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Community Day School Funding

Funding for Community Day Schools is based on actual attendance and supports a minimum day and extended day program offerings. In addition to basic funding, Community Day Schools receive supplemental funding to support a higher level of service for expelled and other at-risk students. Community Day Schools use this funding to provide a longer day, low teacher-student ratio, significant counseling and other learning support services, and to operate as a separate site.

Basic Funding for Community Day Schools

Education Code section 48663 (a) provides that the minimum school day in Community Day Schools is 360 minutes of instructional time. Accordingly, if a district requires a student to attend a Community Day School for at least 360 minutes of instructional time per day and on any given school day the student does attend the Community Day School for any part of that required day, the student generates one day of attendance credit for the school district. There is no cap on the number of Community Day School students whose attendance may be counted for basic funding.

Education Code section 48667(b) provides that, in the case of a Community Day School operated by a county office of education (COE), the State Superintendent of Public Instruction shall use the statewide average juvenile court school revenue limit for basic funding per unit of average daily attendance.

Supplemental Funding for Community Day Schools

Education Code section 48664(a) provides that, in addition to funds from all other sources (including base revenue limit funding), supplemental apportionments are paid for each unit of average daily attendance (ADA) that is reported at the annual apportionment for pupil attendance at these schools.

The levels of supplemental funding for Community Day Schools in 2003-2004 (adjusted for inflation per *Education Code* section 42238.1) were as follows:

- District-operated Community Day Schools: \$4,641.55 per unit of ADA.
- County-operated Community Day Schools: \$3,522.06 per unit of ADA.

Calculation of ADA for Supplemental Funding for Community Day Schools

Education Code section 48663 (c) provides that, for the purpose of calculating the supplemental funding provided pursuant to Section 48664 only, Community Day School attendance shall be reported in clock hours for each day. When a student's requirement is to attend a specific period of 60 minutes in Community Day School and the student in fact attends for at least some part of that period, the student thereby generates one clock hour of attendance for that school day. Section 48663 (c) further provides that:

- attendance of six or more clock hours of the required school day shall generate one whole day of attendance credit for the additional funding.
- attendance of five clock hours of the required school day shall generate only one-half day of attendance credit for the additional funding; and
- attendance of less than five clock hours in a school day shall generate no attendance credit for the additional funding;

It is important to remember that the minimum required school day at a Community Day School is a full 360 minutes of instruction. While absences may reduce funding, there is no option for a planned shorter day.

Statutory Limitation on Supplemental Funding

Limitation on Supplemental Funding for School Districts

School districts that operate Community Day Schools may receive basic funding for every appropriately enrolled student. There are, however, caps on the supplemental apportionments that will be paid for the required 360-minute instructional day.

The supplemental funding is provided for each unit of ADA for all mandatorily expelled students¹. Attendance claims for the \$4,641.55 supplemental funding for all other Community Day School students are subject to a "cap" or limit (*Education Code* section 48664(a)). The cap is set as follows:

- 0.375 percent of the district's prior year P2 ADA in an elementary school district,
- 0.5 percent of the district's prior year P2 ADA in a unified school district, and
- 0.625 percent of the district's prior year P2 ADA in a high school district.

Limitation on Supplemental Funding for County Offices of Education

There is a cap on the \$3,522.06 per ADA **supplemental** apportionments for county-operated Community Day Schools. This cap is the sum of the unused portions of the

¹ This refers to those students expelled pursuant to *Education Code* section 48915(d).

funding caps of the school districts within the jurisdiction of that COE which themselves operate Community Day Schools (Section 48664 (a)(1)). While a local school district's ADA for mandatorily expelled students (those students expelled pursuant to Section 48915(d)) enrolled in the district's Community Day School does not count against that district's funding cap (see Section 48664(a)(2)), the attendance of mandatorily expelled students enrolled in a county-operated Community Day School **is subject to** the funding cap for the COE, the same as all other county Community Day School ADA.

Additional Funding for Longer Supervised Day

Districts and COEs operating Community Day Schools are eligible to receive **additional funding** for a longer supervised day beyond the 360-minute required instructional day (*Education Code* section 48664(c)).

The district may receive \$4.44² for each hour (up to a maximum of two hours) each school day for each student that remains at the Community Day School **following the completion of the full 360 minutes of instruction** (Section 48664 (c)).

During these additional hours, the students must be under the supervision of an employee of the district/COE that reports the attendance for apportionment funding.

Note: In contrast to the cap on apportionments for the required school day, funding for the longer supervised day may be claimed for every student who completes the required school day **and** attends during the extended day, without any cap or limitation.

Length of School Year and Funding

The *Education Code* does not specify a minimum or maximum number of days Community Day Schools may operate within a school year. Section 48664 (b) instead provides that the average daily attendance of a Community Day School is to be determined by dividing the total number of days of attendance in all full school months by a divisor of 70 in the first period of each fiscal (school) year, by a divisor of 135 in the second period of each fiscal year, and by a divisor of 180 at the annual attendance reporting time for each fiscal year.

