

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

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**Stone Bridge School Charter Council Regular Meeting Minutes  
October 14, 2025**

**Members Present:** Claudia Alexander, Meredith Fitzgerald, Maria Giusti, Melissa Haberman, Birha McCann, Amber Paukert, Karla Slay

**Members Absent:** Maria Martinez

**Staff Present:** Lisa Meyers (Executive Director), Greg Greeson (Faculty Advisor), Heather Shumaker (Office Coordinator), Kristie Yen (Yen Fiscal Solutions, via Zoom) *(for Agenda Items #6, #6.5, #7)*

**Scribe Present:** Heather Shumaker

**Public Present:** None

1. **Verse. Call to Order** at 6:11pm. **Identify Timekeeper:** Birha McCann.
2. **Approve Agenda (#1)**: Melissa Haberman welcomed our newest Charter Council members, Claudia Alexander and Karla Slay, to their first Charter Council meeting. Charter Council discussed several adjustments in the agenda, specifically:
  - The “Closed Session”, “Open Session”, and “Report from Closed Session” agenda items were eliminated.
  - Agenda Item #13 became #6.5, and the numbering after Agenda Item #12 was corrected (so “Admin Update” became Agenda Item #13, and “Adjourn” became Agenda Item #22).
  - “Approval” was removed from Agenda Item #11.
  - Agenda Item #13a became #13.
  - Agenda Item #8 was tabled for a future meeting and there is no Attachment #5.
  - Attachment #11a was added to Agenda Item #15 (“Approve 2026-2027 Enrollment Policy”).

Passed with a motion by Birha McCann and a second by Maria Giusti.

Claudia Alexander	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
<i>Maria Martinez</i>	<i>Absent</i>
Birha McCann	Yes
Amber Paukert	Yes
Karla Slay	Yes

3. **Public Comment (for items not on the agenda)**: Meredith Fitzgerald shared that having Admin presence (Lisa Meyers) in the front parking lot during drop-off in the mornings is lovely and welcoming. She said that it helps support the traffic flow and ensure that drivers follow the rules. Amber Paukert shared that afternoon pick-up is going quickly and smoothly too.
4. **Approve Minutes for 09-09-25 Meeting (#2)**: Heather Shumaker mentioned that she needs to update the name of the person whose letter she read during public comment at the last meeting

(from Kirsty Lynne to Kirsty Shelton). Passed with a motion by Amber Paukert and a second by Birha McCann.

Claudia Alexander	Abstained
Meredith Fitzgerald	Yes
Maria Giusti	Abstained
Melissa Haberman	Yes
<i>Maria Martinez</i>	<i>Absent</i>
Birha McCann	Yes
Amber Paukert	Yes
Karla Slay	Abstained

5. **Welcome New Board Appointments – Community Member & Classified Staff Member:** Melissa Haberman officially welcomed Claudia Alexander as the new Community Member (appointed at the 9/9/25 Charter Council meeting) and Karla Slay as the new Classified Staff Representative (chosen by the group she represents). Melissa explained that while Maria Giusti initially joined the board as the Classified Staff Representative, she is now representing Faculty since her position as a Subject Teacher is now considered certificated. (Melissa met with Claudia before tonight’s meeting to go over some basic Charter Council logistics, and she will meet with Karla Slay to get her up to speed as needed.)

6. **Review Monthly Financials: Financial Summary, Budget vs. Actuals, Cash Flow (#3a-#3d):** Kristie Yen (from Yen Fiscal Solutions) presented the Stone Bridge School Financial Summary for August 2025, as well as and the Budget vs. Actuals (for July – August 2025), the Cash Flow Projections (for 2025-26), and the Balance Sheet (as of 8/31/25). She explained that Stone Bridge School currently has a YTD net income of -\$114,354 as of August 31, 2025 (because our In Lieu of Property Tax has not yet been received for August 2025), but she is projecting an operating surplus of \$42,665 by the end of the fiscal year based on the approved Fiscal Year 2025-26 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.)

