

Stone Bridge School
Charter Council Meeting
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**Stone Bridge School Charter Council Regular Meeting Minutes
November 12, 2024**

Members Present: Richard Beck, Meredith Fitzgerald (*joined during Agenda Item #2*), Maria Giusti, Melissa Haberman, Maria Martinez, Birha McCann, Lisa Meyers, Heidi Soldinger

Members Absent: None

Staff Present: James Brown (Executive Director), Greg Greeson (Faculty Advisor) (*joined during Agenda Item #6*), Heather Shumaker (Office Coordinator), Kristie Yen (Yen Fiscal Solutions, via Zoom) (*for Agenda Items #6-#7*)

Scribe Present: Heather Shumaker

Public Present: Sara Vasquez, Galen Vasquez, Matthew Manning

1. **Verse. Call to Order** at 6:02pm. **Identify Timekeeper:** Melissa Haberman.
2. **Approve Agenda:** (*Meredith Fitzgerald joined the meeting during this agenda item.*) Melissa Haberman indicated that Attachment #10 became #10a and #10b (in Agenda Item #16). Passed with a motion by Maria Martinez and a second by Lisa Meyers.

Richard Beck	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Lisa Meyers	Yes
Heidi Soldinger	Yes

3. **Public Comment (for items not on the agenda):**
 - Melissa Haberman welcomed the members of the public who were present at the meeting (i.e. Sara and Galen Vasquez and Matthew Manning).
 - Matthew Manning (NVUSD Executive Director of Curriculum, Instruction, and Multilingual Learner Services) shared that he and Monica Ready (NVUSD Assistant Superintendent of Instructional Services) may drop into our Charter Council meetings periodically.
4. **Approve Minutes for 10-08-24 Meeting (#1):** Passed with a motion by Maria Giusti and a second by Meredith Fitzgerald.

Richard Beck	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Lisa Meyers	Yes

Heidi Solding Yes

5. **Approve Field Trips:** James Brown indicated that there are no field trips requiring Charter Council approval, so no motion was made and no vote was taken for this agenda item.
6. **Review Monthly Financials: Financial Summary, Budget vs. Actuals, Cash Flow (#2a-#2d):** *(Greg Greeson joined the meeting during this agenda item.)* Kristie Yen (from Yen Fiscal Solutions) presented the Stone Bridge School Financial Summary for September 2024, as well as the Balance Sheet (as of 9/30/24), Budget vs. Actuals (for July – September 2024), and the Cash Flow Projections (for 2024-25). She explained that Stone Bridge School currently has a YTD net income of -\$316,457 as of September 30, 2024 (due primarily to the timing of start of school expenses vs. state funding), and she is projecting an operating surplus of \$78,151 by the end of the fiscal year based on the approved Fiscal Year 2024-25 Preliminary 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.)
7. **Review and Approve 1st Interim Budget Revision for Current Year 24-25 (#3):** Kristie Yen went over a budget summary showing the proposed 1st interim budget numbers (based on her review of our actuals data for July through September and recent discussions with James Brown). The most significant proposed changes include:
 - Increasing our projected local income by \$37,531 to reflect additional summer camp revenue, Parent Council donations, community giving donations, field trip donations, and classroom materials and supplies donations that have been received (but were not budgeted).
 - Decreasing our projected expenses for certificated salaries by \$82,461 and classified salaries by \$6,646 due to reclassing staffing and making adjustments to reflect actual staffing and contract data.
 - Increasing our projected employee benefits by \$3,506 to reflect actual staffing and expense data.
 - Increasing our projected expense for supplies by \$60,508 to allow for additional expenditures for technology, instructional materials and supplies, office supplies, and repairs.
 - Decreasing our projected expense for services and other operating expenditures by \$13,173 due to a variety of adjustments (including reducing funding for professional development and instructional consultants; increasing funding for insurance, repairs, and student assessment; increasing funding for accounting, banking, payroll, and license fees based on our prior year actuals; revising funding for utilities, postage, subscriptions, technology services, equipment leases, staff recruiting, and landscaping maintenance based on our prior year actuals, etc.).

