

# AGENDA

Method Schools Regular Meeting of the Board of Directors

**Wednesday, June 1, 2022, 6:00 PM**

24620 Jefferson Ave, Murrieta, California

<https://methodschools.zoom.us/j/96431280715?pwd=OEFiM2crYi9lNmXUrTVJIQTlBZNUlwdz09>

## **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:** Board President Dr. Steven Dorsey called Board Meeting to order at 6:03 P.M.

**2.0 Roll Call**

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

**Absent:** Gloria Vargas

**Method Staff:** Tracy Robertson, Yvette Rios, Stefanie Bryant, Jessica Spallino, Mark Holley, Jade Fernandez

**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: Carolyn Andrews

Second: Tyler Roberts

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

Noes: 0

Action: Passed

**5.0 Reports**

- **CEO:**
  - **Founder Evaluations**
    - Tracy Robertson: So far, we have received 2 for CBO and 3 for CEO. We'll plan to present those at the next meeting date.
  - **Close-out of OKRs**
    - Jessica Spallino: The only thing that we wanted to close out with was the CAASPP participation rate. We landed at 95.16% for LA and 97% for San Diego. We're working on developing 2022-23 OKRs. We'll likely share those in August.
    - Jessica Spallino: Regarding Dehesa and Acton's annual reviews, we finished out the annual review for Dehesa, got the draft report today, and have until the 8th to review and address anything. We'll share out once it's finalized. We have our final call for Acton's final review on Monday, and we should be finishing that out.
- **CBO:**
  - **Instructional Funds**
    - Mark Holley: We've narrowed it down to 20 cities we want to focus on for next year as far as enrollment. We're one of the only charter schools that doesn't offer instructional funds and would like to do so again. The funds allow families to choose extensions past the traditional curriculum, where students can obtain help outside of SmartFox. It is for instructions, not excursions.
    - Question: Shannon Clark: Would a child be able to take a gymnastics course to fulfill their requirements?
    - Mark: Yes, they can. We would consider that PE instruction.
    - Question: Shannon: Would it include excursions such as a field trip to see the King Tut exhibit at a museum?

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- Mark: We would do those through the school.
- Question: Shannon: Would it be a direct reimbursement to the parent?
- Mark: We would pay for it directly.
- **Senior Director of Schools:**
  - **Student Highlights**
    - Jade Fernandez: Today was the graduation. A couple weeks ago, students went to Grad Night and they had fun. In doing so, we were able to donate a lot of time to food banks. Students had elementary school field day. We have joined South Valley CIF. We're starting to plan events and field trips for 2022-23.

## 6.0 Action: LCAP

**Discussion:** Jade Fernandez: This was presented last month. This is just to vote on. We want to focus on academic achievement, continue our goal of offering wraparound services, and we want to develop our staff better to support our families.

Motion: Shannon Clark

Second: Tyler Roberts

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

Noes: 0

Action: Passed

## 7.0 Action: 2022-23 Budget Approval

**Discussion:** Stefanie Bryant: These are the adopted budgets for the 22-23 school year. Revenue Assumptions- the state is doing a 6.5% COLA and we included that in our revenues. We're running around 1,000 ADA. We did not include a couple of possible one-time funds. Expenditure Assumption- we did the 7.5% COLAs, there are no significant changes to FTE, and we've got some summer school costs. Fund Balances and Cash Flows are at a good place. Our break even point is around 900 ADA. If we have 3,500 enrolled on July 1, it will equate to about 525 ADA.

Question: Shannon Clark: This takes into account moving out of the lease, right?

Stefanie: Yes.

Motion: Carolyn Andrews

Second: Shannon Clark

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

Noes: 0

Action: Passed

## 8.0 Action: 2022-23 Board Assignments - Second Reading

**Discussion:** Question: Carolyn Andrews: How much time does it take to meet with the authorizers and auditors?

Jessica Spallino: Authorizers are a couple hours, auditors are about an hour. For the authorizers and auditors, it doesn't always have to be the board president. Carolyn- I think you'd be able to handle it quite well. I think it would be good to shift roles. Would anybody like to propose who would be where?

Carolyn: I'll step in wherever you need me.

Mark Holley: The Secretary should be Shannon.

Stefanie Bryant: The superintendent is typically considered the Treasurer.

