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

Members Present: Michele Conyers, Nancy Dempsey, Maria Giusti (joined the meeting during Agenda Item #4), Melissa Haberman, Sonya Luisoni, Amy Oggenfuss, Angelisa Russo, Heather Shumaker

Members Absent: None

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

Public Present: Dawnielle Thornburgh

Scribe: Heather Shumaker

1. Verse, Call to Order at 6:03pm. Identify Timekeeper: Heather Shumaker.

2. Approve Agenda: Heather Shumaker noted that Agenda Items #10 and #14 are being tabled until the next meeting, and there are no Attachments #14 or #22b. Passed with a motion by Melissa Haberman and a second by Sonya Luisoni.

   Michele Conyers      Yes
   Nancy Dempsey       Yes
   Maria Giusti        Absent
   Melissa Haberman     Yes
   Sonya Luisoni       Yes
   Amy Oggenfuss       Yes
   Angelisa Russo      Yes
   Heather Shumaker    Yes

3. Public Comment (for items not on the agenda): None

4. Board Member Introductions / Biographies (#1): (Maria Giusti joined the meeting during this Agenda Item.) Maria Martinez led an activity where every Charter Council and staff member used each letter of their first name to share a detail about their life that others might not know.

5. Board Team Building: Sonya Luisoni led an activity where each Charter Council and staff member picked a number from 1-15, then answered a corresponding ice-breaker question.


7. Sign SBS Board of Directors’ Code of Conduct and Ethics (#3): Heather Shumaker led a review of Stone Bridge School’s “Code of Conduct and Ethics for Board Members” document, and asked that each of our new board members (i.e. Michele Conyers, Angelisa Russo, and Nancy Dempsey) sign and return a hard copy.
8. **Approve Minutes for 11-10-20 Meeting (#4):** Passed with a motion by Melissa Haberman and a second by Angelisa Russo.

   Michele Conyers    Yes
   Nancy Dempsey     Yes
   Maria Giusti      Yes
   Melissa Haberman  Yes
   Sonya Luisoni     Yes
   Amy Oggenfuss    Yes
   Angelisa Russo   Yes
   Heather Shumaker Yes

9. **Approve LCFF Budget Overview for Parents for 2020-21 (#5):** The “LCFF Budget Overview for Parents” and the “Learning Continuity Plan” (which Charter Council approved on 9/22) are taking the place of the traditional LCAP process for 2020-21 due to COVID-19. Charter Council reviewed an initial draft of this budget overview on 11/10, and Maria Martinez presented an updated version tonight. She will research questions that arose during the discussion and submit the final version by the 12/15/20 deadline. Passed with a motion by Amy Oggenfuss and a second by Maria Giusti.

   Michele Conyers    Yes
   Nancy Dempsey     Yes
   Maria Giusti      Yes
   Melissa Haberman  Yes
   Sonya Luisoni     Yes
   Amy Oggenfuss    Yes
   Angelisa Russo   Yes
   Heather Shumaker Yes

10. **Approve Updated School Calendar for 2020-21 (#6):** TABLED

11. **Approve Enrollment Policy and Orientation Procedures (#7):** Heather Shumaker shared a new version of the Stone Bridge School “Enrollment Policy and Orientation Procedures”, which includes three significant changes that Charter Council discussed. Specifically:
   - Replaced the specific timeframe for open enrollment with a general statement about it being a four-week span.
   - Changed the end date for enrollment for the current year from the last school day before the Thanksgiving week break to the last school day before Winter Break.
   - Updated Enrollment Priority #3 to remove sibling precedence for students who graduated from SBS within the last four years.
Passed with a motion by Sonya Luisoni and a second by Angelisa Russo.

   Michele Conyers    Yes
   Nancy Dempsey     Yes
   Maria Giusti      Yes
   Melissa Haberman  Yes
   Sonya Luisoni     Yes
   Amy Oggenfuss    Yes
   Angelisa Russo   Yes
   Heather Shumaker Yes

12. **Approve SBS In-Person Learning Approach (#8):** Maria Martinez shared that all classes now have students in-person on campus as part of our Phase 2 hybrid learning model (which equates to roughly 184 students in all). The teachers for 3rd, 6th, and 7th Grade are teaching remotely until January 19th. Until then, one of our classroom assistants is supervising the 3rd Grade students, and a mix of subject teachers and SBS staff are proctoring 6th and 7th Grades while they Zoom
with their lead teachers during main lesson. (Since the cohort sizes were small, both cohorts for 6th Grade were combined and are attending in-person on Mondays and Tuesdays, and both cohorts for 7th Grade were combined and are attending in-person on Thursdays and Fridays.) Maria also shared that even if Napa goes back into a shelter-in-place, schools that are already open for in-person learning will be allowed to continue in-person learning. In addition, Maria said that there has been a lot of discussion in recent Faculty Meetings re. potentially having all classes go back to distance learning for the 2 weeks after Winter Break, to create a natural quarantine period due to the likelihood that some enrolled families will choose to gather and/or travel during Winter Break. Charter Council spent a great deal of time discussing this possibility and its impact on teachers, students, and families, and ultimately did not feel ready to make a decision. Instead, Charter Council is prepared to reconvene for a special meeting in the near future if Administration feels one is needed in order to make a decision re. how to handle the return to school after Winter Break. (Therefore, no motion was made and no action was taken.)

