

Stone Bridge School
Charter Council Meeting
SBS Library
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Napa, CA 94559

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**Stone Bridge School Charter Council Regular Meeting Minutes
June 11, 2025**

Members Present: Richard Beck, Martha Clements, Meredith Fitzgerald, Maria Giusti, Melissa Haberman, Maria Martinez, Birha McCann, Heidi Solding

Members Absent: None

Staff Present: James Brown and Lisa Meyers (Executive Directors), Greg Greeson (Faculty Advisor), Heather Shumaker (Office Coordinator), Kristie Yen (Yen Fiscal Solutions, via Zoom) ([for Agenda Items #5-#12, #22, and #27](#))

Scribe Present: Heather Shumaker

Public Present: None

1. **Verse. Call to Order** at 6:05pm. **Identify Timekeeper:** Greg Greeson.
2. **Approve Agenda:** Charter Council discussed several in the agenda, specifically:
 - o Removed Attachments #6 and #16.
 - o Changed Attachment #8 to #8a-#8e.
 - o Updated Agenda Item #25 to read "Approve Executive Director Compensation for June 2025".

Passed with a motion by Maria Giusti and a second by Birha McCann.

Richard Beck	Yes
Martha Clements	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Heidi Solding	Yes

3. **Public Comment (for items not on the agenda):** None
4. **Approve Minutes for 05-13-25 Meeting (#1):** Passed with a motion by Maria Martinez and a second by Meredith Fitzgerald.

Richard Beck	Yes
Martha Clements	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Heidi Solding	Yes

5. **Review Monthly Financials: Financial Summary, Budget vs. Actuals, Cash Flow (#2):** Kristie Yen (from Yen Fiscal Solutions) presented the Stone Bridge School Financial Summary for April 2025, as well as the Budget vs. Actuals (for July – April 2025), the Cash Flow Projections (for 2024-25), and the Balance Sheet (as of 4/30/25). She explained that Stone Bridge School currently has a YTD net loss of \$97,896 as of April 30, 2025 (due to in lieu of property taxes being received in May instead of April), but she is projecting an operating surplus of \$51,423 by the end of the fiscal year based on the approved Fiscal Year 2024-25 Second Interim Budget. Kristie also shared that her Second Interim Forecast has a variance of \$70,941, due primarily to higher-than-expected interest and donations received that were not included in the budget. (Kristie shared that the school's reserve significantly exceeds the recommendation of cash on hand for 3-months of expenses, and she answered questions as they arose.)

6. **Review and Approve Prop 30 EPA FY2025-26 Budgeted Expenditures Exhibit and Prop 30 Board Resolution (#3):** Kristie Yen asked Charter Council to approve the proposed budget allocation plan and corresponding resolution regarding Education Protection Account funding for the upcoming (2025-26) fiscal year, which will utilize the anticipated \$55,484 in available funding for teacher salaries. Passed with a motion by Richard Beck and a second by Maria Martinez, via a roll call vote.

Richard Beck	Aye
Martha Clements	Aye
Meredith Fitzgerald	Aye
Maria Giusti	Aye
Melissa Haberman	Aye
Maria Martinez	Aye
Birha McCann	Aye
Heidi Soldingier	Aye

7. **Review and Approve Prop 28 Arts Music in Schools (AMS) Annual Report FY 24-25 (#4):** Charter Council reviewed the annual report for Proposition 28 (Arts and Music in Schools) funding for our 2024-25 fiscal year, which reflects some of those funds being used in 2024-25 to help fund classified music personnel (0.5 FTE, serving 276 students). The report also indicates that Stone Bridge intends to use the Prop 28 funds to enhance and diversify its current music program by incorporating additional genres. Charter Council requested and James Brown agreed to make a correction to the "Number of school sites providing arts education" in the report. Passed with a motion by Meredith Fitzgerald and a second by Birha McCann.

Richard Beck	Yes
Martha Clements	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Heidi Soldingier	Yes

8. **Review 990 Tax Form 2023 (#5):** Charter Council reviewed the 8879-TE tax form produced by Chavan & Associates, LLP for our 2023-24 fiscal year, showing total revenue of \$3,485,640 and total expenses of \$3,066,906.

