0.00
	c. Adjusted Beginning Balance		9,889,091.81	0.00	9,889,091.81	7,400,731.37	9,190,133.42
	2. Ending Fund Balance, Oct 31 (E + F.1.c.)	{	8,000,731.37	0.00	8,000,731.37	9,790,133.42	12,786,162.34
	Components of Ending Fund Balance:	}					
	Reserve for Revolving Cash (equals object 9130)	9711	0.00	0.00	0.00	0.00	0.00
	Reserve for Stores (equals object 9320)	9712	0.00	0.00	0.00	0.00	0.00
	Reserve for Prepaid Expenditures (equals object 9330)	9713	0.00	0.00	0.00	0.00	0.00
	All Others	9719	0.00	0.00	0.00	0.00	0.00
	Legally Restricted Balance	9740		0.00	0.00	0.00	0.00
	Designated for Economic Uncertainties	9770	600,000.00		600,000.00	600,000.00	600,000.00
	Other Designations	9775, 9780	0.00	0.00	0.00	0.00	0.00
	Net Investment in Capital Assests (Accrual Basis Only)	9796	0.00	0.00	0.00	0.00	0.00
	Undesignated / Unappropriated Amount	9790	7,400,731.37	0.00	7,400,731.37	9,190,133.42	12,186,162.34

12/10/21 7



### 2021-22 1st Interim Report Narrative - Method Schools, LA

1. Key Statistics

2020-21 ADA: 639

Est. P1 2021-22 ADA: 208

### 2. Revenue Assumptions

ADA utilized in the LCFF calculator for adopted budgets was based upon the previous year final principal apportionment, which placed enrollment at 659 and ADA at 639. Management decisions to scale back year-round track offerings for 2021-22, eliminate an athletic program, and a return to in person instruction for many students, have resulted in decreased enrollment and ADA thus far for the 21-22 school year, 228 and 208 respectively. School districts have added online offerings of their own using one-time stimulus funds, which has also led to a decrease in enrollment. As such, revenue projections have been decreased to reflect current student enrollment/ADA.

Enrollment has increased 29% since the beginning of the current school year, and Method School's management believes the loss in enrollment will almost fully recover in FY22-23. The MYP included in the 1st Interim report assumes 100% growth in 22-23 and 15% in 23-24. This growth is reflected in MYP revenue projections, while future expenses will be slightly lower or flat.

LCFF Revenues, including LCFF (8011), EPA (8012) and In-Lieu Taxes (8096) were all based on the calculations provided by the most recently released FCMAT LCFF Calculator in September 2021. Total Revenues for these sources is \$2,127,312 at 1<sup>st</sup> Interim.

The basis for Other State Revenues is a combination of the following revenue sources: Expanded Opportunity Learning Grant (\$900,124), Non-Prop Lottery (\$29,700), Prop-20 Lottery (\$9700), Mandate Block Grant (\$6502), and State Special Education Funding (\$99,000). All revenue sources are based on the most recent projections from California School Services.

Method LA does not expect any Federal Revenue from the Federal Title programs as the school does not participate in any Federal funding programs. Additionally, no local revenues are expected to be received either.

### **3.** Expenditure Assumptions

Method Los Angeles will have 40 Certificated FTEs on staff during 2021-22, which equates to a 15:1 student ADA to FTE Ratio based on projected enrollment and ADA. The total budgeted for Certificated Salaries average is \$69,500 per FTE. Method is able to balance employee benefit costs (3000 level) by offering competitive Medical and 403(b) Plans to our employees. Method Los Angeles does not participate in CALSTRS or CALPERS.

No significant changes to FTE are projected despite the drop in enrollment as reserves are significant enough to cover the expense. Management's long-term plan to maintain the current FTE's, less any natural attrition, is to keep valuable staff members employed and on board in anticipation of continued growth in the current year and the recovering Method School LA enrollment next year.

Salary expenditures have been adjusted down for reduced salary needs in the fiscal year.

MYP expense projections assume a 10% reduction in all non-payroll expenses for 22-23 and are held flat for 23-24.

Salary projections include a 5% COLA, while also assuming a 5% decrease due to attrition, thus remaining relatively flat in 22-23, with a slight increase in 23-24.

### Other Notable Financial Narrative Notes

Any New Notices of Assignment and Dates of Repayment

Response: No new Notices of Assignment, see number 7 below for debt obligations.

Deficit Spending

<u>Response</u>: 1<sup>st</sup> Interim report projects a deficit spending of \$979,000 for Method Los Angeles. This deficit is primarily due to maintaining staffing levels described above during a downturn in enrollment. That said, a planned spend down was already prepared for during the current

fiscal year. Fund Balances at 7/1/2021 for Method Schools LA are \$16.6 million. This will result in an estimated 6/30/22 ending fund balance of \$15.6 million.

Obligations for Debt Repayment

Response: Method Los Angeles has \$0.00 of debt.

Changes in Ending Fund Balances

<u>Response</u>: As outlined above, Method Los Angeles is projected to end the 2021-22 fiscal year with a positive fund balance of \$15,648,925.

Assignment of Ending Fund Balances

<u>Response</u>: Method Los Angeles has no commitments of the Ending Fund Balance.

Cash Flow Statement

<u>Response</u>: Because initial revenues are calculated using prior year ADA, Method Schools revenue streams will be effectively overpaid by the time the County Office of Education adjusts for the current ADA. The negative revenue in the adjustment column of the statement of cash flows represents the expected amount the COE has paid Method Schools in excess of the current ADA, which Method expects the County will consider a prepaid for the subsequent year.

### **Other Miscellaneous notes**

• Method Los Angeles has no current expected cash shortages. Even with the projected deficit spending, Method Los Angeles will be able to meet all of their obligations without the issuance of any new debt or receivable sales.

### **Charter School Certification**

		Charter School Name:		Method Schools Los	Angeles
		CDS #:		19-75309-0137	7703
		Charter Approving Entity:		Acton-Agua Dulce Unified	School Dsitrict
		County: _		Los Angeles	S
		Charter #: _		1697	
=					
	For informa	tion regarding this report, please contact:			
	For Approv		For Charte		
	Lawrence k	King	Stefanie B	ryant	
	Name		Name		
	Superintend	dent	CFO		
	Title		Title		
	<u>661-733-54</u>	<u>33</u>	801.360.9		
	Telephone		Telephone		
		sd.k12.ca.us		nethodschools.org	
	E-mail addr	ess	E-mail add	iress	
=	To the entit	y that approved the charter school:			
x )		HARTER SCHOOL FIRST INTERIM FINANCIAL R	FPORT A	I TERNATIVE FORM: This	report
/		pproved, and is hereby filed by the charter school			•
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
	Signed:		Date:		
	_	Charter School Official			•
		(Original signature required)			
	Printed				
	Name: S	tefanie Bryant	Title:	CFO	
		n-Agua Dulce Unified School District			
<u>x</u> )		HARTER SCHOOL FIRST INTERIM FINANCIAL R			report
	is hereby fil	ed with the County Superintendent pursuant to Edu	ıcation Code	Section 42100(a).	
	0: 1		Б.		
	Signed:		Date:		
		Authorized Representative of			
		Charter Approving Entity			
		(Original signature required)			
	Printed				
	Name: <u>L</u>	arwence King	Title:	Superintendent	,
	To the Sun	erintendent of Public Instruction:			
x )		HARTER SCHOOL FIRST INTERIM FINANCIAL R	EPORT A	LTERNATIVE FORM: This	report
		mathematical accuracy by the County Superintend			•
	Signed:		Date:		
		County Superintendent/Designee			
		(Original signature required)			

Charter School Name: Method Schools Los Angeles
CDS #: 19-175309-0137703

Charter Approving Entity: Acton-Aqua Dulce Unified School District
County: Los Angeles
Charter #: 1697

This charter school uses the following basis of accounting:

Please enter an "X" in the applicable box below; check only one box

X Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)

Modified Accrual Basis (Applicable Capital Outlay/Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

	Description	Object Code	Original Budget	Board Approved Operating Budget (B)	Actuals to Date	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total (D)	Difference (Co B & D)
	REVENUES			{					
1	. LCFF Sources	İ	; •	{	,				<b>.</b>
	State Aid - Current Year	8011	5,799,130.00		3,626,326.00	1,988,689.00		1,988,689.00	(3,810,441)
	Education Protection Account - Current Year	8012	127,846.00	127,846.00	64,508.00	41,566.00		41,566.00	(86,280)
	State Aid - Prior Years	8019	0.00	0.00	0.00	0.00		0.00	0
	Transfer of Charter Schools in Lieu of Property Taxes	8096	294,046.00	294,046.00	108,453.00	97,057.00		97,057.00	(196,989)
	Other LCFF Transfers	8091, 8097	0.00					0.00	0
	Total, LCFF Sources		6,221,022.00	6,221,022.00	3,799,287.00	2,127,312.00		2,127,312.00	(4,093,710)
2	. Federal Revenues (see NOTE on last page)		ļ						
	No Child Left Behind	8290	0.00	0.00			0.00	0.00 0.00	0
	Special Education - Federal	8181, 8182	0.00	0.00			0.00		0
	Child Nutrition - Federal	8220	0.00	0.00		<u> </u>	0.00	0.00	0
	Other Federal Revenues	8290	0.00	0.00	0.00	0.00		0.00	0
	Total, Federal Revenues		0.00	0.00	0.00	0.00	0.00	0.00	0
3	. Other State Revenues		<u></u>						
	Special Education - State	StateRevSE	319,615.00	319,615.00			99,000.00	99,000.00	(220,615)
	Child Nutrition Programs	8520	0.00	0.00	0.00		0.00	0.00	0
	Mandated Costs Reimbursements	8550	0.00	0.00	0.00	0.00		0.00	0
	Lottery - Unrestricted and Instructional Materials	8560	127,207.00	127,207.00	0.00	29,700.00	9,702.00	39,402.00	(87,805)
	Low Performing Student Block Grant	8590	0.00	0.00		0.00		0.00	0
	All Other State Revenues	StateRevAO	468,961.00	468,961.00	0.00	1,013,267.14	0.00	1,013,267.14	544,306
	Total, Other State Revenues	<u> </u>	915,783.00	915,783.00	0.00	1,042,967.14	108,702.00	1,151,669.14	235,886
	01. 1. 1.0	<u> </u>		}				ļ	<b></b>
4	. Other Local Revenues	0704	\$						
	Transfers from Sponsoring LEAs to Charter Schools	8791	0.00	0.00		0.00		0.00	0
	All Other Local Revenues Total, Local Revenues	LocalRevAO	0.00	0.00 <b>0.00</b>	8,399.73 8,399.73	0.00 0.00	0.00		0
	. TOTAL REVENUES		7.136.805.00	7 126 905 00	3.807.686.73	3.170.279.14	108.702.00	3.278.981.14	(3.857.824)
			7,130,803.00	7,130,803.00	3,007,000.73	3,170,279.14	100,702.00	3,270,901.14	(3,037,024)
	XPENDITURES . Certificated Salaries			}					
1	Teachers' Salaries	1100	2,618,052.96	2,618,052.96	463,943.96	1,598,577.06	135,781.44	1,734,358.50	883,694
		>		·····			135,761.44		
	Certificated Pupil Support Salaries	1200	0.00	0.00		0.00		0.00	0
	Certificated Supervisors' and Administrators' Salaries	1300 1900	170,337.00 0.00	170,337.00	41,939.25 0.00	0.00	0.00	0.00 0.00	170,337
	Other Certificated Salaries  Total. Certificated Salaries	1900	2.788.389.96	0.00 2.788.389.96		0.00 <b>1.598.577.06</b>	135.781.44		0 <b>1.054.031</b>
			2,700,303.30	2,700,303.30	303,003.21	1,550,577.00	155,701.44	1,734,330.30	1,034,031
2	. Non-certificated Salaries	į	1	}		<u> </u>			<b></b>
	Instructional Aides' Salaries	2100	252,796.00	252,796.00	24,066.39	83,027.70	0.00	83,027.70	169,768
	Non-certificated Support Salaries	2200	0.00	0.00		0.00	0.00	0.00	0
	Non-certificated Supervisors' and Administrators' Sal.	2300	104,478.00	104,478.00	39,322.59	84,386.40	0.00	84,386.40	20,092
	Clerical and Office Salaries	2400	316,294.00	316,294.00	138,464.37	393,048.18	0.00		(76,754)
		0000	0.00	0.00	0.00	0.00	0.00	0.00	0
	Other Non-certificated Salaries  Total, Non-certificated Salaries	2900	673,568.00	673,568.00	201,853.35	560,462.28	0.00	560,462.28	113,106

 Charter School Name:
 Method Schools Los Angeles

 CDS #:
 19-175309-0137703

	CDS#	: 19-175309-0137	703						
	Description	Object Code	Original Budget	Board Approved Operating Budget (B)	Actuals to Date	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total (D)	Difference (Col B & D)
3.	Employee Benefits		:	{					
	STRS	3101-3102	0.00	0.00	0.00	0.00	0.00	0.00	0
	PERS	3201-3202	0.00	0.00	0.00	0.00	0.00	0.00	0
	OASDI / Medicare / Alternative	3301-3302	262,114.00	262,114.00	52,276.61	161,720.62	11,829.75	173,550.37	88,564
	Health and Welfare Benefits	3401-3402	410,800.00	410,800.00	89,987.82	314,610.53	17,189.47	331,800.00	79,000
	Unemployment Insurance	3501-3502	75,540.00	75,540.00	725.98	24,483.29	3,285.01	27,768.30	47,772
	Workers' Compensation Insurance	3601-3602	51,395.00	51,395.00	18,305.99	31,874.55	2,155.11		17,365
	Retiree Benefits	3701-3702	0.00	0.00	0.00	0.00	0.00	0.00	0
	PERS Reduction (for revenue limit funded schools)	3801-3802	0.00	0.00	0.00	0.00	0.00	0.00	0
	Other Employee Benefits	3901-3902	140.416.00	140,416,00		107.554.56	5,876.94	113,431,50	26,985
	Total, Employee Benefits		940,265.00			640.243.55		680,579.83	259,685
					,		,		
4.	Books and Supplies	•		}					
	Approved Textbooks and Core Curricula Materials	4100	494,000.00	494,000.00	87,154.83	380,000.00		380,000.00	114,000
	Books and Other Reference Materials	4200	52,000.00	52,000.00	13,105.13	40,000.00	 	40,000.00	12,000
	Materials and Supplies	4300	65,000.00	65,000.00	12,767.05	50.000.00		50.000.00	15,000
	Noncapitalized Equipment	4400	93,600.00	93,600.00	1,663.21	48,000.00		48,000.00	45,600
	Food	4700	0.00	0.00		0.00		0.00	0
	Total, Books and Supplies		704,600.00	704,600.00	114,690.22	518,000.00	0.00	518,000.00	186,600
		i		1	,	,			,
5.	Services and Other Operating Expenditures	•		}				ļ	
	Subagreeemnts for Services	5100	0.00	0.00	0.00	0.00	0.00		
	Travel and Conferences	5200	41,000.00	41,000.00	17,703.21	48,158.00		48,158.00	(7,158)
	Dues and Memberships	5300	10,400.00	10,400.00	110.88	8,000.00		8,000.00	2,400
	Insurance	5400	20,800.00	20,800.00	14,782.98	16,000.00		16,000.00	4,800
	Operations and Housekeeping Services	5500	5,000.00	5,000.00		6,400.00		6,400.00	(1,400)
	Rentals, Leases, Repairs, and Noncap. Improvements	5600	216,000.00	216,000.00	55,865.65	166,400.00	<del></del>	166,400.00	49,600
	Professional/Consulting Services and Operating Expend.	5800	658,299.00	658,299.00	130,556.23	481,745.26		481,745.26	176,554
	Communications	5900	49,400.00	49,400.00	19,523.11	38,000.00		38,000.00	11,400
	Total, Services and Other Operating Expenditures	:	1,000,899.00	1,000,899.00	240,526.51	764,703.26	0.00	764,703.26	236,196
		•		{					
6.	Capital Outlay	:		}				!	
	(Objects 6100-6170, 6200-6500 for modified	:		}					
	accrual basis only)	<b></b>		}				;	
	Land and Land Improvements	6100-6170	0.00	0.00	0.00	0.00	0.00	0.00	0
	Buildings and Improvements of Buildings	6200	0.00	0.00	0.00	0.00	0.00	0.00	0
	Books and Media for New School Libraries or Major	6300	0.00	0.00	0.00	0.00	0.00	0.00	0
	Expansion of School Libraries	0300	0.00	0.00	0.00	0.00	0.00	0.00	
	Equipment	6400	0.00	0.00	0.00	0.00	0.00	0.00	ō
	Equipment Replacement	6500	0.00	0.00	0.00	0.00	0.00	0.00	0
	Depreciation Expense (for accrual basis only)	6900	0.00	0.00	0.00	0.00	0.00	0.00	0
l	Total, Capital Outlay	1	0.00	0.00	0.00	0.00	0.00	0.00	0
l		:		}				:	
7.	Other Outgo		L	<b>{</b>					
	Tuition to Other Schools	7110-7143	0.00	0.00	0.00	0.00	0.00	0.00	0
1	Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00	0.00	0.00	0.00	0
1	Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	0.00	0.00	0.00	0.00	0.00	0
l	Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00	0.00			0
l	All Other Transfers	7280-7299	0.00	0.00	0.00	0.00	0.00	0.00	0
1	Debt Service:		!	{		· · · · · · · · · · · · · · · · · · ·			L
	Interest	7438	0.00	0.00	0.00	0.00	0.00	0.00	0
1	Principal (for modified accrual basis only)	7439	0.00	0.00	0.00	0.00	0.00	0.00	0
l	Total, Other Outgo	<u>:</u>	0.00	0.00	0.00	0.00	0.00	0.00	0
8.	TOTAL EXPENDITURES		6,107,721.96	6,107,721.96	1,251,176.79	4,081,986.15	176,117.72	4,258,103.87	1,849,618
0.		•	5,.57,721.00	5,.51,1£1.00	.,_0.,110.13	.,001,000.10	0,111.12	.,_00,100.07	.,0.0,010
C. EXC	ESS (DEFICIENCY) OF REVENUES OVER EXPEND.	:							
	ORE OTHER FINANCING SOURCES AND USES (A5-B8)		1,029,083.04	1,029,083.04	2,556,509.94	(911,707.01)	(67,415.72)	(979,122.73)	
		-	.,,	.,==0,000.04	_,,_,	(= , )	(=1,1.0.12)	(0,.22.70)	

Charter School Name: Method Schools Los Angeles

	CDS#:	19-175309-01377	703						
	Description	Object Code	Original Budget	Board Approved Operating Budget (B)	Actuals to Date	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total (D)	Difference (Col B & D)
D.	OTHER FINANCING SOURCES / USES			}					
	1. Other Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0
	2. Less: Other Uses	7630-7699	0.00	0.00		0.00	0.00		0
	3. Contributions Between Unrestricted and Restricted Accounts								
	(must net to zero)	8980-8999	0.00	0.00	0.00	(67,415.72)		0.00	0
	4. TOTAL OTHER FINANCING SOURCES / USES	ļ	0.00	0.00	0.00	(67,415.72)	67,415.72	0.00	0
E.	NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		1.029.083.04	1.029.083.04	2.556.509.94	(979,122.73)	0.00	(979.122.73)	0
			.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	_,	(2:2):=:::2/		(5.5),	-
F.	FUND BALANCE, RESERVES			}					
	Beginning Fund Balance			}					
	a. As of July 1	9791	16,671,961.00	16,671,961.00		16,628,048.61	0.00	16,628,048.61	(43,912)
	b. Adjustments/Restatements to Beginning Balance	9793, 9795	0.00	0.00				0.00	0
	c. Adjusted Beginning Balance		16,671,961.00	16,671,961.00		16,628,048.61	0.00	16,628,048.61	
	2. Ending Fund Balance, Oct 31 (E + F.1.c.)		17,701,044.04	17,701,044.04		15,648,925.88	0.00	15,648,925.88	(2,052,118)
	Components of Ending Fund Balance:			{					
	Reserve for Revolving Cash (equals object 9130)	9711	0.00	0.00		0.00	0.00	0.00	
	Reserve for Stores (equals object 9320)	9712	0.00	0.00		0.00	0.00	0.00	
	Reserve for Prepaid Expenditures (equals object 9330)	9713	0.00	0.00		0.00	0.00	0.00	
	All Others	9719	0.00	0.00		0.00	0.00	0.00	
1	Legally Restricted Balance	9740	0.00	0.00			0.00		
1	Designated for Economic Uncertainties	9770	0.00	0.00		425,000.00		425,000.00	
1	Other Designations	9775, 9780	0.00	0.00		0.00	0.00	0.00	
1	Net Investment in Capital Assests (Accrual Basis Only)	9796	0.00	0.00		0.00	0.00	0.00	
1	Undesignated / Unappropriated Amount	9790	17,701,044.04	17,701,044.04		15,223,925.88	0.00	15,223,925.88	(2,052,118)

