

# California Department of Education Funding Determination

# Nonclassroom-Based Fiscal Year 2013-

14

CDE Funding Determination Information: [www.cde.ca.gov/sp/cs/as/nclrbfunddet.asp](http://www.cde.ca.gov/sp/cs/as/nclrbfunddet.asp)

## New Charter School: Due on or before December 1, 2013

(Requesting funding determination applicable for the FYs 2013-14 and 2014-15)

Check One

( )

Note- The second FY funding determination is subject to additional review. New charters are required to file two reports: 1) FY 2013-14 unaudited actual report, and 2) a Funding Determination Form using FY 2014-15 budget data. Both reports are due to the CDE on or before September 30, 2014. Source: 5 CCR Section 11963.6 (a)

## Continuing Charter School: Due on or before February 1, 2014

(Requesting funding determination for up to a maximum of 5 years beginning with the FY 2014-15)

X

**For New or Continuing charter schools, complete sections I through IV. For Virtual or On-Line charter schools, complete sections I through V.**

### Section I. Charter Information

(Complete information fields a through v)

a. Charter School Name	<b>Big Sur Charter School</b>			b. Charter #	<b>1000</b>
c. Charter Authorizer	<b>Big Sur Unified School District</b>			d. CDS Code	<b>27-75150-0118349</b>
e. Street Address	<b>47540 Highway One</b>				
f. City	<b>Big Sur</b>	g. State	<b>CA</b>	h. Zip Code	<b>93920</b>
i. Contact Name	<b>Shawna Garritson</b>		j. Title	<b>School Director</b>	
k. Phone Number	<b>831-667-0203</b>	l. Fax No.	<b>831-884-5454</b>		
m. E-mail	BigSurCharter@gmail.com				
n. Requested Funding % (select one)	<b>100%</b>				
o. No. of years requested (2, 3, 4, or 5)	5   Note- new charters are limited to two years.				
p. Current Funding Determination expires	<b>2014</b>	q. Requested Fiscal Years	<b>2013-14</b>		
r. Date Charter Granted	<b>5/8/2008</b>	s. Date Charter or Charter Renewal Expires	<b>5/8/2018</b>		
t. Grade Levels Served	<b>K-12</b>	u. P2 ADA	<b>55.28</b>	Continuing Charters	
		v. Est ADA		New Charters	

### Section II. Certification

(Sign and date)

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.

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

School Director

Title of Authorized Individual

30-Jan-14

Date

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**Section III. Financial Information** (For guidance on function / object definitions, use the California School Accounting Manual)

**A. Resources Available for Expenditure**

(Complete lines A.1.a. to d. and line 2)

1. Revenues and Other Financing Sources

5 CCR 11963.3 (c) (1)	a. Federal Revenues	\$	20,000
	(i) Amount of Public Charter Schools Grant Program start up, implementation and dissemination grant included in line 1a.	\$	-
5 CCR 11963.3 (c) (1)	b. State Revenues	\$	78,786
	c. Local Revenues	\$	294,376
5 CCR 11963.3 (c) (1)	(i) Amount in Lieu of Property Taxes in line 1c.	\$	284,700
	d. Other Financing Sources	\$	-
5 CCR 11963.3 (c) (2)	<b>e. Subtotal</b>	\$	393,162
	2. Ending Balance from Prior Fiscal Year	\$	17,564
	3. Total Resources (Line A.1.e plus line A.2)	\$	410,726

**B. Expenditures and Other Uses**

(Complete lines B.1. to B.4.)

1. Instruction and Related Services

5 CCR 11963.3 (c) (1)	a. Salaries and Benefits		
	(i) Certificated	\$	187,554
	(ii) Classified	\$	8,865
	b. Books, Supplies and Equipment	\$	29,200
	c. Services and Other Operating Costs	\$	-
	(i) Contracts for Instructional Services	\$	20,258
	(ii) Contracts for Instructional Support		
	(iii) All other Instruction Related Operating Costs	\$	10,113
5 CCR 11963.3 (c) (2)	<b>d. Subtotal Instruction and Related Services *</b>	\$	255,990

