

MINUTES (in Review)



METHOD SCHOOLS BOARD OF DIRECTORS MEETING

Name:	Method Schools Corporation
Date:	Tuesday, October 1, 2024
Time:	6:00 PM to 7:03 PM (PDT)
Location:	Method Schools HQ, 38750 Sky Canyon Drive, Suite B, Murrieta, CA 92563
Board Members:	Carolyn Andrews, Gloria Vargas, Steven Dorsey, Tyler Roberts
Attendees:	Jade Fernandez, Jessica Spallino, Mark Holley, Stefanie Bryant, Tracy Robertson, Becca Santos
Apologies:	Shannon Clark, Yvette Serratos, Sarah Avanesian, Sarah Delawder, Tanaya Burnham
Guests/Notes:	Bradley Johnson - Dehesa Superintendent; Amy Pinter - Method Schools Representative; Dr. Pete Getz - Method Schools Representative

1. Opening Meeting

1.1 Roll Call

Board Members:

Present: Carolyn Andrews, Tyler Roberts, Steven Dorsey, Gloria Vargas

Absent: Shannon Clark

Staff:

Jessica Spallino

Mark Holley

Jade Fernandez

Stefanie Bryant

Pete Getz

Tracy Kimmel

Amy Pinter

Rebecca Santos

2. Public Comment

2.1 Instructions for Presentations to the Board by Parents and Citizens

3. Management Reports

3.1 CEO Report

We have some new roles that we have hired for.

Director of Program Development & Expansion. This role is to expand our reach and duplicate it, a college program, and refining growth and external opportunities.

Director of IT - Hired today. We needed this role specifically with the latest cybersecurity attacks. We needed someone with this experience to tighten security since we are an online school.

Director of SPED - We are in the process of a temporary Lead taking on this position or hiring externally.

We have hired new teachers due to growth and previous staff not being renewed.

Staff Recognition: Kyle Quintero. He is a Middle School teacher and SF Testing. We decided this year at every quarter we will nominate a single staff member for recognition and then next quarter they will nominate.

Values: Customers, Solutions, Relationships, Service, Information, and Integrity.

Q: Board Member Steven Dorsey: Have we reached out to Dehesa to be collaborative in DMSA Values?

A: Jessica: Yes, we have it in the partnership agreement and handbook.

Q: Board Vice President Tyler Roberts: Who are customers?

A. Jessica: It's by design. In District settings, traditional schools parent's don't have a choice. Parents must have their children attend school in the area they are assigned to. Charter schools are a choice, so we share that concept that we earned them.

OKRs: Q1 not much to report. Q2 we will be at the halfway mark for OKRs.

PARSEC (Third Party) - helping us analyze raw data as part of reauthorization. We see math growth that we haven't see before. We have plenty of room for growth.

3.2 CBO Report

DMSA - Bradley is a huge part of DMSA. We are approaching 200 students and are currently at capacity. Less than half of these students are Method students. We are planning on expanding facilities with Dehesa through Sycuan Tribal Council. We would need approval through them, building permits, etc. Our biggest constraint right now is space.

Enrollment: We have a small team that handles around 1800 chats a month which is a lot for 5 people. They do a lopt of the filtering. In August we had 3000 tickets. They do a lot of reviewing and closing tickets. They close them within 1 hour for the simple tickets.

We are trying to get more visibility through: Online reviews, blogs (100k unique visits mostly for public interest in Independent Study), student pictures, and NPS.

Enrollment trend: we are flat right now with ADA. This came about due to smaller course list, misfit's for our program such as student's thinking our program is easy. Its pretty rigorous compared to most programs. We are trying to address the gap in enrollment. We've added DMSA,

Method Academy, and hoping to have new ones. Demand for online is pretty flat and now we are competing against Districts that have online programs.

Question Board Member Steven Dorsey: Are you handcuffed a little bit because you can't go against another district for student enrollments?

Answer: Mark: The districts too small to go against because of competition so we have to be careful with how many school's are authorized by the districts. California is one of the only states that don't have any additional options for authorization outside of a school district.

3.3 CAO Report

3.4 CFO Finance Update

We just wrapped up the audit. We are still in a strong position. Student ADA is flat, but we are still good. This was only the second time in all of Method's history that Method has had an audit finding. It was an ISMA date not matching with ADA claimed date. We are trying to get dates cleaned up and matching. We are also looking at reporting on department and the costs of each department.

4. Major Decisions

4.1 Workplace Violence Prevention Policy

Provided by OSHA and we tailored it toward Method.



4.1 Workplace Violence Prevention Policy

4 Supported: Tyler Roberts, Steven Dorsey, Carolyn Andrews, Gloria Vargas

0 Opposed

0 Abstained

Decision Date: Oct 1, 2024

Mover: Tyler Roberts

Seconder: Gloria Vargas

Outcome: Approved



Workplace Violence Prevention Policy

4 Supported: Carolyn Andrews , Gloria Vargas , Steven Dorsey , Tyler Roberts

0 Opposed:

0 Abstained:

Decision Date: Oct 1, 2024

Mover: Jade Fernandez

Outcome: Approved

4.2 Employee Handbook Updates

Stefanie:

- Updates to Method values
- Jury Duty updates changed to we will pay up to 5 days and proof of jury duty is needed and check signed to Method Schools. If more than 5 days it is contingent upon approval.



