Stone Bridge School Charter Council Special Meeting Minutes  
June 29, 2020

Members Present: Maria Giusti, Melissa Haberman, Cheryl Imrie, Sonya Luisoni, Amy Oggenfuss, Heather Shumaker, Michele Conyers (elected as a board member during Agenda Item #5)

Members Absent: Karin Troedsson

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

Public Present: Michele Conyers (joined during Agenda Item #4, served as a member of the public until Agenda Item #5)

Scribe: Heather Shumaker

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

2. **Approve Agenda:** Heather Shumaker noted that Attachment #12 has been removed. Passed (with that revision) with a motion by Sonya Luisoni and a second by Melissa Haberman.

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3. **Public Comment (only for items on the agenda):** None

4. **Approve Minutes for 06-23-30 Meeting (#1):** Passed with a motion by Sonya Luisoni and a second by Cheryl Imrie.

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5. **Elect New Faculty Member:** Since Julia U’Ren stepped down from her Faculty Member position on Charter Council at the end of our 6/23/20 Charter Council meeting, Heather Shumaker asked that her Faculty Member replacement (Michele Conyers) be officially elected to begin her 2020-21 term early, starting during this meeting instead of waiting until September 2020. Passed with a motion by Amy Oggenfuss and a second by Melissa Haberman.

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6. **Approve Employee Pay & Expectations for School Closures Policy (#2):** Charter Council reviewed a new policy capturing employee work and communication expectations during school closures, as well as information about how employees will be paid during school closures, flex-days, and make-up days. (It will be part of the packet of policies that are included with employee contracts.) Passed with a motion by Maria Giusti 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 Absent

7. **Approve LCAP COVID-19 Operations Written Report (#3):** Maria Martinez presented the LCAP COVID-19 Operations Written Report (due 7/1/20) and Charter Council requested one change (i.e. adding woodwork to the list of subject classes that provided instruction during distance learning). Passed with a motion by Cheryl Imrie and a second by Michele Conyers.

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

8. **Approve Freeze on New Enrollment for 2020-21 (#4):** Two of our teachers requested that enrollment offers be frozen for their classes for 2020-21, based on legislation passing on 6/26/20 that ties 2020-21 state funding to actual 2019-20 ADA numbers. Charter Council discussed the fact that CCSA and CSDC are actively pushing for amendments to that legislation, which may mean that charter schools with enrollment growth will be able to use their actual 2020-21 ADA. Ultimately, Charter Council decided to hold off on freezing enrollment or changing class caps for now, and will instead discuss the situation further during the 7/21/20 meeting (by which point, more should be known about state funding expectations). No motion was made, and no action was taken.

9. **Charter Council Chair Update (#5):** Heather Shumaker shared updates, including:
   - 6/25/20 Faculty Meeting Thanks & Budget Update (#6)
   - Reminder re. Upcoming Meetings (7/21/20 Special, 8/11/20 Regular)

**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.)

10. **Approve Salary Schedules (#7a, #7b):** Charter Council reviewed the new hourly Aftercare Coordinator salary schedule, as well as proposed changes to the prep hours for the hourly
Spanish Subject Teacher salary schedule. Charter Council requested a decrease in the Spanish Subject Teacher prep time for 7th and 8th Grades (from 1.5 hours to 1 hour per Spanish class taught). Passed with a motion by Cheryl Imrie 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: Absent

11. Approve Baseline Budget for 2020-21 School Year (#8a, #8b, #8c): Maria Martinez and Heather Shumaker presented an updated preliminary budget proposal for 2020-21, which (among other things):

- reflected revised state funding expectations (based on the state budget and AB-77 trailer bill that were approved on 6/26/20, using our P2 ADA for 2019-20 as required by the legislation);
- removed donations and fundraising income (except funds already received as of 7/1);
- removed specific one-time capital expenditures (as requested by Charter Council on 6/23/20);
- increased STRS and PERS estimates to the pre-May Revise percentages;
- removed the portion of our Farm Chef’s salary that is not covered by the U.S. Rural Grant; and
- removed the 2% salary reduction approved on 6/23/20 for employees continuing in the same position for 2020-21.

The end result is a preliminary budget that is $17,378.31 in the black, which will be submitted to NVUSD on 7/1. (Charter Council also briefly reviewed two attachments that capture financial impact information for previous hours/pay reductions for subject classes and assistants. Charter Council agreed that those reductions will be discussed further once we know which learning model we will be pursuing for 2020-21, and have a better sense of what to expect with PPP loan forgiveness, actual donations and fundraising income, etc.) Passed with a motion by Cheryl Imrie and a second by Sonya Luisoni.

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

12. Approve Employee Salary Freeze – 0% COLA (#9): The preliminary budget approved in Agenda Item #11 assumes a 0% salary change for employees continuing in the same position for 2020-21. (This 0% COLA replaces the 2% salary reduction approved during the 6/23/20 Charter Council meeting.) Passed with a motion by Melissa Haberman and a second by Sonya Luisoni.

- Michele Conyers: Recused
- Maria Giusti: Recused
- Melissa Haberman: Yes
- Cheryl Imrie: Yes
- Sonya Luisoni: Yes
- Amy Oggenfuss: Yes
- Heather Shumaker: Yes
- Karin Troedsson: Absent
13. **Approve List of Employee Contracts Starting 7/1 (#10):** Charter Council reviewed a list of employees whose contracts will begin on 7/1 (because their 2020-21 work and/or benefits start on 7/1). Passed with a motion by Cheryl Imrie 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  Absent

14. **Approve Assurance Letters for Contracts Starting 7/1 (#11):** Charter Council reviewed a draft assurance letter to be sent to employees whose contracts start on 7/1. Charter Council requested the addition of a statement indicating when affected employees will receive their actual contracts (which Heather Shumaker and Maria Martinez will incorporate before the assurance letters are sent out on 6/30). Passed with a motion by Cheryl Imrie and a second by Sonya Luisoni.

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

15. **Authorize Administrator to Offer Employee Contracts (#12):** Since we don’t have the actual contracts ready to approve tonight, Heather Shumaker asked Charter Council to authorize SBS’s Administrator to offer contracts to employees starting work and/or benefits on 7/1, based on the preliminary budget we approved in Agenda Item #11. (The final actual numbers for these contracts will be brought back to Charter Council for an after-the-fact review at our next meeting.) Passed with a motion by Sonya Luisoni and a second by Cheryl Imrie.

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

16. **Confirm Next Meeting and Review Potential Agenda Items:** The next special Charter Council meeting is tentatively scheduled for Tuesday, 07/21/20, and the next regular Charter Council meeting will be held on Tuesday, 08/11/20.

17. **Adjourn:** Passed with a motion by Amy Oggenfuss and a second by Melissa Haberman at 7:40pm. **Verse.**

- Michele Conyers  Recused
- Maria Giusti  Recused
- Melissa Haberman  Yes
- Cheryl Imrie  Yes
- Sonya Luisoni  Yes
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**Key:** (#x) = Attachment Reviewed *(where x represents the attachment number)*