

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

Draft Sent: 11/30/23
Approved by CC: 12/12/23
Sent to District:
Uploaded to website:

**Stone Bridge School Charter Council Regular Meeting Minutes
November 21, 2023**

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

Members Absent: None

Staff Present: James Brown (Executive Director), Heather Shumaker (Office Coordinator), Kristie Yen (CharterWise Representative, via Zoom) (*for Agenda Items #5 and #6*)

Staff Absent: Laura Jones (Faculty Advisor)

Scribe Present: Heather Shumaker

Public Present: None

1. **Verse. Call to Order** at 6:02pm. **Identify Timekeeper:** Greg Greeson.
2. **Approve Agenda:** (*Meredith Fitzgerald joined the meeting during this agenda item.*) Charter Council discussed several updates in the agenda, including:
 - Attachment #11 became #11a-#11b (with #11b becoming the attachment for a Community Giving bullet for Agenda Item #15).
 - Removed Attachments #12 and #13.
 - Tabled Agenda Item #19 (and the original Attachment #15).
 - Renumbered the attachment for Agenda Item #20 as Attachment #15.

Passed (with those revisions) with a motion by Maria Martinez and a second by Birha McCann.

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

3. **Public Comment (for items not on the agenda):** None
4. **Approve Minutes for 11-05-23 and 10-10-23 Meetings (#1a-#1b):** Since different board members were absent for each of these meetings, the group decided to vote on approving the minutes separately.

Greg Greeson made a motion to approve the minutes for the 11/5/23 meeting, and Maria Martinez seconded.

Richard Beck	Abstained
--------------	-----------

Meredith Fitzgerald	Yes
Greg Greeson	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Lisa Meyers	Abstained
Heidi Soldingner	Yes

Lisa Meyers made a motion to approve the minutes for the 10/10/23 meeting, and Maria Martinez seconded.

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

5. **Review Monthly Financials: Financial Summary, Budget vs. Actuals, Cash Flow (#2a-#2d):**

Kristie Yen (from CharterWise) presented the Stone Bridge School Financial Summary for September 2023, as well as the Budget vs. Actuals (for July – September 2023), the Balance Sheet (as of 9/30/23), and the Cash Flow Projections (for 2023-24). She explained that Stone Bridge School currently has a YTD net income of -\$191,184 as of September 30, 2023 due to the timing of receiving federal / state / local income, but they are projecting an operating surplus of \$18,266 by the end of the fiscal year based on the approved preliminary 2023-24 budget. (She also noted that a one-time purchase of computers and school wear was made in September 2023 per Charter Council Resolution SBS-049-2023 using 2022-23 surplus revenues and a \$24,000 local grant from Community Projects, Inc.) 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. **Discuss Approve 1st Interim Budget Revision for Current Year 2023-24 (#3):** Kristie Yen (from CharterWise) went over a budget summary showing proposed 1st interim budget numbers (based on her review of actuals for July through October 2023), which included proposed changes such as:

- Increasing our projected number of students from 266 to 276 based on our actual enrollment.
- Decreasing our projected ADA percentage from 95% to 92% based on our actual attendance.
- Adding in received donations (including Community Giving) and a generous \$24,000 grant from Community Projects.
- Removing the full-time Educational Program Director position while adding in a stipend for one of our current Faculty Co-Chairs to perform the most critical duties of that job.
- Adding a one-time 3% bonus for employees.
- Adding the purchase of new desks for 6th through 8th Grades.
- Adjusting federal, state, and local funding as appropriate.

Charter Council discussed the proposed changes and requested that the 3% one-time bonus be removed from the 1st interim budget revision. (Charter Council definitely wants to discuss a possible one-time bonus and/or salary increases later in the year, once we have a better idea of what to expect with our bottom line, but feels that it's too early in the year to determine how much money we will ultimately have to work with or the best way to distribute it <i.e. one-time bonus vs. salary increases>.) James Brown explained that the 3% bonus was being proposed now in part because NVUSD recently announced increases to its pay structure. Charter Council members

agreed with the desire to ensure that our employees are being well-compensated, but wants to have the discussion later in the year when more is known about our financial situation.

Kristie and James indicated that we can hold off on approving the 1st interim budget revision until they bring the 1st interim report to Charter Council for approval at our December meeting. (Therefore, no motion was made and no action was taken.)

7. **Review and Approve Revisions to Enrollment Policy (#4)**: Heather Shumaker asked Charter Council to review a variety of changes she made to our enrollment policy (in preparation for our open enrollment period in January/February 2024), including:
- Adjusting the minimum age requirement based on statewide TK age changes. (For our 2024-25 school year, children will be age-eligible for our 2-year kindergarten program if they are turning 5 by June 2, 2025.)
 - Adjusting verbiage throughout to make it clear that we're now utilizing an online enrollment form and registration system (instead of paper applications and forms), and publishing key enrollment information on our website (e.g. grade level birthdate guidelines, open enrollment dates, etc.).
 - Making sure that the policy accurately reflects the process we intend to follow for 2024-25 in terms of conducting our open enrollment lottery, managing the lottery list and making enrollment offers, handling post-open enrollment applications, etc.

Charter Council requested several additional updates that Heather agreed to make before finalizing the document. (Heather also noted that she did not revamp Section V, the "New Student Orientation Process", because she is hoping that Admin and Faculty Council will review/discuss/update that section and bring it back to a future meeting for Charter Council review/approval.)

Passed (with the requested revisions) with a motion by Greg Greeson and a second by Heidi Soldingner.

