

Stone Bridge School
Charter Council Meeting
SBS Library
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Napa, CA 94559

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**Stone Bridge School Charter Council Regular Meeting Minutes
March 10, 2026**

Members Present: Claudia Alexander, Meredith Fitzgerald (*joined during Agenda Item #8*), Maria Giusti, Melissa Haberman, Maria Martinez, Birha McCann, Karla Slay

Members Absent: Amber Paukert

Staff Present: Lisa Meyers (Executive Director), Greg Greeson (Faculty Advisor), Heather Shumaker (Office Coordinator), Laura Jones (Administrative 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 6:05pm. **Identify Timekeeper:** Melissa Haberman.
2. **Approve Agenda (#1):** Melissa Haberman shared that there is no Attachment #11b. Passed with a motion by Birha McCann and a second by Maria Martinez.

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

3. **Public Comment (for items not on the agenda):** Greg Greeson thanked Maria Martinez for always bringing treats for Charter Council meetings.
4. **Approve Minutes for 02-10-26 Meeting (#2):** Passed with a motion by Maria Giusti and a second by Claudia Alexander.

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

5. **Review Monthly Financials: Financial Summary, Budget vs. Actuals, Cash Flow, Balance Sheet (#3a-#3d):** Kristie Yen (from Yen Fiscal Solutions) presented the Stone Bridge School Financial Summary for January 2026, as well as the Budget vs. Actuals (for July – January 2026),

the Cash Flow Projections (for 2025-26), and the Balance Sheet (as of 1/31/26). She explained that Stone Bridge School currently has a YTD net income of \$124,532 as of January 31, 2026, and she is projecting an operating surplus of \$51,497 by the end of the fiscal year based on the approved Fiscal Year 2025-26 Second 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 Second Interim Budget Report (#4a-#4b):** Kristie Yen went over the Second Interim Budget Report (both the detail and summary versions), which are due to NVUSD and NCOE by 3/15/26. She explained that the report combines the preliminary budget adopted for 2026-27, the monthly actuals data through January 2026 (reviewed in Agenda Item #5 above), and the 2nd interim budget revision (approved at the 2/10/26 Charter Council meeting), and puts it all together into the standard alternative form interim financial report template that all charter schools can use. Passed with a motion by Maria Martinez 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	Absent
Karla Slay	Yes

7. **Review 3 Year Audit Engagement (#5):** Lisa Meyers shared a copy of the 3-year agreement with Chavan and Associates, LLP that our Charter Council approved last March. It covers the plan for Chavan and Associates to conduct our annual financial audits for 2024-25 (during 2025-26), 2025-26 (during 2026-27), and 2026-27 (during 2027-28), primarily to provide awareness for new Charter Council members since we are currently on Year 2 of this 3-year agreement. (Lisa also pointed out the agreed-upon annual fees for their services on Page 4, which total \$13,650 for the Audit and \$2,250 for Tax Preparation each year.)

8. **Administration Update:** *(Meredith Fitzgerald joined the meeting during this agenda item.)* Lisa Meyers shared updates, including:

- LCAP Update *(planning for surveys for all stakeholder groups to go out tomorrow)*
- Open Enrollment Update and Class Size Projections for 2026-27 **(#6a and #6c)** *(received 134 applications during open enrollment for 2026-27)*
- Demographic Report for Open Enrollment **(#6b)** *(two data points worthy of note are that the percent of Hispanic or Latino open enrollment applicants increased by 5.78% as compared to last year, and the overall diversity of the siblings of current students being offered spots based on openings as of the lottery increased by 16.1% as compared to last year)*
- Attendance Report for 2025-26 **(#6d)**
- Attendance Recovery Report *(new attendance recovery program / study hall for 1st-5th Grade launched yesterday; existing study hall for 6th-8th Grade will also serve as attendance recovery program for middle school students)*
- Community Giving Update for 2025-26
- Diversity Update *(Women’s History Month for March; working on outreach flyers)*

9. **Approve Enrollment Policy and Procedures (#7):** Heather Shumaker shared updates to the 2026-27 enrollment policy that incorporate foster youth everywhere we cover homeless students. 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
<i>Amber Paukert</i>	<i>Absent</i>
Karla Slay	Yes

10. **Approve Updated Hiring Mandate (#8):** Lisa Meyers agreed during the 2/10/26 Charter Council meeting to bring the Hiring Committee Mandate and Hiring Process documents to Charter Council for review (and possible updates). The Hiring Process will need to come back to a future Charter Council meeting, but Lisa pulled a copy of the most recent version of the Hiring Committee Mandate and made a variety of updates for tonight's meeting, including clarifying areas that seemed vague, providing more definition to the role of the committee Chair, adding tasks, clarifying who does what, etc. Charter Council discussed the draft and Melissa Haberman expressed concern that some of the parent involvement was removed. Charter Council requested a variety of additional updates, including adjusting the membership of the committee so it includes up to 7 members (i.e. 2-3 parents, 1 classified employee, 2 faculty members, and the Executive Director), with the Administrative Coordinator performing various tasks to support the committee without being an actual member of it. 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
Birha McCann	Yes
<i>Amber Paukert</i>	<i>Absent</i>
Karla Slay	Yes

11. **Summer / Measure B Update:** Laura Jones shared that Measure B upgrades will be happening on campus this summer, including exterior paint, replacing/upgrading our HVAC heating and air conditioning systems on all buildings, and replacing roofs and gutters. New California legislation means that these updates now require review from the Division of the State Architect (DSA), which means that the state is looking at everything on campus to make sure it is up to code. As a result, additional updates will be made this summer to get everything into compliance, including making the ramp to get into the main office less steep, widening the pathway in front of the upper grades classrooms, adding a new ramp at the South entrance of the early childhood education building, etc.

