

Stone Bridge School
Charter Council Meeting
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Napa, CA 94559

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**Stone Bridge School Charter Council Regular Meeting Minutes
December 12, 2023**

Members Present: Richard Beck, Meredith Fitzgerald, Greg Greeson, Melissa Haberman, Birha McCann, Lisa Meyers

Members Absent: Maria Martinez, Heidi Soldering

Staff Present: James Brown (Executive Director), Laura Jones (Faculty Advisor), Heather Shumaker (Office Coordinator)

Scribe Present: Heather Shumaker

Public Present: None

1. **Verse. Call to Order** at 6:11pm. **Identify Timekeeper:** Greg Greeson.
2. **Approve Agenda:** Charter Council discussed several updates in the agenda, including:
 - Attachment #6 became #6a-#6b.
 - For Agenda Item #11, changed the fiscal year from 2022-23 to 2023-24.
 - Removed Attachment #13.
 - Tabled the Break, transition to Closed Session, Agenda Item #20 (and Attachment #14), transition to Open Session, and Agenda Item #21.

Passed (with those revisions) with a motion by Birha McCann and a second by Lisa Meyers.

Richard Beck	Yes
Meredith Fitzgerald	Yes
Greg Greeson	Yes
Melissa Haberman	Yes
<i>Maria Martinez</i>	<i>Absent</i>
Birha McCann	Yes
Lisa Meyers	Yes
<i>Heidi Soldering</i>	<i>Absent</i>

3. **Public Comment (for items not on the agenda):** Heather Shumaker shared that today's 6th Grade Holiday Bazaar was "awesome".
4. **Approve Minutes for 11-21-23 Meeting (#1):** Passed with a motion by Richard Beck and a second by Greg Greeson.

Richard Beck	Yes
Meredith Fitzgerald	Yes
Greg Greeson	Yes
Melissa Haberman	Yes
<i>Maria Martinez</i>	<i>Absent</i>
Birha McCann	Yes
Lisa Meyers	Yes

5. **Approve Class Caps for 2024-25 (#2):** *(Richard Beck left the meeting temporarily at the start of this agenda item. Quorum was still met.)* James Brown proposed keeping the same class caps for 2024-25 as we are using for 2023-24 (i.e. 21 for each Kindergarten class, 30 for 1st through 6th Grades, and 28 for 7th through 8th Grades). James shared that he talked with Legal and confirmed that the law that would require a 1:10 adult to child ratio in kindergarten was waived again for 2024-25, but it will likely will go into effect for 2025-26 (which may result in us reducing the kindergarten class sizes to 20 for that school year). Passed with a motion by Lisa Meyers and a second by Birha McCann.

Richard Beck	Absent
Meredith Fitzgerald	Yes
Greg Greeson	Yes
Melissa Haberman	Yes
Maria Martinez	Absent
Birha McCann	Yes
Lisa Meyers	Yes
Heidi Soldingner	Absent

6. **Review Open Enrollment Plan/Timeline for 2024-25 (#3):** James Brown briefly reviewed the open enrollment calendar for Fall 2024 enrollment, and the Charter Council discussion resulted in the request for several updates, including:
- Add Fall tour dates so we have them for reference next year.
 - Add the date and time for our Open House (i.e. 1/27/24 at 10am).
 - For the January 8, 2024 entry, update the first bullet to change “postcards and flyers” to “email”, and indicate that those emails will go to everyone who is currently on our waiting list, applied after open enrollment but hasn’t been through a lottery yet, and/or signed up for one of this year’s school tours. (Note: These emails should include a link to our “How to Apply” webpage.)
 - For the January 22, 2024 entry, remove the bullet about mailing the open enrollment letter and enrollment application (since those families will be included in the January 8th emails).
7. **Review Local Control and Accountability Plan (LCAP) Timeline (#4):** James Brown shared the LCAP Development Timeline for 2023-24 with Charter Council, and agreed to make several adjustments, specifically:
- Change the April 18th entry to April 4th (to ensure the survey results go to Parent Council and Faculty Council before they come to Charter Council).
 - Update the May 14th entry to indicate that the preliminary LCAP is being presented (via a public hearing) to SBS Charter Council.
 - Change the May 16th entry to May 9th (to ensure the preliminary LCAP goes to Parent Council and Faculty Council before it comes to Charter Council).
- (Richard Beck returned to the meeting during the discussion of this agenda item.)*
8. **Discuss 2023 CAASPP Results (#5):** Charter Council reviewed the school’s CAASPP results for 2023. Lisa Meyers noted that we are seeing a bit of a reversal of trends over the last 20 years (resulting in lower scores than we have historically been seeing). She indicated that learning loss during the pandemic plus increased absenteeism (resulting in missed instruction) and having a higher percentage of students with special needs (e.g. IEP, 504, SST) seem to be playing a factor in our test results. Meredith Fitzgerald noted that increased technology use (starting with pandemic learning) may be playing a role as well, in terms of increasing student anxiety, stress, etc.

