

# Heartwood Charter School

## Agenda for the Meeting of the Heartwood Charter School Board of Directors

Location: 170 Liberty School Road, Petaluma, CA 94930

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

The meeting may be joined by phone: [\(US\) +1 309-205-3325](tel:(US)+13092053325) Passcode: 002581

Or by video conference

Join Zoom Meeting: <https://us06web.zoom.us/j/84224047831?pwd=RnO84amBJFQ7EQGC4a87gbfW42HODy.1>

**Tuesday September 26, 2023**

**9:30AM Public Session**

Call to Order

- I. Roll Call
- II. Regular Meeting
  - A. Agenda Adjustments and Approval
- III. Approval of Minutes
- IV. Correspondence
- V. Reports and Information
  - A. Director's Report
    1. Curriculum and academics
    2. Faculty
  - B. Finance
    1. Unaudited Actuals 22-23
    2. Budget Adjustments 23-24
- VI. Action Items
  - A. The Board will consider the personnel actions and approve, defer or agree to study further.
  - B. The Board will consider the Unaudited Actuals budget report and approve, defer, or agree to study further.
  - C. The Board will consider the revised Salary Schedule and approve, defer or agree to study further.
  - D. The Board will consider the Retirement Program school contribution and approve, defer, or agree to study further.
  - E. The Board will consider the MOU agreement with the YMCA for aftercare, and approve, defer or agree to study further.
- VII. Consent Items
  - A. ProCare contract for in-person Speech Language Pathology services
- VIII. 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.
  - A. Enrollment
  - B. Student Retention
  - C. Communication
- IX. Closed Session
  - A. Public Employee Performance Evaluation (Gov. Code section 54957(b)(1).)
  - B. Public Employee Discipline/Dismissal/Release (Gov. Code section 54957(b).)
- X. Open Session

- XI. Action Taken in Closed Session
- XII. Dates and Future Agenda Items conditions
- XIII. Adjourn

Personnel Actions 9/26/2023

Employee	Status	Assignment	Action	FTE	Current Salary	Current Hourly	Proposed Salary	Proposed Hourly Pay	Proposed Est Annual	Effective Date
Sara Ris	Reactivate	Teaching Asst	Approve rehire	0.60						8/1/2023
Katie Brillault	Current	Additional	Addl asst for Math Specialist,							9/15/2023
Jeremiah Watterson	Current	Additional	Addl Asst for Games Coord,							9/15/2023
Kim Holscher	Current	Additional	Addl Asst for Extra Class,							9/15/2023
Tamara Lemesh	Current	Compensatory	Compensate Admin Credential Prog Cost, 1/2 in March, 1/2 in May after contract signature							10/1/2023
Kelli Lewis	Current	Compensatory	Compensate Admin Credential Prog Cost, 1/2 in March, 1/2 in May after contract signature							10/1/2023

CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2022 to June 30, 2023

CHARTER SCHOOL CERTIFICATION

Charter School Name: Heartwood Charter  
CDS #: 49-70797-0139568  
Charter Approving Entity: Liberty Elementary  
County: Sonoma  
Charter #: 2071

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

For County Fiscal Contact:	For Approving Entity:	For Charter School:
Felicia Koha	Chris Rafanelli	Bryce Fleming
Name	Name	Name
District Fiscal Management Adv.	Superintendent	VP of Finance - EdTec
Title	Title	Title
707-524-8412	(707) 795-4380 X 200	415-847-7531
Telephone	Telephone	Telephone
f.koha@scoe.org	crafanelli@liberty.sd.org	bryce@edtec.com
Email address	Email address	Email address

To the entity that approved the charter school:

X 2022-23 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Charter School Official  
(Original signature required)  
Printed Name: Mark Puccinelli Title: Board President

To the County Superintendent of Schools:

2022-23 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative of  
Charter Approving Entity  
(Original signature required)  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

To the Superintendent of Public Instruction:

2022-23 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
County Superintendent/Designee  
(Original signature required)

**CHARTER SCHOOL UNAUDITED ACTUALS**  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2022 to June 30, 2023

Charter School Name: Heartwood Charter  
CDS #: 49-70797-0139568  
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)

- X **Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)**  
**Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)**

