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For more information regarding the content of this material, please contact the Charter Schools Division by phone at 916-322-6029 or by email at charters@cde.ca.gov.

Nonclassroom-Based Funding Determination Form - Fiscal Year 2022-23

Information collected on this form is pursuant to *California Code of Regulations*, Title 5 (5 CCR). Instructions for completing this form can be found on the California Department of Education (CDE) website at <https://www.cde.ca.gov/sp/ch/nclrbifunddet.asp>.

Users should download and save the PDF prior to entering data into the form. The recommended program for completing the form is Adobe Acrobat Reader DC. Completing the form using the web browser may result in errors.

Section I. Charter School Information (Complete fields 1-18) 5 CCR 11963.3(a)(1) to (4)

1. Charter School Name Uncharted Shores Academy
2. Charter School Authorizer Del Norte Unified School District
3. Charter School Number 0859 4. CDS Code 08618200137729
5. Street Address 330 E Street
6. City Crescent City 7. County Del Norte 8. Zip Code 95531
9. Contact Name Margie Rouge 10. Title Executive Director
11. Phone Number (707) 464-9828 ext. 12. Email margierouge@shoresacademy.com
13. Grade Levels Served TK-9 14. Date Charter Expires (MM/DD/YYYY) 06/30/2026
15. Funding Level Requested (Select one) 100% 85% 70%
16. Years Requested (Select one) 2 3 4 5
17. Funding Determination Period Requested FY 2023-24 to 2027-28
18. Charter School Deadline - Select one
 - Due Date: 12/1/22 To be heard at the March State Board of Education (SBE) meeting
 - Due Date: 2/1/23 To be heard at the May SBE meeting
 - Other Funding Determination (Specify in Section VI.3) Source Data FY

- For an existing charter school that does **not** have an active funding determination, please use current-year budget data as the source data to complete the form.
- For an existing charter school with a funding determination that expires at the end of FY 2022-23, use FY 2021-22 audited financial data.
- If an existing charter school with a funding determination misses the February 1 deadline, the governing board of the charter school's authorizing local educational agency will need to request a waiver to submit a late funding determination request. The SBE may approve such waivers under the general authority, under California *Education Code (EC)* sections 33050-33053. Additional information regarding the waiver process is located on the CDE Waivers web page at <https://www.cde.ca.gov/re/lr/wr>.

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Section II. Financial Information (Complete sections A, B, D, and E)

A. Total Resources (Complete lines A.1.a to A.1.d)

1. Revenues and Other Resources	5 CCR 11963.3(a)(5)(A) and (6)
a. Federal Revenues	\$202,395
(i) Enter amount of Public Charter Schools Grant Program included under Federal Revenues (Line A.1.a)	
b. State Revenues	\$2,894,913
c. Local Revenues	\$6,691
d. Other Financing Sources	\$0
e. Total Revenues (Sum of lines A.1.a to A.1.d)	\$3,103,999

B. Total Expenditures and Other Uses (Complete lines B.1 to B.4)

1. Instruction and Related Services	5 CCR 11963.3(a)(5)(B) and (6)
a. Salaries and Benefits	
(i) Certificated	\$1,216,117
(ii) Classified	\$390,303
b. Books, Supplies, and Equipment	\$256,037
c. Services and Other Operating Costs	
(i) Contracts for Instructional Services	\$0
(ii) Contracts for Instructional Support	\$0
(iii) All Other Instruction Related Operating Costs	\$530,688
d. Total Instruction and Related Services	\$2,393,145
2. Operations and Facilities	5 CCR 11963.3(a)(5)(C) and (6)
a. Salaries and Benefits	
(i) Certificated	\$0
(ii) Classified	\$45,812
b. Books, Supplies, and Equipment	\$10,725
c. Services and Other Operating Costs	\$29,308