James Brown shared his priority for providing 1st tier support for teachers in class (allowing them to work with smaller groups) and via our Resource staff (to support students with 504 and SST plans). Heather Shumaker also suggested the possibility of bringing in someone who can help students with test-taking strategies, since computerized tests are not something they are exposed to in our curriculum outside of these standardized tests.

Lisa indicated that Faculty has been discussing this and spent the beginning of the school year coming up with a baseline of where students are, focusing on those in red (then yellow, then green). After Winter Break, Faculty will be reassessing 4th Grade and up so they can review data and determine where further interventions are needed, where additional support is needed in the classrooms (e.g. possibly aides that would enable the teachers to work with smaller groups and provide quick, real-time feedback), etc.

9. **Discuss and Approve Excess 2023-24 Allocation (#6a-#6b):** Charter Council reviewed lists of priorities from Parent Council and Faculty Council re. areas to potentially spend excess funds from 2023-24, which include ideas for supporting the program and improving the campus environment. James Brown indicated that the need for educational support is a focus in both lists (and also relates to Agenda Item #8 above), and ideas that are being discussed include utilizing a School Psychologist for social/emotional support, adding more support personnel in the classrooms (very likely as temporary hourly employees or parent volunteers for short-term intervention), buying other resources and tools (e.g. digital tools that allow for differentiation at the individual level and targeting areas where support is needed), etc. Charter Council is in support of the intention to spend a significant portion of the excess in those areas, but the details haven't been ironed out yet. So, James Brown will bring more details and numbers to a future meeting for discussion/approval. (Charter Wise is predicting a significant excess in our current fiscal year budget, so if need be, we can make adjustments in the 2nd Interim and/or allocate surplus reserve funds as needed.) No motion was made and no action was taken.
10. **Review Monthly Financials: Financial Summary, Budget vs. Actuals, Cash Flow (#7a-#7c):** Charter Council reviewed the Stone Bridge School Financial Summary for October 2023, as well as the Budget vs. Actuals (for July – October 2023) and the Balance Sheet (as of 10/31/23). The financial summary indicates that Stone Bridge School currently has a YTD net income of \$115,139 as of October 31, 2023, and they are projecting an operating surplus of \$18,266 by the end of the fiscal year based on the approved preliminary 2023-24 budget. It also shows that the school's reserve significantly exceeds the recommendation of cash on hand for 3-months of expenses.
11. **Approve 1st Interim Budget & Budget Report, and MYP Summary for 2023-24 (#8a-#8e):** Charter Council reviewed the proposed updated version of Stone Bridge School's First Interim Budget Revision for 2023-24, which reflects various revenue and expense adjustments, including (among other things):
 - Increase of LCFF revenue to reflect increased enrollment (by 10 students <from 266 to 276>), while also factoring in decreased estimated ADA percentage (by 3% <from 95% to 92%>)
 - Increase of state funding due to addition of Universal Pre-Kindergarten income
 - Adjustments for employee salaries and benefits based on actual staffing, stipends, etc.
 - Increased expenses for instructional materials, desk replacements, and technology
 - Increased expenses for estimated Charter Wise and payroll fees

The end result of all of the adjustments was an income increase of \$198,958 (to \$3,394,102 total income), and an expense increase of \$78,366 (to \$3,255,244 total expense), for a net improvement of \$120,592 (and a net surplus of \$138,858).

Passed with a motion by Meredith Fitzgerald and a second by Richard Beck.

Richard Beck Yes

Meredith Fitzgerald	Yes
Greg Greeson	Abstained
Melissa Haberman	Yes
<i>Maria Martinez</i>	<i>Absent</i>
Birha McCann	Yes
Lisa Meyers	Abstained
<i>Heidi Solding</i>	<i>Absent</i>

12. **Approve Field Trips (#9a-#9b):** Charter Council reviewed field trip requests for two upcoming overnight field trips.