2. Operations and Facilities

	a. Salaries and Benefits		
	(i) Certificated		
	(ii) Classified	\$	-
	b. Books, Supplies and Equipment	\$	91
	c. Services and Other Operating Costs	\$	2,062
	d. Facility Acquisition & Construction	\$	34,054
	e. Subtotal Operations and Facilities *	\$	36,207
	(i) Enter actual square feet occupied by charter	1,000	
	(ii) Total Classroom-Based ADA (if applicable) reported at P-2 apportionment		
	(iii) Total Student Hours attended by nonclassroom-based pupils at the school site	5,224.00	
5 CCR 11963.3 (c) (2)	(iv) Allowable Facilities Costs Lesser of Line B2e or [(B2fii+(B2fiii / 868)) * \$1,000]	6,018.43	
		\$	6,018.43

3. Administration and All Other Activities

	a. Salaries and Benefits		
	(i) Certificated	\$	-
	(ii) Classified	\$	26,723
	b. Books, Supplies and Equipment	\$	2,910
	c. Services and Other Operating Costs	\$	10,002
	(i) Contracts for Other Administrative Services	\$	-
	(ii) Supervisorial Oversight Fee	\$	-
	(iii) All Other Administration & Other Activities, Services & Operating Costs	\$	13,150
	<b>d. Subtotal Administration and All Other Activities *</b>	\$	52,785

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**Section III. Financial Information (continued)**

**B. Expenditures and Other Uses (continued)**

<b>4. Other Outgo and Other Uses</b>		
a. Debt Service		\$ -
b. Transfer to District or County		\$ 3,450
c. All Other Outgo		\$ -
d. Subtotal Other Outgo and Other Financing Uses *		\$ 3,450
<b>5. Total Expenditures (Sum of lines B1 to B4)</b>		<b>\$ 348,432</b>

<b>C. Revenues Over Expenditures (Deficit)</b>	(Line A.1.e minus B.5)	<b>\$ 44,730</b>
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<b>D. Fund Balance</b>		
a. Beginning Fund Balance (Line A.2)		\$ 17,564
b. Ending Fund Balance* (Line C plus Line D.a.)		\$ 62,294

		(Complete lines E.a. to E.d.)	
<b>E. Reserves</b>	If amounts or percentages in lines E.a. or E.b. are \$50,000 or more OR 5% or more, explain in Section IV.7. below why reserve levels were maintained at such levels, pursuant to Title 5, Section 11963.3(a)(5)(F).		
	<b>% of Expenditures</b>		
a. Designated for Economic Uncertainties	18%	\$	62,297
b. Facilities Acquisition or Capital Projects	0	\$	-
c. Reserves required by Charter Authorizer		\$	-
d. Other Reserves (identify in Section IV.5 below)		\$	-
e. Unobligated Fund Balance		\$	-
d. Total (Sum of lines E.a to E.e.) <b>Note- Line E.d. must agree with Line D.b.</b>		\$	62,297

**Section IV. Supplemental Information** (Complete lines 1 to 7)

1. Enter the charter school's pupil-teacher ratio as calculated pursuant to Education Code Section 51745.6 and CCR, Title 5, Section 11704.

20:01
25:01:00

a. Enter the Pupil to FTE Teacher Ratio of the charter school

b. Enter the Pupil to FTE Teacher Ratio of the largest unified school district in the county(ies) served by the charter.

Salinas Union High School District
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Enter the name of the largest unified school district in the county(ies) served by the charter school

2. For the FY 2012-13 or 2013-14, did any entity receive \$50,000 or more OR 10% or more of the charter school's total expenditures. Generally, these expenditures are reported in Section III, Lines B.1.c, B.2.c, and B.3.c.

<b>No</b>
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If Yes, list the name of each entity separately and the amount received. Are each of the contract payments made by the charter school based on specific services rendered, clearly stating the fee per service rendered and invoiced accordingly? Are any of the contract payments based upon an amount per unit of average daily attendance or some other percentage of the charter school's revenues, enrollment, etc.? If yes, please identify.

	Entity	Amount	Purpose/Explanation	Payment Basis	
				Fee for Service rendered - invoiced	% per ADA or other %
a	N/A			Select one	Select one
b				Select one	Select one
c				Select one	Select one
d				Select one	Select one
e				Select one	Select one
f				Select one	Select one
g				Select one	Select one
h				Select one	Select one
i				Select one	Select one

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**Section IV Supplemental Information (continued)**

3. Composition of the charter school's **CURRENT** governing board

	Board Member Name	ID (ie., Parent, Teacher, etc)	How was board member selected?	Is member affiliated with any entity listed in Section IV. 2. (Yes/No)?	Member's Board Term (From/To)
a	Sharna Whitehand	Parent	Board elected per bylaws	No	30-Jun-15
b	Gavin Kogan	Attorney	Board elected per bylaws	No	30-Jun-15
c	Stacey Davis Jacobs	Community member	Board elected per bylaws	No	30-Jun-14
d	Marika Anderson	Community member	Board elected per bylaws	No	30-Jun-14
e					
f					
g					
h					

a. Has the governing board adopted and implemented conflict of interest policies and procedures?