Jessica: Could Tyler be Vice President and Steve could be Member.

Shannon: Carolyn as President. We'll need to update the board page.

Motion: Shannon Clark

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Second: Steven Dorsey  
Ayes: Shannon Clark, Carolyn Andrews, Tyler Roberts, Steven Dorsey  
Noes: 0  
Action: Passed

**9.0 Action: CDE Secondary District Plan and Application for the Work Experience Education (WEE) Program**

**Discussion:** Jade Fernandez: We have a counselor who wants to start work experience education. It'll be an excellent resource for our students. We have taken the plan directly from CDE. You get your own work experience, you get your own job, and receive credits.

Motion: Shannon Clark  
Second: Carolyn Andrews  
Ayes: Shannon Clark, Carolyn Andrews, Tyler Roberts, Steven Dorsey  
Noes: 0  
Action: Passed

**10.0 Action: EPA Expenditure Resolutions for 2021/22 (final)- Method Schools and Method Schools, LA**

**Discussion:** Stefanie Bryant: This is something you adopted the resolution a year ago. It says you will spend EPA (Education Protection Act) funds as they should be spent. This is the final resolution for 22-23, as there will not be a resolution for 23-24.

Motion: Carolyn Andrews  
Second: Tyler Roberts  
Ayes: Shannon Clark, Carolyn Andrews, Tyler Roberts, Steven Dorsey  
Noes: 0  
Action: Passed

**11.0 Action: Revision to Promotion Retention Policy**

**Discussion:** Jade Fernandez: The only new sentence we've added is to be able to accept a student whose gotten a grade retention elsewhere within that same semester. In the past, they've had to wait an entire year before they enroll with us.

Motion: Shannon Clark  
Second: Tyler Roberts  
Ayes: Shannon Clark, Carolyn Andrews, Tyler Roberts, Steven Dorsey  
Noes: 0  
Action: Passed

**12.0 Action: 2022-23 Handbooks, Parent/Student and Employee (with the revision of the phone numbers)**

**Discussion:** Jade Fernandez: There were very few updates to the Parent/Student handbook such as the school calendar and graduation requirements, but we do expect we'll have to revise this again once we have guidance on what we'll need to do for tiered re-engagement.

Tracy Robertson: We have added one sentence to the Employee Handbook on page 16 regarding clarification on professional appearance.

Question: Jessica Spallino: Can you change the phone number listed under Sexual Harrassment?

Tracy: We will update it to my Method phone number and extension. We updated the staff calendar and PTO policy as well.

Steve: Motion to approve with the revisions of the phone numbers.

Motion: Carolyn Andrews

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Second: Shannon Clark

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

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 May 17, 2022 Meeting Minutes**

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

Noes: 0

Action: Passed

**14.0 Information/ Discussion Items:**

- **2022-23 Board Meeting Dates**

- o Question: Jessica Spallino: Per the assembly bill, to keep these virtual every 30 days is through 2023-24, correct?
- o Tracy Robertson: Yes
- o Jessica: We can schedule them for every 30 days for this coming school year.
- o Tracy: I have them for the 2nd Tuesday of every month, but we can switch to the 3rd Tuesday of every month.
- o Shannon Clark: We'll schedule the next meeting for July 12th and if Tracy can send the calendars before then to compare to our calendars.
- o Tracy: Yes, I will do that.

**15.0 Upcoming Agenda Items**

- Founder Evaluations
- 2022-23 OKRs (August)
- Will likely have updated handbooks

**16.0 Board Member Reports:**

- Shannon Clark: I would like to share how awesome everyone did at graduation today. I enjoyed seeing such a large graduating class, being able to see the excitement students had.

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

Board President Dr. Steven Dorsey motioned to adjourn the meeting at 7:25 P.M.

**Board Meeting Recording Link:**

[https://methodschoools.zoom.us/rec/share/ZGOpqcr7AjG4ulRqPWJikCUicavg-F\\_PAz8UZTdgIRPS1nnLbwQJkiNVyhVflbTm.LFENISKm8RzSq30H](https://methodschoools.zoom.us/rec/share/ZGOpqcr7AjG4ulRqPWJikCUicavg-F_PAz8UZTdgIRPS1nnLbwQJkiNVyhVflbTm.LFENISKm8RzSq30H)