Stone Bridge School Charter Council Special Meeting Minutes
July 21, 2020

Members Present: Michele Conyers, Maria Giusti, Melissa Haberman, Cheryl Imrie, Sonya Luisoni, Amy Oggenfuss, Heather Shumaker, Karin Troedsson

Members Absent: None

Staff Present: Maria Martinez (Administrator), Kerstin Menzer (Faculty Advisor), Christine Waskowiak (Educational Program Director)

Public Present: Numerous SBS Parents and Employees (This list is likely incomplete since people joined/dropped throughout the meeting and/or didn’t list their full names, but these members of the public were definitely present: Faith Armstrong, Alejandra Bedolla, Sean Foster, Katy Hess, Angela Lockhart, Jennifer Medaris, Lisa Meyers, Jen Roman, Angelisa Russo, Armada Simpson-Van Dam, Eva Simonsson, Dawnielle Thornburgh, Julia U’Ren, Jonathan Wendorf, and Megan Wright.)

Scribe: Heather Shumaker

1. **Verse, Call to Order** at 06:04pm. **Identify Timekeeper:** Maria Giusti.

2. **Approve Agenda:** Heather Shumaker noted several attachment updates (i.e. changed #6 to #6a-#6b, changed #7 to #7a-#7b, and eliminated #11b). Heather also indicated that Agenda Items #9, #10, and #11 would be moved right after #3 (Public Comment) in order to streamline the meeting for the members of the public who are interested in those topics. Passed with a motion by Melissa Haberman and a second by Maria Giusti.

   Michele Conyers  Yes
   Maria Giusti  Yes
   Melissa Haberman  Yes
   Cheryl Imrie  Yes
   Sonya Luisoni  Yes
   Amy Oggenfuss  Yes
   Heather Shumaker  Yes
   Karin Troedsson  Yes

3. **Public Comment (for items not on the agenda):** All members of the public present at this point in the meeting were given the opportunity to share public comment. Most indicated that they were there simply to listen, but Angela Lockhart shared her desire that outdoor education be considered as a way to enable in-person learning while minimizing coronavirus risk.

   **As explained above, Agenda Items #9, #10, and #11 were discussed at this point in the meeting.**

4. **Approve Minutes for 06-29-20 Special Meeting (#1):** Passed with a motion by Cheryl Imrie and a second by Sonya Luisoni.

   Michele Conyers  Yes
   Maria Giusti  Yes
   Melissa Haberman  Yes
5. **Approve Open Enrollment Timeline for 2020-2021 (#2):** Charter Council reviewed a draft timeline for Fall 2021 enrollment which moves the SBS open enrollment period earlier in the year, to sync with NVUSD. (Maria Martinez also shared the possibility that SBS might hold a second open enrollment period later in the year if there are still spots available.) Charter Council discussed several changes that need to be made to the timeline, including:
   - Moving the last day for students to enroll for 2020-21 right before Thanksgiving Break.
   - Moving the dates for returning student notices to be distributed/returned before the Lottery.
   - Moving the date for teacher notifications regarding student retentions/skips later in the year.
   Maria Martinez will work with Rochelle Valenzuela to incorporate Charter Council's feedback and bring a revised version to the next meeting for approval. (Therefore, no motion was made and no action was taken.)

6. **Approve Class Caps for 2020-2021 (#3):** Charter Council discussed recent requests from the kindergarten and 6th Grade teachers to reduce their class caps in light of current state legislation that caps 2020-21 state funding based on 2019-20 ADA numbers. Charter Council talked about holding off on changing the class caps for now, since there are a variety of efforts currently underway to change the legislation (with the state legislature in recess until 7/27), and because we do not yet know to what degree SBS will be offering in-person instruction in 2020-21. (Therefore, no motion was made and no action was taken.)

7. **Approve Diversity Outreach Coordinator Job Description (#4):** Maria Martinez presented a draft job description for the new Diversity Outreach Coordinator position, and Charter Council requested several updates, including:
   - Adding part-time FTE percentage at the top.
   - Adding the preference for a college degree and teaching credential.
   - Adding the expectation of monthly reporting to Charter Council.
   - Adding the expectation of working with Administration (and Faculty as needed) to determine what is needed to effectively support incoming English Language Learners at SBS.
   - Replacing the “Latinx” references with verbiage that encompasses all minorities at SBS.
   Passed (with those revisions) with a motion by Sonya Luisoni and a second by Amy Oggenfuss.

   Michele Conyers  Yes
   Maria Giusti  Yes
   Melissa Haberman  Yes
   Cheryl Imrie  Yes
   Sonya Luisoni  Yes
   Amy Oggenfuss  Yes
   Heather Shumaker  Yes
   Karin Troedsson  Yes

8. **Discuss Diversity Plan (#5):** Maria Martinez shared a list of the next steps for increasing diversity at SBS, including the creation of the new Diversity Outreach Coordinator position, conferring with NVUSD re. enrollment preferences, and creating a Diversity Committee.

