



HEARTLAND CHARTER SCHOOL
 955 Stanislaus St. Maricopa, CA 93252
 Phone (661) 525-1178 * Fax (661) 465-4544

Regular Scheduled Board Meeting
Heartland Charter School
April 23, 2020 – 5:15 pm
5060 California Avenue #420
Bakersfield, CA 93309
Through Teleconference

Public Comment via Zoom: <https://zoom.us/j/98375224836>

AGENDA

Item	Description	Action
1.	Call to Order	
2.	Approval of the Agenda	
3.	Public Comments	Information
4.	Executive Director's Report a. Reopening b. LCAP	Information
5.	Discussion and Potential Action on March Board Meeting Minutes	
6.	Closed Session – Conference with Legal Counsel - Anticipated Litigation § 54956.9	
7.	Discussion and Potential Action on the Retention of Legal Counsel	
8.	Discussion and Potential Action on the MOU with Other Schools	
9.	Discussion and Potential Action on the March Financials	
10.	Discussion and Potential Action on the Executive Director's Divvy Transactions	Information
11.	Discussion and Potential Action the Board Resolutions – Banking	
12.	Discussion and Potential Action on the ICS Invoices	
13.	Discussion and Potential Action on the 2020-2021 Budget (Ad Hoc Committee Presents)	Information
14.	Discussion and Potential Action on the 2020-2021 Budget Draft	
15.	Discussion and Potential Action on the 2020-2021 Certificated Salary Schedules	
16.	Discussion and Potential Action on the Certificated Job Descriptions	
17.	Discussion and Potential Action on the Withdrawal Policy	
18.	Discussion and Potential Action on the Investigation of Inaccurate, Suspicious or False Addresses for Student Residency	
19.	Discussion and Potential Action on the Instructional Funds Policy	
20.	Discussion and Potential Action on the Field Trip Policy	
21.	Discussion and Potential Action the School Club and Extra Curricular Activity Approval Policy	
22.	Discussion and Potential Action on the Teacher Certification Policy	
23.	Discussion and Potential Action on the Spring 2020 Semester Grading Plan	
24.	Discussion and Potential Action on the Board Resolution -- Graduation Requirements – 2020	
25.	Discussion and Potential Action on the Board Meeting Stipend	
26.	Discussion and Potential Action on Fiscal Policies and Procedures - Chapter 4	
27.	Board of Directors' Requests and Comments	
28.	Announcement of Next Regular Scheduled Board Meeting	
29.	Adjournment	

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

Access to Board Materials: A copy of the written materials which will be submitted to the Heartland school board may be reviewed by any interested persons on Heartland's website along with this agenda. The posting of the agenda will occur at least 72 hours in advance of this meeting.

Public comment rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to district staff or calendar the issue for future discussion.

Note: Heartland Charter Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at 559-313-3112 at least 24 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Heartland Proposed LCAP goals 2020-2023

Goal 1				
Current Goal 1	Appropriately assigned and credential teachers will develop, implement, and assess standards-based academic content supported by Professional Development Plan consistent with our mission and objectives, focusing first on personalized learning, critical thinking strategies, data analysis, and Common Core State Standards. (LCFF Priorities 1, 2, & 7)			
Proposed Goal 1	Ensure high-quality teaching and learning that promotes opportunity for applying knowledge within an independent study/online structure (LCFF Priorities: 1 and 7)			
Proposed Goal Explanation	We determined to simplify this goal, such that it focuses upon two LCFF priorities: basic services and access to a broad course of study. In addition, this goal and the proposed actions and service below it are written with transparency and coherence in mind.			
Stakeholder Feedback: Themes	Student surveys: <ul style="list-style-type: none"> • “Offer hands on learning projects that tie into things we are studying.” • “More opportunities to collaborate with other kids and group projects.” • “I would like to join book writing and science experiments with other students.” • “More hands-on technology training opportunities or professional learning – like internships, job shadowing, mentor matchups, etc.” • “More electives” 			
Current Actions	Action 1	Action 2	Action 3	Action 4
	Ensure teachers are subject matter competent: Annual teacher credential review, including CLAD or equivalent Audit Highly Qualified Teacher assignments. Implement a performance review process that evaluates teacher implementation of CCSS effectively.	Focused Professional development and parent engagement. Create and implement school-wide and department professional development calendar and data meetings for staff and parents. Conduct ongoing in-service days and monthly professional development, informed by staff & parent input and needs analysis. Provide opportunities for families to support their students’ educations and provide input in decisions, feel welcomed and comfortable accessing school resources, including parents of ELL students and unduplicated pupils.	Monitor and intervene o attendance and behavior. Monthly analysis of attendance and behavior data by subgroup. Special education services to students with emotional and behavioral challenges as required by IEP. Notify parent/guardian of attendance concerns and intervene according to attendance and enrollment compliancy procedures. Administer, analyze, and respond to results of annual student and staff satisfaction surveys. Refine intensive targeted interventions for students with behaviors indicating a likelihood of dropping out or in danger of failing	Continue the use of Parent Portal. Continue to train staff in how to post communications, progress reports, assessment data to Parent Portal. Continue to engage parents in use of parent portal (demonstration sessions, how to guides). Continue to have teachers engage parents through weekly class newsletters and progress reports (viewable through Parent Portal) and monthly check-in conferences.
Recommended New Actions	Action 1	Action 2	Action 3	
	Ensure teachers are appropriately credentialed and assigned	Staff will meet within their local professional learning communities each month to share/discuss best practices and resources for supporting learning in a virtual environment	Provide students with access to a broad course of study such as Visual and Performing Arts (VAPA) courses and enrichment opportunities	
Expenditures re: recommended new actions	1100-1300: Certificated Personnel Salaries	5804: Professional Development 4300: Books And Supplies (4302, 4305)	4300: Books and Supplies (4302) 5100: Subagreement Services (5107)	
Evidence collection re: recommended new actions	State requirement, Needed to ensure proper student support; Included in the basic services priority is the determination that all teacher hold the appropriate credentials for which their position. This task requires review and action throughout the school year.	Staff LCAP surveys and anecdotal evidence; collaboration in professional learning communities allows cohorts of teachers to share best practices and collaborate in planning and resource sharing for instruction and student support.	LCAP surveys (parents, students, and staff), LCAP Community Meeting on 2/25/2020, College and Career Indication on our Dashboard	
Current Metrics	1. % of teachers with an appropriate credential(s)-100% 2. % of facilities considered safe (FIT)- 100%		3. % of instructional material aligned with Ca. standards-100% 4. % of students who have access to a computer-100% 5. % of students who have access to a broad course of study- 100%	

Heartland Proposed LCAP goals 2020-2023

Proposed Metrics By 2022-23	1. % of teachers with an appropriate credential(s)-100% % of facilities considered safe (FIT)- 100%					2. % of instructional material aligned with Ca. standards-100% 3. % of students who have access to a computer-100% 4. % of students who have access to a broad course of study- 100%
Goal 2						
Current Goal 2	Create systems and structures that provide multiple pathways of personalized learning and increase College and Career Readiness of our students to close the achievement gap for all subgroups. (LCFF Priorities 4, 7, & 8)					
Proposed Goal 2	Provide appropriate tiered supports that promote and sustain positive social/emotional development as well as increased academic achievement for all students (LCFF Priorities 2, 4, and 7)					
Proposed Goal Explanation	We determined to ensure that the systems and structures in place will meet the needs of all students, as whole persons, including their needs for social, emotional and academic support. In addition, this goal and the proposed actions and service below it are written with equity in mind, such that professional development and support is focused in upon reaching all learners, including unduplicated pupils.					
Stakeholder Feedback: Themes	Staff surveys: <ul style="list-style-type: none">“More High School, Special Needs, and English Learner Support Professional Development”“It would be great to have more content area PD to especially in math, ELA, And ELD.”			Parent Surveys: <ul style="list-style-type: none">“The office hours and communication with my daughter have been very helpful!”“It would be nice to have more curriculum suggestions per my children's learning style. I had to find it on my own based off I read from the internet so to have the school be more involved in that area would be helpful.”		
Current Actions	Action 1	Action 2		Action 3		Action 4
	Administer interim benchmark assessments (Star360) to identify the standards not yet mastered and prepare for state testing	Continue to Implement RTI model: Identify at-risk students Continue to use RTI tiers to determine each student’s level of need. Continue to Implement interventions for at-risk students, such as targeted online virtual instruction, supplemental instructional license assignments, enrichment tutoring services, SAT/ACT prep classes		Identify, assess, and instruct English Language Learners: Systematically collect home language survey and identify ELs upon enrollment into SIS Administer the ELPAC annually to all EL students during the appropriate testing window ELD teacher to conduct designated EL instruction Form an EL committee to monitor EL progress on core courses and provide interventions three times a year.		Continue to build up course lists and pathways that promote College & Career Readiness and encourage enrollment in appropriate personalized learning plan of students. Committee to review and approve new curriculum and courses. Counselors and HST teachers meet with students to support student enrollment in appropriate track, conduct info sessions and orientations in personalized learning plans.
Recommended New Actions	Action 1	Action 2	Action 3		Action 4	Action 5
	Administer local interim benchmarks to identify the standards not yet mastered and prepare for state testing in English Language Arts and Math	Continue Multi-Tiered Systems of Systems (MTSS) to identify student attendance and academic/social needs, or exceptional needs and to individualize support including online virtual instruction license assignments, and enrichment tutoring services	Professional Development to help guide and support administrators, counselors, and teachers in addressing academic needs of English Learners and their families including administering the English Language Proficiency Assessment for California (ELPAC), identifying ELs, administering language surveys, and coordinating English Language Development (ELD) instruction		Targeted Professional Development for teachers to support students who are performing below grade level standard in ELA and/or Math on the California Assessment of Student Performance and Progress (CAASPP) or STAR 360, an internal benchmark assessment.	Fund EL Coordinator position to address specific needs of EL and RFEP students, including progress monitoring, ELD curriculum support, ELD instruction, participation in the ELAC/DELAC, and augmented communication with teachers and families.
Expenditures re: recommended new actions	1100-1300: Certificated Salaries 4300: Books and Supplies (4302, 4305)	1100-1300: Certificated Salaries 4300: Books and Supplies (4302, 4305) 5100: Subagreement Services: (5106, 5107)	5804: Professional Development 1100-1300: Certificated Salaries		5804: Professional Development	1100-1300 Certificated Salaries

Heartland Proposed LCAP goals 2020-2023

Evidence collection re: recommended new actions	Academic performance indicators on the Dashboard	LCAP surveys, LCAP Community Meeting on 2/25, needs assessment via YTD Student Support Statistics	ELPI on Dashboard, Reclassification Data, LCAP Surveys, LCAP Community Meeting on 2/25, ELAC Meetings on 3/3 and 4/14, EL Designee	Academic Indicator on the Dashboard, staff LCAP surveys	ELPI and Reclassification data, ELAC meetings 3/3 and 4/14
Current Metrics	1. CAASPP Participation Rate 2. % of students who meet/exceed standard: CAASPP ELA 3. % of students who meet/exceed standard: CAASPP Math 4. EL Progress Indicator 5. % of ELs who reclassify to RFEP 6. % of teachers who participate in 15+ hours of curriculum/standards PD 7. % of students who participate in STAR360 interim assessments				
Proposed Metrics By 2022-23	1. CAASPP Participation Rate 2. % of students who meet/exceed standard: CAASPP ELA 3. % of students who meet/exceed standard: CAASPP Math 4. EL Progress Indicator 5. % of ELs who reclassify to RFEP 6. % of teachers who participate in 15+ hours of curriculum/standards PD 7. % of students who participate in STAR360 interim assessments				
Goal 3					
Current Goal 3	Increase student, parent, staff, and community engagement through collaboration, transparency, and communication (LCFF Priorities, 3, 5, & 6)				
Proposed Goal 3	Create systems and structures that provide multiple personalized learning paths to increase the cohort graduation rate and College and Career Readiness to close the achievement gap (LCFF Priorities 4 and 8)				
Proposed Goal Explanation	In the cycle of continuous improvement, this goal homes in on the school’s Schoolwide Learner Outcomes (SLOs). SLOs are a part of our school culture: they reflect our school vision, the College and Career Readiness standards, and the personalized education of the whole child.				
Stakeholder Feedback: Themes	Parent Surveys: <ul style="list-style-type: none">“Continue the great training for HSTs.”“Provide detailed information about the variety of options available and expectations from the school for course work instead of parents having to do so much leg work and research.”“Make sure they are ready to get a job with all that they learned.” Staff Survey: <ul style="list-style-type: none">“Keep allowing the flexibility for the students to follow their learning passions and support their success in all core areas.”“More high school guidance to meet the needs like CTE, Graduation status.”“Curriculum presentations for teachers for all grade levels or bring in curriculum presenters from various companies.”				
Current Actions	Action 1	Action 2	Action 3		
	Implement Project Recovery for students who did not continue with Inspire the following school year to decrease the dropout rates in middle and high school.	Continue to provide targeted, research-based math & ELA support for struggling students.	Continue to support and provide internal PD to administrators and teachers to ensure students are prepared for their selected college & career pathway. (i.e. CTE, CSU/UC, Community Colleges)		
Recommended New Actions	Action 1	Action 2	Action 3		
	Increase the number of vertically aligned Career Technical Education (CTE) Pathways	Support and provide professional development to administrators and teachers to ensure students demonstrate preparedness as measured by College Career Indicator (Dashboard)	Establish Individual Graduation Plans (IGPs) review/adjustment procedure that includes reviewing individual grades after each grading period. Counselors and teachers will identify, create a plan and monitor students at risk		
Expenditures re: recommended new actions	1100-1300: Certificated Salaries 4300: Books and Supplies (4302, 4305) 5107: Instructional Services	5804: Professional Development 1100-1300: Certificated Salaries	5804: Professional Development 1100-1300: Certificated Salaries		
Evidence collection re: recommended new actions	College and Career Indicators on the Dashboard, LCAP surveys, LCAP Community Meeting	LCAP Surveys, College and Career Indicators on the Dashboard	LCAP Surveys, College and Career Indicators on the Dashboard		

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Current Metrics	1. # of students taking college-level courses 2. % of IGPs completed by HSTs and counselors		3. % of students who score at Approaching Prepared/Prepared on CCI 4. % of students who with a score of 3+ on AP examination			
Proposed Metrics By 2022-23	1. # of students taking college-level courses 2. % of IGPs completed by HSTs and counselors		3. % of students who score at Approaching Prepared/Prepared on CCI 4. % of students who with a score of 3+ on AP examination			
Goal 4						
Current Goal 4	Increase Stakeholder Engagement (LCFF Priorities 3, 5, and 6)					
Proposed Goal 4	Increase student, parent, staff, and community engagement through collaboration, transparency, and communication and provide broad course of study. (LCFF Priorities 3, 5, and 6)					
Proposed Goal Explanation	At the core of Heartland is a personalized learning approach. With this in mind, students, parents, staff, and community members collaborate to establish systems and structures so that we have a transparent and coherent approach to assessing needs, setting goals, monitoring progress, and measuring outcomes. Through regular communication and this cycle of continuous improvement, we are better able to provide a broad course of student that meets the needs of all students.					
Stakeholder Feedback: Themes	Staff surveys: <ul style="list-style-type: none">“Use technology to communicate with families: emails, planning, progress reports report cards, attendance, calendar, curriculum, school/parent websites.”		Parent surveys: <ul style="list-style-type: none">“Continued guidance for college prep.”“Offer clubs, offer teen study groups. options that promotes leadership and independence from their parents in a safe place.”			
Current Actions	Action 1		Action 2	Action 3	Action 4	
	Students are provided with funds to use toward broad course of study such as VAPA courses and enrichment opportunities.		Collect data to ensure students have access to technology to create technology based projects or participating in programs such as coding.	Hybrid high school courses will include project-based learning that incorporates technology, collaboration, and student communication skills.	Increase opportunities for students to participate in leadership and academic events to develop confidences and leadership skills.	
Recommended New Actions	Action 1	Action 2	Action 3		Action 4	Action 5
	Implement four-year graduation rate needs assessment through root cause analysis	Fund foster/homeless youth/SED liaison position to address specific needs of foster/homeless youth/SED students including proactive monitoring of socio-emotional needs	Implement Viva Project for students, particularly those who are unduplicated pupils (English Learner, foster youth, socioeconomically disadvantaged) who did not re-enroll with Heartland the following school year as well as those that leave during a school year to decrease the dropout rates in middle and high school		Increase opportunities for students to participate in leadership and academic events to develop confidence and leadership skills	Maintain updated website, including Frequently Asked Questions (FAQs), policies, and program descriptions
Expenditures re: recommended new actions	1100-1300: Certificated Salaries 5804: Professional Development	1100-1300:Certificated Salaries	1100-1300:Certificated Salaries		4300: Books and Supplies (4302) 5100: Subagreement Services (5107) 1100-1300: Certificated Salaries	2100:Classified Salaries 1100-1300:Certificated Salaries Operational Expense
Evidence collection re: recommended new actions	College and Career Indicator, Graduation rate, LCAP surveys, non-compliance tracking	LCAP surveys, anecdotal, non-compliance tracking, attendance	Graduation rates, non-compliance tracking		LCAP Surveys, LCAP Community Meeting 2/25	LCAP Surveys, LCAP Community Meeting 2/25
Current Metrics	1. # of students participating in enrichment opportunities 2. # of students participating in academic and leadership activities such CTE Explorer Program, Leadership, etc.		6. # of middle school dropouts 7. # of high school dropouts 8. % of parents who participate in the school climate survey			

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	3. Chronic Absenteeism Indicator 4. Suspension Rate Indicator 5. Graduation Rate Indicator	9. Average Daily Attendance 10. % of parents who use the school website
Proposed Metrics By 2022-23	1. # of students participating in enrichment opportunities 2. # of students participating in academic and leadership activities such CTE Explorer Program, Leadership, etc. 3. Chronic Absenteeism Indicator 4. Suspension Rate Indicator 5. Graduation Rate Indicator	6. # of middle school dropouts 7. # of high school dropouts 8. % of parents who participate in the school climate survey 9. Average Daily Attendance 10. % of parents who use the school website



HEARTLAND CHARTER SCHOOL

955 Stanislaus St. Maricopa, CA 93252

Phone (661) 525-1178 * Fax (661) 465-4544

Regular Scheduled Board Meeting – Board Meeting Minutes

March 23, 2020 – 5:15 pm

Meeting via Teleconference

Attendance:

Tony Miranda, Nicole Panero, Kim Jones, Nikki Sanchez, Jennifer Woodward

Absent: None

Also Present: Courtney McCorkle, Kate Rowe, Bryanna Brossman, Tyler Myers

ITEM	ITEM DESCRIPTION
1. CALL TO ORDER	Board president, Tony Miranda, called the meeting to order. Time: 5:19 pm
2. APPROVAL OF THE AGENDA	This item was provided as an opportunity for members, through consensus, to approve, re-sequence or table agenda topics. Action: To approve the agenda. Ms. Panero Moved, Ms. Jones Second, No Abstention, Unanimous
3. PUBLIC COMMENTS	Those in the audience desiring to address the Board regarding items not on the agenda may do so at this time. Each speaker will have three (3) minutes to address the Board, make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the school system. Please understand that the Board does not take action on non-agendized items. No Public Comments
4. PRINCIPAL'S REPORT	Ms. McCorkle provided an update on school activities: <ul style="list-style-type: none"> • COVID-19
5. DISCUSSION AND POTENTIAL ACTION ON FORM J-13A REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS	Action: Approval of the Form J-13A as completed. Request for 11 days of school closure due to COVID-19 (3/23/2020-4/13/2020). Ms. Panero Moved, Ms. Sanchez Second, No Abstention, Unanimous
6. DISCUSSION AND POTENTIAL ACTION ON THE FEBRUARY AND MARCH BOARD MEETING MINUTES	Action: Approval of Board meeting minutes for the Regular Board meeting on February 27th and Special Board Meetings on March 5th and March 17th. Ms. Woodward Moved, Ms. Panero Second, No Abstention, Unanimous
7. DISCUSSION AND POTENTIAL ACTION ON THE FEBRUARY FINANCIALS	Tyler Myers from Charter Impact reviewed the February Financials packet with the board. Action: Approval of the February Financials Ms. Woodward Moved, Ms. Panero Second, No Abstention, Unanimous

8. DISCUSSION AND POTENTIAL ACTION ON THE PROPOSAL AND CONTRACT WITH CHARTER IMPACT	<p>The board reviewed the proposal and contract for services from Charter Impact.</p> <p>Action: Approval of the Charter Impact contract for services. Ms. Panero Moved, Ms. Jones Second, No Abstention, Unanimous</p>
9. DISCUSSION AND POTENTIAL ACTION ON THE BUDGET (AD HOC COMMITTEE PRESENTS)	<p>The ad hoc committee brought the board up to date on the current budget plan for 2020-2021 and the timeline for approval of the budget.</p> <p>No Action Required, Information Only</p>
10. DISCUSSION AND POTENTIAL ACTION ON THE BUDGET DRAFT	<p>The board reviewed the current budget plan for 2020-2021.</p> <p>No Action Required, Information Only</p>
11. DISCUSSION AND POTENTIAL APPOINTMENT OF CHIEF EXECUTIVE OFFICER	<p>Action: Approve the appointment of Courtney McCorkle as Chief Executive Officer and remove this title from Board President, Tony Miranda.</p> <p>Ms. Panero Moved, Ms. Woodward Second, No Abstention, Unanimous</p>
12. DISCUSSION AND POTENTIAL ACTION ON THE BOARD RESOLUTION: ESTABLISHMENT OF ACCOUNTS AT WELLS FARGO	<p>Action: Approve the resolution to establishment of accounts at Wells Fargo, with the revision to the titles of Courtney McCorkle and Tony Miranda from the previously approved resolution, in line with the titles approved in item #11 above.</p> <p>Ms. Panero Moved, Ms. Jones Second, No Abstention, Unanimous Ms. Sanchez left the meeting after this at 6:36pm.</p>
13. DISCUSSION AND POTENTIAL ACTION ON THE MEDICAL BENEFITS INVOICES	<p>Action: Approve the medical benefits invoices from ICS: #1087, 1189, & 1329.</p> <p>Ms. Woodward Moved, Ms. Panero Second, No Abstention, Unanimous</p>
14. DISCUSSION AND POTENTIAL ACTION ON THE MOU WITH OTHER SCHOOLS	<p>Action: Approve the MOU with other schools.</p> <p>Ms. Jones Moved to table this Item, Ms. Panero Second, No Abstention, Unanimous</p>
15. DISCUSSION AND POTENTIAL ACTION ON THE EXECUTIVE DIRECTOR'S DIVVY TRANSACTIONS	<p>The board reviewed transactions from December 2019. The board will view new transactions at future meetings.</p> <p>No Action Required, Information Only</p>
16. DISCUSSION AND POTENTIAL ACTION ON THE 2020-2021 FUNDS DEPRECIATION CHART	<p>The board was informed that the previously approved chart included weekends and that this revision includes only school days as cut-off days.</p> <p>Action: Approve the revised 2020-2021 Funds Depreciation Chart. Ms. Woodward Moved, Ms. Panero Second, No Abstention, Unanimous</p>
17. DISCUSSION AND POTENTIAL ACTION 2020-2021 SPED SALARY CHART	<p>The board was informed that the previously approved chart had an incorrect amount in one box and that this revision is correct.</p> <p>Action: Approve the 2020-2021 SPED Salary Chart. Ms. Jones Moved, Ms. Woodward Second, No Abstention, Unanimous</p>
18. DISCUSSION AND POTENTIAL ACTION ON THE TEMPORARY WITHDRAWAL PROCESS FOR SUMMER LEARNING AT A DIFFERENT LEA POLICY	<p>The board reviewed the Temporary Withdrawal Process for Summer Learning at a Different LEA Policy.</p> <p>Action: Approve the Temporary Withdrawal Process for Summer Learning at a Different LEA Policy. Ms. Woodward Moved, Ms. Jones Second, 0 Abstention, Unanimous</p>

