

AGENDA

Method Schools Regular Meeting of the Board of Directors

Tuesday, June 9th, 2020, 6:00 PM

24620 Jefferson Ave, Murrieta, California

<https://methodschools.zoom.us/j/98594839929?pwd=REl2enlBa25WalVkcVNOUUEvTVMvQT09>

1-408-638-0968 Meeting ID: 985 9483 9929

Password: 731586

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:

1. Agendas and “Request to Speak” forms are available at the door to the meeting. If you wish to speak, please fill out the speaker slip and specify the agenda item on which you wish to speak. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.

2. **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. 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.

3. **Agenda items:** To address the Board on agenda items, please specify the item on which you wish to speak on your “Request to Speak”. You will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.

5. **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.

1.0 CALL TO ORDER: 6:05 PM

20 ROLL CALL

- A. Board Members present: Shannon Clark, Carolyn Andrews, Tyler Roberts, Steve Dorsey
- B. Board Members absent: Gloria Vargas
- C. Staff: Jessica Spallino, Mark Holley, Jade Fernandez, Tracy Robertson, Jana Sosnowski, Rebecca Ricci, Rachel DeSena

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3.0 PUBLIC COMMUNICATION ON NON-AGENDA ITEMS

Cory Cavanah from Creative Back Office San Diego

No individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

4.0 REPORTS

4.1 Marketing Update: Mark- We have refreshed the Method Brand and Smartfox Brand. New premium content with Smartbug Marketing, our Landing Pages and Emails have been updated with new logos. We have enhanced the HubSpot Chat set up to help replace high volume phone calls. With Chat there is little to no delay with answering marketing questions. During our higher volume months, we could receive 100 calls in one hour, now with chat, there are knowledge-based articles to help narrow down the questions for customers and give them answers/solutions.

Comment? From Tyler: Can you let us know the results for questions that are delayed in the segment for chats? What are the statistics of chat's that go unanswered versus answered?

- Smartfox received its first paying customer that will begin on August 3rd, Training will be in July. We will continue to further market Smart fox and Method.
- We are looking into options for investing the balances for LA and San Diego to see what makes most sense.
- We are currently working on building our own Student-Athlete Program as we would like to stay more internal and leaning less on outside vendors.
- Arcadia site has been paid off, no longer need site. We will continue with Murrieta site for the remainder of our 2-year lease.
- COVID 19: Anything in person was suspended for remainder of 2019-2020 school year. We have added more zoom in person meeting as well as virtual teach squad for students.
- Enrollment Status and Growth: 7/1 we will have likely up to 5,000 students that will be with us for a couple months to try to diversify and cover some credits they may need.
- Induction Program: We are pleased to announce our school is looking into offering our own teacher induction program. We are hoping to become approved soon.
- Parent 2 Parent: We have finally gotten more momentum in our parent advisory meetings. There has been an increase in participation from parents. Our goal is to have a parent committee.

4.2 Staffing Update: We have established a Data Analysis Team and will be training teachers to analyze data for student growth for 2020-2021. We have been refining and building our lead team.

- High School Counselors: With enrollment growth we have decided to add counselors for students. The two staff members have completed a UCLA high school counselor certification program- UC and NCAA certifications.
- SPED Program: We have decided to split our IEP and 504 plans between our Sped Director and Academic Intervention Manager. Our Academic Intervention Manager has received and completed her Special Education Program. In 2020-2021 our Special Ed Director will be focused on IEPs and Academic Intervention Manager will focus on 504 plans.
- Professional Development: We are continuing to develop our own professional development for staff.

4.3 Product Update: We have our first paying customer starting Aug. 3rd and the training will begin in July. Planning to acquire new accounts and continue to build onboarding and a support system. Quality Matters is still in progress. Enhancements to Smartfox include: Smart Sessions, Pacing Guides, Enhanced Gradebook, Student Dashboard, and Enrollment. Our Lead Team is working on refining intervention support for 20-21 school year. There will also be some refinement to TDI and Test Prep as we investigate

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further into data analysis.

