

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: (US)+1 224-513-0428 PIN: 923 488 814#

Wednesday September 22, 2021

10:30 AM 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
 1. Faculty
 2. Learning Mode Status
 - B. Finance Report
 - C. Facilities Update
- V. Action Items
 - A. The Board will consider salary increases for Mercedes McAllister DeBolt and Sarah Rose McMahan to \$24 per hour and approve, defer, or agree to study further.
 - B. The Board will consider hiring Devyn Gilman for the position of academic support teacher and approve, defer, or agree to study further.
 - C. The Board will consider the depreciation schedule for Homeschool Program Instructional Funds and approve, defer or agree to study further.
 - D. The Board will approve the Unaudited Actuals Cost Financial Report for the 2020-21 school year and approve, defer or agree to study further.
 - E. The Board will consider additional and changed employee assignments, and approve, defer, or agree to study further.
 - F. The Board will consider hiring an independent contractor to conduct woodworking for grades 6, 7 and 8 and approve, defer, or agree to study further.
- VI. Consent Items M, T, approved
 - A. CalChoice Health Benefits contract
 - B. JB Janitorial contract
- 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

- A. Public Employee Performance Evaluation (Gov. Code section 54957(b)(1).)
- B. Public Employee Discipline/Dismissal/Release (Gov. Code section 54957(b).)
- IX. Open Session
- X. Action Taken in Closed Session
- XI. Dates and Future Agenda Items

Heartwood Charter				
Homeschool Instructional Funds				
Depreciation Schedule 2021-22				
Internal Use Only				
Enrollment Start Date	Total Funding TK-8 per diem \$6.74	Total Funding 9-12 per diem \$8.42		
September 13, 2021	1193.26	1491.58		
September 14, 2021	1186.52	1483.16		
September 15, 2021	1179.78	1474.74		
September 16, 2021	1173.04	1466.32		
September 17, 2021	1166.3	1457.9		
September 20, 2021	1159.56	1449.48		
September 21, 2021	1152.82	1441.06		
September 22, 2021	1146.08	1432.64		
September 23, 2021	1139.34	1424.22		
September 24, 2021	1132.6	1415.8		
September 27, 2021	1125.86	1407.38		
September 28, 2021	1119.12	1398.96		
September 29, 2021	1112.38	1390.54		
September 30, 2021	1105.64	1382.12		
October 1, 2021	1098.9	1373.7		
October 4, 2021	1092.16	1365.28		
October 5, 2021	1085.42	1356.86		
October 6, 2021	1078.68	1348.44		
October 7, 2021	1071.94	1340.02		
October 8, 2021	1065.2	1331.6		
October 12, 2021	1058.46	1323.18		
October 13, 2021	1051.72	1314.76		
October 14, 2021	1044.98	1306.34		
October 15, 2021	1038.24	1297.92		
October 18, 2021	1031.5	1289.5		
October 19, 2021	1024.76	1281.08		
October 20, 2021	1018.02	1272.66		
October 21, 2021	1011.28	1264.24		
October 22, 2021	1004.54	1255.82		
October 25, 2021	997.8	1247.4		
October 26, 2021	991.06	1238.98		
October 27, 2021	984.32	1230.56		
October 28, 2021	977.58	1222.14		
October 29, 2021	970.84	1213.72		
November 1, 2021	964.1	1205.3		

