**Tuesday, December 8, 2020, 6:00 PM**

24620 Jefferson Ave, Murrieta, California

 https://methodschools.zoom.us/j/99452462539?pwd=SWlxcENDcVBVU1NzK2Ywc1BsM3pZQT09

Meeting ID: 994 5246 2539

Passcode: **880215**

# 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](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.

1. **Call to Order**

* At 6:10 p.m. Jessica Spallino called the meeting to order.

1. **Roll Call**

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

**Absent:**

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

1. **Public Communication on Non-Agenda Items**

* **None**

1. **Reports**

* Shannon motioned to approve revised agenda action item 18.0
* Carolyn seconded
* Ayes: Steve Dorsey, Tyler Roberts, Shannon Clark, & Carolyn Andrews
* **Marketing Update:** Mark Holley: we continue to use SmartBug Marketing and HubSpot – inbound marketing that is embedded with Smartfox. We are working on a 5-star review email campaign to our current families. We have upgraded chat for 2020. Currently 60K chat sessions through our website from parents, counselors, and inquiries, and Smartfox Chat is getting a lot of traffic from Students. We had 7600 students starting July 1st, 6400-6500 were during the summer months. We are trying to sway more from Summer. We are currently working with schools for students to stay full-time with us instead of temporarily. Currently at 1100 students right now. Last year around this time we had around 500. Good news is we are growing, the bad news is many have been short term and we are not getting paid this year for any growth.
* **Board Member Shannon-** How much growth is due to COVID vs. true growth to our business model?
* **Mark –** 800 students COVID, take 6-7 years of growth and the outliers contributing to COVID. Some parents are now more open to online schools, so it is harder to forecast next year. From our business model, we took a number of 200 ADA that’s about the number we feel comfortable serving and to obtain students.
* **Shannon –** Long term maybe positive for our school. We will probably lose a percent of students.
  + **Staffing Update:** Jade: Hired 14 credentialed teachers, Registrar, Community Development person, and SPED teacher.
  + **Product Update:** Jessica: OKRS: academic growth in reading is 53% green, 22% yellow, and 25% red. Math is 46% green, 27% yellow, and 27% Red. We are continuing to refine interventions. English Language Arts 69% and Math 70% participation rates. Student retention is at 94.85% based on 10/7/2020 enrollment. We want to be a permanent place for students to attend. Enhancing our enrollment by starting a lottery once we get 1200 students. Initiatives to address is competency-based framework to integrate more and feedback system to get on everything we do. This will be a 2-year plan for Method.
  + **Financial Report –** Mark: we have some financial deferrals of 6.2 million revenue that will come eventually but is currently delayed. Expected an economic fallout that will last years. Things seem rosier than we would go with. Currently we have 25:1 Teachers, 250:1 SSM’s. SSM’s focus is lowest 10% or 25 students, 250:1 mobile instructional aide. We currently have no debt right now and our cash flow remains strong. We will have a positive net income. We decided not to gamble on state funding. Prop 15 failed and impact is likely lower with Method.
  + **Head of Schools Update:** Jade- WASC on 10/18/2020 was really impressed with our growth. They were extra pleased, and it was very successful. At a school level we now offer National Honor Society. We have 4 students and they are also student ambassadors. They are doing student friendly presentations, ongoing community service. We also did our annual gift drive. This year it has already been fulfilled. We are encouraging families that still want to participate to get diapers for younger children and gift cards for the older children.
  + **Organization Updates:** Moving more toward teacher driven and trainings are refining curriculum for individual learning. We are looking into a new performance system and have brought in Jana as our General Manager, refining our counselor system, and feedback. We send a quarterly survey from staff. Their feedback was for better expectations, lack of work life balance, and lack of communication. We have developed new systems and PLC’s, enhancements to Smartfox, Team Leads & Management techniques, Work Life Balance and are forcing staff on mandated PTO.