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B. Total Expenditures and Other Uses (Complete lines B.1. to B.4), continued

d. Facility Acquisition and Construction	\$0	
e. Total Operation and Facilities	\$85,845	
f. Allowable Facility Costs		5 CCR 11963.3(b)(7)
(i) Enter the total facility square footage occupied by the charter school	17,800	sqft.
(ii) Enter the total Classroom-Based P-2 ADA reported in the prior FY. DO NOT INCLUDE NCB ADA	0	
(iii) Enter the total Student Hours attended by the NCB pupils at the school site in the prior FY	183,750	
(iv) Calculated Facilities Costs Lesser of line B.2.e or [(B.2.fii+(B.2.fiii/868)]*1000	\$211,693.55	
Allowable (Lesser of line B.2.e or B.2.fiv)	\$85,845.00	
3. Administration and All Other Activities		5 CCR 11963.3(a)(5)(D) and (6)
a. Salaries and Benefits		
(i) Certificated	\$43,162	
(ii) Classified	\$84,904	
b. Books, Supplies, and Equipment	\$0	
c. Services and Other Operating Costs		
(i) Contracts for Other Administrative Services	\$45,747	
(ii) Supervisorial Oversight Fee	\$27,468	
(iii) All Other Administration and Other Activities, Services and Operating Costs		
d. Total Administration and Other Activities	\$201,281	
4. Other Outgo and Other Financing Uses		5 CCR 11963.3(a)(5)(E) and (6)
a. Debt Service	\$8,040	
b. Transfers to local educational agencies	\$0	
c. All Other Transfers and Outgo	\$0	
Note - This must not be a negative value.		
d. Total Other Outgoing and Other Financing Uses	\$8,040	

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B. Total Expenditures and Other Uses, continued

5. Total Expenditures \$2,688,311
(Sum of lines B.1.d, B.2.e, B.3.d, and B.4.d)

C. Revenues Over Expenditures - Surplus or (Deficit)

(Line A.1.e minus Line B.5) \$415,688

D. Fund Balance (Complete line D.a)

a. Enter Beginning Fund Balance (July 1) 5 CCR 11963.3(a)(5)(A) \$1,793,793
b. Ending Fund Balance - June 30 (Line C plus Line D.a) \$2,209,481

E. Reserves (Complete lines E.a. to E.e)

If reserves in line E.a or E.b are more than \$50,000 or over 5% of total expenditures, provide an explanation in Section III.6, pursuant to 5 CCR 11963.3(a)(5)(F).

	% of Expenditures	
a. Designated for Economic Uncertainties	5%	\$140,800
b. Facilities Acquisition or Capitol Projects	8%	\$204,516
c. Reserves Required by Charter Authorizer	0%	\$0
d. Other Reserves (Explain in Section III.5)	10%	\$257,074
e. Unassigned/Unappropriated Fund Balance	60%	\$1,607,091
f. Total (Sum of lines E.a to E.e)	82%	\$2,209,481

Note - Line E.f must agree with Line D.b

Section III. Supplemental Information (Complete lines 1 through 8)

1. Pupil to Teacher Ratio (PTR), pursuant to EC Section 51745.6 and 5 CCR Section 11704

a. Enter the charter school's PTR: 0.00:1 22.58:1
b. If the charter school's PTR in line III.1.a exceeds 25:1, enter the name of the largest unified school district in the county or counties in which the charter school operates:

c. Enter the PTR for the unified school district listed on line III.1.b: 0.00:1

2. Did any entity receive \$50,000 or more OR 10% or more of total expenditures (Line B.5) Yes
in the FY 2021-22 OR will receive in the FY 2022-23? (5 CCR 11963.3[b][3]) No

If yes to line III.2, list the name of each entity and the cumulative amount received by each entity in Box 2.a on Page 5. Are contract payments made by the charter school based on specific services rendered or upon an amount per unit of average daily attendance (ADA) or some other percentage of the charter school's revenues, enrollment, etc? If yes, identify on Page 5 Box 2.a.

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2.a Provide information regarding entity and contract information below. Attach an extra sheet if necessary.

Name of Entity	Amount	Purpose/Explanation	Are contract payments based on specific services rendered?	If no, are payments based on amount per ADA or some other percentage?
Del Norte Unified School District	\$285,219	Special Education Services	No	Yes

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3. List the charter school's CURRENT governing board pursuant to 5 CCR Section 11963.3(b)(4).				
Name and Title of Board Member	Board Member Type (Parent, teacher, etc)	How was this member selected?	Is the member affiliated in any way with any entity listed in Section III.2?	Board Member Term (From MM/YY to MM/YY)
Carla Critz	Staff Rep/Teacher	Application appr	No	06/20-06/23
Linda Monnin	Staff Rep/Teacher	Application appr	No	06/19-06/22
Erin Kraemer	Community Rep	Recruited by Bo	No	06/21-06/24
Jody Petersen	Family Rep/Parent	Application appr	No	06/21-06/24
Jill Munger	Family Rep/Grprnt	Application appr	No	06/22-06/25
Marissa Northrup	Family Rep/Parent	Application appr	No	12/22-06/25

Has the governing board adopted and implemented conflict of interest policies and procedures? Yes No

For any governing board member identified as affiliated with any entity reported above in Section III.2, explain the nature of the affiliation below. Attach an extra sheet if necessary.