November 2, 2021	957.36	1196.88		
November 3, 2021	950.62	1188.46		
November 4, 2021	943.88	1180.04		
November 5, 2021	937.14	1171.62		
November 8, 2021	930.4	1163.2		
November 9, 2021	923.66	1154.78		
November 10, 2021	916.92	1146.36		
November 12, 2021	910.18	1137.94		
November 15, 2021	903.44	1129.52		
November 16, 2021	896.7	1121.1		
November 17, 2021	889.96	1112.68		
November 18, 2021	883.22	1104.26		
November 19, 2021	876.48	1095.84		
November 29, 2021	869.74	1087.42		
November 30, 2021	863	1079		
December 1, 2021	856.26	1070.58		
December 2, 2021	849.52	1062.16		
December 3, 2021	842.78	1053.74		
December 6, 2021	836.04	1045.32		
December 7, 2021	829.3	1036.9		
December 8, 2021	822.56	1028.48		
December 9, 2021	815.82	1020.06		
December 10, 2021	809.08	1011.64		
December 13, 2021	802.34	1003.22		
December 14, 2021	795.6	994.8		
December 15, 2021	788.86	986.38		
December 16, 2021	782.12	977.96		
December 17, 2021	775.38	969.54		
January 3, 2022	768.64	961.12		
January 4, 2022	761.9	952.7		
January 5, 2022	755.16	944.28		
January 6, 2022	748.42	935.86		
January 7, 2022	741.68	927.44		
January 10, 2022	734.94	919.02		
January 11, 2022	728.2	910.6		
January 12, 2022	721.46	902.18		
January 13, 2022	714.72	893.76		
January 14, 2022	707.98	885.34		
January 18, 2022	701.24	876.92		
January 19, 2022	694.5	868.5		
January 20, 2022	687.76	860.08		
January 21, 2022	681.02	851.66		
January 24, 2022	674.28	843.24		

January 25, 2022	667.54	834.82		
January 26, 2022	660.8	826.4		
January 27, 2022	654.06	817.98		
January 28, 2022	647.32	809.56		
January 31, 2022	640.58	801.14		
February 1, 2022	633.84	792.72		
February 2, 2022	627.1	784.3		
February 3, 2022	620.36	775.88		
February 4, 2022	613.62	767.46		
February 7, 2022	606.88	759.04		
February 8, 2022	600.14	750.62		
February 9, 2022	593.4	742.2		
February 10, 2022	586.66	733.78		
February 11, 2022	579.92	725.36		
February 14, 2022	573.18	716.94		
February 15, 2022	566.44	708.52		
February 16, 2022	559.7	700.1		
February 17, 2022	552.96	691.68		
February 18, 2022	546.22	683.26		
February 28, 2022	539.48	674.84		
March 1, 2022	532.74	666.42		
March 2, 2022	526	658		
March 3, 2022	519.26	649.58		
March 4, 2022	512.52	641.16		
March 5, 2022	505.78	632.74		
March 8, 2022	499.04	624.32		
March 9, 2022	492.3	615.9		
March 10, 2022	485.56	607.48		
March 11, 2022	478.82	599.06		
March 14, 2022	472.08	590.64		
March 15, 2022	465.34	582.22		
March 16, 2022	458.6	573.8		
March 17, 2022	451.86	565.38		
March 18, 2022	445.12	556.96		
March 21, 2022	438.38	548.54		
March 22, 2022	431.64	540.12		
March 23, 2022	424.9	531.7		
March 24, 2022	418.16	523.28		
March 25, 2022	411.42	514.86		

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2020 to June 30, 2021**

Charter School Name: Heartwood Charter School

CDS #: Unaudited Actuals Heartwood 20-21 2021-09-10

Charter Approving Entity: Liberty Elementary

County: Sonoma

Charter #: 2071

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 7438, 9400-9489, 9660-9669, 9796, and 9797)

