

AGENDA

Method Schools Regular Meeting of the Board of Directors

Tuesday, December 13, 2022, 6:00 PM

38750 Sky Canyon Dr, Ste. B, Murrieta, California

<https://methodschools.zoom.us/j/9807801621?pwd=MVI3bjQ5YmJzN08wOHhLTUVTdndGUT09>

Meeting ID: 980 780 1621

Passcode: 24620

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 to participate in Board meetings are invited to contact Method Board Secretary Gloria Vargas at gvargas@methodschools.org by noon of the business day preceding the board meeting.

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

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1.0 **Call to Order:** Board Vice President Tyler Roberts called Board Meeting to order at 6:01 P.M.

2.0 **Roll Call**

Present: Tyler Roberts, Steven Dorsey, Gloria Vargas, Shannon Clark

Absent: Carolyn Andrews

Method Staff: Stefanie Bryant, Jessica Spallino, Mark Holley, Jade Fernandez, Sarah Delawder, Andrea James, Yvette Rios

3.0 **Public Communication on Non-Agenda Items**

- None

4.0 **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.**

Motion: Shannon Clark

Second: Steven Dorsey

Ayes: Gloria Vargas, Tyler Roberts, Steven Dorsey, Shannon Clark

Noes: 0

Action: Passed

5.0 **Reports**

- **CEO:**
 - **Partnership with Dehesa Authorizing Superintendent**
 - Jessica Spallino: Today, we held an onlaying session regarding the sports academy we will be holding on Dehesa's site. We've generated a comprehensive plan on how we will market, and conduct a series of outreach items starting in January. We can provide updates in any of the upcoming meetings.
 - **Board Meeting Format Discussion Per AB**
 - Jessica Spallino: As of January 2023, we have new requirements. Having the board meetings online is no longer within our regulations. We will be required to hold them in-person and on-site. We can look at rescheduling and holding meetings quarterly. There are options for emergencies or just-cause situations where board members could opt-out of the in-person and do a teleconference or Zoom attendance. It can't be more than 2 meetings if the school holds less than 10 meetings per year. We will hold meetings at our Method site, Method staff will be there, and we can invite the board to attend. Tyler Roberts is out of state. We'd like to propose to cover his transportation down here, to attend quarterly meetings.
 - Question: Shannon Clark: If we have regularly scheduled quarterly meetings, and then the pop-up meetings around the time that we do LCAP, budget, audit, would those be counted towards the two board meetings?
 - Jessica: I think they would count. I feel like we could put ourselves in a position to ensure we don't have as many impromptu meetings.
 - Steven Dorsey: We could be more efficient with our meetings, and we

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could do a board mail-out in between quarterly meetings in case there are other things that come up. If it warrants an action, we can go from there.

- Question: Shannon Clark: Tyler- would it be better for meetings to be on a different day of the week for travel?
- Tyler Roberts: I work remote, so the day of the meetings shouldn't impact me.
- **CBO:**
 - **SmartFox 2.0 Update**
 - Mark Holley: We've been working on this for about a year and a half. A huge percentage of our fund balance is because we decided to build our own product. On the staff side, historical data was becoming an issue. SmartFox 2.0 will have CALPADS reports built in, no separate admin and SIS portals, and it is cleaner. On the student side, the enrollment process is easier, the user experience overall is simple, and the course flow is much cleaner. Staff are currently beta-testing it. Users will start beta testing it from January - May 2023. We're expecting it to launch by July 2023.
 - Sarah Delawder: Competency based learning is making sure students have skills to be successful both through K-12, into college, and into the workforce. We selected 12 competencies our courses will focus on. Each module within a course addresses specific competencies. This is more engaging between teacher and student.
 - **Senior Director of Schools:**
 - **Student Highlights**
 - Jade Fernandez: We are in the middle of diagnostic testing for our second diagnostic window. iReady- So far, things are looking good. There have been jumps in every category for Reading and Math. iXL- we don't get all of the results until all of us have tested. Everything is trending well. Staff and student event- they went ice skating and it was very fun. Upcoming events- we have our holiday party tomorrow, Semester 1 will end on 12/16/22, and our Semester 2 will begin on 1/9/23.

