

# Heartwood Charter School

## Agenda for the Special 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: [\(US\) +1 312-626-6799](tel:+13126266799) Passcode: 509752

Or by video conference

Join Zoom Meeting: <https://us06web.zoom.us/j/82944896511?pwd=MJJ8hKt6tqcy9Jlds1G2V0SayhKYZs.1>

**Wednesday, October 30, 2024**

**9:30 AM Public Session**

Call to Order

- I. Roll Call
- II. Agenda Adjustments and Approval
- III. Correspondence
- IV. Public Comment
- V. Reports and Information
  - A. Director's Report
    1. Staffing
    2. Academics
  - B. Finance Report
    1. Budget
- 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 final Memo of Understanding with the Girl Scouts of Northern California for the lease of the Bothin Resource Center site for the 2024-25 school year and approve, defer or agree to study further.
  - C. The Board will consider the Preliminary School Calendar for 2025-26 and approve, defer or agree to study further.
  - D. The Board will consider the revised Board Policies and approve, defer or agree to study further.
    1. Policy for Participation in the Bothin Waldorf Program
- VII. Consent Items
- VIII. Board Discussion
  - A. CAASPP test results 2023-24
  - B. Plan to improve test scores and academic gaps
  - C. Charter Renewal
- 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



# Heartwood Charter School 2025-26 Calendar

**No Instruction** **Important dates**  
**LP Start and End Dates**

**ESY Instruction days** **Faculty Training Days**  
**180 Days of Instruction**

## 2025

## 2026

### JULY

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1	School Year Begins
4	Independence Day

### AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1	SPED Team Starts
*4-15	ESY Term 2 (2024-25)
18-20	Faculty Training
21	First Day of Instruction and LP 1
21	First day on Bothin campus
7	

### SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1	Labor Day
12	Last day of LP 1 (16)
15	First day of LP 2
21	

### OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10	Last day of LP 2 (20)
13	Indigenous People's Day
14	First day of LP 3
22	

### NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						30

2	Daylight Savings Ends
7	Last day of LP 3 (19)
10	First day of LP 4
11	Veterans Day
24-28	Thanksgiving Break
14	

### DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12	Last day of LP 4 (19)
15	First day of LP 5
22-31	December Break
15	

### JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

*1-2	Winter Break
5	Instruction Resumes
19	Martin Luther King Day
23	Last day of LP 5 (19)
23	Last day of Semester 1
26	First day of LP 6
18	

### FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

19	Presidents' Day
16-20	February Break
27	Last day of LP 6 (20)
15	

### MARCH

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2	First day of LP 7
27	Last day of LP 7 (20)
30	First day of LP 8
22	

### APRIL

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

*6-10	Spring Break
30	Last day of LP 8 (20)
17	

### MAY

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1	First day of LP 9
22	Last day of LP 9
25	Memorial Day
26	First day of LP 10
20	

### JUNE

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

11	Last Day of Instruction
11	Last day of LP 10 (13)
15	Teacher Last Day
15-26	ESY Term 1 (2025-26)
30	Last day for SPED Team
9	



# Memorandum of Understanding

Heartwood

Girl Scouts of Northern California  
1650 Harbor Bay Parkway, Suite 100  
Alameda, CA  
94502

Charter School  
PO Box 822  
Fairfax, CA, 94978

This memorandum of Understanding (MOU), in conjunction with the Rental Agreement, provides Terms and Agreements between Girl Scouts of Northern California (GSNorCal) and Heartwood Charter School (Heartwood) who will be renting specific areas of Camp Bothin for their charter school for the 2022-2023 academic year.

**Rental Period: August 12, 2024 – May 27, 2025.** School Prep: August 12-17; small group of adults (no children) will move furniture and materials into classrooms and set up the school office. Students on campus: August 19, 2024 – May 26, 2025. Heartwood to move out of all program areas by **May 27, 2025.**

Review and discuss an agreement renewal for following school year in May 2025, unless GSNorCal makes an earlier determination that the camp or portion of the camp will not be available for future rental, in which case GSNorCal will endeavor to provide earlier notice to Heartwood.