Description	Object Code	Unrestricted	Restricted	Total
<b>A. REVENUES</b>				
1. LCFF Sources				
State Aid - Current Year	8011	3,045,037.00		3,045,037.00
Education Protection Account State Aid - Current Year	8012	103,154.00		103,154.00
State Aid - Prior Years	8019			0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	2,376,477.00		2,376,477.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		5,524,668.00	0.00	5,524,668.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		58,255.00	58,255.00
Special Education - Federal	8181, 8182		51,383.50	51,383.50
Child Nutrition - Federal	8220			0.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		121,373.00	121,373.00
Total, Federal Revenues		0.00	231,011.50	231,011.50
3. Other State Revenues				
Special Education - State	StateRev SE		467,504.40	467,504.40
All Other State Revenues	StateRev AO	129,332.77	54,522.66	183,855.43
Total, Other State Revenues		129,332.77	522,027.06	651,359.83
4. Other Local Revenues				
All Other Local Revenues	LocalRev AO	144,405.99		144,405.99
Total, Local Revenues		144,405.99	0.00	144,405.99
5. TOTAL REVENUES		5,798,406.76	753,038.56	6,551,445.32
<b>B. EXPENDITURES (see NOTE in Section L)</b>				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	1,691,222.75	373,032.88	2,064,255.63
Certificated Pupil Support Salaries	1200			0.00
Certificated Supervisors' and Administrators' Salaries	1300	200,066.43		200,066.43
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		1,891,289.18	373,032.88	2,264,322.06
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	117,215.99	105,141.05	222,357.04
Noncertificated Support Salaries	2200			0.00
Noncertificated Supervisors' and Administrators' Salaries	2300	120,271.26	19,427.81	139,699.07
Clerical, Technical and Office Salaries	2400	139,811.80		139,811.80
Other Noncertificated Salaries	2900		0.00	0.00
Total, Noncertificated Salaries		377,299.05	124,568.86	501,867.91
3. Employee Benefits				
STRS	3101-3102			0.00
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	160,102.97	49,368.84	209,471.81

Health and Welfare Benefits	3401-3402	149,321.66	20,905.12	170,226.78	
Unemployment Insurance	3501-3502	72,637.67	15,519.79	88,157.46	
Workers' Compensation Insurance	3601-3602	38,763.99		38,763.99	
OPEB, Allocated	3701-3702			0.00	
OPEB, Active Employees	3751-3752			0.00	
Other Employee Benefits	3901-3902	35,052.46	9,423.36	44,475.82	
Total, Employee Benefits		455,878.75	95,217.11	551,095.86	
4. Books and Supplies					
Approved Textbooks and Core Curricula Materials	4100			0.00	
Books and Other Reference Materials	4200	788.97		788.97	
Materials and Supplies	4300	655,464.70	60,391.66	715,856.36	
Noncapitalized Equipment	4400	10,894.51		10,894.51	
Food	4700			0.00	
Total, Books and Supplies		667,148.18	60,391.66	727,539.84	
5. Services and Other Operating Expenditures					
Subagreements for Services	5100			0.00	
Travel and Conferences	5200	7,585.52		7,585.52	
Dues and Memberships	5300	3,982.00		3,982.00	
Insurance	5400	40,977.01		40,977.01	
Operations and Housekeeping Services	5500	26,195.94		26,195.94	
Rentals, Leases, Repairs, and Noncap. Improvements	5600	140,308.00		140,308.00	
Transfers of Direct Costs	5700-5799			0.00	
Professional/Consulting Services and Operating Expend.	5800	517,219.84	298,399.04	815,618.88	
Communications	5900	4,307.62		4,307.62	
Total, Services and Other Operating Expenditures		740,575.93	298,399.04	1,038,974.97	
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	
Lease Assets	6600			0.00	
Depreciation Expense (accrual basis only)	6900			0.00	
Amortization Expense - Lease Assets	6910			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	883.00		883.00	
Principal (for modified accrual basis only)	7439			0.00	
Total Debt Service		883.00	0.00	883.00	
Total, Other Outgo		883.00	0.00	883.00	
8. TOTAL EXPENDITURES		4,133,074.09	951,609.55	5,084,683.64	
Description		Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)			1,665,332.67	(198,570.99)	1,466,761.68
D. OTHER FINANCING SOURCES / USES					
1. Other Sources	8930-8979				0.00

