

# CONFIRMED MINUTES

## METHOD SCHOOLS BOARD OF DIRECTORS MEETING



At the **Method Schools Board of Directors Meeting** on **Oct 1, 2024** these minutes were **confirmed as presented.**

<b>Name:</b>	Method Schools Corporation
<b>Date:</b>	Thursday, June 13, 2024
<b>Time:</b>	5:45 PM to 7:48 PM (PDT)
<b>Location:</b>	Default Location, 38750 Sky Canyon Drive, Murrieta, CA, USA
<b>Board Members:</b>	Carolyn Andrews, Shannon Clark, Steven Dorsey, Tyler Roberts
<b>Attendees:</b>	Jade Fernandez, Jessica Spallino, Mark Holley, Sarah Avanesian, Sarah Delawder, Stefanie Bryant, Tanaya Burnham, Yvette Serratos
<b>Apologies:</b>	Tracy Robertson, Gloria Vargas
<b>Guests/Notes:</b>	Method Staff- Amy Pinter, Method Representative- Lisa Corr

### 1. Opening Meeting

#### 1.1 Roll Call

##### Board Members

Present:

1. Carolyn Andrews
2. Tyler Roberts
3. Steven Dorsey
4. Shannon Clark

Absent:

1. Gloria Vargas

##### Staff

1. Jade Fernandez
2. Jessica Spallino
3. Mark Holley
4. Yvette Serratos
5. Sarah Delawder
6. Sarah Avanesian
7. Amy Pinter
8. Stefanie Bryant

- 9. Tanaya Burnham
- 10. Method Representative- Lisa Corr

## 2. Public Comment

### 2.1 Instructions for Presentations to the Board by Parents and Citizens

No public comment.

## 3. Amend Original Agenda Items 1.0-3.3

### 3.1 Amend Original Agenda Items 1.0-3.3



#### Amend Original Agenda Items 1.0-3.3

**4 Supported:** Carolyn Andrews , Shannon Clark , Steven Dorsey , Tyler Roberts

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Jun 13, 2024  
**Mover:** Carolyn Andrews  
**Second:** Tyler Roberts  
**Outcome:** Approved

## 4. Closed Session

### 4.1 CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

### 4.2 Report Out on Closed Session

Closed Session Time Started: 5:46 P.M.

Closed Session Time Ended: 6:23 P.M.



#### Approved

The Board approved a settlement of a due process matter including compensatory education and attorney's fees with the following vote: approved.

**4 Supported:** Carolyn Andrews, Steven Dorsey, Shannon Clark, Tyler Roberts

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Jun 13, 2024  
**Outcome:** Approved

## 5. Return to Open Meeting

## 6. Founder Evaluations

### 6.1 Founder Evaluations

- Jessica Spallino: The authorizers just want to make sure we (the founders) are evaluated.

## 7. Management Reports

### 7.1 CEO Report

- Jessica Spallino: We met all of our OKRs for the year. Our staff satisfaction landed at 83%. We have professional development planned for our executive team, for 24-25.
- Tanaya Burnham: We have our end of year diagnostic data. There's room for improvement, but we've seen a lot of growth. CAASPP- we have preliminary CAASPP data.
- Jessica Spallino: Reauthorization- we will be presenting to our authorizing board at the end of 2026 and end of 2027.

### 7.2 CBO Report

- Mark Holley: Dehesa Method Sports Academy- it is in-person, located on the campus of Dehesa School. We're already at near capacity enrollment for 2024-25. Our biggest needs now are teachers and space. If we get the facility we need, this can grow to be a 1,500-2,000 student program in the future.

### 7.3 CAO Report

- Jade Fernandez: End of year activities- we had field day, prom, grad night, beach bonfire, and graduation.
- Jade Fernandez: LCFF Priority 1- Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean, and Functional School Facilities- we have no issues there.
- Sarah Delawder: LCFF Priority 2- Implementation of State Academic Standards - every course is standards-aligned, and we're making sure teachers are prepared to teach those courses.
- Jade Fernandez: LCFF Priority 3- Parent Involvement and Family Engagement- as far as building partnerships with our stakeholders, we're doing very well.
- Sarah Delawder: LCFF Priority 7- Access to a Broad Course of Study- we're giving students accessible curriculum and we're supporting them through that.

## 8. Major Decisions

### 8.1 Approval of LCAP

- Jade Fernandez: We've already discussed the LCAP at the last board meeting. The only changes were budget-related, but the narrative didn't change.
- Stefanie Bryant: Some of the revenue numbers in March were estimated, and they've been updated to what we're going to expect.



