

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

Draft Sent: 09/22/23  
Approved by CC: 10/10/23  
Sent to District:  
Uploaded to website:

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

**2022-23 Members Present:** Richard Beck, Meredith Fitzgerald, Greg Greeson, Melissa Haberman, Maria Martinez, Birha Mccann

**2022-23 Members Absent:** Jamie Ferrington, Jennifer Medaris

**2023-24 Members Present:** Richard Beck, Meredith Fitzgerald, Greg Greeson, Melissa Haberman, Maria Martinez, Birha Mccann, Lisa Meyers, Heidi Soldinger

**2023-24 Members Absent:** None

**Staff Present:** James Brown (Executive Director), Laura Jones (Faculty Advisor), Heather Shumaker (Office Coordinator), Kristie Yen (CharterWise Representative, via Zoom) ([for Agenda Items #9-#10](#))

**Scribe Present:** Heather Shumaker

**Public Present:** None

1. **Verse. Call to Order** at 6:10pm. **Identify Timekeeper:** Greg Greeson.
2. **Approve Agenda:** Charter Council discussed several corrections on the agenda, specifically:
  - Changed the public comment description from “only for items on the agenda” to “for items not on the agenda”, and updated the descriptive verbiage for public comment to say “Members of the public may address the Charter Council on any matter within the jurisdiction of the Council that is not on the agenda. The Council cannot, by law, act on any issue raised during this section of the agenda. Individuals will also have an opportunity to address the Council during each scheduled agenda item (except closed session items).”
  - Attachment #2 became #2a-#2b.
  - Attachment #5 and #15c were eliminated.
  - Changed the years for the “Attendance Report” bullet in Agenda Item #17 from “2022-23” to “2023-24”.
  - Changed the date for the next meeting from “10/12/23” to “10/10/23” at the bottom of the agenda.

Passed (with those revisions) with a motion by Maria Martinez and a second by Greg Greeson.

|                         |               |
|-------------------------|---------------|
| Richard Beck            | Yes           |
| <i>Jamie Ferrington</i> | <i>Absent</i> |
| Meredith Fitzgerald     | Yes           |
| Greg Greeson            | Yes           |
| Melissa Haberman        | Yes           |
| Maria Martinez          | Yes           |
| Birha Mccann            | Yes           |
| <i>Jennifer Medaris</i> | <i>Absent</i> |

3. **Public Comment (for items not on the agenda)**: Greg Greeson shared that he thinks we need to consider getting new desks for the upper grades since the ones they're using are not in great shape.

4. **Approve Minutes for 08-08-23 Meeting (#1)**: Passed with a motion by Maria Martinez and a second by Birha Mccann.

|                     |        |
|---------------------|--------|
| Richard Beck        | Yes    |
| Jamie Ferrington    | Absent |
| Meredith Fitzgerald | Yes    |
| Greg Greeson        | Yes    |
| Melissa Haberman    | Yes    |
| Maria Martinez      | Yes    |
| Birha Mccann        | Yes    |
| Jennifer Medaris    | Absent |

5. **Welcome and Transition to New Charter Council Members & Meeting Participants**: Melissa Haberman thanked all Charter Council meeting participants for their service, and officially welcomed our new 2023-24 Charter Council members, specifically: Lisa Meyers (Faculty Representative) and Heidi Solding (Parent Council Representative). From this point forward in tonight's minutes, votes for Charter Council motions will show Lisa Meyers (instead of Jennifer Medaris) and Heidi Solding (instead of Jaime Ferrington).

6. **Process Form 700 (for outgoing and incoming board members) (#2a-#2b)**: Melissa Haberman indicated that all incoming Charter Council members (for "assuming office") and all outgoing Charter Council members (for "leaving office") will need to complete their Form 700 and give it to James Brown within the next 30 days.

7. **Honoring of Outgoing Charter Council Members & Meeting Participants**: Melissa Haberman thanked outgoing Charter Council members, specifically: Jaime Ferrington and Jennifer Medaris (both in absentia).