### **CHARTER SCHOOL MULTI-YEAR PROJECTION - ALTERNATIVE FORM**

Charter School Name: Method Schools Los Angeles
CDS #: 19-75309-0137703

Charter Approving Entity: Acton-Agua Dulce Unified School District
County: Los Angeles
Charter #: 1697
Fiscal Year: 2021-22

			2021-22 (pop	tive Form Tab)			
	Description	Object Code	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total	Totals for 2022- 23	Totals for 2023 24
A. RE	VENUES	}	8				
1.	LCFF Sources	1				<u> </u>	
	State Aid - Current Year	8011	1,988,689.00		1,988,689.00	3,897,455.00	4,621,405.00
	Education Protection Account - Current Year	8012	41,566.00		41,566.00	104,775.00	
	State Aid - Prior Years	8019	0.00		0.00	0.00	0.00
	Transfer of Charter Schools in Lieu of Property Taxes	8096	97,057.00		97,057.00	273,513.00	242,877.00
	Other LCFF Transfers	8091, 8097	0.00		0.00	0.00	
	Total, LCFF Sources		2,127,312.00		2,127,312.00	4,275,743.00	4,988,442.00
2	Federal Revenues						
۷.	No Child Left Behind	8290		0.00	0.00	0.00	0.00
	Special Education - Federal	8181, 8182		0.00	0.00	0.00	
	Child Nutrition - Federal	8220		0.00	0.00	0.00	
	Other Federal Revenues	8290	0.00	0.00		0.00	
	Total, Federal Revenues	0230	0.00	0.00	0.00	0.00	
	Total, Tederal Nevenues		0.00	0.00	0.00	0.00	0.00
3.	Other State Revenues						
	Special Education - State	StateRevSE		99,000.00	99,000.00	198,000.00	227,700.00
	Child Nutrition Programs	8520		0.00	0.00	0.00	0.00
	Mandated Costs Reimbursements	8550	0.00		0.00	0.00	0.00
	Lottery - Unrestricted and Instructional Materials	8560	29,700.00	9,702.00	39,402.00	78,804.00	90,624.60
	Low Performing Student Block Grant	8590	0.00	0.00	0.00	0.00	0.00
	All Other State Revenues	StateRevAO	1,013,267.14	0.00	1,013,267.14	2,026,534.28	2,330,514.42
	Total, Other State Revenues		1,042,967.14	108,702.00	1,151,669.14	2,303,338.28	2,648,839.02
	0.1 1.0					ļ	
4.	Other Local Revenues	8791			0.00		0.00
	Transfers from Sponsoring LEAs to Charter Schools	·	0.00	0.00	0.00	0.00	
	All Other Local Revenues  Total, Local Revenues	LocalRevAO	0.00 <b>0.00</b>	0.00 <b>0.00</b>	0.00	0.00	0.00
	Total, Local Revenues		0.00	0.00	0.00	0.00	0.00
5.	TOTAL REVENUES		3,170,279.14	108,702.00	3,278,981.14	6,579,081.28	7,637,281.02
	PENDITURES						
1.	Certificated Salaries						,
	Teachers' Salaries	1100	1,598,577.06	135,781.44	1,734,358.50		1,821,076.43
	Certificated Pupil Support Salaries	1200	0.00	0.00	0.00	0.00	0.00
	Certificated Supervisors' and Administrators' Salaries	1300	0.00	0.00	0.00	0.00	0.00
	Other Certificated Salaries	1900	0.00	0.00	0.00	0.00	
	Total, Certificated Salaries	-	1,598,577.06	135,781.44	1,734,358.50	1,734,358.50	1,821,076.43
2	Non-certificated Salaries						
	Instructional Aides' Salaries	2100	83,027.70	0.00	83,027.70	83,027.70	87.179.09
	Non-certificated Support Salaries	2200	0.00	0.00	0.00	0.00	
	Non-certificated Supervisors' and Administrators' Sal.	2300	84,386.40	0.00	84,386.40	84,386.40	88,605.72
	Clerical and Office Salaries	2400	393,048.18	0.00	393,048.18	393,048.18	412,700.59
	Other Non-certificated Salaries	2900	0.00	0.00	0.00	0.00	0.00
	Total, Non-certificated Salaries	1	560,462.28	0.00	560,462.28	560,462.28	588,485.39
						•	

12/10/21

Description	Object Code	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total	Totals for 2022- 23	Totals for 2023- 24
3. Employee Benefits						
STRS	3101-3102	0.00	0.00	0.00	0.00	0.00
PERS	3201-3202	0.00	0.00	0.00	0.00	0.00
OASDI / Medicare / Alternative	3301-3302	161,720.62	11,829.75	173,550.37	173,550.37	182,227.89
Health and Welfare Benefits	3401-3402	314,610.53	17,189.47	331,800.00	331,800.00	348,390.00
Unemployment Insurance	3501-3502	24,483.29	3,285.01	27,768.30	27,768.30	29,156.72
Workers' Compensation Insurance	3601-3602	31,874.55	2,155.11	34,029.66	34,029.66	35,731.14
Retiree Benefits	3701-3702	0.00	0.00	0.00	0.00	0.00
PERS Reduction (for revenue limit funded schools)	3801-3802	0.00	0.00	0.00	0.00	0.00
Other Employee Benefits	3901-3902	107,554.56	5,876.94	113,431.50	113,431.50	119,103.08
Total, Employee Benefits		640,243.55	40,336.28	680,579.83	680,579.83	714,608.82
4. Books and Supplies	4100	380,000.00	0.00	380,000.00	242.000.00	242.000.00
Approved Textbooks and Core Curricula Materials					342,000.00	342,000.00
Books and Other Reference Materials  Materials and Supplies	4200	40,000.00	0.00	40,000.00	36,000.00	36,000.00
	4300	50,000.00	0.00	50,000.00	45,000.00	45,000.00
Noncapitalized Equipment	4400	48,000.00 0.00	0.00	48,000.00	43,200.00	43,200.00 0.00
Food Total, Books and Supplies	4700	518,000.00	0.00 <b>0.00</b>	0.00 <b>518,000.00</b>	0.00 <b>466,200.00</b>	466.200.00
Total, Books and Supplies		516,000.00	0.00	510,000.00	400,200.00	466,200.00
5. Services and Other Operating Expenditures		}				
Subagreeemnts for Services	5100	0.00	0.00	0.00	0.00	0.00
Travel and Conferences	5200	48,158.00	0.00	48,158.00	43,342.20	43,342.20
Dues and Memberships	5300	8,000.00	0.00	8,000.00	7,200.00	7,200.00
Insurance	5400	16,000.00	0.00	16,000.00	14,400.00	14,400.00
Operations and Housekeeping Services	5500	6,400.00	0.00	6,400.00	5,760.00	5,760.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	166,400.00	0.00	166,400.00	149,760.00	149,760.00
Professional/Consulting Services and Operating Expend.	5800	481,745.26	0.00	481,745.26	433,570.73	433,570.73
Communications	5900	38,000.00	0.00	38,000.00	34,200.00	34,200.00
Total, Services and Other Operating Expenditures		764,703.26	0.00	764,703.26	688,232.93	688,232.93
6. Capital Outlay						•
(Objects 6100-6170, 6200-6500 for modified	1					i I
accrual basis only)	1	}				:
Land and Land Improvements	6100-6170	0.00	0.00	0.00	0.00	0.00
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00	0.00	0.00
Books and Media for New School Libraries or Major	0200	0.00	0.00	0.00	0.00	0.00
Expansion of School Libraries	6300	0.00	0.00	0.00	0.00	0.00
Equipment	6400	0.00	0.00	0.00	0.00	0.00
Equipment Replacement	6500	0.00	0.00	0.00	0.00	0.00
Depreciation Expense (for accrual basis only)	6900	0.00	0.00	0.00	0.00	0.00
Total. Capital Outlav	0000	0.00	0.00	0.00	0.00	0.00
		3.00			3100	
7. Other Outgo	7440 7440	6.00	0.00	2.22		
Tuition to Other Schools	7110-7143	0.00	0.00	0.00	0.00	0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	0.00	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00	0.00	0.00
All Other Transfers	7280-7299	0.00	0.00	0.00	0.00	0.00
Debt Service:						
Interest	7438	0.00	0.00	0.00	0.00	0.00
Principal (for modified accrual basis only)	7439	0.00	0.00	0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00	0.00	0.00
8. TOTAL EXPENDITURES		4,081,986.15	176,117.72	4,258,103.87	4,129,833.54	4,278,603.57
S EVOTOS (DEFINISAS OF DEVENUES STATES						
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		(911,707.01)	(67,415.72)	(979,122.73)	2,449,247.74	3,358,677.45

12/10/21 6

	Description	Object Code	First Interim Budget Unrestricted	First Interim Budget Restricted	First Interim Budget Total	Totals for 2022- 23	Totals for 2023- 24
D.	OTHER FINANCING SOURCES / USES		8				
	1. Other Sources	8930-8979	0.00	0.00	0.00	0.00	0.00
	2. Less: Other Uses	7630-7699	0.00	0.00	0.00	0.00	0.00
	3. Contributions Between Unrestricted and Restricted Accounts	}					
	(must net to zero)	8980-8999	(67,415.72)	67,415.72	0.00	0.00	0.00
	4. TOTAL OTHER FINANCING SOURCES / USES		(67,415.72)	67,415.72	0.00	0.00	0.00
E.	NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(979,122.73)	0.00	(979,122.73)	2,449,247.74	3,358,677.45
F.	FUND BALANCE, RESERVES  1. Beginning Fund Balance a. As of July 1	9791	0.00 16,671,961.00	0.00 0.00	16,671,961.00	15,223,925.88	17,248,173.62
	<ul> <li>Adjustments/Restatements to Beginning Balance</li> </ul>	9793, 9795	0.00	0.00	0.00	0.00	0.00
	c. Adjusted Beginning Balance	}	16,671,961.00	0.00	16,671,961.00	15,223,925.88	17,248,173.62
	2. Ending Fund Balance, Oct 31 (E + F.1.c.)		15,692,838.27	0.00	15,692,838.27	17,673,173.62	20,606,851.06
	Components of Ending Fund Balance:						,
	Reserve for Revolving Cash (equals object 9130)	9711	0.00	0.00	0.00	0.00	0.00
	Reserve for Stores (equals object 9320)	9712	0.00	0.00	0.00	0.00	
	Reserve for Prepaid Expenditures (equals object 9330)	9713	0.00	0.00	0.00	0.00	0.00
	All Others	9719	0.00	0.00	0.00	0.00	0.00
	Legally Restricted Balance	9740		0.00	0.00	0.00	0.00
	Designated for Economic Uncertainties	9770	425,000.00		425,000.00	425,000.00	
	Other Designations	9775, 9780	0.00	0.00	0.00	0.00	0.00
	Net Investment in Capital Assests (Accrual Basis Only)	9796	0.00	0.00		0.00	
	Undesignated / Unappropriated Amount	9790	15,223,925.88	0.00	15,223,925.88	17,248,173.62	20,181,851.06

12/10/21 7



**Board of Directors** Method Schools Corporation Arcadia, California

We have audited the financial statements of Method Schools Corporation as of and for the year ended June 30, 2021, and have issued our report thereon dated December 10, 2021. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America and Government Auditing Standards, and the 2020-2021 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Appeals Panel, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

### Significant audit findings

### Qualitative aspects of accounting practices

### Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Method Schools Corporation are described in Note 1 to the financial statements.

No new accounting policies were adopted, and the application of existing policies was not changed during the year ended June 30, 2021.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

### Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no accounting estimates affecting the financial statements which were particularly sensitive or required substantial judgments by management.

### Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

### Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.



### Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has determined that the effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The following summarizes uncorrected misstatement of the financial statements:

 Passed entry to record prior year's rent expense and adjust the beginning net assets in the amount of \$19,169.

### Corrected misstatements

The attached schedule summarizes all misstatements (material and immaterial) detected as a result of audit procedures that were corrected by management.

### Disagreements with management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

### Management representations

We have requested certain representations from management that are included in the attached management representation letter dated December 10, 2021.

### Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### Other information in documents containing audited financial statements

With respect to the Local Education Agency Organization Structure, Schedule of Instructional Time, and Reconciliation of Annual Financial Report with Audited Financial Statements (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the

Board of Directors Method Schools Corporation Page 3

financial statements or to the financial statements themselves. We have issued our report thereon dated December 10, 2021.

\* \* \*

### Recent accounting standards

Our promise is to get to know you and help you. For your consideration, we provided recent accounting standards applicable to your entity.

### Leases -

- Effective for fiscal years beginning after December 15, 2018 for public entities and December 15, 2021 for nonpublic entities. For your entity June 30, 2023's financial statements.
- Requires lessees to recognize the assets and liabilities arising from all leases on the statement of financial position.
- A lessee should recognize the liability to make lease payments (the lease liability) and a right-ofuse asset representing its right to use the underlying asset for the lease term.
- Continued differentiation between finance and operating leases.

\* \* \*

This communication is intended solely for the information and use of the board of directors and management of Method Schools Corporation and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Clifton Larson Allen LLP

Glendora, California December 10, 2021 Board of Directors Method Schools Corporation Page 4

### **Corrected Misstatements**

Adjusting Journal E	ntries JE#3		
Adjustment to recond	cile State Lottery revenue and accrual		
10-8560	Other State Revenue:Lottery NonProp 20 (Unrestricted)	3,811.00	
10-8561	Other State Revenue:Lottery Prop 20 (Restricted)	1,242.00	
30-8560	Other State Revenue:Lottery NonProp 20 (Unrestricted)	8,429.00	
30-8561	Other State Revenue:Lottery Prop 20 (Restricted)	2,906.00	
10-9200	Accounts Receivable		5,053.00
30-9200	Accounts Receivable		11,335.00
Total		16,388.00	16,388.00

### **METHOD SCHOOLS CORPORATION**

# FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

YEAR ENDED JUNE 30, 2021

### **OPERATING:**

Method Schools - #1617 Method Schools, LA - #1697



WEALTH ADVISORY | OUTSOURCING AUDIT, TAX, AND CONSULTING

### METHOD SCHOOLS CORPORATION TABLE OF CONTENTS YEAR ENDED JUNE 30, 2021

INDEPENDENT AUDITORS' REPORT	1
BASIC FINANCIAL STATEMENTS	
STATEMENT OF FINANCIAL POSITION	3
STATEMENT OF ACTIVITIES	4
STATEMENT OF FUNCTIONAL EXPENSES	5
STATEMENT OF CASH FLOWS	6
NOTES TO FINANCIAL STATEMENTS	7
SUPPLEMENTARY INFORMATION	
LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE	13
SCHEDULE OF INSTRUCTIONAL TIME	14
RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS	15
NOTES TO SUPPLEMENTARY INFORMATION	16
INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS	17
INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE	19
SCHEDULE OF FINDINGS AND QUESTIONED COSTS	21
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS	22



### **INDEPENDENT AUDITORS' REPORT**

Board of Directors Method Schools Corporation Arcadia, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Method Schools Corporation (the School), a California nonprofit public benefit corporation, which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



### **Opinion**

In our opinion, the financial statements referred to on page 1 present fairly, in all material respects, the financial position of the School as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Other Matters

### Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the School's financial statements as a whole. The Method Schools, Method Schools, LA, and eliminations columns in the statements of financial position, activities and cash flows as well as the accompanying supplementary schedules as identified in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

### Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated December 10, 2021 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness on the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

CliftonLarsonAllen LLP

Clifton Larson Allen LLP

Glendora, California December 10, 2021

### METHOD SCHOOLS CORPORATION STATEMENT OF FINANCIAL POSITION JUNE 30, 2021

	Method Schools	Method Schools, LA	Eliminations	Total
ASSETS				
CURRENT ASSETS				
Cash and Cash Equivalents	\$ 10,303,188	\$ 10,024,037	\$ -	\$ 20,327,225
Accounts Receivable	2,150,976	4,881,534	-	7,032,510
Accounts Receivable - Intercompany	-	2,220,002	(2,220,002)	-
Prepaid Expenses and Other Assets	44,977	52,060		97,037
Total Current Assets	12,499,141	17,177,633	(2,220,002)	27,456,772
LONG-TERM ASSETS				
Property, Plant, and Equipment, Net	140,044			140,044
Total Assets	\$ 12,639,185	\$ 17,177,633	\$ (2,220,002)	\$ 27,596,816
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts Payable and Accrued Liabilities	\$ 209,826	\$ 110,860	\$ -	\$ 320,686
Accounts Payable - Intercompany	2,220,002	-	(2,220,002)	-
Deferred Rent Liability, Current	15,321			15,321
Total Current Liabilities	2,445,149	110,860	(2,220,002)	336,007
LONG-TERM LIABILITIES				
Deferred Rent Liability	14,184	-	-	14,184
Deferred Revenue	217,949	450,062		668,011
Total Long-Term Liabilities	232,133	450,062		682,195
Total Liabilities	2,677,282	560,922	(2,220,002)	1,018,202
NET ASSETS WITHOUT DONOR RESTRICTIONS	9,961,903	16,616,711		26,578,614
Total Liabilities and Net Assets	\$ 12,639,185	\$ 17,177,633	\$ (2,220,002)	\$ 27,596,816

### METHOD SCHOOLS CORPORATION STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2021

	Method Schools		Method			Takal
DEVENUES WITHOUT DONOR RESTRICTIONS		Schools	Schools, LA			Total
REVENUES, WITHOUT DONOR RESTRICTIONS						
State Revenue:	Φ.	5 007 075	Φ.	40 500 040	Φ.	40 000 540
State Aid	\$	5,867,875	\$	12,530,643	\$	18,398,518
Other State Revenue		587,399		809,973		1,397,372
Federal Revenue:						
Grants and Entitlements		104,087		93,134		197,221
Local Revenue:						
In-Lieu Property Tax Revenue		127,973		602,518		730,491
Investment Income		106,462		-		106,462
Other Revenue		13,809		51,375		65,184
Total Revenues		6,807,605		14,087,643		20,895,248
EXPENSES						
Program Services		3,141,651		6,180,690		9,322,341
Management and General		568,333		1,082,437		1,650,770
Total Expenses		3,709,984		7,263,127		10,973,111
CHANGE IN NET ASSETS		3,097,621		6,824,516		9,922,137
Net Assets Without Donor Restrictions -						
Beginning of Year		6,864,282		9,792,195		16,656,477
NET ASSETS WITHOUT DONOR RESTRICTIONS -						
END OF YEAR	\$	9,961,903	\$	16,616,711	\$	26,578,614

#### METHOD SCHOOLS CORPORATION STATEMENT OF FUNCTIONAL EXPENSES YEAR ENDED JUNE 30, 2021

	Program		Management		Total		
		Services		and General		Expenses	
Salaries and Wages	\$	5,602,650	\$	530,332	\$	6,132,982	
Pension Expense	·	76,999	•	7,615	·	84,614	
Other Employee Benefits		549,493		114,875		664,368	
Payroll Taxes		406,815		40,235		447,050	
Management Fees		-		84,926		84,926	
Legal Expenses		-		6,994		6,994	
Accounting Expenses		-		246,622		246,622	
Other Fees for Services		277,406		2,385		279,791	
Advertising and Promotion Expenses		-		260,385		260,385	
Office Expenses		14,653		72,957		87,610	
Instructional Materials		1,884,648		-		1,884,648	
Information Technology Expenses		244,356		40,190		284,546	
Occupancy Expenses		157,964		157,962		315,926	
Travel Expenses		-		2,744		2,744	
Conference and Meeting Expenses		6,330		-		6,330	
Depreciation Expense		-		29,603		29,603	
Insurance Expense		-		38,588		38,588	
Other Expenses		101,027		14,357		115,384	
Total Expenses by Function	\$	9,322,341	\$	1,650,770	\$	10,973,111	

#### METHOD SCHOOLS CORPORATION STATEMENT OF CASH FLOWS YEAR ENDED JUNE 30, 2021

	Method Schools	Method Schools, LA		Eliminations		Total	
CASH FLOWS FROM OPERATING ACTIVITIES							
Change in Net Assets	\$ 3,097,621	\$	6,824,516	\$	-	\$	9,922,137
Adjustments to Reconcile Change in Net Assets							
to Net Cash Provided by Operating Activities:							
Depreciation	29,603		-		-		29,603
Change in Operating Assets and Liabilities:							
Accounts Receivable	(950,841)		(3,987,095)		-		(4,937,936)
Accounts Receivable- Intercompany			(823,534)		823,534		-
Prepaid Expenses and Other Assets	(26,819)		(52,060)		-		(78,879)
Accounts Payable and Accrued Liabilities	(356,026)		(307,088)		-		(663,114)
Accounts Payable- Intercompany	823,534		-		(823,534)		-
Deferred Revenue	217,949		450,062		<u>-</u>		668,011
Net Cash Provided by Operating Activities	2,835,021		2,104,801		-		4,939,822
CASH FLOWS FROM INVESTING ACTIVITIES							
Purchases of Property, Plant, and Equipment	(51,069)		-		-		(51,069)
Net Cash Used in Investing Activities	(51,069)		-		-		(51,069)
NET CHANGE IN CASH AND CASH EQUIVALENTS	2,783,952		2,104,801		-		4,888,753
Cash and Cash Equivalents - Beginning of Year	7,519,236		7,919,236				15,438,472
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 10,303,188	\$	10,024,037	\$		\$	20,327,225

#### NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### **Nature of Activities**

Method Schools Corporation (the School) was formed as a nonprofit public benefit corporation on July 18, 2013 for the purpose of operating public schools. The School operates two California public schools: Method Schools and Methods Schools, LA. The School is economically dependent on state and federal funding. Method Schools K - 8 was closed in 2018 and its assets transferred to Method Schools, LA.