1. **Closed Session Items:**

* **Public Comment on Closed Session Items: None**

1. **Adjourn Closed Session**
2. **Open Session**
3. **Disclosure of Closed Session Items**
4. **Action: Family Leave Policy, second reading**

**Discussion –** Tracy: Second reading to approve the Family Leave Policy.

* Shannon motioned to approve Family Leave Policy
* Tyler seconded
* Ayes: Steve Dorsey, Shannon Clark, Tyler Roberts, Carolyn Andrews
* Noes: 0
* Motion Adopted

1. **Action: Revised Bylaws**

**Discussion- Tracy:** Dehesa had some suggestions that were outdated with the Brown Act. Removed action without meeting, nothing was added just minor corrections.

* Shannon motioned to approve Revised Bylaws
* Tyler seconded
* Ayes: Steve Dorsey, Shannon Clark, Tyler Roberts, Carolyn Andrews
* Noes: 0
* Motion Adopted

1. **Action: Employee Compensation**

**Discussion – Mark:** We wanted to do an employee compensation with COVID. Our financials are clearer now. We feel better. We would like to do a one-time 3% or $1000 whichever is greater. It’s been very hard to recruit teachers that are the best. This gives us a bit of flexibility and helps our employees this year. $130K that is well within our budget. This will apply to our staff that has been employed since 11/1/2020. Teachers had huge caseloads and were working twice as hard.

* Tyler motioned to approve Employee Compensation
* Carolyn seconded
* Ayes: Steve Dorsey, Shannon Clark, Tyler Roberts, Carolyn Andrews
* Noes: 0
* Motion Adopted

1. **Action: SmartFox Tech Stack Modernization**

**Discussion-** Mark: growth exposed some of our weaknesses with it. The code is good, but the foundation needs to go from a 1.0 to 2.0. We would bring in 3 contractors to for a 6-month part-time work to modernize it. It will be around 216K, but we would like to budget 250K. This will not impact students. This is around the cost for us using Fuel Ed for 2 months for students.

* Carolyn motioned to approve Smartfox Tech Stack Modernization
* Shannon seconded
* Ayes: Steve Dorsey, Shannon Clark, Tyler Roberts, Carolyn Andrews
* Noes: 0
* Motion Adopted

1. **Action: SmartBug Marketing**

**Discussion-** Mark: To continue using SmartBug for the next 6 months. Cost is 86K. It put us well on the way for marketing and we would like to continue using them. This is well within our budget.

* **This was a discussion only and no vote was needed.**

1. **Action: Revised List of Signers for BOA Account**

**Discussion –** Jessica: We would like to add Jana to the list of authorized signers for our account. We would remove a previous signer.

**Question from Shannon:** **Is there a level of what can be approved?**

**Answer from Mark: Current and Last year for auditors this is for the Bank and they are more operational.**

* Shannon motioned to approve revised list of signers for BOA Account.
* Tyler seconded
* Ayes: Steve Dorsey, Shannon Clark, Tyler Roberts, Carolyn Andrews
* Noes: 0
* Motion Adopted

1. **Action: Post-secondary Alignment Policy**

**Discussion – Jade:** For incoming enrollments from other high schools have different policies. There are some variances on graduating on time when our policy is different from other schools.

**Question from Steve:** Do we have a transcript policy review?

**Answer from Jade:** Yes, the counselor looks at it when they enroll and create a grad planner. Some schools don’t require certain things we do, such as 2 years of foreign language. If they enter as a junior this shifts their schedule.