9. **Review and Approve Banking Account Changes – Remove James Brown and Add Lisa Meyers, Melissa Haberman, and Office Coordinator to: Bank of Marin and California Credit Union Accounts:** With James Brown retiring as of 6/30/25 and Lisa Meyers taking over as the new Executive Director for 2025-26, the signers on our Bank of Marin and California Credit Union accounts need to be updated. Specifically, we need to remove James Brown from these accounts,

and add (or keep) Lisa Meyers (Executive Director), Melissa Haberman (Charter Council Chair), and Heather Shumaker (Office Coordinator) on these accounts. Passed with a motion by Maria Giusti and a second by Heidi Solding.

Richard Beck	Yes
Martha Clements	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Heidi Solding	Yes

10. **Review and Approve \$30,000 Line of Credit Application with Bill.com (#6):** Kristie Yen explained that Bill.com is a plug-in that integrates directly with QuickBooks and would help streamline our Accounts Payable processing. It only costs \$35/month, and she would like Charter Council to approve her applying for a \$30,000 line of credit that would enable us to create credit cards that are not tied to an individual person's social security number. (The school credit card that James Brown has been using is issued in his name against his personal credit information, but we could issue a credit card for Lisa Meyers using this line of credit without needing to use her personal credit information.) This line of credit would also enable us to create temporary credit cards for specific purposes (e.g. field trips, summer camp, aftercare, etc.), which could help prevent employees who need to make a lot of purchases for the school from having to do so out of pocket and submit for reimbursement. Also, Bill.com automates reminding people to upload receipts, etc. – and for vendors we use regularly (e.g. Amazon), we can pay electronically and earn rewards points.

Charter Council was comfortable with approving allowing Kristie to apply for the line of credit at this point, but wanted more information about the terms and conditions tied to credit card creation before the line of credit is actually used for that purpose. So, Kristie will apply for the line of credit now, but the credit card piece will need to come back to the August meeting for approval. Passed with a motion by Richard Beck and a second by Maria Martinez.

Richard Beck	Yes
Martha Clements	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Heidi Solding	Yes

11. **Review and Approve Allocation of 8th Grade Field Trip Funds from Restricted Funds (#7):**

First, to provide a bit of background for this discussion:

- During the 3/14/22 meeting, Charter Council approved allocating \$8,000 in field trip carryover funding from previous classes to help support the Class of 2022's 8th Grade field trip since Covid adversely affected their ability to fundraise.
- During the 4/19/22 meeting, Charter Council approved allocating up to \$8,000 in field trip carryover funding to help support the Class of 2023's 8th Grade field trip for the same reason.
- During the 3/14/23 meeting, Charter Council approved allocating up to \$8,000 in field trip carryover funding to help support the Class of 2024's 8th Grade field trip due to challenges they faced with fundraising because of Covid and the recent campus move.

During tonight's meeting, Charter Council reviewed field trip funding information provided by Kristie Yen that indicated that we had \$26,368.73 in carryover field trip funding available as of 6/30/24, so we should still have enough available to help support the Class of 2025 and beyond. Charter Council ultimately decided to approve allocating up to \$8,000 for any 8th Grade class that needs it, until the carry-over funds run out. (This likely means that the Classes of 2025, 2026, and 2027 will all have \$8,000 available to them if needed, but the field trip carryover funds may run out shortly thereafter.)

Birha McCann made a motion to approve allocating up to \$8,000 from carryover field trip funds for any 8th Grade class that needs it, until the carryover funds run out. Maria Giusti seconded and the motion passed.