Method Schools Corporation is authorized to operate as a charter school through the Dehesa School District in San Diego County. In July 2018, the board of directors of the Dehesa School District approved a charter petition for the Charter for a five-year term beginning July 1, 2019 and expiring on June 30, 2024. Method Schools, LA is authorized by the Acton Agua Dulce Unified School District in Los Angeles County. The charter petitions approved by the Acton Agua Dulce Unified School District are for a five-year term beginning July 1, 2020 and expiring on June 30, 2025.

The mission of Method Schools Corporation is to provide innovative tools and educational practices to maximize personalization and empower students to become problem solvers, effective communicators, critical thinkers, and creative innovators.

#### **Basis of Accounting**

The financial statements have been prepared on the accrual method of accounting and accordingly reflect all significant receivables and liabilities.

#### **Basis of Presentation**

The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as prescribed by the Financial Accounting Standards Board.

#### **Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosures. Accordingly, actual results could differ from those estimates.

#### **Functional Allocation of Expenses**

Costs of providing the School's programs and other activities have been presented in the statement of functional expenses. During the year, such costs are accumulated into separate groupings as either direct or indirect. Indirect or shared costs are allocated among program and support services by a method that best measures the relative degree of benefit. The expenses that are allocated include salaries and wages, pension expense, other employee benefits, other fees for service, advertising and promotion, and office expense, which are allocated on the basis of time and effort. Other expenses that are allocated are information technology, occupancy, and other expenses which are allocated on the basis of expense nature.

#### NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **Cash and Cash Equivalents**

The School defines its cash and cash equivalents to include only cash on hand, demand deposits, and liquid investments with original maturities of three months or less.

#### **Accounts Receivable**

Accounts receivable primarily represent amounts due from federal and state governments as of June 30, 2021. Management believes that all receivables are fully collectible, therefore no provisions for uncollectible accounts were recorded.

#### Compensated Absences

The School does not allow employees to carryover unused vacation. Accordingly, there were no accumulated compensated absence benefits at June 30, 2021.

#### **Net Asset Classes**

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Gifts of long-lived assets and gifts of cash restricted for the acquisition of long-lived assets are recognized as restricted revenue when received and released from restrictions when the assets are placed in service. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

#### Property, Plant, and Equipment

Property, plant, and equipment are stated at cost, if purchased, or at estimated fair value, if donated. Depreciation is provided on a straight-line basis over the estimated useful lives of the asset. The School capitalizes all expenditures for land, buildings and equipment in excess of \$5,000.

#### **Revenue Recognition**

Amounts received from the California Department of Education are conditional and recognized as revenue by the School based on the average daily attendance (ADA) of students. Revenue that is restricted is recorded as an increase in net assets without donor restrictions, if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in net assets with donor restrictions.

#### NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Contributions

All contributions are considered to be available for use unless specifically restricted by the donor. Amounts received that are restricted to specific use or future periods are reported as contributions with donor restrictions. Restricted contributions that are received and released in the same period are reported as promises to give without donor restrictions. Unconditional promises to give expected to be received in one year or less are recorded at net realizable value. Unconditional promises to give expected to be received in more than one year are recorded at fair value at the date of the promise. Conditional promises to give (those with a measurable performance or other barrier and a right of return) are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met.

#### **Conditional Grants**

Grants and contracts that are conditioned upon the performance of certain requirements or the incurrence of allowable qualifying expenses (barriers) are recognized as revenues in the period in which the conditions are met. Amounts received are recognized as revenue when the School has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as deferred revenues in the statement of financial position. As of June 30, 2021, the School has conditional grants of \$1,329,587 of which \$668,011 is recognized as deferred revenue in the statement of financial position.

#### **Property Taxes**

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on September 1 and are payable in two installments on or before November 1 and February 1. Unsecured property taxes are not a lien against real property and are payable in one installment on or before August 31. The County bills and collects property taxes for all taxing agencies within the County and distributes these collections to the various agencies. The sponsor agency of the School is required by law to provide in-lieu property tax payments on a monthly basis, from August through July. The amount paid per month is based upon an allocation per student, with a specific percentage to be paid each month

#### **Income Taxes**

The School is a nonprofit entity exempt from the payment of income taxes under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. Accordingly, no provision has been made for income taxes. Management has determined that all income tax positions are more likely than not of being sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required. The School is subject to income tax on net income that is derived from business activities that are unrelated to the exempt purposes. The School files an exempt school return and applicable unrelated business income tax return in the U.S. federal jurisdiction and with the California Franchise Tax Board.

#### NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **Subsequent Events**

The School has evaluated subsequent events through December 10, 2021, the date these financial statements were available to be issued.

#### NOTE 2 LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure are those without donor or other restrictions limiting their use within one year of the statement of financial position date. Financial assets available for general expenditures comprise cash and cash equivalents and grants receivable for the total amount of \$27,359,735.

As part of its liquidity management plan, the School monitors liquidity required and cash flows to meet operating needs on a monthly basis. The School structures its financial assets to be available as general expenditures, liabilities and other obligations come due.

#### NOTE 3 CASH AND CASH EQUIVALENTS

#### **Cash in County Treasury**

Method Schools Corporation (Charter No. 1617) is a voluntary participant in an external investment pool with the San Diego County Treasurer. The fair value of the School's investment in the pool is reported in the financial statements at amounts based upon the School's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio in relation to the amortized cost of that portfolio. The balance available for withdrawal is recorded on the amortized cost basis and is based on the accounting records maintained by the County Treasurer.

Except for investments by trustees of debt proceeds, the authority to invest school funds deposited with the county treasury is delegated to the County Treasurer and Tax Collector. Additional information about the investment policy of the County Treasurer and Tax Collector may be obtained from its website.

#### Cash in Banks

The School maintains cash balances held in banks and revolving funds which are insured up to \$250,000 by the Federal Depository Insurance Corporation (FDIC). At times, cash in these accounts exceeds the insured amounts. The School has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on its cash and cash equivalents.

#### NOTE 4 PROPERTY, PLANT, AND EQUIPMENT

Property, plant and equipment in the accompanying financial statements is presented net of accumulated depreciation. Depreciation expense was \$29,603 for the year ended June 30, 2021.

The components of property, plant, and equipment as of June 30, 2021 are as follows:

Leasehold Improvements	\$ 29,600
Equipment	 190,572
Total	220,172
Less: Accumulated Depreciation	 (80,128)
Property, Plant and Equipment, Net	\$ 140,044

#### NOTE 5 OPERATING LEASES

In April 2014, the School entered into a multi-tenant office lease to occupy space located in Murrieta, California. The facility is to be utilized by Method Schools for instructional services in order to meet the educational goals established by the charter school as well as School administrative offices. The agreement was then amended on July 13, 2017 to lengthen the lease term to December 31, 2022. In addition to monthly lease payments, the lease calls for common area maintenance (CAM) charges. The School paid a total of \$310,900 in lease payments and CAM fees during the fiscal year ended June 30, 2021.

Future minimum lease payments are as follows:

<u>Year Ending June 30,</u>	 Amount		
2022	\$ 240,483		
2023	 122,018		
Total	\$ 362,501		

#### NOTE 6 DISTRICT OVERSIGHT FEES AND SPECIAL EDUCATION SERVICES

The School makes payments to the authorizing agencies, Dehesa School District and Acton Agua Dulce Unified School District, to provide required services for special education in addition to fees for oversight. Fees associated with oversight consist of 3% of revenue from local control funding formula sources generated by each charter school. Total fees paid to the authorizing agencies for oversight amounted to \$193,368 for the fiscal year ended June 30, 2021.

The School has memorandum of understanding (MOU) agreements with the authorizing agencies for special education services. Fees paid to Dehesa School District for Method Schools special education oversight amounted \$59,912, which, per the MOU, is calculated based on 1% of revenue from local control funding formula sources generated by each charter school.

#### NOTE 7 EMPLOYEE RETIREMENT

The School offers an Internal Revenue Code Section 403(b) retirement plan to each of its qualifying employees. The School matches up to 3% for classified employees. During the year ended June 30, 2021, the School contributed \$84,614 to this plan.

#### NOTE 8 CONTINGENCIES, RISKS AND UNCERTAINTIES

The School has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any required reimbursement would not be material.

In the prior the fiscal year, the World Health Organization declared the spread of Coronavirus Disease (COVID-19) a worldwide pandemic. Subsequent to year-end, the COVID-19 pandemic continues to have significant effects on global markets, supply chains, businesses, and communities. Specific to the School, COVID-19 may impact various parts of its 2022 operations and financial results, including, but not limited to, loss of revenues, additional bad debts, costs for increased use of technology, or potential shortages of personnel. Management believes the School is taking appropriate actions to mitigate the negative impact. However, the full impact of COVID-19 is unknown and cannot be reasonably estimated as these events are still developing

#### METHOD SCHOOLS CORPORATION LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE YEAR ENDED JUNE 30, 2021

Method Schools Corporation was established in 2013 when it was granted its charter through Dehesa School District in San Diego County and its charter school status from the California Department of Education. The charter school number is 1617.

Method Schools K-8 was established in 2015 when it was granted its charter through Acton-Agua Dulce Unified School District in Los Angeles County and its charter school status from the California Department of Education. The charter school number is 1698. The school closed and its assets were transferred to Method Schools, LA.

Method Schools, LA was established in 2015 (formerly known as Method Schools High School) when it was granted its charter through Acton-Agua Dulce Unified School District in Los Angeles County and its charter school status from the California Department of Education. The charter school number is 1697.

The board of directors and the administrators as of the year ended June 30, 2021 were as follows:

#### **BOARD OF DIRECTORS**

Member	Office	Term Expires (5-Year Term)
Steve Dorsey Shannon Clark	President Vice President	June 30, 2021 June 30, 2021
Tyler Roberts Gloria Vargas	Treasurer Secretary	June 30, 2021 June 30, 2021 June 30, 2021
Carolyn Andrews	Board Member	June 30, 2021
	ADMINISTRATORS	
Jessica Spallino Mark Holley	Chief Executive Officer Chief Business Officer	

#### METHOD SCHOOLS CORPORATION SCHEDULE OF INSTRUCTIONAL TIME YEAR ENDED JUNE 30, 2021 (SEE INDEPENDENT AUDITORS' REPORT)

# METHOD SCHOOLS CORPORATION RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2021

(SEE INDEPENDENT AUDITORS' REPORT)

	_	Method Schools	Method Schools, LA
June 30, 2021 Annual Financial Report Fund Balances (Net Assets)	\$	9,889,093	\$ 16,628,046
Adjustments and Reclassifications: Accounts Receivable - Federal and State Net Adjustments and Reclassifications	_	72,810 72,810	(11,335) (11,335)
June 30, 2021 Audited Financial Statement Fund Balances (Net Assets)	\$	9,961,903	\$ 16,616,711

#### METHOD SCHOOLS CORPORATION NOTES TO SUPPLEMENTARY INFORMATION YEAR ENDED JUNE 30, 2021

#### **PURPOSE OF SCHEDULES**

#### NOTE 1 SCHEDULE OF INSTRUCTIONAL TIME

This schedule presents information on the amount of instructional time offered by the School and whether the School complied with the provisions of California Education Code.

## NOTE 2 RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS

This schedule provides the information necessary to reconcile the net assets of the charter schools as reported on the Annual Financial Report form to the audited financial statements.



## INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors Method Schools Corporation Arcadia, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Method Schools Corporation (the School), a nonprofit California public benefit corporation, which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, the related notes to the financial statements, and have issued our report thereon dated December 10, 2021.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



#### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

Clifton Larson Allen LLP

Glendora, California December 10, 2021



#### INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE

Board of Directors Method Schools Corporation Arcadia, California

We have audited Method Schools Corporation's (the School) compliance with the types of compliance requirements described in the 2020-2021 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Audit Appeals Panel for the year ended June 30, 2021. The School's state compliance requirements are identified in the table below.

#### Management's Responsibility

Management is responsible for the compliance with the state laws and regulations as identified below.

#### **Auditor's Responsibility**

Our responsibility is to express an opinion on the School's compliance based on our audit of the types of compliance requirements referred to below. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the 2020-2021 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Audit Appeals Panel. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the specific areas listed below has occurred. An audit includes examining, on a test basis, evidence about the School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion on state compliance. Our audit does not provide a legal determination of the School's compliance.

#### **Compliance Requirements Tested**

In connection with the audit referred to above, we selected and tested transactions and records to determine the School's compliance with the laws and regulations applicable to the following items:

Procedures

<u>Description</u>

<u>Performed</u>

Local Education Agencies:

Attendance and Distance Learning

Instructional Time

Not applicable

Not applicable

School Districts, County Office of Education, and Charter Schools:

California Clean Energy Jobs Act Not applicable

Proper Expenditure of Education Protection Account Funds Yes



#### **Compliance Requirements Tested (Continued)**

Description Performed
Unduplicated Local Control Funding Formula Pupil Counts

Performed
Yes

Charter Schools:

Independent Study Course Based Not applicable

Attendance Yes

Mode of Instruction Not applicable

Nonclassroom-Based Instructional/Independent Study

Yes
Determination of Funding for Nonclassroom-Based Instructions

Yes

Charter School Facility Grant Program Not applicable

#### **Opinion on State Compliance**

In our opinion, the School complied with the laws and regulations of the state programs referred to above in all material respects for the year ended June 30, 2021.

#### **Purpose of this Report**

The purpose of this report on state compliance is solely to describe the results of testing based on the requirements of the 2020-2021 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Audit Appeals Panel. Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

Clifton Larson Allen LLP

Glendora, California December 10, 2021

#### METHOD SCHOOLS CORPORATION SCHEDULE OF FINDINGS AND QUESTIONED COSTS YEAR ENDED JUNE 30, 2021

All audit findings must be identified as one or more of the following categories:

Five Digit Code	Finding Types
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Program
43000	Apprenticeship
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accounting Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards* or the 2020-2021 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting.

#### METHOD SCHOOLS CORPORATION SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS YEAR ENDED JUNE 30, 2021

#### Financial Statement Findings

Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards* in the prior year.

#### Findings and Questioned Costs – State Compliance

#### 2020-01 <u>Average Daily Attendance Reporting</u>

10000

Related to School: Method Schools #1617 and Method Schools, LA #1697

**Criteria:** Pursuant to the provisions of Education Code Section 19850, the Second Principal (P2) and Annual reports of attendance submitted to the California Department of Education should be supported by written contemporaneous records that document all pupil attendance included in the charter school's Average Daily Attendance (ADA) calculations.

**Condition:** During our testing of independent study compliance requirements, we identified that the school did not maintain adequate records to support student engagement in educational activity on each day for which a pupil's attendance was being reported. We tested 101 days of reported attendance for Method Schools (#1617) and identified 20 days that did not have daily engagement logs. We tested 123 days of reported attendance for Method Schools, LA (#1697) and identified 18 days that did not have daily engagement logs.

**Cause:** The student information system, SmartFox, did not record adequate support to substantiate a student's involvement in academic activity for days being reported as attended in the P2 ADA report.

**Status:** Remediated during the year ended June 30, 2021.





# Method Schools Comprehensive School Safety Plan

**Revised: December 2021** 

Board Approval:

Method Schools 24620 Jefferson Avenue Suite C Murrieta, CA 92562

#### **TABLE OF CONTENTS**

METHOD SCHOOLS
SECTION 1: GENERAL INFORMATION – SCHOOL SAFETY
PART 1: SCHOOL COMMITMENT TO SCHOOL SAFETY
PART 2: LEGISLATIVE REQUIREMENTS
PART 3: MAINTAINING A SAFE AND ORDERLY ENVIRONMENT
SECTION 2: CHILD ABUSE REPORTING
PART 1: CHILD ABUSE REPORTING PROCEDURES
SECTION 3: DISASTER PROCEDURES
PART 1: GENERAL INFORMATION - DISASTER
PART 2: BIOLOGICAL/CHEMICAL WEAPONS ASSAULT
PART 3: BOMB THREAT PROCEDURES
PART 4: CHEMICAL OR HAZARDOUS MATERIAL INCIDENT
PART 5: EARTHQUAKE PROCEDURES
PART 6: EXPLOSION, AIRCRAFT CRASH OR SIMILAR INCIDENT PART 7: FIRE PROCEDURES
PART 8: FLOOD PROCEDURES
PART 9: LOCKDOWN/CIVIL UNREST PROCEDURES
PART 10: SEVERE WINDSTORM PROCEDURES
SECTION 4: NOTIFICATION OF DANGEROUS PUPILS26
PART 1: NOTIFYING TEACHERS OF DANGEROUS PUPILS
SECTION 5: SUSPENSION AND EXPULSION/DUE PROCESS29
PART 1: DEFINITIONS
PART 2: NOTICE OF REGULATIONS
PART 3: GROUNDS FOR SUSPENSION AND EXPULSION
PART 4: REMOVAL FROM CLASS BY A TEACHER/PARENTAL ATTENDANCE
PART 5: SUSPENSION BY DIRECTOR/PRINCIPAL, OR DESIGNEE

PART 6: SUSPENSION BY THE BOARD
PART 7: ON-CAMPUS SUSPENSION PROGRAM PART 8: AUTHORITY TO EXPEL
PART 9: MANDATORY RECOMMENDATION AND MANDATORY EXPULSION.
PART 10: STUDENT'S RIGHT TO EXPULSION HEARING
PART 11: RIGHTS OF COMPLAINING WITNESS
PART 12: WRITTEN NOTICE OF THE EXPULSION HEARING
PART 13: CONDUCT OF EXPULSION HEARING
PART 14: ALTERNATIVE EXPULSION HEARING: HEARING OFFICER OR
ADMINISTRATIVE PANEL
PART 15: FINAL ACTION BY THE BOARD
PART 16: WRITTEN NOTICE TO EXPEL PART 17: RIGHT TO APPEAL
PART 18: POST-EXPULSION ASSIGNMENTS
PART 19: READMISSION AFTER EXPULSION
PART 20: MAINTENANCE OF RECORDS
PART 21: NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES
SECTION 6: SEXUAL HARASSMENT POLICY36
PART 1: GENERAL INFORMATION PART 2: SEXUAL HARASSMENT – ALL PERSONNEL PART 3: SEXUAL HARASSMENT – STUDENTS
SECTION 7: SCHOOL DRESS AND GROOMING43
SECTION 8: SAFE INGRESS AND EGRESS45
PART 1: GENERAL INFORMATION
PART 2: SAFE INGRESS AND EGRESS
SECTION 9: RULES AND PROCEDURES OF SCHOOL DISCIPLINE46
PART 1: SPECIFIC GUIDELINES
PART 2: SCHOOL STANDARDS FOR PUPILS
PART 3: DRUGS, TOBACCO, ALCOHOL
SECTION 10: CRIME ASSESSMENT56
PART 1: CRIME ASSESSMENT

SECTION 11: BULLYING AND INTIMIDATION	56
PART 1: ANTI-BULLYING & HATE CRIMES	
SECTION 12: SUICIDE PREVENTION POLICY	62
SECTION 13: COVID-19 PRECAUTIONS	64

## **Comprehensive School Safety Plan**

Method Schools Murrieta, CA
Section 1: General Information – School Safety
Part 1: School Commitment to School Safety

Method Schools is committed to ensuring that students enrolled in this school, and all employees are safe and secure. Though Method is a non-classroom based school with no physical campus, the safety of the Method community is of the utmost importance regardless of modality. The School believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school within the School. In addition to our policies and procedures, Method Schools participates in the VectorSolutions training program (formerly Safe Schools), which provides over 200 health, safety, and wellbeing courses geared for school staff. Annual training is mandatory for employees, with additional training options throughout the year to ensure Method's staff remains knowledgeable and prepared to maintain the safety of our school, staff, and students. The School intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

As Method Schools is a non-classroom based school, some procedures are not applicable considering there are no physical classrooms or students learning onsite. As such, quarterly drills/ drop procedures are not practiced for this reason. However, per Ed Code 32282 (a)(2)(B)(ii), Method's headquarters site and equipment will be made available for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. Method Schools will cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the needs of the community during such conditions.