19. BOARD OF DIRECTORS REQUESTS AND COMMENTS	<p>The board reiterated their requests from the February 27th meeting:</p> <ol style="list-style-type: none"> 1. The board requests a complete account of where and how the money borrowed in the RAN of 2019 was used. 2. The board requests the Promissory Notes and other documentation promised in the RAN agreement.
20. ANNOUNCEMENT OF NEXT REGULAR SCHEDULED BOARD MEETING	The board's next regularly scheduled meeting will be held on April 23, 2020 at 5:15 pm.
21. ADJOURNMENT	Adjournment Time: 7:02 pm General Consent

Prepared by
Kate Rowe

Jennifer Woodward
Board Secretary

**HEARTLAND CHARTER SCHOOL**

955 Stanislaus St. Maricopa, CA 93252

Phone (661) 525-1178 * Fax (661) 465-4544

Special Board Meeting – Board Meeting Minutes

March 23, 2020 – 6:30 pm

Meeting via Teleconference

Attendance:

Tony Miranda, Nicole Panero, Kim Jones, Jennifer Woodward

Absent: Nikki Sanchez

Also Present: Courtney McCorkle, Kate Rowe, Bryanna Brossman

ITEM	ITEM DESCRIPTION
1. CALL TO ORDER	Board president, Tony Miranda, called the meeting to order. Time: 7:02 pm
2. APPROVAL OF THE AGENDA	This item was provided as an opportunity for members, through consensus, to approve, re-sequence or table agenda topics. Action: To approve the agenda. Ms. Jones Moved, Ms. Panero Second, No Abstention, Unanimous
3. PUBLIC COMMENTS	Those in the audience desiring to address the Board regarding items not on the agenda may do so at this time. Each speaker will have three (3) minutes to address the Board, make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the school system. Please understand that the Board does not take action on non-agendized items. No Public Comments
4. DISCUSSION AND POTENTIAL ACTION ON THE WORKER'S COMPENSATION INVOICE	Action: Approve the worker's compensation invoice from ICS: #1300. Ms. Woodward Moved, Ms. Jones Second, No Abstention, Unanimous
5. BOARD OF DIRECTORS REQUESTS AND COMMENTS	See requests from Regular Board Meeting on March 26, 2020.
6. ANNOUNCEMENT OF NEXT REGULAR SCHEDULED BOARD MEETING	The board's next regularly scheduled meeting will be held on April 23, 2020 at 5:15 pm.
7. ADJOURNMENT	Adjournment Time: 7:08 pm General Consent

Prepared by
Kate RoweJennifer Woodward
Board Secretary

MEMORANDUM OF UNDERSTANDING FOR PERSONNEL SERVICES

This Memorandum of Understanding for Personnel Services (“**MOU**”) is entered into as of July 1, 2019 (“**Effective Date**”) by and between the following California nonprofit public benefit corporations, which may each be referred to herein as a “**Party**” or collectively as the “**Parties**” to this MOU: **Blue Ridge Academy, Mission Vista Academy, Granite Mountain Charter School, Triumph Academy, Heartland Charter School, Clarksville Charter School, Feather River Charter School, Cabrillo Point Charter School, The Cottonwood School, Lake View Charter School, Winship Community School, Pacific Coast Academy, Yosemite Valley Charter School and Monarch River Academy.**

WHEREAS, Triumph Academy operates Triumph Academy, Heartland Charter School operates Heartland Charter School, Clarksville Charter School operates Clarksville Charter School, Feather River Charter School operates Feather River Charter School, Cabrillo Point Charter School operates Cabrillo Point Charter School, The Cottonwood School operates The Cottonwood School, Lake View Charter School operates Lake View Charter School, Winship Community School operates Winship Community School, Pacific Coast Academy operates Pacific Coast Academy, Yosemite Valley Charter School operates Yosemite Valley Charter School, Granite Mountain Charter School operates Granite Mountain Charter School, Blue Ridge Academy operates Blue Ridge Academy, Mission Vista Academy operates Mission Vista Academy, Monarch River Academy operates Monarch River Academy, and Granite Mountain Charter School operates Granite Mountain Charter School (each a “School**” or collectively the “**Schools**”);**

WHEREAS, Schools are nonclassroom-based public charter schools using the same educational model dedicated to providing students with a flexible personalized learning experience that empowers families to tailor a program designed around the specific needs of each student.

WHEREAS, each School employs certificated teachers designated as having the responsibility for the general supervision of their students’ independent study pursuant to Education Code § 51747.5(a).

WHEREAS, Education Code § 51749.5(a)(3) authorizes nonclassroom-based charter schools, like the Schools, to enter into a memorandum of understanding for personnel services with other charter schools, school districts, or county offices of education whereby one charter school can lease its certificated teachers to provide instructional services to another charter school.

WHEREAS, the Schools’ respective education programs are geared towards sharing instructional staff because they have similar curricula and allow staff to instruct and supervise students from remote locations.

WHEREAS, the Schools desire to use the flexibility afforded under Education Code § 51749.5(a)(3) to share instructional personnel because this will further the Schools’ shared goal to successfully implement their education programs in an efficient and cost effective manner.

WHEREAS, it is the intent of the Parties to lease personnel amongst each other according to the terms and conditions set forth in this MOU.

NOW, THEREFORE, in consideration of their mutual promises set forth in this MOU, the Parties desire to, and hereby agree as follows:

1. Leased Employees. During the term of this MOU, the Parties may lease credentialed general education teachers and other instructional support staff, such as special education staff, to perform

the Services (“Services”) set forth in Attachments A and B. The term “***Leased Employee***” shall refer to any employee leased between the Parties pursuant to this MOU.

2. Lessor and Lessee Schools. The Parties acknowledge each School may both (i) employ an individual who will provide educational services to another School; and (ii) receive educational services from an individual employed by another School. The term “***Lessor School***” refers to a School leasing its employee(s) to another School pursuant to the terms of the MOU. The term “***Lessee School***” refers to a School receiving instructional services from another School’s employee(s) pursuant to the terms of the MOU. Each Party may serve as a Lessor School and Lessee School under this MOU, and shall meet the obligations set forth in this MOU dependent on their role as a Lessor School and/or Lessee School.

a. ***Assignment of Leased Employees.*** Lessee School and Lessor School shall collaborate on determining which Leased Employees will be assigned to Lessee School. As Lessor School is the employer of its Leased Employees, Lessor School retains sole discretion in the assignment of Leased Employees. Lessee School is responsible for assigning its students to Leased Employees. Lessor School and Lessee School shall work together to appropriately memorialize Leased Employees under this MOU, including dates of service and numbers of students served.

3. Fees. The fees to be paid by Lessee School to Lessor School for the services provided by Leased Employees are calculated based on the specific services provided the staff:

a. ***Attachment A: Personnel Leasing Calculated by Number of Students Served.*** Lessor School shall lease credentialed teachers performing the functions described in Attachment A for a Lessee School. Lessee Schools shall be charged based on the number of students served by each Leased Employee. The amount charged per student is **\$291**.

b. ***Attachment B: Personnel Leasing at a Flat Rate.*** Instructional support staff performing the functions described in Attachment B shall be charged at a hourly rate. The costs for leasing these employees do not fluctuate based on the numbers of students served. The cost-per-personnel is equal to: **Attachment B**.

4. Monthly Invoices. Lessor School will provide an invoice to a Lessee School for the fees set forth in Section 3 of this MOU on a monthly basis. Lessee School shall pay invoices within thirty (30) days of receipt. Lessee School shall be provided access to reasonable backup documentation for such costs upon request.

5. Lessor School Responsibilities:

- a. Comply with all applicable federal and state statutes, laws and regulations.
- b. Lessor School shall ensure Leased Employees who serve as supervising teachers retain the credentials necessary to comply with Education Code §§ 47605(l) and 51747.5(a) and the Lessee School’s charter petition (“Charter Petition”). Lessor School shall also ensure Leased Employees have undergone a tuberculosis risk assessment and/or testing prior to commencing services to Lessee School to the extent required by the Charter Petition and applicable law.
- c. Lessor School shall ensure that all Leased Employees providing Services to the Lessee School under this MOU receive required training, including, but not limited to initial and annual training on mandated child abuse or neglect reporting.

d. Lessor School shall ensure that (i) all Leased Employees providing Services under this MOU have been cleared for employment through the Department of Justice in compliance with the Charter Petition and applicable law; and (ii) no Leased Employee has been convicted of a serious or violent felony (as defined by Penal Code § 667.5 and § 1192.7)

e. Lessor School agrees that it is the sole and exclusive employer of Leased Employees performing Services at a Lessee School under this MOU. Lessor School shall supervise and make all employment decisions with respect to its employees in its sole discretion, including all hiring, evaluation, termination, compensation and benefits decisions. Lessor School will be responsible for the supervision of its employees, subject to input from the Lessee School.

f. Lessor School may terminate the assignment of a Leased Employee from a Lessee School in its sole discretion. Lessor School shall endeavor to provide as much notice as practicable to the Lessee School before terminating the assignment of a Leased Employee.

6. Lessee School Responsibilities:

a. Comply with all applicable federal and state statutes, laws and regulations, including laws applicable to charter schools offering independent study.

b. Lessee School is responsible for ensuring the education program and curriculum complies with the Charter Petition. Lessee School shall provide technical assistance and other support to Leased Employees to help ensure the Services align with the Charter Petition.

c. Lessee School shall have the right to supervise Leased Employees' activities while they are on assignment to Lessee School to ensure they are meeting their performance obligations. In addition to any obligations set forth by Lessor School as their employer, while performing Services to support Lessee School, Leased Employees shall abide by and be subject to applicable policies and procedures adopted by Lessee School.

d. With Lessor School's permission, Lessee School may participate with Lessor School in the hiring, evaluation, compensation, and discipline decisions concerning Leased Employees. Lessee School may unilaterally, upon providing written notice to Lessor School, remove a Leased Employee assigned to Lessee School. Upon providing such notice, Lessee School may collaborate with Lessor School (or another School) to assign a different Leased Employee to support the Lessee School as necessary.

e. Lessee School shall make available to Lessor School, in a timely manner, all data, files, documentation, or other information necessary or appropriate for the performance of the Services. Lessee School will be responsible for, and Lessor School shall be entitled to rely upon, the content, accuracy, completeness, and consistency of all such data, materials, and information.

f. Provide to Lessor School, in writing, copies of any school-specific rules and or regulations applicable to Lessor School while providing services to Lessee School.

g. Lessee School shall provide a safe working area for Leased Employees when necessary for Leased Employees to be on a Lessee School location.

h. Provide feedback to Lessor School regarding Leased Employees' performance.

7. Relationship Between Lessor and Lessee Schools.

a. Leased Employees are, and shall remain, the employees of the Lessor School, and shall be subject to the ultimate direction and control of Lessor School and its governing board, officers, and other representatives. The termination of this MOU shall not terminate the employment relationship of any Leased Employee with Lessor School. Nothing in this MOU shall confer upon any Party any rights or remedies, including any right to employment, as an employee of any other Party.

b. Lessor School shall have full and sole legal control over and responsibility for payment of all compensation and benefits to Leased Employees, including retirement benefit system contributions (e.g., STRS, as applicable), as well as the full and sole responsibility for ensuring compliance with any and all applicable state and federal income tax withholding, state and federal unemployment and disability insurance withholding and contributions, wage and hour obligations, social security tax withholding and contributions, and other applicable employment law requirements. Assuming Lessor School participates in CalSTRS, the Parties acknowledge Leased Employees are employees of the Lessor School for CalSTRS purposes.

c. Lessor School shall each be responsible for its compliance with workers' compensation coverage obligations, wage and hour obligations, and any other applicable federal or state employment laws. Pursuant to Labor Code section 3602, Lessor School agrees to retain workers' compensation coverage for all Leased Employees for the duration of their support to as Lessee School. Lessor School shall ensure the Leased Employees have proper and necessary insurance coverage when working for Lessee School and shall provide evidence of such coverage to the Lessee School upon request.

8. Term and Termination. The term of this MOU commences on July 1, 2019 and continues through June 30, 2020, and shall then automatically renew for consecutive one (1) year terms, unless and until earlier terminated as set forth in subsection (a) herein and subject to any amendments pursuant to Section 9 herein.

a. ***Termination Without Cause.*** Any Party may terminate its participation in this MOU for any reason upon sixty (60) days' written notice to all Parties. Termination of participation by any Party(ies) shall not terminate the MOU as to any other Party, nor relieve the terminating Party(ies) of any obligations incurred prior to the effective date of such termination. Following termination of a Party's participation in the MOU, (i) the terminating Party shall pay Lessor School(s) any unpaid portion of fees owed through the effective date of termination; and (ii) the other Party(ies) shall pay the terminating Party (if it served as a Lessor School) for Services provided before the effective termination.

9. Amendments. This MOU may be amended as follows:

a. ***Changes in the Law.*** In the event that any new enactment, repeal, or change of any federal, state, or local law, regulation, interpretation of law or regulation by an authorizer or regulator, or court or administrative decision or order materially affects the performance of any of the Parties in conformity with this MOU, the Parties shall promptly commence negotiations in good faith regarding a mutually agreeable approach (including without limitation, an amendment to the MOU) to address the changes. If, despite such good faith negotiations, the Parties are unable to agree upon an acceptable approach, the MOU shall terminate for all Parties without further obligation or liability among the Parties, upon any Party's sixty (60) days' written notice to the other Parties, or in such lesser time as is reasonable under the circumstances. If termination occurs for reasons set forth in this subsection, Parties are responsible for paying fees as set forth in Section 8(a).

a. ***Mutual Agreement.*** The Parties may amend this MOU with mutual written consent of all Parties.

10. Work Product; Intellectual Property. Any work product that is created by Lessor School, including by any Leased Employee, in the context of providing Services shall be the property of that Lessor School. Any intellectual property owned by a Lessee School and used by a Lessor School related to the Services shall remain the property of that Lessee School. Similarly, any intellectual property owned or created by a Lessor School, including by any of the Leased Employees, that is utilized as part of providing the Services shall remain the property of Lessor School. No Party shall have the right to grant a license, sublicense, or any other use or rights to the property of another Party. Upon termination or expiration of this MOU, the property of each Party in the possession of any other Party shall be returned and/or destroyed.

11. Confidentiality. Each Party acknowledges that during the term of this MOU, it may have access to certain Confidential Information of the other Party(ies), as defined below. Each Party shall maintain and enforce reasonable administrative, technical, and physical safeguards to reasonably protect the confidentiality of the other Parties' Confidential Information.

a. **"Confidential Information"** means non-public information marked either "confidential" or "proprietary," or that otherwise should be understood by a reasonable person to be confidential in nature. Confidential Information may include but is not limited to trade secrets, policies, procedures, student education records, intellectual property, business or strategic plans, contractual arrangements or negotiations, financial information and employee information. Confidential Information does not include any information which (i) is rightfully known to the recipient prior to its disclosure; (ii) is released to any other person or entity (including governmental agencies) without restriction; (iii) is independently developed by the recipient without use of or reliance on Confidential Information; (iv) is or later becomes publicly available without violation of this MOU or may be lawfully obtained by a Party from a non-party; or (v) which is a public record under California law.

b. If disclosure of Confidential Information is requested pursuant to law, statute, rule or regulation (including a subpoena, a request made to a School under the California Public Records Act, or other similar form of process), the Party to which the request for disclosure is made shall (other than in connection with routine supervisory examinations by regulatory authorities with jurisdiction and without breaching any legal or regulatory requirement) provide the applicable Party(ies) with prior prompt written notice thereof to the extent practicable, and if practicable under the circumstances, shall allow the applicable Party(ies) to seek a restraining order or other appropriate relief.

c. Upon the termination or expiration of this MOU, Confidential Information of each Party in the possession of the other Party shall be returned and/or destroyed.

12. Student Information. Each Party is responsible for its compliance with the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) ("**FERPA**") and other applicable state and federal laws pertaining to student information and privacy.

a. To the extent necessary, the Lessor School shall be designated as having a legitimate educational interest in accessing a Lessee School's student education records, as that term is defined by and for purposes of FERPA, thereby allowing Lessor School to access personally identifiable information from student education records from the Lessee School as part of its performance of the Services. For purposes of this MOU, the term "personally identifiable information" ("**PII**") means any information that can be used on its own or with other information to (i) distinguish one person from another, (ii) identify, contact, or locate a single person, or (iii) de-anonymize anonymous data.

b. Lessor School shall not use or disclose pupil records, including PII, received from or on behalf of another School except as necessary with respect to the performance of the Services, as

required by law, or as otherwise authorized in writing by the applicable Lessee School. Lessor School shall protect the student education records it receives from or on behalf of another School no less rigorously than it protects its own student education records. In the event of an unauthorized disclosure of PII, Lessor School shall notify the affected Lessee School(s) as soon as practicable, and shall, upon the affected Lessee School(s)'s request, notify affected parents, legal guardians and eligible pupils using reasonably available technological means such as electronic mail.

13. Insurance. Each Party shall maintain customary and reasonable insurance coverage necessary for performance of the Services, including professional liability for errors or omissions and/or directors and officers coverages, comprehensive general liability coverage, and automobile liability coverage. Each Party shall be responsible for obtaining and maintaining workers' compensation coverage and unemployment insurance for its employees.

14. Liability. Each Party shall be and remain responsible for its own debts and obligations. Nothing in this MOU shall be construed as imposing on a Party any liability arising out of the operations of any other Party, except as such liability may result from the performance of the first Party's obligations under this MOU.

15. Indemnification. Each Party shall defend, indemnify, and hold the other Parties, and their employees, officers, directors, and agents, free and harmless against any liability, loss, claims, demands, damages, expenses, and costs (including attorneys' fees, expert witness fees, and other costs of litigation or other proceedings) of every kind or nature arising in any manner out of the performance of its obligations under this MOU, except for such loss or damage caused solely by the negligence or willful misconduct of another Party. Each Leased Employee shall be under the immediate supervision and control of the Lessee School when providing Services for that Lessee School. Therefore, the Lessee School shall defend, indemnify, and hold the other Parties, and their employees, officers, directors, and agents, free and harmless against any liability, loss, claims, demands, damages, expenses, and costs (including attorneys' fees, expert witness fees, and other costs of litigation or other proceedings) of every kind or nature arising in any manner out of the performance of a Leased Employee providing Services to a Lessee School, except for such loss or damage caused solely by the negligence or willful misconduct of another Party.

16. Assignment. No Party shall assign this MOU, any interest in this MOU, or its rights or obligations under this MOU without the express prior written consent of the other Parties. This MOU shall be binding on, and shall inure to the benefit of, the Parties and their respective successors and assigns.

17. Dispute Resolution. The Parties shall attempt to negotiate in good faith to resolve any dispute arising from or relating to this MOU before resorting to litigation.

18. Notice. All notices, requests, demands, or other communications (collectively "**Notice**") given to or by the Parties under this MOU shall be in writing and shall be deemed to have been duly given on the date of receipt if transmitted by email or personally served on the Party(ies) to whom Notice is to be given, or seventy-two (72) hours after mailing by United States mail first class, registered or certified mail, postage prepaid, addressed to the Party(ies) to whom Notice is to be given, at the applicable address set forth below:

See Attachment C

19. Headings. The descriptive headings of the sections and/or paragraphs of this MOU are inserted for convenience only, are not part of this MOU, and do not in any way limit or amplify the terms or provisions of this MOU.

20. Entire Agreement. This MOU constitutes the entire agreement between the Parties with respect to the subject matter contained herein and supersedes all agreements, representations and understandings of the Parties with respect to such subject matter made or entered into prior to the date of this MOU.

21. No Waiver. No waiver of any provision of this MOU shall constitute, or be deemed to constitute, a waiver of any other provision, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the Party making the waiver.

22. Severability. If any provision of this MOU is invalid or contravenes California law, such provision shall be deemed not to be a part of this MOU and shall not affect the validity or enforceability of its remaining provisions, unless such invalidity or unenforceability would defeat an essential purpose of this MOU.

23. Governing Law. This MOU shall be governed by and interpreted under California law.

24. Authority to Contract. Each Party warrants to the others that it has the authority to enter into this MOU, that it is a binding and enforceable obligation of said Party, and that the undersigned has been duly authorized to execute this MOU.

25. Counterparts. This MOU may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument. A faxed, .pdf, or other electronic copy of the fully executed original version of this MOU shall have the same legal effect as an executed original for all purposes.

IN WITNESS WHEREOF, the Parties execute this MOU as of the Effective Date above.

Blue Ridge Academy, a California nonprofit public
benefit corporation

By: _____
Name: _____
Its: _____
Date: October ____, 2019

Lake View Charter School, a California nonprofit
public benefit corporation

By: _____
Name: _____
Its: _____
Date: October ____, 2019

Winship Community School, a California
nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: October ____, 2019

Pacific Coast Academy, a California nonprofit
public benefit corporation

By: _____
Name: _____
Its: _____
Date: October ____, 2019

[INSERT]
benefit cor

By: _____
Name: _____
Its: _____
Date: Oct

Monarch River Academy, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: October ____, 2019

Mission Vista Academy, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: October ____, 2019

Heartland Charter School, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: October ____, 2019

Clarksville Charter School, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: October ____, 2019

Cabrillo Point Academy (South), a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: October ____, 2019

Granite Mountain Charter School, a California nonprofit public benefit corporation

By: _____
Name: _____
By: _____
Date: October ____, 2019

Its: _____
Date: October ____, 2019
Triumph Academy, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: October ____, 2019

Yosemite Valley Charter School (Central) a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: October ____, 2019

Feather River Charter School (North), a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: October ____, 2019

The Cottonwood School, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: October ____, 2019

[INSERT]
benefit corporation

By: _____
Name: _____
Its: _____
Date: October ____, 2019

ATTACHMENT A
DESCRIPTION OF LEASED EMPLOYEE SERVICES

Position	Teacher
Description of Services	<p>Teachers plan and provide appropriate learning experiences for students at the Lessee School. Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> • Maintaining appropriate teaching credentials. • Providing direct and indirect instruction to Lessee School students. • Ensure that prior to commencing instruction to Lessee School students, such students have an independent study agreement that is complete as to all of its terms, signed by necessary parties and dated. • Long and short-term planning addressing individual needs of students. • Evaluating students' progress. • Support in accessing and obtaining necessary educational items and services. • Teaching an individualized approach per the Charter Petition. • Providing an inviting, exciting, and innovative learning environment to Students. • Preparing written reports (e.g., work product review) accurately and submitting reports in a timely manner. • Serving as advisors to students.