**Yes**

b. For any governing board member identified as affiliated with an entity as reported in Section IV.2, explain the nature of the affiliation.

N/A

4. Describe the entities or accounts involved for transfers and other outgo reported in Line B.4.b. or c.

**\$3,450 to Big Sur Unified for administrative oversight.**

5. Identify reserves listed as "Other Reserves" and reported on Line E.d.

Amount of Reserve	Purpose of Reserve
N/A	

6. Indicate the number of full-time equivalent employees who 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.

FY 2012-13	<b>3.0</b>
FY 2013-14	<b>4.4</b>

7. If reserve amounts designated for economic uncertainties or capital projects are over the greater of \$50,000 or 5% (Lines E.a. or E.b.), explain the purpose and the need to maintained reserves at reported levels, pursuant to 5 CCR 11963.4(b).

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With a 55.28 ADA for P2 in 2013, BSCS has steadily increased enrollment from our original 13 students in 2008, our first year of operation. Our current enrollment for 2013-2014 has reached our board approved enrollment cap for 75 students and we have a waiting list. This growth in enrollment reflects both our success with students and our desire to build an educational program and an administrative infrastructure that will meet funding determination requirements for non-classroom based schools. To support the increased enrollment and meet the public demand for our school, we made decisions that would allow our school to responsibly meet the needs of new students. Specifically, we have formed a governing board, incorporated our school and applied for non-profit status. Last year we became the first charter school to join the San Benito/Monterey County Schools JPA liability pool, and were accepted as new members to the Sonoma County Charter SELPA. Additionally, we have leased a new resource center to better serve our students and to implement a technology infrastructure that will provide both increased instructional opportunities for our students and facilitate the administration of the Smarter Balanced assessments. Our higher than required reserves were necessary to cover the new facilities costs, including utilities and rent over the summer, supplies and materials in preparation for students in the fall, and the purchase of technology and Common Core curriculum for students. Most significantly, as new SELPA members, we hired our own Special Education Teacher and ensured that we would have enough reserves to cover any special education costs during the months from August to February 2014, when we would receive our first Special Education funds. We believe that our decisions were in the best interest of all of our students and ask that our small school size be given serious consideration.

**Section V. Nonclassroom-Based Virtual or On-Line Charters ONLY**

If at least 80 percent of teaching and student interaction for this charter occurs via the internet, complete lines 1 through 3.

1. Is this charter school a Nonclassroom-Based Virtual or On-Line charter school as defined in 5 CCR Section 11963.5?

2.

3.

**California Department of Education  
Nonclassroom-Based Funding Determination  
FY 2013-14 Summary and Recommendation**

**A. Charter Information**

Charter School:	<b>Big Sur Charter School</b>	Charter #:	<b>1000</b>
Charter Authorizer:	<b>Big Sur Unified School District</b>	P2 ADA:	<b>55.28</b>
Charter Number	<b>1000</b>	Est. ADA:	<b>0.00</b>
Requested Fiscal Years:	<b>2013-14</b>		
Date Charter Granted:	<b>5/8/2008</b>	Date Charter Expires:	<b>5/8/2018</b>

**B. Calculated Funding Determination Percentage**

<b>48.91%</b>	<b>1. Certificated Employee Salaries &amp; Benefits / Total Public Revenues %</b> Source: 5 CCR 11963.3 (c) (1) Formula: Line B.1.a.(i) divided by Lines A.1.a. - A.1.a.(i) + A.1.b. + A.1.c.(i)
<b>66.64%</b>	<b>2. Instruction &amp; Related Services / Total Revenues %</b> Source: 5 CCR 11963.3 (c) (2) Formula: Line B.1.d. + 2.f.(iv) divided by line A.1.e.

