Stone Bridge School Charter Council Regular Meeting Minutes
September 8, 2020

Members Present: Michele Conyers, Maria Giusti, Melissa Haberman, Cheryl Imrie, Sonya Luisoni, Amy Oggenfuss, Heather Shumaker, Karin Troedsson (left after Agenda Item #11), Angelisa Russo (transitioned into her new role as a board member during Agenda Item #9)

Members Absent: None

Staff Present: Maria Martinez (Administrator), Kerstin Menzer (Faculty Advisor)

Public Present: Zinaida Beynon, Marlo Cohen, Angela Lockhart, Dawnielle Thornburgh, Angelisa Russo (served as a member of the public until Agenda Item #9)

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 #10 to #10a/b/c; changed #13 to #13a/b/c; changed #18 to #18a/b/c/d; removed #16 altogether). 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)**: None at this point in the meeting, but Maria Giusti shared public comment (thanking Charter Council for keeping the specialty classes intact for 2020-21) right after Agenda Item #26 (and before she recused herself during the Break).

4. **Approve Minutes for 08-11-20 Meeting (#1)**: Passed with a motion by Cheryl Imrie 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

5. **Approve Unaudited Financial Report for 2019-20 (#2)**: Maria Martinez presented Stone Bridge School’s unaudited actuals report for 2019-20, which reflects total revenues of $2,629,683.36 and
total expenditures of $2,448,464.69, resulting in an excess of revenue over expenditures of $181,218.67. Passed with a motion by Karin Troedsson 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

6. **Approve US Federal Rural Grant Spending Plan for 2019-20 (#3):** Charter Council reviewed a request to allocate $34,580 in U.S. Rural Funds towards the Farmer, Subject Teacher – Farm, and Farm Chef. Passed with a motion by Sonya Luisoni 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 Education Protection Act Spending Plan for 2019-20 (#4):** Charter Council reviewed a request to allocate $52,128 in EPA Funds towards Certificated Teacher Salaries. Passed with a motion by Melissa Haberman 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. **Approve Low Performing Student Spending Plan for 2019-20 (#5):** Charter Council reviewed a request to allocate $26,259.50 in LPSBG Funds towards the Educational Support Specialist. Passed with a motion by Amy Oggenfuss and a second by Cheryl Imrie.

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

9. **Welcome and Transition to New Charter Council Members:** Heather Shumaker welcomed Angelisa Russo, who was elected by the parent body as the new Parent-at-Large member for 2020-21, replacing Karin Troedsson. (In our 6/29/20 Charter Council meeting, we welcomed Michele Conyers as the new Faculty Council representative for 2020-21, replacing Julia U’Ren.) From this point forward in tonight's minutes, votes for Charter Council motions will show Angelisa
Russo instead of Karin Troedsson. (Cheryl Imrie has kindly agreed to continue as a Community Member for a short time longer while we continue our search for her replacement.)

10. **Form 700 for Outgoing and Incoming Board Members** (#6): Heather Shumaker indicated that Karin Troedsson (for “leaving office”) and Angelisa Russo (for “assuming office”) will both need to complete their Form 700 and give it to Maria Martinez within the next 30 days.

11. **Honoring of Outgoing Charter Council Members**: Maria Martinez thanked Karin Troedsson for her service, and other Charter Council members also shared their appreciation for Karin. (Heather Shumaker also shared her gratitude for Julia U’Ren’s service in absentia, since Julia wasn’t able to attend this meeting.) *(Karin Troedsson left the meeting at the conclusion of this agenda item.)*

12. **Board Appointments and Election of Officers for 2020-21**: Heather Shumaker shared that she and Sonya Luisoni are both willing to continue for another 1-year term if Charter Council wants to reappoint them. Melissa Haberman made a motion to approve Heather Shumaker as the Board-Appointed Parent Member and Sonya Luisoni as the Board-Appointed Community Member for 2020-21. Amy Oggenfuss seconded and the motion passed.

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Heather Shumaker briefly described the roles of the various Charter Council officers, and Michele Conyers made a motion to approve Heather Shumaker as the Chair, Sonya Luisoni as the Vice Chair, Amy Oggenfuss as the Treasurer, and Melissa Haberman as the Secretary for 2020-21. Cheryl Imrie seconded and the motion passed.

