California Department of Education

Charter Schools Division

Created 03/2025

accs-apr25item01

Attachment 30

# Nonclassroom-Based Funding Determination Request

CALIFORNIA DEPARTMENT OF EDUCATION

This document presents the determination of funding request from Valley Oak Charter (Charter #0501). Information from the school has been exported from the web-based Funding Determination Form found on the [Nonclassroom-Based Determination of Funding web page](https://www.cde.ca.gov/sp/ch/nclrbifunddet.asp#form).

Responses from the school have been provided, as is, and have not been edited by the California Department of Education (CDE) for capitalization, punctuation, or spelling.

## Valley Oak Charter Determination of Funding Request 2024–25

### Section 1. General Information

Charter School Information

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Charter School Name | Valley Oak Charter |
| Charter School Authorizer | Ojai Unified |
| Charter School Number | 0501 |
| County District School (CDS) Code | 56-72520-5630405 |
| Street Address | 907 El Centro Street |
| City | Ojai |
| County | Ventura |
| ZIP Code | 93023 |
| Grade Levels Served | TK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 |
| Date Charter Expires | 6/30/2027 |
| Contact First Name | Shawna |
| Contact Last Name | Garritson |
| Contact Title | Executive Director |
| Contact Phone Number | 805-640-4421 |
| Contact Email Address | shawna@valleyoakcharter.org |

Funding Determination Request Information

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Is this a reconsideration request? | No, this is not a reconsideration request. |
| Requested Funding Level | 100% |
| Beginning Period Requested | FY 2025–26 |
| Number of Years Requested | 5 |
| Source Data | FY 2023–24 Audit |
| If the source data used was “Other”, provide a description. | [No Response] |

### Section 2. Financial Information

#### A. Total Resources

Revenues and Other Resources

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Federal Revenues[[1]](#footnote-1) | $24,019 |
| Public Charter School Grant Program Funds (separately identified) | $0 |
| State Revenues[[2]](#footnote-2) | $590,039 |
| In-Lieu Property Taxes (separately identified) | $388,232 |
| Local Revenues | $78,631 |
| Other Financing Sources | $0 |
| **Total Revenues** | **$692,689** |

**If Other Financing Sources were reported, provide a description:**

[No Response]

#### B. Total Expenditures and Other Uses

Instruction and Related Services

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Certificated Salaries and Benefits | $299,682 |
| Classified Salaries and Benefits | $57,061 |
| Books, Supplies, and Equipment | $62,358 |
| Services and Other Operating Costs: Contracts for Instructional Services | $91,672 |
| Services and Other Operating Costs: Contracts for Instructional Support | $37,366 |
| Services and Other Operating Costs: All Other Instruction-Related Operating Costs | $23,393 |
| **Total Instruction and Related Services** | **$571,532** |

Operations and Facilities

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Certificated Salaries and Benefits | $0 |
| Classified Salaries and Benefits | $5,618 |
| Books, Supplies, and Equipment | $31,145 |
| Services and Other Operating Costs | $68,914 |
| Facilities Acquisition and Construction | $0 |
| **Total Operations and Facilities** | **$105,677** |

Allowable Facilities Costs

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Total facility square footage occupied by the charter school | 10000 |
| Enter total classroom-based P-2 ADA reported in the prior fiscal year. Do not include nonclassroom-based ADA. | 0 |
| Enter total student hours attended by nonclassroom-based pupils at the school site in the prior fiscal year. | 0 |
| Calculated Facilities Costs | $0 |
| **Allowable Facilities Costs** | **$0** |

Administration and All Other Activities

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Certificated Salaries and Benefits | $7,797 |
| Classified Salaries and Benefits | $0 |
| Books, Supplies, and Equipment | $0 |
| Contracts for Other Administrative Services | $44,521 |
| Supervisorial Oversight Fee | $5,189 |
| All Other Administration and Other Activities, Services, and Operating Costs | $26,066 |
| **Total Administration and Other Activities** | **$83,573** |

**Additional information regarding Supervisorial Oversight Fee:**

[No Response]

Other Outgo and Other Financing Uses

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Debt Services | $30,582 |
| Transfers to Local Educational Agencies | $0 |
| All Other Transfers and Outgo | $0 |
| **Total Other Outgoing and Other Financing Uses** | **$30,582** |

**Describe the nature of the transaction(s) for Transfers to Local Educational Agencies and identify the accounts or entities involved in the transfer(s).**

[No Response]

**Describe the nature of the transaction(s) for All Other Transfers and Outgo and identify the accounts or entities involved in the transfer(s).**

[No Response]

#### C. Fund Balance

Total Expenditures and Fund Balance

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Total Expenditures | $791,364 |
| Revenues Over Expenditures | -$98,675 |
| Beginning Fund Balance | $1,046,236 |
| **Ending Fund Balance – June 30** | **$947,561** |

#### D. Reserves

Reserves

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Designated for Economic Uncertainties | $80,000 |
| Facilities Acquisition or Capital Projects | $0 |
| Reserves Required by Charter Authorizer | $0 |
| Other Reserves | $721,935 |
| Unassigned/Unappropriated Fund Balance | $145,626 |
| **Total Reserves** | **$947,561** |

Reserves as a Percentage of Total Expenditures

| **Reserves** | **Percentage of Total Expenditures** |
| --- | --- |
| Designated for Economic Uncertainties | 10.11% |
| Facilities Acquisition or Capital Projects | 0.00% |

**Explanation for reserves designated for economic uncertainties if these reserves exceed the greater of $50,000 or 5 percent of total expenditures:**