**C. Funding Determination Criteria**

**Charter Requested Funding Determination %** **100%**

<b>100%</b>	Certificated staff compensation equals or exceeds 40 percent of total public revenues AND the percentage calculated for Total Expenditures on Instruction and Related Services equals or exceeds 80 percent of total revenues AND the charter's pupil-teacher does not exceed 25:1 or the equivalent pupil-teacher ratio of the largest unified school district in the county or counties in which the charter school operates
<b>85%</b>	Certificated staff compensation equals or exceeds 40% of total public revenues AND the percentage calculated for Total Expenditures on Instruction and Related Services equals or exceeds 70% but is less than 80% of total revenues.
<b>70%</b>	Certificated staff compensation equals or exceeds 35% but is less than 40% of total public revenues AND the percentage calculated for Total Expenditures on Instruction and Related Services equals or exceeds 60% of total revenues.
<b>Zero</b>	Certificated staff compensation is less than 35% of total public revenues OR the percentage calculated for Total Expenditures on Instruction and Related Services is less than 60% of total revenues. Nonclassroom-based instructional ADA will not be funded.

**D. Recommendation and Comments (For CDE Use Only)**

Did Section B comply with charter's requested percentage? (Yes/No)

**Yes with Mitigating Circumstances**

Number of Years **4**

Fiscal Year Period

CDE Recommended %

2014-15 through 2017-18

**100%**

**Basis for Recommendation**

Charter listed its small size, leasing costs for a new facility, and the need to set up Special Education reserves under its new membership with a charter SELPA.

**Other Comments**

	<b>California Department of Education 2013–14 Nonclassroom-Based Funding Determination Mitigating Circumstances Request Form</b>
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**A. Charter Information**

Charter School:	<b>Big Sur Charter School</b>	Charter #	1000
Charter Authorizer:	<b>Big Sur Unified School District</b>	CDS Code:	<b>75150-01183</b>
Requested Funding Determination %:	<b>100</b>	Years in Operation:	<b>6</b>
		P2 ADA:	<b>55.28</b>

**B. Funding Determination Percentage** (CDE Funding Determination Form must be completed and filed with this form)

Percent Funding Criteria per 5 CCR	Certificated Staff Ratio	Instruction and Related Services Ratio	Pupil toTeacher Ratio
100% Funding [5 CCR, Sec. 11963.4 (a)(3)]	= or > 40%	= or > 80%	< 25 : 1
85% Funding [5 CCR, Sec. 11963.4 (a)(2)]	= or > 40%	= or > 70%	Not Applicable
70% Funding [5 CCR, Sec. 11963.4 (a)(1)]	= or > 35%	= or > 60%	Not Applicable
0% Funding [5 CCR, Sec. 11963.4 (a)(4)]	< 35%	< 60%	Not Applicable

**Enter charter school's calculated ratios from Form FDF**

	Certificated Staff Ratio	Instruction and Related Services Ratio	Pupil toTeacher Ratio
a. 100% Funding [5 CCR, Sec. 11963.4 (a)(3)]	<b>48.91</b> %	%	<b>20:01:00</b>
b. 85% Funding [5 CCR, Sec. 11963.4 (a)(2)]	%	%	N/A
c. 70% Funding [5 CCR, Sec. 11963.4 (a)(1)]	%	66.64 %	N/A
d. 0% Funding [5 CCR, Sec. 11963.4 (a)(4)]	%	%	N/A

**C. Charter School's Mitigating Circumstances**

*California Code of Regulations*, Title 5 (5 CCR), Sec. 11963.4(e): A reasonable basis for the ACCS to make a recommendation other than one that results from the criteria specified in subdivision (a) may include, but not be limited to, the following: the information provided by the charter school (FDF form) pursuant to paragraphs (2) through (8), inclusive, of subdivision (b) of section 11963.3, documented data regarding individual circumstances of the charter school (e.g., one-time or unique or exceptional expenses for facilities, acquisition of a school bus, acquisition and installation of computer hardware not related to the instructional program, special education charges levied on the charter school by a local educational agency, restricted state, federal, or private grants of funds awarded to the charter school that cannot be expended for teacher salaries, or contracted instructional services other than those for special education), the size of the charter school, and how many years the charter school has been in operation.

