

California Department of Education Nonclassroom-Based Funding Determination Form (FDF) Fiscal Year 2015-16

CDE Nonclassroom-Based Determination of Funding Web Page: <http://www.cde.ca.gov/sp/cs/as/nclrbifunddet.asp>

	Deadlines	Check One (X)
New Charter School in FY 2015-16 (Source: Use FY 2015-16 estimated budget)	Due 12/01/2015	()
Existing Charter School (Source: Use FY 2014-15 audited financial report)	Due 2/01/2016	x
Existing Charter School New in FY 2014-15	5 CCR 11963.6 (a) Due 9/30/2015	()
Within 90 days after the end of a new charter school's first year of operation, two reports are required to be filed with the CDE: (1) FDF- using FY 2015-16 budget data and (2) Unaudited Actual Report for FY 2014-15. Note- the FDF due on 9/30/2015 is in addition to the FDF that will be due on or before 2/1/2016.		
Other (Enter the source fiscal year used: _____)	Fiscal Year: _____/____	()
A charter school must obtain a waiver from the SBE if the FDF is not filed timely. Information on the waiver process is posted on the Waiver Process for the SBE at: http://www.cde.ca.gov/re/lr/wr The governing board of the charter school's authorizing local educational agency will need to request a waiver for approval by the SBE on behalf of the charter school. The SBE may approve such waivers under the general waiver authority, under <i>Education Code</i> sections 33050-33053.		

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	Westwood Charter School	2. Charter #	0399		
3. Charter Authorizer	Westwood Unified School District	4. CDS Code	18 64204 1830132		
5. Street Address	P.O. Box 56				
6. City	Westwood	7. State	CA	8. Zip Code	96137
9. Contact Name	Kim Walker	10. Title	Chief Business Officer		
11. Phone Number	530-350-0571	12. E-Mail	kwalker@wcschool.net		
13. Funding Requested (Enter 100%, 85% or 70%):	70 %				
14. Years Requested (Enter 2, 3, 4, or 5)	2 Yrs.	Note: New charter schools are limited to two years 5 CCR 11963.6 (a)			
15. Current Funding Determination Expires	6/30/2016	16. Period Requested	Fiscal Year 2016/2017 to 2017/2018		
17. Charter Granted on	7/11/2001	18. Grade Levels Served	K - 12		
19. Charter Expires on	6/30/2016	20. P2 ADA	190.36	Continuing Charters (enter FY 2014-15 P2 ADA)	
		21. Est P2 ADA		New Charters (enter est. FY 2015-16 P2 ADA)	

Section II. Certification		(Review, sign, and date)		5 CCR 11963.3 (b)(1)	
I certify that: <ol style="list-style-type: none"> 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. 					
Jason Theobald					
_____ Print Name of Charter School's Director, Principal, or Governing Board Chairperson					
_____ Signature of Charter School's Director, Principal, or Governing Board Chairperson					
Chairman of the Board				1/26/2016	
_____ Title of Authorized Individual				_____ Date	

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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			
(i) Enter amount of Public Charter Schools Grant Program included under Federal Revenues (Line A1a).			\$ 27,324
			\$ -
b. State Revenues			\$ 1,589,457
c. Local Revenues			\$ 2,541
d. Other Financing Sources			\$ -
e. Total Revenues (Sum of lines A1a to A1d.)			\$ 1,619,322
B. Total Expenditures and Other Uses		(Complete lines B.1. to B.4.)	
1. Instruction and Related Services			
a. Salaries and Benefits			
(i) Certificated			\$ 713,287
(ii) Classified			\$ 15,963
b. Books, Supplies, and Equipment			
c. Services and Other Operating Costs			\$ 100,034
(i) Contracts for Instructional Services			\$ 5,789
(ii) Contracts for Instructional Support			\$ 28,561
(iii) All other Instruction Related Operating Costs			\$ 152,891
d. Total Instruction and Related Services			\$ 1,016,525
2. Operations and Facilities			
a. Salaries and Benefits			
(i) Certificated			\$ 3,342
(ii) Classified			\$ 37,895
b. Books, Supplies, and Equipment			
c. Services and Other Operating Costs			\$ 2,040
d. Facility Acquisition and Construction			\$ -
e. Total Operations and Facilities			\$ 64,663
f. Allowable Facility Costs 5 CCR 11963.3 (b) (7)			
(i) Enter the total facility square footage occupied by the charter school			8,160
(ii) Enter total Classroom-Based reported P-2 ADA for FY 2014-15. Do not include NCB ADA.			
(iii) Enter the total Student Hours attended by NCB pupils at the school site			32,272
(iv) Calculated Facilities Costs			\$ 37,180
Lesser of Line B2e or [(B2fii+(B2fiii / 868)) * \$1,000 Allowable (Lesser of Line B2e or B2fiv)			\$ 37,180
3. Administration and Other Activities			
a. Salaries and Benefits			
(i) Certificated			\$ 13,370
(ii) Classified			\$ 151,582
b. Books, Supplies, and Equipment			
c. Services and Other Operating Costs			\$ 11,309
(i) Contracts for Other Administrative Services			\$ 78,428
(ii) Supervisorial Oversight Fee			\$ 15,458
(iii) All Other Administration & Other Activities, Services & Operating Costs			\$ 16,556
d. Total Administration and Other Activities			\$ 286,703
4. Other Outgo and Other Financing Uses			
a. Debt Service			
			\$ -
b. Transfers to LEAs			
			\$ -
c. All Other Transfers and Outgo			
			\$ -
d. Total Other Outgo and Other Financing Uses			\$ -
5. Total Expenditures			\$ 1,367,891
(Sum of lines B1d, B2e, B3d, and B4d)			