	Salary	Payroll Taxes	STRS	403B	Worker's Comp	Medical	Total	Student Count	Cost per Student	Monthly Student Cost
Teachers	\$ 60,000	\$ 7,050	\$ 6,197	\$ 1,200	\$ 900	\$ 6,000	\$ 81,347	28	\$ 2,905.24	\$ 290.52

ATTACHMENT B

LIST OF LEASED EMPLOYEE SERVICES

	Salary	Payroll Taxes	STRS	403B	Worker's Comp	Medical	Total	Hourly Rate Charged
504 Coordinators	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Student Support Coordinator SST	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Intervention Coordinator/Math	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Intervention Coordinator/Reading	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Online Intervention Coordinator	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Speech Team	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Program Specialists	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Support School Nurse	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Mental Health Psychologist	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
MH/Assessment Team School Psych	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
School Psychologist	\$ 85,000	\$ 9,988	\$ 8,779	\$ 1,700	\$ 1,275	\$ 8,500	\$ 115,241	\$ 93.69
Speech-Language Pathologist	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Occupational Therapist	\$ 78,000	\$ 9,165	\$ 8,056	\$ 1,560	\$ 1,170	\$ 7,800	\$ 105,751	\$ 85.98
School Nurse	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Senior Director of Special Education	\$ 195,000	\$ 22,913	\$ 20,140	\$ 3,900	\$ 2,925	\$ 19,500	\$ 264,377	\$ 127.10
Regional Director of Special Education	\$ 135,000	\$ 15,863	\$ 13,943	\$ 2,700	\$ 2,025	\$ 13,500	\$ 183,030	\$ 88.00
Director of Special Education Assessment, Account	\$ 140,000	\$ 16,450	\$ 14,459	\$ 2,800	\$ 2,100	\$ 14,000	\$ 189,809	\$ 91.25
Assistant Director of Special Education	\$ 110,000	\$ 12,925	\$ 11,361	\$ 2,200	\$ 1,650	\$ 11,000	\$ 149,136	\$ 71.70
Education Specialist/Case Manager	\$ 64,800	\$ 7,614	\$ 6,693	\$ 1,296	\$ 972	\$ 6,480	\$ 87,855	\$ 71.43
Speech Pathologist	\$ 82,000	\$ 9,635	\$ 8,469	\$ 1,640	\$ 1,230	\$ 8,200	\$ 111,174	\$ 90.39
Paraprofessional	\$ 42,400	\$ 4,982	\$ 4,379	\$ 848	\$ 636	\$ 4,240	\$ 57,485	\$ 33.16
Assistive Technology Coordinator	\$ 47,000	\$ 5,523	\$ 4,854	\$ 940	\$ 705	\$ 4,700	\$ 63,722	\$ 36.76
Regional Student Records Coordinator	\$ 35,000	\$ 4,113	\$ 3,615	\$ 700	\$ 525	\$ 3,500	\$ 47,452	\$ 22.81
Lead SpEd Student Records Coordinator	\$ 56,000	\$ 6,580	\$ 5,784	\$ 1,120	\$ 840	\$ 5,600	\$ 75,924	\$ 36.50
Lead Services Coordinator	\$ 47,000	\$ 5,523	\$ 4,854	\$ 940	\$ 705	\$ 4,700	\$ 63,722	\$ 30.64
Regional SEIS Coordinator	\$ 50,000	\$ 5,875	\$ 5,164	\$ 1,000	\$ 750	\$ 5,000	\$ 67,789	\$ 32.59
Regional Services Coordinator	\$ 36,500	\$ 4,289	\$ 3,770	\$ 730	\$ 548	\$ 3,650	\$ 49,486	\$ 23.79
Administrative Support Specialist	\$ 36,500	\$ 4,289	\$ 3,770	\$ 730	\$ 548	\$ 3,650	\$ 49,486	\$ 23.79
Lead Assessment Coordinator	\$ 63,250	\$ 7,432	\$ 6,532	\$ 1,265	\$ 949	\$ 6,325	\$ 85,753	\$ 41.23
Assessment Team Coordinator	\$ 59,750	\$ 7,021	\$ 6,171	\$ 1,195	\$ 896	\$ 5,975	\$ 81,008	\$ 38.95
Regional Assessment Team Coordinator	\$ 40,600	\$ 4,771	\$ 4,193	\$ 812	\$ 609	\$ 4,060	\$ 55,045	\$ 26.46
Transition Job Coach	\$ 38,500	\$ 4,524	\$ 3,976	\$ 770	\$ 578	\$ 3,850	\$ 52,198	\$ 30.11
HQT's	\$ 60,000	\$ 7,050	\$ 6,197	\$ 1,200	\$ 900	\$ 6,000	\$ 81,347	\$ 46.93
EL Support Coordinators	\$ 67,975	\$ 7,987	\$ 7,020	\$ 1,360	\$ 1,020	\$ 6,798	\$ 92,159	\$ 74.93
High School Content Specialists	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Director of Student Achievement	\$ 205,000	\$ 24,088	\$ 21,172	\$ 4,100	\$ 3,075	\$ 20,500	\$ 277,935	\$ 133.62
Director of Secondary Services	\$ 175,000	\$ 20,563	\$ 18,074	\$ 3,500	\$ 2,625	\$ 17,500	\$ 237,262	\$ 114.07
Director of Curriculum	\$ 165,000	\$ 19,388	\$ 17,041	\$ 3,300	\$ 2,475	\$ 16,500	\$ 223,704	\$ 107.55
Senior Director of Student Support	\$ 145,000	\$ 17,038	\$ 14,976	\$ 2,900	\$ 2,175	\$ 14,500	\$ 196,588	\$ 94.51
Director of Intervention	\$ 110,000	\$ 12,925	\$ 11,361	\$ 2,200	\$ 1,650	\$ 11,000	\$ 149,136	\$ 71.70
Assistant Director of SPED Transition	\$ 110,000	\$ 12,925	\$ 11,361	\$ 2,200	\$ 1,650	\$ 11,000	\$ 149,136	\$ 71.70
High School Counselors	\$ 64,362	\$ 7,562	\$ 6,647	\$ 1,287	\$ 965	\$ 6,436	\$ 87,260	\$ 70.94
Lead Testing Coordinator	\$ 80,000	\$ 9,400	\$ 8,262	\$ 1,600	\$ 1,200	\$ 8,000	\$ 108,462	\$ 88.18
Assessment Intake Specialist	\$ 40,300	\$ 4,735	\$ 4,162	\$ 806	\$ 605	\$ 4,030	\$ 54,638	\$ 26.27

**ATTACHMENT C
ADDRESSES OF NOTICE**

Party #1	Blue Ridge Academy (Kern) 955 Stanislaus St., Maricopa, CA 93252-9779
Party #2	Granite Mountain Charter School 8560 Aliento Rd., Lucerne Valley, CA 92356-8133
Party #3	Triumph Academy 8560 Aliento Rd., Lucerne Valley, CA 92356-8133
Party #4	Heartland Charter School 955 Stanislaus St., Maricopa, CA 93252-9779
Party #5	Clarksville Charter School 5049 Robert J. Mathews Pkwy, El Dorado Hills, CA 95762-5752
Party #6	Feather River Charter School (North) 4305 South Meridian Rd., Meridian, CA 95957-9647
Party #7	Cabrillo Point Academy (South) 4612 Dehesa Rd., El Cajon, CA 92019-2922
Party #8	The Cottonwood School 7006 Rossmore Lane, El Dorado Hills, CA 95762
Party #9	Lake View Charter School 4672 County Road N, Orland, CA 95963-8103
Party #10	Winship Community School 4305 South Meridian Rd., Meridian, CA 95957-9647
Party #11	Pacific Coast Academy 4612 Dehesa Rd., El Cajon, CA 92019-2922
Party #12	Yosemite Valley Charter School (Central) 1781 East Fir Ave., Ste. #101, Fresno, CA 93720-3840
Party #13	Monarch River Academy 2293 East Crabtree Ave., Porterville, CA 93257-5225
Party #14	Mission Vista Academy 1440 Beaumont Avenue, Suite A2 #412, Beaumont, CA 92223



Heartland Charter School

Monthly Financial Presentation – March 2020

HEARTLAND – Highlights

- Annual Projected Revenue: Increased by 542K
- Annual Project Expenses: Increased by 613K
- Annual Projected Surplus: \$1.69 MM

- SB740 Requirements:

In Compliance ✓

Cert.	Instr.
47.7%	87.8%
3,863,820	3,207,042

*Must exceed
40% / 80%*

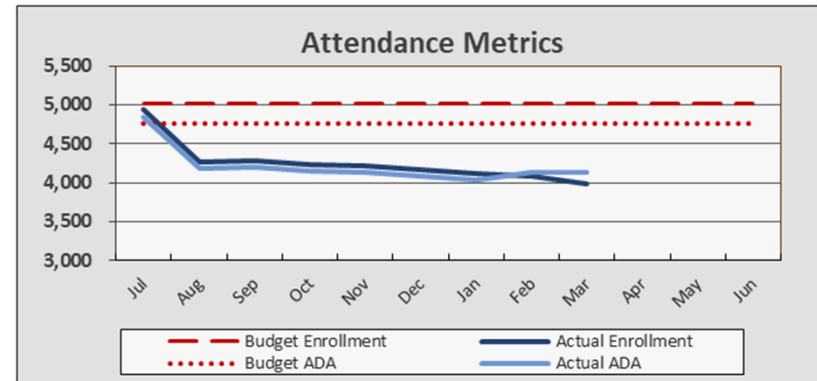
In Compliance ✓

Pupil:Teacher Ratio
20.94 :1

*Must be equal to or less than
25:1*

HEARTLAND – Attendance

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	4254	4120	5015
ADA	4208	4126	4764
Attendance Rate	98.9%	100.1%	95.0%
Unduplicated %	37.6%	37.6%	37.8%
Revenue per ADA		\$9,982	\$9,833
Expenses per ADA		\$9,573	\$9,594



- Forecasted Annual Daily Attendance (ADA) – P2
- Unduplicated Pupil % - Unchanged

HEARTLAND – Revenue

- Annual (-) variance due to lower forecasted ADA vs budget.
- Revenue increase from February to March due to P2 adjustment.

Revenue

<i>Year-to-Date</i>		
Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 19,512,043	\$ 20,950,038
Federal Revenue	-	300,014
Other State Revenue	1,616,898	1,577,736
Other Local Revenue	-	-
Total Revenue	\$ 21,128,941	\$ 22,827,788

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 37,368,450	\$ 43,059,576	\$ (5,691,126)
429,108	495,482	(66,374)
3,387,498	3,287,338	100,159
-	-	-
\$ 41,185,055	\$ 46,842,396	\$ (5,657,341)

HEARTLAND – Expenses

- Overall expenses are favorable year-to-date.
- Salary forecast based on payroll through 3/31
- SPED MOU Adjustment pending
 - 740k unfavorable (pending board approval)

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Expenses						
Certificated Salaries	\$ 10,781,729	\$ 12,409,605	\$ 1,627,876	\$ 14,601,219	\$ 16,546,140	\$ 1,944,921
Classified Salaries	109,206	30,750	(78,456)	149,113	41,000	(108,113)
Benefits	3,022,024	3,429,336	407,311	4,182,158	4,558,793	376,634
Books and Supplies	2,235,909	2,872,541	636,631	3,257,427	4,272,073	1,014,647
Subagreement Services	8,985,773	7,910,561	(1,075,211)	12,922,332	13,605,808	683,476
Operations	50,002	124,102	74,101	85,530	165,470	79,940
Facilities	8,186	18,036	9,850	8,186	24,048	15,862
Professional Services	1,393,446	3,110,129	1,716,683	3,743,052	5,544,473	1,801,421
Interest	423,076	771,925	348,849	549,712	949,900	400,188
Total Expenses	\$ 27,009,351	\$ 30,676,985	\$ 3,667,634	\$ 39,498,728	\$ 45,707,704	\$ 6,208,976

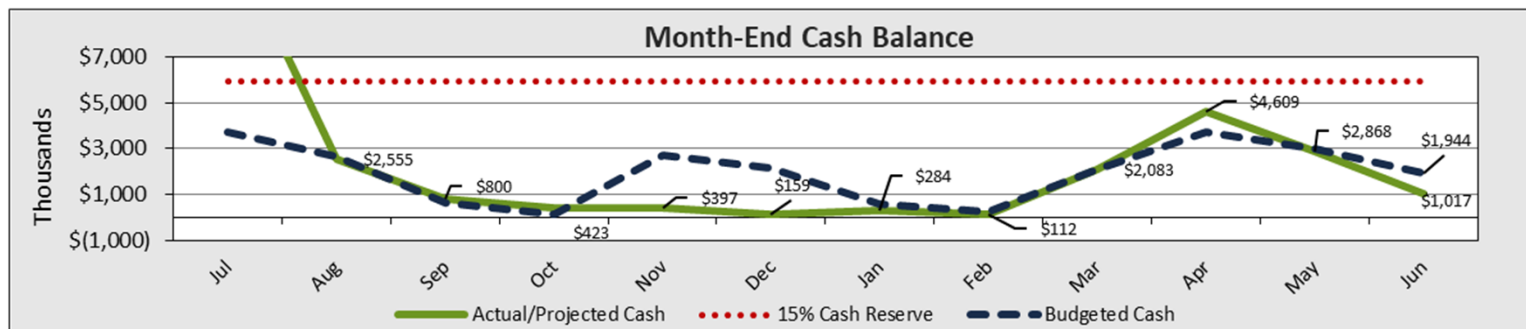
HEARTLAND – Fund Balance

- Ending forecasted fund balance exceeds State requirements.
- Forecasted surplus is 4% of total expense

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (5,880,410)	\$ (7,849,197)	\$ 1,968,786	\$ 1,686,327	\$ 1,134,692	\$ 551,635
Beginning Fund Balance	<u>914,344</u>	<u>914,344</u>		<u>914,344</u>	<u>914,344</u>	
Ending Fund Balance	<u>\$ (4,966,066)</u>	<u>\$ (6,934,852)</u>		<u>\$ 2,600,672</u>	<u>\$ 2,049,036</u>	
<i>As a % of Annual Expenses</i>	-12.6%	-15.2%		6.6%	4.5%	

HEARTLAND – Cash Balance

- Cash balance remains positive at year end
- Cash declines near year end as RAN repayments are made in May, June and July 2020.
- Payback from schools and District Office included in projections



HEARTLAND – Interschool Balances

[Month to Month Change]

Due (To)/ From Inspire Accounts	Last Year End				1st Interim			2nd Interim		Current Month
	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
Inspire LA	\$ 251,092	\$ 250,667	\$ 251,677	\$ 251,349	\$ 236,376	\$ (14,973)	\$ (14,973)	\$ (14,973)	\$ (14,973)	\$ (14,973)
Cabrillo Point Academy	(1,284,721)	(1,270,546)	(670,076)	(320,234)	(335,468)	(17,706)	(515,233)	(515,233)	(515,233)	(515,233)
Feather River Charter School	(1,779,408)	(1,765,868)	(1,764,688)	(1,764,699)	(1,074,267)	(132)	(79,553)	(241)	(241)	(241)
Blue Ridge Academy	206,182	(662,366)	435,544	3,025,709	3,012,767	1,581,328	1,526,261	1,525,315	1,525,315	1,525,315
Winship Community School	50,188	50,188	50,188	50,188	(413)	(413)	(413)	(413)	(413)	(413)
Yosemite Valley Charter School	38,749	(111,092)	(272,033)	(425,388)	(27,396)	406,970	406,970	409,838	409,838	409,838
Inspire Clarksville Charter School	81,564	86,817	158,866	158,866	(2,960)	(2,960)	(2,960)	(2,960)	(2,960)	(2,960)
Pacific Coast Academy	(1,757)	10,799	11,302	10,602	(11,050)	(22,997)	38,895	39,245	39,245	39,245
Inspire Charter Services	2,456,734	2,656,173	6,201,063	5,352,991	5,215,218	4,374,202	4,168,537	4,789,107	5,318,956	5,424,293
Inspire Foundation	625,200	625,200	625,200	625,200	625,200	625,200	625,200	625,200	-	-
Jitterbug	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	-	-	-	-	-
University	(70,000)	(70,000)	(70,000)	(70,000)	-	-	-	-	-	-
Granite Mountain	-	27,080	1,177,080	327,080	-	-	-	-	-	-
Mission Vista Academy	-	23,212	1,208,212	(0)	-	40,586	14,165	14,165	14,165	14,165
Monarch River	-	5,803	335,748	335,160	-	(21,817)	-	-	-	-
Cottonwood	-	7,737	557,737	557,837	-	-	-	-	-	314
Total Due (To)/From Balance	\$ 523,824	\$ (186,197)	\$ 8,185,819	\$ 8,064,661	\$ 7,588,006	\$ 6,947,289	\$ 6,166,895	\$ 6,869,048	\$ 6,773,698	\$ 6,879,348

HEARTLAND – Interschool Balances

[Current Month Change – Inspire Charter Services Account]

Description	Amount
Opening Balance (3/1/20)	\$ 5,318,956
Gym Membership - Emp 216 (4 periods)	(90)
February Medical	118,677
Health Insurance Accrual	(156,000)
CharterSafe Accrual	(10,500)
CharterSafe Accrual	(2,750)
March 20 Health Insurance Premiums	156,000
Closing Balance (3/31/20)	\$ 5,424,293

HEARTLAND – Interschool Balances

[Remaining Fiscal Year Forecasted Payments]

Due (To)/ From Inspire Accounts	Account Balance 3/31/20	April	May	June	Account Balance 6/30/20
Inspire LA	\$ (14,973)	-	-	-	\$ (14,973)
Cabrillo Point Academy	(515,233)	-	-	-	(515,233)
Feather River Charter School	(241)	-	-	-	(241)
Blue Ridge Academy	1,525,315	-	-	1,275,315	250,000
Winship Community School	(413)	-	-	-	(413)
Yosemite Valley Charter School	409,838	-	-	409,838	-
Inspire Clarksville Charter School	(2,960)	-	-	-	(2,960)
Pacific Coast Academy	39,245	-	-	-	39,245
Inspire Charter Services	5,424,293	1,000,000	2,000,000	-	2,424,293
Inspire Foundation	-	-	-	-	-
Mission Vista Academy	14,165	-	-	-	14,165
The Cottonwood School	314	-	-	-	314
<i>Total Change per period</i>		1,000,000.00	2,000,000.00	1,685,153.12	
Total Due (To)/From Balance	\$ 6,879,348	\$ 5,879,348	\$ 3,879,348	\$ 2,194,195	\$ 2,194,195

HEARTLAND – Interschool Balances

*[Current Proposed Annual Forecasted Payback Schedule]
(BASED ON FEB FINANCIALS)*

Due (To)/ From Inspire Accounts	Account Balance 2/29/20	Account Balance 6/30/20	Account Balance 6/30/21	Account Balance 6/30/22
Inspire LA	\$ (14,973)	\$ (14,973)	\$ -	\$ -
Cabrillo Point Academy	(515,233)	(515,233)	-	-
Feather River Charter School	(241)	(241)	-	-
Blue Ridge Academy	1,525,315	250,000	-	-
Winship Community School	(413)	(413)	-	-
Yosemite Valley Charter School	409,838	-	-	-
Inspire Clarksville Charter School	(2,960)	(2,960)	-	-
Pacific Coast Academy	39,245	-	-	-
Inspire Charter Services	5,318,956	2,318,956	818,956	-
Inspire Foundation		-	-	-
Mission Vista Academy	14,165	14,165	-	-
Total Due (To)/From Balance	\$ 6,773,698	\$ 2,049,300	\$ 818,956	\$ -

HEARTLAND – Compliance Reporting

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required
FINANCE	April 1st extended to June 1st	<p>File a Form 700 - Statement of Economic Interests (SEI): The requirement is part of the Political Reform Act enacted in 1974, which was passed by California voters to promote integrity in state and local government by helping agency decision makers avoid conflicts between their personal interests and official duties. Depending on your local authorizer's conflict of interest policies, certain charter school officers and employees may be required to file Statements of Economic Interest with a filing officer by the April 1 deadline.</p> <p>Due to the current COVID-19 pandemic, the Fair Political Practices Commission is allowing a 60-day extension until June 1, 2020 for those required to file a 2019 annual Statement of Economic Interests (Form 700).</p> <p>http://www.fppc.ca.gov/media/press-releases/2020-news-releases/press-release-extend-form700.html</p>	Heartland with Charter Impact support	Yes	Yes
DATA	Apr-24	CALPADS - Fall 2 amendment deadline (EXTENDED) - Please be mindful that Level-2 certification within CALPADS means that these data have been reviewed and approved by your superintendent or IRC administrator. Failure to properly review and amend these data in CALPADS within the allotted amendment window will result in the improper certification of official Fall 2 data within CALPADS, which can impact a number of things, including LCFF funding, student course enrollments, staff assignments and English learner education services.	Heartland	No	No
DATA	Apr-30	<p>Period 2 (P2) Attendance Report - P2 ADA is total ADA from the beginning of the school year through the last school month ending on or before April 15.</p> <p>For the purpose of preventing losses of attendance based funding as a result of reductions in ADA due to COVID-19, SB 117 provides that the ADA used for both the second period and the annual period apportionment includes all full school months from July 1, 2019 to February 29, 2020.</p>	Heartland	No	Yes
FINANCE	May-15	Extended Due Date - Form 990 - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The form should be reviewed and accepted by the Board prior to filing.	Heartland/Audit firm	Yes	No
DATA	May-31	<p>English Language Proficiency Assessments for California (ELPAC) -</p> <p>Suspending Summative ELPAC testing If your school is closed due to the unprecedented circumstances surrounding coronavirus disease 2019 (COVID-19), you should not worry about any statewide testing this school year.</p> <p>Governor's Executive Order N-30-20: Education Code section 60641 (a), requiring that all pupils be administered academic assessments in mathematics, English language arts, and science, as provided for in Education Code section 60640, is waived for the 2019-2020 school year for all schools in the state for which the United States Department of Education approves, based on the impact of the COVID-19 pandemic on students and school communities throughout California, a federal waiver of requirements to administer those academic assessments.</p> <p>The ELPAC is the required state test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English. State and federal law require that local educational agencies administer a state test of ELP to eligible students in kindergarten through grade twelve. The California Department of Education (CDE) transitioned from the California English Language Development Test (CELDT) to the ELPAC as the state ELP assessment in 2018. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate ELP assessments: one for the initial identification of students as English learners (ELs), and a second for the annual summative assessment to measure a student's progress in learning English and to identify the student's level of ELP.</p>	Heartland	No	No

HEARTLAND – Appendix

- Monthly Cash Flow / Forecast 19-20
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Due (To)/From All Inspire School Locations
- AP Aging

Heartland Charter School

Monthly Cash Flow/Forecast FY19-20

Revised 04/21/20

ADA = 4126.04



Revenues

State Aid - Revenue Limit

8011 LCFF State Aid	-	1,273,496	1,273,496	2,292,292	2,292,292	2,292,292	2,292,292	2,292,292	4,405,822	4,405,875	4,405,875	4,405,875	4,347,838	35,979,737	40,919,713	(4,939,976)
8012 Education Protection Account	-	-	148,341	-	-	-	148,341	-	322,572	-	-	-	205,954	825,208	952,850	(127,642)
8096 In Lieu of Property Taxes	-	45,046	90,089	60,060	60,060	60,060	60,060	60,060	43,027	21,511	21,511	21,511	20,458	563,452	1,187,013	(623,561)
	-	1,318,542	1,511,926	2,352,352	2,352,352	2,352,352	2,500,693	2,352,352	4,771,474	4,427,386	4,427,386	4,427,386	4,574,250	37,368,450	43,059,576	(5,691,126)

Federal Revenue

8181 Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	429,108	429,108	495,482	(66,374)
	-	-	-	-	-	-	-	-	-	-	-	-	429,108	429,108	495,482	(66,374)

