

# 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\\_zW5VySZXTqu9XneseVTI2A](https://methodschools.zoom.us/webinar/register/WN_zW5VySZXTqu9XneseVTI2A)

## **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](mailto: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:** CEO Jessica Spallino of Method Schools called Board Meeting to order at 6:04 P.M.

**2.0 Roll Call**

**Present:** Carolyn Andrews, Steven Dorsey, Shannon Clark, Tyler Roberts, Gloria Vargas

**Absent:** None

**Method Staff:** Jana Sosnowski, Jessica Spallino, Stefanie Bryant, Jade Fernandez, Tracy Robertson, Mark Holley, Yvette Rios, Method Representative - Cory Cavanagh

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

- None

**4.0 Reports**

- **CEO:**

- **Staff Survey Results, Academic Data, and OKR Update**

- Jessica Spallino: First OKR, Academic Growth- for Q2, 53% of students met growth in reading, 58% in math, and we had 96% iReady participation. In 6th-8th grade we had 9 standards tested in ELA and 15 standards tested in math. In K-5th grade, we had 8 standards tested in math and 8 in reading. 2nd OKR, Growing Enrollment- for Q2 we are at 600 enrollments, we have grown 80 students since Q1. We are at 92% retention. We're working on support services for students and parents. 3rd OKR, Becoming an Information Hub for K-12- for Q2, no students have reached Tier 4, 3 projects have been approved (MPI), and the 360 degree evaluation is going well.
- Mark Holley: We're trying to deliver content that will attract families and parents of right-fit students. School districts and a charter school are showing interest not only in learning to deliver a better online product for their students but also showing interest in SmartFox.
- Jessica: Q2 updates for K-8th- Teach Squad has been deployed for a majority of this semester. For 9th-12th- we transitioned our students to IXL and our teachers seem to really like how it is working. Enrollment and Events- enrollment has decreased "wait time" to a very quick turnaround time. Athletics- we're looking to hire coaches for soccer and basketball. Regarding the Staff Survey Results, we want to have enhanced focus on growth and development from coaching, training, student and parent accountability, and consider staff input on changes we make.

- **Board Composition Write Up**

- Question: Shannon Clark: Is the parent advisory committee already in being or is it something we are going to be implementing?
- Jessica: We are continuing to garner support and participation in it.

- **Nevada Expansion**

- Jessica: We are looking to expand and submitted a notice of intent to apply. We continue to explore this and will provide an update as we move forward with it.

- **Form 700**

- Tracy Robertson: This is for the Dehesa Review. We missed collecting these for the past year, it is part of the Conflict of Interest Code.

- **Brown Act Update**

- Tracy: This is an extension of the Brown Act and it allows us to continue to meet virtually. It states it isn't safe for us to meet in-person and gets voted on by the board.

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- Cory Cavanagh: The way I read it, it refers to meeting every 30 days in order to abide by the requirement.
- Jessica: We will research this, bring it to YM&C, and send out a notice. We'll do our best to conserve time.
- **CBO:** No updates from Mark Holley.
- **CAO/Director of Student Services:**
  - **Student Highlights**
    - Jade Fernandez: Community service event- staff packed 130 care kits for Solutions for Change and they have been very appreciative of the kits. We wanted to highlight some of the lessons our homerooms have been working on such as students figuring out what they're thankful for and lessons on things they should say more often. "Lego" meets every Friday to work on legos and learn about physics, and every week we have a senior spotlight.

**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.**

Motion: Shannon Clark

Second: Gloria Vargas

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

Noes: 0

Action: Passed

**6.0 Action: Education Effectiveness Funds Grant 2021**

**Discussion:** Stefanie Bryant: Last month we went over the Education Effectiveness Funds Grant that the state is giving out. We were able to use our current PD plan, as it fit within the allowable uses of these funds. We're getting about \$65,000 for Method Schools, LA and a little over \$71,000 for Method Schools. The funds are spread out evenly over 5 years.