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C.	Revenues Over Expenditures- Surplus or (Deficit)	(Line A.1.e minus B.5)	\$	251,431	
	5 CCR 11963.3 (a)(5)(F)				
D.	Fund Balance	(Enter the beginning fund balance on line D.a.)			
	a. Beginning Fund Balance (July 1)	5 CCR 11963.3 (a)(5)(A)	\$	1,092,073	
	b. Ending Fund Balance (June 30 / Line C plus Line D.a.)		\$	1,343,504	
E.	Reserves	(Complete lines E.a. to E.e.)			
	If reserves in lines E.a. or E.b. are more than \$50,000 or over 5% of total expenditures, an explanation must be provided in Section IV.6. 5 CCR Section 11963.3(a)(5)(F).				
		% of Expenditures			
	a. Designated for Economic Uncertainties	31.4%	\$	430,000	
	b. Facilities Acquisition or Capital Projects	40.2%	\$	550,000	
	c. Reserves required by Charter Authorizer		\$	68,000	
	d. Other Reserves (identify in Section IV.5 below)		\$	295,000	
	e. Unassigned/Unappropriated Fund Balance		\$	504	
	f. Total (Sum of lines E.a to E.e.) Note- Line E.f. must agree with Line D.b.		\$	1,343,504	
1.	Pupil to Teacher Ratio (PTR) pursuant to <i>Education Code</i> Section 51745.6 and 5 CCR, Section 11704.				
	a. Enter the charter school's PTR:		23	: 1	
	b. If the charter school's PTR in line IV.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 in line IV.1.b.		26	: 1	
2.	Did any entity receive \$50,000 or more OR 10% or more of total expenditures (Line B.5.) in the FY 2014-15 OR will receive in the FY 2015-16? 5 CCR 11963.3 (b) (3).			No	
	If Yes, list the name of each entity and the cumulative amount received by each entity. Are contract payments made by the charter school based on specific services rendered or 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.				
			Contract payments		
	Name of Entity	Amount	Purpose/Explanation	Based on specific services rendered (Yes or No)?	If payments are not based on services rendered, are payments based on an amount per ADA or some other percentage (Yes or No) ?
a	N/A			Yes or No	Yes or No
b				Yes or No	Yes or No
c				Yes or No	Yes or No
d				Yes or No	Yes or No
e				Yes or No	Yes or No
f				Yes or No	Yes or No
g				Yes or No	Yes or No
h				Yes or No	Yes or No

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3. List the charter school's **CURRENT** governing board 5 CCR 11963.3 (b) (4)

	Name of Board Member	Identification of Board Member (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	Jason Theobald	Member	Ex-Teacher and Community Business Owner. From a family of educators. Voted in as a member.	No	7-1-12 to 6-30-16
b	Terry Johnson	Member	Interested Community Member, introduced by previous member. Voted in as a member.	No	7-1-12 to 6-30-16
c	Kimberly Duerksen	Parent Member	Interested parent. Voted in as a member	No	7-1-12 to 6-30-16
d	Jennifer Mohr	Parent Member	Interested parent, and Probation Officer. Voted in as a member	No	10-16-13 to 6-30-16
e					
f					
g					

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

Yes

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

N/A

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

N/A

5. If reserves are reported on line E.d., list the amount and purpose of the "Other Reserves"

Reserve Amount	Purpose of Reserve
\$ 175,000	Per attached narative; Mobile Classroom with curriculum, materials, computers, a lending library, etc. Purchases
\$ 110,000	Per attached narative; Mobile Science Lab & Supplies Purchase
\$ 5,000	Preparing existing land and installation of a greenhouse to promote STEM curriculum and encourage healthy eating habits
\$ 5,000	Upgrades to student work environment in Westwood Learning Center

