

California Department of Education Nonclassroom-Based Funding Determination Form Filing Instructions

1. *California Code of Regulations*, Title 5 Section 11963.6, specifies that a new nonclassroom-based (NCB) charter school in its first fiscal year of operation, must file a funding determination request by **December 1, 2017**. A continuing NCB charter school must file a funding determination request by **February 1, 2018**. A funding determination request for a continuing NCB charter school must be approved in advance (prospective basis) with funding determination periods ranging from a minimum of two years to a maximum of five years in length.
2. For a funding determination request, the NCB Funding Determination Form (FDF) must be completed and submitted to the California Department of Education (CDE) by the applicable deadlines. **NOTE:** If both the signed completed hard copies and completed electronic copies are not received by the CDE on or before the applicable due date, the funding determination request will be considered incomplete and will not be processed. The charter school will need to obtain a waiver approved by the State Board of Education for any determination of funding request that is not filed timely or is not prospective. Information regarding waivers is located on the CDE Waivers Web page at, <http://www.cde.ca.gov/re/tr/wr/index.asp>
3. The FDF was developed using the Microsoft excel spreadsheet format. The spreadsheet is protected and has two tabs: (1) Instructions and (2) FDF Data Input. The only tab that allows any data entry is the Data Input tab.
4. The FDF Data Input worksheet includes "comments" that provide additional guidance for what to enter for the specific field that is highlighted by a small red triangle located in the upper right corner of the cell. Navigate the mouse over the red marker and a pop-up narrative will appear.
5. Filing Instructions: the CDE requires **both** electronic and hard copies of the documents indicated below.

Electronic Copies: e-mail electronic copies to the CDE via e-mail at:
charter-sb740@cde.ca.gov

1. FDF in Excel Format
2. Conflict of Interest Policy
3. Other pertinent documents, if applicable

Hard Copies: mail completed and signed hard copies to the CDE at the address below:

**Attention: Nonclassroom-based Funding Determination
Charter Schools Division
California Department of Education
1430 N Street, Suite 5401
Sacramento, CA 95814-5901**

1. Signed FDF
2. Conflict of Interest Policy
3. Other pertinent documents, if applicable

If both the electronic copies and signed hard copies are not received by the CDE on or before the applicable due date, the FDF request will be considered incomplete and will not be processed.

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California Department of Education (CDE) Nonclassroom-Based Determination of Funding Web page: <http://www.cde.ca.gov/sp/cs/es/nclrb/funddet.asp>

Charter School Type	Due Date	Check One (X)
New Charter School in Fiscal Year (FY) 2017-18 (Use: FY 2017-18 budget data)	12/1/2017*	()
Existing Charter School (Funding Determination Form [FDF] expires FY 2017-18; Use: FY 2016-17 audited financial data)	2/1/2018*	(X)
New Charter School in FY 2016-17	5 CCR 11963.6 (a) 9/30/2017**	()
**Within 90 days after the end of a charter school's first year of operation, two reports must be filed with the CDE: (1) FDF using FY 2017-18 budget data (2) FDF using FY 2016-17 unaudited actual report data		
Other FDF (Enter FY source data)	FY: _____	yyyy / yy ()
* Deadline Missed: A charter school who misses the deadline will need to obtain a waiver from the State Board of Education. Information on the waiver process is posted on the CDE Waiver Web page at: http://www.cde.ca.gov/re/r/wr The governing board of the charter school's authorizing local educational agency will need to request a waiver and conduct a public hearing. The SBE may approve such waivers under the general waiver authority, under California <i>Education Code (EC)</i> sections 33050-33053.		

Complete Sections I through V

Section I: Charter Information (Complete lines 1-17)				5 CCR 11963.3 (a)(1)3a(d)
1. Charter Name	River Oaks Academy		2. Charter #	1256
3. Charter Authorizer	Ventura County Office of Education		4. CDS Code	56-10561-0122713
5. Street Address	920 Hampshire Road Suite #X			
6. City	Westlake Village	7. State	CA	8. Zip Code
9. Contact Name	Claudia Weintraub	10. Title	Director	
11. Phone Number	805-777-7999	12. E-Mail	claudia.weintraub@roavc.com	
13. Funding Requested (Enter 100%, 85% or 70%)	100%			
14. Years Requested (Enter 2, 3, 4, or 5)	5	Note: New charter schools are limited to two years pursuant to 5 CCR 11963.6 (a)		
15. Funding Determination Period Requested	FY 2018/19 to 2023/24	16. Grade Levels Served	K-12	
17. Date Charter Expires	06/30/2020			

Section II: Certification (Review, sign, and date) 5 CCR 11963.3 (b)(1)

I certify that:

- The information provided is true and correct to the best of my ability and knowledge.
- This charter school's nonclassroom-based instruction is conducted for and substantially dedicated to the instructional benefit of the school's students.
- This charter school's governing board has adopted and implemented conflict of interest policies.
- 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.

