California Department of Education

Charter Schools Division

Created 03/2025

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Attachment 5

# Nonclassroom-Based Funding Determination Request

CALIFORNIA DEPARTMENT OF EDUCATION

This document presents the determination of funding request from Northwest Prep Charter (Charter #0526). 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.

## Northwest Prep Charter Determination of Funding Request 2024–25

### Section 1. General Information

Charter School Information

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Charter School Name | Northwest Prep Charter |
| Charter School Authorizer | Piner-Olivet Union Elementary |
| Charter School Number | 0526 |
| County District School (CDS) Code | 49-70870-0106344 |
| Street Address | 2590 Piner Road |
| City | Santa Rosa |
| County | Sonoma |
| ZIP Code | 95401 |
| Grade Levels Served | TK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 |
| Date Charter Expires | 6/30/2025 |
| Contact First Name | W James |
| Contact Last Name | Donner |
| Contact Title | CBO |
| Contact Phone Number | 707-522-3008 |
| Contact Email Address | jdonner@pousd.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 | Other |
| If the source data used was “Other”, provide a description. | Frontline ERP - Piner Olivet Union School District |

### Section 2. Financial Information

#### A. Total Resources

Revenues and Other Resources

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Federal Revenues[[1]](#footnote-1) | $52,209 |
| Public Charter School Grant Program Funds (separately identified) | $0 |
| State Revenues[[2]](#footnote-2) | $2,012,680 |
| In-Lieu Property Taxes (separately identified) | $858,427 |
| Local Revenues | $31,074 |
| Other Financing Sources | $0 |
| **Total Revenues** | **$2,095,963** |

**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 | $778,640 |
| Classified Salaries and Benefits | $46,383 |
| Books, Supplies, and Equipment | $73,541 |
| Services and Other Operating Costs: Contracts for Instructional Services | $48,670 |
| Services and Other Operating Costs: Contracts for Instructional Support | $1,644 |
| Services and Other Operating Costs: All Other Instruction-Related Operating Costs | $0 |
| **Total Instruction and Related Services** | **$948,878** |

Operations and Facilities

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Certificated Salaries and Benefits | $0 |
| Classified Salaries and Benefits | $78,452 |
| Books, Supplies, and Equipment | $20,853 |
| Services and Other Operating Costs | $65,046 |
| Facilities Acquisition and Construction | $15,439 |
| **Total Operations and Facilities** | **$179,790** |

Allowable Facilities Costs

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Total facility square footage occupied by the charter school | 8640 |
| Enter total classroom-based P-2 ADA reported in the prior fiscal year. Do not include nonclassroom-based ADA. | 95.04 |
| Enter total student hours attended by nonclassroom-based pupils at the school site in the prior fiscal year. | 6234 |
| Calculated Facilities Costs | $102,222 |
| **Allowable Facilities Costs** | **$102,222** |

Administration and All Other Activities

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Certificated Salaries and Benefits | $141,198 |
| Classified Salaries and Benefits | $96,196 |
| Books, Supplies, and Equipment | $2,730 |
| Contracts for Other Administrative Services | $9,288 |
| Supervisorial Oversight Fee | $0 |
| All Other Administration and Other Activities, Services, and Operating Costs | $0 |
| **Total Administration and Other Activities** | **$249,412** |

**Additional information regarding Supervisorial Oversight Fee:**

The Chartering Authority does not charge any fees.

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 | $1,378,080 |
| Revenues Over Expenditures | $717,883 |
| Beginning Fund Balance | $765,645 |
| **Ending Fund Balance – June 30** | **$1,483,528** |

#### D. Reserves

Reserves

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Designated for Economic Uncertainties | $0 |
| Facilities Acquisition or Capital Projects | $0 |
| Reserves Required by Charter Authorizer | $0 |
| Other Reserves | $0 |
| Unassigned/Unappropriated Fund Balance | $1,483,528 |
| **Total Reserves** | **$1,483,528** |

Reserves as a Percentage of Total Expenditures

| **Reserves** | **Percentage of Total Expenditures** |
| --- | --- |
| Designated for Economic Uncertainties | 0.00% |
| 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:**

[No Response]

**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) | 43.51 |
| FY 2023–24 Full-Time Equivalent certificated employees responsible for independent study pursuant to 5 *CCR* Section 11963.3(b)(2) | 2 |
| FY 2023–24 Full-Time Equivalent certificated employees pursuant to 5 CCR Section 11963.3(b)(8) | 8 |

### Section 4. Funding Determination Calculations

Calculated Percentages

| **Criteria** | **Funding Determination Calculations** |
| --- | --- |
| Percentage Spent on Instructional Certificated Salaries and Benefits to Total Public Revenues | 37.71% |
| Percentage Spent on Instruction and Related Services and Allowable Facility Costs | 50.15% |
| FY 2023–24 Pupil-Teacher Ratio | 21.76 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? | Yes |
| If yes, can the charter school demonstrate compliance with 5 *CCR* sections 11963.5(b)(2) to (8)? | Yes |

