

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: [\(US\) +1 564-217-2000](tel:+15642172000) Passcode: 539676

Or by video conference

Join Zoom Meeting: <https://us06web.zoom.us/j/82409255444?pwd=TRzzTgSb11Vvq8jhGL5iboCATL5YG2.1>

Thursday February 29, 2024

9:30AM Public Session

Call to Order

- I. Roll Call
- II. Regular Meeting
 - A. Agenda Adjustments and Approval
- III. Correspondence
- IV. Reports and Information
 - A. Director's Report
 1. Staff
 2. Academics
 - B. Finance
 1. Budget Report
- V. Action Items
 - A. The Board will consider the personnel actions and approve, defer or agree to study further.
 - B. The Board will consider the proposal to award additional paid time off (PTO) days for employees who take Pregnancy Disability Leave (PDL) and approve, defer or agree to study further.
 - C. The Board will consider changes to the Heartwood Retirement Plan and approve, defer or agree to study further.
 - D. The Board will consider enrollment caps for 2024-25 school year of 180 for the Bothin Program and 500 for the Homeschool Program, and approve, defer, or agree to study further.
 - E. The Board will consider the LCAP midyear update and approve, defer or agree to study further.
 - F. The Board will consider school sponsorship of Bothin program aftercare for the remainder of 2022-24 school year and approve, defer or agree to study further.
- VI. Consent Items
- 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.
 - A. Aftercare
 - B. School Initiative for Improvement in Discipline and Safety
 - C. School initiative for Social and Emotional Development
 - D. School initiative for Administrative Development
 - E. Report on CAASPP test results
- VIII. Closed Session
 - A. Public Employee Performance Evaluation (Gov. Code section 54957(b)(1).)
- IX. Open Session
- X. Action Taken in Closed Session

XI. Dates and Future Agenda Items conditions

XII. Adjourn

Heartwood Paid Time Off Policy

Proposed Addition for Pregnancy Disability Leave

February 19, 2024

Proposed Addition

Full-time employees who will be initiating a Pregnancy Disability Leave will be granted 3 additional days of Paid Time Off, which can be used in the year the leave is initiated or in the following year. Employees must request leave for specific purposes of maternity leave, and must provide proof of maternity in accordance with the School's standard processes. No other unused Paid Time Off days that the employee may have remaining at the end of the school year will be extended to the following year.

Heartwood Retirement Plan

Proposed Changes

February 19, 2024

Full-time employee eligibility will change to be 3 months of employment. Full time is defined to be worked or projected to work 1000 hours of service in the current school year, or 0.750 FTE.

Part-time employees who have been employed longer term cannot currently participate without working 1000 hours of service in a year. This proposal is to change the eligibility threshold for longer-term, part-time employees to the following:

- Must have been previously employed and have accrued work hours continuously at Heartwood for the length of 1 plan year (1 school year), from July 1 to June 30.
- Must have worked a minimum of 300 hours during this 1 plan year of employment.
- Subsequent to satisfying the above requirements, must have a current year assignment of an average of 12 hours per week, or 0.300 FTE, as measured by the 3-month trailing average FTE equivalent (hours worked / days school is in session).

Heartwood School

Local Control and Accountability Plan

Mid-Year Update

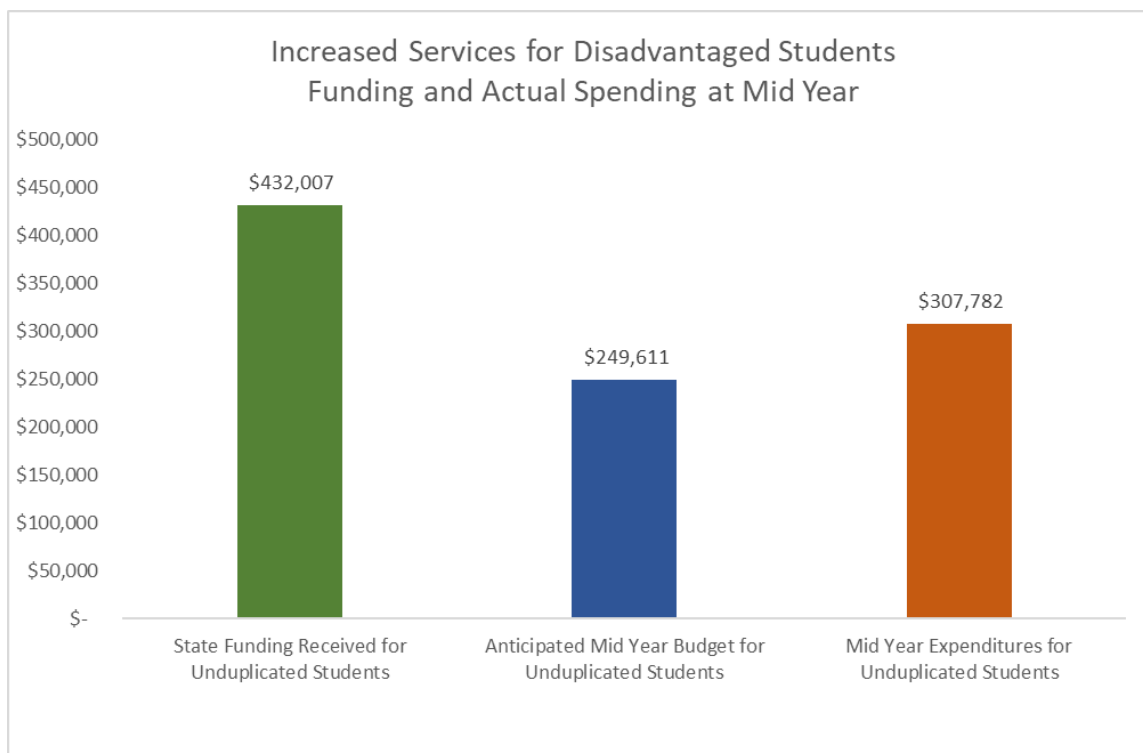
February 19, 2024

The Local Control and Accountability Plan (LCAP) defines, how moneys received for the School's disadvantaged students, defined as economically disadvantaged, English learners and foster youth.

The Department of Education has requested that schools report spending progress at mid-school year on the actions planned to support this population. Since the actual spending was measured as of the mid point in the school calendar, this will serve as the LCAP Mid-Year update. The intent is that the schools demonstrate that the funds are being used as the year progresses, and the received funds are not left underspent at year end.

At mid-year the actual spending should be theoretically 50% of the anticipated spending for the year in order to be on track. The graphic below compares the annual funding amount received for this purpose with the Anticipated Mid Year Budget (50% of Annual Budgeted Amount) and the actual Mid-Year Expenditures.

It can be seen that the Mid-Year actual spending is greater than the Anticipated Mid Year Budget, and will likely meet or exceed the goal of spending the received funds in this school year.



Budget Reallocation

Aftercare Sponsorship

2/26/2024

Changes to Budget Allocations

Proposed

Code Description		Amount Allocation Changes	
2100	Instruction	\$ 40,000.00	Budgeted for aftercare transition, allocate to temporary aftercare
2100	Instruction	\$ 50,000.00	Budgeted for maintenance of aftercare minimum attendance
5829	Aftercare	\$ 35,000.00	Budget surplus, reallocate to temporary aftercare

Total **\$ 125,000.00**