Claudia Weintraub

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 Signed

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Section III: Financial Information (Complete sections A, B, D, and E)		
A. Total Resources (Complete lines A.1.a. to A.1.d.)		5 CCR 11963.3 (a)(5)(A) and (6)
1. Revenues and Other Resources		
a. Federal Revenues		\$ 44,273
(i) Enter amount of Public Charter Schools Grant Program included under Federal Revenues (Line A.1.a.)	\$ -	
b. State Revenues		\$ 2,452,635
c. Local Revenues		\$ 7,303
d. Other Financing Sources		\$ -
e. Total Revenues (Sum of lines A.1.a to A.1.d.)		\$ 2,504,211
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		\$ 1,110,575
(ii) Classified		\$ 152,139
b. Books, Supplies, and Equipment		\$ 196,997
c. Services and Other Operating Costs		
(i) Contracts for Instructional Services		\$ 483,154
(ii) Contracts for Instructional Support		\$ 77,862
(iii) All other Instruction Related Operating Costs		\$ 17,303
d. Total Instruction and Related Services		\$ 2,038,030
2. Operations and Facilities		5 CCR 11963.3 (a)(5)(C) and (6)
a. Salaries and Benefits		
(i) Certificated		\$ -
(ii) Classified		\$ -
b. Books, Supplies, and Equipment		\$ -
c. Services and Other Operating Costs		\$ 14,956
d. Facility Acquisition and Construction		\$ 160,382
e. Total Operations and Facilities		\$ 175,338
f. Allowable Facility Costs	5 CCR 11963.3 (b) (7)	
(i) Enter the total facility square footage occupied by the charter school	-	
(ii) Enter total Classroom-Based P-2 ADA reported in the prior FY. DO NOT INCLUDE NCB ADA.	-	
(iii) Enter the total Student Hours attended by NCB pupils at the school site in the prior FY	-	
(iv) Calculated Facilities Costs	\$ -	
Lesser of Line B2e or $[(B2fii + (B2fiii / 868)) * \$1,000]$		
Allowable (Lesser of Line B2e or B2fiv)	\$ -	
3. Administration and All Other Activities		5 CCR 11963.3 (a)(5)(D) and (6)
a. Salaries and Benefits		
(i) Certificated		\$ 21,720
(ii) Classified		\$ -
b. Books, Supplies, and Equipment		\$ -
c. Services and Other Operating Costs		
(i) Contracts for Other Administrative Services		\$ 205,871
(ii) Supervisorial Oversight Fee		\$ 19,740
(iii) All Other Administration & Other Activities, Services & Operating Costs		\$ -
d. Total Administration and Other Activities		\$ 247,330
4. Other Outgo and Other Financing Uses		5 CCR 11963.3 (a)(5)(E) and (6)
a. Debt Service		\$ -
b. Transfers to local educational agencies		\$ -
c. All Other Transfers and Outgo		\$ -
d. Total Other Outgo and Other Financing Uses		\$ -
5. Total Expenditures (Sum of lines B1d, B2e, B3d, and B4d)		\$ 2,460,697

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C. Revenues Over Expenditures - Surplus or (Deficit) (Line A.1.e. minus Line B.5.)	\$	43,514
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5 CCR 11963.3 (a)(5)(F)

D. Fund Balance (Complete line D.a.)		
a. Enter Beginning Fund Balance (July 1)	5 CCR 11963.3 (a)(5)(A)	\$ 551,864
b. Ending Fund Balance (June 30 / Line C plus Line D.a.)		\$ 595,177

