

# AGENDA

Method Schools Regular Meeting of the Board of Directors

**Tuesday, July 12, 2022, 6:00 PM**

24620 Jefferson Ave, Murrieta, California

<https://methodschools.zoom.us/j/99148636857?pwd=T1pY0MxWTFyZzVJVitldXVlcHI5Zz09>

## **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 Carolyn Andrews called Board Meeting to order at 6:00 P.M.

**2.0 Roll Call**

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

**Absent:** Gloria Vargas, Shannon Clark

**Method Staff:** Tracy Robertson, Yvette Rios, Stefanie Bryant, Jessica Spallino, Mark Holley, Sara Delawder

**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: Steven Dorsey

Second: Tyler Roberts

Ayes: Carolyn Andrews, Tyler Roberts, Steven Dorsey

Noes: 0

Action: Passed

**5.0 Reports**

- **CEO:**
  - **Founder Evaluations**
    - Jessica Spallino: There were 4 responses for the CEO and 3 responses for the CBO. Every response was outstanding and we appreciate the positive feedback. If you have any feedback around the modality, the questions, the focus, we're happy to research diversifying the evaluations.
- **CBO:**
  - Mark Holley: We got a positive review from one of our parents. We work hard to get the right kind of staff and teachers.  
We're currently at a good number of students working. The system is acting pretty well, no real downtime. For the most part, it has been a pretty great launch. Next time, we'll do the quarterly marketing update.
- **Senior Director of Schools:**
  - **Student Highlights**
    - Jessica: The new school year has begun for us. We have some graduate data from the end of last year. We had a 92.75% graduation rate for San Diego, and 88.8% for Los Angeles.
    - Question: Steven Dorsey: Do we have the capability in our exit interview to continue to contact graduates through their first year of college? Creating that opportunity to see how they're doing and how we can help.
    - Jessica: Yes, I think we can work on that this year. I think it's a great opportunity to stay in touch and hear how they're doing.  
Summer has started and we're at about 3,000 students. Just about 95% ISMAs have been signed. Staff standouts- we wanted to recognize the summer team. We're having a staff lunch appreciation for them tomorrow. We have some Fall events planned such as a Fall assembly and a coastal

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clean up.

## 6.0 Action: 3010 Fiscal Policies & Procedures

**Discussion:** Stefanie Bryant: I made a couple of minor edits to this, on page 6 it clarifies how we'll reimburse mileage and that there are Method vehicles available for employees to use. The other change is on the last page, I split assets out and equipment out because the accounting rules for those are a little different based on dollar limits.

Motion: Tyler Roberts

Second: Steve Dorsey

Ayes: Carolyn Andrews, Tyler Roberts, Steven Dorsey

Noes: 0

Action: Passed

## 7.0 Action: 3050 Asset/Equipment Care and Return Policy

**Discussion:** Stefanie Bryant: This is a new policy. Some questions came up about students and employees not returning computers and what we could do about it. This outlines that they are expected to take care of the computers they are issued, return them in working condition and if they don't, Method has the ability to try to get reimbursed for that.

Motion: Steven Dorsey

Second: Tyler Roberts

Ayes: Carolyn Andrews, Tyler Roberts, Steven Dorsey

Noes: 0

Action: Passed

## 8.0 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 1, 2022 Meeting Minutes

Motion: Steven Dorsey

Second: Tyler Roberts

Ayes: Carolyn Andrews, Tyler Roberts, Steven Dorsey

Noes: 0

Action: Passed

## 9.0 Information/ Discussion Items:

### • Method Vehicles

- o Mark Holley: We currently have 4 STEM vans, and we started looking at getting two cars, one for the CEO and another for the Director of Schools. The amount is under the purchase/board approval threshold. These are owned by Method and are wrapped for marketing purposes. They can be used to drive to meetings in LA, San Diego, or wherever the CEO and Director of Schools need to go. Employees would be expected to use these

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for official travel and marketing. We wanted to bring this to the board in case it may need to become an action item.

- o Question: Carolyn Andrews: Are you planning to report personal mileage versus business mileage for tax purposes?
  - o Mark: Not at this time. They'd be business miles since they are marketing as well. Stefanie, do you have any input?
  - o Stefanie: If there is personal use, we are supposed to split it up. The intent is it is a business vehicle, it has marketing on it, it is going to be used during the day when the two employees are going back and forth between business needs.
  - o Steven Dorsey: When we're talking about compensation that means we're driving it 24/7, that's when it would become compensation. If we are talking about it as a fleet vehicle, it means multiple people are driving them.
  - o Mark: I would say the vans are fleet vehicles, and I would consider these vehicles to be more for the CEO and Director of Schools, I would consider this compensation. The key is, Method retains the ownership. My recommendation for the board would be that we take this and we modify compensation with a bullet in there for the CEO and Director of Schools.
  - o Steven: I think it can be a fleet vehicle, but the personal use just needs to be tracked/separated.
  - o Jessica: We can do more research and have the policies ready for approval next time.
- **2022-23 Board Meeting Dates**
    - o Jessica Spallino: The Sept. 13th board meeting will be moved to Sept. 12th, and the Feb. 14th meeting we will move to Feb. 7th.

### 10.0 Upcoming Agenda Items

- CEO: 2022-23 OKRs
- CBO: Quarterly Marketing Update
- Action Item: Vehicle Policy

### 11.0 Board Member Reports: None

### 12.0 Action: Motion to Adjourn the Meeting

Board President Carolyn Andrews motioned to adjourn the meeting at 6:51 P.M.

### Board Meeting Recording Link:

[https://methodschoools.zoom.us/rec/play/oTowu0UeTndZDjqOtyR3y5w2zlxeFDnWX5gYASkH4sLilCZBOWAKuT6Ps6koi5N5AtJNezpb-Kg8y\\_0\\_aWwzo4M\\_JLoGRRip?continueMode=true](https://methodschoools.zoom.us/rec/play/oTowu0UeTndZDjqOtyR3y5w2zlxeFDnWX5gYASkH4sLilCZBOWAKuT6Ps6koi5N5AtJNezpb-Kg8y_0_aWwzo4M_JLoGRRip?continueMode=true)