Other State Revenue

8311 State Special Education	1	72,049	72,049	129,689	129,689	129,689	129,689	129,689	261,260	292,787	292,787	292,787	194,626	2,126,791	2,253,490	(126,699)
8550 Mandated Cost	-	-	-	-	-	61,941	-	-	-	-	-	-	-	61,941	61,941	(0)
8560 State Lottery	-	-	-	-	-	-	156,479	-	-	151,465	-	-	546,147	854,090	971,907	(117,817)
8598 Prior Year Revenue	-	-	187,470	-	-	-	60,596	-	-	-	-	-	-	248,066	-	248,066
8599 Other State Revenue	-	-	-	96,609	-	-	-	-	-	-	-	-	-	96,609	-	96,609
	1	72,049	259,519	226,298	129,689	191,630	346,763	129,689	261,260	444,253	292,787	292,787	740,772	3,387,498	3,287,338	100,159

Total Revenue

	1	1,390,591	1,771,445	2,578,650	2,482,041	2,543,982	2,847,456	2,482,041	5,032,734	4,871,638	4,720,173	4,720,173	5,744,131	41,185,055	46,842,396	(5,657,341)
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Expenses

Certificated Salaries

1100 Teachers' Salaries	813,731	913,927	910,297	918,098	1,177,958	975,930	986,128	976,783	919,231	975,018	975,018	975,018	-	11,517,138	13,198,500	1,681,362
1175 Teachers' Extra Duty/Stipends	42,250	73,339	129,269	148,590	137,209	129,840	130,218	117,464	286,277	136,503	136,503	271,503	-	1,738,965	3,167,640	1,428,675
1200 Pupil Support Salaries	22,339	62,377	63,663	71,770	69,034	69,034	70,034	70,034	74,352	70,034	70,034	70,034	-	782,739	-	(782,739)
1300 Administrators' Salaries	29,167	42,708	44,308	47,233	77,976	19,580	46,608	59,325	55,646	46,608	46,608	46,608	-	562,377	180,000	(382,377)
	907,487	1,092,352	1,147,537	1,185,692	1,462,177	1,194,384	1,232,989	1,223,606	1,335,506	1,228,163	1,228,163	1,363,163	-	14,601,219	16,546,140	1,944,921

Classified Salaries

2100 Instructional Salaries	3,649	7,491	8,597	9,217	7,900	34,961	13,303	11,836	12,253	13,303	13,303	13,303	-	149,113	41,000	(108,113)
	3,649	7,491	8,597	9,217	7,900	34,961	13,303	11,836	12,253	13,303	13,303	13,303	-	149,113	41,000	(108,113)

Benefits

3101 STRS	150,942	182,034	191,263	129,746	240,471	201,452	204,999	202,838	203,948	211,983	211,983	235,284	-	2,366,943	2,763,205	396,262
3301 OASDI	212	419	488	480	367	2,047	723	632	658	883	883	883	-	8,674	2,542	(6,132)
3311 Medicare	12,825	15,561	16,284	16,817	20,433	17,524	17,538	17,365	19,065	18,181	18,181	20,158	-	209,932	240,514	30,581
3401 Health and Welfare	(27,431)	156,429	125,201	135,256	91,374	171,956	123,331	116,325	85,079	118,417	118,417	118,417	-	1,332,769	1,144,000	(188,769)
3501 State Unemployment	14,304	10,087	2,946	1,983	3,616	(32)	39,470	9,609	962	5,072	5,072	5,072	-	98,159	102,410	4,251
3601 Workers' Compensation	-	20,929	10,464	10,464	10,464	10,464	10,680	10,464	10,500	17,554	17,554	19,463	-	149,001	232,220	83,219
3901 Other Benefits	-	(0)	-	(0)	-	(0)	-	-	-	5,560	5,560	5,560	-	16,680	73,902	57,222
	150,852	385,458	346,646	294,746	366,726	403,411	396,741	357,233	320,212	377,649	377,649	404,836	-	4,182,158	4,558,793	376,634

Books and Supplies

4302 School Supplies	181,609	272,906	283,728	345,667	252,447	174,957	207,625	185,774	197,721	187,976	188,436	131,559	141,558	2,751,962	2,690,521	(61,441)
4305 Software	2,412	7,827	20,424	1,037	14,320	1,090	16,368	28,037	25,910	7,902	7,902	7,902	-	141,131	1,008,862	867,731
4310 Office Expense	228	2,383	238	3,226	2,418	772	973	2,144	3,138	2,393	2,393	2,393	-	22,701	35,275	12,574
4311 Business Meals	-	53	-	130	-	87	-	-	-	32	32	32	-	365	1,377	1,012
4400 Noncapitalized Equipment	-	-	-	-	-	141	-	30	88	98,689	98,930	69,070	74,319	341,268	413,948	72,680
	184,249	283,169	304,390	350,061	269,185	177,047	224,966	215,985	226,857	296,991	297,693	210,955	215,878	3,257,427	4,272,073	1,014,647

Subagreement Services

5102 Special Education	14,466	34,372	65,748	72,059	302,319	76,929	184,591	121,491	300,664	127,275	127,275	127,275	-	1,554,465	682,922	(871,543)
5106 Other Educational Consultants	176,445	169,632	509,528	725,689	538,600	702,267	696,228	645,380	497,789	697,154	698,860	487,919	525,004	7,070,495	7,536,010	465,515
5107 Instructional Services	-	159,918	1,005,513	388,477	388,477	388,477	149,581	319,056	352,077	360,193	392,802	392,802	-	4,297,372	5,386,876	1,089,504
	190,911	363,922	1,580,789	1,186,225	1,229,396	1,167,673	1,030,400	1,085,927	1,150,531	1,184,622	1,218,937	1,007,996	525,004	12,922,332	13,605,808	683,476

Operations and Housekeeping

5201 Auto and Travel	2,659	1,823	2,839	2,101	1,090	3,574	1,115	454	31	1,899	1,899	1,899	-	21,383	24,774	3,391
5300 Dues & Memberships	3,688	2,618	-	-	-	-	-	-	(60)	321	321	321	-	7,207	20,438	13,231
5400 Insurance	87	5,583	2,835	2,835	2,835	2,835	2,835	2,835	5,230	8,162	8,162	8,162	-	52,397	105,446	53,048
5502 Janitorial Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,526	1,526
5901 Postage and Shipping	-	-	138	-	-	6	-	-	16	1,461	1,461	1,461	-	4,543	13,287	8,744
	6,434	10,024	5,812	4,936	3,925	6,416	3,950	3,289	5,217	11,843	11,843	11,843	-	85,530	165,470	79,940

Revised 04/21/20

ADA = 4126.04



ADA = 4126.04														Annual Forecast	Original Budget Total	Favorable / (Unfav.)
	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Year-End Accruals			
Facilities, Repairs and Other Leases																
5601 Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22,964	22,964
5604 Other Leases	-	-	-	1,050	897	4,441	977	-	822	-	-	-	-	-	-	(8,186)
	-	-	-	1,050	897	4,441	977	-	822	-	-	-	-	-	8,186	15,862
Professional/Consulting Services																
5801 IT	-	-	-	-	-	-	-	-	116	-	-	-	-	-	32,022	31,906
5802 Audit & Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,533	3,533
5803 Legal	54,931	1,440	2,608	-	-	418	22	-	6,436	6,267	6,267	6,267	-	-	94,869	10,212
5804 Professional Development	1,175	-	-	7,326	(7,326)	-	-	-	-	4,265	4,265	4,265	-	-	39,557	25,588
5805 General Consulting	166,122	(4,731)	-	777	3,145	1,665	2,620	2,976	2,712	2,807	2,807	2,807	-	-	74,329	(109,379)
5806 Special Activities/Field Trips	35,237	47,924	54,954	42,015	28,437	6,128	3,772	5,361	(2,671)	231,668	232,235	162,138	174,462	-	2,112,462	1,090,801
5807 Bank Charges	-	-	-	183	170	463	327	-	8	431	431	431	-	-	3,882	1,437
5808 Printing	-	-	-	-	-	-	-	-	74	676	676	676	-	-	6,085	3,983
5809 Other taxes and fees	-	90	(90)	3,499	-	-	-	-	-	648	648	648	-	-	21,989	16,546
5811 Management Fee	-	48,671	306,026	118,232	118,232	118,232	45,524	80,920	89,295	95,691	143,537	143,537	-	-	1,639,484	331,588
5812 District Oversight Fee	-	-	-	-	-	-	-	-	-	-	-	-	1,121,053	-	1,291,787	170,734
5814 SPED Encroachment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	219,918	219,918
5815 Public Relations/Recruitment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,556	4,556
	257,465	93,394	363,498	172,033	142,658	126,906	52,265	89,257	95,970	342,454	390,867	320,770	1,295,515	-	3,743,052	1,801,421
Interest																
7438 Interest Expense	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	42,212	42,212	42,212	-	-	949,900	400,188
	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	42,212	42,212	42,212	-	-	949,900	400,188
Total Expenses																
	1,748,054	2,282,817	3,804,278	3,250,968	3,529,872	3,162,247	3,002,599	3,034,141	3,194,375	3,497,236	3,580,666	3,375,077	2,036,397	-	39,498,728	6,208,976
Monthly Surplus (Deficit)																
	(1,748,054)	(892,226)	(2,032,833)	(672,318)	(1,047,831)	(618,265)	(155,143)	(552,100)	1,838,359	1,374,402	1,139,506	1,345,095	3,707,734	-	1,686,327	551,635
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(1,748,054)	(892,226)	(2,032,833)	(672,318)	(1,047,831)	(618,265)	(155,143)	(552,100)	1,838,359	1,374,402	1,139,506	1,345,095	3,707,734	-	1,686,327	
Cash flows from operating activities																
Depreciation/Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Public Funding Receivables	934,472	-	-	-	-	-	681,301	140,757	-	104,537	-	-	(5,744,131)	-	(3,883,065)	
Grants and Contributions Rec.	45	-	-	-	-	-	-	(40)	-	-	-	-	-	-	5	
Due To/From Related Parties	710,021	(8,372,016)	121,158	476,655	640,717	780,394	(702,153)	95,351	(105,650)	1,000,000	2,000,000	1,685,153	-	-	(1,670,371)	
Prepaid Expenses	9,558	(23,720)	87	(73,456)	76,774	87	(101,413)	58,597	11,286	-	-	-	-	-	(42,200)	
Accounts Payable	(496,559)	78,198	192,485	(115,154)	223,535	(351,430)	216,588	195,593	(266,358)	-	-	-	2,036,397	-	1,713,295	
Accrued Expenses	(28,799)	(760,790)	(82,611)	(39,508)	34,177	(95,942)	138,953	(157,792)	446,756	-	(188,034)	(188,034)	-	-	(921,623)	
Cash flows from financing activities																
Proceeds from Debt	12,713,465	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	-	-	13,230,556	
Payments on Debt	-	-	-	-	-	-	-	-	-	-	(4,739,724)	(4,739,724)	-	-	(9,479,448)	
Total Change in Cash																
	12,094,149	(9,923,547)	(1,754,706)	(376,773)	(25,619)	(238,147)	125,142	(172,626)	1,971,402	2,525,947	(1,741,243)	(1,850,501)	-	-	-	
Cash, Beginning of Month																
	383,903	12,478,052	2,554,505	799,799	423,026	397,407	159,260	284,402	111,776	2,083,178	4,609,124	2,867,881	-	-	-	
Cash, End of Month																
	12,478,052	2,554,505	799,799	423,026	397,407	159,260	284,402	111,776	2,083,178	4,609,124	2,867,881	1,017,379	-	-	-	

Heartland Charter School

Budget vs Actual

For the period ended March 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 4,405,822	\$ 5,373,045	\$ (967,223)	\$ 18,414,274	\$ 19,427,531	\$ (1,013,257)	\$ 40,919,713
Education Protection Account	322,572	417,956	(95,384)	619,254	714,638	(95,384)	952,850
State Aid - Prior Year	53	-	53	53	-	53	-
In Lieu of Property Taxes	43,027	126,381	(83,354)	478,462	807,870	(329,408)	1,187,013
Total State Aid - Revenue Limit	4,771,474	5,917,382	(1,145,908)	19,512,043	20,950,038	(1,437,995)	43,059,576
Federal Revenue							
Special Education - Entitlement	-	65,156	(65,156)	-	300,014	(300,014)	495,482
Total Federal Revenue	-	65,156	(65,156)	-	300,014	(300,014)	495,482
Other State Revenue							
State Special Education	261,260	296,334	(35,074)	1,053,804	1,364,487	(310,684)	2,253,490
Mandated Cost	-	-	-	61,941	61,941	(0)	61,941
State Lottery	-	-	-	156,479	151,308	5,171	971,907
Prior Year Revenue	-	-	-	248,066	-	248,066	-
Other State Revenue	-	-	-	96,609	-	96,609	-
Total Other State Revenue	261,260	296,334	(35,074)	1,616,898	1,577,736	39,162	3,287,338
Total Revenues	\$ 5,032,734	\$ 6,278,872	\$ (1,246,138)	\$ 21,128,941	\$ 22,827,788	\$ (1,698,848)	\$ 46,842,396
Expenses							
Certificated Salaries							
Teachers' Salaries	919,231	1,099,875	180,644	8,592,083	9,898,875	1,306,792	13,198,500
Teachers' Extra Duty/Stipends	286,277	263,970	(22,307)	1,194,457	2,375,730	1,181,273	3,167,640
Pupil Support Salaries	74,352	-	(74,352)	572,637	-	(572,637)	-
Administrators' Salaries	55,646	15,000	(40,646)	422,552	135,000	(287,552)	180,000
Total Certificated Salaries	1,335,506	1,378,845	43,339	10,781,729	12,409,605	1,627,876	16,546,140
Classified Salaries							
Instructional Salaries	12,253	3,417	(8,836)	109,206	30,750	(78,456)	41,000
Total Classified Salaries	12,253	3,417	(8,836)	109,206	30,750	(78,456)	41,000
Benefits							
State Teachers' Retirement System, certificated positions	203,948	230,267	26,319	1,707,694	2,072,404	364,710	2,763,205
OASDI/Medicare/Alternative, certificated positions	658	212	(446)	6,025	1,906	(4,119)	2,542
Medicare/Alternative, certificated positions	19,065	20,043	978	153,412	180,385	26,973	240,513
Health and Welfare Benefits, certificated positions	85,079	95,333	10,254	977,519	858,000	(119,519)	1,144,000
State Unemployment Insurance, certificated positions	962	10,241	9,279	82,945	87,049	4,104	102,410
Workers' Compensation Insurance, certificated positions	10,500	19,352	8,852	94,430	174,165	79,735	232,220
Other Benefits, certificated positions	-	6,158	6,158	(0)	55,426	55,426	73,902
Total Benefits	320,212	381,606	61,395	3,022,024	3,429,335	407,311	4,558,793
Books & Supplies							
Books and Reference Materials	-	-	-	-	122,089	122,089	122,089
School Supplies	197,721	261,958	64,237	2,102,434	1,704,128	(398,305)	2,690,522
Software	25,910	84,072	58,162	117,425	756,647	639,222	1,008,862
Office Expense	3,138	2,940	(198)	15,521	26,456	10,934	35,274
Business Meals	-	115	115	270	1,033	763	1,377
Noncapitalized Equipment	88	40,303	40,215	260	262,187	261,928	413,948
Total Books & Supplies	226,857	389,387	162,530	2,235,909	2,872,541	636,631	4,272,073
Subagreement Services							
Special Education	300,664	56,910	(243,754)	1,172,639	512,191	(660,448)	682,922
Other Educational Consultants	497,789	733,730	235,941	4,661,558	4,773,174	111,616	7,536,010
Instructional Services	352,077	722,070	369,993	3,151,575	2,625,196	(526,380)	5,386,876
Total Subagreement Services	1,150,531	1,512,711	362,180	8,985,773	7,910,561	(1,075,211)	13,605,808
Operations & Housekeeping							
Auto and Travel	31	2,064	2,033	15,687	18,580	2,894	24,774
Dues & Memberships	(60)	1,703	1,763	6,245	15,329	9,084	20,438
Insurance	5,230	8,787	3,557	27,910	79,084	51,174	105,446
Janitorial Services	-	127	127	-	1,144	1,144	1,526
Postage and Shipping	16	1,107	1,092	160	9,965	9,805	13,287
Total Operations & Housekeeping	5,217	13,789	8,572	50,002	124,102	74,101	165,470
Facilities, Repairs & Other Leases							
Rent	-	1,914	1,914	-	17,223	17,223	22,964
Other Leases	822	-	(822)	8,186	-	(8,186)	-
Repairs and Maintenance	-	90	90	-	813	813	1,084
Total Facilities, Repairs & Other Leases	822	2,004	1,182	8,186	18,036	9,850	24,048

Heartland Charter School

Budget vs Actual

For the period ended March 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Professional/Consulting Services							
IT	116	2,668	2,552	116	24,016	23,900	32,022
Audit & Taxes	-	-	-	-	3,533	3,533	3,533
Legal	6,436	7,906	1,470	65,855	71,151	5,296	94,869
Professional Development	-	3,296	3,296	1,175	29,668	28,493	39,557
General Consulting	2,712	6,194	3,483	175,286	55,747	(119,539)	74,329
Special Activities/Field Trips	(2,671)	205,676	208,347	221,157	1,337,996	1,116,838	2,112,462
Bank Charges	8	324	316	1,151	2,912	1,761	3,882
Printing	74	507	433	74	4,564	4,490	6,085
Other Taxes and Fees	-	1,832	1,832	3,499	16,492	12,992	21,989
Management Fee	89,295	219,761	130,466	925,132	798,973	(126,159)	1,639,484
District Oversight Fee	-	177,521	177,521	-	628,501	628,501	1,291,787
SPED Encroachment	-	28,919	28,919	-	133,160	133,160	219,918
Public Relations/Recruitment	-	380	380	-	3,417	3,417	4,556
Total Professional/Consulting Services	95,970	654,985	559,015	1,393,446	3,110,129	1,716,683	5,544,473
Interest							
Interest Expense	47,008	59,325	12,317	423,076	771,925	348,849	949,900
Total Interest	47,008	59,325	12,317	423,076	771,925	348,849	949,900
Total Expenses	\$ 3,194,375	\$ 4,396,069	\$ 1,201,694	\$ 27,009,351	\$ 30,676,985	\$ 3,667,634	\$ 45,707,704
Change in Net Assets	1,838,359	1,882,804	(44,444)	(5,880,410)	(7,849,196)	1,968,786	1,134,692
Net Assets, Beginning of Period	(6,804,425)			914,344			
Net Assets, End of Period	\$ (4,966,066)			\$ (4,966,066)			

Heartland Charter School

Statement of Financial Position

March 31, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 2,083,179	\$ 383,903	\$ 1,699,276	443%
Accounts Receivable	40	45	(5)	-11%
Public Funding Receivable	104,537	1,861,066	(1,756,529)	-94%
Due To/From Related Parties	6,879,348	523,824	6,355,524	1213%
Prepaid Expenses	157,207	115,007	42,200	37%
Total Current Assets	9,224,310	2,883,844	6,340,466	220%
Total Assets	\$ 9,224,310	\$ 2,883,844	\$ 6,340,466	220%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 215,486	\$ 538,588	\$ (323,102)	-60%
Accrued Liabilities	885,357	1,430,912	(545,555)	-38%
Notes Payable, Current Portion	13,089,533	-	13,089,533	0%
Total Current Liabilities	14,190,376	1,969,500	12,220,876	621%
Total Liabilities	14,190,376	1,969,500	12,220,876	621%
Total Net Assets	(4,966,066)	914,344	(5,880,410)	-643%
Total Liabilities and Net Assets	\$ 9,224,310	\$ 2,883,844	\$ 6,340,466	220%

Heartland Charter School

Statement of Cash Flows

For the period ended March 31, 2020

	Month Ended 03/31/20	YTD Ended 03/31/20
Cash Flows from Operating Activities		
Change in Net Assets	\$ 1,838,359	\$ (5,880,410)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	-	1,756,529
Grants, Contributions & Pledges Receivable	-	5
Due from Related Parties	(105,650)	(6,355,524)
Prepaid Expenses	11,286	(42,200)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(266,358)	(323,102)
Accrued Expenses	446,756	(545,555)
Total Cash Flows from Operating Activities	1,924,394	(11,390,257)
 Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	47,008	13,089,533
Total Cash Flows from Financing Activities	47,008	13,089,533
 Change in Cash & Cash Equivalents	1,971,402	1,699,276
Cash & Cash Equivalents, Beginning of Period	111,777	383,903
 Cash and Cash Equivalents, End of Period	\$ 2,083,179	\$ 2,083,179

Heartland Charter School

Due (To)/From All Inspire Charter School Locations

For the period ended March 31, 2020

	Account Balance
Due (to)/from Inspire LA	\$ (14,973)
Due (to)/from Cabrillo Point Academy	(515,233)
Due (to)/from Feather River Charter School	(241)
Due (to)/from Blue Ridge Academy	1,525,315
Due (to)/from Winship Community School	(413)
Due (to)/from Yosemite Valley Charter School	409,838
Due (to)/from Inspire Clarksville Charter School	(2,960)
Due (to)/from Pacific Coast Academy	39,245
Due (to)/from Inspire Charter Services	5,424,293
Due (to)/from Mission Vista Academy	14,165
Due (to)/from The Cottonwood School	<u>314</u>
Total Due (to)/from Balance	<u><u>\$ 6,879,348</u></u>

Heartland Charter School

Accounts Payable Aging

March 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	30 Days Past Due	60 Days Past Due	90 Days Past Due	120 Days Past Due	Total
A Tree of Knowledge Educational Services	INSPIREHC0220	3/17/2020	4/16/2020	\$ 8,570	\$ -	\$ -	\$ -	\$ -	\$ 8,570
Academic Performance	DAVIS32020	3/20/2020	4/19/2020	1,350	-	-	-	-	1,350
Alice Zepeda	36	3/23/2020	4/22/2020	1,280	-	-	-	-	1,280
All About Learning Press, Inc.	902248	3/18/2020	5/17/2020	21	-	-	-	-	21
All About Learning Press, Inc.	902252	3/18/2020	5/17/2020	177	-	-	-	-	177
All About Learning Press, Inc.	902257	3/19/2020	5/18/2020	155	-	-	-	-	155
All About Learning Press, Inc.	902261	3/19/2020	5/18/2020	155	-	-	-	-	155
Amanda Esquivel	6	3/23/2020	4/22/2020	240	-	-	-	-	240
Bakersfield Sound Co.	2051	3/19/2020	3/19/2020	400	-	-	-	-	400
Betsy Pollon	7	3/17/2020	4/16/2020	120	-	-	-	-	120
Betsy Pollon	8	3/17/2020	4/16/2020	120	-	-	-	-	120
Betsy Pollon	9	3/17/2020	4/16/2020	120	-	-	-	-	120
Betzhi Walton	cope0021	3/10/2020	4/9/2020	975	-	-	-	-	975
Big Little Ones LLC	2055	3/23/2020	4/22/2020	180	-	-	-	-	180
Big Little Ones LLC	2089	3/24/2020	3/24/2020	99	-	-	-	-	99
Blue Learning	SINV1298	3/13/2020	4/12/2020	100	-	-	-	-	100
Braille Abilities LLC	3010	2/27/2020	3/28/2020	225	-	-	-	-	225
Braille Abilities LLC	3011	3/6/2020	4/5/2020	290	-	-	-	-	290
Brave Writer, LLC	52613332	3/23/2020	3/23/2020	299	-	-	-	-	299
Caity Geyer, Private Tutor	17	3/20/2020	4/19/2020	160	-	-	-	-	160
Cassandra Wilsted	2022	3/25/2020	4/24/2020	195	-	-	-	-	195
Cassandra Wilsted	2025	3/25/2020	4/24/2020	65	-	-	-	-	65
Cassandra Wilsted	2027	3/25/2020	4/24/2020	65	-	-	-	-	65
Cassandra Wilsted	2029	3/25/2020	4/24/2020	195	-	-	-	-	195
Cassandra Wilsted	2030	3/25/2020	4/24/2020	195	-	-	-	-	195
Central Coast Gymnastics Sports Center	03202020	3/20/2020	4/19/2020	94	-	-	-	-	94
Claudia Gwinn	GA-2020	3/12/2020	4/11/2020	800	-	-	-	-	800
D'Arezzo Center for Creative Expression	ICS2324-1019-43	3/20/2020	4/19/2020	600	-	-	-	-	600
Dancers Turnout Academy of Dance	H0-03-16-20	3/16/2020	4/15/2020	195	-	-	-	-	195
Dancers Turnout Academy of Dance	JF-03-16-20	3/16/2020	4/15/2020	450	-	-	-	-	450
Drivers Ed Direct	1120	3/18/2020	4/17/2020	39	-	-	-	-	39
Educational Development Corporation	DIR5610673	3/13/2020	4/12/2020	76	-	-	-	-	76
Educational Development Corporation	DIR5634313	3/19/2020	4/18/2020	262	-	-	-	-	262
Erb Tutoring Services	1002	3/17/2020	4/16/2020	3,600	-	-	-	-	3,600
Erin Titone	32	3/9/2020	4/8/2020	63	-	-	-	-	63
Evan-Moor	INV269651	3/19/2020	4/18/2020	64	-	-	-	-	64
Evan-Moor	INV269855	3/20/2020	4/19/2020	137	-	-	-	-	137