Less:				
2. Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(174,005.99)	174,005.99	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(174,005.99)	174,005.99	0.00
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)</b>		1,491,326.68	(24,565.00)	1,466,761.68
<b>F. FUND BALANCE / NET POSITION</b>				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	976,379.58	0.00	976,379.58
b. Adjustments/Restatements	9793, 9795	7,313.66	24,565.00	31,878.66
c. Adjusted Beginning Fund Balance /Net Position		983,693.24	24,565.00	1,008,258.24
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		2,475,019.92	0.00	2,475,019.92
<b>Components of Ending Fund Balance (Modified Accrual Basis only)</b>				
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. <b>Components of Ending Net Position (Accrual Basis only)</b>				
a. Net Investment in Capital Assets	9796			0.00
b. Restricted Net Position	9797			0.00
c. Unrestricted Net Position	9790A	2,475,019.92	0.00	2,475,019.92
<b>Description</b>	<b>Object Code</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
<b>G. ASSETS</b>				
1. Cash				
In County Treasury	9110	19,574.95		19,574.95
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	1,852,494.39		1,852,494.39
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	1,408,881.32		1,408,881.32
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330			0.00
7. Other Current Assets	9340			0.00
8. Lease Receivable	9380			0.00
9. Capital Assets (accrual basis only)	9400-9489			0.00
10. TOTAL ASSETS		3,280,950.66	0.00	3,280,950.66
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
<b>I. LIABILITIES</b>				
1. Accounts Payable	9500	174,747.74		174,747.74
2. Due to Grantor Governments	9590	1,556.00		1,556.00
3. Current Loans	9640			0.00
4. Unearned Revenue	9650	478,838.00		478,838.00

5. Long-Term Liabilities (accrual basis only)	9660-9669	150,789.00		150,789.00
6. TOTAL LIABILITIES		805,930.74	0.00	805,930.74
<b>J. DEFERRED INFLOWS OF RESOURCES</b>				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
<b>K. FUND BALANCE /NET POSITION</b>				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)				
(must agree with Line F2)		2,475,019.92	0.00	2,475,019.92

**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
j.			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	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 3000-3999 except 3801-3802	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. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster**

Date of Presidential Disaster Declaration	Brief Description i.e., COVID-19 (If no amounts, indicate "None")	Amount
a.		
b.		
c.		
d.		
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)		0.00

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

Results of this calculation will be used for comparison with 2021-22 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 2024-25.

a. Total Expenditures (B8)	5,084,683.64
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]	231,011.50
c. Subtotal of State & Local Expenditures	4,853,672.14
[a minus b]	
d. Less Community Services	0.00
[L2 Total]	
e. Less Capital Outlay & Debt Service	883.00
[Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	
f. Less Supplemental Expenditures made as the result of a Presidentially	0.00



Declared Disaster	
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE	\$ 4,852,789.14
[c minus d minus e minus f]	

## Salary Schedule 2023-24 (Revision 0, Proposed September 26, 2023)

September 26, 2023

Effective October 1, 2023

### Bothin Program Faculty

#### Stipends

Waldorf teaching experience

5-9 years, add \$2,000 annually

10-14 years, add \$3,000 annually

15 years and up, add \$4,000 annually

Employed since 2019-20 school year, add \$2,000 annually (future 5+ years with program bonus)

Extended week, **(omitted)**

On-site work location, included in schedule

Pay rate for part time classroom teachers **(omitted)**

### Bothin Program Non-Credentialed

Step	22-23
0	\$64,271
1	\$66,199
2	\$68,185
3	\$70,230
4	\$72,337
5	\$74,507
6	\$76,742
7	\$79,045
8	\$81,416
9	\$83,858
10	\$86,374
11	\$87,670
12	\$88,985
13	\$90,320
14	\$91,674
15	\$93,050
16	\$93,515
17	\$93,982
18	\$94,452
19	\$94,925
20 plus	\$95,399

**Bothin Program Credentialed (Revision 0, Proposed September 26, 2023)**

**Effective October 1, 2023**

**Stipends**

Waldorf teaching experience

5-9 years, add \$2,000 annually

10-14 years, add \$3,000 annually

15 years and up, add \$4,000 annually

Employed since 2019-20 school year, add \$2,000 annually

Extended week, **(omitted)**

On-site work location, included in schedule

Pay rate for part time classroom teachers **\$38.00** per hour

<b>Step</b>	<b>23-24</b>
0	\$65,541
1	\$67,507
2	\$69,532
3	\$71,618
4	\$73,767
5	\$75,980
6	\$78,259
7	\$80,607
8	\$83,025
9	\$85,516
10	\$88,082
11	\$89,403
12	\$90,744
13	\$92,105
14	\$93,487
15	\$94,889
16	\$95,363
17	\$95,840
18	\$96,319
19	\$96,801
20 plus	\$97,285

Advancement among steps will determined by Board decision prior to beginning of academic year.