Richard Beck	Yes
Martha Clements	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Heidi Soldingier	Yes

12. **Review and Approve Local Control & Accountability Plan (LCAP), Including 24-25 Annual Update and 25-26 Budget Overview for Parents, and Dashboard Local Indicators (#8a-#8e):**

James Brown presented the 2025-26 Local Control and Accountability Plan (including the LCFF Budget Overview for Parents and 2024-25 Annual Update), 2025-26 Local Performance Indicator Self-Reflection, 2025 LCAP – Parent Survey Results, 2025 LCAP – Staff/Faculty Survey Results, and the 2025 LCAP – Student Survey Results for Charter Council review, discussion, and approval. (Charter Council reviewed a previous draft of the LCAP at the 5/13/25 meeting, but wanted more time to review it before voting, so James brought the updated version to tonight's meeting for approval.) James indicated that the survey results being reviewed tonight include additional responses that weren't available in the previous versions, and that relevant survey results that may require action will go to Admin and/or Faculty for discussion in 2025-26. Charter Council discussed several questions and Kristie Yen provided financial information as needed. Passed with a motion by Maria Martinez and a second by Richard Beck.

Richard Beck	Yes
Martha Clements	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Heidi Soldingier	Yes

13. **Approve Dates for Open Enrollment for Next Year for 26-27 (#9):** James Brown presented the proposed open enrollment calendar for Fall 2026 enrollment, which includes:

- Open House event on 11/1/25 (James clarified that while we are not requiring all teachers to participate, we will pay a stipend to those who do)
- Open Enrollment starting on 1/20/26
- Open Enrollment ending on 2/13/26
- Lottery Drawing taking place on 2/26/26
- Notifications to families being offered enrollment starting no later than 3/2/26

Passed with a motion by Meredith Fitzgerald and a second by Maria Martinez.

Richard Beck	Yes
Martha Clements	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Heidi Solding	Yes

14. **Approve Field Trips:** Charter Council discussed a proposed Mt. Lassen field trip for next year's 6th Grade class, and the fact that they have requested (but do not yet have) new dates because the dates they were originally given are before school starts for 2025-26. Since this is a standard field trip for 6th Grade classes, Charter Council was comfortable approving the concept of the field trip, as long as they end up with dates that fall during the 2025-26 school year. (If they do not, Charter Council is supportive of them doing this field trip the following year, when they are in 7th Grade.) Passed with a motion by Birha McCann and a second by Meredith Fitzgerald.

Richard Beck	Yes
Martha Clements	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Abstained
Maria Martinez	Yes
Birha McCann	Yes
Heidi Solding	Yes

15. **Approve Resolution of Appreciation for Departing Faculty and Staff (#10a-#10d):** Melissa Haberman shared proposed resolutions formally recognizing four employees who are retiring at the end of June, 2025 for their contributions to Stone Bridge School, specifically:
- Dr. James Brown (Resolution # SBS-053-2025)
 - Senora Jeannette Long (Resolution # SBS-054-2025)
 - Dr. Jane Breneman (Resolution # SBS-055-2025)
 - Wil Anderson (Resolution # SBS-056-2025)

Charter Council requested a few minor corrections in the resolutions, and Maria Giusti suggested that the approval of these resolutions be shared in the newsletter. Each resolution passed via unanimous roll call votes, as reflected below:

Richard Beck	Aye
Martha Clements	Aye
Meredith Fitzgerald	Aye
Maria Giusti	Aye
Melissa Haberman	Aye
Maria Martinez	Aye
Birha McCann	Aye
Heidi Solding	Aye

16. **Administration Update:** James Brown shared updates, including:
- Open Enrollment Update / Class Size Projections for 2025-26 (#11)
 - Attendance Report for 2024-25 (#12)
 - Community Giving Update for 2024-25 (#13)
 - Hiring Update for 2025-26
 - Sprouts (Standalone TK) Update
 - Upcoming Dates:

- o June 19: Juneteenth Holiday
- o July 4: 4th of July Holiday
- o August 20: First Day of the 2025-26 School Year