With Valley Oak having less than 300 ADA, the school's reserve for economic uncertainties is in compliance with the data found on this CDE webpage (https://www.cde.ca.gov/fg/fi/ss/distbudgetcsfy2324.asp): Available reserves for any of the budget year or two subsequent fiscal years are not less than the following percentages or amounts as applied to total expenditures and other financing uses: the greater of 5% or $80,000 for districts with 0 to 300 ADA the greater of 4% or $80,000 for districts with 301 to 1,000 ADA 3% for districts with 1,001 to 30,000 ADA 2% for districts with 30,001 to 400,000 ADA 1% for districts with 400,001 and over ADA

**Explanation of Other Reserves:**

The bulk of Valley Oak's Other Reserves come from deprecation on the school facility in the amount of $623,804. There are also unspent reserves from 2 grants - California Clean Energy Grant (resource 6230; $12,386) and Low Performing Student Block Grant (resource 7510; $45,954). Valley Oak is waiting for the CDE to ask for the return of these funds since they can no longer be spent. Valley Oak also has a $21,076 restricted lottery reserve that the school will use for large, one-time purchases of instructional materials. Finally, Valley Oak has $17,577 in reserves from the Educator Effectiveness (resource 6266), A-G Learning Loss Mitigation (resource 7413), Expanded Learning Opportunity (resource 7425) and Ethnic Studies (resource 7810) grants. These reserves have either already been spent or will be spent down in 2024-25.

**Explanation for reserves designated for facilities acquisition or capital projects if these reserves exceed the greater of $50,000 or 5 percent of total expenditures:**

[No Response]

**Explanation of school’s unassigned/unappropriated fund balance and details regarding the school’s plans for these funds: *(Optional)***

The unassigned portion of Valley Oak's reserve is only 18.4%, and it is being maintained for the purpose of protecting against future deficit spending.

### Section 3. Pupil-Teacher Ratio

Pupil-Teacher Ratio

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| FY 2023–24 Average Daily Attendance for independent study pupils pursuant to 5 *CCR* Section 11963.3(b)(2) | 46.01 |
| FY 2023–24 Full-Time Equivalent certificated employees responsible for independent study pursuant to 5 *CCR* Section 11963.3(b)(2) | 2.8 |
| FY 2023–24 Full-Time Equivalent certificated employees pursuant to 5 CCR Section 11963.3(b)(8) | 2.8 |

### Section 4. Funding Determination Calculations

Calculated Percentages

| **Criteria** | **Funding Determination Calculations** |
| --- | --- |
| Percentage Spent on Instructional Certificated Salaries and Benefits to Total Public Revenues | 48.80% |
| Percentage Spent on Instruction and Related Services and Allowable Facility Costs | 82.51% |
| FY 2023–24 Pupil-Teacher Ratio | 16.43 to 1 |

### Section 5. Supplemental Information

#### A. Virtual Charter Schools

Virtual Charter Schools

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Is this charter school a virtual or on-line charter school as defined in 5 *CCR* Section 11963.5? | No |
| If yes, can the charter school demonstrate compliance with 5 *CCR* sections 11963.5(b)(2) to (8)? | [No Response] |

#### B. Entity and Contract Information

Entity and Contract Information

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Did any entity receive or will receive $50,000 or more or 10% or more of total expenditures from the school in FY 2023–24 or FY 2024–25? | No |
| Number of reportable entities | [No Response] |

#### C. Current Governing Board Information

Entity and Contract Information

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Number of board members | 3 |

##### List of Board Members

Board Member 1

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| First Name of Board Member | Jaclyn |
| Last Name of Board Member | Walker |
| Title of Board Member | Chairperson |
| Board Member Type | Parent |
| How was this member selected? | Appointed by board |
| Is this board member affiliated in any way with any of the reportable entities listed in the Entity and Contract Information section? | [No Response] |
| If so, explain the nature of the affiliation. | [No Response] |
| Board Member Term (MM/YYYY to MM/YYYY) | 07/2023 to 06/2025 |

Board Member 2

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| First Name of Board Member | Christina |
| Last Name of Board Member | Muth |
| Title of Board Member | Parent Representative |
| Board Member Type | Parent |
| How was this member selected? | Appointed by board |
| Is this board member affiliated in any way with any of the reportable entities listed in the Entity and Contract Information section? | [No Response] |
| If so, explain the nature of the affiliation. | [No Response] |
| Board Member Term (MM/YYYY to MM/YYYY) | 07/2023 to 06/2025 |

Board Member 3

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| First Name of Board Member | Brice |
| Last Name of Board Member | Pace |
| Title of Board Member | Community Representative |
| Board Member Type | Community Representative |
| How was this member selected? | Appointed by board |
| Is this board member affiliated in any way with any of the reportable entities listed in the Entity and Contract Information section? | [No Response] |
| If so, explain the nature of the affiliation. | [No Response] |
| Board Member Term (MM/YYYY to MM/YYYY) | 06/2024 to 06/2025 |

### Section 6. Mitigating Circumstances

**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. List and explain the mitigating circumstances to be considered by the CDE and Advisory Commission on Charter Schools (ACCS).**

[No Response]

### Section 7. Additional Information

**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.**

[No Response]

### Section 8. Certification

**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.**

**Enter your name below which will serve as a signature and certify agreement with all of the above terms.**

Shawna Garritson

**Indicate whether the certification is from the charter school's director, principal, or governing chairperson:**

Director

1. Includes Public Charter Schools Grant Program funds, if applicable [↑](#footnote-ref-1)
2. Includes In-Lieu of Property Taxes, if applicable [↑](#footnote-ref-2)