The first field trip request is for 3rd Grade's overnight field trip to Fully Belly Farm, from 4/17/23-4/19/23. (The estimated cost is \$100/student and \$50/parent.) This is a field trip many of our 3rd Grade classes have taken in the past, and it fits nicely with our 3rd Grade curriculum. Passed with a motion by Birha McCann and a second by Lisa Meyers.

Richard Beck	Yes
Meredith Fitzgerald	Yes
Greg Greeson	Yes
Melissa Haberman	Yes
<i>Maria Martinez</i>	<i>Absent</i>
Birha McCann	Yes
Lisa Meyers	Yes
<i>Heidi Solding</i>	<i>Absent</i>

The second field trip request is for 4th Grade's overnight field trip to Pigeon Point, from 1/29/23-1/31/23. (The estimated cost is \$375/student and \$225/parent.) This is a new field trip for our school, and while the planned content seems very appropriate for our 4th Grade curriculum, Charter Council discussed concerns about the cost. The contract was signed back in September and stipulates that cancellation less than 120 days prior to the start of the trip will still require the payment of 90% of the total fee. So, at this point it makes sense to allow this class to participate, while putting together a small group field trip task force to review and improve the field trip process to ensure that Charter Council approval happens before contracts are signed in the future. Passed with a motion by Richard Beck and a second by Greg Greeson.

Richard Beck	Yes
Meredith Fitzgerald	Yes
Greg Greeson	Yes
Melissa Haberman	Abstained
<i>Maria Martinez</i>	<i>Absent</i>
Birha McCann	Abstained
Lisa Meyers	Yes
<i>Heidi Solding</i>	<i>Absent</i>

13. **Discuss Monthly Charter Council Meeting Start Time:** Melissa Haberman led a brief discussion re. potentially starting Charter Council meetings earlier since they've been running late. The general feeling seemed to be that while starting at 5:30pm would be an option, the group would rather try assigning a time limit field to each agenda item first to see if the discussions can be shortened.
14. **Review Audit Report for Previous Year (if available) (due to NCOE & NVUSD by 1/31) (#10):** James Brown indicated that our audit firm, Chavan and Associates, is still finalizing our audit report for 2022-23. So, he plans to reach out to Rab Mangewala (NVUSD Assistant Superintendent) to request an extension.

15. **Review SELPA Membership Application Process:** James Brown indicated that he thinks Stone Bridge School should continue using NVUSD's special education services for the 2024-25 school year, especially in light of the current hiring challenges for qualified individuals whose work for us would be very part-time in nature.
16. **Administration Update:** James Brown shared updates, including:
- Enrollment Report for 2023-24 **(#11)** *(currently 278 students)*
 - Attendance Report for 2023-24 **(#12)** *(93.82% for 8/23/23-11/30/23)*
 - Diversity Committee Update *(meeting scheduled in January)*
 - Community Giving Update for 2023-24 **(#13)**
 - Upcoming Dates/Events
 - o Winter Showcase and Dedication: 12/15
 - o Winter Break: 12/18-1/2
 - o Teacher Work Day: 1/2
 - o MLK Day: 1/15
 - o PC Online Auction: 1/23-2/1
17. **Faculty Update:** Faculty Council has been planning the Winter Festival and discussing the 6th Grade Holiday Bazaar.
18. **Parent Council Update:** Parent Council has been planning a party for parents and discussing food for the holiday party for faculty and staff.
19. **Charter Council Co-Chairs Update:** Melissa Haberman and Birha McCann shared updates, including:
- Form 700
 - Select Executive Director Review Committee Members *(planned for January CC Meeting)*
- Break:** *Not needed since Agenda Items #20 and #21 were tabled (and therefore we never entered or exited closed session).*
- ~~20. **Review Public Employee Performance Evaluation (Gov Code Section 54957)** **(#14): AGENDA TOPIC TABLED FOR A FUTURE MEETING**~~
 ● Title: Executive Director
- ~~21. **Report from Closed Session:** AGENDA TOPIC TABLED FOR A FUTURE MEETING~~
22. **Confirm Next Meeting and Review Potential Agenda Items:** The next Charter Council meeting is scheduled for Tuesday, 1/9/24.
23. **Adjourn:** Passed with a motion by Greg Greeson and a second by Birha McCann at 8:58pm.
Verse.
- | | |
|---------------------|--------|
| Richard Beck | Yes |
| Meredith Fitzgerald | Yes |
| Greg Greeson | Yes |
| Melissa Haberman | Yes |
| Maria Martinez | Absent |
| Birha McCann | Yes |
| Lisa Meyers | Yes |
| Heidi Soldingier | Absent |

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