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

Economic Uncertainties:
Various Charter School Organizations and FCMAT recommend a much higher reserve for Charter Schools than the prescribed \$50,000 or 5% of expenditures. FCMAT recommends at least two months of payroll in reserves, and CCSA, CSDC and Delta Management recommend a rage from a minimum of 2 months to 4 months of all expenses for a reserve. California is in year 5 of a recovering economy, which typically runs in 5 to 7 year cycles. In the Governor's January 2016 budget presentation, he spoke for over 20 minutes of an upcoming economic downturn in California, and suggested that individuals, businesses, and public agencies, be prepared for this eventuality. The Westwood Charter School Board of Directors recognizes that it is good practice to avoid debt, and therefore, approves of a minimum of 3 months of expenditures as a reserve for economic uncertainties. Given the State's past history of deferrals, this is a prudent and necessary practice for charter schools. As a result, Westwood Charter School has set a reserve for economic uncertainties of \$430,000. which is the equivalent of approximately 3 months of school year expenditures.

Facilities Acquisition:
In order to serve its growing student population appropriately, Westwood Charter School, in 2015-16, expanded its Susanville learning center and added a classroom for art classes, math tutoring and small group instruction for its students. One of our exciting classes in the 2nd semester will be centered around 3-D printing, brining a new focus on technology to student learning. To date, over \$90,000 of the \$550,000 reserve has been used for the expansion and tools for the classroom. Collaborative desks/chairs have been ordered to replace folding tables that students currently use. The estimated cost of the desks and chairs will be approximately \$15,000 which is not included in the already expended \$90,000.

Westwood Charter School also desires to purchase a student resource center for its students in Shasta County, and provide a classroom simiar to the Susanville learning center, as well as an upgraded computer lab for students. These upgrades to the computer lab will be beneficial for student learning, preparation and testing as required by the State. The purchase of a building to be used for this purpose, as well as necessary upgrades to insure student and staff safety, will be paid for in full to avoid going into debt. The estimated expense for the building, upgrades and equipment for the learning center will total approximately \$450,000.

7. Enter the full-time equivalent (FTE) employees working at the charter school that possess a valid teaching certificate, permit, or other document

FY 2014-15	10.0	FTE	FY 2015-16	11.0	FTE
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1. Is this charter school a virtual or on-line charter school as defined pursuant to 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

5 CCR 11963.5

2. If Yes to line V.1., can the charter school demonstrate compliance with 5 CCR Section 11963.5 (b) (2) to (8)?

Yes or No

Regulations are available at:

<http://www.cde.ca.gov/sp/cs/lr/csregsmar04.asp>

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44.12%	1. Percent spent on Certificated Employee Salaries & Benefits to Total Public Revenues Source: 5 CCR 11963.3 (c) (1) Formula: Certificated S&B costs Line B.1.a (1) / Federal Revenues Lines A.1.a - PCSGP A.1.a (i) + State Revenues A.1.b.
65.07%	2. Percent spent on Instruction & Instruction-Related Services to Total Revenues Source: 5 CCR 11963.3 (c) (2) Formula: Instructional & Related Services costs. Line B.1.d. + Allowable Facilities costs 2.f.(iv) / Total Revenues Line A.1.e.
Funding Determination Criteria	If the percentages from lines VI.1 OR VI.2 do not meet the minimum spending criteria required of the funding level requested, a Mitigating Circumstances Request Summary Sheet may be filed with the CDE along with the FDF for the request to be considered by the Advisory Commission on Charter Schools. Mitigating worksheet is available at: http://www.cde.ca.gov/sp/cs/as/nclrbifunddet.asp
100%	1) Line VI.1. equals or exceeds 40 percent, 2) Line V1.2 equals or exceeds 80 percent, AND 3) Line IV.1.a., charter school's PTR cannot exceed of 25:1 OR the PTR on Line IV.1.c., largest unified school district in the county or counties in which the charter school operates, 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 VI.1. equals or exceeds 40 percent, AND 2) Line V1.2 equals or exceeds 70 percent but less than 80 percent, the ACCS shall recommend approval at 85 percent, unless there is a reasonable basis to recommend otherwise. [5 CCR 11963.4 (a) (2)]
70%	1) Line VI.1. equals or exceeds 35 percent, AND 2) Line V1.2 equals or exceeds 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 VI.1. is less than 35 percent, OR 2) Line V1.2 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)]