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

8. **Discuss and Approve Request for Prop 39 Waiver for 2024-25 (#5)**: James Brown shared with Charter Council that Rabinder Mangewala (NVUSD Assistant Superintendent) sent him a letter on 11/7/23 indicating that our request to continue utilizing the facilities at our current location under the same terms for another year is acceptable to the District, and they are in agreement with renewing our current Facilities Use Agreement for the 2024-25 school year. However, Rabinder's letter also indicates that Stone Bridge's current charter is set to expire on 6/30/25 and must be renewed for a new term before the current FUA could be renewed for the subsequent (2025-26) school year.

James reminded Charter Council that recent legislation extended our current charter term by three years – specifically, AB 130 extended it by two years and AB 114 extended it by one year – meaning that it now expires on 6/30/28 (not 6/30/25 as Rabinder's letter indicates). Charter Council agrees with James's plan to strike through the incorrect term expiration information in Rabinder's letter and add a note indicating the correct expiration date (i.e. 6/30/28) before signing it, attaching a letter that explains the situation more thoroughly and references the specific

legislation that extends the our charter term for three years. Passed with a motion by Birha McCann and a second by Greg Greeson.

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

NOTE: At this point, Melissa Haberman suggested that Charter Council make some additional changes to the agenda, specifically:

- Tabling Agenda Items #10, #11, #13, #20, and #21 and their attachments (in the interest of time).
- Eliminating Agenda Item #14 (since there are no field trips that need Charter Council approval at this meeting) and the Break between Agenda Items #18 and #19 (since there is no need to recuse employees due to the tabled agenda items).

Passed with a motion by Meredith Fitzgerald and a second by Lisa Meyers.

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

9. **Review and Approve Revision to Independent Study Agreement (#6):** James Brown indicated that we previously had two separate independent study agreements (one for short-term and one for long-term), and they have been combined into the one we are reviewing tonight. Charter Council requested a few minor changes, which James Brown agreed to make. Passed (with the requested revisions) with a motion by Richard Beck and a second by Lisa Meyers.

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

~~10. Review Local Control and Accountability (LCAP) Timeline (#7):~~ AGENDA TOPIC TABLED FOR A FUTURE MEETING

~~11. Discuss and Approve Excess 2023-24 Allocation:~~ AGENDA TOPIC TABLED FOR A FUTURE MEETING

12. **Discuss CharterWise Management and Accounting Services Agreement for 2024 (#8):** During our 10/10/23 meeting, Charter Council questioned the significant (56%) cost increase in our 2023-24 CharterWise agreement, and discussed concerns about the possibility of continued significant cost increases in future years making their services cost-prohibitive. Charter Council requested that more lead time be built into the agreement proposal process so discussions about

price increases can happen earlier and leave more options open for both parties. During tonight's meeting, James Brown indicated that CharterWise incorporated our requests into the new agreement, allowing for at least 60 days' notice for price increases and guaranteeing that the next price increase will not be more than 10%. Charter Council expressed appreciation for CharterWise making those changes.

~~13. **Discuss 2023 CAASPP Testing Results (#9):** AGENDA TOPIC TABLED FOR A FUTURE MEETING~~

~~14. **Approve Field Trips:** AGENDA TOPIC ELIMINATED SINCE THERE ARE NO FIELD TRIPS REQUIRING CHARTER COUNCIL APPROVAL AT THIS MEETING~~

15. **Administration Update:** James Brown shared updates, including:

- Enrollment Report for 2023-24 (#10)
- Attendance Report for 2023-24 (#11a)
- Diversity Committee Update (James indicated that our Diversity Coordinator Brianna Llamas took bilingual flyers to area preschools and the Hispanic Chamber of Commerce. He also shared that the Diversity Committee plans to meet in December.)
- Community Giving for 2023-24 (#11b)

16. **Faculty Update (#12):** Lisa Meyers shared that Faculty is enjoying regular visits from a Eurythmist, and are planning for developmental movement education with Christine Waskowiak. Greg Greeson indicated that the Community Matters Student Ambassador Program will be starting right after Thanksgiving Break, and will involve 2 days of training for 36 students in 6th-8th Grades, focusing on social emotional learning (and utilizing grant funding).

17. **Parent Council Update (#13):** Heidi Soldinger shared updates, including:

- The Enchanted Village Fair raised more than \$27,000 and roughly 940 people attended.
- The 6th Grade logo wear sale during EVF made over \$2,000.
- The Dine and Donate with Gott's raised \$700.
- Other activities (e.g. coffee with admin, coat drive, wreath-making, parent education, etc.) are going well.
- The Winter Spiral will be held 12/4/23-12/8/23.
- Parent Council is also discussing a "pie in the sky" wish list, as well as the possibility of helping provide yearbooks for all students (regardless of their ability to pay).

18. **Charter Council Co-Chairs Update (#14a-#14b):** Melissa Haberman and Birha McCann shared updates, including:

- Form 700
- Select ED Review Committee Members

Break

~~19. **Review and Approve Sick Time Policy in Employee Defined Benefits (#15):** AGENDA TOPIC TABLED FOR A FUTURE MEETING~~

~~20. **Review Public Employee Performance Evaluation (Gov Code Section 54957) (#16) (#15):**
• Title: Executive Director AGENDA TOPIC TABLED FOR A FUTURE MEETING~~

~~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, 12/12/23. (Charter Council discussed potentially starting this 12/12/23 meeting at 5:30pm instead of 6pm since there will be a lot of topics to cover, including the ones we tabled tonight.)

23. **Adjourn:** Passed with a motion by Birha McCann and a second by Greg Greeson at 8:40pm.
Verse.

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

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