**Tuesday, March 9, 2021, 6:00 PM**

24620 Jefferson Ave, Murrieta, California

**https://methodschools.zoom.us/j/92427062275pwd=WjZCMjdpK1Y3NFNKaWhwUVZ1Y0ptUT09**

Meeting ID: 924 2706 2275

Passcode: **088827**

# 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 “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

1. **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 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. **Call to Order:** Board President Steve Dorsey called meeting to order at 6:01 p.m.
2. **Roll Call**

**Present:** Carolyn Andrews, Gloria Vargas, Shannon Clark, Steve Dorsey, Tyler Roberts

**Absent:** 0

**Method Staff:** Rebecca Ricci, Tracy Robertson, Method Representative- Cory Cavanah, Jana Sosnowski, Jessica Spallino, Jade Fernandez, Mark Holley

1. **Public Communication on Non-Agenda Items**
* No Public Comments
1. **Reports**
* **Marketing Update:** Mark: We continue to focus on student retention. We don’t have a ton of incentive to continue to grow at this time. We have focused more on enhancing our program. During COVID, the percentage of population that doesn’t want to be online, most likely decided to enroll with a school that had an established online program prior. Our program has around a couple 100 students that are enrolled that are COVID related. This is the highest enrollment we’ve ever had. We expect to lose some enrollments as schools re-open for site based.
	+ **Staffing Update:** Jessica: We are hovering close to 50 teachers with 25:1 ratio. We plan to transition 2 teachers out of their role. We might hire 2-3 more teachers.
	+ **Product Update:** Jessica: We continue to chip Smartfox away. There were concerns with our Gradebook Report, we decided to focus on fixing the errors and issues to streamline the database. We have paused on enhancements within Smartfox to make sure it stays in foundational mode. We are working on preparing students for the CAASP.
	+ **Financial Report:** Cory: I can discuss it during out action items since it falls in line with them.
		- Board President Steve Dorsey agreed to discuss the report with the action items.
	+ **Head of Schools Update:** Jade: Presenting for the 3rd time iReady Diagnostic test, we continue to have steady growth. We are currently still testing, so the results are for about 30% of our students. Across the board we have 2% growth points for iReady.
		- Jessica: This was an OKR for this year to hit 40% in green. This Trend has surpassed our goal for this year.
		- Jade: Moving kids forward progress, we sent a mental health survey for families. 40% of parents reported that they are worried about their students. In response we are going to be sending out a follow up survey to see what/how students want to feel supported. We have partnered with HOPE Squad – Suicide Prevention, based out of Utah. We have 3 teachers that will help with this program and are looking for students interested in being ambassadors.
		- Graduation is coming up on June 9th at 3 p.m. It will be a virtual ceremony to help with caution and safety.
		- Question: Steve Dorsey: How many seniors do we have this year?
		- Jade: About 80 students. Good news all around.
	+ **Organization Updates:** Tracy: We are partnering up with Care Solace. It is a concierge service for students we serve. They can make an appointment and care provider to help get the support they need. April 1st starts mental and emotional help.
1. **Closed Session Items:**
* **Public Comment on Closed Session Items:**
1. **Adjourn Closed Session**
2. **Open Session**
3. **Disclosure of Closed Session Items**

No closed session items.

1. **Action: 21-22 School Calendar**

 **Discussion –** Mark: the Calendar is the same as last year. Created a lot of demand for July 1st start date. Specifically, for credit recovery students. We developed a program for 200-220 school days and get funded for 175-180 days. Teachers work all year. Full academic calendar, most parents like it.

**Question from Shannon:** What are we expecting?

**Answer:** Mark: Jessica mentioned with student retention and scores of happiness. The scores go down during the summer months with part time students. We tend to get unhappy students that don’t enjoy online schooling. For our end tends to be a nightmare. Max students a couple years ago were around 10,000. Last year we pushed for students not to come and got around 6,000. Cap for this year is 2,000 and trend out staffing about what we have with current teachers. The complaints we usually have with teachers are usually regarding temporary teachers from the summer months. We are expecting to end up with around 1500 students.

**Motion:** Shannon Clark

**Second:** Gloria Vargas

**Ayes:** Carolyn Andrews, Shannon Clark, Gloria Vargas, Steven Dorsey, Tyler Roberts

**Action:** Approved

1. **Action: CTE Course Additions**

**Discussion-** Jessica: this is purely on a trial basis. Finally, able to guide students with roles.

**Question from Shannon:** Do these courses integrate with SF?

**Jessica:** Unfortunately, not integrated, but trying to refine and enhance to monitor. Counselors provide a list and after the trial we would skim down the list based on interest.

**Question from Shannon:** Is there a fee per student?

**Jessica:** Yes, we pay per seat.

**Comment from Steve:** Can we wait until next time to give the Board more time to look at each course.

**Action:** First reading, will vote next Board meeting.

1. **Action: VAPA Course Additions**

**Discussion –** First reading, will vote next Board meeting.

1. **Action: Graduation Requirements**

**Discussion –** Jessica: modified it this year. We are reliant on our counselors that meet with every student on their pathway for graduation. We have the standard student with 220 credits needed to graduate. We have shifted a couple with conventional to do more CTE pathways. NCAA us more regimented and stricter with their path. We are monitoring it this year with any glitches and will present to the Board. It is conducive to the student and will provide more options and personalized.

