

# CONFIRMED MINUTES

## METHOD SCHOOLS BOARD OF DIRECTORS REGULAR MEETING



At the **Method Schools Board of Directors- Regular Meeting** on **Mar 3, 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Method Schools Corporation
<b>Date:</b>	Tuesday, December 9, 2025
<b>Time:</b>	6:03 PM to 6:47 PM (PST)
<b>Location:</b>	Method HQ, 27232 Via Industria, Temecula, CA 92590
<b>Board Members:</b>	Carolyn Andrews, Gloria Vargas, Shannon Clark, Steven Dorsey, Tyler Roberts
<b>Attendees:</b>	Jade Fernandez, Jessica Spallino, Mark Holley, Pete Getz, Sarah Avanesian, Sarah Delawder, Stefanie Bryant, Tracy Robertson, Yvette Serratos

**Notes:**



**PUBLIC COMMENT**

Method Schools (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School. The following guidelines for have been established for consistency and legal compliance in regard to public comment:

- **Agenda Items:** Members of the public may address the Board on any agenda item before or during the Board’s consideration of that item (Gov. Code §54954.3). Requests to comment must be submitted using this [Public Comment Request](#) at least 48 hours prior to the Board meet at which you’d like to speak
- **Non-Agenda Items:** A general comment period is provided for matters within the Board’s jurisdiction **not listed** on the agenda. The Board cannot take action on non-agenda items except as allowed by law.
- **Time Limits:** Speaker time may be limited to 3 minutes per person, and the Board may set a reasonable overall time limit. All speakers will be given at least one opportunity to comment.
- **Language Access:** When translation is provided, public comment time will be translated and doubled in accordance with Gov. Code §54954.3(b).
- **Accommodations:** If you require a disability-related accommodation or auxiliary aid to participate, please contact Method Human Resources [hr@methodschools.org](mailto:hr@methodschools.org) at least 48 hours before the meeting.
- **Conduct:** The Board may not restrict comment based on viewpoint. However, speakers must follow rules of order and not disrupt the meeting.
- **Recording:** Members of the public may record or broadcast the meeting if it does not disrupt proceedings (Gov. Code §54953.5).

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1. Call to Order

1.1 Roll Call

**Start:** 6:03 PM

**Board Members:**

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

**Absent:** None

**Staff:**

Jessica Spallino

Mark Holley

Jade Fernandez

Pete Getz

Stefanie Bryant

Sarah Delawder

Sarah Avanesian

Tracy Robertson

Yvette Serratos

Eve Laurelin

Method Representative- Kathy Granger (Dehesa)

## **1.2 Public Comment on Closed Session Item(s)**

- None

## **2. Closed Session 5:52 PM**

### **2.1 Pending Litigation**

## **3. Open Session 6:03 PM**

### **3.1 Report Out from Closed Session (if any action taken)**

- None

## **4. Management Reports**

### **4.1 CEO Report**

- Jessica Spallino:
  - OKRs / CAASPP Dashboard Update:
    - Method Schools, LA:
      - Green in both ELA and Math
      - Yellow for Chronic Absenteeism
    - Method Schools:
      - Yellow in ELA and Math (close to green)
      - Green for Chronic Absenteeism
  - Leadership Development Programs:
    - We're still doing our ELDP (Executive Leadership Development Program), SSDP (Support Services Development Program), and School LDP.

### **4.2 CBO Report**

- Mark Holley: None

### **4.3 CAO Report**

- Jade Fernandez: None

## 5. Major Decisions and Discussions

### 5.1 Method Summit Academy Policy Package

- Jade Fernandez: To provide more parameters and expectations, we put together and/or updated these policies.



#### Method Summit Academy Policy Package

- Safety Plan for DMSA
- MSA Contractor Policy
- Method Schools Van Use Policy
- DMSA Closed Campus Policy
- DMSA Parent Code of Conduct
- DMSA Student Code of Conduct
- DMSA Coach Code of Conduct
- DMSA 2025-26 Parent/Student Handbook

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Dec 9, 2025  
**Mover:** Shannon Clark  
**Seconder:** Steven Dorsey  
**Outcome:** Approved

### 5.2 SAFE Act Policy

- Jade Fernandez: Created a SAFE Act Policy, including immigration enforcement response and notification procedures.



#### SAFE Act Policy

Immigration enforcement response & notification policy

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Dec 9, 2025  
**Mover:** Gloria Vargas  
**Seconder:** Shannon Clark  
**Outcome:** Approved

### 5.3 Employee Economic Security

- Mark Holley: Employee survey results indicate widespread financial insecurity among staff. A one-time 5% cost-of-living bonus is being requested for eligible employees, with a

projected total cost of \$415,000. The bonus would have no impact on the fund balance or budget.

- A few open-ended responses from the survey:
  - “Cost-of-living has been extremely challenging to raise a family and provide the needs. I have made the most I have ever made in my life and I’m still living paycheck to paycheck, without any frivolous spending. I’m scratching my head.”
  - “It’s definitely been tough, especially with the prices of homes. We find ourselves struggling to find somewhere affordable to be able to live comfortably. We will definitely be housebroke which doesn’t leave a lot of leisure money for travel.”