**1. Explain why the charter school failed to meet the 5 CCR requirements for funding, include specific action taken to comply.**

Meeting the spending targets is a challenge for small schools as our necessary operational costs, including a student information system, internet, phone, insurance, utilities, and CALPADS support are more or less fixed without regard to school size and smaller schools necessarily pay a larger percentage of budget for operational costs. In our effort to keep operational costs in compliance, BSCS has, for the past 5 years at a very reasonable rate, benefitted from the services of a fiscal analyst who assisted us with complying with the SB740 requirements. In November of 2012, we suddenly learned that those services would no longer be available to us. Fortunately, we found another part time retired consultant as a replacement. In the spring of 2013, this consultant found that the new financial software system being implemented by the county office of education was too burdensome to learn and left us again without a strong financial advisor. With new funding models being rolled out by the state, including EPA funds, our uncertainty of final ending balances and a small margin for error, led us to be more conservative in spending than was required. Finally, at the end of the school and fiscal year, with help from our district superintendent, we retained the services of a retired CBO from one of our local districts at a reasonable rate. We continue to work with this school business expert on our finances and reporting and enjoy a good working relationship that we hope to continue. We feel fortunate to now have the affordable services of a retired CBO with decades of experience and believe we have demonstrated both responsibility and resourcefulness in overcoming the challenge of securing financial expertise at a rate we can afford. Additionally our School Director will attend the CSDC CBO training this spring to gain skills and knowledge of the new funding formula for schools.

**2.**

**Explain why identified expenses are unique or exceptional and warrant consideration as mitigating circumstances.**

Big Sur Charter School's ADA at P2 last year was 55.28. We are a very small school with very big obstacles that we continue to overcome. While the median annual household income in Big Sur is just over \$40,000, the median home price is well over \$2,000,000. Real estate is expensive and finding a facility to rent at any price is difficult. Though we are a "non-classroom" based charter school, we do offer weekly classes taught by credentialed teachers. We support personalized learning, while also providing our students with an opportunity for collaboration with peers in core subjects. Additionally, we offer arts, music and outdoor education classes. For some time, we have known that a larger resource center would allow us to serve more students with our blend of home, school, and community based learning. Monterey County has a large population of military families and our school is attractive to these families choosing personalized, standards based learning, which allows them to provide consistency in curriculum while their children move to a new educational setting every few years. These families enjoy the close peer relationships a small school offers and the opportunity to be part of our local community without too much disruption in the educational program for their children. We are pleased that our enrollment has increased this year and attribute our success to our increased capacity to meet the needs of students with our new facility. The new facility has a reliable internet connection and we now have the infrastructure to administer the Smarter Balanced assessments this spring. With our increased enrollment, we are on our way to financial and program sustainability. We ask that you consider our unique location, and our new facilities costs, which allowed for our increased enrollment, our new membership in the Sonoma County Charter SELPA, and especially the small size of our school as mitigating circumstances.

3.

**"The Advisory Commission on Charter Schools shall give charter schools with less than a total of one hundred (100) units of prior year second period average daily attendance or that are in their first year of operation serious consideration of full funding." 5 CCR 11963.4(b)**

Big Sur Charter School has survived forest fires, floods and the months long closure of Coast Highway One, isolating our small community and cutting off access to grocery stores, medical care and other necessary services. Could it be possible that such a resilient group of parents, students and teachers could now see our beloved school suffer an unfavorable funding determination? We hope that you will agree with us that the survival of our school is vitally important to the health and sustainability of our rural community. Many people are unaware that the children of Big Sur are some of the most underserved in the state of California. Though we are surrounded by natural beauty, we have no public community center, afterschool, summer, or youth sports programs. Our public transportation system operates once daily only during summer months and on weekends during the school year, leaving many local youth indoors while parents are employed long hours primarily in the service industry, the US Forest Service and California State Parks. While our Big Sur families provide services to the millions of tourists who visit our coast each year, our school provides much needed arts and enrichment programs to our geographically isolated students. Our curriculum is Common Core aligned and California Standards based with a focus on our local community as the context for learning. Our programs promote community involvement and civic engagement, while we strive to create opportunities for our students and families to remain in our local area. We enjoy a good working relationship and the support of our sponsoring district, our county office of education and our new SELPA. We are relying on your wisdom to continue to offer our school the full public support we need to serve our students with exceptional place-based and personalized education programs.

**D. Certification**

I certify that:	<p>The information provided is true and correct to the best of my ability and knowledge.</p> <hr/> <p style="text-align: center;">Signature of Charter School's Director, Principal, or Governing Board Chairperson</p> <hr/> <p style="text-align: center;"> <span style="margin-right: 150px;">School Director</span> <span>30-Jan-14</span> </p> <hr/> <p style="text-align: center;"> <span style="margin-right: 150px;">Title of Authorized Individual</span> <span>Date</span> </p>
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