6.0 Action: Final Audited 21-22 Financial Statements Approval

Discussion: Stefanie Bryant: The first 2-3 pages is the letter from the auditor to the board. It is all very positive, there were no findings in the audit. After that is the packet that has the financial statements. It outlines that they did an audit, looked at everything, that they have an opinion, and that they have no findings. Just a couple minor things to bring to your attention- the balance sheet shows we've got total assets of \$30 million. We've got a liability of about \$6 million. Most of that is funding we received last year. The statement of activities page shows our net assets, and our fund balances and cash balances are very good.

Question: Shannon Clark: I noticed the footnote under Lease Agreements- are public schools subject to ASCA 42?

Stefanie: They do have to show it and I believe it went into effect this year. The only lease we have is our headquarters lease, so it is very simple for us.

Motion: Steven Dorsey

Second: Shannon Clark

Ayes: Gloria Vargas, Tyler Roberts, Steven Dorsey, Shannon Clark

Noes: 0

Action: Passed

7.0 Action: 1st Interim Budget Reports Approval

Discussion: Stefanie Bryant: These reports are prepared for our authorizers for both schools. The narrative summarizes where our revenues and expenses are at. There are

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not a lot of changes from our original approved to 1st interim. We're estimated to be at 465 ADA for San Diego, and 418 ADA for LA, at the end of the year. Fund balances will still be around \$23 million.

Motion: Shannon Clark
Second: Steven Dorsey
Ayes: Gloria Vargas, Tyler Roberts, Steven Dorsey, Shannon Clark
Noes: 0
Action: Passed

8.0 **Action: Graphic Design Course Series**

Discussion: Sarah Delawder: This course was built with competency based learning in mind and it is already set to fit in with our new model of instruction with competency based learning.

Question: Steven Dorsey: Do we have the complete pathway for Graphic Design?
Sarah: Yes

Motion: Steven Dorsey
Second: Shannon Clark
Ayes: Gloria Vargas, Tyler Roberts, Steven Dorsey, Shannon Clark
Noes: 0
Action: Passed

9.0 **Action: Revisions to Independent Study Master Agreement**

Discussion: Jade Fernandez: I highlighted some of the things we had to add to the master agreement. We added date of birth, full address, parent contact information, and language that lets parents know that a written record of findings of any evaluation will be added to the cumulative file if they get triggered into a tiered re-engagement procedure.

Motion: Shannon Clark
Second: Gloria Vargas
Ayes: Gloria Vargas, Tyler Roberts, Steven Dorsey, Shannon Clark
Noes: 0
Action: Passed

10.0 **Action: Revised Leave Policy**

Discussion: Jessica Spallino: We've been wanting to build up some support for our staff. For Medical and Caregivers' Leave, we're proposing 3-weeks of paid leave before they transition to short-term disability for any reason. For Bereavement, we want to offer 2 weeks of full pay for bereavement of an immediate family member.

Question: Tyler Roberts: At what point in someone's employment with Method does that kick in?

Shannon Clark: There is an eligibility section. Some of those are legal requirements.

Mark Holley: Everything stays intact other than adding the two bullet points.

Motion: Shannon Clark
Second: Tyler Roberts
Ayes: Gloria Vargas, Tyler Roberts, Steven Dorsey, Shannon Clark
Noes: 0
Action: Passed

11.0 **Action: December Bonus**

Discussion: Mark Holley: We want to make sure all of our employees are taken care of. We wanted to go with these flat fees rather than percentages. This fits within the budget, and I think it is well-deserved and well-needed by employees.

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Motion: Gloria Vargas
Second: Shannon Clark
Ayes: Gloria Vargas, Tyler Roberts, Steven Dorsey, Shannon Clark
Noes: 0
Action: Passed

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

- **Approval of November 8, 2022 Meeting Minutes**
- **November 2022 Check Register**
 - Motion: Shannon Clark
 - Second: Gloria Vargas
 - Ayes: Gloria Vargas, Tyler Roberts, Steven Dorsey, Shannon Clark
 - Noes: 0
 - Action: Passed

13.0 Information/ Discussion Items:

- **None**

14.0 Upcoming Agenda Items

- **Next Board Meeting: Founder Contracts**

15.0 Board Member Reports: None

16.0 Action: Motion to Adjourn the Meeting

Board Member Shannon Clark motioned to adjourn the meeting at 7:04 P.M

Board Meeting Recording Link:

https://methodschools.zoom.us/rec/play/PT25gDY4jiVWipggeRwXlk8z30vRv_pD3Q_JQIPI_54NSTTR1e_LpcCqyHySMnwRjJlwW5VOWKXC1dVY.bj-8hxYouX8U8I1J?continueMode=true