Laura also shared that the campus will have a hard closure all summer, likely starting on 6/8/26 and ending 8/10/26. Therefore, various end of the year activities (including book binding) are being coordinated on a school-wide basis to ensure that everything finishes in time. Laura mentioned that on 5/31/26, a group of parents will be coming on campus for a summer-izing work party, doing things like detaching items we want to keep from building exteriors, deconstructing carports, etc. Finally, we are exploring the possibility of moving the front fence so that it encloses the front lawn and looking at various front gate options. (Lisa Meyers will bring some fence and gate expense range estimates to a future Charter Council meeting for approval.)

12. **Faculty Update:** Maria Giusti and Greg Greeson shared updates, including:
- Continuing Discussions of Waldorf Foundational Practices
 - Parent/Teacher Conferences
 - Spring Festival and Spring Concert
 - Planning for the Last Week of School
 - Sorting Waste, Cleanup Tasks, etc.

- Wellness and Resource Fair Success
- “Beyond the Label” Autism Presentation
- Sleep Awareness and Pajama Day for Upper Grades
- Sandbox Presentation
- 8th Grade Track and Field Event

13. **Parent Council Update:** Melissa Haberman shared notes from Amber Paukert re. PC updates, including:

- The Napa Wine Country Online Auction opened this morning and runs through 3/19, and it includes \$72,000 worth of items.
- Possible Auction Close party event
- Dine & Donates have raised \$2,221 thus far (next up: Super Duper Burger & Juniper Station)
- Free coffee coming on 3/17 in the library
- Faculty Lunch provided by 2nd Grade on 3/19
- Parent Party cancelled due to low ticket sales (parent donating refund costs for expenses)
- 25th Anniversary Party Jubilee on 4/11 (12-4pm at Skyline Park) (\$5,500 budget from PC)
- Poker Party coming soon
- Spring Concert on 4/15 (with PC hosting refreshments beforehand)
- Lost and Found items are being donated to Expressions of Hope, sold at Consign and Design (to benefit Parent Council), or given to Community Projects
- Fun Run moved to 6/4
- End of year work party on 5/31
- Parent Council can do raffles again

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

- Required Ethics Training and Brown Act
- Campus Options Committee Update (*moving to committee under Executive Director*)
- Form 700 (#9a-#9b)
- Comprehensive School Safety Plan

15. **Review and Approve Executive Director Job Description (#10):** Lisa Meyers brought a draft of the updated Executive Director (ED) job description to the 1/13/26 Charter Council meeting for review, but approving the updated version had to be tabled at the 2/10/26 meeting due to time constraints. In a nutshell, Lisa added the pedagogical elements from the Educational Program Director (EPD) job description into the ED job description, and moved some of the administrative elements from the ED job description to the Administrative Coordinator (AC) job description (which was approved on 11/12/25). She also added some clarification regarding mentoring oversight.

Charter Council discussed various questions and requested a few minor updates to the draft ED job description. (Charter Council also requested that the note about the Administrative Team structure potentially changing be added to the Administrative Coordinator job description too if it isn't already there.) Finally, Melissa Haberman suggested that after the first year of having the Administrative Coordinator role in place (e.g. October 2026), we look at the Executive Director and Administrative Coordinator job descriptions together to see if any updates are needed. Passed with a motion by Birha McCann and a second by Maria Martinez.

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

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.) The other employees who were present (Lisa Meyers, Heather Shumaker, Greg Greeson, and Laura Jones) also left the meeting and did not participate in closed session.

Closed Session: Entered at 9:02pm.

16. **Review Public Employee Performance Evaluation (Gov Code Section 54957) (#11a-#11b):**
- Title: Executive Director

Open Session: Re-entered at 10:13pm.

17. **Report from Closed Session:** Melissa Haberman shared that the action taken in Closed Session was to unanimously pass a motion to negotiate with Lisa Meyers to continue as Stone Bridge School's Executive Director for another year.
18. **Confirm Next Meeting and Review Potential Agenda Items:** The next Charter Council meeting is scheduled for Tuesday, 04/14/26.
19. **Adjourn:** Passed with a motion by Meredith Fitzgerald and a second by Birha McCann at 10:14pm. **Verse.**

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

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

Action Items Summary

Related Agenda Item	Action Item	Assigned to:
#8	Look into adding a question about how applicants heard about the school to the application/enrollment process.	Heather Shumaker
#10	Update the Hiring Committee Mandate to incorporate Charter Council requests and publish the end result.	Lisa Meyers
#11	Bring potential fence and gate price range options to a future Charter Council meeting for approval.	Lisa Meyers
#11	Determine an off-site location for the June and August 2026 Charter Council meetings (since the SBS campus will be closed).	Melissa Haberman
#15	Update the Executive Director job description to incorporate Charter Council requests and publish the end result.	Lisa Meyers
#15	Add note from the ED job description about the Administrative Team structure potentially changing to the AC job description if it isn't already there.	Lisa Meyers

Tabled Agenda Items / Potential Topics for Future Meetings

Related Agenda Item	Tabled Agenda Item / Potential Future Topic	Owner
#10	Review the Hiring Process document (and approve updates if appropriate)	Lisa Meyers
#15	Review Executive Director and Administrative Coordinator job descriptions together in Fall 2026 (and approve updates if appropriate)	Lisa Meyers / Melissa Haberman