

Stone Bridge School
Charter Council Meeting
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Napa, CA 94559

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**Stone Bridge School Charter Council Regular Meeting Minutes
January 13, 2026**

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

Members Absent: None

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 6:08pm. **Identify Timekeeper:** Amber Paukert.
2. **Approve Agenda:** Melissa Haberman noted that there are no Attachments #12, #13, or #14. 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
Maria Martinez	Yes
Birha McCann	Yes
Amber Paukert	Yes
Karla Slay	Yes

3. **Public Comment (for items not on the agenda):** None
4. **Approve Minutes for 11/9/25 & 12/9/25 Meetings (#1a-#1b):** Charter Council decided to discuss and approve the minutes for these two meetings separately.

For the 11/9/25 meeting minutes, Charter Council requested various changes in the summaries for Agenda Items #4 and #14, which Heather Shumaker agreed to incorporate before publishing the final version. Passed with a motion by Birha McCann and a second by Karla Slay.

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

For the 12/9/25 meeting minutes, Charter Council requested enough changes to the summary for Agenda Item #8 that they decided not to approve the minutes tonight. Instead, Heather Shumaker will make the appropriate changes and the minutes will be brought back for approval in February. (Therefore, no motion was made and no vote was taken.)

5. **Review Monthly Financials: Financial Summary, Budget vs. Actuals, Cash Flow (#2a-#2d):** Kristie Yen (from Yen Fiscal Solutions) presented the Stone Bridge School Financial Summary for November 2025, as well as and the Budget vs. Actuals (for July – November 2025), the Cash Flow Projections (for 2025-26), and the Balance Sheet (as of 11/30/25). She explained that Stone Bridge School currently has a YTD net profit of \$104,091 as of November 30, 2025, and she is projecting an operating surplus of \$39,866 by the end of the fiscal year based on the approved Fiscal Year 2025-26 First Interim 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. **Approve AMIMBG Plan (#3a-#3b):** Lisa Meyers explained that Stone Bridge School received funds for the Arts, Music, and Instructional Materials Block Grant (AMIMBG), and Charter Council needs to approve the spending plan for those grant funds (which are available for use through June 30, 2026). Attachment #3b details the proposed spending plan for those funds, which includes computer hardware, Mentis contracted counseling services, health and welfare benefits increases, facility repair and maintenance, conference room chairs, instructional materials, math and Spanish curriculum, and professional development. 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
Birha McCann	Yes
Amber Paukert	Yes
Karla Slay	Yes

7. **Approve Field Trips (#4a-#4b):** Charter Council reviewed 3 field trip requests, specifically:
 - 7th Grade Canoe Practice for the Explorer’s Tournament (3/13/26, Kennedy Park)
 - 8th Grade Weaving Earth Field Trip (5/11/26-5/15/26, Pt. Reyes - Olema Campground)
 - 7th Grade Life on the Barbary Coast Field Trip (3/16/26, Mare Island)

Lisa Meyers shared that the first field trip may not happen (it’s highly weather dependent), but she wants Charter Council to approve it in case it does. For the second field trip, the requested family contribution is \$400/student (out of an expected cost of \$1,000/student) - the rest will be covered by the class’s fundraising (plus up to \$8,000 from the field trip funds in the reserve, which was previously approved by Charter Council). For the third field trip, Charter Council asked that the wording for the financial obligations summary be updated to say “Parent/SBS Donation”. 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	Yes
Birha McCann	Yes
Amber Paukert	Yes
Karla Slay	Yes

8. **Review and Approve 2025 School Accountability Report Card (#5):** Charter Council reviewed the draft SARC that Lisa Meyers prepared, which used data from our 2024-25 school year. Charter Council discussed various observations and questions, and Lisa agreed to make some minor changes before she submits the end result. Lisa explained that the facility data included in the SARC came from the Williams Act review performed by NCOE in September. Lisa also mentioned that while it's definitely worthwhile to review the student assessment data in the SARC, we also have Let's Go Learn assessment data for the current school year, and we will be doing another round of CAASPP testing this Spring, all of which will help provide a more complete picture of how our students are doing. Passed with a motion by Meredith Fitzgerald and a second by Maria Giusti.