- Quality Matters (Rubric for Online Teaching for UC): Our pacing guide will be set up for both students and teachers (6-18 weeks pacing) depending on which works best for both of them. It will show students what they need to complete/day.
- Gradebook: created it more old school, more interactive and mimics CANVAS. Teachers are able to go through courses once and not different reports. They can exempt and calculate grades as they go.
- Comment? From Steve: For schools that purchase Smartfox will they use their own SIS/LMS? Mark: With our open API we can connect with everything.
- Smart Sessions: Adaptive pathway in courses: it will generate a report on standards and divert students based on (Smart Courses- Standalone and Individual-Single Lessons for students that need help meeting and understanding the standards).
- Features in Progress: Limit several reports into one. Possible name for report is Data Den.
- Student Data Dashboard: Current grades, current progress, current test scores, and notes from the teachers. This will be visible to students and an email option for parents.
- Graduation Planning Dashboard: Track High School students progress toward graduation requirements
- Mentor Teacher Planning Dashboard will help provide teachers and mentors with alerts about student mastery on standards and course progress. This will be the “Back end” of student data.

4.4 Financial Report: Cory- LCFF per student revenues down 7.5% after factoring in canceled state mandated COLA. 2019-2020 included several one-time revenue increases that won't be available in 2020-2021 school year. Total to \$3 million. Method's response will be to increase teacher: student ratio from 18:1 to 25:1. We expect this to negatively impact LCFF revenues for 3-5 years. Arcadia Lease is completed which will save money and will go into our rainy day fund. Smartfox Sales to external customers will be a huge push. Our future goal is to have 20% of Method revenue from Smartfox sales.

- Budget Shortfall: As our school is completely virtual, we are hoping that our plans will provide immunity to pandemics and leave a buffer. There will be some budget cuts. We are not eligible for many funds, especially since we are not a title I school. The cuts are going to be more dramatic. June: No revenue, however, July-August boost up staffing with revenue increasing as enrollment increases.
- COVID-19: Method moved along; revenue came in on higher end: Track A revenue was up.
- Budget: More of a timing issues we are expecting delays for P2. P2 is revenue preparing to flat, P1 revenue was submitted.

4.5 Head of Schools Update: CAASP canceled due to COVID-19, Method instilled their own testing though iReady.

- Method, San Diego: 120% increase in students reading at/above grade level, 23% decrease of students reading below grade level, 27% decrease of students reading 2 or more grade levels below. 213% increase in students that scored at/above grade level in Math, 21% decrease of students that scored below grade level in math, 17% decrease of students that scored 2 or more grade levels below in math.
- Method, LA: 8% increase in students reading at/above grade level, 3% decrease of students reading below grade level, 5% decrease of students reading 2 or more grade levels below. 90% increase in students that scored at/above grade level in Math, 22% decrease of students that scored below grade level in math, 15% decrease of students that scored 2 or more grade levels below in math
- Net Growth: Math has always been a sour spot for us, however LA students have been moving up.
- Parent 2 Parent: Meeting: gaining a lot of momentum from parents participating.
- Data Team: Moving toward being more Data Minded with teachers and tagging standards
- Athlete Program: CIF approval is probationary. Looking to move forward with an in-house athletic program. We can now participate with other schools.

4.6 Organizational Updates

- Board Terms renewal updated end on 6/30/2020.
- Would like to meet up with the board more frequently. In September there will be 2 board meetings.

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We will be emailing proposed board meeting dates to help organize and give further notice. COVID-may have caused missing form 700. We will need to get those right away.

6.0 PUBLIC COMMENT ON CLOSED SESSION ITEMS General public comments on any closed session item that will be heard. The Board will limit comments to no more than 3 minutes.

7.0 ADJOURN CLOSED SESSION

8.0 OPEN SESSION

9.0 DISCLOSURE OF CLOSED SESSION ACTIONS

10.0 ACTION ITEMS

10.1 Professional Development Budget- The Board will be presented with PD Allotment proposal for all staff members

Motion: Carolyn

Second: Shannon

Ayes: 4

Noes: 0

10.2 Board Stipend Increase- The Board will be asked to approve a stipend increase for Board members

Mark: Would like to increase \$100, from \$250 to \$350

Motion: Shannon

Second: Carolyn

Ayes: 4

Noes: 0

10.3 COVID-19 Operations Written Report- The Board will be presented with COVID-19 reports for Method Schools and Method Schools, LA

Governor Newsom postponed LCAP: What we are doing? Made increased zoom sessions and virtual teach squad for students. Canceled all in-person events.

