

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
April 14, 2026**

Members Present: Claudia Alexander, Meredith Fitzgerald (*joined at the end of Agenda Item #6*), Maria Giusti, Melissa Haberman, Maria Martinez, Birha McCann, Amber Paukert (*joined during Agenda Item #2*), 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:** Melissa Haberman.
2. **Approve Agenda:** (*Amber Paukert joined the meeting during this agenda item.*) Charter Council discussed two minor adjustments to the agenda, specifically:
 - Adding Attachments #14a-#14b to the “Executive Director Goals/Objectives for 26-27” agenda item (in the Closed Session section).
 - Removing the second “Break” entry (right before the return to Open Session).

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

Claudia Alexander	Yes
Meredith Fitzgerald	Absent
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):** Melissa Haberman expressed gratitude and shared public recognition for Amanda Kimbrough for running SBS’s 25th Anniversary “Jubilee” celebration on 4/11/26. It was an amazing event (even with the rain), full of fun and community!
4. **Approve Minutes for 03-10-26 Meeting (#1):** Passed with a motion by Birha McCann and a second by Maria Martinez.

Claudia Alexander	Yes
Meredith Fitzgerald	Absent
Maria Giusti	Yes
Melissa Haberman	Yes
Maria Martinez	Yes
Birha McCann	Yes

Amber Paukert	Abstained
Karla Slay	Yes

5. **Review Monthly Financials: Financial Summary, Budget vs. Actuals, Cash Flow Projections, SBS Balance Sheet (#2a-#2d)**: Kristie Yen (from Yen Fiscal Solutions) presented the Stone Bridge School Financial Summary for February 2026, as well as the Budget vs. Actuals (for July – February 2026), the Cash Flow Projections (for 2025-26), and the Balance Sheet (as of 2/28/26). She explained that Stone Bridge School currently has a YTD net income of \$138,720 as of February 28, 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. **Review Preliminary Draft Baseline Budget for 2026-27 Year (#3)**: Lisa Meyers shared the draft baseline budget for 2026-27, and indicated that the Faculty has already seen it, and that the Budget Committee reviewed it on Monday and made some adjustments that increased the surplus to \$36,408. She shared that the next three out years (2027-28 through 2029-30) are also “in the black” by varying amounts, although they still have some work to do to get the fourth out year (2030-31) to be “in the black”. The draft budget will be shared at the next Parent Council meeting, and work will continue on the classified salary schedules, etc. (For certificated employees, there is no specific COLA in the proposed budget because the certificated salary schedule steps have an automatic increase built in.) Melissa Haberman shared that she pulled the NVUSD certificated salary schedule, and she feels like we will likely need to make additional adjustments to our certificated salary schedule soon so we don't end up too far apart. Kristie Yen shared that she will be making additional adjustments to the proposed budget once the Governor's May Revision is available, and she anticipates that those changes will improve the numbers (e.g. incorporating block grants, etc.). *(Meredith Fitzgerald joined the meeting at the end of this agenda item.)*
7. **LCAP Parent Survey Result Review (#4a-#4c)**: Lisa Meyers shared the 2026 LCAP survey response data for the parent survey (59 respondents), grades (6th-8th) student survey (65 respondents), and “staffulty” (staff and faculty) survey (25 respondents), indicating that this is the numeric data only. (She'll bring the comments portion next month.) Lisa also shared some comparison information between this year's results and last year's results, and said that overall, the percentages of disagree and strongly disagree were pretty consistent, but strongly agree increased. She also noted a definite increase in satisfaction re. Administration communication, and mentioned that it will be important to look for ways to help parents feel like they can provide input into important decisions.

Amber Paukert mentioned that she noticed that discipline stood out as an area needing improvement in the parents survey (and it came up in the other surveys too). Charter Council briefly talked about the fact that there are now more legal restrictions on what schools can do in terms of discipline, which may be playing a part in all of this. Lisa indicated that we can take action on some of the concerns raised in the survey responses quickly, while others will require some thoughtful consideration. She also mentioned that feedback regarding Mentis has been both positive and negative. Melissa Haberman pointed out that in the grades student survey, the responses to “I have at least one good friend” are almost all “Always True”, which is good to see. Melissa also mentioned that she found it interesting that “Parent Involvement” was rated as such a high priority in the staffulty survey.

