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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](mailto: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 Northwest Prep Charter School
2. Charter School Authorizer Piner-Olivet Union School District
3. Charter School Number 0526      4. CDS Code 49708700106344
5. Street Address 2590 Piner Road
6. City Santa Rosa      7. County Sonoma      8. Zip Code 95401
9. Contact Name Kay Vang      10. Title Chief Business Official
11. Phone Number 707-522-3008 ext.      12. Email kvang@pousd.org
13. Grade Levels Served K-12      14. Date Charter Expires (MM/DD/YYYY) 6/30/2025
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>.

**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	<u>5 CCR 11963.3(a)(5)(A) and (6)</u>	
a. Federal Revenues		\$148,396
(i) Enter amount of Public Charter Schools Grant Program included under Federal Revenues (Line A.1.a)	\$0	
b. State Revenues		\$1,518,635
c. Local Revenues		\$4,885
d. Other Financing Sources		\$0
e. Total Revenues (Sum of lines A.1.a to A.1.d)		<u>\$1,671,916</u>

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

1. Instruction and Related Services	<u>5 CCR 11963.3(a)(5)(B) and (6)</u>	
a. Salaries and Benefits		
(i) Certificated		\$830,506
(ii) Classified		\$17,839
b. Books, Supplies, and Equipment		\$113,950
c. Services and Other Operating Costs		
(i) Contracts for Instructional Services		\$28,310
(ii) Contracts for Instructional Support		
(iii) All Other Instruction Related Operating Costs		
d. Total Instruction and Related Services		<u>\$990,605</u>
2. Operations and Facilities	<u>5 CCR 11963.3(a)(5)(C) and (6)</u>	
a. Salaries and Benefits		
(i) Certificated		
(ii) Classified		\$53,985
b. Books, Supplies, and Equipment		\$30,924
c. Services and Other Operating Costs		\$37,310

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

d. Facility Acquisition and Construction		
e. Total Operation and Facilities		\$122,219
f. Allowable Facility Costs	5 CCR 11963.3(b)(7)	
(i) Enter the total facility square footage occupied by the charter school	8,640	sqft.
(ii) Enter the total Classroom-Based P-2 ADA reported in the prior FY. DO NOT INCLUDE NCB ADA	66.33	
(iii) Enter the total Student Hours attended by the NCB pupils at the school site in the prior FY		
(iv) Calculated Facilities Costs Lesser of line B.2.e or [(B.2.fii+(B.2.fiii/868)]*1000	\$66,330.00	
Allowable (Lesser of line B.2.e or B.2.fiv)	\$66,330.00	
3. Administration and All Other Activities		5 CCR 11963.3(a)(5)(D) and (6)
a. Salaries and Benefits		
(i) Certificated	\$205,073	
(ii) Classified	\$86,831	
b. Books, Supplies, and Equipment	\$1,979	
c. Services and Other Operating Costs		
(i) Contracts for Other Administrative Services	\$97,820	
(ii) Supervisorial Oversight Fee		
(iii) All Other Administration and Other Activities, Services and Operating Costs		
d. Total Administration and Other Activities	\$391,703	
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	\$10,000	
<b>Note - This must not be a negative value.</b>		
d. Total Other Outgoing and Other Financing Uses	\$10,000	

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**B. Total Expenditures and Other Uses, continued**

5. Total Expenditures \$1,514,527  
(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) \$157,389

**D. Fund Balance (Complete line D.a)**

a. Enter Beginning Fund Balance (July 1) 5 CCR 11963.3(a)(5)(A) \$537,869  
b. Ending Fund Balance - June 30 (Line C plus Line D.a) \$695,258

**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	0%	
b. Facilities Acquisition or Capitol Projects	0%	
c. Reserves Required by Charter Authorizer	0%	
d. Other Reserves (Explain in Section III.5)	46%	\$695,258
e. Unassigned/Unappropriated Fund Balance	0%	
f. Total (Sum of lines E.a to E.e)	46%	\$695,258

**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 21:1  
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) in the FY 2021-22 OR will receive in the FY 2022-23? (5 CCR 11963.3[b][3])  Yes  
 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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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)
Cindy Pryor	District GB	Elected		2022-2026
Janae Franicevic	District GB	Elected		2022-2026
Tony Roehrick	District GB	Elected		2020-2024
Matt Heath	District GB	Elected		2022-2026

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  Due from Northwest Prep at Piner-Olivet to the Capital Facilities Fund to repay loan.

B.4.c

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

Reserves in Line E.d  Non-spendable Fund Balance totaling \$3,000, Restricted Fund Balance totaling \$109,821, Committed Fund Balance totaling \$578,112, and Assigned Fund Balance totaling \$4,325.

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

Percentage

E.b

Percentage

7. Enter the average daily attendance (ADA).

FY 2021-22 P-2 ADA (0.0) 131.93

FY 2022-23 P-2 ADA (0.0) 115.23

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) 6.8

FY 2022-23 FTE (0.0) 7.0

**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



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)**

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.

The charter did not meet criteria 2: the percent spent on Instruction and Instruction-Related Services to Total Revenues is at 63.22%; below the 80%. Ultimately this criteria was not met due to the COVID-19 pandemic and its restrictions. In 2021-22, the P2 ADA for Nonclassroom-based ADA was 65.6 compared to Classroom-based ADA of 66.33; thus, in-person instruction related expenditures were not maximized during the pandemic when many students were enrolled in Independent Studies. Additionally, field trips to enhance student learning, including guest speakers, presenters, and college tours, were not utilized due to COVID restrictions. With a county-wide substitute shortage, Northwest Prep was limited in their ability to provide substitutes to support ongoing staff professional development during school hours. The charter school is currently reviewing and monitoring Instruction and Instruction-Related Services to ensure these expenditure account for 80% or more of total revenues.

2. List and explain the mitigating circumstance(s) to be considered by the CDE and ACCS.

The Piner-Olivet Union School District, including Northwest Prep Charter, was impacted by the COVID-19 pandemic. In 2020-21, school closure meant that Northwest Prep Charter had instructional supplies/ materials that had not been fully utilized and therefore, had to be used in 2021-22 when school reopened in May of 2021. With the many COVID regulations and restrictions, instruction related expenditures were not maximized in 2021-22. These expenditures would have certainly placed Instructional related expensed over 80%.

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.

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.

Adam Napoleon

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

Principal

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.**

**Adam Napoleon**

Digitally signed by Adam Napoleon  
DN: cn=Adam Napoleon, o, ou, email=anapoleon@pousd.org, c=US  
Date: 2023.01.25 17:25:57 -08'00'

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

Submit completed and electronically signed forms via email to [FundingDeterminations@cde.ca.gov](mailto: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.