

AGENDA

Method Schools Regular Meeting of the Board of Directors

Tuesday, August 10, 2021 @ 6:00 PM

24620 Jefferson Ave, Murrieta, California

<https://methodschools.zoom.us/j/9807801621>

Meeting ID: 980 780 1621

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: Jessica Spallino, CEO called Board Meeting to order at 6:02 P.M.

2.0 Roll Call

Present: Carolyn Andrews, Steven Dorsey, Tyler Roberts

Absent: Gloria Vargas, Shannon Clark

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

Jessica: We have one change we would like to propose.

Tracy: We would like to propose action item 11 and 12, the Operations MOU for Acton-Agua Dulce Unified School District and SPED MOU for Acton-Agua Dulce Unified School District should actually be the Dehesa School District MOUs.

Jessica: Within the packet are MOUs for Dehesa, they were just mislabeled. We only received Acton's operational MOU today, not SPED, so we'll do that next time.

Motion: Tyler Roberts

Second: Carolyn Andrews

Ayes: Steve Dorsey, Tyler Roberts, Carolyn Andrews

Noes: 0

Action: Passed

3.0 Public Communication on Non-Agenda Items

- None

4.0 Reports

• CEO:

- 20-21 End of Year Update

- Jessica Spallino: Our Student Academic Growth OKR for last year was to develop a tool to measure student academic growth more effectively, to hit these percentages on our iReady tiers, and have an iReady participation rate of 98%. Our goal was to hit green at 40%, yellow at 40%, and red at 20%. For ELA we landed at 47% at green, 22% at yellow, and 31% at red. For math we landed at 45% at green, 24% at yellow, and 31% at red. We definitely hit students performing at their grade level, we surpassed that goal, and we're a little off on the yellow and red. We've identified some areas for additional intervention work. We've identified a lot of key areas to work on for next year. As far as iReady participation rate at 98%, we landed at 96% for ELA and about 95% in math. We'll be able to get to that number next year. For the Customer Retention OKR, the goal was to retain 80% of students from 20-21 to 21-22, develop 3-5 new onboarding steps, 2-3 enhanced interventions, refine the SSM role, and create new special interest offerings. Our Retention was 58.3%, and it was an estimation based on a lot of fluidity based on students coming and going during a COVID year. It was a very complex year enrollment wise, and it was a tough year to find solid trends. We implemented a lot of new onboarding steps, streamlined orientation. A lot of great things we've done and we're looking to do. The OKR of Enhancing Synchronization is about ensuring we're all on the same page and that our initiatives are across all departments. We're looking at the MPI which is the Method Project Initiative, and Eloomi which is a new performance management system this year. Our goal was to enroll 1,200 students this year and enrollment peaked at 1,503. Regarding the legislative updates, this is the update we shared with you last time as far as AB1316 dying and AB79 giving us that two year extension. I kept it here because the MOUs that are on the agenda tonight will reflect the extension here. We survey our staff

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regularly, and at the end of the year we survey just to get a feel of the culture. This is some of the feedback we received. Some struggle with getting students and parents invested, others would like even more clarified leadership, and we got some regarding students struggling with the adaptability to the online modality.

- 21-22 OKRs

- Jessica Spallino: For the 2021-22 OKRs we're looking at ensuring academic growth, every student demonstrating academic growth in both reading and math and 80% of students meet iReady identified expected growth in reading and math. We'll have reports ready to share out with you each quarter. We're looking at 95% participation rate on iReady and the CAASP. We're also implementing benchmark assessments, refining our testing cycle, and enhancing our data analysis this year. Secondly, Grow Enrollment and Develop Loyal Customers. We're looking to enroll 1,200 students this year. We dropped many at the end of last year and we're looking to build that back up. We're looking to retain 80% from 21-22 to 22-23. The third OKR, Becoming an Information Hub for K-12 Education, we're working to become experts in this space. We feel we already are but there are so many things we think we can do better for our students, a lot of competency based learning, refining our evaluation process.

Mark: On the growth, a reminder that we didn't do summer. Last year, we had almost 9,000 students. It is going to be an interesting year as far as what enrollment looks like.

Question: Tyler Roberts: What's the difference between customer and student retention?

Mark: Customer retention is the business term, a student who returns to us year after year. Student retention is a student who is held back.

Jessica: That's right. We clarified it because we get a lot of requests to retain students. Our staff is familiar with this. We needed to differentiate it as it is a highly used term from the instructional side of things.

