

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

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Stone Bridge School Charter Council Regular Meeting Minutes
November 12, 2025

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

Members Absent: Birha McCann

Staff Present: Lisa Meyers (Executive Director), Greg Greeson (Faculty Advisor), Heather Shumaker (Office Coordinator), Kristie Yen (Yen Fiscal Solutions, via Zoom) *(for Agenda Items #5 & #6)*

Scribe Present: Heather Shumaker

Public Present: None

1. **Verse. Call to Order** at 6:09PM. **Identify Timekeeper:** Amber Paukert.
2. **Approve Agenda:** Heather Shumaker mentioned that Attachments #6a and #6b were added to Agenda Item #10. Passed with a motion by Maria Martinez and a second by Meredith Fitzgerald.

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

3. **Public Comment (for items not on the agenda):**
 - Heather Shumaker read an email from Julia U'Ren recommending Laura Jones in the position of Co-Administrator / Operations Manager (alongside Lisa Meyers). Among other things, she mentioned Laura's strong leadership, engineering, organizational, and facilitation skills.
 - Meredith Fitzgerald shared that two families came to talk with her to express their appreciation for the on-boarding process for new families with our new administration, indicating that they felt it is different and welcomed. (She also wondered if there is a plan to engage with families who on-boarded in the last few years and may have missed that level of engagement.)
 - Melissa Haberman shared that with the everchanging landscape of health care in our country, she would like the board to look at offering benefits to part-time employees with no employer contributions but at potentially lower rates than what they can find in the marketplace.
4. **Approve Minutes for 10-14-25 and 10-28-25 Meetings (#1a-#1b):** Melissa Haberman inquired about the font color choices in the Administration and Charter Council update summaries (in the 10/14/25 minutes), and about the name format (in the 10/28/25 minutes). Heather Shumaker agreed to review those sections and make updates as appropriate.

Approval of the 10/14/25 meeting minutes passed with a motion by Meredith Fitzgerald and a second by Claudia Alexander.

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

Approval of the 10/28/25 meeting minutes passed with a motion by Meredith Fitzgerald and a second by Karla Slay.

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

5. **Review Monthly Financials: Financial Summary, Balance Sheet, Budget vs. Actuals, Cash Flow (#2a-#2d):** Kristie Yen (from Yen Fiscal Solutions) presented the Stone Bridge School Financial Summary for September 2025, as well as and the Balance Sheet (as of 9/30/25), the Budget vs. Actuals (for July – September 2025), and the Cash Flow Projections (for 2025-26). She explained that Stone Bridge School currently has a YTD net income of \$311,022 as of September 30, 2025, and 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 also 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. **Review and Approve 1st Interim Budget Revision for Current Year 25-26 (#3):**

(Melissa Haberman asked Maria Giusti and Karla Slay to recuse themselves for this agenda item since it includes financial information potentially impacting employees. Maria and Karla moved into the library conference room until the end of this agenda item. <Quorum was still met.>)

Kristie Yen went over budget summary and budget detail reports showing the proposed 1st interim budget revision numbers (based on her review of our actuals data for July through September and recent discussions with Lisa Meyers). The most significant proposed changes include:

- Increasing our projected state income by \$28,988 (due primarily to reflecting the carryover of one-time Arts, Music, and Instructional Materials Block Grant funds).
- Increasing our projected local income by \$109,105 (due primarily to adding in conservative estimates for community giving and field trip donations based on prior years' actuals).
- Reclassifying expenses between certificated vs. classified salaries for certain subject teachers (e.g. Movement, Spanish, Music) and our Educational Support Specialist.
- Adding funding for Intervention Support.
- Removing funding for Executive Director mentoring.
- Adjusting funding for STRS, PERS, employee benefits, etc. to reflect actual staffing and expense data.
- Increasing funding for instructional materials and supplies for Aftercare (which will be funded using ELOP carryover revenue).

- Increasing funding for utilities, professional development, and legal fees.
- Adding funding for Mantis and Literacy Screening.

Overall, the adjustments in the proposed 1st interim budget revision increase our Total Income by \$137,333, increase our Total Expenses by \$140,131, and result in a net decrease in our projected 2025-26 surplus of \$2,798. (The projected surplus for 2025-26 decreased from \$42,665 in the preliminary budget to \$39,866 in the 1st interim forecast.) Kristie also briefly reviewed the 1st interim budget revision multi-year projection, which shows SBS remaining in the black for the next five years (although by significantly less than in 2025-26).

Charter Council discussed the proposed changes along with a variety of questions. Kristie Yen mentioned that she will likely bring the 1st interim budget report (which will include the approved 1st interim budget revision plus October 2025 actuals data) to the next meeting for approval, so it can be sent to NVUSD and NCOE. Passed with a motion by Meredith Fitzgerald and a second by Maria Martinez.