Overall, the adjustments in the proposed 1st interim budget revision increase our Total Income by \$37,523, decrease our Total Expenses by \$38,265, and result in a net improvement to our projected 2024-25 surplus of \$75,788. (The projected surplus for 2024-25 increased from \$78,151 in the preliminary budget to \$153,939 in the 1st interim forecast.)

Charter Council discussed the proposed changes along with a variety of questions. James Brown mentioned that they will likely bring the 1st interim budget report (which will include the approved 1st interim budget revision plus actuals data) to the next meeting for approval, so it can be sent to NVUSD and NCOE. (He also said that we’ll need to discuss strategies for utilizing the projected budget surplus at future Charter Council meetings.) Passed with a motion by Richard Beck and a second by Maria Martinez.

Richard Beck	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes

Birha McCann	Yes
Lisa Meyers	Yes
Heidi Solding	Yes

8. **Discuss SBS Proposition 39 Request Response / Proposal from NVUSD (#4)**: James Brown shared the letter that Rabinder Mangewala (NVUSD Assistant Superintendent) sent him on 10/31/24 indicating that our request for automatic renewal of the current facilities use agreement for the 2025-26 school year (so we can continue utilizing the facilities at our current location under the same terms for another year) and mutual waiver of the rest of the Prop 39 process is acceptable to NVUSD. James Brown will sign the acceptance section of the letter and send it to Rabinder Mangewala after tonight's meeting.
9. **Review Local Control & Accountability Plan (LCAP) Process / Timeline (#5)**: James Brown shared his proposed LCAP Development Timeline for 2024-25 with Charter Council, and no updates were requested. The planned schedule includes having the survey results, preliminary LDCAP, and final LCAP going to Parent Council and Faculty Council before they are reviewed by Charter Council. Charter Council's approval of the final LCAP (which is due to NVUSD by 7/1/25) is tentatively scheduled for the 6/10/25 Charter Council meeting, but that date may shift based on how the annual budget process goes.
10. **Administration Update**: James Brown shared updates, including:
 - Enrollment Report for 2024-25 (#6)
 - Attendance Report for 2024-25 (#7)
 - Diversity Resources Update
 - Transitional Kindergarten Program Update
 - Important Dates:
 - November 15: Middle School Dance
 - November 25-29: Thanksgiving Break
 - December 2-6: Winter Spiral
11. **Faculty Update**: Lisa Meyers and Maria Giusti indicated that Faculty has been discussing / working on a variety of topics, including:
 - The "New Student Orientation Process" section of the enrollment policy.
 - Parent/Teacher conferences.
 - Web-content filtering.
 - Music coverage during Kendall Crane's planned absence in the Spring.
 - Planning for Winter activities.
12. **Parent Council Update**: Heidi Solding indicated that Parent Council has been discussing / working on a variety of topics, including:
 - Enchanted Village Fair (made roughly \$31,000 with 935 attendees)
 - Online Auction Team meeting 11/19/24 to plan and prepare (with the auction scheduled to run from 1/28/25-2/6/25)
 - Parent Social Party scheduled for 2/1/24
 - Parent Education Night scheduled for 11/20/24
13. **Charter Council Co-Chairs Update**: Melissa Haberman shared updates, including:
 - Charter Council Retreat (*The possibility of a retreat may be revisited in the spring, but in the meantime, key Charter Council member training will be included in upcoming meetings.*)

Break: At this point, Charter Council took a short break while the SBS employees on the board (i.e. Maria Giusti and Lisa Meyers) recused themselves from the rest of the agenda and left the meeting. (Quorum was still met.) (*The members of the public who were present were invited to stay, but all three of them decided to leave the meeting at this point.*)

14. **Review and Approve Salary Schedules (#8)**: Heather Shumaker shared an updated version of the “Office Assistant” salary schedule, which reflects raising the base rate for office assistants to \$20/hour. These updates sync the office assistant salary schedule with recent changes to the salary schedules for class assistants, aftercare assistants, etc. (The pay rate of current employees on the office assistant salary schedule will be reviewed and updated as appropriate.) Passed with a motion by Meredith Fitzgerald and a second by Heidi Soldingner.

