

Stone Bridge School
Charter Council Meeting
SBS Library
1019 2nd Avenue
Napa, CA 94559

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**Stone Bridge School Charter Council Regular Meeting Minutes
May 13, 2025**

Members Present: Richard Beck, Martha Clements (*replacing Lisa Meyers as the Faculty Representative*), Meredith Fitzgerald, Maria Giusti, Melissa Haberman, Maria Martinez, Birha McCann, Heidi Soldingner (*left at the end of Agenda Item #10*)

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-#6*)

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 a few updates in the agenda, specifically:
 - o Added Attachment #3.5 to Agenda Item #7.
 - o Adjusted agenda item numbers for “Review Employment Agreement Policy...” (now Agenda Item #12) and “Review Assurance Letters...” (now Agenda Item #13).
 - o Removed Attachment #9d from (new) Agenda Item #12.
 - o Changed attachment numbers for (new) Agenda Item #13 (from #9a-#9b to #10a-#10b).

Also, Martha Clements is replacing Lisa Meyers and will be voting as the Faculty Representative to Charter Council from this point forward. (Lisa Meyers will continue to participate in the meetings, but as the incoming Executive Director, shadowing James Brown until he retires at the end of June.) Passed with a motion by Birha McCann and a second by Maria Giusti.

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

3. **Public Comment (for items not on the agenda):** Martha Clements shared that she and Jennifer Balaguy just finished LETRS (Language Essentials for Teachers of Reading and Spelling) training and are hoping to bring what they learned to faculty. (She thanked Charter Council for approving the funding to pay for this training.)
4. **Approve Minutes for 04-08-25 Meeting (#1):** 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 Soldingier	Yes

5. **Review Monthly Financials: Financial Summary, Budget vs. Actuals, Cash Flow (#2a-#2d):** Kristie Yen (from Yen Fiscal Solutions) presented the Stone Bridge School Financial Summary for March 2025, as well as and the Balance Sheet (as of 3/31/25), the Budget vs. Actuals (for July – March 2025), and the Cash Flow Projections (for 2024-25). She explained that Stone Bridge School currently has a YTD net income of \$127,952 as of March 31, 2025, and 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 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 Local Control & Accountability Plan (LCAP) (#3):** James Brown presented his current draft of the SBS Local Control and Accountability Plan, which is based on the draft budget for 2025-26. Kristie Yen indicated that she reviewed the table sections, but Charter Council requested additional time to review the LCAP in its entirety, so James will bring it back to the next meeting for approval. (Therefore, no motion was made and no vote was taken.)
7. **Approve Field Trips (#3.5):** Charter Council discussed a field trip request for 6th and 7th Grades to go to the Calistoga Community Pool on 6/2/25. Passed with a motion by Maria Martinez and a second by Heidi Soldingier.

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. **Administration Update:** James Brown shared updates, including:
 - Open Enrollment Update for 2025-26 (#4)
 - Attendance Report for 2024-25 (#5)
 - Community Giving Update for 2024-25 (#6)
 - Assessment Update (#7)
 - Diversity Resource Committee Update (*Our new Diversity Outreach Coordinator, Tatiana, will be starting in August.*)
 - Hiring Update for 2025-26
 - Upcoming Dates:
 - 5/14-5/16: 3rd Grade Field Trip to Full Belly Farm
 - 5/22: Decades Dance
 - 5/31: Lavender Ceremony
 - 6/6: Last Day of School / Sunflower Ceremony
 - 6/9-6/10: Staff Work Days

9. **Faculty Update:** Martha Clements, Maria Giusti, and Lisa Meyers shared updates on recent Faculty efforts and discussions, including:
- CAASPP Testing
 - Main Lesson Book Binding
 - Spring Festival and Review
 - Year End Review of Programs
 - End of School Year Planning
 - Utilization of Committee Work
10. **Parent Council Update:** Heidi Soldinger shared updates on recent Parent Council efforts and discussions, including:
- PC budget and allocation of funds for next year (e.g. teacher support, start of year class funds)
 - Fun Run Fundraiser (net profit ~\$35k)
 - See's Candy Fundraiser (made ~\$200)
 - Logo Wear Fundraiser (taken over from 6th Grade, made roughly \$900 at the Spring Festival)
 - Poker Night Event / Fundraiser (fun event – no final numbers yet)
 - 25th Anniversary Party (planning committee will include 3 representatives from PC)
 - New PC Representatives will be voted in at the next meeting (Taylor Almond will be replacing Anna Dunne as the PC Co-Chair)
- (Heidi Soldinger left the meeting at the end of this agenda item.)*
11. **Charter Council Co-Chairs Update:** Melissa Haberman shared updates, including:
- Required Ethics Training and Brown Act/CSDC Update
 - Discuss School Inclusion Resolution [\(#8\)](#)
 - 2025-26 Executive Director Goals and Stipend
 - Heads Talking Group

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.)*

12. **Review Employment Agreement Policy, Employment Agreement Templates, and Employee Benefits Policy [\(#9a-#9d\)](#):** Charter Council reviewed three employment agreement templates used for SBS employees. The Employment Agreement Policy was not actually included in the meeting attachments, but Heather Shumaker explained that it clarifies which type of employment agreement is used for which type of employee – specifically:
- At-Will Employment Agreement *(used for regularly scheduled employees during their first 3 years of employment)*
 - Fixed Term Employment Agreement *(used for regularly scheduled employees after they successfully complete 3 years of employment)*
 - At-Will On-Call Employment Agreement *(used for on-call employees for the duration of their on-call employment)*

James Brown also shared a copy of the employee defined benefits policy and indicated that the PERS/STRS numbers need to be updated for 2025-26 based on the Governor's May revise. Heather Shumaker asked that we bring this policy back to the next meeting for approval because there are some changes related to the 9/10/24 Charter Council meeting discussion that need to be incorporated into the version he pulled for tonight's meeting. (Charter Council requested that any references to "his/her" be changed to "their", and that references to "spouse" be updated to include "domestic partner".)

13. **Review Assurance Letters for Continuing Fixed Term Employees [\(#10a-#10b\)](#):** James Brown shared a draft of the reasonable assurance letters he is planning to send to employees we hope will return to their current positions in 2025-26, along with a list of the employees who will be

receiving those letters. (He mentioned that while Jane Breneman was included in this list, she has shared that she is planning to retire at the end of 2024-25 and will not be returning in 2025-26.)

14. **Discuss Excess Funds for 2024-25:** Melissa Haberman asked Charter Council to start considering possible allocations for any excess funds for 2024-25, and various possibilities were mentioned, including:
- One-Time Discretionary Bonus for Employees
 - Another classroom set of student Chromebooks and a cart
 - Supplies for the new Standalone Transitional Kindergarten classroom
 - 12-passenger vans and/or funding for charter buses
 - Funding for the farm program (since we are no longer receiving the federal rural grant)
 - Other items from the ongoing wish list we worked on last year (which Heather Shumaker will locate and share with Melissa Haberman before the next meeting)
15. **Confirm Next Meeting and Review Potential Agenda Items:** The next Charter Council meeting has been rescheduled from Tuesday, 6/10/25 to Wednesday, 6/11/25 due to participant conflicts with the original date.
16. **Adjourn:** Passed with a motion by Richard Beck and a second by Meredith Fitzgerald at 8:33pm.
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
<i>Heidi Solding</i>	<i>Absent</i>

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