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

7. **Review Proposition 39 Response from NVUSD:** (*Maria Giusti and Karla Slay rejoined the meeting right before this agenda item started.*) Lisa Meyers indicated that she has not yet received a formal response from NVUSD to the letter she sent requesting a mutual waiver of the Proposition 39 Facilities Request process for the 2026-27 school year. However, based on her conversations with NVUSD Assistant Superintendent Rabinder Mangewala, she is confident that NVUSD is in favor of our waiver request and that we will receive their formal response soon.
8. **Review William's Act Report from NCOE (#4):** Charter Council reviewed a letter sent by Joshua Schultz (Napa County Superintendent of Schools) sharing the results of the Napa County Office of Education's 9/16/25 site visit to perform their annual Williams Monitoring Review of Stone Bridge School. The letter indicates that there were "no findings to report", we have sufficient instructional materials for our students, our school is in compliance with facilities maintenance, and our School Accountability Report Card (SARC) is compliant. It also congratulated Lisa Meyers for "keeping the campus in excellent condition and for her continued support ensuring students have what they need to be successful in school".
9. **Review Annual Kaiser Broker Disclosure Letter (#5):** Heather Shumaker explained that Kaiser sends this annual letter disclosing broker compensation to the board. The letter includes the premium Kaiser received for our 2024-25 contract year (\$172,942.27) and the total commissions paid to our insurance broker, Stephen Bossio (\$5,842.21). Melissa Haberman mentioned that this comes out to roughly 3.4%, which is a very reasonable rate for an insurance broker.
10. **Approve Field Trips (#6, #6a-#6b):** Charter Council reviewed field trip requests for 4th Grade's proposed overnight field trip to Malakoff Diggins State Historic Park (4/27/26-4/29/26) and 3rd Grade's proposed overnight field trip to Full Belly Farm (5/28/26-5/29/26), both of which are on the list of recommended field trips. Passed with a motion by Maria Martinez and a second by Claudia Alexander.

Claudia Alexander	Yes
Meredith Fitzgerald	Yes

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

11. **Review Local Control & Accountability Plan (LCAP) Process/Timeline (#7)**: Lisa Meyers shared her proposed LCAP Development Timeline for 2025-26 with Charter Council, and no updates were requested. The planned schedule includes having the survey results, preliminary LCAP, and final LCAP going to Parent Council and Faculty Council before they are reviewed by Charter Council. Charter Council's approval of the final LCAP (which is due to NVUSD by 7/1/26) is tentatively scheduled for the 6/9/26 Charter Council meeting, but that date may shift based on how the annual budget process goes.

12. **Review Testing Results for Previous School Year (#8a-#8b)**: Charter Council reviewed our CAASPP scores for 2024-25. For English Language Arts, our overall "% Met or Exceeded" for all grades was 42.36%, and for our middle school grades (6th-8th), it was 46.25%. For Math, our overall "% Met or Exceeded" for all grades was 27.65%, and for our middle school grades (6th-8th), it was 33.75%. Lisa Meyers shared a comparison with 7 nearby middle schools, and our scores were in the middle of the range for ELA, but they were the very highest of the range for Math.

Historically, our standardized test scores tend to improve as the grades get higher, due primarily to the slower start and unique pacing of our Waldorf curriculum. Melissa Haberman shared that our 2024-25 test results show incremental improvements as compared with our scores in 2023-24. Maria Martinez asked if Lisa Meyers could bring data showing how SBS scores for all grades compared with the state and NVUSD to the next meeting, and Maria Giusti asked Lisa Meyers to bring information about the standardized test score metrics required for charter renewal.

13. **Administration Update**: Lisa Meyers shared updates, including:

- Diversity Resources Update (Our Diversity Resource Coordinator, Tatiana Loya, is eager and willing to work on website updates, and she spearheaded our Dia de los Muertos student altar display at Napa's downtown event on 11/1/25 <with a mini version of our display ending up in our school library.)
- Program Update (6th grade support needs; mentoring plans for teachers; challenges in SpED)
- Staffing Update (New Spanish Teacher starts on Monday; Educational Support Specialist returning from maternity leave soon; increased hours for one of our early childhood class assistants to provide continuity for our youngest students moving from class to aftercare; Maria Giusti providing support, training, and guidance to class assistants and aftercare assistants; new professional development opportunities available to all staff)
- Public Records Request (recently submitted by a member of our community, largely related to staffing information for all employees for the last several years)

14. **Faculty Update**: Maria Giusti and Greg Greeson shared updates, including .

- Annual Open House event (11/1/25)
- SBS Altar at Napa's Dia de los Muertos event (11/1/25)
- Lantern Walk for TK/K (11/7/25)
- Winter Spiral (12/4/25)
- Winter Recital (12/19/25)
- Faculty Lunch tomorrow (provided by 5th Grade)
- Use of "Oops" chart in upper grades / holding students accountable for their actions

15. **Parent Council Update**: Amber Paukert shared updates, including:

- Annual Online Auction (moving to March to provide more time to get donations)
- SBS Fun Run (April)
- Committee to welcome new families
- Dine and Donate income will be used to help make EVF better
- EVF gross income \$32,000, with 836 attendees
- Parent Party (2/28/25 at Native Son's Hall)
- 25th Anniversary Party (4/11/26 at Skyline Park)
- Rainbow Shoppe