Method Schools
Murrieta, CA

Section 1: General Information – School Safety

Part 2: Legislative Requirements

#### Senate Bill 187: Comprehensive School Safety Plan Purpose:

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January I, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

- Child abuse reporting procedures
- Assessment of school crime committed on school campuses and at school-related functions
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies

- School-wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year.

By July of each year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card (SARC).

A digital copy of the Comprehensive School Safety Plan is available for review upon request. Links to school SARC and Safety Plans can be found in the district local control accountability plan (LCAP) as well as the school plan for student achievement (SPSA). Safety plans are also available upon request.

Method Schools Murrieta, CA

Section 1: General Information - School Safety

Part 3: Maintaining a Safe and Orderly Environment

It is a priority of the administration and staff at Method Schools that every student who attends our school will be provided with an environment in which the students not only feel physically safe but that there is also a positive school climate in all activities both in and out of the classroom.

Our administration and staff desire to provide an orderly, caring, and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

Our administration encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. Staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct.

Method Schools promotes nonviolent resolution techniques to encourage attitudes and behaviors that foster harmonious relations. Staff shall receive training that implements and supports conflict resolution (California Education Code Sections 32230-32239, 35160, 35160.1, 44806).

Method Schools remains in compliance with existing laws related to school safety. This manual outlines several elements critical to maintaining a safe school environment.

Method Schools Murrieta, CA

Section 2: Child Abuse Reporting

Part 1: Child Abuse Reporting Procedures

Child abuse reporting law (Penal Code Section 11166) requires that Method Schools employee who has reason to believe that a child has been subjected to abuse, report the incident to the proper authorities.

At Method Schools, protecting children from child abuse is a major priority. Each year the Director/Head of Schools sets aside time to meet with staff to discuss child abuse indicators and to remind teachers of the procedures to follow when abuse is suspected.

Employees of Method Schools are familiar with Penal Code Section 11166 and understand the requirement that certificated and classified personnel report suspected child abuse immediately or as soon as practically possible to the Director of Student Services or Children's Protective Services by telephone. They are aware that a call must be followed within at least 36 hours by a written report to the child protective agency.

All staff is aware of the location of a Child Abuse Information Folder that is kept on file in the school office and updated regularly. It includes informational literature, guidelines for recognizing abuse, and specific directions for reporting it.

The determination as to who should be contacted will depend greatly upon the situation at hand. The Murrieta Police Department will dispatch a unit to the school as soon as possible.

Children's services may take much longer to respond. School personnel should always take into consideration the severity of the abuse and the extent to which the student's safety is at risk. If in doubt, it is better to err to the side of caution by calling the Murrieta Police Department.

Method Schools' employees report suspected child abuse to the local Child Protective Services for the county in which it resides.

Method Schools Murrieta, CA

Section 2: Child Abuse Reporting

Part 1: Child Abuse Reporting Procedures

The requirements of school personnel and the identification and reporting of known or suspected child abuse to a protective agency is mandated by the State of California Penal Code. Failure to do so on the part of school personnel could lead to penalties that might be imposed on these individuals. Method Schools aligns its child abuse reporting policies to the continually updated California Penal Code Section 11166 and Child Abuse Neglect Reporting Act (CANRA). Excerpts from the California Penal Code are presented below.

From California Penal Code Section 11166

...any child care custodian, health practitioner, or employee of a child protective agency who has knowledge or observes a child in his or her professional capacity within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Method Schools Policy - Child Abuse Prevention Programs

Recognizing that our responsibility to students includes the protection of their physical and mental well-being, the Governing Board desires to provide whatever opportunities or resources may be available for the prevention of child abuse.

The Board agrees with the Legislature that:

- 1. Child abuse and neglect is a severe and increasing problem in California.
- 2. Schools and preschools can provide an environment for the training of children, parents, and all school staff.

 Primary prevention programs in the school Schools are an effective and cost-efficient method of reducing the incidence of child abuse and neglect and for promoting healthy family environments.

Method Schools Murrieta, CA

Section 2: Child Abuse Reporting

Part 1: Child Abuse Reporting Procedures

Method Schools Board Policy BP 5050: Child Abuse

Reporting Child Abuse and Neglect

#### Duty to Report

Certificated employees and classified employees trained in child abuse identification and reporting shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within thirty-six hours. The reporting duties are individual and cannot be delegated to another individual.

#### **Definitions**

- 1. "Child Abuse," as defined by law, under Penal Code 273 and 11165, and for purposes of this regulation includes the following:
  - a. Physical abuse resulting in a non-accidental physical injury.
  - b. Physical neglect, including both severe and general neglect, resulting in negligent treatment or maltreatment of a child.
  - c. Sexual abuse including both sexual assault and sexual exploitation.
  - d. Emotional abuse and emotional deprivation including willful cruelty or unjustifiable punishment.
  - e. Severe corporal punishment.
- 2. "Mandated Reporters" are those people defined by law as "childcare custodian," "medical practitioners" and non-medical practitioners" and include virtually all school employees. The following school personnel is required to report:

Teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel employees, employees of a childcare institution, head start teachers, school psychologists, licensed nurses, counselors, presenters of child abuse prevention programs, and those instructional aides or other classified employees trained in child abuse reporting.

- "Child Protective Agencies" are those law enforcement and child protective services
  responsible for investigating child abuse reports, including the local police or sheriff
  department, county welfare or juvenile probation department, and child protective
  services.
- 4. "Reasonable Suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse. (California Penal Code 11166)

#### Reporting Procedures

1. To report known or suspected child abuse, any employee (as defined above) shall report by telephone to the local child protective agency.

The telephone report must be made immediately, or as soon as practically possible, upon suspicion. The verbal report will include:

- a. The name of the person making the report.
- b. The name of the child.
- c. The present location of the child.
- d. The nature and extent of any injury.
- e. Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

At the time the verbal report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Within thirty-six (36) hours of making the telephone report, the mandated reporter will complete and mail a written report to the local child protective agency.

The written report shall include completion of the required standard Department of Justice form (DOJ SS 8572).

The mandated reporter may request and receive copies of the appropriate form either from the school or directly from the local child protective agency.

Detailed instructions for completion of the form are on the back sheet of the form. Reporters may request assistance from the site administrator in completing and mailing the form; however, the mandated reporter is still responsible for ensuring that the written report is correctly filed.

3. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal report by telephone. The site administration, when notified, shall inform the Executive Director/Director of Student Services.

Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that the verbal or written reporting procedures are carried out according to state law and School regulations. If requested by the mandated reporter, the Director/Head of Schools may assist in the completion and filing of these forms.

#### Legal Responsibility and Liability

- Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.
- 2. A mandated reporter who fails to report an instance of child abuse, which he/she knows to exist or reasonably should know to exist, is guilty of a misdemeanor and is punishable by confinement in jail for a term not to exceed six (6) months or by a fine of not more than one thousand dollars (\$1,000) or both. The mandated reporter may also be held civilly liable for damages for any injury to the child after a failure to report.
- 3. When two (2) or more persons who are required to report jointly, know of a suspected instance of child abuse, and when there is agreement, and a single report may be made and signed by the person selected. However, if any person who knows or should know that the person designated to report failed to do so, that person then must make the report.
- 4. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

#### Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse, the Director and/or Director/Principal shall <u>not</u> notify the parent or guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent or guardian.

It is the responsibility of the peace officer to notify the parent or guardian of the situation. Peace officers will be asked to sign an appropriate release or acceptance of responsibility form (cf. 5145.11 – Questioning and Apprehension).

#### When School Employees are Accused of Child Abuse

Regardless of who child abusers may be, the major responsibilities of mandated reporters are to

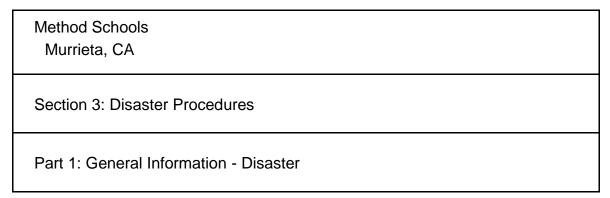
(1) identify incidents of suspected child abuse, and (2) comply with laws requiring reporting of suspected abuse to the proper authorities. Determining whether or not the suspected abuse occurred is <u>not</u> the responsibility of the school employee. Such determination and follow-up investigation will be made by a child protective agency.

Parents/guardians or members of the public accusing school employees of child abuse should be made aware of the ramifications of making false reports and should be provided with information regarding child abuse and child abuse reporting.

Pending the outcome of an investigation by a child protective agency and before the filing of formal charges, the employee may be subject to reassignment or a paid leave of absence.

Disciplinary action resulting from the filing of formal charges or upon conviction shall be per School policies, regulations, and/or collective bargaining agreements. The Director/Head of Schools, or designee should consult with legal counsel in implementing either suspension or dismissal.

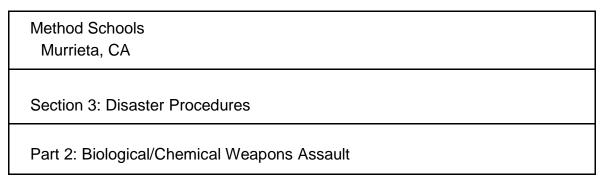
## **Comprehensive School Safety Plan**



Method Schools will take all necessary measures to keep students, staff, and visitors safe in the event of a disaster. The following sections of this plan outline basic responsibilities for all staff for specific incidents

Method Schools has developed a Standardized Emergency Management System (SEMS) Plan that outlines in more detail, specific responsibilities for Emergency Response Teams at each school.

## **Comprehensive School Safety Plan**



Biological and chemical weapons are unconventional warfare tactics that can be deployed upon the public with little or no notice. Such weapons typically involve microscopic materials that may be organic or synthetically manufactured in laboratories. Biological or chemical weapons can be in powder form, liquid, or vaporous. Agents used in biological/chemical attacks include, but are not limited to anthrax, smallpox, other harmful viruses, various forms of nerve gas, tear gas, and other vaporous irritants. Pranks using stink bombs should also be considered a chemical weapons attack.

There are several possible dispersion techniques to deliver biological and chemical agents. The following procedures should be utilized in the event of an assault involving biological or chemical weapons.

Any possible biological/chemical weapons assault should be reported immediately to the Director/Head of Schools/Director of Facilities Operations.

Method Schools staff should notify law enforcement authorities and other staff members immediately.

#### If the agent is delivered via aircraft:

- All staff and students should be moved indoors.
- Keep students inside and take roll-call.
- Close and secure all doors and windows.
- Ensure that the HVAC is shut down.
- Cover vents with plastic or thick paper using tape to create a seal.
- Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal.
- Remain in this area until notified to leave by the Director/Head of Schools, Director/Head of Schools' designee or officers of emergency agencies.
- Immediately report any injuries or illnesses to the Director/Head of Schools,
   Principal's designee or officers of emergency response agencies.

## **Comprehensive School Safety Plan**

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 2: Biological/Chemical Weapons Assault

#### If the agent is delivered via a dispersion device that is outdoors:

- All staff and students should be moved indoors.
- Keep students inside and take roll-call.
- Close and secure all doors and windows.

- Ensure that the HVAC is shut down.
- Cover vents with plastic or thick paper using tape to create a seal.
- Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal.
- Remain in this area until notified to leave by the Director/Head of Schools, Director/Head of Schools' designee or officers of emergency response agencies.
- Immediately report any injuries or illnesses to the Director/Head of Schools, Director/Head of Schools' designee or officers of emergency response agencies.

#### If the agent is delivered via dispersion device that is indoors:

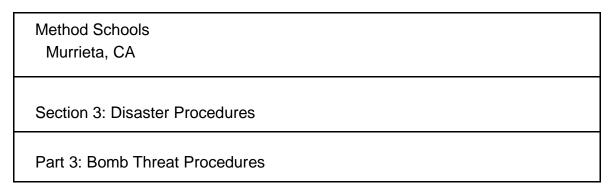
- All staff and students should be evacuated, according to school evacuation procedures, to the school's normal outdoor evacuation assembly area unless that area may be affected by the assault. Role-call should be taken.
- Remain in this area until notified to leave by the Director/Head of Schools, Director/Head of Schools' designee or officers of emergency response agencies.
- The HVAC system should be shut down.

#### If the agent is delivered via the school's HVAC system:

- All staff and students should be evacuated, according to school evacuation
  procedures, to the school's normal outdoor evacuation assembly area unless that
  area may be affected by the assault. Roll call must be taken to ensure
  proper evacuation of the building.
- Remain in this area until notified to leave by the Director/Head of Schools, Director/Head of Schools' designee or officers of emergency response agencies.
- The HVAC system should be shut down.

In any situation involving biological or chemical weapons, the Director/Head of Schools and staff must follow all instructions given by officers of emergency response agencies. The School EOC will develop an action plan to handle telephone inquiries, rumor control, media relations, public information, employee/student crisis counseling, and facility damage assessment/control

## **Comprehensive School Safety Plan**



If you observe a suspicious object or potential bomb on the property, DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.

#### 1. Receiving the Call

Make every attempt to keep the caller on the phone as long as possible to gain information. Try if possible, to determine the gender and age of the caller. Try if possible, to get the caller to tell you the exact location of the bomb and the time of threatened detonation.

#### 2. Notification Procedures

School Site, communicate the above information to the following in this order:

- School site Director/Head of Schools
- Director of Facilities Operations
- Lead Teachers

The Director/Head of Schools will notify local law enforcement.

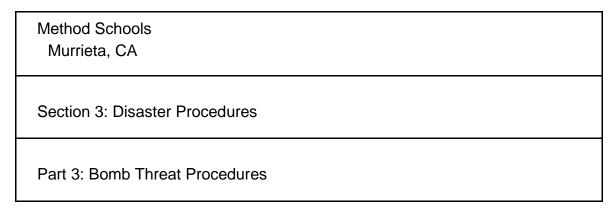
Strictly follow the above notification procedures and do not discuss or notify others of the bomb threat since this may create an unwarranted panic response at the facility.

#### 3. Action Plan Procedures

If required to develop an action plan, the Director/Head of Schools may consult with the following: Director of Facilities Operations, other administrators, head counselor, head custodian utilizing their expertise.

If the location of the bomb is not specifically designated, students will be kept in the classroom.

## **Comprehensive School Safety Plan**

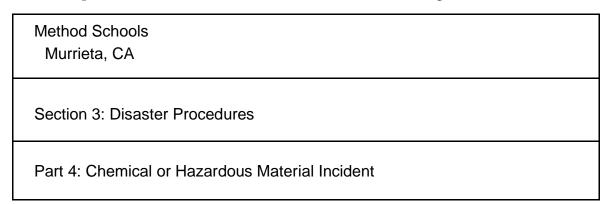


The Director/Principal will choose whether or not to evacuate the building, based on school evacuation procedures. However, if possible, this decision should be made in conjunction with law enforcement authorities after they arrive at the site. Roll call must be taken to ensure proper evacuation of the building.

The decision to search the building will be made in conjunction with law enforcement authorities and performed by them.

Reoccupation of an evacuated building will be authorized by the Director/Head of Schools only after consulting with law enforcement authorities.

## **Comprehensive School Safety Plan**



If a hazardous material incident occurs off-site, stay indoors and close all doors and windows (referred to as taking "Shelter in Place").

Notify 9-1-1 of the Chemical or Hazardous Material Incident.

If possible, determine the location of the spill in relation to facility buildings and wind direction.

Do not evacuate buildings until you are sure you will not be evacuating into an area that may be more hazardous. If evacuation is determined to be safe, students will be evacuated according to school evacuation procedures, and roll-call must be taken to ensure proper evacuation of the building.

Follow all instructions given by the Fire Department when they arrive at the facility.

# **Comprehensive School Safety Plan**

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 5: Earthquake Procedures

### **Indoors**

DUCK, COVER, AND HOLD.

Get under a desk or table. Move away from windows and objects that could fall. Stay under a desk or table until shaking stops.

### **Outdoors**

Move away from buildings, utility poles, and vehicles. Avoid all down wires or electrical lines. Do not run.

### In a School Bus

Stop the vehicle in a safe location away from power lines, overpasses, or large buildings. Stay in the vehicle and establish radio contact with Transportation and/or School E.O.C.

### **General**

Be prepared for immediate aftershocks and ground motion

Evaluate immediate area for earthquake-related hazards (fire, building collapse, gas leaks, broken electrical lines, wires, etc.)

Evaluate immediate area (classroom, bus, etc.) for injuries or medical aid situations. Call 9-1-1, if you have an immediate emergency such as a fire or serious injury.

Assist injured with First Aid treatment

Do not evacuate buildings or vehicles unless you have a hazard-related reason to do so. If evacuation is deemed necessary, students will be evacuated according to school evacuation procedures. Roll call must be taken to ensure proper evacuation of the building.

Establish communications with your supervisor, Director/Head of Schools or School

EOC, and follow emergency checklist and procedures.

Assist any police or fire units that respond to your location.

# **Comprehensive School Safety Plan**

Method Schools
Murrieta, CA

Section 3: Disaster Procedures

Part 6: Explosion, Aircraft Crash, or Similar Incident

If possible, Duck and Cover under a desk or

table. Notify 9-1-1 of the explosion or crash

Assist any injured requiring first aid treatment

If necessary, because of fire, building damage, etc., evacuate the building. If evacuation is deemed necessary, students will be evacuated according to school evacuation procedures, and roll-call must be taken to ensure proper evacuation of the building.

Assist any persons who would have physical problems evacuating the building.

Go to an outdoor evacuation/assembly area that is hazard free and not affected by the explosion or crash.

Keep fire lanes, streets, and walkways open for emergency

responders. Stay in the assembly area and account for all

personnel and students.

Do not return to buildings until authorized by the fire department or Director/Head of Schools

# **Comprehensive School Safety Plan**

Method Schools
Murrieta, CA

Section 3: Disaster Procedures

Part 7: Fire Procedures

Call 9-1-1 to report a fire, stay one line and give specific information (name, address of the school, or facility).

Utilize a manual pull station to activate the building alarm system and evacuate the building when you hear an alarm.

In the event of a small fire, notify 9-1-1 and then use the nearest fire extinguisher to control the fire if you have been trained in their use.

#### Do not attempt to fight large fires, call 9-1-1 and evacuate the building.

Assist students in building evacuation and proceed to outdoor school evacuation area or areas. When evacuating buildings walk, do not run. Roll call must be taken to ensure proper evacuation of the building.

#### **GUIDELINES FOR PEOPLE WITH DISABILITIES IN EMERGENCIES**

While Method is non-classroom based school and students do not receive instruction onsite, the following procedures should be followed in the event that an emergency occurs while students are at Method Headquarters.

Evacuation of people with disabilities will be given high priority in all emergencies. In an emergency situation, it is important that staff are familiar with the needs of people with disabilities. Whenever possible, people with disabilities will be positioned near a doorway for an easier exit.

The following guidelines are important to follow:

- Establish a buddy system. People with disabilities should prepare for an emergency ahead oftime by instructing a Method staff member of any limitations
- Individuals, who cannot speak loudly, or with voice / speech impairments, should carry a whistle or have other means of attracting attention of others.
- Be familiar with alarm signals.
- Leave school/personal items in the building to avoid wasting time.

In All Emergencies, After an Evacuation has Been Ordered:

Evacuation of people with disabilities will be given high priority in all emergencies and will be evacuated if possible. Evacuating a disabled or injured person by only one person with no assistance is a last resort.

Check on people with special needs during an evacuation, determine if they have established

a "buddy system," and ensure their safe evacuation.

Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

If the situation is life threatening, call 911.

If heavy smoke is present, crawl or stay near the floor for breathable air.

Assist any individuals who would have physical problems evacuating the building. Stay in the designated assembly area and account for all personnel and students.

Do not block fire lanes or areas used by the fire department

Do not re-enter the building until authorized by the fire department or the Director/Director of Student Services. If the fire is off-site, wait for instructions from the Director/Head of Schools, or School EOC.

### **Comprehensive School Safety Plan**

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 8: Flood Procedures

If a flood warning is received by the site, notify the Director/Head of Schools/Director of Facilities Operations immediately.

Evacuation of the school or areas will be directed by the Director/Head of Schools/Director of Facilities Operations in coordination with SEMS. If evacuation is deemed necessary, students will be evacuated according to school evacuation procedures, and roll-call must be taken to ensure proper evacuation of the building.

Method Schools
Murrieta, CA

Section 3: Disaster Procedures

Part 9: Lockdown/Civil Unrest Procedures

Any threatening disturbance should be reported immediately to the Director/Head of Schools/Director of Facilities Operations.

If the disturbance is affecting normal school or facility operations, the Director/Head of Schools/Director of Facilities Operations should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by intercom, Site staff must follow the instructions below:

#### If you are inside:

- Check the area immediately outside the door. If students are close rush them into your room.
- Lock all doors and windows in the room. Close curtains, blinds, or otherwise cover any windows that are at eye level if possible. If the window cannot be covered make sure that students are out of the line of sight.
- Call Incident Commander or On-Site Administrator with any missing students or if you
  have extra students. (Please, only in a real emergency, not during the drill)
- Do not unlock your door until you hear an all-clear announcement. Exception: You may
  allow entry to a student or recognized staff member pounding on the door only if you can

visually determine (through the window) that he or she is unarmed. This is a judgment call on your part, understanding that the overriding concern for the safety of the larger number of people in your room.