**Bothin Program Instructional Assistant** **(Revision 0, Proposed September 26, 2023)**

**Effective October 1, 2023**

<b>Step</b>	<b>23-24 Hrly</b>
0	\$26.29
1	\$27.07
2	\$27.89
3	\$28.72
4	\$29.58
5	\$30.47
6	\$31.39
7	\$32.33
8	\$33.30

Advancement among steps will determined by Board decision prior to beginning of academic year.

## **Homeschool Program Credentialed (Revision 0, Proposed September 26, 2023)**

**Effective October 1, 2023**

### **Stipends for full roster**

Full roster is **30** students as assigned by school

Credential, single subject, add \$2,000 annually

Independent Study teaching experience

5-9 years, add \$1,000 annually

10-14 years, add \$2,000 annually

15 years and up, add \$3,000 annually

Employed since 2019-20 school year, add \$2,000 annually

Rosters of 30 students or fewer will be paid at an hourly rate, first year of employment at **\$38.00** per hour, and subsequent years proportional to salary schedule, with allowed weekly hours a proportion of 30 students times 40 hours.

### **Homeschool Program Credentialed**

<b>Step</b>	<b>23-24</b>	<b>23-24 Hrly</b>
0	\$60,197	\$34.68
1	\$62,002	\$35.72
2	\$63,862	\$36.79
3	\$65,778	\$37.89
4	\$67,752	\$39.03
5	\$69,784	\$40.20
6	\$71,878	\$41.40
7	\$74,034	\$42.65
8	\$76,255	\$43.93
9	\$78,543	\$45.24
10	\$80,899	\$46.60
11	\$82,113	\$47.30
12	\$83,344	\$48.01
13	\$84,594	\$48.73
14	\$85,863	\$49.46
15	\$87,151	\$50.20
16	\$88,023	\$50.70
17	\$88,903	\$51.21
18	\$89,792	\$51.72
19	\$90,690	\$52.24
20 plus	\$91,597	\$52.76

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Holidays and school breaks within instructional start and end dates will be paid. Hourly faculty will be paid for school holiday and breaks based on the hourly allowance for the week holiday or break occurs.

**Special Education Credentialed (Revision 0, Proposed September 26, 2023)**

**Effective July 1, 2023**

**Stipends for full time Special Education Faculty**

Special Education teaching experience

5-9 years, add \$1,000 annually

10-14 years, add \$1,500 annually

15 years and up, add \$2,000 annually

Employed since 2019-20 school year, add \$2,000 annually

Supplement for on-site work location, \$2,000 annually

Pay rate for part time Education Specialists **\$43.00**

<b>Step</b>	<b>23-24</b>	<b>23-24 Hrly</b>
0	<b>\$72,095</b>	<b>\$41.53</b>
1	<b>\$74,258</b>	<b>\$42.78</b>
2	<b>\$76,486</b>	<b>\$44.06</b>
3	<b>\$78,780</b>	<b>\$45.38</b>
4	<b>\$81,144</b>	<b>\$46.74</b>
5	<b>\$83,578</b>	<b>\$48.14</b>
6	<b>\$86,085</b>	<b>\$49.59</b>
7	<b>\$88,668</b>	<b>\$51.08</b>
8	<b>\$91,328</b>	<b>\$52.61</b>
9	<b>\$94,068</b>	<b>\$54.19</b>
10	<b>\$95,479</b>	<b>\$55.00</b>
11	<b>\$96,911</b>	<b>\$55.82</b>
12	<b>\$98,365</b>	<b>\$56.66</b>
13	<b>\$99,840</b>	<b>\$57.51</b>
14	<b>\$101,338</b>	<b>\$58.37</b>
15	<b>\$102,858</b>	<b>\$59.25</b>
16	<b>\$103,372</b>	<b>\$59.55</b>
17	<b>\$103,889</b>	<b>\$59.84</b>
18	<b>\$104,408</b>	<b>\$60.14</b>
19	<b>\$104,930</b>	<b>\$60.44</b>
20 plus	<b>\$105,455</b>	<b>\$60.75</b>

Advancement among steps will determined by Board decision prior to beginning of academic year.

