California Department of Education

Charter Schools Division

Created 03/2025

accs-apr25item02

Attachment 3

# Nonclassroom-Based Funding Determination Request

CALIFORNIA DEPARTMENT OF EDUCATION

This document presents the determination of funding request from Learning Works (Charter #1031). 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.

## Learning Works Determination of Funding Request 2024–25

### Section 1. General Information

Charter School Information

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Charter School Name | Learning Works |
| Charter School Authorizer | Pasadena Unified School District |
| Charter School Number | 1031 |
| County District School (CDS) Code | 19-64881-0118075 |
| Street Address | 90 N. Daisy Ave. |
| City | Pasadena |
| County | Los Angeles |
| ZIP Code | 91107 |
| Grade Levels Served | 6, 7, 8, 9, 10, 11, 12 |
| Date Charter Expires | 6/30/2026 |
| Contact First Name | Tomoko |
| Contact Last Name | Patrick |
| Contact Title | Finance Director |
| Contact Phone Number | 626-564-9890 |
| Contact Email Address | tomokopat@publicworksinc.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) | $368,840 |
| Public Charter School Grant Program Funds (separately identified) | $0 |
| State Revenues[[2]](#footnote-2) | $2,990,678 |
| In-Lieu Property Taxes (separately identified) | $1,316,043 |
| Local Revenues | $0 |
| Other Financing Sources | $0 |
| **Total Revenues** | **$3,359,518** |

**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 | $1,260,069 |
| Classified Salaries and Benefits | $976,023 |
| Books, Supplies, and Equipment | $291,809 |
| Services and Other Operating Costs: Contracts for Instructional Services | $13,350 |
| Services and Other Operating Costs: Contracts for Instructional Support | $73,161 |
| Services and Other Operating Costs: All Other Instruction-Related Operating Costs | $161,418 |
| **Total Instruction and Related Services** | **$2,775,830** |

Operations and Facilities

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Certificated Salaries and Benefits | $0 |
| Classified Salaries and Benefits | $95,642 |
| Books, Supplies, and Equipment | $0 |
| Services and Other Operating Costs | $794,037 |
| Facilities Acquisition and Construction | $0 |
| **Total Operations and Facilities** | **$889,679** |

Allowable Facilities Costs

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Total facility square footage occupied by the charter school | 11896 |
| 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. | 19261 |
| Calculated Facilities Costs | $22,190 |
| **Allowable Facilities Costs** | **$22,190** |

Administration and All Other Activities

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Certificated Salaries and Benefits | $0 |
| Classified Salaries and Benefits | $55,822 |
| Books, Supplies, and Equipment | $9,902 |
| Contracts for Other Administrative Services | $13,695 |
| Supervisorial Oversight Fee | $12,843 |
| All Other Administration and Other Activities, Services, and Operating Costs | $122,311 |
| **Total Administration and Other Activities** | **$214,573** |

**Additional information regarding Supervisorial Oversight Fee:**

[No Response]

Other Outgo and Other Financing Uses

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

**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 | $3,880,082 |
| Revenues Over Expenditures | -$520,564 |
| Beginning Fund Balance | $2,521,407 |
| **Ending Fund Balance – June 30** | **$2,000,843** |

#### D. Reserves

Reserves

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Designated for Economic Uncertainties | $194,004 |
| Facilities Acquisition or Capital Projects | $0 |
| Reserves Required by Charter Authorizer | $0 |
| Other Reserves | $388,008 |
| Unassigned/Unappropriated Fund Balance | $1,418,831 |
| **Total Reserves** | **$2,000,843** |

Reserves as a Percentage of Total Expenditures

| **Reserves** | **Percentage of Total Expenditures** |
| --- | --- |
| Designated for Economic Uncertainties | 5.00% |
| 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:**

[No Response]

**Explanation of Other Reserves:**

A cash flow reserve of 10% was designated for revenue fluctuations and deferrals if needed.

**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)***

[No Response]

### 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) | 178.58 |
| FY 2023–24 Full-Time Equivalent certificated employees responsible for independent study pursuant to 5 *CCR* Section 11963.3(b)(2) | 9.5 |
| FY 2023–24 Full-Time Equivalent certificated employees pursuant to 5 CCR Section 11963.3(b)(8) | 5.75 |

### Section 4. Funding Determination Calculations

Calculated Percentages

| **Criteria** | **Funding Determination Calculations** |
| --- | --- |
| Percentage Spent on Instructional Certificated Salaries and Benefits to Total Public Revenues | 37.51% |
| Percentage Spent on Instruction and Related Services and Allowable Facility Costs | 83.29% |
| FY 2023–24 Pupil-Teacher Ratio | 18.80 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 | 8 |