4.2 Employee Handbook Updates

4 Supported: Carolyn Andrews, Tyler Roberts, Steven Dorsey, Gloria Vargas

0 Opposed

0 Abstained

Decision Date: Oct 1, 2024

Mover: Gloria Vargas

Seconder: Tyler Roberts

Outcome: Approved



Employee Handbook Updates

Updated to include:

- Method Values
- Workplace Violence Prevention Policy
- Revised Jury Duty

5 Supported: Carolyn Andrews , Gloria Vargas , Shannon Clark , Steven Dorsey , Tyler Roberts

0 Opposed:

0 Abstained:

Decision Date: Oct 1, 2024

Outcome: Approved

4.3 Prop 28 Expenditure Reports- Method Schools and Method Schools, LA



4.3 Prop 28 Expenditure Report for Method Schools and Method Schools, LA

4 Supported: Carolyn Andrews, Tyler Roberts, Steven Dorsey, Gloria Vargas

0 Opposed

0 Abstained

Decision Date: Oct 1, 2024

Mover: Tyler Roberts

Seconder: Steven Dorsey

Outcome: Approved

Stefanie - requirement by state to show you where we are at and what is set by the state.



Prop 28 Expenditure Reports- Method Schools and Method Schools, LA

5 Supported: Carolyn Andrews , Gloria Vargas , Shannon Clark , Steven Dorsey , Tyler Roberts

0 Opposed:

0 Abstained:

Decision Date: Oct 1, 2024

Outcome: Approved

4.4 Board Resolution Authorizing Capital for the Purchase of a HQ Building



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4 Supported: Carolyn Andrews, Tyler Roberts, Steven Dorsey, Gloria Vargas

0 Opposed

0 Abstained

Decision Date: Oct 1, 2024

Mover: Tyler Roberts
Seconder: Gloria Vargas
Outcome: Approved

Mark

- Headquarters is where most staff is.
- Purchase a HQ building for the purpose of space, parking vans, and investment.
- Looking at size we don't want to be wasteful, but something that can fulfill our needs.



Board Resolution Authorizing Capital for the Purchase of a HQ Building

5 Supported: Carolyn Andrews , Gloria Vargas , Shannon Clark , Steven Dorsey , Tyler Roberts

0 Opposed:

0 Abstained:

Decision Date: Oct 1, 2024

Outcome: Approved

4.5 Unaudited Actuals Reports- Method Schools, and Method Schools LA

Stefanie:

- Wrapped up our audit. The unaudited is currently attached. We will have the final in December.



4.5 Unaudited Actuals Report - Method Schools and Method Schools, LA

4 Supported: Carolyn Andrews, Tyler Roberts, Steven Dorsey, Gloria Vargas

0 Opposed

0 Abstained

Decision Date: Oct 1, 2024

Mover: Steven Dorsey

Seconder: Gloria Vargas

Outcome: Approved



Unaudited Actuals Reports- Method Schools, and Method Schools LA

5 Supported: Carolyn Andrews , Gloria Vargas , Shannon Clark , Steven Dorsey , Tyler Roberts

0 Opposed:

0 Abstained:

Decision Date: Oct 1, 2024

Outcome: Approved

4.6 23-24 Audit Response

Stefanie

- This is the proposed writing and response to the audit finding. Due to the ISMA date issue, we very slightly overclaimed ADA. We were overpaid (less than \$1000) so we have taken measures to make sure it doesn't happen again. We will do monthly general audits. Backing away from automation as it was becoming more complex and now focusing on more manual.



4.6 23-24 Audit Response

4 Supported: Carolyn Andrews, Tyler Roberts, Steven Dorsey, Gloria Vargas

0 Opposed

0 Abstained

Decision Date: Oct 1, 2024

Mover: Gloria Vargas

Seconder: Tyler Roberts

Outcome: Approved



23-24 Audit Response

5 Supported: Carolyn Andrews , Gloria Vargas , Shannon Clark , Steven Dorsey , Tyler Roberts

0 Opposed:

0 Abstained:

Decision Date: Oct 1, 2024

Outcome: Approved

5. Consent Items

5.1 Confirm Minutes- 6-13-2024

Method Schools Board of Directors Meeting Jun 13, 2024, the minutes were confirmed as presented.



5.1 Confirm Minutes 6-13-2024

4 Supported: Carolyn Andrews, Tyler Roberts, Steven Dorsey, Gloria Vargas

0 Opposed

0 Abstained

Decision Date: Oct 1, 2024

Mover: Steven Dorsey

Seconder: Gloria Vargas

Outcome: Approved

5.2 Check Register- (June-August)



5.2 Check Register (June - August)

4 Supported: Carolyn Andrews, Tyler Roberts, Steven Dorsey, Gloria Vargas

0 Opposed

0 Abstained

Decision Date: Oct 1, 2024

Mover: Steven Dorsey

Seconder: Gloria Vargas

Outcome: Approved

5.3 Quarterly Investment Report



5.3 Quarterly Investment Report

4 Supported: Carolyn Andrews, Tyler Roberts, Steven Dorsey, Gloria Vargas

0 Opposed

0 Abstained

Decision Date: Oct 1, 2024
Mover: Steven Dorsey
Seconder: Gloria Vargas
Outcome: Approved

6. Discussion

6.1 Teaching Assignment Monitoring Outcomes (TAMO) by FTE Data Report

No Discussion

7. Close Meeting

7.1 Close the meeting

Next meeting: Method Schools Board of Directors Meeting - Dec 17, 2024, 6:00 PM

10/1/2024 Board Meeting Recording Link

https://methodschools.zoom.us/rec/share/XFBdMGQisTIQwCn_A7hezXdtYiB5kFS_O-vHQh38nsdnr9cYQiR76L1awk9-gGIA.oreYFQO2hAnPvr96

Next Meeting 12/17/2024

Signature: _____

Date: _____