### **Employee Economic Security**

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Dec 9, 2025  
**Mover:** Gloria Vargas  
**Second:** Steven Dorsey  
**Outcome:** Approved

## **5.4 Final Audited Financial Statements**

- Stefanie Bryant: No changes were reported. The prior audit finding discussed in October (a \$1 income discrepancy) was noted. Overall, the audit concluded successfully, and fund balances and cash reserves remain healthy.



### **Final Audited Financial Statements**

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Dec 9, 2025  
**Mover:** Shannon Clark  
**Second:** Steven Dorsey  
**Outcome:** Approved

## **5.5 Creative Back Office 25-26 Contract**

- Stefanie Bryant: The item covers the ongoing contract with Creative Back Office (Method's back office provider) for the 2025–26 fiscal year. The provider will also assist with transitions since Method now has Staff Accountant Eve Laurelin on board.



### **Creative Back Office 25-26 Contract**

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Dec 9, 2025  
**Mover:** Steven Dorsey  
**Second:** Gloria Vargas  
**Outcome:** Approved

### 5.6 25-26 1st Interims

- Eve Laurelin: Average Daily Attendance (ADA) is increasing for San Diego and has slightly declined for Los Angeles. ADA figures are higher than last year.



#### 25-26 1st Interims

- Method Schools
- Method Schools, LA
- Method Summit Academy

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Dec 9, 2025  
**Mover:** Shannon Clark  
**Second:** Steven Dorsey  
**Outcome:** Approved

### 5.7 Treasury Account and MSA Petition/Terms

- Stefanie Bryant: Two resolutions were presented:
  1. Approval of the San Diego treasury account to open an account for Method Summit Academy.
  2. Approval of the MSA petition term dates (July 1, 2025 – June 30, 2030), as required by the San Diego treasury for account setup.



#### Treasury Account and MSA Petition/Terms

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Dec 9, 2025  
**Mover:** Gloria Vargas  
**Second:** Shannon Clark  
**Outcome:** Approved

### 5.8 Childcare Policy

- Tracy Robertson: This policy outlines childcare expectations while working remotely. An optional Dependent Flexible Spending Account (DFSA) is also included, with Method matching contributions up to \$1,000 annually.



## Childcare Policy

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Dec 9, 2025  
**Mover:** Steven Dorsey  
**Second:** Shannon Clark  
**Outcome:** Approved

## 5.9 2025-26 Method Schools Comprehensive Safety Plan

- Jade Fernandez: Updates to the plan include the addition of the immigration enforcement item and minor edits, including an updated HQ address.



## 2025-26 Method Schools Comprehensive Safety Plan

- Updated to include Immigration Enforcement Response & Notification Policy
- Minor edits (HQ address updated)

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Dec 9, 2025  
**Mover:** Steven Dorsey  
**Second:** Tyler Roberts  
**Outcome:** Approved

## 6. Public Hearings

### 6.1 Presentation of LCAP Mid-Year Updates

- Method Schools and Method Schools, LA:
  - Goals: 1) Academic Achievement, 2) Enhanced Experience, 3) Development of MTSS, 4) Program Expansion
  - Update: Jade Fernandez reported that progress is on track.
- Method Summit Academy:
  - Goals: 1) Academic Achievement, 2) Enhanced Experience, 3) Development of MTSS, 4) Program Expansion
  - Update: Jade Fernandez reported that there's minimal progress to report at this time, as this is a newer school.

### 6.2 Public Hearing: 2025–26 (LCAP) Mid-Year Updates

- Open Public Hearing: 6:45 PM

- Public Comments: None
- Close Public Hearing: 6:45 PM

## 7. Consent Items

### 7.1 Confirm Minutes

**Method Schools- Board of Directors Regular Meeting Oct 7, 2025**, the minutes were confirmed with the following changes:

*Shannon Clark moved to approve the minutes with the adjustment that the minutes be corrected to reflect that she was not in attendance and did not vote on items. These corrections have been made.*



#### 7.1 Confirm Minutes

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Dec 9, 2025  
**Mover:** Steven Dorsey  
**Second:** Tyler Roberts  
**Outcome:** Approved

### 7.2 Checking and Amex Registers Check/ACH/Expense registers for 9/1/25-11/30/25



#### Checking and Amex Registers Check/ACH/Expense registers for 9/1/25-11/30/25

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Dec 9, 2025  
**Mover:** Steven Dorsey  
**Second:** Tyler Roberts  
**Outcome:** Approved

### 7.3 Quarterly Investment Results



#### Quarterly Investment Results

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** Dec 9, 2025  
**Mover:** Steven Dorsey  
**Second:** Tyler Roberts  
**Outcome:** Approved

8. Discussion

9. Close Meeting

**9.1 Close the meeting**

**Next meeting:** No date for the next meeting has been set.

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

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