Stone Bridge School Charter Council Regular Meeting Minutes  
August 11, 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)

Public Present: Kathy Boyd, Zinaida Beynon (both joined during Agenda Item #4)

Scribe: Heather Shumaker

1. **Verse, Call to Order** at 6:05pm. **Identify Timekeeper**: Maria Giusti.

2. **Approve Agenda**: Heather Shumaker noted several attachment updates (i.e. changed #5 to #5a, added #5b, removed #8, added #11a-#11d). Passed with a motion by Maria Giusti and a second by Sonya Luisoni.

   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)**: Kathy Boyd and Zinaida Beynon both joined the meeting during Agenda Item #4, and were given the opportunity to share public comment just before Charter Council voted on that topic. Kathy expressed her interest in a specialized math teacher for 7th Grade. (Maria Martinez will follow-up with Kathy regarding this offline.) Zinaida did not have any public comment to share, and was simply present to listen.

4. **Approve Comprehensive SBS Reopening Plan for 2020-2021 (#1)**: Maria Martinez presented a distance learning reopening plan for 2020-2021, and explained that a more extensive plan will be created for hybrid learning if/when that becomes a possibility. Among other things, the plan includes information about face coverings, symptom assessments, signs and messaging, cleaning and disinfection, physical distancing, campus visitors, food services, attendance plans, daily schedules, subject classes, student expectations, grading and assessments, special education, and instructional technology. (The distance learning reopening plan will be shared with the larger school community via email this week, and Maria Martinez will likely schedule a second virtual Town Hall meeting to present the plan and answer questions.) Passed with a motion by Karin Troedsson and a second by Amy Oggenfuss.

   Michele Conyers    Yes  
   Maria Giusti      Yes  
   Melissa Haberman  Yes
5. Approve Minutes for 07-21-20 and 07-31-20 Meetings (#2, #3): Passed with a motion by Cheryl Imrie and a second by Sonya Luisoni. (Michele Conyers abstained because she had not received the minutes ahead of time, and Maria Giusti abstained because she missed the 7/31/20 meeting.)

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

6. Approve Charter Council Meeting Calendar for 2020-2021 (#4): Heather Shumaker presented the 2020-2021 plan for Charter Council meeting dates and potential topics, with regular meetings remaining on the 2nd Tuesday of each month. Passed with a motion by Maria Giusti and a second by Melissa Haberman.

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

7. Approve Open Enrollment Timeline for 2021-2022 (#5a, #5b): Charter Council had previously decided to move our upcoming open enrollment timeline to Fall to sync with NVUSD. However, Maria Martinez shared that NVUSD is planning to move their own open enrollment timeline this year due to the coronavirus pandemic, and she proposed shifting our open enrollment timeline back to its traditional January/February timeframe. Heather Shumaker mentioned that this change would allow more time for our new Diversity Outreach Coordinator to take action to help increase diversity in our applicant pool, while also giving us more time to develop virtual tours (or even conduct in-person tours if that become an option later in the year). Highlights of the proposed timeline include the open enrollment period running from January 19th to February 11th, with the Lottery drawing taking place on February 17th. Passed with a motion by Karin Troedsson and a second by Sonya Luisoni.

   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. **Approve Class Caps for 2020-2021 (#6):** Charter Council discussed recent requests from the Kindergarten, 6th Grade, and 8th Grade teachers to reduce the caps for their classes for 2020-21. (The possibility of reducing caps and/or freezing enrollment was also discussed during our 6/29/20 and 7/21/20 Charter Council meetings, due to state legislation passing that bases 2020-21 funding on 2019-20 ADA numbers.) There is still a strong push to amend legislation so that 2020-21 ADA numbers will be taken into account for state funding, and Stone Bridge has experienced more enrollment churn than normal this summer due to the coronavirus pandemic. It seems unlikely that Stone Bridge will be able to offer full-class in-person learning in the near future due to continued coronavirus spread in Napa and the resulting need for ongoing social distancing, so having fuller classes in the lower grades should be less of an issue than it otherwise might be. Charter Council discussed the importance of ensuring the financial viability of the school, both to protect its charter and to reduce the likelihood of having to make additional budget cuts for 2020-21. Charter Council also discussed the fact that adding new students to the middle-school grades can be extremely challenging for a teacher (esp. in a distance learning format), and that 6th Grade is adding 3 new students already. (Charter Council requested that Administration offer assistance to any middle-school teacher who is adding new students, esp. since we have some support staff with more availability than normal due to distance learning.) Ultimately, after a great deal of discussion, Sonya Luisoni made a motion that our Office Coordinator offer the final student on the wait list for 8th Grade a spot, then freeze enrollment offers in 6th and 8th Grades until the 9/8/20 Charter Council meeting, at which point the discussion will continue. Karin Troedsson seconded and the motion passed.