8. **Election of Charter Council Officers**: Melissa Haberman briefly described the roles of the various Charter Council officers, and the group discussed a proposal to elect Melissa Haberman and Birha Mccann as Co-Chairs, Maria Martinez as the Treasurer, and Meredith Fitzgerald as the Secretary for 2023-24. 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 |
| Maria Martinez      | Yes |
| Birha Mccann        | Yes |
| Lisa Meyers         | Yes |
| Heidi Solding       | Yes |

9. **Resolution Regarding Revision of Capitalization Policy (#3)**: James Brown proposed this resolution to revise and clarify the school's capitalization policy as it relates to leases (at the request of CharterWise, due to a new requirement from FASBS ASU 842). The resolution indicates that SBS will evaluate each lease to determine if it is a short-term operating lease (which will be expensed) or a long-term financing lease (which will be capitalized). Kristie Yen explained that expenses that are under 12 months and/or under \$5,000 will continue to be expensed, but leases that are over 12 months and over \$5,000 will be considered long-term and will be capitalized. (Note: The correct number for this resolution should be SBS-050-2023.) The resolution passed with a roll call vote, with the following results:

|                     |     |
|---------------------|-----|
| Richard Beck        | Aye |
| Meredith Fitzgerald | Aye |
| Greg Greeson        | Aye |
| Melissa Haberman    | Aye |
| Maria Martinez      | Aye |
| Birha Mccann        | Aye |
| Lisa Meyers         | Aye |
| Heidi Solding       | Aye |

10. **Approve Prior Fiscal Year (2022-23) Unaudited Actuals Financial Report (#4a-#4g):** Kristie Yen (from CharterWise) presented the Stone Bridge School Financial Summary for Fiscal Year 2022-23, as well as the Budget vs. Actuals (for July 2022 – June 2023), the Balance Sheet (as of 6/30/23), the Charter School Unaudited Actuals (for 7/1/22–6/30/23...which is due to NVUSD and the Napa County Office of Education by 9/15/23), the Cash Flow Projections (for fiscal year 2022-23), the Budget Summary (for fiscal year 2022-23), and the Education Protection Account Expenditures (for fiscal year 2022-23...which will be brought to the October Charter Council meeting as a line item).

Kristie explained that when comparing the our 2022-23 final actuals to our 2022-23 second interim budget, our income ended up increasing by \$50,141 over what we had projected, and our expenses ended up decreasing by \$300,380 over what we had projected...resulting in an improvement of \$350,520 in our projected bottom line. Stone Bridge School's unaudited actuals report for 2022-23 reflects total revenues of \$3,025,008.84 and total expenditures of \$2,655,399.55, resulting in an excess of revenues over expenditures of \$369,609.29. (Our fiscal year 2022-23 budgeted ending fund balance is now \$2,169,75.31, meaning that our reserve balance as a function of our expenses is 81.7%, which significantly exceeds the recommendation of cash on hand for 3-months of expenses.) Kristie answered questions as they arose. Passed 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 Solding       | Yes |

11. **Review 2022-2023 Surplus (#5):** As explained in the minutes for the previous agenda item, our 2022-23 fiscal year surplus ended up being \$369,609, and James Brown asked that Charter Council discuss ideas for potentially encumbering some or all of that surplus for specific needs / projects. Some of his initial ideas include another set of bathrooms near Aftercare, several 9-passenger vans for field trip and event transportation, and laptops for our subject teachers. Greg Greeson reiterated his suggestion for new desks for the upper grades, and Charter Council discussed several other ideas as well (e.g. another portable for a 4-year old class, various improvements around campus, etc.). Charter Council talked about the fact that the priorities for improvements might be different if we are staying at the Coombsville campus long-term vs. having to move again in the relatively near future. Ultimately, Charter Council agreed that we need to do some long-term strategic planning so when we have extra funds available (like this 2022-23 surplus), we are spending them on the highest long-range priorities instead of ideas that pop up on the fly (while saving enough money in our reserve to ensure our long-term financial viability). Charter Council desires input from Faculty Council and Parent Council (re. long-term strategic

planning ideas for surplus funds), so Lisa Meyers and Heidi Soldingner agreed to bring this topic to those groups, and Charter Council will continue discussing this at future meetings.