**Rental Hours: Monday to Thursday: 8am – 6pm\*. Friday: 8am - 3pm.** Students and personnel must be off site and all rented areas cleaned up by 3pm on Friday. Any other use outside these hours or weekend use must be pre-approved by GSNorCal.

\*Site Manager and/or GS Staff only available until 4PM weekdays.

**Rental Fees:** Classrooms & Grounds: \$ 162,000 + Offices & Staff Lounge: \$26,000 + Dining Hall use for aftercare Monday to Thursday 3pm – 5pm: \$26,000 = **Total Rental Fee: \$214,000.**

No rental fee charged for set up days. Rental fee charged for 3 weeks in August, December, February and April. Full fee charged all other months. See chart below.

Dining Hall main room (excluding kitchen) may be used Monday through Thursday. The refrigerator in the dining hall is property of Heartwood, but will be kept in the dining hall during the school year to store lunches and for aftercare. Commercial kitchen is strictly off limits without prior permission. Additional fees: \$200/month if dishwasher is used; \$200/month if commercial kitchen is used for food prep. **No Friday dining hall use.**

**Payment Plan:** Payments are to be sent to the GSNorCal address listed above, Attention: Rent. Any questions regarding payments, refer to Property Reservations at [info@gsnorcal.org](mailto:info@gsnorcal.org).

### Heartwood Rental Payment Schedule 2024-2025

Deposit will be carried over from prior year – no additional deposit due.

Additional kitchen charges billed separately or added to monthly bill following use.

Monthly Period	Classrooms & Grounds	Office & Staff Lounge	Dining Hall Aftercare	Total Due	Payment Due
8/12 -8/31	\$13,500	\$2000	\$2000	\$16,000	9/1/24
9/1 -9/30	\$18,000	\$3000	\$3000	\$24,000	9/15/24
10/1 – 10/31	\$18,000	\$3000	\$3000	\$24,000	10/15/24
11/1 - 11/30	\$18,000	\$3000	\$3000	\$24,000	11/15/24
12/1 - 12/31	\$13,500	\$2000	\$2000	\$16,000	12/15/24
1/1 - 1/31	\$18,000	\$3000	\$3000	\$24,000	1/15/25
2/1 – 2/28	\$13,500	\$2000	\$2000	\$16,000	2/15/25

3/1 - 3/31	\$18,000	\$3000	\$3000	\$24,000	3/15/25
4/1 - 4/30	\$13,500	\$2000	\$2000	\$16,000	4/15/25
5/1 – 5/31	\$18,000	\$3000	\$3000	\$24,000	5/15/25
<b>TOTAL</b>	<b>\$162,000</b>	<b>\$26,000</b>	<b>\$26,000</b>	<b>\$214,000</b>	

**Facilities and Rental Areas:**

**Eight Classrooms:**

**Exclusive Use:** 1) Art Barn, 2) Milking Room, 3) Bay Tree Yurt #2, 4) Bush Yurt, 5) Heartwood Yurt in field;

Note: Bush Unit stage and seating area available only when there are no other rental groups at Bush Unit.

**Shared Use:** 6) Bay Tree Yurt #1, 7) Stone House, 8) Manor

Note: Common room, upstairs and downstairs kitchens, and downstairs bathroom use only in Stone and Manor. Clean and move all school property before 3pm on Friday for weekend rentals.

**Office:** Little House first floor common room and small room behind Little House and Manor Loft Room.

**Teacher Space:** Little House first floor common room, dining area, kitchen and upstairs east wing.

Note: All areas of Little House must be cleaned and all school property moved out before 3 pm on Fridays for weekend rentals.

**Playgrounds:** Field and Parking lots are available for playground areas. These are all shared use areas and Heartwood may need to be flexible and share these areas with other rental groups during the weekdays.

**Student drop off/pick up:** Heartwood can use the parking lots near the dining hall for student drop off/pick up. Parents must adhere to camp speed limit of 10mph. No parking rules in the turn outs on the driveway must be enforced for traffic and emergency vehicles.