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, provide an explanation in Section IV.6, pursuant to 5 CCR 11963.3(a)(5)(F).		
	% of Expenditures	
a. Designated for Economic Uncertainties	5.0%	\$ 123,036
b. Facilities Acquisition or Capital Projects	1.8%	\$ 43,300
c. Reserves required by Charter Authorizer		\$ -
d. Other Reserves (explain in Section IV.5 below)		\$ 86,612
e. Unassigned/Unappropriated Fund Balance		\$ 342,230
f. Total (Sum of lines E.a. to E.e.) Note- Line E.f. must agree with Line D.b.		\$ 595,177

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

1. Pupil to Teacher Ratio (PTR), pursuant to EC Section 51745.6 and California Code of Regulations, Title 5 (5 CCR) Section 11704.

a. Enter the charter school's PTR:	25 : 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:	N/A
c. Enter the PTR for the unified school district listed in line IV.1.b.	N/A : 1

2. Did any entity receive \$50,000 or more OR 10% or more of total expenditures (Line B.5.) in the FY 2016-17 OR will receive in the FY 2017-18? 5 CCR 11963.3 (b) (3). **YES**

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 (ADA) 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)?	If payments are not based on services rendered, are payments based on an amount per ADA or some other percentage (Yes or No)?
a. Watercourt, LLC	\$ 120,870	Facility Rent	No	No
b. Ventura County Schools Business Services Authority (VCSBSA)	\$ 168,641	VCSBSA provides accounting and support services for River Oaks Academy. The cost of services is 6.75% of applicable revenues.	Yes	Yes
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 members, pursuant to 5 CCR Section 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	Jennifer Berryhill	Chairman	Elected by School Population	No	August 1, 2016 to August 1, 2019
b	Terri Childs	Vice Chair	Elected by Board	No	June 3, 2017 to June 3, 2020
c	Michael McCambridge	Treasurer	Elected by Board	No	June 5, 2015 to June 5, 2018
d	Susan Willard	Secretary	Elected by School Population	No	August 1, 2017 to August 1, 2020
e	Dr. John Horton	Parliamentarian	Elected by Board	No	May 1, 2017 to May 1, 2020
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 pursuant to 5 CCR Section 11963.3(b)(5).

\$	-	B.4.b.	N/A	\$	-	B.4.c.	N/A
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5. If reserves are reported on line E.d., explain the purpose for the "Other Reserves"

Reserves in Line E.d.	Purpose of Reserve
\$ 86,612	These amounts have been restricted by the donors. Consequently, the school has \$12,156 remaining in the Educator Effectiveness grant that must be spent by June 30, 2018 and \$73,177 left in the College Readiness Block Grant that must be spent by June 30, 2019. In addition, the Parent Teacher Organization has a restricted balance of \$1,279.

6. If reserves reported on lines 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 reason for the need of such excess reserves.

\$	123,035	5.0%	E.a.	\$	43,300	1.8%	E.b.
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Each category above does not exceed the 5% cap.

7. 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 are required to provide direct instruction or direct instructional support to students.

FY 2016-17	10.3	FTE	FY 2017-18	10.6	FTE
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8. Enter the average daily attendance (ADA)

FY 2016-17	248.5	P-2 ADA	FY 2017-18	259.1	Est. P-2 ADA
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Section V. 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 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

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

N/A

Regulations are available on the CDE Charter School Regulations Web page at,

<http://www.cde.ca.gov/sp/cs/lr/careqsmar04.asp>

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Section VI. Calculated Funding Determination Percentage

Ch.#	1256	Charter	River Oaks Academy
	44.48%	1. Percent spent on Certificated Employee Salaries & Benefits to Total Public Revenues (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.	
	81.38%	2. Percent spent on Instruction & Instruction-Related Services to Total Revenues (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 spending criteria required of the funding level requested, a Mitigating Circumstances Request Summary Sheet may be filed with the FDF for consideration by the Advisory Commission on Charter Schools. Mitigating Circumstances Request Summary Sheet is available on the CDE Nonclassroom-Based Determination of Funding Web page at, <http://www.cde.ca.gov/sp/cs/as/nclrbfunddet.asp>

100%	1) Line VI.1. must equal or exceed 40 percent, 2) Line VI.2 must equal or exceed 80 percent, AND 3) Line IV.1.a. PTR cannot exceed of 25:1 OR the PTR on Line IV.1.c. the 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. must equal or exceed 40 percent, AND 2) Line VI.2 must equal or exceed 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. must equal or exceed 35 percent, AND 2) Line VI.2 must equal or exceed 60 percent but less than 70 percent, the ACCS shall recommend approval at 70 percent, 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 VI.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]).