Heartland Charter School

Accounts Payable Aging

March 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	30 Days Past Due	60 Days Past Due	90 Days Past Due	120 Days Past Due	Total
Frazier Mountain FOCUS Central	ICS2020-CDY-5	3/4/2020	4/3/2020	360	-	-	-	-	360
Frazier Mountain FOCUS Central	ICS2020-CRY4	3/4/2020	4/3/2020	504	-	-	-	-	504
Gabriela Bardawil	22	3/20/2020	4/19/2020	170	-	-	-	-	170
Global Teletherapy	3218	3/9/2020	4/8/2020	80,933	-	-	-	-	80,933
Gravitas Publications, Inc.	16890	3/16/2020	4/15/2020	249	-	-	-	-	249
Growing Healthy Children Therapy Ser	IHCS 2002	2/29/2020	3/30/2020	1,066	-	-	-	-	1,066
GS Family Music LLC	HL-2020-3	3/10/2020	4/9/2020	2,140	-	-	-	-	2,140
Guitar Center, Inc.	1241128648	3/6/2020	4/5/2020	89	-	-	-	-	89
Gustafson Dance	107	3/16/2020	4/15/2020	410	-	-	-	-	410
Gustafson Dance	108	3/16/2020	4/15/2020	510	-	-	-	-	510
Gypsy Studios	13MAR102020	3/10/2020	4/9/2020	2,025	-	-	-	-	2,025
Houghton Mifflin Harcourt	954787145	3/16/2020	4/15/2020	31	-	-	-	-	31
Institute for Excellence in Writing	647325	3/19/2020	4/18/2020	303	-	-	-	-	303
Institute for Excellence in Writing	650450	3/19/2020	4/18/2020	172	-	-	-	-	172
Isabella Malfo	005	3/10/2020	4/9/2020	1,125	-	-	-	-	1,125
Jen Dunlap Tutoring	0029	3/21/2020	3/21/2020	300	-	-	-	-	300
Jennifer Phillips	1	12/19/2019	1/18/2020	-	-	680	-	-	680
Julia Valentine	21	3/10/2020	4/9/2020	1,200	-	-	-	-	1,200
Kara McCoy	365537	3/13/2020	4/12/2020	300	-	-	-	-	300
Kara McCoy	365538	3/14/2020	4/13/2020	90	-	-	-	-	90
Kara McCoy	365539	3/14/2020	4/13/2020	90	-	-	-	-	90
Kara McCoy	365540	3/20/2020	4/19/2020	126	-	-	-	-	126
Kara McCoy	365541	3/20/2020	4/19/2020	126	-	-	-	-	126
Kara McCoy	365542	3/20/2020	4/19/2020	126	-	-	-	-	126
Katherine Frame Coleman	COLE022920	2/29/2020	2/29/2020	337	-	-	-	-	337
Kern County Hockey Club	30TM	2/11/2020	3/12/2020	230	-	-	-	-	230
Key Learning	187	3/15/2020	3/30/2020	1,200	-	-	-	-	1,200
Key Learning	189	3/16/2020	3/31/2020	320	-	-	-	-	320
Kid's Work	5921	3/5/2020	4/4/2020	1,925	-	-	-	-	1,925
Kid's Work	5922	3/5/2020	4/4/2020	88	-	-	-	-	88
Kumon of Orcutt	AE003	3/12/2020	4/11/2020	660	-	-	-	-	660
Kumon of Orcutt	EA010	3/12/2020	4/11/2020	685	-	-	-	-	685
Kumon of Orcutt	MH004	3/12/2020	4/11/2020	660	-	-	-	-	660
Kumon of Orcutt	SD001	3/15/2020	4/14/2020	745	-	-	-	-	745
Kumon of Orcutt	TC001	3/15/2020	4/14/2020	965	-	-	-	-	965
Lakeshore	3051620320	3/6/2020	4/5/2020	73	-	-	-	-	73
Lakeshore	3089650320	3/9/2020	4/8/2020	415	-	-	-	-	415
Lakeshore	3090510320	3/9/2020	4/8/2020	388	-	-	-	-	388
Lakeshore	3091190320	3/9/2020	4/8/2020	34	-	-	-	-	34
Lakeshore	3167910320	3/11/2020	4/10/2020	281	-	-	-	-	281

Heartland Charter School

Accounts Payable Aging

March 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	30 Days Past Due	60 Days Past Due	90 Days Past Due	Over 90 Days Past Due	Total
Lakeshore	3196140320	3/12/2020	4/11/2020	24	-	-	-	-	24
Lakeshore	3227520320	3/13/2020	4/12/2020	39	-	-	-	-	39
Laura Cooper	9	3/10/2020	4/9/2020	315	-	-	-	-	315
Laurie Ridgeway	H-008	3/18/2020	4/17/2020	2,185	-	-	-	-	2,185
Lavalle Actors Workshop, Inc.	111	3/23/2020	4/22/2020	600	-	-	-	-	600
Learning Solutions	TUT214-LMIL20	3/23/2020	4/22/2020	35	-	-	-	-	35
Learning Without Tears	INV58102	3/11/2020	4/10/2020	29	-	-	-	-	29
Learning Without Tears	INV58107	3/11/2020	4/10/2020	41	-	-	-	-	41
Learning Without Tears	INV58127	3/11/2020	4/10/2020	28	-	-	-	-	28
Levity Academy	2020-01	3/10/2020	4/9/2020	600	-	-	-	-	600
Lindsay Burch	BURC022920	2/29/2020	2/29/2020	8	-	-	-	-	8
Liselle Music	50	3/19/2020	4/18/2020	350	-	-	-	-	350
Little Passports	111559086	3/15/2020	4/14/2020	233	-	-	-	-	233
Little Passports	111559430	3/15/2020	4/14/2020	130	-	-	-	-	130
Little Passports	111559682	3/15/2020	4/14/2020	129	-	-	-	-	129
Little Passports	111559694	3/15/2020	4/14/2020	109	-	-	-	-	109
Little Passports	111559698	3/15/2020	4/14/2020	128	-	-	-	-	128
Little Passports	111559710	3/15/2020	4/14/2020	161	-	-	-	-	161
Little Passports	111559712	3/15/2020	4/14/2020	141	-	-	-	-	141
Little Passports	111559725	3/15/2020	4/14/2020	295	-	-	-	-	295
Little Passports	111559748	3/15/2020	4/14/2020	130	-	-	-	-	130
Little Passports	111785500	3/15/2020	4/14/2020	335	-	-	-	-	335
Little Passports	111791088	3/15/2020	4/14/2020	161	-	-	-	-	161
Little Passports	CM-0000000120	3/18/2020	4/17/2020	(150)	-	-	-	-	(150)
Lotus Educational Services, Inc.	1456	2/24/2020	3/25/2020	3,106	-	-	-	-	3,106
Marissa Meyers	23	2/29/2020	3/30/2020	3,028	-	-	-	-	3,028
Marissa Meyers	24	2/29/2020	3/30/2020	2,913	-	-	-	-	2,913
Marissa Meyers	25	2/29/2020	3/30/2020	2,444	-	-	-	-	2,444
Marissa Meyers	26	2/29/2020	3/30/2020	1,898	-	-	-	-	1,898
Marnee Reeves	REEV032020	3/20/2020	3/20/2020	95	-	-	-	-	95
Math-U-See Inc.	0601456-IN	3/17/2020	5/16/2020	116	-	-	-	-	116
Math-U-See Inc.	0601705-IN	3/18/2020	5/17/2020	166	-	-	-	-	166
Math-U-See Inc.	0601957-IN	3/19/2020	5/18/2020	42	-	-	-	-	42
Math-U-See Inc.	0601958-IN	3/19/2020	5/18/2020	41	-	-	-	-	41
Math-U-See Inc.	0602016-IN	3/19/2020	5/18/2020	56	-	-	-	-	56
Math-U-See Inc.	0602017-IN	3/19/2020	5/18/2020	57	-	-	-	-	57
Maxim Healthcare Services, Inc.	7177980436	3/12/2020	4/11/2020	839	-	-	-	-	839
Maxim Healthcare Services, Inc.	7259080436	3/25/2020	4/24/2020	430	-	-	-	-	430
McColgan & Associates	3434	1/24/2020	1/24/2020	-	-	1,151	-	-	1,151
McColgan & Associates	3521	3/9/2020	3/9/2020	643	-	-	-	-	643

Heartland Charter School

Accounts Payable Aging

March 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	30 Days Past Due	60 Days Past Due	90 Days Past Due	Over 90 Days Past Due	Total
Medieval Times Dinner & Tournament	21912116	3/6/2020	4/5/2020	119	-	-	-	-	119
Mindi Schiefelbein-J & M Dance Center	129	2/20/2020	3/21/2020	231	-	-	-	-	231
Mindi Schiefelbein-J & M Dance Center	135	3/19/2020	4/18/2020	220	-	-	-	-	220
Mindi Schiefelbein-J & M Dance Center	136	3/19/2020	4/18/2020	77	-	-	-	-	77
Mindi Schiefelbein-J & M Dance Center	137	3/19/2020	4/18/2020	77	-	-	-	-	77
Mindi Schiefelbein-J & M Dance Center	138	3/23/2020	4/22/2020	276	-	-	-	-	276
Miss Alma's Piano Studio	1	3/9/2020	4/8/2020	100	-	-	-	-	100
Miss Alma's Piano Studio	2	3/9/2020	4/8/2020	100	-	-	-	-	100
Molly Hood	18	3/12/2020	4/11/2020	1,370	-	-	-	-	1,370
Montecito Covenant Church	MON030520	3/5/2020	3/5/2020	100	-	-	-	-	100
Moving Beyond the Page	211185	3/18/2020	4/17/2020	16	-	-	-	-	16
Moving Beyond the Page	211230	3/18/2020	4/17/2020	134	-	-	-	-	134
Mr. D Math, LLC	1227	3/6/2020	4/5/2020	394	-	-	-	-	394
Nancy Bagshaw Speech Language Path	14628	2/14/2020	3/15/2020	150	-	-	-	-	150
Nancy Bagshaw Speech Language Path	14673	2/28/2020	3/29/2020	150	-	-	-	-	150
Nancy Bagshaw Speech Language Path	14687	3/6/2020	4/5/2020	600	-	-	-	-	600
Nancy Bagshaw Speech Language Path	14694	3/6/2020	4/5/2020	150	-	-	-	-	150
Nancy Bagshaw Speech Language Path	14721	3/13/2020	4/12/2020	150	-	-	-	-	150
Nannette Keller LLC	126561	3/11/2020	4/10/2020	1,385	-	-	-	-	1,385
Oak Meadow Inc.	99947	3/23/2020	4/22/2020	130	-	-	-	-	130
Office Depot	374631816001	9/9/2019	10/9/2019	-	-	-	-	31	31
Office Depot	376595178001	9/11/2019	9/11/2019	-	-	-	-	(15)	(15)
Patrick Pearson Music	600	3/10/2020	4/9/2020	1,970	-	-	-	-	1,970
Pearson Online & Blended Learning	9168382	3/18/2020	4/17/2020	395	-	-	-	-	395
Penelope S. Suter	28552-1	2/21/2020	3/22/2020	2,285	-	-	-	-	2,285
PennPoint Dance Academy	032320-0220	3/23/2020	4/22/2020	80	-	-	-	-	80
PennPoint Dance Academy	032320-0320	3/23/2020	4/22/2020	80	-	-	-	-	80
PennPoint Dance Academy	032320-0420	3/23/2020	4/22/2020	80	-	-	-	-	80
PennPoint Dance Academy	032320-1	3/23/2020	4/22/2020	45	-	-	-	-	45
PennPoint Dance Academy	032320-2	3/23/2020	4/22/2020	360	-	-	-	-	360
Perfect 10 Gymnastics	50B	3/10/2020	4/9/2020	8,612	-	-	-	-	8,612
PresenceLearning, Inc	INV31141	1/8/2020	2/7/2020	-	13,842	-	-	-	13,842
Procopio, Cory, Hargreaves & Savitch L	698309	11/29/2019	12/29/2019	-	-	-	5,688	-	5,688
Rainbow Resource Center	2820616	3/18/2020	5/17/2020	108	-	-	-	-	108
Rainbow Resource Center	2863821	3/10/2020	5/9/2020	619	-	-	-	-	619
Rainbow Resource Center	2866724	3/16/2020	5/15/2020	775	-	-	-	-	775
Rainbow Resource Center	2867446	3/17/2020	5/16/2020	112	-	-	-	-	112
Rainbow Resource Center	2868742	3/18/2020	5/17/2020	88	-	-	-	-	88
Rainbow Resource Center	2868745	3/18/2020	5/17/2020	208	-	-	-	-	208
Rainbow Resource Center	2868931	3/18/2020	5/17/2020	439	-	-	-	-	439

Heartland Charter School

Accounts Payable Aging

March 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	30 Days Past Due	60 Days Past Due	90 Days Past Due	Over 90 Days Past Due	Total
Rainbow Resource Center	2869214	3/18/2020	5/17/2020	401	-	-	-	-	401
Rainbow Resource Center	2869478	3/19/2020	5/18/2020	65	-	-	-	-	65
Rainbow Resource Center	2869479	3/19/2020	5/18/2020	65	-	-	-	-	65
Rainbow Resource Center	2869775	3/19/2020	5/18/2020	33	-	-	-	-	33
Rainbow Resource Center	2869838	3/19/2020	5/18/2020	83	-	-	-	-	83
Rainbow Resource Center	2870781	3/20/2020	5/19/2020	82	-	-	-	-	82
Rainbow Resource Center	2870784	3/20/2020	5/19/2020	88	-	-	-	-	88
Rainbow Resource Center	2870785	3/20/2020	5/19/2020	82	-	-	-	-	82
Rainbow Resource Center	2871548	3/23/2020	5/22/2020	232	-	-	-	-	232
Rainbow Resource Center	2871602	3/23/2020	5/22/2020	278	-	-	-	-	278
Rainbow Resource Center	2871603	3/23/2020	5/22/2020	170	-	-	-	-	170
Rainbow Resource Center	2871605	3/23/2020	5/22/2020	65	-	-	-	-	65
Rainbow Resource Center	2871613	3/23/2020	5/22/2020	57	-	-	-	-	57
Rainbow Resource Center	2871615	3/23/2020	5/22/2020	55	-	-	-	-	55
Rainbow Resource Center	2871616	3/23/2020	5/22/2020	237	-	-	-	-	237
Rainbow Resource Center	2872013	3/23/2020	5/22/2020	560	-	-	-	-	560
Rainbow Resource Center	2872015	3/23/2020	5/22/2020	455	-	-	-	-	455
Rainbow Resource Center	2872017	3/23/2020	5/22/2020	483	-	-	-	-	483
Rainbow Resource Center	2872021	3/23/2020	5/22/2020	18	-	-	-	-	18
Rainbow Resource Center	2872025	3/23/2020	5/22/2020	119	-	-	-	-	119
Ravinia Reading Center	695	3/3/2020	3/18/2020	927	-	-	-	-	927
Ravinia Reading Center	696	3/3/2020	3/18/2020	927	-	-	-	-	927
Richard Koogler	KOOG030220	3/2/2020	3/2/2020	16	-	-	-	-	16
Richard Meister Jr.	13	3/19/2020	4/18/2020	2,975	-	-	-	-	2,975
Rose Peterson Music Studio	20-0250	2/28/2020	3/29/2020	725	-	-	-	-	725
Rose Peterson Music Studio	20-0256	3/12/2020	4/11/2020	660	-	-	-	-	660
Rose Peterson Music Studio	20-0257	3/12/2020	4/11/2020	720	-	-	-	-	720
SH Squared Cares	2825	2/27/2020	3/28/2020	1,425	-	-	-	-	1,425
SH Squared Cares	2826	2/27/2020	3/28/2020	760	-	-	-	-	760
Singapore Math Inc	351825	3/12/2020	4/11/2020	102	-	-	-	-	102
Singapore Math Inc	351826	3/12/2020	4/11/2020	29	-	-	-	-	29
Singapore Math Inc	351853	3/16/2020	4/15/2020	43	-	-	-	-	43
Singapore Math Inc	351890	3/18/2020	4/17/2020	156	-	-	-	-	156
SLO MakerSpace	202004ENMM-TUR	3/9/2020	4/8/2020	600	-	-	-	-	600
Space VR	010ES	2/10/2020	3/11/2020	350	-	-	-	-	350
Studies Weekly	299201	3/9/2020	4/5/2020	32	-	-	-	-	32
Studies Weekly	299202	3/9/2020	4/5/2020	32	-	-	-	-	32
Surf Happens	100535	3/17/2020	4/16/2020	440	-	-	-	-	440
Surf Happens	100536	3/17/2020	4/16/2020	440	-	-	-	-	440
Suzanne Rice	SEWELL-1	3/12/2020	4/11/2020	960	-	-	-	-	960

Heartland Charter School

Accounts Payable Aging

March 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	30 Days Past Due	60 Days Past Due	90 Days Past Due	Over 90 Days Past Due	Total
Sylvan Learning of Bakersfield	ICS032020-01	3/20/2020	4/19/2020	497	-	-	-	-	497
Teacher Synergy, LLC	114659524	3/16/2020	4/6/2020	43	-	-	-	-	43
Teacher Synergy, LLC	114660149	3/16/2020	4/6/2020	40	-	-	-	-	40
Teacher Synergy, LLC	114662409	3/16/2020	4/6/2020	11	-	-	-	-	11
Teacher Synergy, LLC	114663813	3/16/2020	4/6/2020	127	-	-	-	-	127
Teacher Synergy, LLC	114670082	3/16/2020	4/6/2020	102	-	-	-	-	102
Teacher Synergy, LLC	114671145	3/16/2020	4/6/2020	567	-	-	-	-	567
Teacher Synergy, LLC	114724022	3/17/2020	4/7/2020	5	-	-	-	-	5
Teacher Synergy, LLC	114725002	3/17/2020	4/7/2020	4	-	-	-	-	4
Teacher Synergy, LLC	114731076	3/17/2020	4/7/2020	10	-	-	-	-	10
Teacher Synergy, LLC	114788989	3/18/2020	4/8/2020	58	-	-	-	-	58
Teacher Synergy, LLC	114822655	3/19/2020	4/18/2020	15	-	-	-	-	15
Teacher Synergy, LLC	114840901	3/19/2020	4/18/2020	50	-	-	-	-	50
Teacher Synergy, LLC	114876621	3/20/2020	4/10/2020	26	-	-	-	-	26
Teacher Synergy, LLC	115007345	3/23/2020	4/13/2020	69	-	-	-	-	69
Teacher Synergy, LLC	115007472	3/23/2020	4/13/2020	63	-	-	-	-	63
Teacher Synergy, LLC	115007563	3/23/2020	4/13/2020	81	-	-	-	-	81
Teacher Synergy, LLC	115017053	3/23/2020	4/13/2020	15	-	-	-	-	15
Teacher Synergy, LLC	115017416	3/23/2020	4/13/2020	41	-	-	-	-	41
Teacher Synergy, LLC	115024672	3/23/2020	4/13/2020	97	-	-	-	-	97
Teacher Synergy, LLC	115028372	3/23/2020	4/13/2020	45	-	-	-	-	45
Tehachapi Academy of Dramatic Arts	INSPIRE-22	3/22/2020	4/21/2020	165	-	-	-	-	165
Thanh Erway	ERWA022820	2/28/2020	2/28/2020	-	100	-	-	-	100
The Critical Thinking Co.	137837A	3/4/2020	4/3/2020	64	-	-	-	-	64
The Critical Thinking Co.	137843A	3/4/2020	4/3/2020	80	-	-	-	-	80
The Critical Thinking Co.	137911A	3/5/2020	4/4/2020	79	-	-	-	-	79
The Critical Thinking Co.	137942A	3/9/2020	4/8/2020	52	-	-	-	-	52
The Critical Thinking Co.	138033A	3/9/2020	4/8/2020	52	-	-	-	-	52
The Critical Thinking Co.	138132A	3/12/2020	4/11/2020	27	-	-	-	-	27
Timberdoodle.com	313002	2/25/2020	4/25/2020	1,114	-	-	-	-	1,114
Timberdoodle.com	313003	2/25/2020	4/25/2020	1,294	-	-	-	-	1,294
Timberdoodle.com	313225	3/3/2020	5/2/2020	1,013	-	-	-	-	1,013
Timberdoodle.com	313226	3/3/2020	5/2/2020	1,293	-	-	-	-	1,293
Timberdoodle.com	313227	3/3/2020	5/2/2020	1,140	-	-	-	-	1,140
Wayne Boudreau	4-2020	2/11/2020	3/12/2020	625	-	-	-	-	625
Yang Aanderaa	10002	3/10/2020	4/9/2020	1,130	-	-	-	-	1,130
Young Singers Club	12523	3/17/2020	4/16/2020	275	-	-	-	-	275

Total Outstanding Payables in March \$ 194,009 \$ 13,942 \$ 1,831 \$ 5,688 \$ 16 \$ 215,486

INSPIRE PRICING PROPOSAL



Charter School Capital values our relationship with those schools working with Inspire Charter Services and recognizes the quality of the schools that Inspire Charter Services supports. The most valuable things we have to offer are immediate access to funds, a financial safety net, and our passionate support. And for Inspire Charter Services and the schools that you support, that means lower pricing beginning with May fundings.

