

Heartwood Charter School

Agenda for the meeting of the Heartwood Charter School Board of Directors

Call in location: 225 Tamalpais Rd, Fairfax, CA 94930

Call in location: 55 Fire Rd, Woodacre, CA 94973

The meeting may be joined by phone: +1 413-341-2989 PIN: 175 566 652#

Wednesday June 30, 2020

1:00 PM Public Session

Call to Order

- I. Roll Call
- II. Regular Meeting
 - A. Agenda Adjustments and Approval
 - B. Approval of Minutes
 - C. Correspondence
- III. Public and Community Input
 - A. (none requested)
- IV. Reports and Information
 - A. Director's Report
 - B. Finance Report
- V. Action Items
 - A. The Board will consider the 2020-21 academic year budget and approve or agree to study further.
 - B. The Board will consider the Covid-19 Operations Written Report and approve or agree to study further.
 - C. The Board will consider the 2020-21 EPA Spending Plan and approve or agree to study further.
 - D. The Board will consider hiring Amber McKinney for position of class teacher for 5th grade at Heartwood's Bothin Program.
 - E. The Board will consider hiring Estuaries Bonilla for position of class teacher for 1st grade at Heartwood's Bothin Program.
 - F. The Board will consider the FTE level For the Bothin Program Faculty and approve or agree to study further.
 - G. The Board will consider a posting a statement on the School website and approve or agree to study further.
- VI. Consent Items
 1. Extension of Homeschool Concierge Contract for a maximum of 2 months
- VII. Board Discussion – this time is reserved for Board members to address colleagues and staff about matters they believe need study or action. The President will direct what action he or she feels should be taken on any item introduced by a Board member.
- VIII. Closed Session
- IX. Open Session
- X. Action Taken in Closed Session
- XI. Dates and Future Agenda Items

Heartwood Charter School
 3-Year Operating Plan
 6/25/2020

Year 1	Year 2	Year 3
2020-21	2021-22	2022-23

REVENUES

Prior Year Carry Forward	74,810	103,700	31,682
State Revenues	2,661,799	3,206,322	3,683,045
Federal Revenues	-	-	-
Special Education	115,646	160,620	190,192
Fundraising	-	-	-
Community Pledges	-	-	-
Grants	49,000	50,000	50,000
Other	-	-	-
Subtotal Operating Revenues	\$ 2,901,255	\$3,520,642	\$3,954,920
Loans	1,654,600	-	-
TOTAL REVENUES	\$ 4,555,855	\$3,520,642	\$3,954,920

Enrollment	360	433	500
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EXPENDITURES

Prior Year Accounts Payable	-	-	-
1000 - Certificated and Instr Salaries	1,070,737	1,258,712	1,431,259
2000 - Non-Certificated Salaries	294,784	344,382	415,096
3000 - Retirement and Benefits	241,028	295,108	409,679
4000 - Books and Supplies	518,370	626,864	825,214
5000 - Operating	316,178	447,127	297,614
5000 - Professional Service	230,497	235,326	294,724
5000 - Utilities	24,045	29,441	32,551
5000 - Facilities	129,000	138,000	150,000
Startup and Expansion Expenses	-	-	-
Establish Budget Reserve			
Subtotal Operating Expenditures	\$ 2,824,639	\$3,374,959	\$3,856,137
Loan Repayment	1,627,516	114,000	84,000
TOTAL EXPENDITURES	\$ 4,452,155	\$3,488,959	\$3,940,137

Operating Surplus/Deficit (excl Loans, Donations)	\$ 1,806	\$ 43,788	\$ 110,888
As a % of Revenues	0%	1%	3%
Total Surplus/Deficit (incl Loans and Donations)	\$ 103,700	\$ 31,682	\$ 14,782

Expenditure per Student	\$ 7,846	\$ 7,794	\$ 7,712
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COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Heartwood Charter School	Stephanie Felton-Priestner, Executive Director	stephanie@heartwoodcharterschool.org 415-488-9572	June 30,2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

Heartwood Charter School is an independent study charter and as such was able to continue much of our program as originally planned, however there were some significant changes that were required to fully meet the needs of our students due to the COVID 19 emergency. We currently have two resources centers in two different counties. We closed the resource centers simultaneously with the public school closures in the counties where the resource centers are located. In order, to continue to provide the services that were part of the resource center programs, classes were converted to an online format. All direct instruction from credentialed teachers became virtual and any use of educational vendors was restricted to those vendors that provided virtual instruction. All in person instruction was suspended. Any students who required technological support to be able to participate in zoom meetings and/or virtual instruction were provided with all necessary equipment. Special education services continued through virtual services, and the needs of our students with IEPs were fully met. Teachers worked together as a community, supporting each other and the entire student body. Teams of teachers were formed to help provide both academic and social support for students and families in need.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

English Learners: We were unable to complete the summative ELPAC assessments due to the closure. Teachers continued to embed ELD standards into their instruction and support of parent homeschooling efforts, utilizing best practices in all their interactions with both parents and students. Additional individualized support was provided where necessary via zoom instruction or curriculum materials.

Foster Youth: At this time we have no students who are foster students

Low-Income Students: Heartwood Charter School teachers and administrators remained in constant contact with our families throughout this time period, reaching out to support them in a variety of ways including providing technology, in the form of computers and any other supporting hardware or software, providing recommendations for community resources, and constantly updating our parent portal with support materials for both academic and social services.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

As stated above Heartwood is an IS charter school and as such all of our students are regularly participating in distance learning. With the closure of the resource center and the loss of the in person connection with the credentialed support teachers, we worked to bring on more opportunities for the teachers to connect with the students and the families they support via zoom and other online platforms. Packets of support information were sent via email to parents. Certain instruction was recorded to allow students and parents to watch content at a time that was most convenient for the unique schedule of their family. Professional development was provided for teachers regarding their engagement with technology and how best to support their students via this platform. Teacher met regularly with their students, often one on one to enable a personal connection and the best possible evaluation of the students' progress and mood. Weekly virtual faculty meetings were held throughout this time period and best practices actively shared in the ongoing development of virtual teaching guidelines.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Our students are homeschool students who do not come to a site for meals. Regular check-ins with families were done to ensure that students and families had access to necessary resources during this time.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Our program is based on an independent study model. As a result, our parents are already actively engaged in the supervision of their children during ordinary school hours. As part of our contact with families during this time period, we confirmed the needs of our homeschooling families to ensure that the ability of parents to provide supervision of the students during school hours had not changed.

University Preparatory Academy Education Protection Account (EPA) Spending Determination*

Estimated Expenditures July 1, 2020 - June 30, 2021

Education Protection Account (Object Code 8012, Resource Code 1400-0)

	Object Codes	Heartwood Charter School
Amount Available for this Fiscal Year		
Education Protection Account	8012	\$23,498
Expenditures		
Certificated Salaries	1000s	
Teacher Salaries	1100	\$23,498
Administrator Salaries	1300	\$0
Classified Salaries	2000s	\$0
Employee Benefits	3000s	\$0
Books and Supplies	4000s	\$0
Services and Other Operating Expenses	5000s	\$0
Capital Outlay	6000s	\$0
Total Expenditures		\$23,498

*Estimated 2019-20 EPA Spending based on CDE P2 Certification. Per Proposition 30 and as extended by Proposition 55, EPA funds may not be used for salaries or benefits of administrators or any other administrative costs.