4. If transfers are reported on lines B.4.b or B.4.c, describe the nature of the transactions and identify the accounts or entities involved in the transfers pursuant to 5 CCR Section 11963.3(b)(5).

B.4.b

B.4.c

5. If "Other Reserves" are reported on line E.d, explain the purpose for these reserves.

Reserves in Line E.d Unspent Restricted Funding. The funding sources and uses of the funds are delineated in the attachments.

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6. If reserves reported on line E.a (designated for economic uncertainties) OR E.b (facilities acquisition or capital projects) exceed the greater of \$50,000 or 5% of total expenditures, explain the need for such excess reserves.

E.a

The economics uncertainties reserve is rounded off at 5% of the expenditures, and we keep it at a full 5% if at all possible.

Percentage

E.b

The facilities acquisition is at 8% and continuing to grow each year because we are attempting to acquire the Early Learning Center building which we are currently leasing. The current owners have listed it for sale, and we are in negotiations to purchase at this time with a closing in October 2024. We are setting aside money to make the purchase.

Percentage

7. Enter the average daily attendance (ADA).

FY 2021-22 P-2 ADA (0.0)	280.03	FY 2022-23 P-2 ADA (0.0)	275.41
8. Enter the full-time equivalent (FTE) employees working at the charter school that possess a valid teaching certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold issued by the Commission on Teacher Credentialing and who work in the charter school in a position required to provide direct instruction or direct instructional support to students, pursuant to 5 CCR Section 11963.3(b)(8).			
FY 2021-22 FTE (0.0)	13.3	FY 2022-23 FTE (0.0)	13.7

Section IV. Nonclassroom-Based Virtual or On-line Charter Schools (Complete lines 1 and 2)

1. Is this charter school a virtual or on-line charter school as defined in 5 CCR Section 11963.5? (A virtual or on-line charter school is one in which at least 80% of teaching and student interaction occurs via the Internet.) Yes No

2. If yes to line IV.1, can the charter school demonstrate compliance with 5 CCR sections 11963.5(b)(2) to (8)? Yes No N/A

Section V. Calculated Funding Determination Percentage

1. Percent spent on Certificated Employee Salaries and Benefits to Total Public Revenues 5 CCR 11963.3(c)(1)

Certificated Salaries and Benefits costs Line B.1.a(i)/Federal Revenues Lines A.1.a - PCSGP A.1.a(i) + State Revenues A.1.b

2. Percent spent on Instruction and Related Services to Total Revenues 5 CCR 11963.3(c)(2)

Instructional and Related Services costs Line B.1.d + Allowable Facilities costs 2.f.(iv)/Total Revenues Line A.1.e

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Funding Determination Criteria	
If the percentages from lines V.1 or V.2 do not meet the spending criteria of the funding level requested as shown below, complete Section VI to provide mitigating circumstances for consideration by the Advisory Commission on Charter Schools (ACCS) for making a recommendation other than one that results from the criteria specified in regulations.	
100%	1) Line V.1 must equal or exceed 40 percent, 2) Line V.2 must equal or exceed 80 percent, AND 3) Line III.1.a. PTR cannot exceed 25:1 OR the PTR on line III.1.c, the ACCS shall recommend approval at 100%, unless there is a reasonable basis to recommend otherwise (5 CCR 11963.4[a][3]).
85%	1) Line V.1 must equal or exceed 40 percent, AND 2) Line V.2 must equal or exceed 70 percent but less than 80 percent, the ACCS shall recommend approval at 85%, unless there is a reasonable basis to recommend otherwise (5 CCR 11963.4[a][2]).
70%	1) Line V.1 must equal or exceed 35 percent, AND 2) Line V.2 must equal or exceed 60 percent but less than 70 percent, the ACCS shall recommend approval at 70%, unless there is a reasonable basis to recommend otherwise (5 CCR 11963.4[a][1]).
Denied	1) Line V.1 is less than 35 percent, OR 2) Line V.2 is less than 60 percent, the ACCS shall recommend that the SBE deny the request, unless there is a reasonable basis to recommend otherwise (5 CCR 11963.4[a][4]).