9. **Administration Update (#6a, #6b):** (As explained above, Agenda Items #9, #10, and #11 were actually discussed right after Public Comment.) Maria Martinez shared updates, including:
   - NVUSD and California Plan for Reopening Schools for 2020-2021
   - Stone Bridge School Town Hall Meeting at 6:30pm on 7/28/20
Maria Martinez shared key information from NVUSD’s “Reopening NVUSD in 2020-2021” plan and NCOE’s “Considerations for Reopening Schools During the COVID-19 Pandemic” resource. At a very high-level, NVUSD is planning to offer 2 options for 2020-2021, a “Virtual Learning Academy” (which requires parental commitment for a semester or the full year), and a 4-phase return to in-person learning (which will start with robust distance learning in Phase 1 and move through two hybrid models to fully in-person learning in Phase 4). Gavin Newsom announced on 7/17/20 that schools must not open for in-person instruction until their county has been off the state’s Monitoring List for at least 14 consecutive days. (Napa is currently on the Monitoring List due to its recent rise in coronavirus cases.) However, elementary schools that meet specific criteria may apply to their local health officers for a waiver to reopen for in-person instruction. (Related to this waiver possibility, SBS Administration plans to send a new survey to parents and employees to gauge interest in a return to in-person classes in August.) Whenever they do reopen, Napa schools will be required to follow the safety guidance provided by the Napa County Office of Education. SBS will have a virtual town hall meeting on 7/28 to share the latest information and allow for a question and answer session.

10. **Discuss Results of Reopening Surveys for Parents and Staff (#7a, #7b):** (As explained above, Agenda Items #9, #10, and #11 were actually discussed right after Public Comment.) Maria Martinez presented the recent survey results for parents (150 responses) and employees (27 responses). A few key notes:
   - Only 4 parents indicated that there is a possibility that their child will not return in 2020-21.
   - In-person learning: 69% of parents, 59% of employees very or moderately supportive.
   - Full-time distance learning: 27% of parents, 56% of employees very or moderately supportive.
   - Hybrid learning: 69% of parents, 74% of employees very or moderately supportive.
     - 71% of parents are very or moderately supportive of a 2-1-2 hybrid learning model.
     - 35% of parents are very or moderately supportive of an alternating-weeks learning model.
   - 67% of parents are very or moderately supportive of an earlier dismissal time.
   - 6 employees indicated that they have health conditions that pose higher risk from the virus, and 7 indicated that they have regular close contact with people with such health conditions.

11. **Approve Overall Approach for Reopening School for 2020-2021 (#8):** (As explained above, Agenda Items #9, #10, and #11 were actually discussed right after Public Comment.) The waiver process mentioned in Agenda Item #9 above is still being developed, and it is currently unclear if SBS’s 6th-8th Grades would be eligible since the waivers are for elementary schools. If SBS is not approved for a waiver, it will reopen in August with distance learning for all students. However, if a waiver is approved, SBS may be able to offer fully in-person and/or hybrid learning in August. Priority would be placed on the lower grades since in-person learning is critical for the youngest students. Any in-person learning would very likely start with half-days, and utilize outdoor education options as much as possible. (Even if in-person instruction is offered, distance learning will continue to be an option for families who are not comfortable sending their children to school.) Maria Martinez asked Charter Council to grant her approval to submit a waiver request for in-person instruction to the Napa County Public Health Officer. Passed with a motion by Sonya Luisoni and a second by Maria Giusti.

   Michele Conyers  Yes
   Maria Giusti  Yes
   Melissa Haberman  Yes
   Cheryl Imrie  Yes
   Sonya Luisoni  Yes
   Amy Oggenfuss  Yes
   Heather Shumaker  Yes
   Karin Troedsson  Yes

12. **Charter Council Chair Update (#9):** Heather Shumaker shared updates, including:
Faculty Representation in Charter Council Discussions (Heather Shumaker requested that Maria Giusti, Michele Conyers, and Kerstin Menzer solicit input from Faculty Council so we can discuss this topic in more detail at a future meeting.)

Charter Council Positions for 2020-2021 (Maria Martinez will solicit interest in the open Charter Council community member and parent member positions in another school-wide email blast.)

**Break:** At this point, Charter Council took a short break while the SBS employees on the board (i.e. Michele Conyers and Maria Giusti) recused themselves from the rest of the agenda and left the meeting. (Quorum was still met.)

13. **Approve Employee Defined Benefits Policy (#10):** Charter Council reviewed updated verbiage regarding unused paid sick leave, and asked Maria Martinez to follow-up with Rochelle Valenzuela for clarification on a specific phrase. Passed (with that revision) with a motion by Cheryl Imrie and a second by Amy Oggenfuss.

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14. **Approve Salary Schedules (#11a, #11b):** Charter Council discussed the proposed salary schedule for the new Diversity Outreach Coordinator position, and requested that it be changed from credentialed to classified, with the base pay reduced to $22/hour. (Maria Martinez agreed to post the position to solicit interest.) Passed (with those changes) with a motion by Sonya Luisoni and a second by Amy Oggenfuss.

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15. **Approve Employee Contracts (#12):** Maria Martinez presented a list of 10 fixed-term employee agreements for approval. Passed with a motion by Karin Troedsson and a second by Cheryl Imrie.

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16. **Confirm Next Meeting and Review Potential Agenda Items:** The next regular Charter Council meeting is scheduled for Tuesday, 08/11/20. (There will very likely be another Special Meeting added in late July or early August in order to approval the final SBS school reopening plan for 2020-2021, but the date has not yet been set.)
17. **Adjourn:** Passed with a motion by Sonya Luisoni and a second by Karin Troedsson at 8:11pm.

   **Verse.**

   Michele Conyers        Recused  
   Maria Giusti           Recused  
   Melissa Haberman       Yes      
   Cheryl Imrie           Yes      
   Sonya Luisoni          Yes      
   Amy Oggenfuss          Yes      
   Heather Shumaker       Yes      
   Karin Troedsson        Yes

**Key:** (#x) = Attachment Reviewed *(where x represents the attachment number)*