Motion: Carolyn

Second: Tyler

Ayes: 4

Noes: 0

10.4 SPED Handbook- The Board will be asked to approve the Special Education Handbook

Motion: Shannon

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Second: Carolyn

Ayes: 4

Noes: 0

10.5 Discipline of Student with Disabilities Policy- The Board will be asked to approve special education discipline policy (first presented at 3-10-20 meeting)

Policy will go over what we would be required of if we asked the student with disabilities to leave.

Motion: Tyler

Second: Shannon

Ayes: 4

Noes: 0

10.6 Extra Credit Policy- The Board will be presented with new Extra Credit Policy

Motion: Carolyn

Second: Tyler

Ayes: 4

Noes: 0

10.7 Course Outlines- The Board will be asked to approve several new and revised course outlines for the 20/21 school

- Trial bases: these are for our new career courses we are planning on using with eDynamic.

Motion: Shannon

Second: Carolyn

Ayes: 4

Noes: 0

10.8 2020-21 Employee Compensation- The Board will be asked to approve the 2020-21 employee compensation plan.

- 3% increase with COLA. There will be some inflation, no increase in Benefits.

Motion: Carolyn

Second: Shannon

Ayes: 4

Noes: 0

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10.9 Board Term Renewals- Board Member terms expiring 6/30/20 will be discussed for renewal.

10.9.1 Steve Dorsey- President

10.9.2 Shannon Clark- Vice President

10.9.3 Tyler Roberts- Treasurer

10.9.4 Gloria Vargas- Secretary

10.9.5 Carolyn Andrews- Board Member

- Possibly rotating Board Member positions in the next year or two, each board member can get a better understanding of each position. Shannon will be shadowing Steve this year, to help prepare her to become Board President in 2021-2022 school year.

Motion: Shannon

Second: Carolyn

Ayes: 4

Noes: 0

10.10 2020-21 Adopted Budgets- The Board will be asked to approve the 2020-21 Adopted Budgets for Method Schools and Method Schools LA. Each Adopted Budget has been specifically developed to each school's forecasted operating year

- Smartfox sale: non-profit. Will be off of Method school books. 20% in the future, we would make a donation or a special fund. This will be reported to the board.

- **Motion:** Shannon

- **Second:** Tyler

- **Ayes:** 4

- **Noes:** 0

10.11 2019-20 EPA Resolution- The Board will be asked to approve 2019-20 EPA Resolution.

Motion: Shannon

Second: Carolyn

Ayes: 4

Noes: 0

10.12 2020-21 EPA Resolution- The Board will be asked to approve 2020-21 EPA Resolutions.

Motion: Shannon

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Second: Carolyn

Ayes: 4

Noes: 0

11.0 DISCUSSION ITEMS

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 votes on them.

12.1 Approval of Regular Meeting Minutes

12.1.1 Warrants for March 2020-May 2020

12.1.2 Meeting Minutes for 3-30-20

Motion: Shannon

Second: Tyler

Ayes: 4

Noes: 0

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 votes on them.

13.0 UPCOMING AGENDA ITEMS

- LCAP

- Emailing Board Meeting Dates

14.0 BOARD MEMBER REPORTS

Individual Board members will report on participation in school events and/or committees, District events, or attendance at special meetings or training/workshops.

- Shannon: parent reported to her. It was nice to with parent and the parent was happy to make the issue resolved. Parent believed the issue wouldn't be resolved. Follow up with this parent will be sent to Jade.

15.0 ADJOURNMENT: 7:57 PM

Board Meeting Recording Link: https://methodschools.zoom.us/rec/share/WaS_tcLTyOaBIUCANDIqqTJEGtHHtGkIpX-yXRey04ipAyNtg4RtkOl2aAvK0szE.Z5cTgXn-QWvuRpE9