17. **Faculty Update:** Martha Clements, Maria Giusti, Greg Greeson, and Lisa Meyers shared updates re. recent Faculty discussions and efforts, including:
- Successful 2-day post-service, including walkaround of the campus
 - Formation of Bridge Fest task force and additional committees (e.g. field trips, handbooks, fundraising, etc.)
 - Selection of new representatives for Parent Council, Charter Council, Faculty Co-Chairs, etc.
 - Discussing how to make sure all students can have a yearbook
 - Dress code discussions
 - Reflections on end of year
 - Retirement party for James Brown, Jeannette Long, Jane Breneman, and Wil Anderson
18. **Parent Council Update:** Heidi Soldinger shared updates, including:
- Final Parent Council meeting at Field Works
 - Amber Paukert is new Parent Council / Charter Council Representative
 - Taylor Almond is taking over Anna Dunne's role as the PC Vice Chair
 - Field Trip funds
 - Camping gear and equipment
 - PC potentially managing 8th Grade fundraising funds with their Venmo and PayPal
 - Graduation and flowers
 - PC recognizing retirees at the Sunflower Ceremony
19. **Charter Council Co-Chairs Update:** Melissa Haberman shared updates, including:
- Determine September Charter Council Meeting Date (9/9/25)
 - AB84 Summary (#14a) *(has made it through appropriations)*
 - Check Returning CC Community Members *(Richard Beck is leaving; Birha McCann and Maria Martinez are staying)*
 - Discuss School Inclusion Resolution (#14b) *(currently being reviewed by the school's attorney – Melissa will bring back to a future meeting)*
 - 2025-26 Executive Director Goals (#14c) *(Charter Council requested a few updates - Melissa will bring back in August)*
 - Heads Talking Group Update *(met once and will be meeting more regularly in 2025-26)*

Break: At this point, Charter Council took a short break while the SBS employees on the board (i.e. Martha Clements and Maria Giusti) recused themselves from the rest of the agenda and left the meeting. (Quorum was still met.)

20. **Review and Approve Employee Defined Benefits for 2025-26 (#15):** Heather Shumaker shared an updated version of our employee defined benefits document to be used in 2025-26. It includes the changes that Charter Council approved on 9/10/24, as well as several new updates to help clarify paid sick leave examples, replace gendered pronouns with they/them, add domestic partners for medical and dental benefits, and update the SBS contribution rate for CalPERS in 2025-26. Passed with a motion by Heidi Soldinger and a second by Maria Martinez.

Richard Beck	Yes
Martha Clements	Recused
Meredith Fitzgerald	Yes
Maria Giusti	Recused
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes

Heidi Soldingering Yes

21. **Review and Approve Salary Increases for Classified Employees for 2025-26 (#16):** Charter Council discussed potential salary increase options for 2025-26, and ultimately decided on a 1.5% salary increase for classified employees (with certificated employees moving up one step on their salary schedule). Heather Shumaker clarified that these salary increases would only apply to employees who are continuing in the same role in 2025-26. Passed with a motion by Richard Beck and a second by Birha McCann.

Richard Beck	Yes
Martha Clements	Recused
Meredith Fitzgerald	Yes
Maria Giusti	Recused
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Heidi Soldingering	Yes

22. **Review and Approve FY2025-26 Preliminary Budget (#17):** Kristie Yen presented the proposed preliminary budget for 2025-26, which will take effect 7/1/25. It reflects:

- Total Revenues of \$3,825,030.84
- Total Expenditures of \$3,782,366.23
- Excess of Revenues Over Expenditures of \$42,664.61
- Expected Ending Fund Balance of \$2,601,394.82

Passed with a motion by Maria Martinez and a second by Birha McCann.

Richard Beck	Yes
Martha Clements	Recused
Meredith Fitzgerald	Yes
Maria Giusti	Recused
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Heidi Soldingering	Yes

23. **Review and Approve List of Employee Contracts Starting 7/1/25 (#18):** Charter Council reviewed a list of current employees whose contracts for 2025-26 will start on 7/1/25, either because they will be working during the summer or because their medical / dental benefits will continue in July 2025 (or both). This list includes our summer camp staff and substitutes, our office / admin and custodial staff, maintenance, our farmer, and a variety of employees with continuing benefits. Passed with a motion by Birha McCann and a second by Heidi Soldingering.

Richard Beck	Yes
Martha Clements	Recused
Meredith Fitzgerald	Yes
Maria Giusti	Recused
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Heidi Soldingering	Yes

24. **Approve Executive Director to Offer Employee Contracts:** Charter Council was asked to approve James Brown / Lisa Meyers offering contracts to the employees whose contracts start on 7/1/25 (see Agenda Item #23 above), based on the numbers in the approved preliminary baseline

budget for 2025-26 (see Agenda Item #22 above). Passed with a motion by Birha McCann and a second by Richard Beck.