Richard Beck	Yes
Meredith Fitzgerald	Yes
<i>Maria Giusti</i>	<i>Recused</i>
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
<i>Lisa Meyers</i>	<i>Recused</i>
Heidi Soldingner	Yes

15. **Approve Employee Contract Revisions for Current Year (resulting from salary schedule changes) (#9)**: Heather Shumaker shared increased pay rate information for employees whose pay rate is being adjusted in light of recent salary schedule changes (i.e. Substitute Class Assistants, Aftercare Assistants, Aftercare Tutors, Substitute Aftercare Assistants, and Office Assistants). Passed with a motion by Meredith Fitzgerald and a second by Richard Beck.

Richard Beck	Yes
Meredith Fitzgerald	Yes
<i>Maria Giusti</i>	<i>Recused</i>
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
<i>Lisa Meyers</i>	<i>Recused</i>
Heidi Soldingner	Yes

16. **Review and Approve Executive Director Hiring Process (#10a-#10b)**: Melissa Haberman indicated that she made minor changes to the Executive Director hiring process, primarily related to the schedule. Her current plan is that the job be posted from 12/15/24 to 1/15/25, with the final interviews slated to take place during the 3/11/25 Charter Council meeting. Initially, Melissa proposed that the job be posted internally on 12/15/24 and externally on 12/22/24, giving internal candidates an extra week to submit applications. Charter Council discussed this proposal and ultimately requested that the job be posted internally and externally at the same time (on 12/15/24) since qualified internal candidates who apply during the first week might find it awkward to see the job posted externally a week later (before they have even been vetted by the hiring committee).

Charter Council also talked about the possibility of planning to post the job internally, and only posting it externally if no qualified candidate emerges internally. However, Heidi Soldingner and Meredith Fitzgerald shared that there has been some feedback from lower grades families that they are unclear about the hiring process and are wanting transparency, they want to make sure they will have a voice and a feeling of engagement, they don't know some of the potential internal candidates, and they are hoping that a wide net will be cast to ensure that the best candidate for the school is ultimately selected. (The announcement about James Brown's retirement was made 11/1/24, and a blast may need to be sent out giving an overview of the hiring process so our current families understand how it will work.) After quite a bit of discussion, Charter Council decided to stick with the plan to post the position both internally and externally at the same time, while making certain that the hiring criteria make it clear that applicants with extensive Waldorf

experience (particularly in public charter schools – especially at Stone Bridge School) are strongly preferred.

Melissa requested that a small group be formed to review / update the job descriptions for the Executive Director and Educational Program Director (and the draft ED salary schedule updates Melissa shared during the meeting) so those documents are ready to go when the hiring committee has their first meeting. (Based on the discussion during the meeting, that small group will include Melissa Haberman, Maria Martinez, James Brown, and Heather Shumaker. Also, Maria Martinez agreed to reach out to other charter schools to see if she can get some comparable salary information for the Executive Director position.)

Since the Educational Program Director position will also need to be filled for 2025-26 to support the new Executive Director, Faculty, and students, Charter Council discussed the timing of that hiring process, and agreed that it can start partway through the Executive Director hiring process (probably in February), but it can't complete until after the new Executive Director has been hired (since the job responsibilities of the EPD may be affected by who is selected as the ED).

Ultimately, Melissa plans to bring the ED hiring process, ED and EPD job descriptions, and ED salary schedule back to the December Charter Council meeting for approval. (As a result, no motion was made and no vote was taken for this agenda item.)

17. **Confirm Next Meeting and Review Potential Agenda Items:** The next Charter Council meeting is scheduled for Tuesday, 12/10/24.

18. **Adjourn:** Passed with a motion by Birha McCann and a second by Maria Martinez at 8:12pm.
Verse.

Richard Beck	Yes
Meredith Fitzgerald	Yes
<i>Maria Giusti</i>	<i>Recused</i>
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
<i>Lisa Meyers</i>	<i>Recused</i>
Heidi Solding	Yes

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