Stone Bridge School Charter Council Regular Meeting Minutes
June 9, 2020

Members Present: Maria Giusti, Melissa Haberman, Cheryl Imrie, Sonya Luisoni, Amy Oggenfuss, Heather Shumaker, Julia U'Ren

Members Absent: Karin Troedsson

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

Public Present: Jeannette Long, Amy Zurowski

Scribe: Heather Shumaker

1. **Verse, Call to Order** at 6:11pm. **Identify Timekeeper**: Maria Giusti.

2. **Approve Agenda**: Heather Shumaker noted three attachment updates (i.e. changed #9 to #9a-9d, changed #13 to #13a-13h, and removed #11). Passed (with those revisions) with a motion by Maria Giusti and a second by Sonya Luisoni.

   Maria Giusti  Yes
   Melissa Haberman  Yes
   Cheryl Imrie  Yes
   Sonya Luisoni  Yes
   Amy Oggenfuss  Yes
   Heather Shumaker  Yes
   **Karin Troedsson**  Absent
   Julia U'Ren  Yes

3. **Public Comment**: Heather Shumaker invited those present to share public comment about any items (regardless of their agenda status) during this initial public comment period.
   - Amy Zurowski gave public comment, sharing her concerns about the effectiveness of special education in the current distance learning environment.
   - Jeannette Long gave public comment, sharing information about the Spanish program at SBS and the importance of world languages in Waldorf pedagogy. (She also shared 3 documents detailing the mission and teaching of world languages in Waldorf schools, the Spanish curriculum at SBS, and the current Spanish blocks structure.)
   - Julia U'Ren gave public comment, sharing her perspective about the huge impact on Lead Teachers of potentially increasing class sizes, reducing subject classes, reducing benefits, and reducing salaries, all while asking them to create new curriculum that supports both hybrid and distance learning models.
   - Maria Giusti gave public comment, sharing thoughts about the need to band together, the importance of the Spanish program in supporting diversity, etc.

4. **Approve Minutes for 05-12-20, 05-16-20, and 05-26-20 Meetings (#1, #2, #3)**: Passed with a motion by Maria Giusti and a second by Cheryl Imrie.

   Maria Giusti  Yes
   Melissa Haberman  Yes
5. **Approve Pursuit of Special Education Options (#4):** Charter Council reviewed a draft of the letter that Maria Martinez plans to submit to NVUSD, notifying them of our intent to explore special education options and potentially exit the Napa County SELPA beginning with the 2020-2021 school year. Charter Council requested that she add verbiage similar to what was in last year’s letter re. retaining the right to rescind the notification and remain a member of the Napa County SELPA if SBS finds that it is not in the best interest of our students to make the change in 2020-2021. Maria Martinez will bring the updated letter back to Charter Council for review / approval at our next meeting. (No motion was made and no action was taken.)

6. **Approve Class Caps for 2020-21 (#5):** Charter Council discussed increasing the class caps for the older kindergarten (K-B) students from 13 to 14 per class, and increasing the class cap for 6th Grade from 27 to 28. (These changes should bring our total enrollment to 280.) Passed with a motion by Melissa Haberman and a second by Amy Oggenfuss.

   - Maria Giusti  Yes
   - Melissa Haberman  Yes
   - Cheryl Imrie  Yes
   - Sonya Luisoni  Yes
   - Amy Oggenfuss  Yes
   - Heather Shumaker  Yes
   - *Karin Troedsson  Absent*
   - Julia U'Ren  Yes

7. **Discuss Diversity Plan (#6):** Heather Shumaker shared that the budget committee has proposed funding a new Diversity Outreach Coordinator position for 2020-21, to help focus our efforts on improving our diversity numbers and to share monthly diversity updates with Charter Council. Charter Council also discussed recent ideas from parents regarding some of the barriers for minority families (e.g. transportation, aftercare cost, lack of pre-care, etc.), and the possible need for a credentialed ELD Coordinator to work with English Language Learners. Maria Martinez talked about what other North Bay Waldorf schools are doing to increase their diversity, and shared recent updates from Parent Council (e.g. wanting the school to send a message about taking a stand against racism), Charter Council (e.g. discussing diversity at each regular monthly Charter Council meeting), and Faculty Council (e.g. integrating diversity into classroom curriculum, creating a resource list, self-education during the summer, etc.).

8. **Administration Update (#7):** Maria Martinez shared updates, including:
   - Enrollment Report (#8)
   - Financials for April (#9a, #9b, #9c, #9d)
   - Community Giving Update (#10)
   - Hiring Update
   - Reopening School for 2020-2021
   - Update from NVUSD and Legal re. Deficit Spending / Reserve Use
   - Employee Communications re. 2020-2021 Employment
   - 8th Grade End of Year Expenses
   - Handbooks Revisions
   - District Memorandum of Understanding (MOU) for 2020-2021
   - Grants for Chromebooks
Waiver Requests for Missed Days in 2019-2020

9. **Faculty Council Update**: Maria Giusti, Kerstin Menzer, and Julia U'Ren shared updates about recent Faculty Council discussions, including classroom moves, post-service / faculty meetings, year-end reports, distance learning, budget, racism, and SBS’s Recycling Leadership Award.

10. **Parent Council Update (#11)**: Melissa Haberman shared updates about recent Parent Council discussions, including end-of-year videos, graduation, Executive Committee elections, 2019-2020 fundraising totals, 2020-2021 donations, field trip funds, and a recent $5,000 donation match offer.