- 6.5. **Review and Approve AMS Plan (#4):** Charter Council reviewed the proposed plan for spending \$38,806 in Proposition 28 Arts and Music in Schools (AMS) funding that Stone Bridge School (SBS) received for 2025-2026. SBS is planning to spend \$39,000 for our choir teachers in 2025-26, with \$20,000 targeted to come from AMS funding and \$19,000 targeted to come from our unrestricted funds. (This will leave \$18,806 in AMS funding available for use in a subsequent year.) Passed with a motion by Meredith Fitzgerald and a second by Birha McCann.

Claudia Alexander	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
<i>Maria Martinez</i>	<i>Absent</i>
Birha McCann	Yes
Amber Paukert	Yes
Karla Slay	Yes

7. **Community Giving Update:** Kristie Yen shared that they are looking at a chart of accounts to consolidate things like materials and supplies donations, family giving, etc. into one over-arching community giving category, thereby reducing some of the extraneous programs for donations. Amber Paukert shared that this will be helpful in reducing confusion, since in the past, different categorization meant that community giving numbers were not always consistent between Charter Council vs. Parent Council reports. (She also mentioned that Parent Council is considering offering class incentives for participation in community giving.)

8. **Review Annual Kaiser Broker Disclosure Letter (#5):** *TABLED DURING AGENDA REVIEW FOR A FUTURE MEETING*

9. **Discuss SBS Proposition 39 Request to NVUSD for 2026-2027 (#6):** Lisa Meyers shared a draft letter she wants to send to NVUSD Assistant Superintendent Rabinder Mangewala requesting a mutual waiver of the Prop 39 Facilities Request process for the 2026-27 school year. However, she also mentioned that she plans to add requesting negotiations for next summer (2026) since NVUSD plans to close our current campus while they make Measure B improvements. (For example of areas of negotiation, we will need access to an alternate location so we can hold summer camp, we will need to determine who pays the utilities on our current campus while we are unable to use it, we will need to figure out if we can have at least some limited access to our physical records, the plants in our farm and our chickens, etc.) Charter Council discussed that if those negotiations are going to be handled through the Prop 39 process, we need to switch from the proposed letter waiving the process to the more formal initial step in that process...and that should be approved by Charter Council. (Since this topic was put on the agenda as an informational discussion item and not an approval entry, and since the first step of the Prop 39 process is due to NVUSD before the next regular Charter Council meeting, the board agreed to hold a special meeting on Tuesday, 10/28/25 at 8:20am to discuss and approve the final letter before Lisa submits it to NVUSD.) (As a side note, Lisa also shared that our blacktop will be getting a new topcoat of asphalt soon as part of regular campus maintenance, separate from the Measure B improvements scheduled for next summer.)
10. **Campus Options and Improvement Advisory Committee (#7):** Charter Council reviewed a proposal for creating a "Campus Options and Improvement Advisory Committee" to evaluate potential campus options and future campus improvements. The proposal contains sections covering the purpose, membership criteria, reporting relationship, member responsibilities, and committee duties and responsibilities, and Charter Council requested a number of verbiage updates in various sections. Lisa Meyers explained that the interest in potential campus options has been largely driven by parents, while faculty and staff have generally been more interested in exploring possible ways to improve our current campus. Therefore, it is important that the committee have representation from both groups, along with members from Charter Council and Administration.

Heather Shumaker pulled up the by-laws during the meeting and reviewed the section about the creation of advisory committees with the board. The by-laws indicate that advisory committees may be established by a resolution adopted by the Charter Council, so a formal resolution will need to be brought back to a future meeting for approval before the committee can be officially created. However, Charter Council agreed to approve the intent of proceeding with the idea of creating the committee (and bringing a formal resolution to a future meeting for approval) tonight. Passed with a motion by Amber Paukert and a second by Meredith Fitzgerald.