- 25 by 25

- Jessica Spallino: The whole organization has a 5 year plan and then each department as well. We compiled the top 25, we pulled about 5 from each department, and plan to have them implemented by 2025. We've broken it down by areas. Marketing: Growth Expansion and Brand- Grow Method SD and LA to 2,500 ADA by 2025, secure out-of-state online charter authorization, secure seat-based California charter authorization, build and live by multi-channel marketing playbook, and become the SoCal leader in online reviews for charter schools.

Mark: We've made a lot of progress on that last one. Mr. Roberts has mentioned the importance of online reviews. Customers these days are going to go online to check reviews.

Question: Steve Dorsey: What are the ideas for the seat based charter?

Jessica: Our online charter is about ready to submit out-of-state. We've had so much to do to ensure we launch our school year well, we have a lot of education ideas we'd like to integrate. As far as ideas of where, we'd ideally need a larger school district but we are considering submitting to our current authorizers as well. We have a couple of relationships with school districts, especially one in LA county.

Mark: For an ease of marking it happen quicker, I think a more redundant geography makes more sense, but we're open to others. We've been pretty careful about spreading too much about it. We learned that once you get denied you get a reputation, so we're trying to make sure that by the time we submit a petition we've built a relationship with them as much as possible first.

Jessica Spallino: We have a very good relationship with Charter Oak and would really like to approach them. I don't think we're ready yet but we're definitely exploring that as an option. The next area is Finance- financial resiliency, remain debt-free, build an internal finance team, annual zero-based, goal-driven budgets per department, no audit findings, increased transparency using website, enhance

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internal controls, further develop financial portal, and automate repetitive processes. Next is Academics- implement competency based learning, schoolwide literacy program, comprehensive teacher evaluation program, teacher leaders program, and comprehensive academic data evaluation program. The final areas are Support Services and SmartFox.

- 21-22 Board Organization

- Jessica Spallino: We wanted to propose a stipend increase to \$500 a month.
Mark: As a board we don't want to direct the board on what to do. Based on what we've required in the past, the meetings have been on the low end and have talked about adding more meetings, and meet what others are doing. A stipend of \$500 makes sense with the caveat that it seems like a few are always here and some are not. We thought making 6 of the 8 annual meetings was good. As we've grown, the board's exposure is different. If I were on the board, I'd like the expectation that everyone would be pulling their weight. That's the recommendation on my end.
Jessica Spallino: We would like to reward you for your work as well as defining expectations to go with that. We included the bylaws and sample board responsibilities for you to take a look at. We thought this would be something you could come up with and agree upon as a board. We need it to be a little more official as far as the level of commitment. It's not an action item this time but we would like to make it an action item next time.
Tyler Roberts: I like the idea.
Jessica Spallino: Would you prefer to discuss this before the next meeting?
Steve Dorsey: I like your sample board responsibilities.
Tyler Roberts: I like the other recommendation you put out as well. I would clarify the participation requirement, if you say you are going to be on this board then we need you here. I would make it very clear so that it's known in advance.
Question: Jessica Spallino: I think it's fair. It needs to be what you think is right and what is going to work for you. Would you like us to draft in a Google doc. and send it out so you can modify it?
Carolyn Andrews: Yes

- Founders Surveys

- Tracy Robertson: We had three responses for each. For CEO- outstanding on operation plans, and across the board she had very good feedback. For CBO- This was pretty much on the same lines, everything is great, outstanding. The questions were the same on both surveys.

- AB 130 Charter Extension

- Jessica Spallino: AB 130 did pass. We're being required to revise our independent study policies, revise our written agreement, that's our Master Agreement, provide opportunities for live interaction and synchronous instruction. Both policies will reflect the required changes per AB130.

● CBO:

- Smartfox

- Mark Holley: We've run into a lot of issues with SmartFox in the past and solely because of the programming language and architecture. We brought on a developer named Jay, and he is doing a great job as far as cleaning things up. We have a developer team that has expanded into 5 total. We're rebuilding the entire product from the ground up. It will be called 2.0 I think by the next board meeting we'll have more to share on that. I think we'll have this live maybe by Thanksgiving.

- CFO

- Mark Holley: Cory is going to continue to work with us on an external audit point of view and we've brought on a CFO, Stefanie Bryant. She is a CPA, has 15 plus years as a business administrator in school districts. Cory has done a really good job and will continue to work with us on projects.