##### List of Board Members

Board Member 1

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| First Name of Board Member | Nicole |
| Last Name of Board Member | Jacquemin |
| Title of Board Member | President |
| Board Member Type | Member |
| How was this member selected? | Committee |
| 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 | Dominick |
| Last Name of Board Member | Correy |
| Title of Board Member | Vice President |
| Board Member Type | Member |
| How was this member selected? | Committee |
| 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 | Lauren |
| Last Name of Board Member | O'Neill |
| Title of Board Member | Secretary |
| Board Member Type | Member |
| How was this member selected? | Committee |
| 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) | 07/2024 to 06/2025 |

Board Member 4

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| First Name of Board Member | Dave |
| Last Name of Board Member | Banis |
| Title of Board Member | Treasurer |
| Board Member Type | Member |
| How was this member selected? | Committee |
| 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 5

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| First Name of Board Member | Kathy |
| Last Name of Board Member | Lesley |
| Title of Board Member | Member |
| Board Member Type | Member |
| How was this member selected? | Committee |
| 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 6

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| First Name of Board Member | Eddie |
| Last Name of Board Member | Newman |
| Title of Board Member | Member |
| Board Member Type | Member |
| How was this member selected? | Committee |
| 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 7

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| First Name of Board Member | Fabian |
| Last Name of Board Member | Debora |
| Title of Board Member | Member |
| Board Member Type | Member |
| How was this member selected? | Committee |
| 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) | 01/2025 to 12/2027 |

Board Member 8

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| First Name of Board Member | Michelle |
| Last Name of Board Member | Bravo |
| Title of Board Member | Member |
| Board Member Type | Member |
| How was this member selected? | Committee |
| 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) | 10/2023 to 09/2025 |

### 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).**

Projected revenues in both 2023-24 and 2024-25 were based on an ADA of 175 in order to stay in line with previous declines in ADA and adjustments to our budget and projected state revenue during the school year. Over the past two school years, we have made incremental progress in increasing our annual ADA and actual revenues and other resources we have received have been higher than our adopted budget. Based on our 2023-24 audited financials, Learning Works is close to achieving the 40% threshold for expenditures on certificated staff, but is short by 2.49% or $83,738 having expended 37.51% in 2023-24. Our percentage of expenditures on instruction and related services is 83.29%, exceeding the minimum threshold of 80%. The expenditure level on certificated staff is an increase from our prior application in which 35.94% of expenditures were on certificated staff. We had one open position for a social worker/counselor. At an estimated salary of $85,000 plus 25% benefits or $106,250, this hire would have closed the $83,738 gap between 37.51% and 40% of 2023-24 expenditures, allowing us to exceed the criteria for 100% NCB funding.

### 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.**

The following pertinent information regarding 2023-24 expenditures on certificated staff and plans to be implemented in 2024-25 and 2025-26 may assist the CDE and the ACCS in its review and recommendations for approval of 100% NCB funding:

(1) Over the past three school years (2021-22, 2022-23 and 2023-24), we continued to experience a difficult labor market with shortages of certificated staff and difficulty hiring experienced credentialed staff to fill positions at our school.

(2) We developed a strategy to accommodate these circumstances by hiring staff new to the profession in order to develop a pipeline of teachers with a variety of life experiences and demonstrated commitment to working with our high needs population of students.

(3) We adapted our operations to a model that emphasizes embedded educational and wrap-around support services and a non-traditional, distributed leadership structure.

Despite advertising and recruitment efforts, Learning Works has been unable to secure fully credentialed teachers on its staff and over the past two years has relied on bringing on teachers new to the profession that we can support throughout the credentialing process, primarily through the program at LACOE and through the mentorship of our experienced credentialed teachers. While we have increased salaries year over year and have consistently granted our teachers and certificated staff, at minimum, the state’s legislated COLA, nearly half of our staff are entry level and are paid at the lower end of our salary scale. We are working to increase the benefits that we offer staff to attract and retain staff year over year. We believe we are experiencing success in these efforts. There has been no turnover of teaching staff or new hires from the 2023-24 to the 2024-25 school years. Unlike many of the surrounding schools and districts, our enrollment and ADA has been increasing over the past three years (in 2022-23 annual ADA was 179.83 and in 2023-24 it was 189.1 and in 2024-25 at P1, our ADA was 201.04). Our ADA at P2, which is used for budgeting and forecasting revenues, was 173.2 in 2022-23 and 178.58 in 2023-24.

### 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.**

Mikala Rahn

**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)