Claudia Alexander	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
<i>Maria Martinez</i>	<i>Absent</i>
Birha McCann	Yes
Amber Paukert	Yes
Karla Slay	Yes

11. **Approval Field Trips:** Lisa Meyers shared that we don't currently have any field trips requiring Charter Council approval, but there are some that will be coming to a future meeting (e.g. Malakoff Diggins for 4<sup>th</sup> Grade, canoeing practice for the Explorers Tournament for 7<sup>th</sup> Grade, etc.). Melissa Haberman suggested that we consider putting together a robust emergency kit for field trips with things like a satellite phone in case there is no cell signal in remote areas, etc. (Teachers already

take emergency kits with them, but they do not include satellite phones, so that is something that might be worth investigating.)

12. **Review/Approve Chaperone Policy (#8)**: Lisa Meyers shared a new section she wants to add to the chaperone policy, covering “Medication and Over the Counter Substances”. Charter Council members suggested some minor wording changes, but were otherwise comfortable with the content of the new section. Karla Slay asked about whether the policy should explicitly include other adults who are joining off-site events but are not driving or chaperoning (e.g. parents bringing younger siblings to the TK/K Westwood Hills hikes). This generated a lot of discussion, and the group ultimately agreed to continue it at a future meeting. So, that part of the conversation was tabled, and the focus shifted back to approving the proposed new section covering medication and over the counter substances tonight. Passed with a motion by Meredith Fitzgerald and a second by Birha McCann.

Claudia Alexander	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Absent
Birha McCann	Yes
Amber Paukert	Yes
Karla Slay	Yes

13. **Administration Update**: Lisa Meyers shared updates, including:
- Safety Update (including the addition of walkie talkies in all classrooms)
  - Program Update (including the completion of K-2 dyslexia screening)
  - Diversity Update (including Tatiana Loya’s recent work with teachers and on our website)
  - School Policies Update
  - CSDC Conference (wonderful - will be covered in more detail at the Charter Council retreat)
  - Enrollment Report for 2025-26 (#9)
  - Student Disciplinary Update

14. **Approve 1<sup>st</sup> Grade 2025-2026 Age Exception (#10a-#10b)**: Heather Shumaker asked Charter Council to consider a proposal that in order to potentially fill the 3 vacant spots in 1<sup>st</sup> Grade (for which we currently have no age-eligible applicants), we offer our current one-year kindergarten open-enrollment lottery wait list applicants with birthdays from 6/1/19-9/1/19 the opportunity to be considered for openings in 1<sup>st</sup> Grade in 2025-26 (while allowing them to stay on the one-year kindergarten wait list if they decide to decline the 1<sup>st</sup> Grade openings). The reasoning behind this proposal is that after our 2025-26 one-year kindergarten cohort passes through, applicants with birthdays between 6/1-9/1 will be eligible for 1<sup>st</sup> Grade anyway – this proposal simply allows it to be an option one year earlier than it would otherwise be for our 6/1/19-9/1/19 birthday applicants.

Heather shared that our current 1<sup>st</sup> Grade teacher is supportive of this proposal, it will benefit the affected wait list applicants (potentially allowing them to enroll now) as well as those with later birthdays (who will move up the one-year kindergarten waitlist as a result), and it may help us fill our 2025-26 1<sup>st</sup> Grade class (which would set us up well for future years and could equate to roughly \$34,000 in ADA funding for 2025-26). Heather also proposed that if we still have 1<sup>st</sup> Grade spots available (or additional spots open up) after offering the current ones to the 3 6/1/19-9/1/19 birthday applicants in the open enrollment lottery wait list (and assuming that there are still no applicants with birthdays in the official 1<sup>st</sup> Grade age range), we offer the same opportunity to students in our post-open enrollment applications pool whose birthdays fall in the 6/1/19-9/1/19 timeframe. (Heather also asked about future years, but the discussion/decision tonight focused on 2025-26 specifically.)

Ultimately, the proposal Charter Council agreed to vote on tonight is to offer the 3 open-enrollment lottery wait list applicants with birthdays from 6/1/19-9/1/19 the opportunity to enroll in our 2025-26 1<sup>st</sup> Grade class now (potentially filling the 3 vacant spots), and if any 1<sup>st</sup> Grade openings remain (or open up) after those enrollment offers are accepted / declined (assuming there are still no applicants with birthdays in the official 1<sup>st</sup> Grade age range), to offer the same opportunity to post-open enrollment applicants with birthdays in the 6/1/19-9/1/19 date range. Passed with a motion by Maria Giusti and a second by Amber Paukert. (The final vote count was 4 in favor and 3 opposed.)