11. **Charter Council Chair Update (#12)**: Heather Shumaker shared updates, including:
   - Form 700 Reminder
   - Additional CC Special Meeting in June (6/23/20)
   - Possible Additional CC Special Meeting in July (7/21/20)
   - August CC Meeting Date Determination (8/11/20)
   - Charter Council Member Plans for 2020-2021

   **Break**: At this point, Charter Council took a short break while Maria Giusti and Julia U'Ren recused themselves from the rest of the agenda and left the meeting. (Quorum was still met.)

12. **Approve Salary Schedules (#13a, #13b, #13c, #13d, #13e, #13f, #13g, #13h)**: Charter Council reviewed updated salary schedules for all of our subject teachers (i.e. Farm, Games, Handwork, Math, Movement, Music, Spanish, and Woodworking), which would apply to employees hired after 7/1/20. The updated salary schedules all reflect the new credential requirement for employees hired beginning 7/1/20, as well as the expected prep time and pay rates for each subject. Charter Council discussed removing the $2/hour credential increase mentioned in each salary schedule, and decided to hold off on approving the updated salary schedules for Math and Spanish in order to allow for further discussion at the next meeting. Approval of the rest of the updated salary schedules (i.e. Farm, Games, Handwork, Movement, Music, and Woodworking) passed with a motion by Melissa Haberman and a second by Sonya Luisoni.

   Maria Giusti        Recused
   Melissa Haberman   Yes
   Cheryl Imrie       Yes
   Sonya Luisoni      Yes
   Amy Oggenfuss     Yes
   Heather Shumaker   Yes
   Karin Troedsson    Absent
   Julia U'Ren        Recused

13. **Discuss Baseline Budget for 2020-21 School Year (#14)**: Heather Shumaker shared that the budget committee’s main focus has been on enabling SBS to absorb the large anticipated state funding cuts while minimizing the adverse impact on the student experience as much as possible. The current draft budget assumes that we will be utilizing a hybrid-learning model for at least the first half of the year, and potentially for the entire year. (If it turns out that SBS will move to entirely distance learning for 2020-2021, additional budget adjustments will be needed.) Charter Council discussed the latest budget adjustments proposed by the budget committee, including benefits and salary changes, program and personnel reductions, etc. Charter Council requested that the budget committee look at ways to make a less dramatic reduction to the Spanish Program, potentially keeping it salaried but at a lower percent FTE. The budget committee will meet again to make adjustments during the next two weeks, and their final proposal will come to the Charter Council for review / approval at the 6/23/20 special meeting.
14. **Approve List of Employees Continuing in 2020-21 (#15):** Charter Council reviewed a list of employees who will be invited to continue their employment with SBS in the 2020-2021 school year. (Once approved, this list will serve as proof of continued employment for subject teachers, who have until July 1, 2025 to meet the revised credentialing requirements of Assembly Bill 1505.) Passed with a motion by Cheryl Imrie and a second by Sonya Luisoni.

- **Maria Giusti**  Recused
- Melissa Haberman  Yes
- Cheryl Imrie  Yes
- Sonya Luisoni  Yes
- Amy Oggenfuss  Yes
- Heather Shumaker  Yes
- Karin Troedsson  Absent
- **Julia U’Ren**  Recused

15. **Approve List of Employees Not Returning in 2020-21 (#16):** Charter Council reviewed a list of employees who will not be continuing their employment with SBS in the 2020-2021 school year. (Maria Martinez will send formal release letters to those who have at-will contracts.) Passed with a motion by Sonya Luisoni and a second by Cheryl Imrie.

- **Maria Giusti**  Recused
- Melissa Haberman  Yes
- Cheryl Imrie  Yes
- Sonya Luisoni  Yes
- Amy Oggenfuss  Yes
- Heather Shumaker  Yes
- Karin Troedsson  Absent
- **Julia U’Ren**  Recused

16. **Approve Use of PPP Loan Funds & New Holding Account:** Charter Council discussed recent changes introduced by the Protection Program Flexibility Act (PPPFA), and talked about various options re. how to best utilize the funds, potentially ask for forgiveness, etc. Maria Martinez agreed to reach out to Bank of Marin and NVUSD to discuss possible loan forgiveness, and will bring an estimate of our total payroll costs, rent, and utilities during the initial 8-week period to our 6/23/20 meeting for further discussion / approval. (No motion was made and no action was taken.)

17. **Approve Pay for School Closures, Flex & Make-Up Days (#17):** Maria Martinez shared the response she got from our attorney (Chasint Pierrman from Young, Minney, and Corr) regarding employee compensation for school closures. The attorney offered an opinion that SBS is not obligated to pay employees for time not worked during school closures, especially if the closure days exceed three (3). SBS can instead pay only for hours actually worked (as evidenced by timecards), and potentially offer makeup days later in the school year to help offset the financial impact if possible. (Employees would need to be made aware of this possibility prior to the start of their contracts.) Charter Council also reviewed potential verbiage that could be added to employee contracts to cover the possibility of scheduled days being unpaid due to school closures. Maria Martinez and/or Heather Shumaker will draft verbiage to add to the employee benefits document, and bring it to Charter Council for approval at our 6/23/20 meeting. (No motion was made and no action was taken.)

18. **Confirm Next Meeting and Review Potential Agenda Items:** The next special Charter Council meeting is scheduled for Tuesday, 06/23/20, with a tentative special Charter Council meeting scheduled for Tuesday, 07/21/20.

19. **Adjourn:** Passed with a motion by Melissa Haberman and a second by Cheryl Imrie at 10:00pm.

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