**Question from Shannon:** Is this reliant on the CTE courses to move forward or not?

**Jessica:** Correct, our counselors are very important and can easily pivot for students with flexibility for any changes and be transparent. Parent teacher conferences are weekly to enhance our cycle and support.

**Question from Steve:** Are we brining this in for Middle School or just in High School?

**Jessica:** A little less. Entering end of 8th grade, we start to talk about it.

**Motion:** Shannon Clark

**Second:** Carolyn Andrews

**Ayes:** Carolyn Andrews, Shannon Clark, Gloria Vargas, Steven Dorsey, Tyler Roberts

**Action:** Approved

1. **Action: Notification of Rights of Children of Military Families & Other Protected Pupils Policy**

**Discussion:** Jade: This policy was missing from our Board Policy Manual. This is standard CA law, it’s a right to stay as a 5th year student and will be added to student/parent handbook.

**Question from Steve:** Do we have any military families?

**Jade:** Very few and I don’t think any are in High School.

**Motion:** Carolyn Andrews

**Second:** Gloria Vargas

**Ayes:** Carolyn Andrews, Shannon Clark, Gloria Vargas, Steven Dorsey, Tyler Roberts

**Action:** Approved

1. **Action: 2020-2021 2nd Interim Reports**

**Discussion-** **Cory:** We are stagnated with 1st interim. ADA is the same across the 2 schools. Our ADA 2019-2020 is our entire ADA for this year. Revenue changed 2nd interim, went down, but small change. It isn’t a big change in revenue, since we have no big-ticket items. Trimmed back with student activities that we had because of COVID. We budget June for whole staff including 403b and Benefits max. Our ADA is inflated because cut off remained the same for this year, then what we had planned for. Revenue is positive for school that we don’t generally plan for. Projected ending balance for LA. Is 16.67 million and SD is 10.1 million.

**Mark:** First year was really tough. We knew after that year we had to act conservatively and can’t be a physical facility. Our model is online over blended. We look for students that want online only schools. Cons: We don’t offer state pensions, but we give competitive salaries and provide our own curriculum. We have run over some growing pains, but we continue to fix things.

**Cory:** Direct student services is around 4,000 level, not going to an ancient facility that needs 100 of thousands. We are in the middle of deferrals that is not a big issue for us now. 5.5 million dollars from February – June. Repayments are in July. We do not have a cash shortage. It’s a positive sign that we do not have to borrow. State will have to double pay; we will see in those 6 months. CARES Act: March 2020: we got 300K and Dec: 200K, not included in the budget. We got lower in December since we are not seat-based/site-based and don’t have more at-risk students. Third revenue, its TBD, may be bigger than the other 2, new person grants that we are not worrying about. We have the extended school year.

**Question from Steve:** Will we have the STEM Vans back in the Fall and budget the litigation with it?

**Mark:** Yes, hopefully, we are getting another van this spring.

**Comment from Shannon:** There is a young lady Queen of Stem, she runs a foundation to get young people excited about Stem. It would be nice to have someone like her to get more students involved and excited.

**Motion:** Shannon Clark

**Second:** Carolyn Andrews

**Ayes:** Carolyn Andrews, Shannon Clark, Gloria Vargas, Steven Dorsey, Tyler Roberts

**Action:** Approved

1. **Action: 2019-2020 Fiscal Year Audit**

**Discussion:** Cory: Approve by the Board March 31, 2021 deadline. Fiscal year ending on 6/30/2020. Audit is for payroll, approving vendors, disbursements, half of the audit is financial and the other is internal, such as Board, posting agenda, minutes, operations, credentialed teachers, student attendance, compliance, and policies approved through the year. Audit is a whole organizational review.

**Mark:** Everything is usually good. We noticed a little bit more auditors are feeling the pressure with bad charter schools to make sure they are doing everything. They generally don’t have any findings. We found a small number of attendances claimed, talking about $1800 to $1900 over-reported. Important thing we learned was that learning logs weren’t signed. They helped us draft and revise our attendance policy. We hired a trained Registrar in December. It is something that won’t happen again. We have more teacher trainings and fixed things with LA and SD county.

**Motion:** Carolyn Andres

**Second:** Shannon Clark

**Ayes:** Carolyn Andrews, Shannon Clark, Gloria Vargas, Steven Dorsey, Tyler Roberts

**Action:** Approved

1. **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 December 8, 2020 Meeting Minutes
* Check Register December 2020- February 2021
* **Motion:** Shannon Clark
* **Second:** Gloria Vargas
* **Ayes:** Carolyn Andrews, Shannon Clark, Gloria Vargas, Steven Dorsey, Tyler Roberts
* **Action:** Approved
1. **Discussion Items:**
* WASC Letter: Jade – Visited us back in October, we are on track to finish accreditation for our 6 years in 2025 for our next 6 years.
1. **Upcoming Agenda Items**
* Add CTE and VAPA action items for Approval
* June: LCAP
* Two Board Meetings in June
* Budget and Policy Adjustments
1. **Board Member Reports**

Shannon: Kudos for Jade for stepping in for families that have struggled during COVID and getting students back on track.

1. **Action: Motion to Adjourn the Meeting**
* Board President Steve Dorsey motioned to adjourn meeting at 7:21 p.m.