Claudia Alexander	Yes
Meredith Fitzgerald	No
Maria Giusti	Yes
Melissa Haberman	No
Maria Martinez	Absent
Birha McCann	Yes
Amber Paukert	Yes
Karla Slay	No

~~15. **Approve 2026-27 Enrollment Policy (#11-#11a):** This agenda item was tabled during the meeting in the interest of time.~~

~~16. **Faculty Update:** This agenda item was tabled during the meeting in the interest of time.~~

17. **Parent Council Update:** Amber Paukert shared that Parent Council has been discussing Community Giving and the possibility of giving class prizes for participation.

18. **Charter Council Update:** Melissa Haberman shared updates, including:

- Review Charter Council Member Orientation and Attendance Policy (#12)
- Charter Council Retreat and Training (Sunday, 11/9 12:00-2:30pm)
- Charter Council Reference Documents
- Form 700 (for new members)

~~19. **Job Description Review and Approval (#13):** This agenda item was tabled during the meeting in the interest of time.~~

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

20. **Salary Schedule Review & Approval (#14a-#14c):** Heather Shumaker asked Charter Council to review updates she made to the “Certificated Teacher” and “Substitutes” salary schedules.

- **Certificated Teacher Salary Schedule (Attachment #14a):** Heather added verbiage capturing that the expectation for 1.0 FTE is 7 hours/day, adding columns calculating the hourly rate for each salary number, and adding a 21<sup>st</sup> step (since we currently have a teacher with 21 years of experience, and we have another with 20 years of experience). Lisa Meyers explained that the reason we didn’t add additional steps is that we may need to cap salaries once we hit a specific step, so going any further in the table will require more discussion at a future meeting. Lisa also shared that she added a new \$2,000 stipend for employees with a Master’s degree who have their preliminary credential, since the salary schedule didn’t previously have any sort of recognition for that advanced degree for teachers in Class I.
- **Substitutes Salary Schedule (Attachment #14b):** Heather updated the pay for Substitute Subject Teachers to follow the same differentiation as Substitute Lead Teachers – i.e. \$30/hour with a substitute permit, \$35/hour with a teaching credential.

The proposed updates to the “Certificated Teacher” salary schedule (#14a) and “Substitutes” salary schedule (#14b) passed with a motion by Meredith Fitzgerald and a second by Birha McCann.

Claudia Alexander	Yes
Meredith Fitzgerald	Yes
Maria Giusti	<i>Recused</i>
Melissa Haberman	Yes
<i>Maria Martinez</i>	<i>Absent</i>
Birha McCann	Yes
Amber Paukert	Yes
Karla Slay	<i>Recused</i>

Charter Council briefly discussed the proposed “Administrative Coordinator / Operations Manager” salary schedule (Attachment #14c), but then ultimately tabled the review and approval for a future meeting, both in the interest of time and because there was a desire to review it in conjunction with the job description (which was tabled in Agenda Item #19). Charter Council agreed that when this salary schedule comes back for approval, it can be applied retroactively.

**Closed Session, Open Session, Report from Closed Session:** *N/A*

21. **Confirm Next Meeting and Review Potential Agenda Items:** The next Charter Council meeting is scheduled for Tuesday, 10/28/25 (special meeting) at 8:20am and Wednesday, 11/12/25 (regular meeting) at 6pm.
22. **Adjourn:** Passed with a motion by Meredith Fitzgerald and a second by Birha McCann at 10:03pm. **Verse.**

Claudia Alexander	Yes
Meredith Fitzgerald	Yes
Maria Giusti	<i>Recused</i>
Melissa Haberman	Yes
<i>Maria Martinez</i>	<i>Absent</i>
Birha McCann	Yes
Amber Paukert	Yes
Karla Slay	<i>Recused</i>

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