- Incident Commander or On-Site Administrator will call 911.
- Incident Commander or On-Site Administrator will check bathrooms and halls in your area and get students in classrooms and then get in a classroom. During the drill- wait 5 minutes and then check all doors and windows. Make written notes as to any unlocked doors and windows and anyone that is outside of a room. Please take five minutes to check your area and take notes. Report back via email when your area has been completely checked.
- An announcement will be made when the drill is completed followed by an all-clear bell.

#### If you are outside:

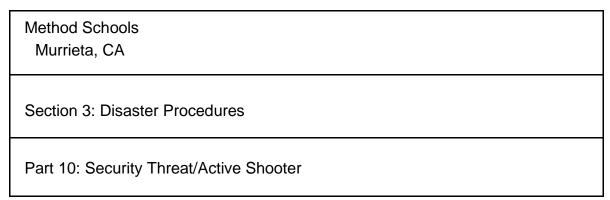
- Immediately have students and staff seek shelter if it is safe to do so. Drill with students and staff to go to the nearest room to them.
- If shelter is not available, ensure students lie flat on the ground immediately.
- Children in restrooms should be instructed to stay there until directed to exit by the Director/Head of Schools or Director/Principal's designee.

If the situation is violent and may include the use of firearms, the Director/Head of Schools or Director/Principal's designee should instruct all staff and students to lie face down on the floor and remain immobile.

Director/Head of Schools and staff must follow all instructions given by responding law enforcement.

If the event is major, the Director/Head of Schools will activate the School EOC to develop an Action Plan to deal with the situation as well as the following:

- A. Telephone inquiries and rumor control
- B. Media relations and public information



<sup>\*</sup>Method is a non-classroom based school and does not provide instruction on-site. However, in any potential instance in which students may be present at our headquarters site in the case of an emergency, the following procedures will be followed:

Based on the proximity of the threat, staff will determine whether it is safe to evacuate, or if it is necessary to lockdown.

In the case of an evacuation:

- Assist students in building evacuation and proceed to outdoor school evacuation area or areas.
- If evacuation is deemed necessary, students will be evacuated according to
- school evacuation procedures and roll-call must be taken to ensure proper evacuation of the building.

When evacuating buildings walk, do not run.

- Do not use elevators for building evacuation or in an emergency.
- Assist any individuals who would have physical problems evacuating the building.
- Stay in the designated assembly area and account for all personnel and students.
- Do not block fire lanes or areas used by emergency personnel.

 Do not re-enter the building until authorized by emergency personnel or the Director/Head of Schools. Wait for instructions from the Director/Head of Schools or Incident Commander.

#### In case of a lockdown:

If you are inside:

- Check the area immediately outside the door. If students are close rush them into your room.
- Lock all doors and windows in the room. Close curtains, blinds, or otherwise cover any windows that are at eye level if possible. If the window cannot be covered make sure that students are out of the line of sight.
- Call Incident Commander or On-Site Administrator with any missing students or if you
  have extra students. (Please, only in a real emergency, not during a drill)
- Do not unlock your door until you hear the all-clear announcement. Exception: You may allow entry to a student or recognized staff member pounding on the door only if you can visually determine (through the window) that he or she is unarmed. This is a judgment call on your part, understanding that the overriding concern for the safety of the larger number of people in your room.
- Incident Commander or On-Site Administrator will call 911.
- Incident Commander or On-Site Administrator will check bathrooms and halls in your
  area and get students in classrooms and then get in a classroom. During drills, wait 5
  minutes and then check all doors and windows. Make written notes as to any unlocked
  doors and windows and anyone that is outside of a room. Please take five minutes to

check your area and take notes. Report back via email when your area has been completely checked.

 An announcement will be made when the drill is completed followed by an all-clear announcement.

#### If you are outside:

- Immediately have students and staff seek shelter if it is safe to do so. Drill with students and staff to go to the nearest room to them.
- If shelter is not available, ensure students lie flat on the ground immediately.
- Children in restrooms should be instructed to stay there until directed to exit by the Director/Head of Schools or Director/Head of School's designee.

If the situation is violent and may include the use of firearms, the Director/Head of Schools or Director/Head of School's designee should instruct all staff and students to lie face down on the floor and remain immobile.

Director/Head of Schools and staff must follow all instructions given by responding law enforcement.

If the event is major, the Director will activate the School EOC to develop an Action Plan to deal with the situation as well as the following:

- A. Telephone inquiries and rumor control
- B. Media relations and public information

### **Comprehensive School Safety Plan**

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 11: Severe Windstorm Procedures

If a severe wind warning is received at school or site, notify the Director/Head of Schools immediately.

In general, if severe winds are affecting the school, employees and students should be moved to the interior core area of the building (inside wall on the ground floor) away from outside windows and doors.

Close all windows and blinds and avoid auditoriums, gymnasiums, and other building locations that have large roof areas or spans.

Avoid all areas that have large concentrations of electrical equipment or power cables. Evacuation of the school will be directed by the Director/Head of Schools in coordination with SEMS. If evacuation is deemed necessary, students will be evacuated according to school evacuation procedures, and roll-call must be taken to ensure proper evacuation of the building.

# **Comprehensive School Safety Plan**

Method Schools
Murrieta, CA

Section 3: Disaster Procedures

Part 12: Suspicious Mail/Packages

All incoming mail and packages should be handled with caution.

Below are Indicators of suspicious mail and steps to take if suspicious mail is received.

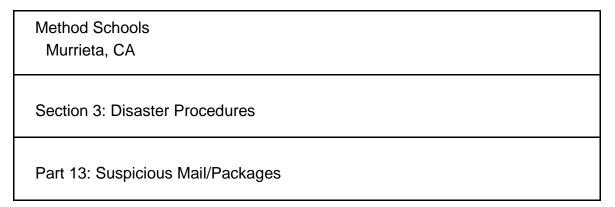
#### Mail that ...

- ... is unexpected or from an unfamiliar source
- ... has excessive postage
- ... is addressed to someone who no longer works in the School
- ... is addressed to a current employee but with the wrong title
- ... contains several misspelled words on the envelope
- ... marked with restrictive endorsements such as "Personal" or "Confidential"
- ... has no return address or an address that cannot be verified
- ... mail that is from a foreign country

- ... shows a city or state in the postmark that doesn't match the return address
- ... is lopsided, oddly shaped, or has an unusual weight, given its size
- ... has protruding wires, strange odors, or stains
- ... has powdery substance on the outside
- ... has an unusual amount of tape on it
- ... is ticking or making unusual sounds

Not all mail comes perfectly packaged or with accurate information on it, so employees handling mail must remain sensible in the screening of mail. However, prudent scrutiny conducted reasonably can greatly reduce the school's chances of becoming the victim of an attack by mail.

### **Comprehensive School Safety Plan**



What to do with suspicious mail (general response):

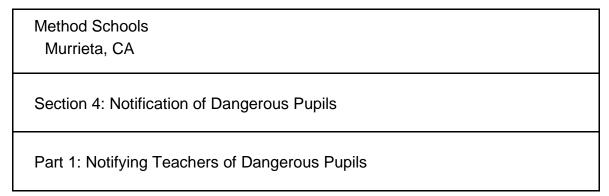
- Do not try to open the package or envelope.
- Do not sniff, taste, or shake the package.
- · Isolate the package.
- · Evacuate the immediate area; close the door.
- Contact your supervisor and call 911.

Response to mail suspected of delivering biological/chemical agents in powder form:

- Do not open an envelope or package with powder on the outside.
- If a powder is spilled from an envelope or package, do not try to clean up the powder.

- Cover the spilled contents immediately with anything (clothing, paper, trash can).
- Do not remove this cover.
- Leave the room and close the door or otherwise prevent access to the room.
- Wash your hands with soap and hot water.
- Ensure that everyone who had contact with the piece of mail washes his/her hands with soap and hot water.
- Notify your supervisor.
- Supervisor should immediately contact the local police (911) or the U.S. Postal Inspection Service (626-405-1200).
- Supervisor should notify the Director/Head of Schools.
- Remove heavily contaminated clothing as soon as possible and place inside a plastic bag or some other container that can be sealed. This clothing should be given to the responding emergency response units.
- Shower with soap and water as soon as possible. Do not use bleach or another disinfectant on your skin.
- Make a list of all the people who were in the room or area, especially those
  who had contact with the envelope or package. Provide this list to the
  emergency response teams investigating the incident.
- Investigators will remove the envelope or package and conduct a thorough check of the area for contamination.
- If you are prescribed medicine as a result of this exposure, take it until instructed or until it runs out.

NOTE: Contacting the U.S. Postal Service is less likely to create a media event than the local police, but their response may be slower.



When the Director/Head of Schools at Method Schools is aware that a student has caused or tried to cause another person serious bodily injury, or any injury that requires professional medical treatment, a separate and confidential file is created for that child. Information based upon written School records or records received from a law enforcement agency is contained in the file.

When such a student is assigned to a teacher's classroom, the Director/Head of Schools shall provide the teacher with written notification. The teacher is asked to review the student's separate and confidential file in the office. Teachers are informed that such information is to be kept in the strictest confidence and is to disseminate no further.

Excerpts from the California Education Code, the California Penal Code are presented below.

From California Education Code Section 49079

- (a) A school shall inform the teacher of every student who has caused or who has attempted to cause serious bodily injury to another person, as defined in paragraphs (5) and (6) of subdivision (e) of Section 243 of the Penal Code, to another person. The School shall provide the information to the teacher based on any written records that the School maintains or receives from a law enforcement agency regarding a student described in this section.
- (b) No school shall be liable for failure to comply with this section if, in a particular instance, it is demonstrated that the School has made a good faith effort to notify the teacher.
- (c) The information provided shall be from the previous three (3) school years.
- (d) Any information received by a teacher under this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

Method Schools
Murrieta, CA

Section 4: Notification of Dangerous Pupils

Part 1: Notifying Teachers of Dangerous Pupils

From California Penal Code Section 243(e) - Paragraphs 5 and 6

- (5) ... "Injury" means any physical injury which requires professional medical treatment.
- (6) ... "Custodial officer" means any person who has the responsibilities and duties and who is employed by a law enforcement agency of the city or county or who performs those duties as a volunteer.

#### Notice Regarding Student Crimes and Offenses

The Director/Head of Schools or designee shall inform the teacher of every student who has engaged in, or is reasonably suspected to have engaged in, any act during the previous three years which could constitute grounds for suspension or expulsion, except for the possession or use of tobacco products. This information shall be based upon written School records or records received from a law enforcement agency. (California Education Code 49079).

When informed according to Welfare and Institutions Code 828.1 that a student has committed crimes unrelated to school attendance which do not, therefore, constitute grounds for suspension or expulsion, the Director/Head of Schools or designee may so inform any teacher, counselor or administrator whom he/she believes needs this information to work with the student appropriately, avoid being needlessly vulnerable, or protect others from needless vulnerability. The Director/Head of Schools or designee shall consult with the Director/Head of Schools of the school which the student attends to identify staff that should be so informed. (California Welfare and Institutions Code 828.1).

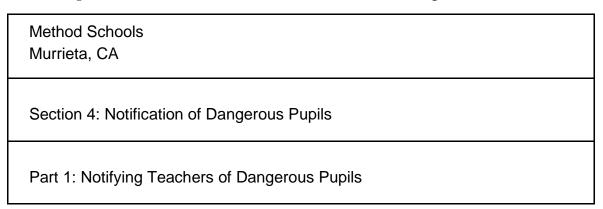
Teachers shall receive the above information in confidence and disseminate it no further. (California Education Code 49079, California Welfare and Institutions Code 828.1).

The Director/Head of Schools or designee shall maintain the above information in a separate confidential file for each student. When such a student is assigned to a

class/program, the Director/Principal or designee shall notify the teacher in writing and ask the teacher to initial this notice, return it to the Director/Head of Schools or designee, and review the student's file in the school office. This notification shall not name or otherwise identify the student.

The Director/Head of Schools or designee shall notify all certificated personnel who are likely to come into contact with the student, including the student's homeroom or classroom teachers, special education teachers, coaches, and counselors.

### **Comprehensive School Safety Plan**



The teacher shall make a note (In the SIS, under Teacher Notes) to signify that they have reviewed the student's digital file or when reviewing it in the school office. Once the school has made a good faith effort to comply with the notification requirement of Education Code 49079, a teacher's failure to review the file may be construed as a waiver of the school's liability.

Method Schools Murrieta, CA
Section 5: Suspension and Expulsion/Due Process

# Method Schools Board Policy BP 5030 Suspension & Expulsion

In order to promote learning and protect the safety and well-being of all students, Method Schools adheres to the Suspension and Expulsion guidelines established by California Education Code Section 48900. When a student interferes with the learning, safety, and well-being of students, it may be necessary to suspend or expel a student from regular classroom instruction or activity. Method Schools staff shall enforce disciplinary rules and procedures fairly and consistently amongst all students.

If an Method Schools administrator does recommend expulsion for a specified offense, a student is entitled to a hearing within 30 school days after that determination, unless the student or parents or guardians request in writing that the hearing be postponed. It is important to note that suspension for students in grades kindergarten to grade eight, inclusive, for disruption or defiance (*EC* Section 48900[k]) is prohibited, and expulsion for students in kindergarten to grade twelve, inclusive, is also prohibited.

Upon enrollment of the school, Method Schools' teachers ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion.

Pursuant to *EC* Section 48900 paragraphs (v) and (w) Method Schools will encourage other means of correction, rather than suspension or expulsion, be used to bring about proper conduct as part of a Multi-Tiered System of Supports. This Multi-Tiered System of Supports includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, which may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community. This also includes referral to a School Attendance Review Board for students who are habitually insubordinate or disorderly during attendance at school (*EC* Section 48263).

Pursuant to *EC* 48915(c), Method Schools will recommend **mandatory** expulsion in the event that the following acts are committed at school or during a school activity:

- 1. Firearm a. Possessing firearm when a district employee verified firearm possession and when student did not have prior written permission from a certificated employee which is concurred with by the principal or designee.
- b. Selling or otherwise furnishing a firearm.

- 2. Brandishing a knife at another person.
- 3. Unlawfully selling a controlled substance listed in *Health and Safety Code* Section 11053 et. seq.
- 4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of *EC*48900 or committing sexual battery as defined in subdivision (n) of 48900.
- 5. Possession of an explosive.

Pursuant to *EC* Section 48915 (a) an administrator shall **recommend** expulsion for the following violations [except for subsections (c) and (e)] unless the administrator finds that expulsion is inappropriate due to a particular circumstance:

- 1. Causing serious physical injury to another person, except in self-defense. *EC* Section 48915 (a)(1).
- 2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. *EC* Section 48915 (a)(2).
- 3. Possession and/or use of any substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the *Health and Safety Code*, except for the first offense for possession of not more than one avoirdupois ounce of marijuana other than concentrated cannabis.
- 4. Robbery or extortion. EC Section 48915 (a)(4).
- 5. Assault or battery, or threat of, on a school employee.

The recommendation for expulsion shall be based on one or both of the following:

- 1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- 2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others [see Section 48915 (b)].

Method Schools will abide by **discretionary** expulsion guidelines pursuant EC 48900 in circumstances where acts committed at school or school activity or on the way to and from school or school activity, including:

- a. Inflicted physical injury†
- b. Possessed dangerous objects
- c. Possessed drugs or alcohol (policy determines which offense)
- d. Sold look alike substance representing drugs or alcohol
- e. Committed robbery/extortion
- f. Caused damage to property:
- g. Committed theft
- h. Used tobacco (policy determines which offense)
- i. Committed obscenity/profanity/vulgarity
- j. Possessed or sold drug paraphernalia
- k. Disrupted or defied school staff
- I. Received stolen property
- m. Possessed imitation firearm

- n. Committed sexual harassment
- o. Harassed, threatened or intimidated a student witness
- p. Sold prescription drug Soma
- q. Committed hazing
- r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

The recommendation for expulsion shall be based on one or both of the following:

- 1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- 2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others [see Section 48915 (b)].
- † Section 48900 (s) (Statutes of 2001) states a pupil who aids or abets in infliction of physical injury to another, as defined in *Penal Code* 31, may suffer suspension, but not expulsion. However, if a student is adjudged by a court to have caused, attempted to cause, or threatened personal injury, the student may be expelled.
- ‡ Section 48900 (t) "school property" includes, but is not limited to, electronic files and databases.

#### Hearing & Due Process

Pursuant to EC 48918, Method Schools will hold hearings that will include, but are not necessarily limited to, all of the following:

- (a) (1) The pupil shall be entitled to a hearing to determine whether the pupil should be expelled. An expulsion hearing shall be held within 30 schooldays after the date the principal or the superintendent of schools determines that the pupil has committed any of the acts enumerated in Section 48900, unless the pupil requests, in writing, that the hearing be postponed. The adopted rules and regulations shall specify that the pupil is entitled to at least one postponement of an expulsion hearing, for a period of not more than 30 calendar days. Any additional postponement may be granted at the discretion of the governing board of the school district
- (2) Within 10 schooldays after the conclusion of the hearing, the governing board of Method Schools shall decide whether to expel the pupil, unless the pupil requests in writing that the decision be postponed. If the hearing is held by a hearing officer or an administrative panel, or if the governing board of the school district does not meet on a weekly basis, the governing board of the school district shall decide whether to expel the pupil within 40 schooldays after the date of the pupil's removal from his or her school of attendance for the incident for which the recommendation for expulsion is made by the principal or the superintendent of schools, unless the pupil requests in writing that the decision be postponed.
- (3) If compliance by the governing board of Method Schools with the time requirements for the conducting of an expulsion hearing under this subdivision is impracticable during the regular school year, the superintendent of schools or the superintendent's designee may, for good cause, extend the time

period for the holding of the expulsion hearing for an additional five schooldays. If compliance by the governing board of the school district with the time requirements for the conducting of an expulsion hearing under this subdivision is impractical due to a summer recess of governing board meetings of more than two weeks, the days during the recess period shall not be counted as schooldays in meeting the time requirements. The days not counted as school days in meeting the time requirements for an expulsion hearing because of a summer recess of governing board meetings shall not exceed 20 schooldays, as defined in subdivision (c) of Section 48925, and unless the pupil requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days before the first day of school for the school year. Reasons for the extension of the time for the hearing shall be included as a part of the record at the time the expulsion hearing is conducted. Upon the commencement of the hearing, all matters shall be pursued and conducted with reasonable diligence and shall be concluded without any unnecessary delay.