### Approval of LCAP

**4 Supported:** Carolyn Andrews, Steven Dorsey, Shannon Clark, Tyler Roberts

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Jun 13, 2024  
**Mover:** Shannon Clark  
**Seconder:** Steven Dorsey  
**Outcome:** Approved

## 8.2 PTO Policy

- Mark Holley: We analyzed other districts and charters, and we realized we were very generous on PTO. We stripped back PTO, but we also cut the work schedule from 241 days to 219 days.
- Jessica Spallino: We feel we're taking good care of our employees and predicting staffing needs.



### PTO Policy

**4 Supported:** Carolyn Andrews, Steven Dorsey, Shannon Clark, Tyler Roberts

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Jun 13, 2024  
**Mover:** Tyler Roberts  
**Seconder:** Shannon Clark  
**Outcome:** Approved

## 8.3 PTO Payout

- Mark Holley: In January 2022 we went to Unlimited PTO for some of our executive roles, as they weren't all using their PTO. There wasn't a lot of value to accrued PTO for some roles. We didn't know that you can't actually zero out accrued PTO when changing to unlimited PTO. There are a handful of us that have to get a PTO payout for the accrual.



### PTO Payout

**4 Supported:** Carolyn Andrews, Steven Dorsey, Shannon Clark, Tyler Roberts

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Jun 13, 2024  
**Mover:** Steven Dorsey  
**Seconder:** Tyler Roberts  
**Outcome:** Approved

## 8.4 Method Staff Calendar 2024-25

- Mark Holley: This coincides with the student calendar. Teachers went from a 241 work day calendar to a 219 or 184 work day calendar. Admin stayed on a 241 work day calendar.



### Method Staff Calendar 2024-25

**4 Supported:** Carolyn Andrews , Shannon Clark , Steven Dorsey , Tyler Roberts

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Jun 13, 2024  
**Mover:** Steven Dorsey  
**Seconder:** Shannon Clark  
**Outcome:** Approved

## 8.5 Employee Handbook

- Jade Fernandez: We added the new PTO policies.
- Stefanie Bryant: We made a bit of an adjustment to maternity leave for the Unlimited PTO.



### Employee Handbook

**4 Supported:** Carolyn Andrews , Shannon Clark , Steven Dorsey , Tyler Roberts

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Jun 13, 2024  
**Mover:** Shannon Clark  
**Seconder:** Steven Dorsey  
**Outcome:** Approved

## 8.6 2024-25 Student/Parent Handbook

- Jade Fernandez: Not much has changed, we added the new calendars, extra credit policies, and for SPED students to have the same attendance requirements as other students.



### 2024-25 Student/Parent Handbook

**4 Supported:** Carolyn Andrews , Shannon Clark , Steven Dorsey , Tyler Roberts

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Jun 13, 2024  
**Mover:** Tyler Roberts  
**Seconder:** Steven Dorsey  
**Outcome:** Approved

## 8.7 Public Records Policy

- Jade Fernandez: This is just to make sure we have what we require, this aligns to the California Public Records Act. All school districts have this.



## Public Records Policy

**4 Supported:** Carolyn Andrews , Shannon Clark , Steven Dorsey , Tyler Roberts

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Jun 13, 2024  
**Mover:** Shannon Clark  
**Seconder:** Tyler Roberts  
**Outcome:** Approved

## 8.8 DMSA and Method 24-25 Calendar

- This action item was approved at the same time item: "Method Staff Calendar 2024-25" was approved above.



## DMSA and Method 24-25 Calendar

**4 Supported:** Carolyn Andrews , Shannon Clark , Steven Dorsey , Tyler Roberts

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Jun 13, 2024  
**Mover:** Steven Dorsey  
**Seconder:** Shannon Clark  
**Outcome:** Approved

## 8.9 Method Schools & Method Schools LA EPA Expenditure Resolutions for 2023-24

- Stefanie Bryant: This is your annual EPA Resolutions from the funding that comes from the EPA taxes, and this outlines how we spent it. The bulk of it was used for teacher salaries. For 24-25, we're getting about the same amount of money, and it will primarily be for teacher salaries.



## Method Schools & Method Schools LA EPA Expenditure Resolutions for 2023-24

**4 Supported:** Carolyn Andrews , Shannon Clark , Steven Dorsey , Tyler Roberts

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Jun 13, 2024  
**Mover:** Steven Dorsey  
**Seconder:** Tyler Roberts  
**Outcome:** Approved

## 8.10 Prop 28 Arts/Music Spending Plan

- Stefanie Bryant: This is a new prop this year, approximately \$80,000. 80% can be spent on teachers, and 20% on arts. We spent about half of that money, and the rest will carry over into 2024-25.