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	788,254.00		788,254.00
Education Protection Account State Aid - Current Year	8012	23,498.00		23,498.00
State Aid - Prior Years	8019	0.00		0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	226,538.00		226,538.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		1,038,290.00	0.00	1,038,290.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		0.00	0.00
Special Education - Federal	8181, 8182		22,844.76	22,844.76
Child Nutrition - Federal	8220		0.00	0.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		7,069.00	7,069.00
Total, Federal Revenues		0.00	29,913.76	29,913.76
3. Other State Revenues				
Special Education - State	StateRevSE		73,431.25	73,431.25
All Other State Revenues	StateRevAO	23,365.57	17,327.79	40,693.36
Total, Other State Revenues		23,365.57	90,759.04	114,124.61
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	209,388.52	0.00	209,388.52
Total, Local Revenues		209,388.52	0.00	209,388.52
5. TOTAL REVENUES				
		1,271,044.09	120,672.80	1,391,716.89
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	462,850.00	60,950.00	523,800.00
Certificated Pupil Support Salaries	1200	0.00	0.00	0.00
Certificated Supervisors' and Administrators' Salaries	1300	103,583.35	8,916.73	112,500.08
Other Certificated Salaries	1900	0.00	0.00	0.00
Total, Certificated Salaries		566,433.35	69,866.73	636,300.08
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	0.00	0.00	0.00
Noncertificated Support Salaries	2200	0.00	0.00	0.00
Noncertificated Supervisors' and Administrators' Salaries	2300	50,430.03	3,433.36	53,863.39
Clerical, Technical and Office Salaries	2400	24,357.35	0.00	24,357.35
Other Noncertificated Salaries	2900	0.00	0.00	0.00

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Total, Noncertificated Salaries		74,787.38	3,433.36	78,220.74
Description	Object Code	Unrestricted	Restricted	Total
3. Employee Benefits				
STRS	3101-3102	0.00	0.00	0.00
PERS	3201-3202	0.00	0.00	0.00
OASDI / Medicare / Alternative	3301-3302	48,737.95	4,395.46	53,133.41
Health and Welfare Benefits	3401-3402	29,199.62	1,561.29	30,760.91
Unemployment Insurance	3501-3502	23,638.76	441.55	24,080.31
Workers' Compensation Insurance	3601-3602	9,117.28	988.12	10,105.40
OPEB, Allocated	3701-3702	0.00	0.00	0.00
OPEB, Active Employees	3751-3752	0.00	0.00	0.00
Other Employee Benefits	3901-3902	0.00	0.00	0.00
Total, Employee Benefits		110,693.61	7,386.42	118,080.03
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	0.00	0.00	0.00
Books and Other Reference Materials	4200	0.00	0.00	0.00
Materials and Supplies	4300	29,357.46	8,650.79	38,008.25
Noncapitalized Equipment	4400	0.00	2,400.00	2,400.00
Food	4700	0.00	0.00	0.00
Total, Books and Supplies		29,357.46	11,050.79	40,408.25
5. Services and Other Operating Expenditures				
Subagreements for Services	5100	0.00	0.00	0.00
Travel and Conferences	5200	0.00	0.00	0.00
Dues and Memberships	5300	1,500.00	0.00	1,500.00
Insurance	5400	48,697.12	0.00	48,697.12
Operations and Housekeeping Services	5500	5,996.67	0.00	5,996.67
Rentals, Leases, Repairs, and Noncap. Improvements	5600	22,335.00	0.00	22,335.00
Transfers of Direct Costs	5700-5799			0.00
Professional/Consulting Services and Operating Expend.	5800	198,332.41	49,642.01	247,974.42
Communications	5900	1,449.73	0.00	1,449.73
Total, Services and Other Operating Expenditures		278,310.93	49,642.01	327,952.94
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Depreciation Expense (accrual basis only)	6900			0.00
Total, Capital Outlay		0.00	0.00	0.00
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00
Transfers of Indirect Costs	7300-7399			0.00
Debt Service:				
Interest	7438			0.00

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Principal (for modified accrual basis only)	7439		0.00	
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00
8. TOTAL EXPENDITURES		1,059,582.73	141,379.31	1,200,962.04
Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		211,461.36	(20,706.51)	190,754.85
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(15,018.51)	15,018.51	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(15,018.51)	15,018.51	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		196,442.85	(5,688.00)	190,754.85
F. FUND BALANCE / NET POSITION				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	96,895.31	0.00	96,895.31
b. Adjustments/Restatements	9793, 9795	(206,446.31)	5,688.00	(200,758.31)
c. Adjusted Beginning Fund Balance /Net Position		(109,551.00)	5,688.00	(103,863.00)
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		86,891.85	0.00	86,891.85
Components of Ending Fund Balance (Modified Accrual Basis only)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investment in Capital Assets	9796	0.00	0.00	0.00
b. Restricted Net Position	9797		0.00	0.00
c. Unrestricted Net Position	9790A	86,891.85	0.00	86,891.85
Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111	0.00		0.00
In Banks	9120	246,898.19	0.00	246,898.19
In Revolving Fund	9130	0.00		0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140	0.00		0.00