Financing rates will be set at the following levels*:

Existing program:	Proposed Short-Term Rolling Receivables Funding	Proposed Long-Term Tranche Receivables Funding
11.5% effective rate	8.99% effective rate	7.5% effective rate
1% transaction fee	No transaction fee	.25% transaction fee

**Pricing is contingent upon acceptance of exclusivity agreement
Pricing is based on market conditions and is subject to change*

INSPIRE PRICING PROPOSAL: SHORT-TERM FUNDING



SCHOOL NAME	Estimated volume	Old Pricing Expense:	New Pricing Expense:	Total Savings:
Yosemite Valley Charter School*	\$ 12,000,000	\$ 522,500	\$ 269,700	\$ 252,800
Heartland*	\$ 12,000,000	\$ 522,500	\$ 269,700	\$ 252,800
Blue Ridge Academy	\$ 14,964,700	\$ 987,950	\$ 336,332	\$ 651,618
Triumph Academy	\$ 379,700	\$ 17,698	\$ 8,534	\$ 9,164
Lake View Charter School	\$ 1,980,600	\$ 91,705	\$ 44,514	\$ 47,191
Monarch River Academy	\$ 5,310,600	\$ 130,411	\$ 119,356	\$ 11,055
Mission Vista Academy	\$ 21,423,900	\$ 1,004,067	\$ 481,502	\$ 522,565
Feather River Charter School	\$ 14,174,300	\$ 1,255,369	\$ 318,567	\$ 936,802
Cabrillo Point Academy	\$ 30,694,000	\$ 2,357,454	\$ 689,848	\$ 1,667,606
Pacific Coast Academy*	\$ 12,000,000	\$ 522,500	\$ 269,700	\$ 252,800
Clarksville Charter School	\$ 5,250,700	\$ 233,207	\$ 118,009	\$ 115,198
Cottonwood School	\$ 11,653,100	\$ 418,272	\$ 261,903	\$ 156,369
Total	\$ 141,831,600	\$ 8,063,633	\$ 3,187,665	\$ 4,875,968

**Schools did not finance FY20 receivables; hypothetical \$ used to showcase potential savings in FY21*

Courtney McCorkle - Heartland - February 2020

Date	First Name	Last Name	Clean Merchant Name	Amount	Budget	Receipt?	Notes	Scope	Category
2/6/2020	Courtney	McCorkle	Parks	(\$77.99)	Heartland	Y		Heartland	
2/6/2020	Courtney	McCorkle	Parks	(\$155.98)	Heartland	Y	Professional Development for RC	Heartland	

Total **(\$233.97)**

Courtney McCorkle - Heartland - March 2020

Date	First Name	Last Name	Merchant Name	Amount	Budget	Receipt?	Notes	Scope	Category
3/30/2020	Courtney	McCorkle	Go Daddy	(\$116.32)	Heartland	Y		Heartland	
3/21/2020	Courtney	McCorkle	Department Parks Website	\$62.01	Heartland	Y	Cancellation Receipt	Heartland	
3/21/2020	Courtney	McCorkle	Department Parks Website	\$62.01	Heartland	Y	Cancellation Receipt	Heartland	
3/21/2020	Courtney	McCorkle	Department Parks Website	\$62.01	Heartland	Y	Cancellation Receipt	Heartland	

Total (\$116.32)
Credit \$186.03

**Heartland Charter School
Governing Board Resolution 2020-4**

RESOLUTION--CANCELLATION OF BOARD RESOLUTION 2020-2: THE ESTABLISHMENT OF
ACCOUNTS AT WELLS FARGO BANK AND THE CANCELLATION OF 2020-3: RESOLUTION
AFFIRMING BOARD POSITIONS (for Wells Fargo)

WHEREAS, **HEARTLAND CHARTER SCHOOL** rescinds the establishment of a relationship with Wells Fargo, and

WHEREAS, the **HEARTLAND CHARTER SCHOOL** governing board is cancelling the resolution to open accounts with Wells Fargo Bank;

NOW, THEREFORE BE IT RESOLVED that the **HEARTLAND CHARTER SCHOOL** governing board hereby approves the cancellation of the establishment of a checking account with Wells Fargo Bank and rescinds the approval of the following individuals to be signers on the accounts:

- Katherine Rowe, Treasurer / Chief Financial Officer
- Courtney McCorkle, Chief Executive Officer

PASSED AND ADOPTED by the **HEARTLAND CHARTER SCHOOL** governing board at a meeting held on **April 23, 2020**.

Jennifer Woodward, Secretary

Signature

Date

**Heartland Charter School
Governing Board Resolution 2020-5**

RESOLUTION APPROVING THE ESTABLISHMENT OF ACCOUNTS AT MISSION BANK

WHEREAS, the **HEARTLAND CHARTER SCHOOL** is interested in establishing a relationship with a new banking institution, and

WHEREAS, the **HEARTLAND CHARTER SCHOOL** governing board is interested in opening accounts with Mission Bank;

NOW, THEREFORE BE IT RESOLVED that the **HEARTLAND CHARTER SCHOOL** governing board hereby approves the establishment of a checking account with Mission Bank and approves the following individuals to be signers on the accounts:

- Katherine Rowe, Treasurer / Chief Financial Officer
- Courtney McCorkle, Chief Executive Officer

PASSED AND ADOPTED by the **HEARTLAND CHARTER SCHOOL** governing board at a meeting held on **April 23, 2020**.

Jennifer Woodward, Secretary

Signature

Date

**Heartland Charter School
Governing Board Resolution 2020-6**

RESOLUTION AFFIRMING BOARD POSITIONS

WHEREAS, Heartland Charter School is interested in establishing a relationship with a new banking institution, and

WHEREAS, the Heartland Charter School governing board is interested in opening accounts with Mission Bank;

WHEREAS, Mission Bank requests and affirmation of the board members and corporate officers

NOW, THEREFORE BE IT RESOLVED that the Heartland Charter School governing board affirms the following positions:

- Courtney McCorkle, Chief Executive Officer
- Anthony Miranda, President
- Jennifer Woodward, Secretary
- Katherine Rowe, Treasurer / Chief Financial Officer
- Nicole Panero, Member
- Kim Jones, Member
- Nikolette Sanchez, Member
-

PASSED AND ADOPTED by the Heartland Charter School governing board at a meeting held on April 23, 2020.

Jennifer Woodward, Secretary

Signature

Date

INVOICE

DATE: April 1, 2020
INVOICE # INSPH-110
FOR: *Monthly Operational
 & Instructional Fee*

Heartland Charter School
1740 E. Huntington Drive #205
Duarte, CA 91010

Make all checks payable to Inspire District Office
If you have any questions concerning this invoice, please contact Accounts Payable at
accountspayable@inspireschools.org

THANK YOU FOR YOUR BUSINESS!

Inspire District Office
1151 W. 5th Street
Azusa, CA 91702 US
mariac@inspireschools.org

INVOICE

BILL TO

Heartland Charter School
5060 California Avenue #420
Bakersfield, CA 93309
United States

INVOICE # 1059

DATE 02/25/2020

DUE DATE 03/26/2020

TERMS Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Medical Benefits	Medical Benefits - August 2019	1	93,374.66	93,374.66
	Vision Benefits	Vision Benefits - August 2019	1	775.35	775.35
	Dental Benefits	Dental Benefits - August 2019	1	5,173.77	5,173.77
	Life Insurance	LIFEADD	1	610.00	610.00

Detailed Report Attached.

BALANCE DUE

\$99,933.78

Inspire District Office
1151 W. 5th Street
Azusa, CA 91702 US
mariac@inspireschools.org

INVOICE

BILL TO

Heartland Charter School
5060 California Avenue #420
Bakersfield, ca 93309
United States

INVOICE # 1083

DATE 02/25/2020

DUE DATE 03/26/2020

TERMS Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Medical Benefits	Medical Benefits - September 2019			99,072.92
	Vision Benefits	Vision Benefits - September 2019			847.65
	Dental Benefits	Dental Benefits - September 2019			5,510.31
	Life Insurance	Life Insurance - September 2019			650.00

BALANCE DUE

\$106,080.88

Inspire District Office
1151 W. 5th Street
Azusa, CA 91702 US
mariac@inspireschools.org

INVOICE

BILL TO

Heartland Charter School
5060 California Avenue #420
Bakersfield, ca 93309
United States

INVOICE # 1083

DATE 02/25/2020

DUE DATE 03/26/2020

TERMS Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Medical Benefits	Medical Benefits - September 2019			99,072.92
	Vision Benefits	Vision Benefits - September 2019			847.65
	Dental Benefits	Dental Benefits - September 2019			5,510.31
	Life Insurance	Life Insurance - September 2019			650.00

BALANCE DUE

\$106,080.88

Inspire District Office
1151 W. 5th Street
Azusa, CA 91702 US
mariac@inspireschools.org

INVOICE

BILL TO

Heartland Charter School
5060 California Avenue #420
Bakersfield, ca 93309
United States

INVOICE # 1085

DATE 02/25/2020

DUE DATE 03/26/2020

TERMS Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Medical Benefits	Medical Benefits - October 2019	1	105,866.62	105,866.62

BALANCE DUE

\$105,866.62

Inspire District Office
1151 W. 5th Street
Azusa, CA 91702 US
mariac@inspireschools.org

INVOICE

BILL TO

Heartland Charter School
5060 California Avenue #420
Bakersfield, ca 93309
United States

INVOICE # 1101

DATE 02/26/2020

DUE DATE 03/27/2020

TERMS Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Medical Benefits	Medical Benefits - January 2020			108,424.74
	Vision Benefits	Vision Benefits - January 2020			985.61
	Dental Benefits	Dental Benefits - January 2020			6,362.80
	Life Insurance	Life Insurance - January 2020			718.00
	HSA	HSA - January 2020			83.30

BALANCE DUE

\$116,574.45

Inspire District Office
1151 W. 5th Street
Azusa, CA 91702 US
mariac@inspireschools.org

INVOICE

BILL TO

Heartland Charter School
5060 California Avenue #420
Bakersfield, ca 93309
United States

INVOICE # 1103

DATE 02/26/2020

DUE DATE 03/27/2020

TERMS Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Medical Benefits	Medical Benefits - February 2020			110,382.84
	Vision Benefits	Vision Benefits - February 2020			1,002.19
	Dental Benefits	Dental Benefits - February 2020			6,486.20
	Life Insurance	Life Insurance - February 2020			722.00
	HSA	HSA - February 2020			83.30

Detailed Roster Attached

BALANCE DUE

\$118,676.53

Continued from invoice# 1102

Inspire District Office
1151 W. 5th Street
Azusa, CA 91702 US
mariac@inspireschools.org

INVOICE

BILL TO

Heartland Charter School
5060 California Avenue #420
Bakersfield, ca 93309
United States

INVOICE # 1314

DATE 03/24/2020

DUE DATE 04/23/2020

TERMS Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Medical Benefits	Medical Benefits - March 2020			110,027.11
	Vision Benefits	Vision Benefits - March 2020			1,007.83
	Dental Benefits	Dental Benefits - March 2020			6,514.77
	Life Insurance	LIFEADD - Life Insurance - March 2020			730.00
	HSA	HSA - March 2020			1,416.10

BALANCE DUE

\$119,695.81

Heartland Charter School

Multi-Year Forecast

Revised 4/23/20



	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
	Prior Year	Budget	Forecast	Forecast	Forecast	Forecast
Assumptions						
LCFF COLA	n/a	2.29%	2.71%	2.82%	0.00%	0.00%
Non-LCFF Revenue COLA	n/a	n/a	0.00%	0.00%	0.00%	0.00%
Expense COLA	n/a	2.00%	2.00%	2.00%	2.00%	2.00%
Enrollment		5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Average Daily Attendance	4,126.04	4,750.00	4,750.00	4,750.00	4,750.00	4,750.00
Revenues						
State Aid - Revenue Limit						
8011 LCFF State Aid	\$ 35,979,737	\$ 42,831,434	\$ 44,035,039	\$ 45,321,706	\$ 45,321,705	\$ 45,321,705
8012 Education Protection Account	825,208	950,000	950,000	950,000	950,000	950,000
8019 State Aid - Prior Year	53	-	-	-	-	-
8096 In Lieu of Property Taxes	563,452	648,660	648,660	648,660	648,660	648,660
	37,368,450	44,430,094	45,633,699	46,920,366	46,920,365	46,920,365
Federal Revenue						
8181 Special Education - Entitlement	429,108	494,000	494,000	494,000	494,000	494,000
	429,108	494,000	494,000	494,000	494,000	494,000
Other State Revenue						
8311 State Special Education	2,126,791	2,448,415	2,448,415	2,448,415	2,448,415	2,448,415
8550 Mandated Cost	61,941	89,150	110,657	110,657	110,657	110,657
8560 State Lottery	854,090	983,250	983,250	983,250	983,250	983,250
8598 Prior Year Revenue	248,066	-	-	-	-	-
8599 Other State Revenue	96,609	-	-	-	-	-
	3,387,498	3,520,815	3,542,322	3,542,322	3,542,322	3,542,322
Other Local Revenue						
	-	-	-	-	-	-
Total Revenue	\$ 41,185,055	\$ 48,444,909	\$ 49,670,021	\$ 50,956,688	\$ 50,956,687	\$ 50,956,687
Expenses						
Certificated Salaries						
1100 Teachers' Salaries	11,517,138	12,596,425	12,848,353	13,105,321	13,367,427	13,634,775
1175 Teachers' Extra Duty/Stipends	1,738,965	1,105,934	1,128,053	1,150,614	1,173,626	1,197,099
1200 Pupil Support Salaries	782,739	843,876	860,754	877,969	895,528	913,439
1300 Administrators' Salaries	562,377	489,600	499,392	509,380	519,567	529,959
1900 Other Certificated Salaries	-	82,852	84,509	86,199	87,923	89,681
	14,601,219	15,118,687	15,421,060	15,729,481	16,044,071	16,364,952
Classified Salaries						
2100 Instructional Salaries	149,113	181,034	184,655	188,348	192,115	195,957
2200 Support Salaries	-	42,022	42,863	43,720	44,594	45,486
	149,113	223,056	227,518	232,068	236,709	241,443
Benefits						
3101 STRS	2,366,943	2,781,838	2,822,054	2,815,577	2,871,889	2,929,326
3202 PERS	-	50,634	55,969	58,945	61,781	63,500
3301 OASDI	8,674	13,829	14,106	14,388	14,676	14,969
3311 Medicare	209,932	222,455	226,904	231,442	236,071	240,793
3401 Health and Welfare	1,332,769	1,725,000	1,759,500	1,794,690	1,830,584	1,867,195
3501 State Unemployment	98,159	111,682	111,701	111,721	111,740	111,760
3601 Workers' Compensation	149,001	214,784	219,080	223,462	227,931	232,490
3901 Other Benefits	16,680	-	-	-	-	-
	4,182,158	5,120,224	5,209,315	5,250,225	5,354,672	5,460,034

Heartland Charter School

Multi-Year Forecast

Revised 4/23/20



	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
	Prior Year	Budget	Forecast	Forecast	Forecast	Forecast
Books and Supplies						
4302 School Supplies	2,751,962	3,287,292	3,353,038	3,420,099	3,488,501	3,558,271
4305 Software	141,131	162,500	165,750	169,065	172,446	175,895
4310 Office Expense	22,701	26,100	26,622	27,154	27,698	28,251
4311 Business Meals	365	400	408	416	424	433
4400 Noncapitalized Equipment	341,268	407,654	415,807	424,123	432,605	441,257
	<u>3,257,427</u>	<u>3,883,946</u>	<u>3,961,625</u>	<u>4,040,857</u>	<u>4,121,674</u>	<u>4,204,108</u>
Subagreement Services						
5102 Special Education	1,554,465	1,789,500	1,825,290	1,861,796	1,899,032	1,937,012
5106 Other Educational Consultants	7,070,495	8,445,895	8,614,813	8,787,110	8,962,852	9,142,109
5107 Instructional Services	4,297,372	5,921,550	6,039,981	6,160,780	6,283,996	6,409,676
	<u>12,922,332</u>	<u>16,156,945</u>	<u>16,480,084</u>	<u>16,809,686</u>	<u>17,145,880</u>	<u>17,488,797</u>
Operations and Housekeeping						
5201 Auto and Travel	21,383	24,600	25,092	25,594	26,106	26,628
5300 Dues & Memberships	7,207	8,300	8,466	8,635	8,808	8,984
5400 Insurance	52,397	60,300	61,506	62,736	63,991	65,271
5901 Postage and Shipping	4,543	5,200	5,304	5,410	5,518	5,629
	<u>85,530</u>	<u>98,400</u>	<u>100,368</u>	<u>102,375</u>	<u>104,423</u>	<u>106,511</u>
Facilities, Repairs and Other Leases						
5601 Rent	-	-	-	-	-	-
5604 Other Leases	8,186	9,400	9,588	9,780	9,975	10,175
	<u>8,186</u>	<u>9,400</u>	<u>9,588</u>	<u>9,780</u>	<u>9,975</u>	<u>10,175</u>
Professional/Consulting Services						
5801 IT	116	100	102	104	106	108
5803 Legal	84,657	97,500	99,450	101,439	103,468	105,537
5804 Professional Development	13,969	16,100	16,422	16,750	17,085	17,427
5805 General Consulting	183,708	211,500	215,730	220,045	224,445	228,934
5806 Special Activities/Field Trips	1,021,661	1,220,402	1,244,810	1,269,706	1,295,100	1,321,002
5807 Bank Charges	2,445	3,220	3,284	3,350	3,417	3,485
5808 Printing	2,102	2,760	2,815	2,872	2,929	2,988
5809 Other taxes and fees	5,444	7,245	7,390	7,538	7,688	7,842
5810 Payroll Service Fee	-	30,256	30,861	31,479	32,108	32,750
5811 Management Fee	1,307,896	1,625,313	1,657,819	1,690,975	1,724,795	1,759,291
5812 District Oversight Fee	1,121,053	1,332,903	1,369,011	1,407,611	1,407,611	1,407,611
	<u>3,743,052</u>	<u>4,547,299</u>	<u>4,647,695</u>	<u>4,751,868</u>	<u>4,818,753</u>	<u>4,886,976</u>
Interest						
7438 Interest Expense	549,712	656,284	172,495	-	-	-
	<u>549,712</u>	<u>656,284</u>	<u>172,495</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	<u>\$ 39,498,728</u>	<u>\$ 45,814,241</u>	<u>\$ 46,229,748</u>	<u>\$ 46,926,341</u>	<u>\$ 47,836,158</u>	<u>\$ 48,762,997</u>
Surplus (Deficit)	<u>\$ 1,686,327</u>	<u>\$ 2,630,668</u>	<u>\$ 3,440,273</u>	<u>\$ 4,030,347</u>	<u>\$ 3,120,529</u>	<u>\$ 2,193,690</u>
Fund Balance, Beginning of Year	\$ 914,344	\$ 2,600,671	\$ 5,231,339	\$ 8,671,612	\$ 12,701,959	\$ 15,822,487
Fund Balance, End of Year	<u>\$ 2,600,671</u>	<u>\$ 5,231,339</u>	<u>\$ 8,671,612</u>	<u>\$ 12,701,959</u>	<u>\$ 15,822,487</u>	<u>\$ 18,016,177</u>
	6.6%	11.4%	18.8%	27.1%	33.1%	36.9%

Heartland Charter School

Multi-Year Forecast

Revised 4/23/20



	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
	Prior Year	Budget	Forecast	Forecast	Forecast	Forecast
Cash Flow Adjustments						
Surplus (Deficit)	1,686,327	2,630,668	3,440,273	4,030,347	3,120,529	2,193,690
Cash Flows From Operating Activities						
Depreciation/Amortization	-	-	-	-	-	-
Public Funding Receivables	(3,883,065)	115,723	819,056	(115,800)	0	-
Grants and Contributions Rec.	5	-	-	-	-	-
Due To/From Related Parties	(1,670,371)	-	-	-	-	-
Prepaid Expenses	(42,200)	-	-	-	-	-
Accounts Payable	1,713,295	(394,072)	(55,403)	32,781	29,893	30,491
Accrued Expenses	(921,623)	-	-	-	-	-
Cash Flows From Investing Activities						
Purchases of Prop. And Equip.	-	-	-	-	-	-
Cash Flows From Financing Activities						
Proceeds from Factoring	-	29,200,641	5,749,846	-	-	-
Payments on Factoring	-	(27,147,125)	(7,803,363)	-	-	-
Proceeds from Debt	13,230,556	-	-	-	-	-
Payments on Debt	(9,479,448)	(3,184,168)	-	-	-	-
Total Change in Cash	633,477	1,221,667	2,150,410	3,947,327	3,150,422	2,224,180
Cash, Beginning of Year	383,903	1,017,379	2,239,046	4,389,456	8,336,783	11,487,205
Cash, End of Year	\$ 1,017,379	\$ 2,239,046	\$ 4,389,456	\$ 8,336,783	\$ 11,487,205	\$ 13,711,385

Heartland Charter School

Monthly Cash Flow/Budget FY20-21

Revised 4/23/20

ADA = 4750.00



	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Budget	Original Budget Total	Favorable / (Unfav.)
Revenues																
State Aid - Revenue Limit															ADA = 4750.00	
8011 LCFF State Aid	-	1,860,255	1,860,255	3,348,459	3,348,459	3,348,459	3,348,459	3,348,459	4,473,726	4,473,726	4,473,726	4,473,726	4,473,726	42,831,434	42,831,434	-
8012 Education Protection Account	-	-	-	237,500	-	-	237,500	-	-	237,500	-	-	237,500	950,000	950,000	-
8019 State Aid - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8096 In Lieu of Property Taxes	-	33,807	67,614	45,076	45,076	45,076	45,076	45,076	107,286	53,643	53,643	53,643	53,643	648,660	648,660	-
	-	1,894,062	1,927,869	3,631,035	3,393,535	3,393,535	3,631,035	3,393,535	4,581,012	4,764,869	4,527,369	4,527,369	4,764,869	44,430,094	44,430,094	-
Federal Revenue																
8181 Special Education - Entitlement	-	21,455	21,455	38,620	38,620	38,620	38,620	38,620	51,598	51,598	51,598	51,598	51,598	494,000	494,000	-
	-	21,455	21,455	38,620	38,620	38,620	38,620	38,620	51,598	51,598	51,598	51,598	51,598	494,000	494,000	-
Other State Revenue																
8311 State Special Education	-	106,340	106,340	191,411	191,411	191,411	191,411	191,411	255,736	255,736	255,736	255,736	255,736	2,448,415	2,448,415	-
8550 Mandated Cost	-	-	-	-	-	89,150	-	-	-	-	-	-	-	89,150	89,150	-
8560 State Lottery	-	-	-	-	-	-	213,523	-	-	213,523	-	-	556,205	983,250	983,250	-
8598 Prior Year Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8599 Other State Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	106,340	106,340	191,411	191,411	280,561	404,934	191,411	255,736	469,259	255,736	255,736	811,941	3,520,815	3,520,815	-
Other Local Revenue																
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	-	2,021,857	2,055,664	3,861,066	3,623,566	3,712,716	4,074,588	3,623,566	4,888,346	5,285,726	4,834,703	4,834,703	5,628,408	48,444,909	48,444,909	-
Expenses																
Certificated Salaries																
1100 Teachers' Salaries	1,049,702	1,049,702	1,049,702	1,049,702	1,049,702	1,049,702	1,049,702	1,049,702	1,049,702	1,049,702	1,049,702	1,049,702	-	12,596,425	12,596,425	-
1175 Teachers' Extra Duty/Stipends	92,161	92,161	92,161	92,161	92,161	92,161	92,161	92,161	92,161	92,161	92,161	92,161	-	1,105,934	1,105,934	-
1200 Pupil Support Salaries	70,323	70,323	70,323	70,323	70,323	70,323	70,323	70,323	70,323	70,323	70,323	70,323	-	843,876	843,876	-
1300 Administrators' Salaries	40,800	40,800	40,800	40,800	40,800	40,800	40,800	40,800	40,800	40,800	40,800	40,800	-	489,600	489,600	-
1900 Other Certificated Salaries	6,904	6,904	6,904	6,904	6,904	6,904	6,904	6,904	6,904	6,904	6,904	6,904	-	82,852	82,852	-
	1,259,891	1,259,891	1,259,891	1,259,891	1,259,891	1,259,891	1,259,891	1,259,891	1,259,891	1,259,891	1,259,891	1,259,891	-	15,118,687	15,118,687	-
Classified Salaries																
2100 Instructional Salaries	15,086	15,086	15,086	15,086	15,086	15,086	15,086	15,086	15,086	15,086	15,086	15,086	-	181,034	181,034	-
2200 Support Salaries	3,502	3,502	3,502	3,502	3,502	3,502	3,502	3,502	3,502	3,502	3,502	3,502	-	42,022	42,022	-
	18,588	18,588	18,588	18,588	18,588	18,588	18,588	18,588	18,588	18,588	18,588	18,588	-	223,056	223,056	-
Benefits																
3101 STRS	231,820	231,820	231,820	231,820	231,820	231,820	231,820	231,820	231,820	231,820	231,820	231,820	-	2,781,838	2,781,838	-
3202 PERS	4,219	4,219	4,219	4,219	4,219	4,219	4,219	4,219	4,219	4,219	4,219	4,219	-	50,634	50,634	-
3301 OASDI	1,152	1,152	1,152	1,152	1,152	1,152	1,152	1,152	1,152	1,152	1,152	1,152	-	13,829	13,829	-
3311 Medicare	18,538	18,538	18,538	18,538	18,538	18,538	18,538	18,538	18,538	18,538	18,538	18,538	-	222,455	222,455	-
3401 Health and Welfare	143,750	143,750	143,750	143,750	143,750	143,750	143,750	143,750	143,750	143,750	143,750	143,750	-	1,725,000	1,725,000	-
3501 State Unemployment	5,584	5,584	5,584	5,584	5,584	5,584	27,921	22,336	11,168	5,584	5,584	5,584	-	111,682	111,682	-
3601 Workers' Compensation	17,899	17,899	17,899	17,899	17,899	17,899	17,899	17,899	17,899	17,899	17,899	17,899	-	214,784	214,784	-
3901 Other Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	422,963	422,963	422,963	422,963	422,963	422,963	445,299	439,715	428,547	422,963	422,963	422,963	-	5,120,224	5,120,224	-
Books and Supplies																
4302 School Supplies	216,936	325,994	338,921	412,909	301,554	208,991	248,014	221,912	236,183	224,542	225,092	157,151	169,095	3,287,292	3,287,292	-
4305 Software	13,542	13,542	13,542	13,542	13,542	13,542	13,542	13,542	13,542	13,542	13,542	13,542	-	162,500	162,500	-
4310 Office Expense	2,175	2,175	2,175	2,175	2,175	2,175	2,175	2,175	2,175	2,175	2,175	2,175	-	26,100	26,100	-
4311 Business Meals	33	33	33	33	33	33	33	33	33	33	33	33	-	400	400	-
4400 Noncapitalized Equipment	26,902	40,426	42,029	51,204	37,395	25,917	30,756	27,519	29,289	27,845	27,913	19,488	20,969	407,654	407,654	-
	259,588	382,170	396,700	479,863	354,700	250,658	294,520	265,181	281,222	268,137	268,755	192,389	190,065	3,883,946	3,883,946	-