13. **Review Open Enrollment Plan for 2021-22 (#9):** Maria Martinez shared a draft of the open enrollment timeline for Fall 2021 enrollment, which reflects open enrollment running from 1/19/21 to 2/11/21, with the lottery drawing taking place on 2/17/21. In lieu of in-person tours (due to COVID-19), ideas being considered include a slide show and alumni videos on the website, as well as a Zoom Q&A session with Administration (and possibly alumni).


15. **Review LCFF Deferral Calendar (#11):** Maria Martinez shared a schedule that includes planned deferral months for the LCFF Principal Apportionment payments originally slated for February through June 2021. It also includes a section about a “dramatic rebound in the outlook for school and community college funding” that may ultimately reduce or eliminate planned deferrals for 2020-21. Maria mentioned that if we are impacted by payment deferrals, our reserve should be sufficient to cover our needs until the payments are processed.


17. **Review School Accountability Report Card (SARC) (#13):** Charter Council reviewed a draft of Stone Bridge School's SARC for 2020 and discussed adding specific repairs needed for any entries rated as “Fair” in the “School Facility Good Repair Status” table.

18. **Discuss Diversity Plan (#14):** Maria Martinez confirmed that Jeannie Canepa will be taking on the new Diversity Outreach Coordinator role and will be pulling together a Diversity Outreach Committee meeting in the near future. She will also be talking with current Hispanic families at SBS to get a feel for what is working well for them as well as potential areas for improvement. Maria agreed to ask Jeannie to come to our January Charter Council meeting to share her plan for increasing diversity at SBS. As mentioned in Agenda Item #11 above, Charter Council also approved removing sibling enrollment priority for students who graduated from SBS within the last four years, which should have a small but positive impact on offering new families enrollment at SBS. Angelisa Russo asked about the possibility of adding enrollment priority criteria such as socioeconomic status, mother’s educational level, etc. Charter Council has discussed this idea before and is hoping that Jeannie can evaluate the potential impact and bring a recommendation to the January Charter Council meeting (especially if she thinks we should factor such enrollment priority changes into enrollment for Fall 2021, since open enrollment will start shortly thereafter).

19. **Administration Update (#15):** Maria Martinez shared updates, including:

- Financials for October (#16a-#16d)
• Community Giving Update (#17)
• Enrollment Report (#18)
• Attendance Report (#19)
• Hiring Updates
• Budget Update
• PPP Loan Forgiveness
• Technology Update
• Standardized Testing Update
• Blueprint for a Safer Economy
• Stay-at-Home Order
• COVID Testing
• COVID Exposure/Cases Log

20. **Faculty Council Update**: Michele Conyers shared that Faculty has been discussing various aspects of in-person and distance learning.

21. **Parent Council Update (#20)**: Melissa Haberman shared updates, including:
   - New Kindergarten PC Representative
   - 3rd, 6th, and 7th Grade Teachers
   - 7th Grade Holiday Logo Sale
   - Winter Celebrations
   - Dine and Donate
   - Faculty Lunch
   - Online Auction
   - PC School Donation
   - I Heart SBS

22. **Charter Council Chair Update (#21a, #21b)**: Heather Shumaker shared updates, including:
   - Charter Council Meetings Via Zoom
   - Charter Council Key Information Handout
   - Faculty Representation in Charter Council Discussions

**Closed Session**: Entered at 8:21pm. *(Dawnielle Thornburgh left the meeting at this point, while Maria Martinez and Kerstin Menzer were invited to participate in closed session.)*

23. **Conference with Real Property Negotiations (#22a, #22b)**:
   - Government Code Section: 54956.8
   - Property: 1680 Los Carneros Ave., Napa, CA 94559
   - Agency Negotiation: Maria Martinez
   - Negotiating Parties: NVUSD and Stone Bridge School
   - Under Negotiation: Prop 39 Terms

**Open Session**: Re-entered at 8:31pm.

24. **Report from Closed Session**: No reportable action.

**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 next two agenda items and left the meeting. *(Quorum was still met.)*

26. **Approve Contract Agreements (#24):** Charter Council reviewed two at-will agreements (for our Farmer and a Classified Teacher Assistant) and one updated independent contractor agreement (for Technology). Passed with a motion by Melissa Haberman and a second by Nancy Dempsey.

27. **Public Employee Performance Evaluation:**
   - Government Code Section: 54957
   - Title: Administrator

28. **Report from Closed Session:** Charter Council approved a motion to suspend the Administrator evaluation process for 2020-21. (Michele Conyers and Maria Giusti abstained from this vote; all other Charter Council members were in favor of this motion.)

29. **Confirm Next Meeting and Review Potential Agenda Items:** The next Charter Council meeting is scheduled for Tuesday, 01/12/21.

30. **Adjourn:** Passed with a motion by Sonya Luisoni and a second by Angelisa Russo at 8:55pm.

**Verse.**

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