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- 5.0 Action: Concurrent Employment Policy**
Discussion: Jessica Spallino: This was drafted out of lead in response to everyone working online, we discovered an employee or two that were trying to carry a double load. In some scenarios that wasn't going to work. All staff have signed and will do so annually, to ensure they will be available during certain hours to support students.
Motion: Tyler Roberts
Second: Carolyn Andrews
Ayes: Steve Dorsey, Tyler Roberts, Carolyn Andrews
Noes: 0
Action: Passed
- 6.0 Action: Probationary Period Agreement**
Discussion: Jana Sosnowski: We've implemented an extensive coaching system. In cases where we have staff that push above and beyond the limit, they get parameters to improve, and work to get out of probation or will be asked to serve elsewhere.
Jessica Spallino: We've never been the type of organization to write people up, we're getting big enough to where we needed some sort of policy. It will probably be rare that we have to use it, but I'm sure we'll need it from time to time.
Motion: Carolyn Andrews
Second: Tyler Roberts
Ayes: Steve Dorsey, Tyler Roberts, Carolyn Andrews
Noes: 0
Action: Passed
- 7.0 Action: Master Agreement**
Discussion: Jessica Spallino: The Master Agreement and 8.0, the Independent Study Policy, are the two we are required to revise per AB130. The next Independent study policy will reflect a lot of the live interaction and some of the things that we're being required to track. We sent our original Master Agreement to our attorneys, we reworded it, and had them re approve it.
Motion: Tyler Roberts
Second: Carolyn Andrews
Ayes: Steve Dorsey, Tyler Roberts, Carolyn Andrews
Noes: 0
Action: Passed
- 8.0 Action: Independent Study Policy**
Discussion: Jana Sosnowski: They divided the live instruction into two pieces- daily instruction for K-3 and weekly for 4th-12th graders. Live interaction opportunities are for everyone and that could be with any staff member, such as tutoring. It doesn't affect attendance in any way. This feeds into the tiered re-engagement policy. They're requiring us to take attendance based on daily login. Tier 1 is a warning, Tier 2 is check if they need mental or emotional health services, and Tiers 3 and 4 are pushing the students out of independent study and back into a brick-and-mortar option. We're working on how to keep students from reaching Tier 1 with our internal interventions.
Motion: Carolyn Andrews
Second: Tyler Roberts
Ayes: Steve Dorsey, Tyler Roberts, Carolyn Andrews
Noes: 0
Action: Passed
- 9.0 Action: Requests for Grade Retention**
Discussion: Jana Sosnowski: We have to offer students a consultation and we're not required to retain them, but within 30 days of the request we have to sit down with the parents to discuss.

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Motion: Tyler Roberts
Second: Carolyn Andrews
Ayes: Steve Dorsey, Tyler Roberts, Carolyn Andrews
Noes: 0
Action: Passed

10.0 Action: Tiered Re-engagement Policy

Discussion: Jessica Spallino: This is a big part of AB130. It is what Jana had just outlined, requiring a tiered process for students who aren't participating or re-engaging.

Motion: Carolyn Andrews
Second: Tyler Roberts
Ayes: Steve Dorsey, Tyler Roberts, Carolyn Andrews
Noes: 0
Action: Passed

11.0 Action: Operations MOU for Dehesa Elementary School District

Discussion: Jessica Spallino: Usually we sign per year but sometimes we don't. We requested an updated MOU from both of our authorizers to ensure it reflects the two year extension. Acton is working on theirs and it will be on the next board meeting.

Motion: Tyler Roberts
Second: Carolyn Andrews
Ayes: Steve Dorsey, Tyler Roberts, Carolyn Andrews
Noes: 0
Action: Passed

12.0 Action: SPED MOU for Dehesa Elementary School District

Discussion: Jessica Spallino: This will be our last year under Dehesa and Acton SELPAs. We will be moving independently next year. You have to give a full year's notice before leaving.

Motion: Carolyn Andrews
Second: Tyler Roberts
Ayes: Steve Dorsey, Tyler Roberts, Carolyn Andrews
Noes: 0
Action: Passed

13.0 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 June 8, 2021 Meeting Minutes**
- **Check Register, June 2021-July 2021**

Motion: Tyler Roberts
Second: Carolyn Andrews
Ayes: Steve Dorsey, Tyler Roberts, Carolyn Andrews
Noes: 0
Action: Passed

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14.0 Information/ Discussion Items:

- None

15.0 Upcoming Agenda Items

- Acton-Agua Dulce Unified School District MOUs
- Board Stipend Increase

16.0 Board Member Reports: No Comments

17.0 Action: Motion to Adjourn the Meeting

Jessica Spallino, CEO motioned to adjourn the meeting at 7:26 P.M.

Board Meeting Recording Link: https://methodschools.zoom.us/rec/play/wDSxZg6pM-Zc8aRRqtai7zIbTrlezyviDuJ_IJHZKTjepX5O_xPni8_jU0hNpU2tWfAAWsQT1-EjsdNK.IWn21PdcEUphNck_continueMode=true