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

9. **Approve Single Subject Credential in a Self-Contained Classroom (#7a, #7b, #7c):** Maria Martinez presented requests to approve Jennifer Medaris and Julia U'Ren (who hold Single Subject Teaching Credentials) to continue as Lead Teachers for 2020-2021, ensuring that we remain in compliance with Education Codes #44263 and #44314. Passed with a motion by Cheryl Imrie 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

10. **Discuss Diversity Plan (#8):** Maria Martinez shared updates on several recent efforts related to increasing diversity at Stone Bridge School, including:
- Translating the Open Enrollment timeline into Spanish.
- Talking with Dr. Christine Gross at NVUSD re. possible enrollment priority adjustments.
- Preparing to hire a new Diversity Outreach Coordinator for Stone Bridge School.

11. **Administration Update (#9):** Maria Martinez shared updates, including:
- Enrollment Report (#10)
Financials for May (#11, #11a, #11b, #11c, #11d)
Community Giving Update (#12) (Final 2019-20 Total = $106,348; 2020-21 (so far) = $12,400)
Budget Update (#13)
Learning Loss Mitigation Funds
Hiring Updates
Learning Continuity Plan (LCP) (due 9/30/20)
Paycheck Protection Program (PPP) Loan Update
Work for Support Staff During Distance Learning
Childcare Plan for SBS
Waiver Request for In-Person Learning
Technology Update
Staff on Site for Distance Learning

12. Faculty Council Update: Michele Conyers, Kerstin Menzer, and Maria Giusti shared updates re. the recent work of the Faculty, including planning for reopening, figuring out class schedules, and preparing for parent meetings. Also, Marika Schamoni has taken a new job at Woodland Star (teaching Handwork for 1st through 8th Grades), and Maria Giusti will be taking over Marika’s 6th through 8th Grade Handwork classes at Stone Bridge School.

13. Parent Council Update (#14): Melissa Haberman shared updates, including:
- 2020-21 Parent Council Executive Board and Class Representatives
- 3rd Grade’s new family welcome efforts
- 6th Grade’s Bridge Fest efforts
- Introduction of Konstella parent communications platform
- Fundraising updates for Run-A-Thon, Online Auction, and Community Giving

14. Charter Council Chair Update (#15): Heather Shumaker shared updates, including:
- Faculty Representation in Charter Council Discussions
- Charter Council Participants for 2020-2021
- Plan for 9/8/20 Charter Council Meeting

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.)

15. Approve Salary Schedules (#16): Maria Martinez presented updates to the Lead Teachers salary schedule, which clarify the salary additions for a current California Teaching Credential vs. a California Sub Teaching Permit. Passed with a motion by Sonya Luisoni and a second by Amy Oggenfuss.

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

16. Approve Employee Contracts (#17): Maria Martinez presented a summary of the fixed term agreements for the Campus Maintenance Technician and the Educational Program Director. Passed with a motion by Cheryl Imrie and a second by Karin Troedsson.

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

17. **Confirm Next Meeting and Review Potential Agenda Items:** The next Charter Council meeting is scheduled for Tuesday, 09/08/20.

18. **Adjourn:** Passed with a motion by Cheryl Imrie and a second by Melissa Haberman at 8:33pm.

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)