Richard Beck	Yes
<i>Martha Clements</i>	<i>Recused</i>
Meredith Fitzgerald	Yes
<i>Maria Giusti</i>	<i>Recused</i>
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Heidi Soldingier	Yes

25. **Approve Executive Director Compensation for June 2025 (#19):** Melissa Haberman explained that Lisa Meyers will be starting her new Executive Director role effective 6/16/25, overlapping with James Brown through the end of June 2025 so they can complete their training and transition process, and so Lisa can start preparing for the new 2025-26 school year. As a result, Melissa proposed that we transition Lisa to her new pay rate effective 6/16/25 instead of waiting for the start of our new fiscal year (i.e. 7/1/25). Based on Melissa's calculations (assuming that annual pay is divided evenly across 22 pay periods), Lisa's current pay period rate as a Lead Teacher and Educational Program Director totals \$4,637, and her new pay period rate should be \$6,041, for a difference of \$1,404. Therefore, Melissa proposed that we increase Lisa's pay for the second half of June 2025 by \$1,404. Passed with a motion by Meredith Fitzgerald and a second by Birha McCann.

Richard Beck	Yes
<i>Martha Clements</i>	<i>Recused</i>
Meredith Fitzgerald	Yes
<i>Maria Giusti</i>	<i>Recused</i>
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Heidi Soldingier	Yes

26. **Discuss and Approve Excess Funds for 2024-25:** At this point, we are expecting that our 2024-25 surplus may be as high as \$122,000, so Melissa Haberman asked Charter Council to discuss ideas for using (during 2024-25) or encumbering (for future years) some of those excess funds. Ultimately, Charter Council decided to approve the following expenditures / encumbrances:
- Up to \$27,000 for another class set of Chromebooks (including licenses and another charging cart) and additional teacher laptops
 - \$2,000 for Lisa's increased salary, payroll taxes, retirement contributions, etc. for the second half of June 2025 (as discussed in Agenda Item #25 above)

This should leave roughly \$93,000 in excess funds that we can consider for other purposes (e.g. a possible one-time discretionary bonus <see Agenda Item #27>, expenses related to shifting certain teaching and work spaces around this summer <e.g. Lazure painting, new furniture, etc.>, etc.). Passed with a motion by Meredith Fitzgerald and a second by Maria Martinez.

Richard Beck	Yes
<i>Martha Clements</i>	<i>Recused</i>
Meredith Fitzgerald	Yes
<i>Maria Giusti</i>	<i>Recused</i>
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Heidi Soldingier	Yes

27. **Discuss and Approve One-Time Discretionary Bonus for Employees for 2024-25 (#20):** As discussed in Agenda Item #26, we are expecting a comfortable surplus for 2024-25, so Melissa Haberman asked Charter Council to consider awarding a one-time discretionary bonus for 2024-25, and Charter Council ultimately decided on 2.5%. Heather Shumaker clarified that this bonus would go to all regularly scheduled hourly and salaried employees who were employed by SBS through the end of the 2024-25 school year, as well as specific on-call employees who worked more frequently than our other substitutes during 2024-25 – and she explained that the bonus would be processed as part of our 7/10/25 payroll run. Passed with a motion by Meredith Fitzgerald and a second by Birha McCann.

Richard Beck	Yes
<i>Martha Clements</i>	<i>Recused</i>
Meredith Fitzgerald	Yes
<i>Maria Giusti</i>	<i>Recused</i>
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Heidi Soldingier	Yes

28. **Confirm Next Meeting and Review Potential Agenda Items:** The next Charter Council meeting is scheduled for Tuesday, 8/12/25.

29. **Adjourn:** Passed with a motion by Meredith Fitzgerald and a second by Birha McCann at 9:22pm.
Verse.

Richard Beck	Yes
<i>Martha Clements</i>	<i>Recused</i>
Meredith Fitzgerald	Yes
<i>Maria Giusti</i>	<i>Recused</i>
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Heidi Soldingier	Yes

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