**Administration (Revision 0, Proposed September 26, 2023)**

**Effective January 8, 2023**

**Stipends for full time Administrative Employees**

Supplement for onsite work location, add \$2,000 annually, except Asst Principal

Waldorf Certificate, add \$2,000 annually

M. Ed. or equivalent, add \$1,000 annually

<b>Experience Step</b>	<b>Coordinator</b>	<b>Assistant Principal</b>	<b>Assistant Director</b>
1	88,560	99,360	105,840
2	90,560	101,943	107,840
3	92,915	104,594	110,644
4	95,330	107,313	113,521
5	97,809	110,103	116,472
6	100,352	112,966	119,500
7	102,961	115,903	122,607
8	105,638	118,917	125,795
9	108,385	122,009	129,066
10	111,203	125,181	132,422
11	114,094	128,436	135,865
12	117,060	131,775	139,397

**Heartwood Retirement Plan**

**School Contribution Schedule**

**Effective December 1, 2023**

**Proposed September 26, 2023**

	<b>Employee Contribution</b>	<b>School Contribution</b>
<b>Approved Contribution</b>	At least 1% and less than 2% of salary	Contribute 6% of employee salary
	2% or more up to IRS limits	Contribute 12% of employee salary up to IRS limits

Employees are eligible when employed full time, or when working an average of 30 hours per 5 day work week, or 0.75 FTE. Part time employees may be eligible after 4 months of working an average of 30 hours per 5 day work week, or 75% of hours during available in-session days.



**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE MARIN BRANCH OF  
THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF SAN FRANCISCO  
AND HEARTWOOD CHARTER SCHOOL**

WHEREAS the Marin Branch of the Young Men's Christian Association of San Francisco ("YMCA") and Heartwood Charter School ("District") mutually desire to affect a Memorandum of Understanding ("MOU") to define their relationship as of July 1st 2023.

**SECTION 1. THE PARTIES' INTENT**

- A. To establish and define the business relationship between YMCA and District as it relates to the Afterschool Program ("Afterschool" or "Programs") from August 28, 2023 through May 31, 2024, operating at the following location:  
  
Heartwood Charter School 3125 Sir Francis Drake Blvd., Fairfax, CA 94930
- B. To define Program schedules as follows:  
The Afterschool Program is under the supervision of YMCA staff from dismissal to 6:00 p.m. Monday, Tuesday, Wednesday, Thursday beginning August 28th through May 31, 2024.
- C. To serve as the guiding document as to the responsibilities of the YMCA and the District for the operation of the Programs.
- D. YMCA will charge participating families a monthly tuition rate with the option of attending 2, 3, or 4 days a week. In the event that the total YMCA student enrollment is less than 40, the District will subsidize the program for each vacancy so that that total monthly revenue equates to that of 40 enrolled students based on current program full fee structure.

**SECTION 2. TERM**

- A. This MOU will be in effect from July 1, 2023 until June 30th, 2024. The Term and Program schedules may be extended, shortened, or changed by written agreement of the parties.

**SECTION 3. YMCA ROLE**

- A. During Afterschool, YMCA will provide an academic program and afternoon enrichments from dismissal to 6:00 p.m., Monday, Tuesday, Wednesday, Thursday for the duration of the 2023-2024 school year through May 31st 2024. YMCA shall supervise all students from the time they are checked into the YMCA Program until they are dismissed to an authorized individual at the end of the Program each day.

- B. YMCA is responsible for the supervision and payroll of all YMCA staff.
- C. YMCA will ensure the formal registration of all students.
- D. YMCA is responsible for the tracking and collection of all after-school tuition payments.
- E. YMCA is responsible for ensuring YMCA staff has applied for, and passed background checks.
- F. YMCA is responsible for ensuring YMCA staff has completed Mandated Reporter training through a course approved by the State of California.

#### **SECTION 4. District Role**

- A. The district will provide janitorial services during the term of the agreement.
- B. The district will provide ample indoor and outdoor space for exclusive use by the YMCA during after-school program hours in accordance with Community Care Licensing requirements.