- (b) Written notice of the hearing shall be forwarded to the pupil at least 10 calendar days before the date of the hearing. The notice shall include all of the following:
- (1) The date and place of the hearing.
- (2) A statement of the specific facts and charges upon which the proposed expulsion is based.
- (3) A copy of the disciplinary rules of Method Schools that relate to the alleged violation.
- (4) A notice of the parent, guardian, or pupil's obligation pursuant to subdivision (b) of Section 48915.1.
- (5) Notice of the opportunity for the pupil or the pupil's parent or guardian to appear in person or to be represented by legal counsel or by a nonattorney adviser, to inspect and obtain copies of all documents to be used at the hearing, to confront and question all witnesses who testify at the hearing, to question all other evidence presented, and to present oral and documentary evidence on the pupil's behalf, including witnesses. In a hearing in which a pupil is alleged to have committed or attempted to commit a sexual assault as specified in subdivision (n) of Section 48900 or to have committed a sexual battery as defined in subdivision (n) of Section 48900, a complaining witness shall be given five days' notice before being called to testify, and shall be entitled to have up to two adult support persons, including, but not limited to, a parent, guardian, or legal counsel, present during his or her testimony. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential. This subdivision shall not preclude the person presiding over an expulsion hearing from removing a support person whom the presiding person finds is disrupting the hearing. If one or both of the support persons is also a witness, the provisions of Section 868.5 of the Penal Code shall be followed for the hearing. This section does not require a pupil or the pupil's parent or guardian to be represented by legal counsel or by a nonattorney adviser at the hearing.
- (A) For purposes of this section, "legal counsel" means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

- (B) For purposes of this section, "nonattorney adviser" means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case, and has been selected by the pupil or pupil's parent or guardian to provide assistance at the hearing.
- (c) (1) Notwithstanding Section 35145, the governing board of Method Schools shall conduct a hearing to consider the expulsion of a pupil in a session closed to the public, unless the pupil requests, in writing, at least five days before the date of the hearing, that the hearing be conducted at a public meeting. Regardless of whether the expulsion hearing is conducted in a closed or public session, the governing board of Method Schools may meet in closed session for the purpose of deliberating and determining whether the pupil should be expelled.
- (2) If the governing board of the Method Schools or the hearing officer or administrative panel appointed under subdivision (d) to conduct the hearing admits any other person to a closed deliberation session, the parent or guardian of the pupil, the pupil, and the counsel of the pupil also shall be allowed to attend the closed deliberations.
- (3) If the hearing is to be conducted at a public meeting, and there is a charge of committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or to commit a sexual battery as defined in subdivision (n) of Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
- (d) Instead of conducting an expulsion hearing itself, the governing board of Method Schools may contract with the county hearing officer, or with the Office of Administrative Hearings pursuant to Chapter 14 (commencing with Section 27720) of Part 3 of Division 2 of Title 3 of the Government Code and Section 35207 of this code, for a hearing officer to conduct the hearing. The governing board of Method Schools may also appoint an impartial administrative panel of three or more certificated persons, none of whom is a member of the governing board of Method Schools or employed on the staff of the school in which the pupil is enrolled. The hearing shall be conducted in accordance with all of the procedures established under this section.
- (e) Within three schooldays after the hearing, the hearing officer or administrative panel shall determine whether to recommend the expulsion of the pupil to the governing board of Method Schools. If the hearing officer or administrative panel decides not to recommend expulsion, the expulsion proceedings shall be terminated and the pupil immediately shall be reinstated and permitted to return to the classroom instructional program from which the expulsion referral was made, unless the parent, guardian, or responsible adult of the pupil requests another school placement in writing. Before the placement decision is made by the parent, guardian, or responsible adult, the superintendent of schools or the superintendent's designee shall consult with Method Schools personnel, including the pupil's teachers, and the parent, guardian, or responsible adult regarding any other school placement options for the pupil in addition to the option to return to his or her classroom instructional program from which the expulsion referral was made. If the hearing officer or administrative panel finds that the pupil committed any of the acts specified in subdivision (c) of Section 48915, but does not recommend expulsion, the pupil shall be immediately reinstated and may be referred to his or her prior school or another comprehensive school,

- or, pursuant to the procedures set forth in Section 48432.5, a continuation school of Method Schools. The decision not to recommend expulsion shall be final.
- (f) (1) If the hearing officer or administrative panel recommends expulsion, findings of fact in support of the recommendation shall be prepared and submitted to the governing board of Method Schools. All findings of fact and recommendations shall be based solely on the evidence adduced at the hearing. If the governing board of the Method Schools accepts the recommendation calling for expulsion, acceptance shall be based either upon a review of the findings of fact and recommendations submitted by the hearing officer or panel or upon the results of any supplementary hearing conducted pursuant to this section that the governing board of Method Schools may order.
- (2) The decision of the governing board of Method Schools to expel a pupil shall be based upon substantial evidence relevant to the charges adduced at the expulsion hearing or hearings. Except as provided in this section, no evidence to expel shall be based solely upon hearsay evidence. The governing board of Method Schools or the hearing officer or administrative panel may, upon a finding that good cause exists, determine that the disclosure of either the identity of a witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by the governing board of Method Schools or the hearing officer or administrative panel. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.
- (g) A record of the hearing shall be made. The record may be maintained by any means, including electronic recording, so long as a reasonably accurate and complete written transcription of the proceedings can be made.
- (h) (1) Technical rules of evidence shall not apply to the hearing, but relevant evidence may be admitted and given probative effect only if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs. A decision of the governing board of Method Schools to expel shall be supported by substantial evidence showing that the pupil committed any of the acts enumerated in Section 48900.
- (2) In hearings that include an allegation of committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or to commit a sexual battery as defined in subdivision (n) of Section 48900, evidence of specific instances, of a complaining witness' prior sexual conduct is to be presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before the person conducting the hearing makes the determination on whether extraordinary circumstances exist requiring that specific instances of a complaining witness' prior sexual conduct be heard, the complaining witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

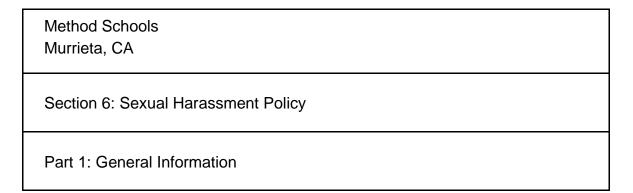
  (i) (1) Before the hearing has commenced, the governing board of Method Schools issue subpoenas at the request of either the superintendent of schools or the superintendent's designee or the pupil, for the

personal appearance of percipient witnesses at the hearing. After the hearing has commenced, the governing board of Method Schools or the hearing officer or administrative panel may, upon request of either the county superintendent of schools or the superintendent's designee or the pupil, issue subpoenas. All subpoenas shall be issued in accordance with Sections 1985, 1985.1, and 1985.2 of the Code of Civil Procedure. Enforcement of subpoenas shall be done in accordance with Section 11455.20 of the Government Code.

- (2) Any objection raised by the superintendent of schools or the superintendent's designee or the pupil to the issuance of subpoenas may be considered by the governing board of Method Schools in closed session, or in open session, if so requested by the pupil before the meeting. Any decision by the governing board of Method Schools in response to an objection to the issuance of subpoenas shall be final and binding.
- (3) If the governing board of Method Schools hearing officer, or administrative panel determines, in accordance with subdivision (f), that a percipient witness would be subject to an unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as provided for in subdivision (f).
- (4) Service of process shall be extended to all parts of the state and shall be served in accordance with Section 1987 of the Code of Civil Procedure. All witnesses appearing pursuant to subpoena, other than the parties or officers or employees of the state or any political subdivision of the state, shall receive fees, and all witnesses appearing pursuant to subpoena, except the parties, shall receive mileage in the same
- amount and under the same circumstances as prescribed for witnesses in civil actions in a superior court. Fees and mileage shall be paid by the party at whose request the witness is subpoenaed.
- (j) Whether an expulsion hearing is conducted by the governing board of Method Schools or before a hearing officer or administrative panel, final action to expel a pupil shall be taken only by the governing board of Method Schools in a public session. Written notice of any decision to expel or to suspend the enforcement of an expulsion order during a period of probation shall be sent by the superintendent of schools or his or her designee to the pupil or the pupil's parent or guardian and shall be accompanied by all of the following:
- (1) Notice of the right to appeal the expulsion to the county board of education.
- (2) Notice of the education alternative placement to be provided to the pupil during the time of expulsion.
- (3) Notice of the obligation of the parent, guardian, or pupil under subdivision (b) of Section 48915.1, upon the pupil's enrollment in a new school, to inform that school district of the pupil's expulsion.
- (k) (1) The governing board of Method Schools shall maintain a record of each expulsion, including the cause for the expulsion. Records of expulsions shall be nonprivileged, disclosable public records.

(2) The expulsion order and the causes for the expulsion shall be recorded in the pupil's mandatory interim record and shall be forwarded to any school in which the pupil subsequently enrolls upon receipt of a request from the admitting school for the pupil's school records.

Date of Board Approval (Revised Policy): 6/8/2021



The administration, teachers, and staff at Method Schools actively strive to eliminate acts of sexual harassment at the school. All personnel is aware of the mandates from the State of California, the California Department of Education, and the Board of Education, and support them fully. All personnel has received instruction regarding the recognition, prevention, and reporting of acts of sexual harassment. Parents must understand the provisions regarding sexual harassment and, in particular, student-to-student harassment. In recent years, this area of sexual harassment has been more clearly delineated in federal and state legislation as well as in our School's policies.

# **Comprehensive School Safety Plan**

Method Schools Murrieta, CA	
Section 6: Sexual Harassment Policy	

#### Part 2: Sexual Harassment – All Personnel

#### Method Schools Board Policy BP 4070: Sexual Harassment

The Governing Board prohibits sexual harassment in the working environment of School employees or applicants by any person in any form.

Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

Any employee or applicant for employment who feels that he/she or another individual in the School is being sexually harassed should immediately contact his/her supervisor, Director/Head of Schools, other School administrator, to obtain procedures for reporting a complaint.

Any supervisor who receives a harassment complaint shall notify the Director/Head of Schools, or designee, who shall ensure that the complaint is appropriately investigated.

The School prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

#### Method Schools Board Policy BP 4070: Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting when:

- 1. Submission to the conduct is made either expressly or by implication in terms or condition of any individual's employment.
- 2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual.
- 3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or educational environment, or of adversely affecting the student or employee's performance, evaluation, advancement, assigned duties, or any other condition of education, employment or career development.

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Other examples of sexual harassment, whether committed by a supervisor or any other employee, are:

- a. Unwelcome leering, sexual flirtations, or propositions.
- b. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- c. Graphic verbal comments about an individual's body, or overly personal conversation.
- d. Sexual jokes, stories, drawings, pictures, or gestures.
- e. Spreading sexual rumors.
- f. Touching an individual's body or clothes sexually.
- g. Cornering or blocking of normal movements.
- h. Displaying sexually suggestive objects in the educational or work environment.
- Any act of retaliation against an individual who reports a violation of the School's sexual harassment policy or who participates in the investigation of sexual harassment.

The Director/Head of Schools and all supervisors have the responsibility of maintaining an educational and work environment free of sexual harassment. This responsibility includes and/or discussing the School's sexual harassment policy with his/her students and/or employees and assuring them that they are not required to endure sexually insulting, degrading, or exploitive treatment or any other form of sexual harassment.

# **Comprehensive School Safety Plan**

Method Schools
Murrieta, CA

Section 6: Sexual Harassment Policy

Part 2: Sexual Harassment – All Personnel

#### **Notifications**

A copy of the School's policy on Harassment in Employment shall:

- 1. Be displayed in a prominent location near each school Director/Head of Schools' office.
- Be provided to each faculty member, all members of the support staff at the beginning of the first quarter or semester of the school year, or whenever a new employee is hired.
- 3. Appear in any school or School publication that sets forth the school or School's comprehensive rules, regulations, procedures, and standards of conduct.

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing or a copy of School information sheets that contain, at a minimum, components on:

- 1. The illegality of sexual harassment.
- 2. The definition of sexual harassment under applicable state and federal law.
- 3. A description of sexual harassment with examples.
- 4. The School's complaint process available to the employee.
- 5. The legal remedies and complaint process available through the Fair Employment and Housing Department and Commission.
- 6. Direction on how to contact the Fair Employment and Housing Department and Commission.

# **Comprehensive School Safety Plan**

Method Schools
Murrieta, CA

Section 6: Sexual Harassment Policy

Part 3: Sexual Harassment – Students

### Method Schools Board Policy BP 4070: Sexual Harassment

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the School.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the School may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

The Board expects students or staff to immediately report incidents of sexual harassment to the Director/Head of Schools or designee or another school administrator.

Any student who feels that he/she is being harassed should immediately contact the Director/Head of Schools, or designee, or another school administrator to obtain a copy of AR 1312.3 – Uniform Complaint Procedures. Complaints of harassment can be filed under these procedures.

The School prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

#### Method Schools Board Policy BP 4070: Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or a sexual nature when:

- 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
- 2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
- 3. The conduct has the purpose or effect of harming the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
- 4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct that are prohibited in the School and which may constitute sexual harassment include:

- 1. Unwelcome leering, sexual flirtations, or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- 3. Graphic verbal comments about an individual's body, or overly personal conversation.
- 4. Sexual jokes, stories, drawings, pictures, or gestures.
- 5. Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly singlesex class.
- 7. Touching an individual's body or clothes sexually.
- 8. Purposefully limiting a student's access to educational tools.
- 9. Cornering or blocking of normal movements.
- 10. Displaying sexually suggestive objects in the educational environment.

11. Any act of retaliation against an individual who reports a violation of the School's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

### **Comprehensive School Safety Plan**

Method Schools Murrieta, CA
Section 6: Sexual Harassment Policy
Part 3: Sexual Harassment – Students

#### **Notifications**

A copy of the School's sexual harassment policy shall:

- 1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year.
- 2. Be displayed in a prominent location near each school Director/Head of Schools' office.
- 3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session.
- 4. Appear in any school or School publication that sets forth the school or School's comprehensive rules, regulations, procedures, and standards of conduct.

#### Enforcement

The Director/Principal or designee shall take appropriate actions to reinforce the School's sexual harassment policy. These actions may include:

- 1. Removing vulgar or offending graffiti.
- 2. Providing staff in service and student instruction or counseling.
- 3. Taking appropriate disciplinary action as needed.

Method Schools
Murrieta, CA

Section 7: School Dress and Grooming

Part 1: Method Schools Board Policy BP 4080 Dress Code

### Method Schools Board Policy BP 4080 Dress Code

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

When gangs constitute a danger to students, the Director/Head of Schools, or designee may restrict student dress and grooming as necessary to comply with Board policy related to gang activity.

Students and parents/guardians shall be informed about the school dress code at the beginning of the school year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

The Board recognizes that, in order to promote student safety and discourage theft, peer rivalry, and/or gang activity, the Director/Head of Schools, staff, and parents/guardians at a school may wish to establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval.

The Board shall approve such dress codes when it determines they are necessary for the health and safety of the school's students.

The Director/Head of Schools, or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from an adopted school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide.

The Director/Head of Schools, or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

### **Comprehensive School Safety Plan**

Method Schools
Murrieta, CA

Section 7: School Dress and Grooming

Part 1: Method Schools Board Policy BP 4080

#### **Method Schools Board Policy BP 4080**

Local law enforcement officials indicate that certain types of dress contribute to gang association and violence. Students wearing gang attire become targets for violence even though they are not gang members. Also, the baggy, oversized clothing now identified as gang-related, presents a safety hazard since it allows students to more readily conceal dangerous objects such as knives, and other weapons or provide hiding places for drugs and drug paraphernalia. Accordingly, the following types of clothing have been identified as gang-related:

- Oversized, baggy pants
- Excessively large shirts and jackets
- Military style and/or steel-toed boots
- Oversized belts and/or initial on buckles
- Caps/hats
- Shirts depicting or promoting violence towards police and/or others and/or graffiti or "tagging"
- Clothing that features lewd or obscene language

#### **Uniforms**

As gang attire changes, the Director/Head of Schools, or designee is authorized to delete and add items as deemed appropriate by the school staff and law enforcement agencies.

In schools where a schoolwide uniform is required, the Director/Head of Schools, staff, and parents/guardians of the individual school shall jointly select the specific uniform to be worn.

The Director/Head of Schools, or designee shall give parents/guardians at least six month's notice before a school uniform policy is implemented.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting.

The Director/Head of Schools, or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

# **Comprehensive School Safety Plan**

Method Schools
Murrieta, CA

Section 8: Safe Ingress and Egress

Part 1: General Information

Method Schools takes pride in being part of a school that has a mission to provide a safe environment for all students, parents, and school employees. Method Schools will take measures to ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from school buildings, corridors within school buildings, and emergency exits remain clear of all obstruction to allow the flow of pedestrian and vehicular traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To achieve this goal, the school works closely with local law enforcement agencies and the city of Murrieta to ensure that the school's immediate community is safe.

Through the joint efforts of the School office, site administrators, faculty, Safety Committee, PTSA, and other organizations, including consultants, Method Schools has developed a plan to ensure the safe arrival and departure of students, staff, and visitors. Method Schools encourages input from our community and reviews this plan on an annual basis.

Any problems associated with safe ingress and egress will be addressed immediately.

### **Comprehensive School Safety Plan**

Method Schools
Murrieta, CA

Section 8: Safe Ingress and Egress

Part 2: Safe Ingress and Egress

Method Schools has 2 entrances and exits on Jefferson Ave and 1 on Kalmia Street. Most students enter from the two entrances on Jefferson Avenue in front of the school and exit via Kalmia Street.

School hours of operation: 8:30am- 3:00pm

All adults are to enter from the front of the school with signs posted for office check-in. All visitors to the school must check-in at the front desk.

Whenever a safety issue is pending, all doors are locked immediately. In emergencies, teachers have keys to lock or unlock doors closest to them.

At dismissal times, teachers are supervising student pick up at the rear of the building in the back parking lot.

### **Comprehensive School Safety Plan**

Method Schools Murrieta, CA

Section 9: Rules and Procedures of School Discipline

### Part 1: Specific Guidelines

#### Call Parent/Sent Home

Students that do not complete assignments may complete them during a break, lunch break, or after school under your supervision. When students are sent to the office for disciplinary reasons, a note must accompany the student stating the infraction and other pertinent data.

Since we have very limited nursing services, we use our judgment in sending students home. For minor injuries, we use a first aid kit; for minor complaints, try sending the student to drink water, or use the restroom, or rest for a while. If the complaint persists, we call a parent. Any child with an injury to the eyes, head, or private parts is evaluated for the next step immediately. If there is an injury in the classroom or on the playground that is considered serious, the child is not moved until the Director/Head of Schools arrives.

# Comprehensive School Safety Plan

Method Schools Murrieta, CA

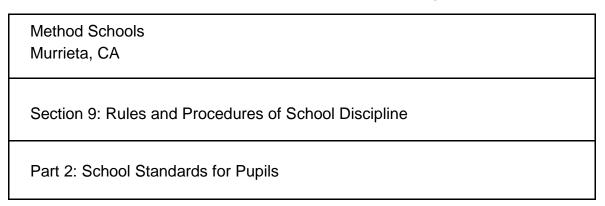
Section 9: Rules and Procedures of School Discipline

### Part 1: Specific Guidelines

Discipline

Method Schools use the Behavior Policy included in the Student Handbook which is distributed to every student and signed by each student upon enrollment completion.

### **Comprehensive School Safety Plan**



To provide a positive, safe environment for children, the school and classroom must establish standards. The following standards are intended to keep our students safe and avoid problems.

- 1. Children are encouraged to arrive no earlier than 8:25 am.
- 2. When students are dismissed for the day, they are to leave the school grounds and go straight home. Students may not wait for older siblings that dismiss at a later time.
- 3. Children must play only in designated areas. Walkways are provided for walking to and from classes, they are not for running and playing.
- 4. Bicycles, roller skates, skateboards, etc. are to be walked on and off the grounds and in front of the school. Riding bicycles on the walkways are not permitted.
- 5. Restrooms are to be used only as needed not as a place to gather or to play.

- 6. Gum and candy are not appropriate in school unless it is part of a sack lunch and then it is to be eaten during designated snack and lunchtimes.
- 7. Toys, radios, tape recorders, or players are not to be brought to school. Knives of any kind, or any dangerous item, are to be confiscated and sent to the Director/Head of Schools. Toys brought for sharing are not to be taken to the playground.
- 8. Pupils must comply with required classroom standards of behavior, courtesy, and proper citizenship, as follows:
  - a. Students are to be punctual.
  - b. Stop immediately upon the command of an adult or a whistle.
  - c. Students are to seek help from the adult on duty.
  - d. Students are to be respectful of all adults in authority.
  - e. Students are expected to be clean and neat in appearance.
  - f. Students must keep language free of profanity and vulgarity.
  - g. Students are expected to take pride in their books, school equipment, classrooms, buildings, and school.

Method Schools Murrieta, CA	
Section 9: Rules and Procedures of School Discipline	

## Method Schools Board Policy BP 5060: Tobacco, Drugs, and Alcohol

It shall be the policy of the schools to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior affecting substances and drug paraphernalia. These substances shall include but not be limited to marijuana, LSD, glue, alcohol, and barbiturates.

Students involved in the possession, sale, and/or use of behavior affecting substances as stated above shall be subject to disciplinary procedures that may result in suspension or expulsion.

School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel; so long as such inspections are conducted following constitutional requirements of applicable state law relating to searches and seizures.

The Board recognizes that smoking and other forms of tobacco use present a health hazard that can have serious consequences both for the tobacco-user and the non-tobacco-user and is, therefore of concern to the Board.

Students shall not be allowed to smoke or possess tobacco on school property or during school hours. Students who violate this policy shall be subject to disciplinary procedures which may result in suspension from school.

# **Comprehensive School Safety Plan**

Method Schools Murrieta, CA

Section 9: Rules and Procedures of School Discipline

## Part 3: Drugs, Tobacco, Alcohol

### Drug Use and Abuse

The administration shall practice the following procedures relative to student drug use and abuse on school property or whenever the student is under the jurisdiction of the schools. Alcohol is a drug, illegal for use by minors. Cases involving alcohol shall be treated in the same manner as for other drugs.

### Use or Possession

- 1. No internal medication is to be administered to students by school personnel except as prescribed by a doctor.
- 2. Dangerous and narcotic drugs that a student has on prescription for ingestion as prescribed by a doctor must be in their original containers and kept in the nurses' or Director/Head of Schools' office, whichever provides greater security.
- 3. Whenever any staff member has reason to believe that a student may be under drug influence, he/she shall immediately notify the Director/Head of Schools. The Director/Head of Schools, if in agreement, shall notify the parent to come for the student and to remove the student to his/her home, to the jurisdiction of the police, and/or the paramedics.
- 4. In severe cases, if the parents or the doctor cannot or will not come to the school, the Director/Head of Schools is authorized to call an ambulance to remove the student to a hospital. Parents will be notified of this action and shall be responsible for the incurred expenses.
- 5. In any first offense in which students illegally use or possess prescription or non-prescription drugs, including alcohol, marijuana, or inhalants, at school or school activities, the following will result:
  - a. Suspension from school for at least five (5) days.
  - b. Referral to the proper police authority.
  - c. A parent conference.

d. A schedule of regular appointments with a school counselor or other school official.

