

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

Draft Sent: 10/19/23
Approved by CC: 11/21/23
Sent to District:
Uploaded to website:

**Stone Bridge School Charter Council Regular Meeting Minutes
October 10, 2023**

Members Present: Richard Beck, Meredith Fitzgerald, Melissa Haberman, Maria Martinez, Birha McCann, Lisa Meyers, Heidi Solding

Members Absent: Greg Greeson

Staff Present: James Brown (Executive Director), Laura Jones (Faculty Advisor), Heather Shumaker (Office Coordinator), Kristie Yen (CharterWise Representative, via Zoom) ([for Agenda Items #5-#8](#))

Scribe Present: Heather Shumaker

Public Present: None

1. **Verse. Call to Order** at 6:08pm. **Identify Timekeeper:** Melissa Haberman.
2. **Approve Agenda:** Charter Council discussed several updates in the agenda, including:
 - In Agenda Item #4, added “9/12/23 and” for minutes review/approval.
 - Attachment #1 became #1a-#1b.
 - In Agenda Item #6, changed “Approve” to “Review”.
 - In Agenda Item #9, changed “Action” to “Information”.
 - In Agenda Item #12, changed the years for the “Attendance Report” bullet from “2022-23” to “2023-24”.
 - Removed Attachments #13 and #14.
 - Eliminated the “Break” between Agenda Items #15 and #16.

Passed (with those revisions) with a motion by Maria Martinez and a second by Lisa Meyers.

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

3. **Public Comment (for items not on the agenda):** None
4. **Approve Minutes for 09-12-23 and 09-18-23 Meetings (#1a-#1b):** Passed with a motion by Maria Martinez and a second by Birha McCann.

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

Birha McCann	Yes
Lisa Meyers	Yes
Heidi Soldingner	Yes

5. **Monthly Financials: Financial Summary, Budget vs. Actuals, Cash Flow (#2a-#2d)**: Kristie Yen (from CharterWise) presented the Stone Bridge School Financial Summary for August 2023, as well as the Budget vs. Actuals (for July – August 2023), the Balance Sheet (as of 8/31/23), and the Cash Flow Projections (for 2023-24). She explained that Stone Bridge School currently has a YTD net income of -\$26,277 as of August 31, 2023, 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 August 2023 per Charter Council Resolution SBS-049-2023 using 2022-23 surplus revenues.) 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. (Kristie also agreed to Charter Council's request that the "Budget" column in the Budget vs. Actuals report be changed to show the budget numbers for the entire fiscal year instead of just the year to date budget numbers.)
6. **Review 1st Interim Budget Revision for Current Year 23-24 (#3)**: James Brown and Kristie Yen shared an initial draft of the 1st Interim Budget Revision (noting that the final version that ultimately comes to Charter Council for approval will include the actuals through October). Changes include reducing the budgeted ADA percentage to 92%, adjusting state and federal funding numbers to reflect recent changes, shifting some of our one-time funds to smooth out budget numbers in 2024-25 and 2025-26, removing the Educational Program Director salary for 2023-24 (since one of our current Lead Teachers and Faculty Co-Chairs will be performing critical pieces of that job this year with a stipend), etc.
7. **Review and Approve SBS Prop 30 Expenditures Exhibit – Education Protection Account 22-23 (#4)**: During our 9/12/23 Charter Council meeting, Kristie Yen presented the Education Protection Account Expenditures for fiscal year 2022-23 as part of her review of our 2022-23 Unaudited Actuals Financial Report, but it was not included in the agenda as a separate line item. So, it is being brought back tonight for specific review/approval. (The exhibit shows the \$49,026 we received from the EPA being allocated towards teacher salaries for 2022-23.) Passed with a motion by Maria Martinez and a second by Meredith Fitzgerald.

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

8. **Review and Approve CharterWise Management and Accounting Services Agreement for 2024 (#5)**: Charter Council reviewed CharterWise's proposed "Management and Accounting Services Agreement" (for October 2023 to September 2024), which indicates the scope of services they will provide, the increased price and payments they will charge for 2023-24, and a variety of "Other Terms". Charter Council questioned the significant increase in cost (i.e. from \$4,000/month in 2022-23 to \$6,250/month in 2023-24) and expressed concern that if the price is going to continue to increase at that rate, it will quickly become prohibitively expensive. Kristie Yen (from Charter Wise) indicated that the proposed annual fee (\$75,000) was calculated based on the base salary for one exempt employee with benefits, and that CharterWise added a 4th employee to work on our financials in February 2023. Charter Council also requested that more lead time be built into the agreement proposal process (e.g. starting discussions in July regarding price

increases that would take effect in October, so Charter Council has more time to negotiate or potentially decide to go a different route if the cost does indeed become too prohibitive to continue the contract). Passed (with the request that James ensure that verbiage requesting more lead time for discussions about fee increases is added) with a motion by Heidi Solding and a second by Birha McCann.