8. **Approve Field Trips (#5)**: Lisa Meyers shared information about 3 field trips that need Charter Council approval, specifically: 6th Grade Sugarloaf Overnight (5/11/26-5/12/26), 6th Grade Lassen Overnight (9/8/26-9/11/26 <next year>), and 7th Grade Calistoga Pool (5/29/26). All three of these trips are on the approved list. Amber Paukert mentioned that the 6th Grade Sugarloaf Overnight

trip overlaps with the 8th Grade Weaving Earth field trip, so both classes will not be able to utilize the Parent Council 10-person tents (unless 6th Grade changes the dates for their Sugarloaf trip). Charter Council agreed that 8th Grade can join the 7th Grade Calistoga Pool field trip if they so desire (without requiring reapproval). Passed with a motion by Amber Paukert 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 (CL-500 Form) (#6a-#6b):** Lisa Meyers presented a draft of SBS’s “Declaration of Need for Fully Qualified Educators” form for 2026-2027 for board adoption. This declaration certifies “that there is an insufficient number of certificated persons who meet the district’s specified employment criteria for the position(s) listed”, enabling our school to hire the teachers we need to fill open positions (even if they are not fully credentialed). (From the meeting agenda: “A Declaration of Need is submitted annually to the California Commission on Teacher Credentialing. In the event that Stone Bridge Charter School is not able to recruit a fully prepared teacher, an approved Declaration of Need allows the school the flexibility to apply for Emergency and Limited Assignment Permits.”) Lisa also shared a draft of SBS’s “Annual Statement of Need” to address employees holding 30-Day Substitute Permits. Passed with a motion by Amber Paukert 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. **Administration Update:** Lisa Meyers shared updates, including:
- Open Enrollment Update for 2026-27 **(#7)** (*We are currently anticipating 287 enrolled students, with 1 open spot in 5th Grade.*)
 - Demographic Report for Open Enrollment for 2026-27 **(#8)** (*For the 35 applicants who have accepted spots for 2026-27, 34.29% are Hispanic/Latino, 5.71% are 2 or more races, and 60% are White or Non-Hispanic/Latino.*)
 - Attendance Report for 2025-26 **(#9 & #10)** (*current year-to-date attendance through 3/31/26 is 95.04%*)
 - Community Giving Update for 2025-26 (*new invitation to participate will be going into the newsletter soon*)
 - Hiring Update (*The hiring committee is working hard and looking at multiple candidates.*)
 - Diversity Committee Update (*Tatiana Loya has been preparing monthly lists of resources to bring cultural awareness across the globe to teachers and students with links and ideas, and Lisa is hoping that next year’s world language teacher can be involved in these efforts.*)
 - Site Update (*Lisa mentioned that she is exploring the possibility of adding portables to expand the available building space for Aftercare and provide a mathematics lab, and she is looking at various possibilities for front fence placement <since it will have to be removed and reinstalled as part of the NVUSD Measure B summer work.>*)

- SPED Update (*Lisa shared that the anticipated expense for one non-public school placement has been built into next year's special education encroachment.*)
- Exit Interview Survey (*Lisa is working on a new exit interview survey for families who don't want to do an in-person meeting when they withdraw their students.*)

11. **Faculty Update:** Maria Giusti shared updates, including:

- Preparing for the last few weeks of school and needing to be off site within a few days of school ending (e.g. all main lesson book covers and binding are being done earlier, etc.)
- Hoping to add a sand pit under the redwood trees as well as a TK/K/Aftercare mud play space
- 3rd Grade shelter projects, 5th Grade states projects
- 7th Grade Explorer's Tournament, 5th Grade Pentathlon
- Silverado Middle School strings and dance performance
- Spring Concert (tomorrow)
- Spring/May Festival

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

- Napa Wine Country Online Auction made \$47k before expenses (roughly \$44k after)
- Dine and Donates have made roughly \$2,300 so far this year
- Free Coffee Days continue on the 3rd Tuesdays
- Poker Party is scheduled for May 30th
- PC Budget review is in process
- Yearbook proposals being discussed to ensure all students have the opportunity to get one

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

- Form 700 - Continuing Board Members (#11a-#11b)
- Required Ethics Training and Brown Act (all complete)
- CC Member Continuation
 - Community Member (Maria Martinez is not returning)
 - Parent-at-Large (Meredith Fitzgerald's term is up)
 - Board Appointed Parent (Melissa Haberman is not returning as Chair)
- Comprehensive School Safety Plan Reading Assignments (for Summer 2026)
 - Birha McCann: Pages 1-16
 - Claudia Alexander: Pages 17-22
 - Amber Paukert: Pages 23-28
 - Meredith Fitzgerald: Pages 29-41
 - Maria Martinez: Pages 42-44
 - Melissa Haberman: Pages 45-87
 - Maria Giusti: Pages 88-100
- CSDC Conference Attendance (coming up locally <Sacramento> in November 2026 - offers a great opportunity to connect with other charter schools, prepare for charter renewal, etc.)

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.)

Note: At this point, Melissa Haberman asked for Charter Council approval to move Agenda Items #19 (Review Assurance Letters for Continuing Employees) and #20 (Review Employment Agreement Policy, Employment Agreement Templates, and Employee Benefits Policy) right after Agenda Item #14 (Salary Schedule Review and Approval). (This will cause the agenda numbers in the rest of these minutes to adjust.) Passed with a motion by Meredith Fitzgerald and a second by Birha McCann.