#### **SECTION 5. INDEMNITY AND INSURANCE**

- A. Each party shall defend, indemnify, and hold harmless the other party, its Board, officers, employees, volunteers, and agents against all claims, damages, losses, expenses (including reasonable attorneys' fees), and liabilities (referred to collectively as "losses") of any kind or character arising out of its performance under this MOU. This obligation shall not lie in those instances where the losses are caused solely by the negligence or intentional misconduct of the other party, its Board, officers, employees, volunteers, and agents. This obligation shall survive the termination of this MOU.
- B. Each party shall maintain during this MOU, at its cost, general liability insurance insuring itself against liability for bodily injury, including death, or property damage resulting from its performance under this MOU or use of the Facility for the Programs, with a limit of not less than One Million Dollars (\$1,000,000), and automobile liability insurance with a combined single limit of not less than One Million Dollars (\$1,000,000), Worker's compensation insurance as required by applicable law, and Employer's Liability insurance with limits of not less than One Million Dollars (\$1,000,000) per employee for bodily injury or disease.
- C. YMCA shall list Heartwood Charter School and Girl Scouts of Northern California as additional insureds on their respective policies.



If the general liability policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, each party shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than One Million Dollars (\$1,000,000) per occurrence or claim.

- D. All insurance required hereunder shall be primary (so that any contingent liability insurance of the other party will not be called upon for contribution); non-cancelable without thirty (30) days advance written notice to the other party; cover the indemnification obligations of both parties under this MOU; and be evidenced by a certificate of insurance and related endorsement from each party's insurance carrier.
- E. Each party agrees to notify the other party in writing immediately upon knowledge of any claim, suit, action, or proceeding for which either party may be entitled to indemnity under this MOU.

#### **SECTION 6. MISCELLANEOUS TERMS**

- A. **Notification.** Formal notice between the parties under this MOU shall be addressed as follows:

For Marin YMCA:  
Torrey Kelly  
Associate Executive Director  
1500 Los Gatos Dr.  
San Rafael, CA 94903

For Heartwood Charter School:  
Stephanie Felton-Priestner  
Executive Director  
170 Liberty School Rd  
Petaluma, CA 94952  
[stephanie@heartwoodcharterschool.org](mailto:stephanie@heartwoodcharterschool.org)

- B. **Entire Agreement.** This MOU constitutes the entire MOU and understanding between the parties, and supersedes all offers, negotiations and other MOUs concerning the subject matter contained herein. There are no representations or understandings of any kind not set forth herein. Any amendments to this MOU must be in writing and executed by both parties.
- C. **Counterparts.** This MOU may be executed in one or more duplicate originals and when so executed each such duplicate original, bearing the original signatures of the Parties, shall be admissible in any administrative or judicial proceeding as proof of its terms.
- D. **Attorney's Fees.** In the event of a dispute under this MOU, each Party shall bear its own attorneys' fees and costs.
- E. **Binding Effect.** The persons executing this MOU on behalf of the Parties warrant that (i) such person is duly authorized to execute and deliver this MOU on behalf of said Party, (ii) by so executing this MOU, Party is formally bound to the provisions of

this MOU, and (iii) entering into this MOU does not violate any provision of any other agreement to which either Party is bound.

- F. **Nondiscrimination.** There shall be no discrimination against any person on account of race, color, religion, sex, marital status, national origin, or ancestry in performance of the obligations under this MOU.
- G. **Independent Contractor.** YMCA in the performance of this MOU, shall be and shall act as an independent contractor. YMCA understands and agrees that all of its employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided to employees of the District or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. YMCA assumes full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this MOU.
- H. **Rent for Facility Use:** YMCA shall compensate District an annual rate of two thousand dollars (\$2,000.00) per year rent for partial use of a shared facility in accordance with state law.

WHEREFORE, this MOU is made and entered on the date first written above.

Young Men's Christian Association of  
San Francisco

By :   
Erin Clark (Aug 24, 2023 13:53 PDT)

Erin Clark

Its: Sr. VP of Operations/COO

Date: Aug 24, 2023

Heartwood Charter School

By: \_\_\_\_\_

Name: Stephanie Felton-Priestner

Its: Executive Director

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: Mark Puccinelli

Its: Governing Board President

Date: \_\_\_\_\_







# Marin\_Heartwood Charter School MOU\_8.28.2023-5.31.2024

Final Audit Report

2023-08-24

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