12. **Approve Single Subject Credential in a Self-Contained Classroom (#6)**: James Brown presented a request to approve Timothy Winter-Nelson (who holds a Single Subject Teaching Credential) to serve as a Lead Teacher for 2023-24, ensuring that we remain in compliance with Education Codes #44263 and #44314. (Charter Council granted this approval to another 2023-24 Lead Teacher, Julia U'Ren, during our 8/8/23 meeting.) 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 Soldingner    | Yes |

13. **Approve Provisional Internship Permit (#7)**: James Brown presented a request to approve a Provisional Internship Permit for Ashley Terradista to serve as a Lead Teacher for 2023-24. (James shared that he worked with the credential analyst at Napa Valley Unified School District to verify that Ashley meets the requirements for this permit.) Passed with a motion by Lisa Meyers 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 |

14. **Approve Resolution for Sufficiency of Instructional Materials (#8)**: James Brown proposed a resolution (SBS-051-2023) confirming that Stone Bridge School has provided each pupil with sufficient textbooks and/or instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum framework adopted by the State Board of Education. (This relates to the Williams Act, and is supported by a recent visit to campus by members of the Napa County Office of Education who ensured that we have adequate instructional materials for our students.) The resolution passed with a roll call vote, with the following results:

|                     |     |
|---------------------|-----|
| Richard Beck        | Aye |
| Meredith Fitzgerald | Aye |
| Greg Greeson        | Aye |
| Melissa Haberman    | Aye |
| Maria Martinez      | Aye |
| Birha Mccann        | Aye |
| Lisa Meyers         | Aye |
| Heidi Soldingner    | Aye |

15. **Approve Field Trips (#9)**: Charter Council reviewed a field trip request from Lisa Meyers for 7th Grade's astronomy overnight field trip to Robert Ferguson Observatory at Sugarloaf State Park from 9/14/23-9/15/23. Passed with a motion by Maria Martinez 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 Soldinger     | Yes |

16. **Requested Discussion of Facilities ahead of Prop 39 process:** During the 6/27/23 Charter Council meeting (in response to public comment from Richard Beck at the 6/13/23 Charter Council meeting), Charter Council briefly discussed the possibility of purchasing the Carneros campus as a permanent home for Stone Bridge School, but concluded that the expense of rebuilding / upgrading / maintaining a functional and safe school at that location would be too prohibitive. During tonight's meeting, Richard indicated that he thinks NVUSD is highly motivated to sell surplus properties before putting another bond measure on the 2024 ballot, and asked Charter Council to consider the possibility of purchasing the Coombsville campus (or a different surplus NVUSD campus) as a permanent home because it might be possible to get a really good deal right now. Charter Council discussed a variety of pros (e.g. stability, autonomy, ability to make the campus our own, etc.) and cons (e.g. cost, maintenance, location if the property is not in a diverse area, etc.) for purchasing a property, and James Brown indicated willingness to touch base informally with NVUSD to see if doing so would even be an option. The possibility of purchasing a property is obviously one that would require a great deal of consideration and planning, and Charter Council felt that input from faculty and parents would be important as well. James agreed to set up a Talking Heads meeting with Admin, the Faculty Co-Chairs, the Parent Council Co-Chairs, and the Charter Council Co-Chairs to have some high-level discussion about this topic.
17. **Administration Update:** James Brown shared updates, including:
- Enrollment Report for 2023-24 [\(#10\)](#)
  - Attendance Report for 2023-24 [\(#11\)](#)
  - Summary of Exit Survey Data [\(#12\)](#)
  - Diversity Committee Update, including:
    - o Committee meeting next week
    - o Parent education focus
    - o Napa community events and outreach
    - o Preschool / day care communities outreach
  - Student Body Diversity Report [\(#13\)](#)
  - Back to School Community Night, Wed., Oct. 4
  - Parent Council Update (by Heidi Soldinger), including:
    - o Calendar of events (including Enchanted Village Fair, Harvest Festival, etc.)
    - o Family engagement
  - Faculty Council Update (by Laura Jones and Greg Greeson), including:
    - o Harvest Festival preparations
    - o Fall assessments
    - o Waldorf accreditation efforts
18. **Charter Council Co-Chairs Update:** Melissa Haberman shared updates, including:
- Review Charter Council Member Orientation & Attendance Policy [\(#14\)](#)
  - Charter Council Retreat and Training
    - o Possible dates (Nov 4, 5, 12) => [Meeting Discussion Result: November 5<sup>th</sup>, 2-4pm](#)
    - o Review Board Educational Materials

**Break:** *At this point, Charter Council took a short break while the SBS employees on the board (i.e. Greg Greeson and Lisa Meyers) recused themselves from the rest of the agenda and left the meeting. (Quorum was still met.)*

19. **Approve Salary Schedules and EPD Stipend (#15a, #15b, #15c):** James Brown brought proposed updates for the “Stipends” and “Custodian” salary schedules for discussion (and potentially approval) at tonight’s meeting.