Heartland Charter School

Monthly Cash Flow/Budget FY20-21

Revised 4/23/20

ADA = 4750.00



	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Budget	Original Budget Total	Favorable / (Unfav.)
Subagreement Services																
5102 Special Education	149,125	149,125	149,125	149,125	149,125	149,125	149,125	149,125	149,125	149,125	149,125	149,125	-	1,789,500	1,789,500	-
5106 Other Educational Consultants	557,365	837,561	870,775	1,060,868	774,770	536,951	637,211	570,148	606,814	576,905	578,318	403,760	434,449	8,445,895	8,445,895	-
5107 Instructional Services	425,788	425,788	425,788	425,788	425,788	425,788	425,788	425,788	425,788	425,788	425,788	425,788	812,089	5,921,550	5,921,550	-
	1,132,278	1,412,475	1,445,688	1,635,781	1,349,683	1,111,864	1,212,124	1,145,062	1,181,728	1,151,819	1,153,231	978,674	1,246,538	16,156,945	16,156,945	-
Operations and Housekeeping																
5201 Auto and Travel	2,050	2,050	2,050	2,050	2,050	2,050	2,050	2,050	2,050	2,050	2,050	2,050	-	24,600	24,600	-
5300 Dues & Memberships	692	692	692	692	692	692	692	692	692	692	692	692	-	8,300	8,300	-
5400 Insurance	5,025	5,025	5,025	5,025	5,025	5,025	5,025	5,025	5,025	5,025	5,025	5,025	-	60,300	60,300	-
5901 Postage and Shipping	433	433	433	433	433	433	433	433	433	433	433	433	-	5,200	5,200	-
	8,200	8,200	8,200	8,200	8,200	8,200	8,200	8,200	8,200	8,200	8,200	8,200	-	98,400	98,400	-
Facilities, Repairs and Other Leases																
5601 Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5604 Other Leases	783	783	783	783	783	783	783	783	783	783	783	783	-	9,400	9,400	-
	783	783	783	783	783	783	783	783	783	783	783	783	-	9,400	9,400	-
Professional/Consulting Services																
5801 IT	8	8	8	8	8	8	8	8	8	8	8	8	-	100	100	-
5802 Audit & Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5803 Legal	8,125	8,125	8,125	8,125	8,125	8,125	8,125	8,125	8,125	8,125	8,125	8,125	-	97,500	97,500	-
5804 Professional Development	1,342	1,342	1,342	1,342	1,342	1,342	1,342	1,342	1,342	1,342	1,342	1,342	-	16,100	16,100	-
5805 General Consulting	17,625	17,625	17,625	17,625	17,625	17,625	17,625	17,625	17,625	17,625	17,625	17,625	-	211,500	211,500	-
5806 Special Activities/Field Trips	80,537	121,025	125,824	153,292	111,952	77,587	92,075	82,384	87,683	83,361	83,565	58,342	62,776	1,220,402	1,220,402	-
5807 Bank Charges	233	233	233	280	280	280	280	280	280	280	280	280	-	3,220	3,220	-
5808 Printing	200	200	200	240	240	240	240	240	240	240	240	240	-	2,760	2,760	-
5809 Other taxes and fees	525	525	525	630	630	630	630	630	630	630	630	630	-	7,245	7,245	-
5810 Payroll Service Fee	2,521	2,521	2,521	2,521	2,521	2,521	2,521	2,521	2,521	2,521	2,521	2,521	-	30,256	30,256	-
5811 Management Fee	135,443	135,443	135,443	135,443	135,443	135,443	135,443	135,443	135,443	135,443	135,443	135,443	-	1,625,313	1,625,313	-
5812 District Oversight Fee	-	56,822	57,836	108,931	101,806	101,806	108,931	101,806	137,430	142,946	135,821	135,821	142,946	1,332,903	1,332,903	-
	246,560	343,869	349,682	428,437	379,972	345,608	367,220	350,405	391,327	392,521	385,600	360,377	205,722	4,547,299	4,547,299	-
Interest																
7438 Interest Expense	135,462	-	67,731	67,731	67,731	90,492	-	90,492	90,492	-	-	46,153	-	656,284	656,284	-
	135,462	-	67,731	67,731	67,731	90,492	-	90,492	90,492	-	-	46,153	-	656,284	656,284	-
Total Expenses	3,484,313	3,848,938	3,970,226	4,322,236	3,862,510	3,509,046	3,606,625	3,578,317	3,660,777	3,522,901	3,518,010	3,288,017	1,642,325	45,814,241	45,814,241	-
Monthly Surplus (Deficit)	(3,484,313)	(1,827,081)	(1,914,562)	(461,170)	(238,944)	203,670	467,964	45,249	1,227,569	1,762,825	1,316,693	1,546,686	3,986,083	2,630,668	2,630,668	-

Heartland Charter School

Monthly Cash Flow/Budget FY20-21

Revised 4/23/20

ADA = 4750.00



Cash Flow Adjustments

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Budget
Monthly Surplus (Deficit)	(3,484,313)	(1,827,081)	(1,914,562)	(461,170)	(238,944)	203,670	467,964	45,249	1,227,569	1,762,825	1,316,693	1,546,686	3,986,083	2,630,668
Cash flows from operating activities														
Depreciation/Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Funding Receivables	4,574,250	-	-	-	-	546,147	623,734	-	-	-	-	-	(5,628,408)	115,723
Accounts Payable	(2,036,397)	-	-	-	-	-	-	-	-	-	-	-	1,642,325	(394,072)
Accrued Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash flows from investing activities														
Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash flows from financing activities														
Proceeds from Factoring	6,027,226		3,013,613	3,013,613	3,013,613	4,026,353		4,026,353	4,026,353	-	-	2,053,516	-	29,200,641
Payments on Factoring	-	-	-	(3,013,613)	(3,013,613)	(3,013,613)	(3,013,613)	(3,013,613)	(4,026,353)	-	(4,026,353)	(4,026,353)	-	(27,147,125)
Proceeds from Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Payments on Debt	(3,184,168)	-	-	-	-	-	-	-	-	-	-	-	-	(3,184,168)
Total Change in Cash	1,896,598	(1,827,081)	1,099,051	(461,170)	(238,944)	1,762,557	(1,921,915)	1,057,990	1,227,569	1,762,825	(2,709,661)	(426,151)		
Cash, Beginning of Month	1,017,379	2,913,977	1,086,896	2,185,947	1,724,777	1,485,833	3,248,390	1,326,475	2,384,464	3,612,033	5,374,858	2,665,197		
Cash, End of Month	2,913,977	1,086,896	2,185,947	1,724,777	1,485,833	3,248,390	1,326,475	2,384,464	3,612,033	5,374,858	2,665,197	2,239,046		

Cert.	Instr.
44.5%	85.8%
2,160,847	2,949,710

Pupil:Teacher Ratio
22.20 :1

**Certificated Support Team
July 1, 2020
Salary Schedule**

SCHOOL PSYCHOLOGIST AND PROGRAM SPECIALIST

STEP	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	81,088	84,088	88,293	92,709	97,342	102,209

SPEECH/LANGUAGE PATHOLOGIST

STEP	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	7,4146	78,049	82,157	86,481	91,033	95,585

NURSE

STEP	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	70,512	74,038	77,340	81,227	85,288	89,552

OCCUPATIONAL THERAPIST

STEP	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	70,688	74,387	78,302	82,423	86,761	91,327

NBC or Doctorate Differential is \$3000

* Based on 205 work days of the 12-month calendar. The 205 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

** Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.



Heartland Regional Coordinator Salary Schedule

2020-2021

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
\$80,000	\$81,000	\$82,000	\$83,000	\$84,000	\$85,000

Heartland Charter School
July 1 2020 - June 2021 HST and HQT Teacher Salary Schedule
C-Basis – 10 Month Calendar*

PAY SCALE GROUP	PAY SCALE LEVEL									
Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$58,240**	\$58,240**	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240
B (+ 14 points)	\$58,240**	\$58,240**	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$60,500
C (+ 28 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,860	\$63,000
D (+ 42 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,100	\$62,400	\$65,500
E (+ 56 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,300	\$62,400	\$64,600	\$68,000
F (+ 70 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$60,450	\$63,650	\$66,975	\$70,500
G (+ 84 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,475	\$62,600	\$65,875	\$69,350	\$73,000
H (+ 98 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,400	\$62,400	\$64,750	\$68,150	\$71,750	\$75,500

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$78,000	\$80,500	\$83,000	\$85,500

H15	H20	H25	H30
\$88,000	\$90,500	\$93,000	\$95,000

NBC or Doctorate Differential is \$3,000.

* Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

** Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.

**Heartland Charter School
Counselor Salary Schedule
C-Basis – 10 Month Calendar***

PAY SCALE GROUP Points*	PAY SCALE LEVEL									
	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$58,240*	\$58,240**	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250
B (+ 14 points)	\$58,240**	\$58,240**	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$63,750
C (+ 28 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$63,110	\$66,250
D (+ 42 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$62,350	\$65,500	\$68,750
E (+ 56 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$61,550	\$65,625	\$67,850	\$71,250
F (+ 70 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$60,650	\$63,700	\$66,900	\$70,225	\$73,750
G (+ 84 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$59,750	\$62,725	\$65,850	\$69,125	\$72,600	\$76,250
H (+ 98 points)	\$58,250	\$58,250	\$58,250	\$58,750	\$61,650	\$64,750	\$68,000	\$71,400	\$75,000	\$78,750

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$81,250	\$83,750	\$86,250	\$88,750

H15	H20	H25	H30
\$91,250	\$93,750	\$96,250	\$98,250

NBC or Doctorate Differential is \$3,000.

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

** Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.

**Heartland Charter School
Special Education Teacher Salary Schedule
C-Basis 10 Month Calendar****

PAY SCALE GROUP Points*	PAY SCALE LEVEL									
	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$58,240	\$58,240	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950
B (+ 14 points)	\$58,240	\$58,860	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$65,945
C (+ 28 points)	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$65,247	\$68,670
D (+ 42 points)	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$64,419	\$67,853	\$71,395
E (+ 56 points)	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$63,547	\$67,989	\$70,414	\$74,120
F (+ 70 points)	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$62,566	\$65,891	\$69,379	\$73,003	\$76,845
G (+ 84 points)	\$59,950	\$59,950	\$59,950	\$59,950	\$61,585	\$64,828	\$68,234	\$71,804	\$75,592	\$79,570
H (+ 98 points)	\$59,950	\$59,950	\$59,950	\$60,495	\$63,656	\$67,035	\$70,578	\$74,284	\$78,208	\$82,295

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$85,020	\$87,745	\$90,470	\$93,195

H15	H20	H25	H30
\$95,920	\$98,645	\$101,370	\$103,550

NBC or Doctorate Differential is \$3,000.

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

** Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.



Heartland Charter School Job Description

Job Title:	Executive Director
Direct Report:	Heartland School Board
School:	Heartland Charter School
Supervises:	Teachers & Classified Staff
FSLA Status:	Exempt
Contract Type:	A
Posting:	Internal & External

Summary of Position:

The Executive Director is responsible for the effective operation of the school including the general administration of all instructional, business or other operations of the school, and for advising and making recommendations to the School Board on such items/areas. He/she is also responsible for the support and growth of the charter school including both teaching and support staff as well as students and families. The 12 month position requires the Executive Director work in both his/her home office and out in the field as needed and, as with other high level leadership roles, may also be called upon under special circumstances to be available during weekends/breaks/holidays. This position will require travel both within and outside of the region. The Executive Director will uphold and promote the school's mission and vision at all times.

The salary is based on experience and region's size. The Executive Director is not required to carry a caseload of students.

Duties and Responsibilities:

- Be professional, fair, and a team player in all duties, actions, and communications
- Keep the Board informed of the condition of the school's educational program and assure effective communication between the Board and school staff as needed
- Actively engage in the preparation of Board agendas and prepare and submit recommendations to the Board to all matters requiring board action
- See to the execution of all decisions and requests from the Board
- See that all funds, physical assets, and other property of the school are appropriately safeguarded and administered
- Complete and submit all reports, requests, and other deliverables as required by various governing or authorizing bodies or Board policies



- Ensure that annual budgets and financial reports are prepared and submitted to all pertinent parties
- Primarily responsible for hiring new Director(s), Regional Coordinators, Homeschool Teachers, and other positions as appropriate by screening applicants, participating in interviews, and assist as needed during the hiring/onboarding process
- Participation in the selection of certificated and classified staff; ensuring that all certificated and classified personnel are appropriately credentialed and/or qualified; hiring and releasing certificated and classified personnel as needed; supervision of certificated and classified personnel in accordance with school policies; development and implementation of staff evaluation processes.
- Directly Supervise and train Director(s) and Regional Coordinators
- Supervise and support Homeschool Teachers and other regional support positions (High School Regional Coordinator, CTE Regional Coordinator, Testing Coordinator, etc.)
- Collaborate with Department Directors and Administrators and ensure information, processes, and procedures from Departments are shared with fidelity and in a timely manner
- Participate in weekly check-ins with Director(s) for their updates from regional support staff meetings
- Promote student academic achievement at all levels
- Advocate for equitable academic and extracurricular programs in all facets of the school
- Oversight of Work Sample review and collection
- Oversight of Attendance Log review and collection
- Monitor Student Compliance and academic progress
- Review Teacher Tracking Reports
- Ensure all school websites and resources are accurate and up to date
- Collaborate on the Weekly Update
- Attend Leadership Meetings as needed
- Attend Regional Coordinator meetings (virtual and or in person) as needed
- Regularly visit and support school events
- Ensure Year-End Transition (YET) is completed accurately and on time
- Participate in data collection and analysis
- Monitor and support compliance issues that arise with students, Homeschool Teachers, or Regional Coordinators, including Compliance Conferences
- Monitor and ensure successful testing participation and administration
- Complete student transfers
- Monitor and report teacher and student numbers, as needed
- Seek approval for staffing needs
- Participate in staff evaluations
- Help monitor and direct special committees and or adjunct duties
- Ensure proper teacher training and professional development
- Attend Annual Admin/Leadership retreat and assist with the planning of Regional Retreats
- Help plan and book events (Examples: Holiday Party, Graduation, Retreats, Back to School, etc.)



- Approve school employee salaries
- Approve stipends, overtime, and time off requests
- Execute staff contracts
- Complete Form 700
- Execute contracts
- Ensure SPED services are provided appropriately
- Ensure Intervention services are provided appropriately
- Ensure the LCAP is created and implemented
- Report Local Dashboard Indicators
- Monitor and approve day to day spending and delegated borrowing and lending authority
- Approve payroll and accounts payable
- Implement policies and practices outlined in all handbooks
- Monitor student data to drive instruction and programs
- Foster positive authorizer relationships
- Be responsive and address staff, student, parent, community, and board concerns and calls
- Implement WASC Action Plan
- Complete and approve attendance reports
- Other duties as assigned

Qualifications:

- Resides within the service area of the school
- Proven track record of compliance
- Minimum 1 year of leadership experience
- Demonstrated excellent interpersonal communication skills
- Work experience and demonstrated ability to supervise and support a group
- Demonstrated ability to work with diverse audiences
- Demonstrated ability to work effectively as a team member, work independently, and be self-motivated
- Demonstrated ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a calm, professional manner
- Demonstrated competency in using electronic communications methods when distance/virtual trainings are a factor



Heartland Charter School Job Description

Job Title:	Regional Coordinator
Direct Report:	Regional Director

Summary of Position:

The Regional Coordinator serves as the initial point of contact for their assigned teachers. They will support the teaching staff with trainings, guidance, and mentoring. Regional Coordinators will be responsible for communicating effectively with teachers and sending out vital school information. The Regional Coordinator will oversee the work sample collection each learning period, and then review for completion and accuracy. They will also monitor and ensure that attendance logs have been collected and meet school compliance requirements. Regional Coordinators will also assist teachers in the YET (Year End Transition) process. Lastly, the Regional Coordinator will support student recruitment within their respective counties of operation.

Regional Coordinators hold a roster of 23 students, with the potential to serve a limited number of additional students with the permission and discretion of the Executive Director to be paid at a rate of \$100/student/month (\$50/bi-monthly paycheck). Regional Coordinators are expected to work, at minimum, 201 days, and may need to work additional days beyond the work calendar.

Duties and Responsibilities:

- Monitor and provide support, information, and resources to a local group of teachers.
- Respond to teacher and parent emails/calls in a timely manner
- At all times, be an advocate for accuracy.
- Support and be actively engaged at community events and testing
- Host in person and virtual team meetings
- Support all teachers and collaborate with director on development of a Professional Development Plan when needed



- Understand and be able to teach others about Heartland policies and requirements
- Demonstrate knowledge of learning modalities/educational philosophies
- Bring concerns and ideas to their directors.
- Recruit new students and families through events, interest calls, and email

Qualifications:

- Valid California teaching credential
- Live in the county of Regional Coordinator position
- Proven track record of compliance
- Minimum 1 year homeschool/independent study teaching experience
- Exhibit excellent interpersonal skills
- Possess superior organizational skills
- Ability to work with diverse audiences
- Have a thorough understanding of work records and attendance log collection
- Ability to work effectively as a team member, work independently, and be self-motivated
- Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a calm, professional manner
- Demonstrated competency in using electronic communications methods when distance/virtual trainings are a factor



Heartland Charter School Job Description

Job Title:	Career Technical Education Pathways Coordinator
Direct Report:	Director
Supervisor:	Director

Summary of Position:

The Career Technical Education Pathways Coordinator serves as the initial point of contact for developing interest and participation in CTE Pathways for students, with an emphasis in career exploration opportunities for grades K-12 on an ongoing basis. In conjunction with regional teams, the CTE Pathways Coordinator will facilitate the planning and implementation of regional community activities events in accordance with the CTE standards. The CTE Pathways Coordinator will work with regional coordinators to actively seek out organizations and community partnerships to assist in the development of CTE Pathways. The CTE Pathways Coordinator will hold a roster of 23 students.

Duties and Responsibilities:

- Provide support, information and ideas for RC teams
- Review lesson plans, chosen speakers, and field trips
- Review budget for teachers in each RC team
- Approve items in FTE for materials needed for lessons/activities
- Partner with community organizations to provide service opportunities for families
- Reach out to and be the point person for Regional Coordinators and teachers for all CTE/Explorer related issues
- Under the discretion and direction of the Senior Director participate in leading Career Fair for high school students earning credit for CTE.
- Promote community among Heartland teachers and families
- Attend Park Day/Activities to observe lesson plans
- Foster an environment of creative thinking and cohesive team effort within RC teams and teachers
- Respond to requests and correspondence from teachers, families and community representatives in a timely manner
- Motivate and inspire team members

Qualifications:

- Valid California Teaching Credential
- Passion for the local homeschool community
- Exhibit excellent interpersonal skills
- Promotes a positive atmosphere
- Possess superior organizational skills
- Demonstrates ability to work with diverse audiences



- Demonstrates ability to work effectively as a team member, work independently, and be self-motivated



Heartland Charter School Job Description

Job Title:	High School Regional Coordinator
Reports to:	Director


Summary of Position:

The High School Regional Coordinator works with teachers, families, and students to promote the understanding of the Heartland High School Program. This position does require occasional travel, both within and outside of the region.

The High School Regional Coordinator will hold a roster of 23 students, with the potential to serve a limited number of additional students with the permission and discretion of the Executive Director to be paid at a rate of \$100/student/month (\$50/bi-monthly paycheck). Regional Coordinators are expected to work, at minimum, 201 days, and may need to work additional days beyond the work calendar. This position will be placed on the Regional Coordinator Salary Schedule.

Duties and Responsibilities:

- Answer regional questions regarding general high school policies and procedures
- Support Individualized Graduation Plan (IGP) and Yearly Plan (YP) review process.
- Provide support and feedback to HSTs and families regarding curriculum selection
- Provide support and feedback to HSTs and families regarding course selection
- Hold in-person information sessions regarding the high school program
- Attend all scheduled meetings with the High School Team
- Provide high school training and support for new and returning teachers.
- Attend Regional Coordinator meetings throughout the region, providing support and updates on the high school program
- Host online meetings/trainings as necessary
- Assist with coordination and planning of high school events and senior events in the region
- Assist with the continued development of the High School Program as needed, including but not limited to, the development and implementation of CTE Pathways in the school.
- Collaborate with the CTE Pathways Coordinator and high school counselors to assist with the streamlining of school processes and to promote the academic achievement of high school students.