**Internet and Phone Services:** Heartwood will be responsible for paying monthly internet services per month from September through May. GSNorCal will bill Heartwood directly in One Lump Sum for the school year use after October 15th per Heartwood request. Pricing per month to be determined based on needs.

**Dining Hall Use:** Heartwood may use the dining hall once per month for family and school community events at no additional cost - limited to weekdays and Sundays after 4pm. Requests for these dates must be made to the Site Manager one month in advance. If commercial kitchen or dishwasher are needed, additional fees will be billed. Above and beyond this use, Heartwood will pay the regular non-profit rental fees to rent the dining hall.

**Pool Use:** By request only. An hourly rate will be charged. Heartwood must provide a currently certified lifeguard.

**Special Events/Use/Weekends:** Heartwood must be pre-approved for any gatherings outside of normal school hours. Use of the full site for one Open House event has been approved for **February 14, 2025**. **Special event rentals will be billed separately.**

**Liability Release Waivers:** *Release, Waiver of Liability and Indemnity Agreement* provided by GSNorCal. Parental signatures for each student required. Heartwood distributes and collects liability waivers. **Completed Waivers** along with a student roster are to be given to Site Manager **by September 9**. If any student starts school at Camp Bothin after September 9, then a completed waiver and updated roster shall be submitted, before the student arrives at camp.

**TERMS**

**Heartwood responsibilities:**

- Provide proof of liability insurance of up to \$1 million.
- Be familiar with and in compliance with site safety guidelines and emergency procedures.

- Submit a *Release, Waiver of Liability and Indemnity Agreement* signed by each student's parent or guardian and staff member, and a student roster.
- **Comply with all applicable COVID-19 protocols:**
  - 1) Heartwood staff must take all necessary steps to comply with applicable health and safety laws, regulations and orders.
  - 2) Heartwood staff will be responsible for daily cleaning and disinfecting per Health Department guidelines.
  - 3) If any Heartwood staff, child or parent becomes ill with COVID-19, the school will notify GSNorCal immediately and cancel any further use of the property until Heartwood has cleaned the site according to CDC, State and local protocols.
- Maintain and clean all spaces used, including bathrooms, on a daily basis. Classroom garbage taken to designated area as needed. Full cleaning carried out on Fridays before Girl Scout groups arrive. Heartwood will provide their own cleaning supplies.
- Pay monthly utilities and propane as applicable.
- Respect and comply with shared use agreement with other rental groups.
- Secure approval for any use outside of the regular program dates and times listed above.
- Flexible access to Art Barn bathroom on weekends for occasional GSNorCal program use.
- Move in and out of site by specified deadline dates as stated in MOU.
- Ensure that participants, families, and staff are clear on the expectations and responsibilities of being on site at Camp Bothin.

**Site Alterations:** Heartwood is to use the site as is. Any improvements that Heartwood makes on any facility will be considered property of GSNorCal. Any alterations are to be pre-approved by GSNorCal. To date: Art Barn door must be removable & original replaced by summer.

**Organic Garden/Chickens:** Heartwood and GSNorCal's Outdoor Program team will decide on care of chickens on a seasonal basis. During summer camp season, Outdoor Program will be responsible while during the school year Heartwood will be responsible for the chickens. Heartwood will be responsible for the garden during their school year.

**Student Supervision:** Students must be supervised by an Adult at all times while on Bothin property.

**Signage:** Heartwood may put up a school sign. Details of sign size and placement areas must be pre-approved by GSNorCal.

**GSNorCal responsibilities:**

- Provide a *Release, Waiver of Liability and Indemnity Agreement*
- Provide monthly utilities bill to Heartwood as applicable.
- Communicate to Heartwood when there will be weekday rental use at Camp Bothin.
- Communicate to Heartwood if any Girl Scout personnel or volunteers, contractors or authorities will be on-site during the school's hours of operation.
- Communicate to Heartwood the timing and potential user impact of any major maintenance or renovation projects that will be taking place on-site.
- Provide weekly cleaning and disinfecting of bathrooms.
- Provide minimal maintenance limited to issues such as water leaks or toilet issues.
- Provide cleaning equipment (i.e. mops, brooms, buckets.)
- Return the rental areas to Heartwood as they were delivered on Fridays. All areas will be cleaned, mopped as needed, bathrooms cleaned, paper products and soap in the bathrooms will be restocked and garbage cans emptied and lined. Cleaning supplies (i.e. mops, brooms, buckets) will be put away.
- Reduce noise and displacement impacts to school operations or any maintenance or renovation projects to the extent possible.