### **Prop 28 Arts/Music Spending Plan**

**4 Supported:** Carolyn Andrews , Shannon Clark , Steven Dorsey , Tyler Roberts

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Jun 13, 2024  
**Mover:** Shannon Clark  
**Second:** Steven Dorsey  
**Outcome:** Approved

## **8.11 24-25 Method Schools & Method Schools, LA Adopted Budgets**

- Stefanie Bryant: The first page is a summary/narrative. The governor's budget had a cola of 1.07%. We'll see a little bit of increase in LCFF funding. In Method's fundings, it didn't affect us a lot. We have very healthy fund and cash balances.



### **24-25 Method Schools & Method Schools, LA Adopted Budgets**

**4 Supported:** Carolyn Andrews , Shannon Clark , Steven Dorsey , Tyler Roberts

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Jun 13, 2024  
**Mover:** Shannon Clark  
**Second:** Tyler Roberts  
**Outcome:** Approved

## **8.12 Lease Capitalization Policy**

- Stefanie Bryant: For accounting purposes, this is a required policy. At the recommendation of our auditiros, we've added a policy about when we'll capitalize a lease versus when we don't.



### **Lease Capitalization Policy**

**4 Supported:** Carolyn Andrews , Shannon Clark , Steven Dorsey , Tyler Roberts

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Jun 13, 2024  
**Mover:** Shannon Clark  
**Second:** Steven Dorsey  
**Outcome:** Approved

## 9. Consent Items

### 9.1 Confirm Minutes- 3-26-2024

**Method Schools- Board of Directors Meeting Mar 26, 2024**, the minutes were confirmed as presented.



#### Approval of 3-26-2024 Board Meeting Minutes

**4 Supported:** Carolyn Andrews, Steven Dorsey, Shannon Clark, Tyler Roberts

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Jun 13, 2024  
**Mover:** Tyler Roberts  
**Second:** Shannon Clark  
**Outcome:** Approved

### 9.2 Check Register- March 2024-May 2024



#### Approval of Check Register

**4 Supported:** Carolyn Andrews, Steven Dorsey, Shannon Clark, Tyler Roberts

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Jun 13, 2024  
**Mover:** Tyler Roberts  
**Second:** Shannon Clark  
**Outcome:** Approved

## 10. Discussion

### 10.1 Quarterly Investment Report

- Stefanie Bryant: We have some funding in Fidelity, and we'll start moving more money there. We have our 90-day results. The cash account balances are also included.

### 10.2 2024-25 Board Meeting Dates

- Following are the 2024-25 finalized board meeting dates decided upon at the board meeting:
  - 10/1/24
  - 12/17/24
  - 3/11/25
  - 6/2/25



## 11. Close Meeting

### 11.1 Close the meeting

**Next meeting:** Method Schools Board of Directors Meeting - Oct 1, 2024, 6:00 PM

**6/13/2024 Board Meeting Recording Link:**

[https://methodschools.zoom.us/rec/play/koCSjq7foChet7dh1BFE94Tsg6fAqmqam3dS45nHk-wGLxtNYkIOVLBn3oFdjKZVIAarRxrYpVtmav4N.rZuISOK7LyV-cOG4?canPlayFromShare=true&from=recording\\_mg&startTime=1718324426000&componentName=rec-play&originRequestUrl=https%3A%2F%2Fmethodschools.zoom.us%2Frec%2Fshare%2FMf2-08cF1fUPBWXdmlc-4JehUMNyWaw0tFluxqGgyFkFy1lv7ZerSsv0f2\\_WP6Nt.Dug98TFclxXu3-l4%3FstartTime%3D1718324426000](https://methodschools.zoom.us/rec/play/koCSjq7foChet7dh1BFE94Tsg6fAqmqam3dS45nHk-wGLxtNYkIOVLBn3oFdjKZVIAarRxrYpVtmav4N.rZuISOK7LyV-cOG4?canPlayFromShare=true&from=recording_mg&startTime=1718324426000&componentName=rec-play&originRequestUrl=https%3A%2F%2Fmethodschools.zoom.us%2Frec%2Fshare%2FMf2-08cF1fUPBWXdmlc-4JehUMNyWaw0tFluxqGgyFkFy1lv7ZerSsv0f2_WP6Nt.Dug98TFclxXu3-l4%3FstartTime%3D1718324426000)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_