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

9. **Approve Declaration of Need in 3rd Grade (#6):** Lisa Meyers shared that our current 3rd Grade Lead Teacher will be going out on Maternity Leave, and our current 3rd Grade Class Assistant (who has a 30-day sub permit) is willing to step into the 3rd Grade Lead Teacher role for the remainder of the school year (with an extended sub permit) to provide continuity of care. (There will be another Class Assistant brought into 3rd Grade to provide support if the current Class Assistant takes over the Lead Teacher role.) Lisa explained that in order to fill the temporary vacancy with someone who is not a fully credentialed teacher, Charter Council needs to approve a Declaration of Need. Passed with a motion by Meredith Fitzgerald and a second by Maria Martinez.

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

10. **Acknowledge Receipt of Prop. 39 Agreement (#7):** Lisa Meyers shared the letter she received on 12/15/25 from NVUSD (in response to the letter she sent to NVUSD on 10/30/25 requesting a mutual waiver of the Prop 39 Facilities Request process and automatic renewal of the current Facilities Use Agreement for the 2026-27 school year), and it indicates that NVUSD agrees with our requests. It also indicates that if planned construction during Summer 2026 prevents us from using our current site, NVUSD will provide a classroom for summer use at a different district facility. (This means that our summer camp program for 2026 will almost certainly be held at a different NVUSD school site, while Measure B construction work is being performed on our current campus.) Since this agenda item was simply intended to acknowledge our receipt of the NVUSD response to our previous letter, there is nothing that needs approval. (Therefore, no motion was made and no vote was taken.)

11. **Review Audit Report for Previous Year (#8):** Charter Council reviewed the final independent auditor's report for 2024-25 (which was prepared by Chavan & Associates, LLP). The audit report only reflected one finding, related to a timing issue with ELPAC testing. Steps have been put in

place to prevent recurrence, and Lisa Meyers will share the resulting process document with Charter Council at a future meeting.

12. **Review and Approve School Calendar for 2026-27 (#9):** Lisa Meyers indicated that the proposed 2026-27 school calendar that Charter Council is reviewing tonight has already been taken to Faculty Council and Parent Council, and their feedback has been incorporated as appropriate. (For example, one recent change that is not reflected in tonight's hard copy is the date of our annual Enchanted Village Faire, which is moving from 10/24 to 10/17.) The proposed calendar reflects school starting on 8/19/26 and ending on 6/4/27, includes one flex day in May, and generally aligns with NVUSD in terms of holidays and breaks (with a few minor exceptions, most notably, our Winter Break is shorter, but we take a week off for February Break). Heather Shumaker recognized Lisa and Laura Jones for all of their hard work getting this calendar ready for approval tonight! Passed with a motion by Maria Martinez and a second by Amber Paukert.

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

13. **Administration Update:** Lisa Meyers shared updates, including:
- Enrollment Report 25-26 (#10) (total enrollment for 2025-26 is currently 287 students)
 - Attendance Report for 25-26 (#11) (ADA percentage for 2025-26 is currently 95.24%)
 - Community Giving Update (#12) (roughly \$33,000 received thus far; working on new Venmo charity profile for SBS; launching field trip donations and community giving buttons in Bill.com)
 - Academic Report (#13) (successful staff workday after Winter Break; student assessment data, preparation, and adjustments; resignation of Spanish teacher)
 - Campus Update (NVUSD installed new asphalt and paint on the blacktop, and set traps for the skunks under one classroom)
 - Diversity Committee Update (#14) (Tatiana Loya is doing an amazing job as our Diversity Resource Coordinator! Among other things, she has begun getting prepared for translation work, she is connecting with teachers and students and putting up a monthly display in the library, etc. Heather Shumaker also shared gratitude for Tatiana's help with a tour and translation for a potential new Spanish-speaking family during Winter Break.)
14. **Faculty Update:** Maria Giusti shared updates from recent Faculty work/discussions, including:
- Winter Spiral
 - 6th Grade Holiday Bazaar (made roughly \$3,000)
 - Winter Assembly with the whole school
 - Winter Recital for the parents
 - Bingo game for Winter Break (with prizes for completing non-technology activities)
 - Staff Work Party
 - Teacher Intentions
 - End of Semester Reports
 - Faculty bowling fundraiser idea for the auction
 - New spaces for students to go during breaks/lunches (e.g. wellness lunches, chess club, etc.)
 - Wellness Fair (scheduled for 2/25/26)
 - Graduation Date moved to Wednesday (6/3) to avoid conflict with high school graduations