Section 48666 permits school districts to establish Community Day School attendance policies that require students to attend school for up to seven days each week. Such requirements may be implemented when this action is taken as part of a directed program designed to provide the students with the skills and attitudes necessary for success when they return to a regular school environment. School districts also have the option of operating Community Day Schools longer than the districts' normal school year, including year-round.

² Adjusted for inflation per *Education Code* section 42238.1 for 2003-04.

ADA is usually calculated by dividing the total number of student days of attendance in a specified period of months by the number of days school was in session during those months. Specified “fixed divisors,” which are substituted in ADA calculations for the number of days schools were in session, automatically increase funding credit proportionally for each additional day of instruction beyond the number in the divisor or, conversely, automatically reduce funding credit proportionally for each day by which the number of days of instruction is smaller than the divisor.

Small District³ Funding Waivers for Community Day Schools

The Legislature recognized that smaller school districts may have difficulty operating Community Day Schools with the statutory funding formulas. To address this concern, *Education Code* section 48664(d) provides that any school district with fewer than 2,501 units of average daily attendance may request a Superintendent’s waiver of the statutory funding limitations for Community Day Schools (as provided in *Education Code* section 48664(a)). Under the waiver, the district is eligible for special small school funding which provides a block grant amount to permit the operation of a Community Day School of reasonably comparable quality to those offered in larger districts.

A district granted a waiver of the funding formula for a Community Day School pursuant to subdivision (d) of *Education Code* section 48664 will, for the school year for which the waiver is granted, be allocated the amount provided for one teacher pursuant to *Education Code* section 42284, except that the California Department of Education will proportionally reduce the amount by 1/180 for each day fewer than 180 that the school is in session during the year as a whole.

For the 2003-2004 school year, the waiver amount was \$86,380. **This amount replaces base revenue funding.** In addition to the waiver amount, districts operating a Community Day School under a funding waiver receive 5th and 6th hour supplemental funding, subject to the funding cap, (*Education Code* section 48664(a)), as well as funding for additional 7th and 8th hour supervised attendance following the student’s completion of the full six-hour instructional day (*Education Code* section 48664(c)).

Fiscal Reporting and Apportionments

Education Code section 48660.2 requires the Superintendent of Public Instruction to determine if at least 90 percent of each school district’s or COEs funding for Community Day School was spent for Community Day School purposes.

Each district/COE operating one or more Community Day Schools is required to annually report direct instructional costs and documented support costs for the Community Day Schools to the Superintendent of Public Instruction. The reports should

³ *Education Code* section 48667(a) states that, for the purposes of Article 3. Community Day Schools, “each county office of education shall be deemed to be a school district.”

follow definitions included in the California School Accounting Manual, Part I, as it read on July 1, 1997, except that districts may include in these reports the costs of rents and leases for facilities used by Community Day Schools and maintenance and operations costs for facilities used by Community Day Schools.

These costs are then compared to the total of revenue limit funds and any additional Community Day School funds generated based on student attendance in Community Day School to ensure that at least 90 percent of the revenues were spent, as defined, for the Community Day School(s). **Section 48660.2 provides that, if allowable expenditures are less than 90 percent of the revenues received on behalf of Community Day School students, the Superintendent of Public Instruction shall subtract the amount of the difference from the school district's/COEs next apportionment.**

For Local Education Agencies (LEAs) reporting in the standardized account code structure (SACS), allowable expenditures include the direct costs of the Community Day School program. LEAs must, however, maintain documentation for all noninstructional costs charged to the program. (Please refer to Part II of the *California School Accounting Manual*). For LEAs not reporting in SACS, allowable expenditures include direct instructional costs and documented support costs, as defined in Part I of the *California School Accounting Manual*, except that documented support costs may include the rents and leases, and the maintenance and operation costs of facilities used by Community Day Schools. The J-200 and standardized account code structure (SACS) software instruction manuals for completing the J-301/501DAY and Form DAY provide detailed instructions of what should be included in the calculation.

Questions about this matter should be directed to the California Department of Education, Office of Financial Accountability and Information Services at (916) 322-1770.

Attendance Accounting

Community Day School attendance must be maintained and reported in clock hours for each school day (*Education Code* sections 48663 and 48664). The record must be configured to substantiate that each hour or portion of an hour of a pupil's credited attendance was separately determined.

School districts and COEs must obtain California Department of Education approval for their Community Day School attendance accounting systems. To request approval, each district should submit a copy of its Community Day School attendance accounting system to Kim Clement, California Department of Education, School Fiscal Services Division, 1430 N Street, Suite 3800, Sacramento, CA 95814. It is strongly recommended that the daily schedule be included. For more information, call (916) 327-0857.

CDS Funding 1-14-04