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2. Investments	9150	0.00		0.00
3. Accounts Receivable	9200	269,174.78		269,174.78
4. Due from Grantor Governments	9290	0.00		0.00
5. Stores	9320	0.00		0.00
6. Prepaid Expenditures (Expenses)	9330	6,428.69		6,428.69
7. Other Current Assets	9340	0.00		0.00
8. Capital Assets (accrual basis only)	9400-9489	0.00		0.00
9. TOTAL ASSETS		522,501.66	0.00	522,501.66
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490	0.00	0.00	0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	65,709.81		65,709.81
2. Due to Grantor Governments	9590	0.00		0.00
3. Current Loans	9640	119,900.00		119,900.00
4. Unearned Revenue	9650	0.00		0.00
5. Long-Term Liabilities (accrual basis only)	9660-9669	250,000.00		250,000.00
6. TOTAL LIABILITIES		435,609.81	0.00	435,609.81
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690	0.00	0.00	0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G9 + H2) - (I6 + J2) (must agree with Line F2)		86,891.85	0.00	86,891.85

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None	\$ 0.00	0.00	0.00
b. _____			0.00
c. _____			0.00
d. _____			0.00
e. _____			0.00
f. _____			0.00
g. _____			0.00
h. _____			0.00
i. _____			0.00

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j. _____		0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries 1000-1999	0.00
b. Noncertificated Salaries 2000-2999	0.00
c. Employee Benefits except 3801-	0.00
d. Books and Supplies 4000-4999	0.00
e. Services and Other Operating Expenditures 5000-5999	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

3. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2019-20 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2022-23.

a. Total Expenditures (B8)	1,200,962.04
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	29,913.76
c. Subtotal of State & Local Expenditures [a minus b]	1,171,048.28
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total]	0.00
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	\$ 1,171,048.28

**Changed Assignments
9/15/2021**

	Status	Assignment (students)	Assignment Change	FTE	Current Pay	Additional Assignment	Proposed Salary 21-22		Proposed Est Pay 21-22
Kelly Prescutti	Returning	30.00	Handwork 2 periods	1.00	\$63,000	\$2,600	\$65,600		
Kit Mayberry	Returning	30.00	Math 5 hours, 1 addl tutoring, 27 students	1.00	\$64,000	\$6,600	\$70,600		
Melissa Hartley	New	15.00	Up to 16 hours Acad Support	1.00	\$31,500	\$21,000	\$52,500		
Angela Cloud	New	10.00	Cume folder management	0.40	\$21,000	\$1,000		\$ 30.20	\$ 22,080
Maggie Moore	Returning	-	Up to 4 hours Acad Support	0.10	\$0	\$7,800		\$ 50.00	\$ 7,800
Devyn Gilman	New	-	Up to 6 hours Acad Support	0.15	\$0	\$11,700		\$ 50.00	\$ 11,700
Sarah Rose McMahon	New	1.00	Move from K to 1st assistant	1.00	\$28,800			\$ 24.00	\$ 31,425
Scott Kreinberg	Returning	30.00	Increase roster to 30		\$52,500		\$63,000		



CaliforniaChoice
Your Health. Your Choice.®

Requalification Employer Agreement

2nd Notice

RESPONSE REQUIRED

(Copy sent to Broker)

E-mail form to gpc@choiceadmin.com

August 24, 2021

Melissa A Cerny
GALLAGHER BENEFIT SERVICES OF CA
505 N BRAND BLVD STE 600
GLENDALE, CA. 91203

CaliforniaChoice Group Number: 66953
HEARTWOOD CHARTER SCHOOL
Group Contact: Stephanie Felton Priestner
Renewal Date: November 1, 2021

Requalification Employer Agreement due: 10/01/21

Dear CaliforniaChoice® Group:

As part of the annual renewal process, your group needs to be requalified. This means that we must be able to verify that your group is still eligible to continue to participate in the CaliforniaChoice program. Please read the declarations below, verify your group meets the participation requirements of the program, sign this form and return it to our office.