#### 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? | Yes |
| Number of reportable entities | 1 |

##### List of Reported Entities

Reported Entity 1

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Name of Entity | Piner-Olivet Union School District |
| Amount | $265,473 |
| Purpose/Explanation | Independent Study Teacher Costs |
| Are contracts based on specific services rendered? | Yes |
| If no, are payments based on amount per ADA or some other percentage? | [No Response] |

#### C. Current Governing Board Information

Entity and Contract Information

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| Number of board members | 5 |

##### List of Board Members

Board Member 1

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| First Name of Board Member | Cindy |
| Last Name of Board Member | Pryor |
| Title of Board Member | President |
| Board Member Type | District GB |
| How was this member selected? | Elected |
| Is this board member affiliated in any way with any of the reportable entities listed in the Entity and Contract Information section? | No |
| If so, explain the nature of the affiliation. | [No Response] |
| Board Member Term (MM/YYYY to MM/YYYY) | 12/2022-12/2026 |

Board Member 2

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| First Name of Board Member | Janae |
| Last Name of Board Member | Franicevic |
| Title of Board Member | Vice President |
| Board Member Type | District GB |
| How was this member selected? | Elected |
| Is this board member affiliated in any way with any of the reportable entities listed in the Entity and Contract Information section? | No |
| If so, explain the nature of the affiliation. | [No Response] |
| Board Member Term (MM/YYYY to MM/YYYY) | 12/2022-12/2026 |

Board Member 3

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| First Name of Board Member | Thomas |
| Last Name of Board Member | Flahive |
| Title of Board Member | Clerk |
| Board Member Type | District GB |
| How was this member selected? | Elected |
| Is this board member affiliated in any way with any of the reportable entities listed in the Entity and Contract Information section? | No |
| If so, explain the nature of the affiliation. | [No Response] |
| Board Member Term (MM/YYYY to MM/YYYY) | 12/2024-12/2028 |

Board Member 4

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| First Name of Board Member | Matthew |
| Last Name of Board Member | Heath |
| Title of Board Member | Member |
| Board Member Type | District GB |
| How was this member selected? | Elected |
| Is this board member affiliated in any way with any of the reportable entities listed in the Entity and Contract Information section? | No |
| If so, explain the nature of the affiliation. | [No Response] |
| Board Member Term (MM/YYYY to MM/YYYY) | 12/2022-12/2026 |

Board Member 5

| **Prompt** | **Charter School’s Response** |
| --- | --- |
| First Name of Board Member | VACANT |
| Last Name of Board Member | VACANT |
| Title of Board Member | Member |
| Board Member Type | District GB |
| How was this member selected? | Appointed |
| Is this board member affiliated in any way with any of the reportable entities listed in the Entity and Contract Information section? | No |
| If so, explain the nature of the affiliation. | [No Response] |
| Board Member Term (MM/YYYY to MM/YYYY) | 12/2024-12/2028 |

### 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).**

Calculation 1: This calculation is 37.71% of the 40.00% required for 100 percent funding. Northwest Prep Charter was unable to fill the Certificated Art Teacher and Physical Education Teacher positions and used contracted services (accounts payable) in-lieu of the FTE expenditures for instructional certificated salary and benefits. Had Northwest Prep Charter been able to fill these two positions, Calculation 1 would be over the 40.00% required criteria for 100 percent funding. Northwest Prep Charter is currently taking progressive actions to ensure these instructional (certificated) positions are assigned salaried and benefitted individuals, not contracted services. Northwest Prep Charter anticipates these positions to be assigned starting the 2025-2026 school year.

Calculation 2: This calculation is 50.15% of the 80.00% required for 100 percent funding. Northwest Prep Charter received a significant amount of one-time COVID-related revenue. This significant revenue amount was mostly expended to meet operational (non-instructional) needs to secure the health and safety of our students and environment. This revenue amount is fully expended since September 30, 2024. Without this significant reception of COVID-related revenue reducing the proportion of Instruction Related expenditures, Calculation 2 would be over the 80.00% required criteria for 100 percent funding.

Calculation 3: Required criteria met for 100 percent 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.**

Piner-Olivet Union School District, which includes Northwest Prep Charter, did not meet the Minimum Classroom Compensation/Current Expense Formula (Form CEA - SACS) for the 2023-2024 school year. A waiver was granted by the Sonoma County Office of Education to satisfy this requirement. Northwest Prep Charter leadership is actively aligning its business management practices to ensure Instruction Related expenditures are within the thresholds required.

Piner-Olivet Union School District, including Northwest Prep Charter, changed leadership within its Superintendent and Chief Business Official positions within the last 8 months. These new leaders are committed to supporting Northwest Prep Charter towards increasing and improving services provided our students, while ensuring Instruction Related expenditures are meeting our obligations and compliance. .

### 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.**

Adam Napoleon

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

Principal

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)