Claudia Alexander	Yes
Meredith Fitzgerald	Yes
Maria Giusti	Recused

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

14. **Salary Schedule Review and Approval (#12):** Lisa Meyers shared draft updates for the Certificated Teacher salary schedule, which include:
- Removing credential requirements, so Class I requires a Bachelors degree, Class II requires a BA plus 30 units, and Class III requires a Masters degree.
 - Removing \$2,000 stipend for Master’s degree with preliminary credential (since teachers with a Masters degree would now land in Class III even with a preliminary credential)
 - Updating the verbiage in the first entry under “Notes” to change “certificated teaching experience” to “relevant professional or teaching experience”.

Lisa explained that the reasoning behind these changes is that she wants to enable teachers who are working on their credentials to be placed in the appropriate Class column based on their education level instead of having to start in Class I, since they have to clear their credentials within a certain timeframe in order to continue teaching. (This is similar to the approach used in the NVUSD certificated salary schedule, and would only impact one of our current teachers <resulting in a roughly \$5,000 increase for 2026-27>...but it would make it easier to hire new teachers who are still working on their credentials in the future.)

Charter Council discussed a number of additional updates that Lisa agreed to make to help provide more clarity. Passed with a motion by Maria Martinez and a second by Claudia Alexander.

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

15. **Review Assurance Letters for Continuing Employees (#12a-#12b):** Lisa Meyers shared a draft of the reasonable assurance letter she’s planning to send to employees who are definitely being offered the opportunity to continue in their positions for 2026-27, along with a draft list of employees and their positions. Heather Shumaker mentioned that she’d like to review the employee list more closely after the meeting and connect with Lisa re. any potential updates to the list before the assurance letters are sent out.

16. **Review Employment Agreement Policy, Employment Agreement Templates, and Employee Benefits Policy (#13a-#13d):** Charter Council reviewed three employment agreement templates used for SBS employees, and Lisa Meyers noted that she did not make any changes to them. The Employment Agreement Policy was not actually included in the meeting attachments, but it clarifies which type of employment agreement is used for which type of employee – specifically:
- Fixed Term Employment Agreement (*used for regularly scheduled employees after they successfully complete 3 years of employment*)
 - At-Will Employment Agreement (*used for regularly scheduled employees during their first 3 years of employment*)
 - At-Will On-Call Employment Agreement (*used for on-call employees for the duration of their on-call employment*)

Charter Council discussed the fact that the fixed term employment agreement is missing a line for a board member signature that the other two templates include, and Lisa agreed to add it.

Regarding the employee benefits policy, Melissa Haberman suggested that Charter Council consider the possible addition of an online health/wellness resource (Goomi) that would cost the school roughly \$2,000-\$3,000 per year and provide employees with access to online exercise classes, wellness resources, and health tips. Lisa mentioned that the PERS/STRS rates will be dictated by the Governor’s May Revision. Melissa mentioned that SBS hasn’t adjusted its \$850/month maximum contribution towards employee medical premiums in several years, and it may be time to consider increasing it. (She shared that the NVUSD medical contribution is capped at \$425/month.) Heather Shumaker mentioned that we need to discuss whether or not we want to add back in any additional paid time off for 12-month employees. Melissa will put the employee benefits policy on a future agenda for further discussion.

Note: At this point, the remaining employees in the room (Lisa Meyers, Greg Greeson, and Heather Shumaker) were asked to leave the meeting before the Closed Session started. (Greg and Heather left the meeting entirely; Lisa was asked to stay on campus so she could rejoin the meeting later.)

Closed Session: Entered at 8:34pm. *(Lisa Meyers re-joined the meeting at Charter Council’s request halfway through Closed Session.)*

17. **Public Employment (Government Code Section 54957, Employment Agreement)**

- Title: Executive Director

18. **Executive Director Goals/Objectives for 2026-27 (#14a-#14b)**

Open Session: Re-entered at 9:48pm.

19. **Report from Closed Session:** Charter Council approved the Executive Director goals/objectives for 2026-27.

20. **Confirm Next Meeting and Review Potential Agenda Items:** The next Charter Council meeting is scheduled for Tuesday, 05/12/26.

21. **Adjourn:** Passed with a motion by Birha McCann and a second by Maria Martinez at 9:49pm. **Verse.**

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

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

Action Items Summary

Related Agenda Item	Action Item	Assigned to:
13	Comprehensive School Safety Plan Summer Reading Assignments	All 8 CC Members
14	Update certificated salary schedule to incorporate CC requests	Lisa Meyers
15	Review the draft list of employees receiving assurance letters and share input with Lisa Meyers	Heather Shumaker
16	Add line for board member signature to fixed term employment agreement	Lisa Meyers

Tabled Agenda Items / Potential Topics for Future Meetings

Related Agenda Item	Tabled Agenda Item / Potential Future Topic	Owner
7	LCAP Survey Responses for 2026 (comments portion)	Lisa Meyers
16	Employee Defined Benefits updates (e.g. possible addition of online health/wellness resource, PERS/STRS adjustments, school's medical contribution, additional paid time off for 12-month employees, etc.)	Melissa Haberman