16. **Charter Council Co-Chairs Update:** Melissa Haberman shared updates, including:

- California Government Code section 53234 ethics training must be complete by Jan. 1, 2026.
- Assess Executive Director Review Process and Select Committee Charter Council Members (pursuing a scaled down version for 2025-26)

17. **Approve Resolution – Campus Options and Improvement Advisory Committee (#9):** Melissa Haberman took the committee proposal that Charter Council discussed / approved on 10/14/25, made the requested updates, and reconfigured it as Resolution SBS-059-2025. Melissa asked Charter Council to approve the resolution tonight (agreeing to change Martha Clements' name to Karla Slay in the voting section), but she also indicated that before the effort actually kicks off, she'd like Charter Council to put together some guidelines / suggestions for the committee. Maria Martinez made a motion and it passed via a roll call vote (as shown below).

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

18. **Review and Approve Admin Job Descriptions (#10a-#10d):** Lisa Meyers indicated that in our budget, we've kept funding for an Executive Director and an Educational Program Director, but we haven't had a full-time Educational Program Director since Christine Waskowiak retired at the end of 2021-22. Our Administration Team structure has evolved over time based on the skillset and experience of the people in those roles, and Lisa is now carrying a lot of the pedagogy work that previously fell under the Educational Program Director. This means that we need to shift some of the tasks previously held by the Executive Director off of her plate so she can focus on oversight and guidance vs. actual task performance.

Lisa's proposal is that we create a new "Administrative Coordinator" position that would take over some of the tasks currently on the Executive Director's job description plus many of the tasks from the Educational Program Director's job description, thereby eliminating the need for a separate Educational Program Director. The new Administrative Coordinator job description being proposed is Attachment #10b, and Charter Council requested a few updates (including removing the bullet about providing oversight for math, and adding "Other Requirements" and "Equal Opportunity Employer" sections at the end similar to the ones found in the Executive Director and Educational Program Director job descriptions).

Meredith Fitzgerald suggested having some of the Executive Director work that remains on Lisa's plate outsourced so Lisa can provide more pedagogical support on-site (vs. relying entirely on external consultants).

Lisa Meyers agreed to make updates to the Executive Director job description to incorporate the pedagogical tasks she'll be taking on from the Educational Program Director job description, and will bring it back to a future meeting for approval. However, for tonight's meeting, the focus is on approving the new Administrative Coordinator job description. Passed with a motion by Maria Giusti and a second by Maria Martinez.

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

Break (8:30pm): 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.) (Heather Shumaker also left the meeting at this point, and Melissa Haberman served as the scribe for the rest of the meeting.)

19. **Review and Approve Salary Schedule (#11):** Lisa Meyers presented the proposed salary schedule for the new Administrative Coordinator position and shared that the \$70,000 base rate is based on a combination of factors, including a salary review of other similar roles. Several Charter Council members expressed concern for pay equity across the Administration Team, and the group reviewed salaries for the Business Coordinator and Administrative Assistant for comparison purposes. Lisa explained the variation in responsibilities amongst the Administration Team, and that the Administrative Coordinator role has a larger managerial focus and regular interactions with the parent body and the public. Charter Council also reviewed a previously approved salary schedule for an "Administrative Coordinator" position (with a different focus / scope) from May of 2022 that had a base rate of \$57,500, and discussed the fact that the current California minimum salary requirement for exempt employees is \$68,640 annually. Passed with a motion by Meredith Fitzgerald and a second by Maria Martinez.

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

20. **Confirm Next Meeting and Review Potential Agenda Items:** The next Charter Council meeting is scheduled for 6pm on Tuesday, 12/9/25.

21. **Adjourn:** Passed with a motion by Meredith Fitzgerald and a second by Maria Martinez at 9:00pm. **Verse.**

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

Amber Paukert	Yes
Karla Slay	Recused

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

Action Items Summary

Related Agenda Item	Action Item	Assigned to:
#4	Update the minutes from 10/14 & 10/28 CC meetings.	Heather Shumaker
#12	Bring data showing how SBS 2024-25 CAASPP scores for all grades compared with the state and NVUSD, as well as information about the standardized test score metrics required for charter renewal to a future CC meeting.	Lisa Meyers
#16	Complete California Government Code section 53234 ethics training by Jan. 1, 2026.	All Charter Council Members
#18	Update the newly approved Administrative Coordinator job description to incorporate Charter Council requests.	Lisa Meyers
#18	Update the Executive Director job description to incorporate relevant tasks from the Educational Program Director job description and bring it back to CC for approval.	Lisa Meyers

Tabled Agenda Items / Potential Topics for Future Meetings

Related Agenda Item	Tabled Agenda Item / Potential Future Topic	Owner
#3	Discuss potentially offering benefits to part-time employees who work less than 30 hours/week with no employer contributions.	Melissa Haberman
#17	Develop guidelines / suggestions for the Campus Options and Improvement Advisory Committee before the committee starts.	Melissa Haberman
#18	Review/approve updated Executive Director job description.	Lisa Meyers