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13. **Approve SBS School Reopening Strategy for 2020-21** (#7): Maria Martinez shared a short presentation, which covered recent COVID-19 trends in Napa and the state’s new tiered system for evaluating counties based on new cases and positivity rates. Napa currently falls in Tier 2, which means that schools are allowed to open as early as September 14th – but schools that reopen have to test 25% of their staff every two weeks (if the county stays in Tier 2 or better) or every week (if the county moves back into Tier 1) – which may prove financially prohibitive. (For this and several other reasons, NVUSD is not currently planning to reopen on 9/14.) SBS Administration and Faculty are recommending that instead of rushing to reopen at the earliest possible date, Stone Bridge School spend more time focusing on strengthening distance learning and planning thoughtfully for successful hybrid learning.

At this point, Heather Shumaker offered those present the opportunity to share any public comment on this topic, and 3 parents spoke, specifically:

- Dawnielle Thorburgh urged Charter Council to move conservatively, esp. since COVID-19
cases are spreading rapidly where schools have already re-opened.

- Marlo Cohen indicated that she appreciates the thoughtful, methodical, calm approach that Administration and Charter Council are taking, and stressed the importance of protecting the health of families and teachers. She mentioned the potential political fall-out if SBS reopens before NVUSD and then becomes a hot-spot for COVID-19 spread. She also pointed out that even if SBS were physically reopened, we’d likely have to close campus and revert to distance learning periodically during the next couple of months due to wildfires, power outages, smoke, etc. Finally, she mentioned that if it’s not safe to hold meetings like this one in person, it seems a bit hypocritical to consider sending kids back to in-person learning.

- Angela Lockhart stated that it’s better to err on the side of caution and focus on supporting our teachers and children, providing a consistent rhythm for learning, etc. She also asked what would happen if NVUSD decided to open while SBS chose to remain closed.

Maria Martinez ultimately requested that Charter Council approve a strategy tonight whereby input will be gathered from faculty, staff, and parents over the course of the next few weeks, in order to develop a detailed reopening plan that can be brought to the 10/13/20 Charter Council meeting for approval. Passed with a motion by Amy Oggenfuss and a second by Angelisa Russo.

Michele Conyers Yes
Maria Giusti Yes
Melissa Haberman Yes
Cheryl Imrie Yes
Sonya Luisoni Yes
Amy Oggenfuss Yes
Angelisa Russo Yes
Heather Shumaker Yes

14. **Discuss Learning Continuity Plan for 2020-21 (#8):** Maria Martinez shared an initial draft of Stone Bridge School’s Learning Continuity and Attendance Plan, which is taking the place of the traditional LCAP for 2020-21 due to the coronavirus pandemic. Heather Shumaker indicated that the final version of this plan will be brought to Charter Council for approval at a special meeting on 9/22/20 (in order to meet the 9/30/20 due date).

15. **Discuss Use of Learning Loss Mitigation Funds for 2020-21 (#9):** Maria Martinez shared her high-level plan for spending $98,081 that Stone Bridge School received via CARES Act Learning Loss Mitigation Funding “to support pupil academic achievement and mitigate learning loss related to COVID-19 school closures”. Specifically, these funds will be used to purchase and support technology for distance learning, provide assistance for small groups, and purchase supplemental instructional supplies. (The majority of these funds must be spent by 12/30/20.)

16. **Discuss School Site Specific Protection Plan for 2020-21 (#10a, #10b, #10c):** Maria Martinez presented the Stone Bridge School COVID-19 School Site Specific Protection Plan, which includes information about cleaning and disinfecting protocols, physical distancing guidelines, notifications of positive cases, training, compliance and documentation, etc. (She also briefly reviewed the Stone Bridge School Cleaning Schedule for distance learning, as well as the Healthy Workplace Plan During COVID-19.)

17. **Approve School Calendar for 2020-2021 (#11):** Maria Martinez presented a revised school calendar for 2020-21, which captures the required daily instructional minutes for 2020-21, and indicates when school is (and is not) in session without specifying short vs. long days (which don’t apply during distance learning). Charter Council requested that this calendar be called “Phase 1 Distance Learning Calendar”, to differentiate it from the full 2020-21 school calendar approved previously that will come back into play if SBS is able to return to normal in-person learning. Passed with a motion by Melissa Haberman and a second by Sonya Luisoni.
18. **Approve Class Caps for 2020-2021 (#12)**: 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, 7/21/20, and 8/11/20 Charter Council meetings, due to state legislation passing that bases 2020-21 funding on 2019-20 ADA numbers.) Maria Martinez indicated that state legislation has been amended so that it is possible for schools to use their 2020-21 ADA numbers, but based on the number of students who didn’t return for 2020-21, Stone Bridge School will likely be better off using our 2019-20 ADA numbers. Charter Council discussed the importance of keeping our lower grades full, since the lower grades are the best time to add students and help ensure the school’s long-term financial viability. Charter Council also discussed the difficulties of adding new students to the upper grades classes (esp. in the middle of distance learning), and the fact that 6th Grade has already added 3 new students for 2020-21. Ultimately, Cheryl Imrie made a motion to decrease the 6th Grade cap to 24 and the 8th Grade cap to 26 for 2020-21, with the understanding that the former will very likely be raised again for 2021-22 enrollment. Angelisa Russo seconded and the motion passed.

