California Department of Education
Nonclassroom-Based Funding Determination Form
Fiscal Year 2014–15

CDE Funding Determination Information: http://www.cde.ca.gov/sp/cs/as/nclrbifunddet.asp

	Check One
New Charter School: Due on or before December 1, 2014 (Funding Determination period will be effective for FYs 2014–15 and 2015–16) Note- New charters are required to file two additional reports within 90 days after the end of its first year of operation: (1) Unaudited actual report for FY 2014–15, and (2) a Funding Determination Form using FY 2015–16 budget data. Both reports are due to the CDE on or before September 30, 2015. Source: 5 *CCR* Section 11963.6 (a)	( )
Continuing Charter School: Due on or before February 1, 2015 (Funding Determination period will be effective at least two years to a maximum of 5 years beginning with the FY 2015–16)	( )

Complete Sections I through V

Section I. Charter Information (Complete Lines 1 to 21) **5 *CCR* 11963.3 (a)(1) to (4)**

1. Charter School Name	**Northwest Prep Charter School**			2. Charter #	**526**
3. Charter Authorizer	**Piner-Olivet Union School District**			4. CDS Code	**49-70870-0106344**
5. Street Address	**3450 Coffey Lane**				
6. City	**Santa Rosa**	7. State	**CA**	8. Zip Code	**95403**
9. Contact Name	**Becky Leffew**		10. Title	**Director of Business Services**	
11. Phone / Fax Numbers	**707-522-3008/707-522-3007**		12. E-Mail	bleffew@pousd.org	

13. Requested Funding % (select one) **100%**
14. Years Requested (2, 3, 4, or 5) 5 Note- new charters are limited to two years.
15. Current Funding Determination Expires **6/30/2013**
16. Requested Fiscal Year Periods **Fiscal Year 15/16 to 20/21**
17. Charter Granted on **3/13/2003**
18. Charter or Renewal Expires on **6/30/2018**
19. Grade Levels Served **7-12**
20. P2 ADA **101.27** Continuing Charters (use FY 2013-14 P2)
21. Est ADA New Charters (use estimates FY 2014-15 P2)

Section II. Certification (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.

Tony Harris
Print Name of Charter School's Director, Principal, or Governing Board Chairperson

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

Director
Title of Authorized Individual

Date

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Section III. Financial Information (For guidance on terms and definitions, refer to the California School Accounting Manual)

A. Total Resources (Complete lines A.1.a. to d.)			**5 *CCR* 11963.3 (a)(5)(A) and (6)**
1. Revenues and Other Resources			
a. Federal Revenues			$ 4,073
(i) Public Charter Schools Grant Program (start up, implementation or dissemination) included in Line A1a.	$ -		
b. State Revenues			$ 654,857
c. Local Revenues			$ 4,000
d. Other Financing Sources			$ 130,000
e. Total Revenues (Sum of lines A1a to A1d.)			$ 792,930
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			$ 431,861
(ii) Classified			$ 5,550
b. Books, Supplies, and Equipment			$ 21,716
c. Services and Other Operating Costs			$ -
(i) Contracts for Instructional Services			$ 82,000
(ii) Contracts for Instructional Support			$ 340
(iii) All other Instruction Related Operating Costs			$ 56,949
d. Subtotal Instruction and Related Services *			$ 598,416
2. Operations and Facilities			**5 *CCR* 11963.3 (a)(5)(C) and (6)**
a. Salaries and Benefits			
(i) Certificated			$ -
(ii) Classified			$ 32,939
b. Books, Supplies, and Equipment			$ 4,250
c. Services and Other Operating Costs			$ 23,860
d. Facility Acquisition and Construction			$ -
e. Subtotal Operations and Facilities *			$ 61,049
f. Allowable Facility Costs			
(i) Enter actual square feet occupied by charter		8,640	
(ii) Total Classroom-Based ADA (if applicable) reported at the prior year P-2 apportionment		81.39	
(iii) Total Student Hours attended by nonclassroom-based pupils at the school site		-	
(iv) Calculated Facilities Costs		$ 81,390	
Lesser of Line B2e or [(B2fii+(B2fiii / 868)] * $1,000			
Allowable		$ 61,049	
3. Administration and All Other Activities			**5 *CCR* 11963.3 (a)(5)(D) and (6)**
a. Salaries and Benefits			
(i) Certificated			$ 68,975
(ii) Classified			$ 53,038
b. Books, Supplies, and Equipment			$ 4,833
c. Services and Other Operating Costs			
(i) Contracts for Other Administrative Services			$ 27,657
(ii) Supervisorial Oversight Fee			$ -
(iii) All Other Administration & Other Activities, Services & Operating Costs			$ -
d. Subtotal Administration and All Other Activities *			$ 154,503