Lisa Meyers also shared that we are now including a new "Living Waldorf" section in the weekly newsletter, which will include monthly themes and parent activities (e.g. January viewing of the

movie "Screenagers").

15. **Parent Council Update:** Amber Paukert shared updates from the January PC meeting, including:
 - Annual online auction (including possible faculty bowling fundraiser)
 - New Buddy Family Welcome evening (Kudos to Taylor Almond for coordinating this event!)
 - Winter Spiral
 - Community Giving
 - Rainbow Shoppe
 - Annual parent party (2/28/26 at Native Sons Hall, Hawaiian Vacation theme)
 - \$400 donation to repair kindergarten sand box
 - Purchase of 10 new tents for overnight field trip use
 - Campus Options Committee questions
 - Need new Parent Council / Charter Council member for 2026/27

16. **Charter Council Update (#15):** Melissa Haberman shared updates, including:
 - Required Ethics Training (due January 2026)
 - Benefits (related to Melissa's public comment during the 11/12/25 Charter Council meeting, she shared that offering benefits to employees working less than 30 hours/week entirely at their expense is not an option for us - Kaiser's contract requires that employers fund at least 50% of the premium)
 - Campus Options Committee (Melissa will reach out to a subset of the committee <Maria Martinez, Claudia Alexander, and Laura Jones> to work on drafting some general guidelines / plans before pulling the entire committee together.)

17. **Review Executive Director Job Description (#16):** Lisa Meyers shared an initial draft of the updated Executive Director job description, which started with the version she received when she was hired but includes markups showing her proposed changes (related primarily to Admin Team structure changes <i.e. using an Administrative Coordinator instead of an Educational Program Director>). The updates incorporate lots of tasks from the Educational Program Director's job description, change the verbiage for some tasks from doing to guiding, remove tasks that no longer apply, etc. Lisa will continue fine-tuning the updates and bring the final version back for approval at a future Charter Council meeting.

18. **Executive Director Evaluation Process and Timeline Update for 2025-26 (#17a-#17b):** Melissa Haberman went over the changes she made to the Executive Director Evaluation Survey questions, and shared the proposed timeline and process for 2025-26. 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	Yes
Birha McCann	Yes
Amber Paukert	Yes
Karla Slay	Yes

19. **Confirm Next Meeting and Review Potential Agenda Items:** The next Charter Council meeting is scheduled for Tuesday, 2/10/26.

20. **Adjourn:** Passed with a motion by Maria Giusti and a second by Maria Martinez at 8:44pm.
Verse.

- | | |
|---------------------|-----|
| Claudia Alexander | Yes |
| Meredith Fitzgerald | Yes |

Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes
Amber Paukert	Yes
Karla Slay	Yes

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

Action Items Summary

Related Agenda Item	Action Item	Assigned to:
#4	Update the summaries of Agenda Items #4 and #14, then publish the minutes for our 11/9/25 Charter Council retreat.	Heather Shumaker
#4	Update the summary of Agenda Item #8, then send the minutes for our 12/9/25 Charter Council meeting for approval.	Heather Shumaker
#11	Research what needs to happen to address the costs and effect sections of the 2024-25 audit findings.	Lisa Meyers

Tabled Agenda Items / Potential Topics for Future Meetings

Related Agenda Item	Tabled Agenda Item / Potential Future Topic	Owner
#4	Approve the updated minutes for our 12/9/25 Charter Council meeting.	Melissa Haberman
#11	Review the new process document related to ELPAC testing.	Lisa Meyers