***In the event that Heartwood fails to follow the stated guidelines and agreements above, GSNorCal reserves the right to revoke use and access to any of our facilities or areas and/or terminate the rental agreement without any refund.***

Signed _____ Heartwood Educational Collaborative	Stephanie Felton-Priestner Executive Director _____ Mark Puccinelli Governing Board President _____	_____ (Date) _____ (Date) _____ (Date)
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## Heartwood Charter School

### Board Policy for Participation in the Bothin Waldorf Program

10/18/2024 **Proposed**

The Bothin Waldorf Program at Heartwood Charter School requires enrolled students to primarily receive their academics on site, via consistent and structured in-person instruction. The academics provided via this program are not available off site for families desiring frequent or extended periods of home study or virtual instruction.

It is very important to note that the exchange with students being dropped off late or picked up early needs to happen at Little House and not at the classroom with the exception of the students enrolled in the Kindergarten classes.

#### **Tardiness**

##### **Unexcused Tardy**

A student will accrue an unexcused tardy if they are late for the official start time for their class without a valid excuse (physician or dental appt) having been submitted to the office via School approved forms of communication as described in the Parent Handbook. If a student is more than 30 minutes late it will count as an incident of non-participation as noted below.

If a student accumulates 7 or more unexcused tardies they are then considered to have chronic unexcused tardies. When the student reaches chronic tardy status, the parent/guardian will be asked to attend a conference to address ways to improve attendance and curtail tardy arrivals.

#### **Non-participation on campus**

**Non- participation** is defined as missing at least 30 minutes of the in-person instructional day at the Bothin Program. If 30 minutes or more of the in-person instructional day is missed three times, it will count as a full day of non-participation. This includes arriving late or leaving early..

##### **Excused Non-Participation**

Excused non-participation occurs on days that the student has a valid medical excuse for being away from campus. Examples of approved medical excuses:

- Physician's appts
- Dentist appts
- Illness (after 5 days with a doctors note)

All other absences require pre-approval by the steering group and the classroom teacher to be considered as excused non-participation days. **Pre-approval will only be considered for requested absences of 3 to 5 consecutive instructional days and no more than a total of 5 days**



of instruction for the entire school year. Pre-approval of absences of 3 to 5 days of duration require steering approved independent study plans overseen by the class teacher.

### **Unexcused Non-Participation**

Unexcused non-participation accrues when a student is absent without a valid medical reason or when absent without an approved independent learning plan.

### **Participation Improvement Plans / Transition to Independent Homeschool Learning Program**

If a student has unexcused non-participation for 5 days or more without a valid excuse, the parent or guardian will be sent a Notification of Non-Participation Letter and a meeting with the school may be requested to create a Participation Improvement Plan.

If a student is absent 8 days or more without a valid excuse or a note from the student's doctor, the parent or guardian will be sent a Notification of Non-participation Letter and a meeting with the school may be requested to create a Participation Improvement Plan to resolve the lack of regular participation at the Bothin Program.

If a student has 10 or more days of non-participation for any reason their non-participation will be considered excessively below expected participation levels, and the parent or guardian will be sent a Notification of Non-participation Letter and a parent conference with the school will be requested. Also:

- The parent conference will require that the parent or guardian agree to a Participation Contract stating how the student will participate at the Bothin program with the required regularity.
- The Participation Contract will be signed by the parent or guardian.
- If the student and parent or guardian do not meet the requirements of the Participation Contract the student will be transitioned to Heartwood's independent homeschool learning program.

If a student is not participating at the Bothin program for 15 or more days for any reason, without mitigating circumstances or prior agreements with the Bothin program Steering Team, the student will be transitioned out of the Bothin Waldorf Program to Heartwood's Homeschool Program and assigned to a Credentialed Support Teacher (CST).