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Section III. Financial Information (continued)

B. Total Expenditures and Other Uses (continued)

		5 *CCR* 11963.3 (a)(5)(E) and (6)
4. Other Outgo and Other Financing Uses		
a. Debt Service		$ -
b. Transfers to LEAs		$ -
c. All Other Transfers and Outgo		$ -
d. Subtotal Other Outgo and Other Financing Uses		$ -
5. Total Expenditures (Sum of lines B1 to B4)		$ 813,968
C. Revenues Over Expenditures- Surplus or (Deficit) 5 *CCR* 11963.3 (a)(5)(F)	(Line A.1.e minus B.5)	$ (21,038)
D. Fund Balance	(Complete line D.a.)	
a. Ending Balance from the prior fiscal year	5 *CCR* 11963.3 (a)(5)(A)	$ 100,144
b. Ending Fund Balance (Line C plus Line D.a.)		$ 79,106

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

If reserves listed in lines E.a. or E.b. are more than $50,000 or over 5%, explain in Section IV.7. the reason for these excess reserves, pursuant to 5 *CCR* Section 11963.3(a)(5)(F).

	% of Expenditures	
a. Designated for Economic Uncertainties	3.0%	$ 24,420
b. Facilities Acquisition or Capital Projects	6.2%	$ 50,840
c. Reserves required by Charter Authorizer		$ -
d. Other Reserves (identify in Section IV.5 below)		
e. Unassigned/Unappropriated Fund Balance		$ 3,846
d. Total (Sum of lines E.a to E.e.) **Note- Line E.d. must agree with Line D.b**.		$ 79,106

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

1. Enter the pupil-teacher ratio (PTR) as calculated pursuant to *Education Code* Section 51745.6 and 5 *CCR* , Section 11704.

a. For Continuing Charter Schools Only	
18 to 1	1. Enter the charter school's PTR
	2. If PTR exceeds 25:1, enter the name of the largest unified school district in the county or counties in which the charter school operates.
# to 1	3. Enter the unified school district's PTR
b. For Newly Operational Charter Schools Only	
N/A	1. Enter the charter school's K-3 PTR
N/A	2. Enter the charter school's Gr 4-6 PTR
18 to 1	3. Enter the charter school's Gr 7-8 PTR
18 to 1	4. Enter the charter school's Gr 9-12 PTR
	5. If any PTR on lines IV.1. b. 1 to 4 exceed 25:1, enter the name of the largest unified school district in the county or counties in which the charter school operates.
	f. Enter the applicable PTR by grade span for the unified school district listed on line IV.1.b.5
# to 1	K-3
# to 1	Gr 4-6
# to 1	Gr 7-8
# to 1	Gr 9-12

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2. Did any entity receive $50,000 or more OR 10% or more of the charter school's total expenditures for the FY 2013–14 or 2014–15? Generally, these expenditures are reported under Services and Other Operating Costs in Section III, lines B.1.c, B.2.c, and B.3.c. **Yes**

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.