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

9. **Review Annual Kaiser Broker Disclosure Letter (#6)**: James Brown explained that Kaiser sends this annual letter disclosing broker compensation to the board. The letter includes the premium Kaiser received for our 2022-23 contract year (\$197,016.64) and the total commissions paid to our insurance broker, Stephen Bossio (\$6,568.06).
10. **Approve Field Trips – 5th Grade Fort Ross Conservancy Overnight (#7)**: Charter Council reviewed a field trip request from Tara Zwetsloot for 5th Grade's overnight field trip to the Fort Ross Conservancy's Marine Ecology Program (which is planned for 10/24/23-10/25/23). The estimated cost is \$90/student and \$13/chaperone, including food. Passed with a motion by Birha McCann and a second by Lisa Meyers.

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

11. **Discuss Request for Prop 39 Waiver for 2023-24 or Discuss SBS Proposition 39 Request to NVUSD for Next Year (#8a-#8b)**: James Brown shared an example of the letter he sent to NVUSD last year requesting a mutual waiver of the formal Prop 39 Facilities Request process (for our 2023-24 school year), as well as an example of the letter he sent to NVUSD the year before as the first step of the Prop 39 process (for our 2022-23 school year). James indicated that his inclination is to request a mutual waiver again this year, electing for automatic renewal of the existing Agreement for an additional fiscal year while reserving the right to utilize the Prop 39 process in subsequent years. (His reasons are the same as last year - he feels that the normal processes are working when we need to negotiate with NVUSD for repairs and improvements, there's nothing significant that we need to request from the District at this point, and we're still in the middle of our existing agreement with NVUSD, so waiving the Prop 39 process will save time, effort, and legal fees for both SBS and NVUSD.) Charter Council seemed comfortable supporting this inclination, so James will pursue the mutual waiver again this year (for 2024-25) instead of kicking off the formal Prop 39 process.
12. **Administration Update**: James Brown shared updates, including:
- Enrollment Report for 2023-24 (#9)
 - Attendance Report for 2023-24 (#10)
 - Diversity Committee Update (discussed goals, priorities for Brianna Llamas during NVUSD open enrollment period, preschool outreach, school tours, etc.)

- Student Body Diversity Report 2023 (#11)
- Review 2023 SBAC (Assessments if available) (#12)

13. **Faculty Update (#13):** Lisa Meyers shared that Faculty has been holding weekly cohort meetings (for kindergarten, Grades 1-3, Grades 4-5, and Grades 6-8) during the school day, including discussions about student interventions and reporting back to Faculty Council. (Lisa and Jane Breneman have been popping into some of these meetings to participate in the discussions.)
14. **Parent Council Update (#14):** Heidi Solding shared updates re. recent PC discussions, including:
 - Monthly Coffee with Admin Events
 - Dine and Donate Events
 - Enchanted Village Fair
 - Fundraising Efforts and Community Giving
 - Facilities and Space Sharing for Gatherings
15. **Charter Council Co-Chairs Update (#15a-#15c):** Melissa Haberman and Birha McCann shared updates, including:
 - Charter Council Retreat and Training
 - o November 5, 2023 @ 2:00pm at Maria Martinez's house
 - Electronic CC Docs Discussion
 - Review Reference CC Documents and Calendars
16. **Review and Approve Changes/Clarification to Employee Defined Benefits (#16):** Heather Shumaker indicated that she thinks we need to get some legal clarification re. how sick leave requirements work for on-call employees (e.g. substitutes) before we approve the updated benefits policy. James Brown and Charter Council agreed, so this topic ended up being tabled for a future meeting. (As a result, no motion was made and no vote was taken.)
17. **Confirm Next Meeting and Review Potential Agenda Items:** The next Charter Council meeting is scheduled for Tuesday, 11/5/23 (retreat) and 11/14/23 (regular meeting for November).
18. **Adjourn:** Passed with a motion by Birha McCann and a second by Meredith Fitzgerald at 8:45pm. **Verse.**

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

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