Michele Conyers  Yes
Maria Giusti  Yes
Melissa Haberman  Yes
Cheryl Imrie  Yes
Sonya Luisoni  Yes
Amy Oggenfuss  Yes
Angelisa Russo  Yes
Heather Shumaker  Yes

19. **Review Summary of Exit Survey Data (#13a, #13b, #13c)**: Charter Council reviewed a high-level summary of the reasons 18 students exited SBS in 2020-21. (The majority moved out of the area and/or decided to homeschool.)

20. **Review Diversity and Demographics Report for 2020-21 (#14)**: Maria Martinez presented the Stone Bridge School demographics data for 2017-18, 2018-19, 2019-20, and 2020-21. While the 2020-21 percentage of Black, Asian, and Filipino students at SBS has increased slightly, the percentage of Hispanic students at SBS has decreased slightly compared to 2019-20 (although it is still slightly higher than it was in 2017-18 and 2018-19).

21. **Discuss Diversity Plan (#15)**: Maria Martinez shared updates on several recent efforts related to increasing diversity at Stone Bridge School, including:
   - Advertising for a new Diversity Outreach Coordinator.
   - Conferring with NVUSD re. possible enrollment priority adjustments.
   - Meeting with other Waldorf Administrators who are planning professional development via the Courageous Conversation Group.

22. **Review SBS Policy Review Plan (#16)**: Maria Martinez shared that she reviewed a number of policies that are particularly relevant right now during distance learning. All other policies were
reviewed in the Spring of 2020 by Sarah Neidhoefer, and Maria will finalize Sarah’s edits by the end of Spring 2021.

23. **Administration Update (#17)**: Maria Martinez shared updates, including:
   - Financials for June (#18a, #18b, #18c, #18d)
   - Community Giving Update (#19)
   - Budget Update for 2020-21
   - Repurposing Staff for Distance Learning
   - Hiring Update
   - Technology Update
   - Paycheck Protection Program Update
   - Physical Fitness Testing for 2020-21
   - Diversity Training
   - Food Distribution

24. **Faculty Update**: Michele Conyers, Kerstin Menzer, and Maria Giusti shared updates, including:
   - Check-ins re. how distance learning is going, pooling knowledge, using technology, etc.
   - Gratitude for the flexibility and support of students, families, and Administration.
   - Discussions re. possible reopening plans, hybrid learning models, etc.

25. **Parent Council Update (#20)**: Melissa Haberman shared updates, including:
   - Recent Events (i.e. New Family Welcome, Bridge Fest)
   - Fundraising (i.e. Read-a-thon)
   - Other Items (i.e. PC donation, class job changes, faculty lunches, bylaws update, technology)
   - PC Class Representatives

26. **Charter Council Chair Update (#21)**: Heather Shumaker shared updates, including:
   - Faculty Representation in Charter Council Discussions
   - Charter Council Participants for 2020-2021
   - Special Charter Council Meeting on 9/22/20

**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.)

27. **Approve Salary Schedules (#22)**: Maria Martinez presented an updated salary schedule for the Hourly Handwork Subject Teacher position, which increased the prep time for Grades 1-2 from 2 to 3 hours per grade per week. Passed with a motion by Melissa Haberman and a second by Sonya Luisoni.

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28. **Approve Employee Contracts (#23)**: Charter Council reviewed a list of 20 fixed term, at-will, and independent contractor employment agreements for 2020-21. Passed with a motion by Cheryl Imrie and a second by Melissa Haberman.

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Maria Giusti  Recused
Melissa Haberman  Yes
Cheryl Imrie  Yes
Sonya Luisoni  Yes
Amy Oggenfuss  Yes
Angelisa Russo  Yes
Heather Shumaker  Yes

29. **Confirm Next Meeting and Review Potential Agenda Items:** The next Charter Council special meeting is scheduled for Tuesday, 9/22/20, and the next Charter Council regular meeting is scheduled for Tuesday, 10/13/20.

30. **Adjourn:** Passed with a motion by Melissa Haberman and a second by Sonya Luisoni at 9:12pm. 

Verse.

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

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