Additionally, the following action may be taken:

- a. Transfer to another school or alternative education program as appropriate.
- b. Recommendation for expulsion.
- The second incidence of use or possession of illegal drugs within one year at any school or school activity will result in a recommendation for expulsion as provided for in Education Code 48900.

## Selling or Providing

When there is reason to believe that a student is selling or possessing drugs, the following procedures listed below will be followed:

- The school administrator shall advise the local juvenile narcotics officer or law enforcement personnel. Juvenile authorities will decide as to whether they or the school will notify the parent.
- 2. The school administrator will escort the student to the school office and confront him/her with suspicion. The administrator may notify the police before taking the student to the office. The student should be removed from a classroom by a school administrator or designee when there is reasonable cause.
- 3. For reasonable cause, a search for drugs may be made by the administrator. This may include searching the student's locker and/or other School-owned facilities such as science drawers, shop lockers, etc. Such a search should be conducted by the administrator with at least one other certificated person as a witness. No school staff member should search a student but may ask students to volunteer for self-search. In cases when a personal search seems to be in order, the administrator should call for a law enforcement officer to search. Repeated attempts shall be made to notify the student's parent/guardian before the personal search is made.
- 4. The student may be interrogated by the school administrator without notifying the student of his/her rights, but if the administrator believes that a law has been broken, the police will be notified.

When there is good evidence that a student has used, sold, or possesses narcotics or drug paraphernalia on or about school premises or at school-sponsored functions, the police must be notified. Regardless of any legal action taken by the police, the School must immediately suspend the student according to the provisions of BP/AR 5144.1 – Suspension and Expulsion/Due Process. The school administrator may, at his/her discretion, recommend expulsion to the Governing Board.

The Student Handbook which includes all shall be disseminated to students and parents through school newsletters, student handbooks, parent and student meetings, newspapers, radio, television, and other means of communications.

#### Tobacco Use

Possession or use of tobacco on school premises or at school-sponsored events by students is a violation of the law and Board policy and is not permitted. Students violating this policy will be subject to the following disciplinary procedure:

#### First Offense:

- 1. Parent notification.
- 2. Reprimand by Director/Principal or designee. A reprimand is a written notification of unacceptable behavior.
- 3. School Suspension (1 day)

#### Second Offense:

- 1. Parent notification.
- 2. Reprimand by Director/Principal or designee.
- 3. School Suspension (2 days)
- 4. Disciplinary probation with behavior contract.

Disciplinary probation is a condition whereby a student must fulfill specific commitments or be denied certain privileges until his/her behavior improves. A behavioral contract is a

written agreement among a student, his/her parent/guardian, and an administrator. The contract states the conditions that must be met by the student for the period of

# **Comprehensive School Safety Plan**

Method Schools
Murrieta, CA

Section 9: Rules and Procedures of School Discipline

Disciplinary probation. Failure to comply with the agreed-upon terms may result in further disciplinary action against the student.

### Subsequent Offenses:

- 1. Parent notification/written notification of suspension to be sent by mail.
- 2. The student to be suspended for three (3) days.

Part 3: Drugs, Tobacco, Alcohol

- 3. Parent conference requested before returning to school.
- 4. Action per Behavioral Contract including possible assignment to an alternative program.

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. As required by law, the School provides instructional programs designed to discourage students from using tobacco products.

In the best interests of students, employees, and the general public, the Governing Board, therefore, prohibits the use of tobacco products at all times on school property and in school vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event.

The Director/Head of Schools, or designee shall inform students, parents/guardians, employees, and the public about this policy. All individuals on School premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violations.

The Director/Head of Schools, or designee shall maintain a list of clinics and community resources that assist employees and students who wish to stop using tobacco products.

# **Comprehensive School Safety Plan**

Method Schools
Murrieta, CA

Section 9: Rules and Procedures of School Discipline

Part 3: Drugs, Tobacco, Alcohol

## **Employee Notifications**

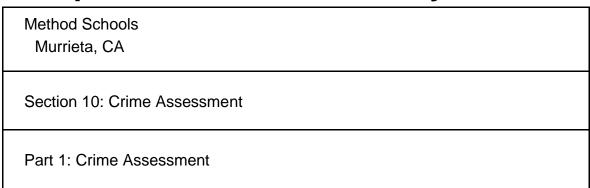
The Director or designee shall notify employees of the School's tobacco-free policy. The notification shall also inform them of:

- 1. Their need to abide by School policy as a condition of employment.
- 2. The dangers of tobacco use in the workplace, including its threat to the health and safety of employees, students, and the public.
- 3. Available resources that may help employees stop using tobacco.
- 4. Possible disciplinary actions per Board policy, state law, and applicable collective bargaining agreements.

Community members who smoke on school property shall be informed of the School's tobacco-free schools' policy and asked to refrain from smoking. If the person fails to comply with this request, the following actions may ensue:

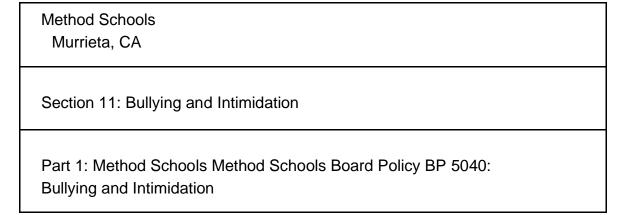
- 1. The matter may be referred to the Director or designee responsible for the area or the event.
- 2. If the person fails to refrain when so requested by the Director/Head of Schools, or designee, who may direct him/her to leave school property.
- 3. If necessary, the Director/Head of Schools or designee may request local law enforcement assistance in removing the person from school premises.
- 4. When individuals repeatedly violate the tobacco-free schools' policy, the Director or designee may prohibit them from entering School property for a specified period.

## **Comprehensive School Safety Plan**



In compliance with SB 187 and SB 334, Method Schools will compile statistics about school crime committed on school campuses and at school-related functions. The school will complete a *California Safe Schools Assessment – School Crime Reporting Form* for each incident that occurs on campus. Information obtained will assist the school and the School in developing programs to reduce the incidence of crime on campus.

# **Comprehensive School Safety Plan**



## Method Schools Board Policy BP 5040: Bullying and Intimidation

The Board of Trustees believes that all students have a right to a safe and healthy school environment. To that end, the schools and community must promote mutual respect, tolerance, and acceptance. Method Schools will not tolerate any act of intimidation including direct physical contact, gestures, comments, threats, or actions, either written, verbal or physical, which cause, threaten to cause, or are likely to cause bodily harm, social isolation, manipulation, or personal degradation at any school site, at any school activity whether on or off-campus, while traveling to and from school or a school-sponsored activity, or during the lunch period, whether on or off-campus.

The consequences of these actions may include a broad range of disciplinary measures as appropriate; however, every effort will also be taken to provide or locate appropriate assistance for both the victim and the offender.

Bullying occurs when one or more students threaten, harass, or intimidate another student through words, or actions including continual direct physical contact such as hitting or shoving intentionally.

These incidents will be acted upon when they occur on the school grounds at any time, en route to and from school or a school-sponsored activity, during the lunch period whether on or off-campus.

A "school-related" or "school-sponsored" activity is an activity that is approved by the Director/Principal or his/her designee and supervised by assigned school personnel.

For this administrative regulation, bullying is but is not limited to, making unsolicited and unwelcome written, verbal, physical, and/or threatening visual gestures or contact.

- Written intimidating/threatening letters, notes, or messages
- Verbal intimidating/threatening comments, slurs, innuendos, teasing, jokes, or epithets Visual – threatening gestures
- Physical hitting, slapping, and/or pinching

# **Comprehensive School Safety Plan**

Method Schools Murrieta, CA	
Section 11: Bullying and Intimidation	

## Part 1: Anti-Bullying

Making reprisals, threats of reprisal, engaging in coercive behavior to negatively control, influence, or affect the health and well-being of a student.

Initial Response and Reporting

**Expectations The** 

School expects all employees, if they observe or become aware of an act of intimidation, to take immediate, appropriate steps to intervene.

If in the opinion of the employee, the matter has not been resolved, then the situation shall be reported to an administrator for further investigation.

The School encourages students, parents, and other community members who observe or become aware of a serious act of intimidation to report this act to a school administrator for further investigation.

### Investigation and Response

Any incident, which may constitute an act of intimidation and is reported to the Director/Head of Schools, shall be thoroughly investigated by the site administrator or designee. Consequences shall be commensurate with the results of the investigation. This may include but is not limited to, counseling, parent conference, detention, involuntary transfer, a formal suspension and/or expulsion of the offender. The parent or guardian shall be contacted and may be asked to attend a conference with school officials.

If the parent or guardian does not attend the conference, the site administrator shall send a letter informing the parent of the actions under consideration and notifying the parent of all data pertinent to the action.

Depending on the severity of the incident, the administrator shall take appropriate steps to ensure campus safety. This may include any or all of the following: Implement an immediate safety plan; isolate and supervise involved students; provide staff support for involved students as necessary; report the incident to law enforcement if appropriate; notify the parents/guardians of both the offender and the victim and develop supervision plan with parents.

If the act of intimidation is deemed to warrant a suspension, expulsion, or involuntary transfer to another school, then the matter will be processed following the board policies and pertaining to the suspension/expulsion due process.

# **Comprehensive School Safety Plan**

Method Schools
Murrieta, CA

Section 11: Bullying and Intimidation

Part 1: Anti-Bullying and Hate Crimes

#### Assessment and Intervention

An administrative contact will be made with the victim and offender before resuming the regular schedule of classes. If deemed necessary, the administrator or designee may convene a multidisciplinary team to further assess and determine the need for ongoing support for the victim of the offender.

Depending upon the severity of the intimidation, an investigation may include a review of school records, identification of parent/family issues, and interview with students, parents, and school staff. A multi-disciplinary team consisting of school staff, counselor/psychologist, parent, student, and other agency personnel as appropriate, shall develop a behavior support plan.

The support plan may include any or all of the following: a case manager (special education staff), counseling services (site, and/or community resources), parenting skills classes, and other additional support services as deemed appropriate. The case manager will maintain a record of the services provided.

Each site will identify community resources to be used before, during, and after incidents of intimidation.

#### School Follow-up

The case manager has a responsibility to follow up and evaluate the behavior support plan. The case manager will compile a report to the site administrator on the process, resources used, and the follow up procedure involving the victim and the offender.

A copy of the behavior plan and follow-up report will then be forwarded to the Coordinator of Pupil Services.

#### Retaliation Prohibited

Retaliation against a student who reports or witnesses bullying is strictly prohibited and is grounds for discipline.

### **Mandated Notification**

At the beginning of the school year, each student shall receive Student Handbook that includes language prohibiting intimidation.

## Hate Crime Reporting and Procedures

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Executive Director (jspallino@methodschools.org). Upon receiving such a complaint, the Executive Director shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures. A student who has been found to have demonstrated hate motivated behavior shall be subject to discipline in accordance with law, Board policies, and administrative discretion.

- Definition of Hate Violence: the use of force or threat of force to intimidate a person in the exercise of a constitutional or statutory right, or damage or destruction of property for the purpose of intimidating
- or interfering with a person because of that individual's "race, color, religion, ancestry, national origin, disability, gender, or sexual orientation."

Method Schools
Murrieta, CA

Section 12: Suicide Prevention Policy

## **Suicide Prevention Board Policy**

## **BP 5070 Approved 11/19/19**

Method Schools understands that it is critical that to play a leading role in implementing policies that follow best practices, are developmentally appropriate, and are culturally responsive. Equally important are parents and guardians, who also play a key role in youth suicide prevention. It is critical that school staff members actively and continuously engage and educate parents on suicide prevention policies and practices in place at the school and in the community.

This outlined policy has been utilized from a template offered by a suicide prevention agency and as Method School will continue to further refine this policy and it is further developed. Method Schools has adopted its own suicide prevention curriculum program called Hope Squad and has integrated it into out current LMS for students to utilize. Method Schools plans to offer a Hope Squad tile course for students to take in the Spring of 2019 and will continue to refine awareness and prevention.

**Prevention**. The school, especially the school psychologist and other school-employed mental health professionals, plays an integral role in suicide prevention. The Policy recommends that each school district designate suicide prevention coordinators at the district and the school levels. These people would help plan and implement suicide prevention policies and practices and be the points of contact when a student, parent, or staff member is concerned that a student is at elevated risk for suicide. Coordinators would work with administrators and other school staff to ensure that additional recommended preventive steps be taken school-wide (for example, that staff receive annual professional development on how to recognize the warning signs of suicide and make referrals for help; and that developmentally appropriate, student centered education about mental health and suicide prevention be infused into the K-12 health curriculum). School psychologists are critical resources for schools and are a logical choice for serving as these suicide prevention coordinators. School psychologists should also be involved in the development and implementation of suicide prevention education for staff and students. However, it is equally important that school employed mental health professionals receive annual professional development on best practices in risk assessment and crisis intervention so that they are equipped with the knowledge and tools needed to respond safely and effectively when receiving referrals from staff and students.

A key component of supporting overall student wellness and suicide prevention is access to a continuum of school-based mental health supports. Early identification of at-risk students can enhance opportunities for positive outcomes by addressing problems as they first arise. This enables the school, and in particular the school-employed mental health professional, to support the young person and the family in identifying and implementing potential solutions together, before the problem develops into a crisis situation in need of more intensive intervention or treatment. pg. 2

Assessment and referral. It is important to take every statement regarding suicide or a wish to die be taken seriously. Although each school and school district will have unique policies and procedures for conducting threat assessments, the Policy outlines specific actions to take when a young person is thought to be at risk for suicide, when a suicide attempt is made in school, and when an attempt is made outside of the school setting. In all cases, the school should make every attempt to notify the student's parent or guardian.

When a student makes a verbal or written suicide threat, or if the student presents with several risk factors and a staff member is concerned, this student should be seen by a school-employed mental health professional within the same school day. That professional would conduct the risk assessment and facilitate any necessary referrals to an outside mental health agency. If the school-employed mental health professional is not immediately available, the school nurse or school administrator should assist the student until the mental health professional can be brought in. During this time, the student should be under constant supervision to ensure safety, and the suicide prevention coordinator should be made aware of the situation as soon as possible. Additionally, the school-employed mental health professional or principal should notify the student's parent or guardian to assist them with an urgent referral, if necessary, or to help facilitate an appointment with another health care provider. If such a referral is made, school staff should seek permission from the parent or guardian to exchange information with the outside healthcare provider. When a suicide attempt has been made during the school day, all students should be removed from the immediate area as soon as possible and the health and safety of the student who made the attempt should be of primary concern. The student should be supervised until any necessary medical treatment has been provided, per district emergency medical policy. If appropriate, a mental health assessment should be immediately requested and the principal, school suicide prevention coordinator, and the student's parent or quardian should be contacted. Based on the specific school or district policy, as well as the judgment of the school principal and school mental health staff, additional steps should be taken to ensure the safety and well-being of any students who may have been affected by the suicide attempt. Re-entry procedure. Each school and district will have specific procedures for handling students who are returning to school after a mental health crisis such as a suicide attempt or psychiatric hospitalization based on the specific needs and unique population of the school. However, The Policy recommends that the following three specific components be a part of any re-entry plan:

- A designated school employed mental health professional will coordinate with the student, family, and any outside mental health providers (if permission was granted).
- The parent or guardian will provide documentation from a healthcare provider that the student is no longer a danger to themselves or others.
- The designated school-employed mental health person will determine what supports are needed to help the student readjust to the school community and meet with him or her periodically to address any concerns.

**Postvention**: Suicide in a school community is tremendously sad, often unexpected, and can leave a school with many uncertainties about what to do next. Schools need reliable information, practical tools, and pragmatic guidance to help students and the community atlarge as they struggle to cope with and respond to the loss. The Policy, coupled with more detailed guidance from NASP and AFSP (included in the resource section below) can help. pg. 3

The specific circumstances surrounding a death by suicide will guide the school and community response. However, to prevent suicide contagion while effectively managing the situation, the Policy suggests the development and implementation of an action plan with the following steps:

- Verify the death: Even if the student's death is perceived to be suicide, it should not be considered such until confirmed by the coroner's office or local police department.
- Assess the situation: The school/district crisis team should consider the impact of the suicide on the student and community population and determine the appropriate resources and supports needed for individual students as well as the general school population.
- Share information: It is important to report only confirmed and factual information to faculty, students, and families. Additionally, the school should inform parents about supports available to students in school, as well as available resources in the community.
- Avoid suicide contagion: The crisis team should work with teachers and families to identify students who may be at a high risk of suicide and those who are most significantly impacted by the student's death.
- Initiate support services: School-employed mental health professionals should collaboratively determine which students need additional risk assessment or mental health support services and implement those as needed.
- Develop memorial plans: School communities often wish to memorialize a student who has died. It can be challenging for schools to strike a balance between compassionately meeting the needs of grieving students while preserving the ability of the school to fulfill its primary purpose of education. In the case of suicide, schools must consider how to appropriately memorialize the student who died without risking suicide contagion among other students who may themselves be at risk. Treating all deaths in the same way avoids stigma and also protects against inadvertently sensationalizing the suicide loss. Wherever possible, schools should meet with the student's friends and coordinate with the student's family to identify a meaningful, safe approach to acknowledging the loss.

**External Communication:** Following a student suicide, the media will almost certainly want to become involved in reporting the story. Although the school cannot control everything that is reported, there are steps that schools can take the help contain the media firestorm that often follows the report of a suicide. In many cases, a school has a designated media spokesperson who will respond to all media inquiries. The Policy recommends that the media spokesperson:

- Keep the suicide coordinator, superintendent, and other relevant administrators updated on how the school is handling the necessary postvention activities.
- Prepare a statement for the media that only includes confirmation of the death, the school's postvention plans, and available resources.
- Encourage the media to respect the privacy of the student who died and the family, and to avoid sensationalizing the suicide (e.g., putting story on the front page, describing the method of suicide). Additionally, the spokesperson should strongly suggest that the media refrain from speculating about the reason for the suicide.

Method Schools Murrieta, CA

Section 13: COVID-19 Precautions

Method's modality has been virtual in nature since well before the COVID-19 pandemic, and staff and students will remain working in a virtual capacity indefinitely due to the nature of the Method program. Notwithstanding that, Method takes the COVID-19 pandemic very seriously, and all staff and students are urged to follow CDC COVID-19 precautionary guidelines as well as monitor the CDC website (https://www.cdc.gov/coronavirus/2019-ncov/index.html) for the most current guidelines and resources:

#### Wear a mask

- Everyone 2 years and older should wear masks in public.
- Masks should be worn in addition to staying at least 6 feet apart, especially around people who don't live with you.
- If someone in your household is infected, people in the household should take precautions including wearing masks to avoid spread to others.
- Wash your hands or use hand sanitizer before putting on your mask.
- Wear your mask over your nose and mouth and secure it under your chin.
- Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.
- If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand.
- Make sure you can breathe easily.

Effective February 2, 2021, **masks are required** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.

people arrows light icon

Stay 6 feet away from others

- Inside your home: Avoid close contact with people who are sick.
  - If possible, maintain 6 feet between the person who is sick and other household members.
- Outside your home: Put 6 feet of distance between yourself and people who don't live in your household.
  - Remember that some people without symptoms may be able to spread virus.
  - Stay at least 6 feet (about 2 arm lengths) from other people.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

band aid icon

Get Vaccinated

Authorized COVID-19 vaccines can help protect you from COVID-19.

- You should get a COVID-19 vaccine when it is available to you.
- Once you are fully vaccinated, you may be able to start doing some things that you
  had stopped doing because of the pandemic.

#### users slash icon

Avoid crowds and poorly ventilated spaces

- Being in crowds like in restaurants, bars, fitness centers, or movie theaters puts you at higher risk for COVID-19.
- Avoid indoor spaces that do not offer fresh air from the outdoors as much as possible.
- If indoors, bring in fresh air by opening windows and doors, if possible.

### hands wash light icon

Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - After handling your mask
  - After changing a diaper
  - After caring for someone sick
  - After touching animals or pets
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

box tissue light icon

Cover coughs and sneezes

- If you are wearing a mask: You can cough or sneeze into your mask. Put on a new, clean mask as soon as possible and wash your hands.
- If you are not wearing a mask:
  - Always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow and do not spit.
  - Throw used tissues in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

#### spraybottle icon

Clean and disinfect

• Clean high touch surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

- If someone is sick or has tested positive for COVID-19, disinfect frequently touched surfaces. Use a household disinfectant product from EPA's List N: Disinfectants for Coronavirus (COVID-19)external icon according to manufacturer's labeled directions.
  - If surfaces are dirty, clean them using detergent or soap and water prior to disinfection.

head side medical light icon

Monitor your health daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
  - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.