	Name of Entity	Amount	Purpose/Explanation	Contract payments	
				Based on specific services rendered (Yes or No)?	Based upon an amount per ADA or some other percentage (Yes or No) ?
a	Piner-Olivet Union School District	$ 75,000	Independent Study Teacher Costs	**Yes**	**Yes**
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**

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Section IV. Supplemental Information (continued)

3. List the charter school's **CURRENT** governing board

	Name of Board Member	ID (ie., Parent, Teacher, etc)	How was board member selected?	Is the member affiliated in any way with any entity listed in Section IV. 2. (Yes/No)?	Member's Board Term (From/To)
a	**Mardi Hinton**	**District GB Member**	**Elected**	**Yes**	**2014-2018**
b	**Lisa Anderson**	**District GB Member**	**Elected**	**Yes**	**2012-2016**
c	**Albert Lau**	**District GB Member**	**Elected**	**Yes**	**2014-2018**
d	**Beth Mead**	**District GB Member**	**Elected**	**Yes**	**2012-2016**
e	**Cindy Pryor**	**District GB Member**	**Elected**	**Yes**	**2014-2018**
f				**Select one**	
g				**Select one**	
h				**Select one**	

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 any entity reported in Section IV.2, explain the nature of the affiliation.

The District's elected Board Members also serve as the Board Members for the Charter School.

4. Describe the entities or accounts involved for any transfers and other outgo reported on lines B.4.b. or c.

Because the Charter School is small and the District already had a full-time Independent Study Program in place, the District provides that service to Charter School students and then charges the Charter School for those services based on the number of Charter students participating in the program.

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

Amount of Reserve	Purpose of Reserve
None	

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 2013–14	**6.2**
FY 2014–15	**6.2**

7. If reserve amounts designated for economic uncertainties or capital projects are over the greater of $50,000 or 5% of total expenditures (Lines E.a. or E.b.), explain the reason for maintaining excess reserves.

The amount designated for capital projects is the Prop 39 funds that were received by the Charter School in 2013-2014 but have not yet been expended.

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

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 percent of teaching and student interaction occurs via the Internet)

No

2. If this charter school is a virtual school, can the charter school demonstrate compliance with 5 *CCR* Section 11963.5 (b) (2) to (8)?

N/A

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Summary and Recommendation

Fiscal Year 2014–15

A. Charter Information

Charter School	**Northwest Prep Charter School**	Charter #:	**526**
Charter Authorizer	**Piner-Olivet Union School District**	P2 ADA:	**101.27**
Requested Funding Percent	**100%**	Est. ADA:	**0.00**
Requested Fiscal Years	**Fiscal Year 15/16 to 20/21**		
Date Charter Granted	**3/13/2003**	Date Charter Expires:	**6/30/2018**

B. Calculated Funding Determination Percentage

65.54%	**1. Percent of Certificated Employee Salaries & Benefits to Total Public Revenues** **Source: 5 *CCR* 11963.3 (c) (1)** **Formula:** Certificated S&B Line B.1.a (1) / Federal Revenues Lines A.1.a - PCSGP A.1.a (i) + State Revenues A.1.b.
83.17%	**2. Percent of Instruction & Instruction-Related Services to Total Revenues** **Source: 5 *CCR* 11963.3 (c) (2)** **Formula:** Instructional & Related Svcs. Line B.1.d. + Allowable Facilities 2.f.(iv) / Total Revenues Line A.1.e.

C. Funding Determination Criteria

100%	Percent of certificated staff compensation to total public revenues equals or exceeds 40 percent AND the percent of total expenditures on Instruction and Related Services to total revenues equals or exceeds 80 percent AND the pupil-teacher ratio 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. [5 *CCR* 11963.4 (a) (3)]
85%	Percent of certificated staff compensation to total public revenues equals or exceeds 40 percent AND the percent of total expenditures on Instruction and Related Services to total revenues equals or exceeds 70 percent but less than 80 percent [5 *CCR* 11963.4 (a) (2)]
70%	Percent of certificated staff compensation to total public revenues equals or exceeds 35 percent but is less than 40 percent AND the percent of total expenditures on Instruction and Related Services to total revenues equals or exceeds 60 percent. [5 *CCR* 11963.4 (a) (1)]
Zero	Percent of certificated staff compensation to total public revenues is less than 35 percent OR the percent of total expenditures on Instruction and Related Services to total revenues is less than 60 percent. The nonclassroom-based instructional ADA will not be funded. [5 *CCR* 11963.4 (a) (4)]

D. For CDE Use Only

Recommendation (Approve/ Revise/ Deny)

Number of Years

Fiscal Year Period

_____ / _____ through _____ / _____

CDE Recommended %

Basis for Recommendation

Other Comments