DECLARATIONS:

1. The company contributes a minimum of 50% of the lowest cost premium for each enrolled employee.
2. Each employee currently enrolled in CaliforniaChoice and/or applying meets the eligibility requirements per our administrative handbook.
3. The company has offered CaliforniaChoice coverage to all full time eligible employees.
4. The company has at least one employee who is not the sole proprietor, business owner or partner of a partnership or spouse/domestic partner of the sole proprietor, business owner or partner of a partnership.
5. The company meets the minimum participation requirements:
 - 1-2 Employees: 100% of eligible employees (medically enrolled).
 - 3-100 Employees: 70% of eligible employees (medically enrolled).
6. The company's principal executive office (home office) is located in California and more than 50% of all eligible employees live, work or reside in California.
7. If your CaliforniaChoice policy was in force prior to October 2003, and you currently have a separate Kaiser Permanente Policy, a minimum of 5 eligible employees must be medically enrolled at all times and meet the 70% minimum participation requirement. Employees that remain enrolled in the group's direct Kaiser Permanente Policy are not counted towards participation requirements.

In the event that your group is unable to requalify, coverage will be canceled, rescinded, or non-renewed on the last day of the month prior to the group's Renewal Date. Please sign and return this form to:

Mail To: Attn: Group Processing Center
CaliforniaChoice
721 South Parker, Suite 200,
Orange, CA 92868

Fax To: (888) 328-8002
Email To: gpc@choiceadmin.com

As an authorized representative of the group, I have read, understand, and attest that the above statements are true and correct. I also agree to provide CaliforniaChoice with any and all information necessary to prove the above statements if requested.

By continuing coverage with CaliforniaChoice, I am certifying that my group continues to meet the minimum eligibility requirements, as indicated above, to participate in the CaliforniaChoice program. In order to retain coverage for the new plan year, my group must continue to adhere to all of the declarations listed above.

Please note: Receipt of payment does not guarantee coverage.

DocuSigned by:

3DE981BE1A13458...

Mark Puccinelli

9/3/2021

Authorized Group Contact Signature

Print Name

Date (MM/DD/YYYY)

Note: Form of agreement may be amended or scope may be amended

AJ JANITORIAL Agreement

This is an agreement of Cleaning Services between Heartwood Charter School and AJ Janitorial Services. The Agreement between the two parties is made and entered into agreement upon the following date: **September 1 2021**.

The location stated in this agreement is found at the following address: 3125 Sir Francis Drake Fairfax CA.

Heartwood Educational Collaborative and AJ Janitorial hereby agree to the following terms: - Heartwood will provide the following supplies: Paper Towels, Toilet Paper and Hand Soap.

- Heartwood will pay Company \$575 daily for the services mentioned in this agreement.

- Services to be performed by Company include the following:

cleaning floors; toilets; sinks and removal of trash from the interior trash containers and brought to the outdoor Dump; Heartwood will provide the equipment.

Thursday: Stone House - Large room + one bathroom

Manor Hall main room lower floor and entry + bathrooms

Little House lower floor and work room behind + lower floor bathrooms

Tree house Yurt

Field Yurt

Bay Tree Yurts

-Whole house

Tree House

Bathrooms

Bay Tree

Bathrooms

K-Red barn rooms + bathroom

Dining hall + bathroom

Either party may terminate this agreement at any time. Either party will provide a 30 days' notice prior to termination. Signature of the Client Date:

AJ Janitorial Services Ana M Quinteros

Stephanie Felton-Priestner, Executive Director

Mark Puccinelli, Governing Board President

Heartwood Charter School