* Carolyn motioned to approve Post-secondary Alignment Policy
* Shannon seconded
* Ayes: Steve Dorsey, Shannon Clark, Tyler Roberts, Carolyn Andrews
* Noes: 0
* Motion Adopted

1. **Action: ASL 1, ASL 2 Course Outlines**

**Discussion – Jessica:** ASL course outlines for 9-12 grade, 10 credits.

**Question from Steve:** **Do we have an ASL 3?**

**Answer from Jessica: Not yet, we will be looking into it further. These courses align with foreign language.**

* Shannon motioned to approve ASL 1 and ASL 2 course outlines
* Carolyn seconded
* Ayes: Steve Dorsey, Shannon Clark, Tyler Roberts, Carolyn Andrews
* Noes: 0
* Motion Adopted

1. **Action: Transcript Policy**

**Discussion – Jade:** So many students that have had grade changes. This is what we do in writing we review their course for any gradebook inaccuracies. Inaccuracies can be approved.

**Question from Shannon:** How often do you get this?

**Answer from Jessica:** 90% are from parents.

**Question from Shannon:** How many are valid?

**Answer from Jade:** Some are, most students get an extension to finish the course or resubmit assignments for a higher grade.

**Update from Steve:** It needs to be noted that the grade can only be changed after teacher & administrator approves it. If the teacher doesn’t want to make the change, we can’t.

* Shannon motioned to approve Transcript Policy with the amendment teacher and administration must both approve.
* Tyler seconded
* Ayes: Steve Dorsey, Shannon Clark, Tyler Roberts, Carolyn Andrews
* Noes: 0
* Motion Adopted

1. **Action: Revised Attendance and Work Sample Policy**

**Discussion – Jessica:** Learning journal covers a day to day and parent signs off. This justifies our collecting of attendance.

* Carolyn motioned to approve Revised Attendance and Work Sample Policy
* Tyler seconded
* Ayes: Steve Dorsey, Shannon Clark, Tyler Roberts, Carolyn Andrews
* Noes: 0
* Motion Adopted

1. **Action: 2020-21 1st Interim Report, Method Schools and Method Schools, LA**

**Discussion- Cory:** We implemented a 10% budget cut; we did not have. Some growth we aren’t getting paid for. We locked in ADA from last year. Our adoptive budget was based on last year. CARES Act we got 300K more than we budgeted. Net change from ADA: 1914 projected, 629 increase that occurred. Expenditures up 4,558,816. So much was uncertain in June (curriculum & laptops). Method LA: Projected to end with 16.28 million, and Dehesa end: 8.18 million. Almost entirely liquid.

* Shannon motioned to approve 2020-21 1st Interim Report, Method Schools, LA
* Carolyn seconded
* Ayes: Steve Dorsey, Shannon Clark, Tyler Roberts, Carolyn Andrews
* Noes: 0
* Motion Adopted

1. **Action: LCAP Budget Overview for Parents, Method Schools and Method Schools, LA**

**Discussion- Cory:** September approved almost LCP; it was LCAP. What we are doing to gaps and learning due to COVID. We didn’t need to do much from operating from now vs. pre-COVID. Next June full LCAP, it is automatically generated. LCP – brief addendum. It is what we are doing to help students. Point out the CARES Act.

* Shannon motioned to approve LCAP Budget Overview for Parents, Method Schools and Method Schools, LA
* Carolyn seconded
* Ayes: Steve Dorsey, Shannon Clark, Tyler Roberts, Carolyn Andrews, Gloria Vargas
* Noes: 0
* Motion Adopted

1. **Discussion Items – None: Steve comment: move this to after Consent Items for next agenda.**
2. **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 Regular Meeting Minutes 9/22/2020**
* **Check Register, September-November 2020**
* Shannon motioned to approve Approval of Regular Meeting Minutes 9/22/2020 and Check Register, September-November2020.
* Carolyn seconded
* Ayes: Steve Dorsey, Shannon Clark, Tyler Roberts, Carolyn Andrews, Gloria Vargas
* Noes: 0
* Motion Adopted

1. **Upcoming Agenda Items**

* **None**

1. **Board Member Reports**

* Upcoming Board meeting March 9, 2021

1. **Action: Motion to Adjourn the Meeting**

* **Steve Dorsey moved to adjourn the meeting at 7:33 p.m.**