- 
- Be an active member of the High School and Regional Teams and provide supportive and constructive feedback
 - Participate in Community Outreach and School Events as appropriate
 - Maintain a roster of at least 23 students
 - Other duties as assigned

Qualifications:

- Must possess a valid California teaching credential
- Minimum of 2 years supporting high school students
- Minimum of 1 year of Homeschool Teacher experience preferred
- Exhibit excellent interpersonal skills
- Possess superior organizational skills
- Ability to work with diverse audiences
- Ability to work effectively as a team member, work independently, and be self-motivated



Withdrawal Policy

The purpose of the Heartland Charter School Governing Board approving this Withdrawal Policy is to accomplish the following:

1. Establish the Reasons a Student Can Be Withdrawn from Heartland Charter School
2. Outline the Procedures for Withdrawing a Student
3. Establish the Charter School's Responsibility to Not Encourage a Pupil Currently Attending the School to Disenroll or Transfer to Another School
4. Establish the Process for Notifying Parents/Guardians/Educational Rights Holder of the Withdrawal

1. Reasons for a Withdrawal: If Heartland Charter School discovers that a student enrolled in Heartland Charter School is no longer a resident of California, no longer a resident of a county that Heartland Charter School may legally provide educational services to, is concurrently enrolled in a private school, is concurrently enrolled in another public school, is in non-compliance with Heartland Charter School's policies, or otherwise may no longer legally be served by Heartland Charter School, the following procedures shall be followed to withdraw the student from Heartland Charter School.

2. Procedures for Withdrawing a Student: Heartland Charter School shall send the parent/guardian/educational rights holder a notice of the Heartland Charter School's intention to withdraw the student from the School and the reasons for that decision. The notice will be sent at least five days prior to the withdrawal of the student. The notice will inform the parent/guardian that the Education Code provides the parent/guardian/educational rights holder with the right to a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil(s) have a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil(s) have the right to bring legal counsel or an advocate. This notice shall be written in the native language of the pupil or the pupil's parent or guardian, or if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights holder.

This notice will also inform the parent/guardian/educational rights holder that the student's enrichment opportunities and curriculum orders will be put on hold until the hearing is completed. **The notice will also establish the date by which the hearing shall be scheduled. If the parent, guardian or educational rights holder requests a hearing within the timeframe listed on the disenrollment letter, the parent, guardian or educational rights holder is required to cooperate to schedule the hearing within 10 days of the request for the hearing. If a parent, guardian or educational rights holder does not cooperate in scheduling the hearing and the hearing is not scheduled within 10-days (absent extraordinary circumstances in the sole discretion of the Executive Director), the parent, guardian or educational rights holder waives**

his/her/their rights to the hearing. Additionally, if a parent/guardian/educational rights holder fails to attend the scheduled hearing, the hearing will continue without the presence of the parent/guardian/educational rights holder. In that event, the student may be withdrawn and the decision of the hearing officer will be final.

If the parent/guardian invokes said rights, the Heartland Charter School will not disenroll the pupils until it has reached a final decision. The decision of the School is final and cannot be appealed.

In addition, the parent/guardian will be sent a Charter School Complaint Notice in the form provided by the California Department of Education at www.cde.ca.gov/sp/ch/cscomplaint.asp.

- 3. The Charter School's Responsibility to Not Encourage a Pupil Currently Attending the School to Disenroll or Transfer to Another School:** Heartland Charter School shall not encourage a pupil currently attending the school to disenroll or transfer to another school for any reason, including but not limited to, academic performance of the pupil or because the pupil exhibits any of the following characteristics: pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity or sexual orientation.
- 4. Notification of the Withdrawal:** Once the student has been withdrawn from Heartland Charter School, the parent/guardian/educational rights holder will be notified of the withdrawal and advised to enroll the student immediately in a school that may legally serve that student. A copy of this notice shall be placed in the student's cumulative file. The student's teacher will also be notified of the withdrawal.



Investigation of Inaccurate, Suspicious or False Addresses for Student Residency

Heartland Charter School may only enroll students that are residents of the State of California and residents of the following counties: Kern, Santa Barbara, ~~and~~ San Luis Obispo, **Los Angeles, San Bernardino, Ventura, Tulare, Kings, and Inyo**. As such, upon enrollment, the student's parent/guardian is required to provide proof of residency, either through presentation of permitted documents establishing residency, an Affidavit to Verify Residency Form, or a Parent Residency Affidavit Form.

If, thereafter, an employee of Heartland Charter School has reason to believe that the address provided by the parent/guardian is incorrect, was falsely reported, or is no longer valid and in line with Heartland Charter School's Residency Policy, every effort shall be made to ascertain the correct information. In order to initiate an investigation, Heartland Charter School's employee must document specific, articulable facts supporting the belief that the parent/guardian has provided false, inaccurate or unreliable evidence of residency.

School staff have the right and obligation to conduct a thorough investigation (due diligence) in order for Heartland Charter School's **Principal Executive Director** to take appropriate action.

Such an investigation shall include:

1. Search Heartland Charter School's enrollment database by entering student's, parent's/guardians, names to locate siblings and review their residence information. ·
2. The Heartland Charter School **Principal Executive Director** or designee may interview the student(s) for residence information. At no time, however, shall any employee of Heartland Charter School inquire about a student's/family's immigration status.
3. The Heartland Charter School **Principal Executive Director** or designee may mail a letter to all known current and previous addresses requesting residency verification. Write or stamp "Do Not Forward-Address Correction Requested" on the envelope so that the letter will be returned to the school with the family's current address. · The new address should be entered into the student information system(s). · If the letter is returned with no forwarding information, the student and their parent/guardian must be contacted to provide new information. If the parent/guardian refuses to provide information the school must immediately initiate the investigative activities outlined above.
4. The Heartland Charter School **Principal Executive Director** or designee may conduct a home visit to establish residency at either the current or previous address.

5. The Heartland Charter School ~~Principal~~ Executive Director or designee may review publicly available documents, in paper form or through an electronic databased, to verify the address of students by a review of property records. This method shall not be used to verify residence for students living in apartments, under leases or subleases, in foster or probation placements or in homeless situations since this method would not verify these residency situations.
6. The investigation shall not allow for the surreptitious photographing or video-recording of pupils who are being investigated. "Surreptitious photographing or video-recording" means the covert collection of photographic or videographic images of persons or places subject to an investigation. The collection of images is not covert if the technology is used in open and public view.
7. At all times during an investigation, employees and contractors of Heartland Charter School engaged in the investigation shall identify themselves truthfully as such to individuals contacted or interviewed during the course of the investigation.

If a new address and residency is established and located outside of California or the following counties: Kern, Santa Barbara, ~~and~~ San Luis Obispo, Los Angeles, San Bernardino, Ventura, Tulare, Kings, and Inyo, the ~~Principal~~ Executive Director or designee shall follow the policy and procedures providing notice and a right to a hearing identified in Heartland Charter School's Residency Policy.



School Club and Extra-Curricular Activity Approval Policy

Heartland Charter School (“Heartland”) provides an academic program designed to be flexible and customizable to meet individual student needs. Heartland acknowledges extra-curricular school clubs and activities can benefit students in numerous ways by providing additional learning opportunities, increasing overall focus on academics, developing teamwork and collaboration skills, and allowing students to gain new educational hobbies and interests.

As an independent study school, families are typically the driving force organizing extra-curricular activities. Heartland families are encouraged to organize their own educational activities with other families to support their children.

However, families may not establish a Heartland school club or communicate extra-curricular activities to Heartland families on Heartland forums/email lists without the Principal’s or designee permission. This is to ensure requested educational clubs and activities comply with Heartland’s charter and education program.

If a Heartland family or staff member is interested in starting a school club or sharing information about an extra-curricular activity with Heartland families on a Heartland website or forum, they must submit a request to the Executive Director by emailing courtney@heartlandcharterschool.org or through the online forum.

It is within the Executive Director or designee’s sole discretion to approve the request or otherwise remove advertisements for extra-curricular activities on forums managed by Heartland. The Principal shall ensure any such request complies with Heartland’s charter and applicable law, is only educational in nature and consistent with Heartland’s educational mission, and supports students’ educational progress.

We understand vendors may offer additional educational services or clubs (“Additional Programs”) beyond what they are providing to Heartland students as part of their education plan. When a Heartland student is receiving services from an educational vendor as part of their Heartland course of study, the vendor may not provide these Additional Programs to Heartland students. Those additional programs must be offered at different times.

In addition, vendors may not advertise any clubs or Additional Programs to families without the Executive Director or designee’s consent. Vendors may not use Heartland Charter School’s name or logo on any materials without the Executive Director or designee’s consent. If a family

is interested in participating in an Additional Program that is not offered by Heartland, the family must independently sign up with the vendor for this program. Heartland is not responsible for the costs associated for such Additional Programs or clubs.

If you are aware of an educational vendor violating this policy, please contact the school:

Courtney McCorkle, M.Ed.

Executive Director

Heartland Charter School

661-487-1693

courtney@heartlandcharterschool.org



Teacher Certification Policy

Heartland Charter School is committed to providing a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Executive Director designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or the Charter School requirements for the position.

The purpose of the Heartland Charter School Governing Board approving this Teacher Certification Policy is to accomplish the following:

1. Outline the State Requirements for Appropriately Assigned and Credentialed Teachers
 2. Define Valid Certification
 3. Establish the Requirement for Charter Schools and Teaching Credentials
 4. Outline the Process for Maintaining Certification Documents
 5. Establish the Support to Teachers Holding Preliminary Credentials
 6. Identify the Procedures for Hiring Based on Unavailability of Credentialed Teacher
 7. Outline the Declaration of Need Requirements
 8. Establish the Procedures for Employing Non-Credentialed Teachers
-
1. **State Requirements for Appropriately Assigned and Credentialed Teachers:** State financing of school instruction is premised on pupils being taught by teachers who have authorization from the State of California to teach in public schools. As such, state law establishes various conditions, requirements, and penalties on charter schools to ensure that only authorized personnel are hired to teach. In addition, the State establishes requirements for the issuance of teacher credentials and other requirements designed to ensure that teachers are appropriately assigned.
 2. **Define Valid Certification:** A valid certification is any state-issued certificate or credential (a “Credential”), including a vocational credential and internship credential or certificate, life document or diploma, emergency 30-day substitute teaching permit, or emergency permit or waiver, that is not expired or revoked.
 3. **Requirement for Charter Schools:** Charter schools are required to hold the Commission on Teacher Credentialing (“CTC”) certificate, permit or other document required for the teacher’s certificated assignment. Teachers that were employed by Heartland Charter School during the 2019-20 school year shall have until July 1, 2025, to obtain the certificate required for the teacher’s certificated assignment. Teachers that are newly hired for their assignment in the

2020-21 school year and beyond, or who maintain employment at the Heartland Charter School but are assigned to a new teaching assignment, are required to hold the appropriate certification for their assignment.

In addition to any specific Credential required for the teacher's assignment, all teachers are required to hold a Credential to provide instruction to limited-English-proficient pupils. All teachers employed by the Heartland Charter School shall have their professional fitness evaluated by the CTC by July 1, 2020.

4. **Process for Maintaining Certification Documents:** The certificate, permit or other document shall be maintained and on file at the School and are subject to periodic inspection by the Maricopa Unified School District.
5. **Support for Teachers Holding Preliminary Credentials:** The Executive Director or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.
6. **Hiring Based on Unavailability of Credentialed Teacher:** The Executive Director or designee shall make reasonable efforts to recruit a fully prepared teacher for each assignment. Whenever a teacher with a clear or preliminary credential is not available, the Executive Director or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)
 1. A candidate who enrolls in an approved intern program in the region of the Charter School and possesses an intern credential
 2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a provisional internship permit (PIP) or short-term staff permit issued by the CTC
 3. The Board shall approve, as an action item at a public Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)
 4. An individual who holds an emergency permit or for whom a credential waiver has been granted by the CTC

Prior to requesting that the CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

7. **The Declaration of Need:** The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the Charter School's specified employment criteria for the position(s) and that the Charter School has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the Charter School estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

8. **Non-Credentialed Teachers:** Whenever it is necessary to employ non-credentialed teachers to fill a position requiring certification qualifications, the Executive Director or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional programs. Heartland Charter School has the authority to request an emergency permit or a waiver from the CTC.

Heartland Grading Recommendations for Spring 2020

Recommended academic schedule:

April 3 - April 10: Spring Break

April 13: Students resumed work in their courses. If curriculum suggestions are needed, reach out to your HST and/or High School Success Coordinator.

April 23: The Heartland Board reviews grading options and votes on spring 2020 semester grading system

April 27: Spring 2020 semester grading scale shared with families (note: Community College courses may be pass/fail)

May 1: Progress Report grades due in Pathways. These will be issued for informational purposes with a revised grading scale for this semester

June 11: End of School Year/Report Card grades will be issued with the school's revised grading scale for this semester

June 15: Final semester grades due in Pathways

Recommended Letter Grade Scale (based on students missing 11% of Spring instruction days):

79% - 100%: A

69%-78%: B

59% - 68%: C

50% - 58%: D

< 50%: F

OR

Recommended Pass/Fail Grade Scale:

50%-100%: Pass

0-49%: Fail

Sample Family Letter:

Dear High School Families,

As events have continued to evolve during these past few weeks, our school has been working on a plan to ensure that our high school students are still able to complete their studies and earn credit for this semester. We want to provide you with information regarding continued distance learning and let you know our plan for issuing grades and credits for our high school students.

Our first priority is to make sure our students have access to the curriculum they need to complete their high school courses, and that our seniors graduate as scheduled. Please contact your HST as soon as possible if your student is no longer able to access any of their courses due to COVID-19.

In light of the disruptions of the last few weeks, our school board has voted to adjust the way we will issue final grades this semester. The board voted to have teachers issue spring semester grades according to this scale (***Heartland board votes on semester grading on 4/23***):

Recommended Letter Grade Scale (based on students missing 11% of Spring instruction days):

79% - 100%:	A
69%-78%:	B
59% - 68%:	C
50% - 58%:	D
< 50%:	F

AND/OR Recommended Pass/Fail Grade Scale:

50%-100%:	Pass
0-49%:	Fail

Notes: The grading scale(s) above will be used to issue final grades for this semester only for courses taken through Heartland Charter School.

Note: Community College grades will be determined by the college, Please communicate with the course instructor at the college for more information about the grading scale for that course.

You will have the option of either a letter grade (A-F) or a pass/fail grade for each of your courses. You may choose a letter grade option for some courses and pass/fail for others.

When a student earns a grade of "Pass", the student earns credit for the course, but the course is not included in the student's GPA calculation. UC and Cal State schools have stated that they will accept Pass grades from this semester for meeting minimum entrance requirements. Student's should contact their School Counselor if they would like to discuss how a Pass grade may affect their college plans, as admissions requirements are different for every college and university.

Here is the academic schedule for the remainder of our school year:

April 3 - April 10: Spring Break

April 13: Students resumed work in their courses. If curriculum suggestions are needed, reach out to your HST and/or High School Success Coordinator.

April 23: The Heartland Board reviewed grading options and voted on spring 2020 semester grading system

April 27: Spring 2020 semester grading scale shared with families (note: Community College courses may be pass/fail)

May 1: Progress Report grades due in Pathways. These will be issued for informational purposes with a revised grading scale for this semester

June 11: End of School Year/Report Card grades will be issued with the school's revised grading scale for this semester

June 15: Final semester grades due in Pathways

If you have any questions or concerns about your high school student completing their courses this semester, please work with your HST to make an individualized plan for your student.

Sincerely,

<HST Signature>

Heartland Board Resolution 2020-7

BY THE HEARTLAND CHARTER SCHOOL BOARD OF DIRECTOR DECLARING EMERGENCY CONDITIONS EXIST AT SCHOOLS AND OFFICES IN THE DISTRICT AND MODIFYING GRADUATION/PROMOTION REQUIREMENTS FOR STUDENTS CURRENTLY ENROLLED (2020-7)

WHEREAS, the World Health Organization has declared COVID-19 is a global pandemic; and

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

WHEREAS, as of March 18, 2020, there were 1,063 confirmed cases of COVID-19 and 21 cases reported resulting in death in California; and

WHEREAS, the Governor of the State of California has issued Executive Order N-33-20 requiring all California residents to “shelter in place” and all but essential functions have been halted or restricted; and

WHEREAS, the Governor of the State of California has indicated that schools may be closed for an undetermined duration; and

WHEREAS, there has been significant disruption to the instructional program for students which prevents them from complying with existing credit, hours of instruction, and graduation and/or promotion requirements; and

WHEREAS, strict compliance with various statutes and regulations would prevent, hinder, or delay appropriate action necessary for the wellbeing of students to mitigate the effects of COVID-19 on instruction; and

WHEREAS, it is in the best interests of students, staff, and the community to prepare for and implement measures to respond to the closure of schools; and

WHEREAS, it is necessary to ensure that a wide variety of instructional options are available, including but not limited to, distance learning for credit recovery; and

WHEREAS, approval of this resolution would allow the Executive Director to immediately respond to rapidly changing health and safety concerns and the educational needs of students by modifying instructional programs in a manner which poses the least harm to students as determined by the Executive Director.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Heartland Charter School determines that the circumstances described in this resolution herein constitute an emergency condition for which immediate action is necessary; and

BE IT FURTHER RESOLVED that the Board of Directors authorizes the Executive Director to exert maximum flexibility to respond to the emergency conditions for students, including but not limited to, waiving instructional minutes, setting an end date for classes and grading periods, providing distance learning, credit recovery, and otherwise modifying graduation and promotional requirements.

PASSED AND ADOPTED by the Governing Board of the Heartland Charter School at on the 23rd Day of April, 2020, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____ ABSTENTIONS: _____

MEMORANDUM

DEL MAR HEIGHTS
LAS VEGAS
PHOENIX
SAN DIEGO
SILICON VALLEY

DRAFT FOR DISCUSSION

TO: Board of Directors
Heartland Academy

FILE NO: 127952.001

FROM: Greg Moser, Legal Counsel

CC: Amy Davis

DATE: April 16, 2020

RE: Discussion and Potential Action on Board Meeting Stipend

Historically, Board members have received per meeting stipends to reimburse them for the estimated costs of traveling to and attending meetings, and related expenses. We understand that this practice was authorized by Board action some time ago, and has continued.

Given the restrictions on travel since declaration of the pandemic emergency throughout California, Heartland Academy board meetings are, and for the foreseeable future, will be conducted virtually. In light of this circumstance, we have been asked to advise you as to whether per meeting stipends can be paid without being tied to estimated travel expenses? In other words, per meeting stipends would be paid regardless of whether any travel is required?

Yes, the Board may take action to set compensation for Directors attending Board meetings, in lieu of, or in addition to being reimbursed for travel expenses. However, this will require a series of steps and determinations by your Board, and has consequences for potential future liabilities of directors.

First, the bylaws of Heartland Academy provide, in Article VI, section 15 that directors serve without compensation and just get reimbursement for expenses. My understanding is that what's been paid historically is an estimate of travel costs which are not considered "compensation."

The Corporations Code allows director compensation, if permitted by the company's bylaws. Corp Code section 5151(c). So after the bylaws are amended to allow directors to be compensated, a board resolution would need to be adopted. Corp. Code section 5235(a). The resolution would set "reasonable compensation" (Gov. Code section 12586(g)). The amount set should be supported by referencing comparable organizations providing similar compensation for directors, just as is done for setting CEO compensation. There are many charter boards receiving some compensation, albeit a minority, but such data should be available. We would recommend citing a few examples to support the board's decision and to be able to respond to IRS or Attorney General queries in the

future. The corporation's tax exemption can be lost for "excessive" compensation—though this is not very common.

Also, board members should be aware that the broader immunity afforded "volunteer" directors under Corporations Code section 5239 would not be available if they receive compensation. Instead, the normal "business judgement" rule will apply to potential claims against them.

We await your direction.

GVM

For Consideration by the Board – Potential Changes to Chapter 4 of Heartland’s Fiscal Policies and Procedures

Expenditures and Employee Reimbursements

The Employee Handbook calls for the reimbursement of “certain reasonably necessary business expenses incurred in the furtherance of School business. In order to be eligible for reimbursement, employees must follow the protocol set forth in the School’s policy regarding expenditures.” This constitutes said School policy.

PROCEDURES FOR REIMBURSEMENT

The School will reimburse employees for certain reasonably necessary business expenses incurred in the furtherance of School business. In order to be eligible for reimbursement employees must follow the protocols noted below:

1. Utilize the official “School Reimbursement Form.”
2. Fill out form, print, and sign. The Principal should also sign the form signifying their approval.
3. Make a copy of both the form and backup documentation for your files.
4. Attach backup documentation (e.g. itemized receipts, map/s for mileage) to the form.
5. Email your signed and completed form and backup documentation to the Business Office at accountspayable@inspireschools.org
6. Complete requests for reimbursement should be submitted within 60 days of the expenditure.
7. Your request for reimbursement will be processed by the Business Office.

Guidelines for Specific Reimbursement Types:

1. Reimbursement for Purchases – Must receive immediate supervisor approval or higher prior to any purchase of food, supplies, and/or equipment
2. Hotel Stay – Room rates must be reasonable for the area visited for the reimbursement of Principal, Principal designee or Board Pre-Approved hotel stays .
3. Mileage Reimbursement – attach documented approval or have their Supervisor sign the reimbursement form. Reimbursement for personal car mileage is the prevailing rate allowed by the IRS while on School business.

Gratuity Employees are allowed to tip up to 18% of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary. Any incremental excess is the responsibility of the employee.

Special Education Assessor Expenditure and Reimbursement Policy

The Charter will reimburse to Charter School assessors for certain reasonably necessary business expenses incurred in the furtherance of Charter business.

Guidelines About Specific Reimbursement Types:

1. Car Travel & Mileage Reimbursement – Significant travel is required to complete assessments.

Assessors may request mile-for-mile reimbursement at the IRS rate using the reimbursement form procedure. The supervising Director must sign the reimbursement form prior to submitting it to the Accounts Payable department. In the event an Assessment Team member must travel over 100 miles one-way, the employee may seek approval from the supervising director to request a rental car through the school's travel survey. The cost of the fuel purchased for an approved rental car could be reimbursed according to the **Procedures for Reimbursement** below.

2. Meal reimbursement – When a Charter School assessor is assigned to go on an overnight, multi-day trip to complete assessments, meal reimbursement may be requested to cover meals. Meal reimbursements are not for single day trips. The meal reimbursement starts on the second day of the trip and is paid daily through the last day of the trip. The supervising director must sign the employee's reimbursement form prior to submitting it to the Accounts Payable department.

3. Hotel Stay – In the event travel plus assessment cannot occur within the employee's daily working hours, the employee may seek approval from the supervising director to request a hotel stay. For travel to assessments that require overnight stays, The Charter will pay for the employee's hotel stay. The Charter assessor must receive approval from the supervising director to request hotel accommodations through the school's travel survey. The Charter will secure the accommodations. In general, accommodations will be no more than \$150 per night.

4. Reimbursement for Supplies or Equipment Purchases– The employee must receive pre-approval from the supervising director prior to any purchase of supplies and/or equipment. Once the purchase has been approved, the employee would make the purchase, fill in the reimbursement form, and follow the procedure for reimbursement. This should only happen in rare cases of emergency.

Procedures for Reimbursement:

In order to be eligible for reimbursement, employees must follow this protocol:

1. Please utilize the official "Charter Reimbursement Form."
2. Fill out and sign the form.
3. Scan a copy of the form, any mileage maps, and any receipts.
4. Email your Director to sign the approval. Your Director will submit your form, maps, and receipts to Accounts Payable.
5. On a monthly basis, please mail your original receipts for any purchases (e.g., fuel for rental car, hotel receipt) to Arla Esfandiary at Inspire Charter Services: 1740 Huntington Drive #205, Duarte, CA 91010.
6. You will be reimbursed in the form of a check, which will be mailed to you by Charter Impact.

INSPIRE CHARTER SERVICES

1740 Huntington Drive #205, Duarte, CA
91010 (626) 932-1802 * Fax (626) 932-1804