Motion: Carolyn Andrews

Second: Tyler Roberts

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

Noes: 0

Action: Passed

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

**Discussion:** Stefanie: We changed a little in our purchasing policies to provide more internal control, and added some features in SmartFox to assist with this. We updated items regarding authorized approvers, account codes, use of American Express cards, etc. We increased our fund balance to hold 10%. This would cover our expenses for a couple of months in the case something odd would happen. Other than that, it was just cosmetic changes we made.

Question from Shannon: Do we have an official delegation of authority with approval levels in terms of what each member is authorized to approve?

Answer: Stefanie: We don't have any thresholds set, but only executive team members can

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approve in SmartFox. There is a threshold for how much each employee can request, and we as an executive team can all approve those in SmartFox.

Question from Shannon: Does it prevent you from assigning yourself as an approver?

Answer: Stefanie: Yes, it does.

Motion: Shannon Clark

Second: Gloria Vargas

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

Noes: 0

Action: Passed

## 8.0 **Action: CBO (Creative Back Office) Contract**

**Discussion:** Stefanie: This is our contract for Cory and Cory's team, for January 2022 - June 2023. We discussed how we wanted to transition some of those duties/responsibilities to myself. He will be providing support in bookkeeping, cutting checks, doing bank reconciliations, ADA (average daily attendance).

Motion: Tyler Roberts

Second: Carolyn Andrews

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

Noes: 0

Action: Passed

## 9.0 **Action: Approval of First Interim Reports**

**Discussion:** Stefanie: First interim reports are due and have been sent to both Acton and Dehesa. We had some large changes due to our enrollments. Our revenues are adjusted downward. Going forward, we have to report two years on interim and we assume we will have 100% enrollment growth next year, and 15% in 23-24. Expenditures overall have been shaved a little bit. No significant changes on FTE and this is so we don't have to recruit new staff once we gain our enrollments back. We will have a projected ending fund balance of \$26.5 million.

Motion: Shannon Clark

Second: Gloria Vargas

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

Noes: 0

Action: Passed

## 10.0 **Action: Audit Report**

**Discussion:** Stefanie: There's a letter that says they've reviewed our audit. It is a clean audit, there are no findings, no issues with accounting policies, estimates, disclosures, no management issues, etc.

Motion: Carolyn Andrews

Second: Gloria Vargas

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

Noes: 0

Action: Passed

## 11.0 **Action: Safety Plan**

**Discussion:** Tracy: They want this approved every Spring. We said we're virtual and it doesn't apply to us, and added the aspect of making the headquarters site available for emergencies. We added three sections to it.

Motion: Tyler Roberts

Second: Shannon Clark

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

Noes: 0

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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 16, 2021 Meeting Minutes**

- **Check Register, November 2021**

Motion: Gloria Vargas

Second: Carolyn Andrews

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

Noes: 0

Action: Passed

**13.0 Information/ Discussion Items:**

- None

**14.0 Upcoming Agenda Items**

- **OKRs Update**

**15.0 Board Member Reports:** No comments.

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

Board President Steven Dorsey motioned to adjourn the meeting at 7:15 P.M.

**Board Meeting Recording Link:** [https://methodschools.zoom.us/rec/play/koyRXlowlEmJjPl\\_5GNTSBI6ed3s-zajejrRAwOv8t3LXgnTz8oWg7SE647KNHza0UH4LGkmkqlhdmb.yULWu9Kgnx7wFJ9I?continueMode=true&\\_x\\_zm\\_rtaid=pyE4nJg3Q\\_qwp1DXAIjA.1639612548614.f81ceb7d9603c99547863994e062a826&\\_x\\_zm\\_rhtaid=600](https://methodschools.zoom.us/rec/play/koyRXlowlEmJjPl_5GNTSBI6ed3s-zajejrRAwOv8t3LXgnTz8oWg7SE647KNHza0UH4LGkmkqlhdmb.yULWu9Kgnx7wFJ9I?continueMode=true&_x_zm_rtaid=pyE4nJg3Q_qwp1DXAIjA.1639612548614.f81ceb7d9603c99547863994e062a826&_x_zm_rhtaid=600)