Section VI. Mitigating Circumstances (Complete lines 1-3 and attach any supporting documentation)
<p>1. Explain why the charter school did not meet the criteria for the funding level requested. Include specific measures or actions taken by the charter school to comply.</p> <p>Our auditor recorded an adjustment of the EPA funding for the previous year (20-21) as revenue in 21-22, while our accountant recorded only the EPA funding which we actually received for the 21-22 school year. Therefore, there was a \$132,474 difference between the auditor's reported EPA revenue (\$938,072) and the accountant's reported revenue (\$805,598). The conversation between Matt Hague, the auditor, and Matt Wakefield, the accountant, is included in attachments along with other attachments which they referred to. We anticipated a financial impact in carrying over restricted funds to the next year as well as saving for a purchase of a building we are currently renting, but we did not expect the revenue to increase without a corresponding expenditure. All EPA was always approved to be spent on credentialed salaries, and the additional amount of \$132,474 could have easily been spent had it been noted. We track all expenditures and keep a close eye on our funding levels for education and credentialed salaries.</p> <p>2. List and explain the mitigating circumstance(s) to be considered by the CDE and ACCS.</p> <p>We would like the CDE and ACCS to consider this miscounted revenue as an unusual one-time occurrence which will be avoided in the future. The educational director will consult with the accountant when preparing the EPA to take to the USA Governing Board. We would like the CDE/ACCS officials to note that if our revenue was reduced by \$132,474 to the EPA amount we actually received in 21-22, we would meet the credentialed salaries and benefits at 40.93% and the educational expenditures at 83.36%.</p> <p>However, if it is impossible to overlook a disagreement in calculating revenue, we would like to ask for our \$257,074 in one-time grants that are being continued into the 22-23 school year to be discounted from the revenue, or perhaps discounting the \$204,516 from revenue which we are saving for the purchase of the ELC building we are now renting. Both of these reserves were originally accounted for in determining our percentages, but they may be easier to discount than an audit reported revenue adjustment.</p>

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3. Provide any other pertinent information that may assist the CDE and ACCS in conducting a detailed review or develop a reasonable basis for a recommendation.

If we cannot use reduce our revenue due to the EPA adjustment error, we would like to request a reduction to the revenue by the \$257,516 one-time grant funds that were not used this year and will be used in future years on educational services. Attachments indicating the fund amounts for each grant and the expected uses are attached. Alternatively, a reduction of \$204,516 to the revenue by discounting the savings toward our future purchase of the ELC building which we are now renting may be possible.

Please contact me should there be further questions or concerns. Our office is closed for spring break March 27-31. You may reach me on my cell at any time: Margie Rouge (707) 954-6797. I will try to be available, but leave a message or text with a call-back number if I do not answer.

Section VII. Certification (Review, sign, and date)

5 CCR 11963.3(b)(1)

I certify that:

1. The information provided is true and correct to the best of my ability and knowledge.
2. This charter school's nonclassroom-based instruction is conducted for and substantially dedicated to the instructional benefit of the school's students.
3. This charter school's governing board has adopted and implemented conflict of interest policies.
4. All of the charter school's transactions, contracts, and agreements are in the best interest of the school and reflect a reasonable market rate for all goods, services, and considerations rendered for or supplied to the school.

Margie Rouge

Enter Name of Charter School's Director, Principal, or Governing Board Chairperson

Executive Director

Title of Authorized Individual

Before certifying with electronic/digital signature below, please be sure to check all numerical entries and information provided, and save a copy of this form. Modifications to the information reported on this form cannot be made after the signature field below has been completed. If providing a wet signature instead of an electronic one, please date the signature.



Signature of Charter School's Director, Principal, or Governing Board Chairperson

Digitally signed by Margie Rouge
Date: 2023.03.25 14:27:12 -07'00'

Submit completed and electronically signed forms via email to FundingDeterminations@cde.ca.gov.

The CDE no longer requires the following documents:

- Hard copy of the FDF
- Hard or soft copy of the Conflict of Interest Policy

Therefore, please do not submit these documents to the CDE.