For the “Stipends” salary schedule, Charter Council discussed two separate changes:

- James proposed adding a new \$50/week “Before Care Duty” (or “School Opening Duty”) stipend for two Lead Teachers (Martha Clements and Tara Zwetsloot) who are currently taking turns supervising children arriving on campus between 7:30-8am in the picnic table area of the blacktop. Concerns were expressed about parents dropping children off early since it has been clearly communicated that campus doesn’t open and that there will be no supervision until 8am. It sounds like most of the early arrivers are actually children of employees, but there are also other non-employee children being dropped off by parents who aren’t waiting until campus officially opens. Charter Council talked about equity and the potential unfairness of not opening up the option of arriving early to all students if it’s going to be provided for some students...as well as the potential for overwhelming numbers if it is opened up to all students. There was some discussion about the proposed compensation in light of the fact that we run payroll twice a month and that there are currently two Lead Teachers taking turns performing this duty. (Other compensation possibilities mentioned included \$100 per pay period, \$10 per day, etc.) There were also some questions about whether it’s really necessary to pay people to watch the children of employees vs. having those children simply stay with their parents until 8am as they have in the past. Ultimately, Charter Council wanted to get some data re. how much interest there truly is in early drop-offs, so James agreed to put together a survey and bring the results to the October meeting.
- James proposed adding a new \$20,000/year “Educational Program Director Duties” stipend for one Lead Teacher (Lisa Meyers) who has been performing many of the tasks from the EPD job on a volunteer basis and as part of her Faculty Co-Chair role. (We have not had a full-time Educational Program Director since Christine Waskowiak retired at the end of 2021-22, and instead, those responsibilities have been handled on an interim basis by Administration, the Faculty Co-Chairs, contracted mentors, etc.) James and Lisa went through the Educational Program Director job description and discussed tasks that Lisa would be able to perform this year while also serving as the Lead Teacher for 7<sup>th</sup> Grade, but James did not have a fully flushed out “Interim Educational Program Director” job description ready for Charter Council to review tonight. Ultimately, Charter Council wanted to get more clarity re. the roles and responsibilities of the interim position and have a bit more time to determine the best approach for the stipend.

So, for both of these proposed changes to the “Stipends” salary schedule, Charter Council felt that more information and discussion were needed before a decision could be reached, so they were tabled for a future meeting with no votes taken (but with an agreement that pay would be made retroactive once a decision has been reached).

For the “Custodian” salary schedule, James’s proposal was to raise the starting base to \$20/hour (with a 6% increase for each time increment jump). Charter Council felt that in order to provide incentive for our current amazing Custodian to stay (and to attract strong candidates in the future), the starting base should actually be raised to \$21/hour (with a 6% increase for each time increment jump). (This would put our current Custodian at \$22.26/hour since he falls into the second time increment.) The updated “Custodian” salary schedule passed with a motion by Richard Beck and a second by Maria Martinez.

|                     |     |
|---------------------|-----|
| Richard Beck        | Yes |
| Meredith Fitzgerald | Yes |

|                     |                |
|---------------------|----------------|
| <i>Greg Greeson</i> | <i>Recused</i> |
| Melissa Haberman    | Yes            |
| Maria Martinez      | Yes            |
| Birha Mccann        | Yes            |
| <i>Lisa Meyers</i>  | <i>Recused</i> |
| Heidi Solding       | Yes            |

20. **Confirm Next Meeting and Review Potential Agenda Items:** The next Charter Council meeting is scheduled for Tuesday, 10/10/23.

21. **Adjourn:** Passed with a motion by Birha Mccann and a second by Heidi Solding at 9:17pm.  
**Verse.**

|                     |                |
|---------------------|----------------|
| Richard Beck        | Yes            |
| Meredith Fitzgerald | Yes            |
| <i>Greg Greeson</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)