Method Schools Regular Meeting of the Board of Directors

#### Tuesday, November 16, 2021, 6:00 PM

24620 Jefferson Ave, Murrieta, California

https://methodschools.zoom.us/webinar/register/WN\_zW5VySZXTqu9XneseVTl2A

#### 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:

Agendas and "Submit a Public Comment" forms are available via the link on our website on the Board Page. If you wish to speak, please fill out the form and specify the agenda item on which you wish to speak. When addressing the Board, speakers are requested to state their name and address 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

**Agenda items:** To address the Board on agenda items, please specify the item on which you wish to speak on your "Public Comment". 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 <a href="mailto:avargas@methodschools.org">avargas@methodschools.org</a> 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.

Method Schools Regular Meeting of the Board of Directors

**1.0** Call to Order: Jessica Spallino, CEO called Board Meeting to order at 6:05 P.M.

2.0 Roll Call

Present: Carolyn Andrews, Tyler Roberts, Steven Dorsey, Shannon Clark, Gloria Vargas

Absent: None

Method Staff: Jade Fernandez, Tracy Robertson, Stefanie Bryant, Jana Sosnowski, Jessica

Spallino, Mark Holley, Method Representative- Cory Cavanah

### 3.0 Public Communication on Non-Agenda Items

None

## 4.0 Reports

### • CEO:

- Dehesa Oversight 2020-21: Jessica Spallino: They delivered their notes from last year's oversight process and listed items they feel are still outstanding, and have started the 2021-22 year process. There are some areas where they're not satisfied with what we've delivered. First is "the school continues to have difficulty in engaging parents in governance and school decision-making". We feel like they are actually highly involved, we survey them at least 4 times a year, and they are part of the LCAP process. There are a lot of other ways to demonstrate parent involvement rather than just a committee. Next one is "current board composition is inconsistent with the bylaws and approved charter". We feel our current board does represent what we say it will. They're asking for a written plan and that we may consider filling the next vacancy with a parent. They suggest that board members are in-state, but it is not a requirement. We feel satisfied with our board but it is something they just keep pushing. We'll enhance our narrative as far as what each board member brings. Maybe next year we rotate positions or add on one or two more seats. We can draft a report on our end and bring it to the next board meeting, which will meet this deadline.
- Question: Shannon Clark: From my perspective, that works. Would they be satisfied if there was a parent on the board?
- Jessica: That seems to be something they are suggesting. We don't have to do this now, but it could be in the plan for next year.
- Gloria Vargas: One of the school boards I had been a part of when my kids were growing up had a revolving seat, a group of 3-4 parents so not only one parent was responsible for it. That parent could come in and out of the board meetings and could bring something up if the parents had an issue. We may want to look at something like that.
- Jessica: That is definitely a possibility. Their insistence of having a parent on the board, I don't know if we really feel it is necessary as a group.
- Question: Carolyn Andrews: When you look at other charter schools in Southern California, are there parents on the board usually?
- Jessica: In some cases, but I don't think across the board.
- Steven Dorsey: Having that voice of a current parent would always be a good thing
  just to get that perspective. Parent involvement is good.
- Question: Shannon: Have we had any parents that have expressed interest in being part of a parent advisory board or on the board?
- Jessica: Out of the blue, no.
- Mark Holley: The end game here is parental involvement. The things we do day-in and day-out are probably going to do more for parent involvement. Overall, if we can show parents are more involved here than what they're used to seeing, I think that's going to be the end game.

Method Schools Regular Meeting of the Board of Directors

- Shannon: A parent being involved doesn't necessarily mean we will get more parental engagement.
- Jessica: We can get something drafted and bring it to the next meeting. Number 6-"whether all board members attended annual brown act training". We have all board members attending by the end of the year.
- Question: Shannon: Will you be able to obtain proof that we attended, on your end?
- Tracy Robertson: I'll follow up, as they were supposed to send something to us.
   Yes, we can compile that.
- Jessica: Number 8- "there's no evidence of efforts to solicit input on Method's governance and operations from the community served". We're working on an enhanced narrative for this, to reflect what we actually do. Number 10- these are policies we will be presenting that are updated to include updated ed codes. Number 12- since we're a virtual school they want our safety and evacuation plan updated, so we're going to go ahead and do that. Number 15- we'll be sure our board policies are accurate and clean. Number 16- The complaint policy- we've updated that. Number 17- Everybody is TB tested as of last week. Number 20-they're still saying they didn't see these pieces. Jana is putting together a file that has all of the elements. We'll be back next month with an update on a couple of those. We have our all-hands meeting on December 16th, so we'll share the staff survey results and academic data on our December 14th board meeting. The December 14th meeting will be at the Method site.

#### CBC

- Marketing Update: Mark: We grew very fast during COVID, then we plateaued. Districts have developed a lot of their own online programs. A lot of students have gone back to their traditional districts. We're down quite a bit to what we were at a year ago. We're up about 25% over the last 60 days. We're dialing in our customer experience (students and parents). In the past, we weren't really able to reach a net promoter score of 50, and we're at 67 now. We're focusing on continuing to update our enrollment process. We continue to try to drive more traffic to our site. One of the focus areas has been content, our goal is to become a K-12 information hub. I want to share a couple of resources. The links show examples of content we've put out to help, such as "How to Homeschool", "Proven Best Practices in K-12 Online Learning", "What to Expect from Online School with Method", and "Turning to Online Learning". Finally, our blog tends to bring a lot of traffic. It not only helps bring in enrollments, prospective parents, but it also helps current parents and students. This student-first environment has continued to bring in positive reviews.
- Question: Tyler Roberts: Do you have a lead nurture program to follow up with people that don't convert right now?
- Mark: We've been using HubSpot and have automation that when someone fills out a form, if they don't take action for a few days, we have emails that go out and it is pretty personalized.
- Question: Tyler: Are you able to tie in NPS (Net Promoter Score) to specific students/families?
- Mark: We tend to get higher NPS scores the longer students are with us. Duration with us is the key to satisfaction and academic achievement.
- Question: Tyler: Reviews for Method are very good, but there aren't many of them. Is asking for net promoters to review, something we've considered?
- Mark: Yelp is where we're getting most reviews. We're trying to push more for Google, Facebook, and Trustpilot. At the end of the net promoter survey, we ask if they mind sharing this online. Some of our event staff have really tried to get families to review us on Yelp.
- Tyler: I would suggest not to shy away from Yelp, as it typically comes up number

Method Schools Regular Meeting of the Board of Directors

one. I love that Method is mobile-optimized.

Mark: Right now we're at about 35% mobile, which is high for a school. Students
actually accessing the content via mobile has been huge for us as well.

#### CAO/Director of Student Services

- Student Highlights: Jana Sosnowski: We are in our third week of iReady. We're looking at about 99% paritication in our K-8 students. We have just under 40% of our K-8 students in reading that have already met their growth for the year. For Math, we have just over 30% that have met their projected growth. At the high school level, we transitioned them from iReady to IXL. We're looking into the differences between the two tests. We're looking at a lot lower numbers in terms of students who are at grade level, as far as students that are in 9th, 10th, or 11th grade. We have 95 seniors- 8 who have already graduated, 84% are on target to graduate in June, 9% under AB104, and 7% are not on track or the parents decline the AB104 track.
- Jade Fernandez: HOPE squad members are receiving training weekly, we're up to 3 to 4 members now. More than being suicide prevention, HOPE squad is meant to help students build hope in themselves and be a beacon of hope for other students. Events- we've gone to Peltzer farms, had a beach clean up, lego science, and college tours. This is helping build camaraderie. We're having a staff get together, our holiday party, and it is going to incorporate community service with Solutions for Change. We're looking forward to another school assembly in January and have invited guest speaker/author Kwame Alexander. We're celebrating successes we've had during the first semester.
- Jana: We have an art teacher who got three art courses UC-approved. She has worked with students to build reflection pieces. At the Elementary level, K-5 students are collaborating on a virtual newspaper.

#### 5.0 Action: Company-wide Performance Bonus

**Discussion:** Mark: This is the highest inflation any of us has ever seen, combined with the fact that we're a little under the 50th percentile on salaries across the board, based on research we did in Zenefits, in the next couple of years we're looking at a possibility of salaries twice a year rather than once a year. Regarding this bonus, hourly would get \$1,000 and salary would get 5%. We wouldn't do it for independent contractors that aren't instruction-related. This would get us closer, especially on the teacher side, to the 50th percentile. This is more of a salary adjustment rather than a bonus. We're going to try to do these more often. This is a one-off at this time.

Stefanie: We're a little low in comparison to the LA, Riverside, and San Diego areas. This bonus will help.

Mark: We're lower on teachers with less experience.

Question: Shannon: Were we benchmarking against charter schools or all schools in general?

Stefanie: It was in general.

Mark: In the past we've known we were a little lower. I think it is going to take us 2 or 3 years to get us in the higher range. Us not being at the 50th percentile is troubling to me, especially at the teacher level. Our benefits are top-notch, but we'd love to get closer to where we need to be.

Motion: Carolyn Andrews Second: Shannon Clark

Ayes: Steven Dorsey, Gloria Vargas, Tyler Roberts, Shannon Clark, Carolyn Andrews

Noes: 0

Action: Passed

#### Method Schools Regular Meeting of the Board of Directors

## 6.0 Action: Revised BOA Account Signer List- Add Stefanie Bryant

**Discussion:** Stefanie: We're trying to add myself as a signer to our bank account so I can

get the appropriate access to do my job. It requires board approval.

Motion: Shannon Clark Second: Gloria Vargas

Ayes: Steven Dorsey, Gloria Vargas, Tyler Roberts, Shannon Clark, Carolyn Andrews

Noes: 0 Action: Passed

### 7.0 Action: BP 3040- Investment Policy

**Discussion:** Stefanie: A goal for me is to work on getting some type of investment. We want to take some of our funds that are LA money, that are currently sitting in the San Diego treasury, and separate them into an investment account. We needed a policy to give us some direction and guidelines to what we can do. The board is giving direction to CBO and CFO to be able to invest funds, taking risk into account. We need to be safe with it and it needs to be available to us.

Motion: Shannon Clark Second: Tyler Roberts

Ayes: Steven Dorsey, Gloria Vargas, Tyler Roberts, Shannon Clark, Carolyn Andrews

Noes: 0 Action: Passed

## 8.0 Action: El Dorado Charter SELPA Agreement for Participation

**Discussion:** Jessica: We are in the process of transitioning to El Dorado for our SELPAs. This portion, we've been advised to bring to the board.

 ${\tt Jade: It is pretty straightforward, it is just a participation agreement. This is for next school}$ 

vear.

Motion: Tyler Roberts Second: Gloria Vargas

Ayes: Steven Dorsey, Gloria Vargas, Tyler Roberts, Shannon Clark, Carolyn Andrews

Noes: 0 Action: Passed

## 9.0 Action: Revised Complaint Policy

**Discussion:** Jessica: They wanted us to update the following two policies with some specific language and/or ed codes.

Tracy: We had just updated this in June. All we added was some board involvement, where the complainant could appeal to the board.

Motion: Shannon Clark Second: Carolyn Andrews

Ayes: Steven Dorsey, Gloria Vargas, Tyler Roberts, Shannon Clark, Carolyn Andrews

Noes: 0 Action: Passed

## 10.0 Action: Revised Suspension Expulsion Policy

**Discussion:** Jessica: This is per requested modifications per Dehesa.

Tracy: This was revised and approved in June of this year. All we've added is in regard to suspensions of 10 days or more and 10 days or less, and noting that we cannot

involuntarily remove a student without following proper measures.

Motion: Shannon Clark Second:Gloria Vargas

Method Schools Regular Meeting of the Board of Directors

Ayes: Steve Dorsey, Gloria Vargas, Tyler Roberts, Shannon Clark, Carolyn Andrews

Noes: 0

Action: Passed

11.0 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's votes on them.

### • Approval of September 21, 2021 Meeting Minutes

• Check Register

Motion: Shannon Clark Second: Tyler Roberts

Ayes: Steve Dorsey, Gloria Vargas, Tyler Roberts, Shannon Clark, Carolyn Andrews

Noes: 0

Action: Passed

#### 12.0 Information/ Discussion Items:

#### • Acton-Agua Dulce Unaudited Actuals Analysis

o Stefanie: This is similar to the unaudited financial statement review Cory went through last month, they summarize some of our revenues and expenses, they speak to our fund balances and our reserves, and give us some direction for what we need to do with our first interim reports.

#### • Education Effectiveness Funds Block Grant 2021

Stefanie: This is funding the state of California has this year for professional development. Your PD (professional development) plan must fall within the 10 allowable uses. We are going to accept those funds. Most of our PD plan meets the first 3 uses. Method is getting about \$71,000 in funding and Method LA is getting about \$65,000. We have though 2025-26 to spend it, so we'll spread it out. The board will need to approve this plan in the December meeting.

### 13.0 Upcoming Agenda Items

- Action Item: Education Effectiveness Block Grant 2021
- Report on Board Member Positions
- Update on Dehesa Oversight 2020-21 Items
- Staff Survey Results and Academic Data

#### 14.0 Board Member Reports:

Question: Shannon: In the Brown Act training and board member training, they talked a lot about remote/virtual board meetings, and the requirement of posting publicly and making the locations accessible from an ADA perspective. Are we exempt from that as a virtual school?

Mark: We're not exempt from it. Right now we're still okay to do it this way due to COVID restrictions. After this school year, we will need to revisit this. In-person meetings mean having a central meeting point with Zoom access for those that cannot make it in. Cory Cavanah: They just extended the ability to do virtual meetings until perpetuity. At each

Method Schools Regular Meeting of the Board of Directors

meeting we have to give a debriefing as to why we're still meeting virtually. I'll send this information to you.

Jessica: We'll include it in the organizational discussion at the end of this year. We're covered for the rest of this year.

## 15.0 Action: Motion to Adjourn the Meeting

Jessica Spallino, CEO and Steven Dorsey, Board President motioned to adjourn meeting at 7:33 P.M.

## Method Schools Corporation Check Detail November 2021

	Date	Transaction Type	Num	Name		Memo/Description		Clr	Amount
9120-1 Checking	11/01/2021	Expenditure	Anthem Blue Cross		ANTHEM BLUE 1010 DES:CORP PYMT ID:FL00361938	INDN:METHOD SCHOOLS CORP CO ID:CP35214571 CC	:D	С	-37,801.37 37,801.37
	11/01/2021	Expenditure			SO CALEDISON CO DES:DIRECTPAY ID:XXXXX7849710	INDN:METHOD SCHOOLS CO ID:XXXXX78600 CCD		С	-534.39 534.39
	11/02/2021	Bill Payment (Check)	3994 Carolyn Andrews					С	-350.00 -350.00
	11/02/2021	Bill Payment (Check)	3995 Creative Back Office					С	-8,000.00 -8,000.00
	11/02/2021	Bill Payment (Check)	3996 Gloria Vargas					С	-350.00 -350.00
	11/02/2021	Bill Payment (Check)	3997 Shannon Clark					С	-350.00 -350.00
	11/02/2021	Bill Payment (Check)	3998 Steve Dorsey					С	-350.00 -350.00
	11/02/2021	Bill Payment (Check)	3999 Tyler Roberts					С	-350.00 -350.00
	11/02/2021	Expenditure	UPWorkEscrow		Upwork Escrow In DES:EDI PYMNTS ID:ACH425470519	INDN:Jessica Spallino CO ID:XXXXX51996 CCD		С	-6,596.64 6,596.64
	11/03/2021	Bill Payment (Check)	4001 Limitless Fitness Training	ng LLC				С	-8,460.00 -8,460.00
	11/03/2021	Bill Payment (Check)	4002 UMB Bank - FBO PlanN	Member Services				С	-16,168.94 -16,168.94
	11/04/2021	Bill Payment (Check)	4003 Louch & Langston Traini	ng, LLC(The W Training Facility)				С	-10,200.00 -10,200.00
	11/04/2021	Bill Payment (Check)	4004 Roxanne Mouw					С	-3,696.80 -3,696.80
	11/04/2021	Expenditure	Microsoft		CHECKCARD 1103 MICROSOFT*ADVERTISING XXXXXXXXXXXXX3553	800-518-5689 NV 24430991307400990002547 RECURRING	CKCD 7311	С	-78.61 78.61
	11/05/2021	Bill Payment (Check)	4005 Rachel Tyler					С	-2,691.80 -2,691.80

11/05/2021 Bill Payment (Check)	4006 California Charter Schools Association		C -4,970.0 -4,970.0
11/05/2021 Bill Payment (Check)	4007 Alpha Therapy Center Inc.		C -15,097.5 -15,097.5
11/05/2021 Expenditure	Adobe	CHECKCARD 1104 ADOBE CREATIVE CLOUD 408-536-6000 CA 24943001308700697281949 RECURRING CKCD 5734 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	C -29.9
11/09/2021 Expenditure	UPWorkEscrow	Upwork Escrow In DES:EDI PYMNTS ID:ACH427301711 INDN:Jessica Spallino CO ID:XXXXX51996 CCD	C -6,135.7 6,135.7
11/10/2021 Expenditure	Payroll Growth Fee Zenefits	Payroll Growth fee Payroll Monthly Growth fee	C -22.5
11/11/2021 Bill Payment (Check)	4008 Edge Foundation		C -650.0 -650.0
11/11/2021 Bill Payment (Check)	4009 Florida Virtual School		C -6,175.0
11/11/2021 Bill Payment (Check)	4010 Zoom		C -901.8
11/11/2021 Bill Payment (Check)	4011 Your Favorite Cleaners		C -320.0
11/15/2021 Expenditure	Trello.com	CHECKCARD 1113 TRELLO.COM* ATLASSIAN ATLASSIAN.COMNY 24011341317000029165878 RECURRING CKCD 5734 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	C -112.5
11/16/2021 Expenditure	UPWorkEscrow	Upwork Escrow In DES:EDI PYMNTS ID:ACH429140561 INDN:Jessica Spallino CO ID:XXXXX51996 CCD	C -6,102.2 6,102.2
11/18/2021 Bill Payment (Check)	4012 UMB Bank - FBO PlanMember Services		C -16,442.7
11/18/2021 Expenditure	Zenefits	PAYYOURPEOPLETAX DES:ZENEFITS ID:ZNFTS26312650 INDN:METHOD SCHOOLS CORPORA CO ID:R942875288 CCD	C -1,104.9
11/18/2021 Expenditure		Wire Transfer Fee	C -45.0
11/18/2021 Bill Payment (Check)	Eloomi a/s		C -16,060.0 -16,060.0
11/19/2021 Expenditure	Microsoft	PURCHASE 1119 Microsoft 425-6816830 WA 24204291323000184637238 RECURRING CKCD 5818 XXXXXXXXXXXXXXX355	C -9.9
11/22/2021 Expenditure	Pitney Bowes	PITNEY BOWES DES:PAYMENT ID:XXXXX0900981080 INDN:Mark Holley CO ID:XXXXXX86389 CCD	C -470.9

11/22/2021 Expenditure	Microsoft	CHECKCARD 1120 MICROSOFT*ADVERTISING XXXXXXXXXXXXXXXX553	800-518-5689 NV 24430991324400991001828 RECURRING	CKCD 7311	C -100.07
11/23/2021 Expenditure	UPWorkEscrow	Upwork Escrow In DES:EDI PYMNTS ID:ACH431013247	INDN:Jessica Spallino CO ID:XXXXX51996 CCD		C -6,102.24 6,102.24
11/29/2021 Bill Payment (Check)	4013 Carolyn Andrews				C -650.00 -650.00
11/29/2021 Bill Payment (Check)	4014 Gloria Vargas				C -650.00 -650.00
11/29/2021 Bill Payment (Check)	4016 Marsh & McLennan Agency				C -3,487.00 -3,487.00
11/29/2021 Bill Payment (Check)	4017 OverDrive, Inc.				C -8.91 -8.91
11/29/2021 Bill Payment (Check)	4018 Regional Park District				C -75.00 -75.00
11/29/2021 Bill Payment (Check)	4019 Shannon Clark				-650.00 -650.00
11/29/2021 Bill Payment (Check)	4020 Shelley Munoz				C -125.00 -125.00
11/29/2021 Bill Payment (Check)	4021 Steve Dorsey				C -650.00 -650.00
11/29/2021 Bill Payment (Check)	4022 Tyler Roberts				C -650.00 -650.00
11/29/2021 Bill Payment (Check)	4023 Your Favorite Cleaners				C -160.00 -160.00
11/29/2021 Bill Payment (Check)	4024 Golden Spring Capital				C -8,588.00 -8,588.00
11/29/2021 Bill Payment (Check)	4025 Golden Spring Capital				C -19,744.05 -19,744.05
11/30/2021 Expenditure	UPWorkEscrow	Upwork Escrow In DES:EDI PYMNTS ID:ACH432829230	INDN:Jessica Spallino CO ID:XXXXX51996 CCD		C -6,102.24 6,102.24