

Transportation Plan and Funding
Application
2023-24 School Year



**Nevada State Public
Charter School
Authority**

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1 OVERVIEW

1.1 ELIGIBILITY

Assembly Bill 400 (2023 Session of the Nevada Legislature) appropriated \$7 million to the State Public Charter School Authority (SPCSA) for each year of the upcoming biennium (the 2023-24 school year and the 2024-25 school year) to award to charter schools to fund student transportation. Pursuant to Assembly Bill 400, any charter school in the State of Nevada, regardless of sponsor (SPCSA or school district) may apply for transportation funding. To apply, charter schools must submit a transportation plan to the SPCSA. Transportation plans must be submitted at the charter school campus level¹. If a charter holder wishes to apply for funding for multiple campuses (distinct addresses), a transportation plan must be submitted for each campus. If the transportation plan is approved, the SPCSA may award money to the charter school for the transportation of pupils.

It is important to note that a charter school is only permitted to provide transportation to pupils if the school has approval to do so from its sponsor. See NAC 388A.330(4). Therefore, charter schools may be required to submit to their sponsor a contract amendment request in order to implement the transportation plan. For those schools sponsored by the SPCSA, any contract amendment associated with the implementation of the transportation plan will be considered as part of this application as detailed below in section 1.4.

Applications for the first round of funding for the 2023-24 school year were accepted and reviewed between July 7, 2023, through September 30, 2023. Applications for round two were accepted and reviewed between October 1, 2023 and January 31, 2024. Applications for the third round of funding will be accepted and reviewed on a rolling basis until May 31, 2024. Schools that are opening in the fall of 2024 are eligible to apply in the third round. Because there is only \$7 million available in each school year, the SPCSA may prioritize funding Title I charter schools.

1.2 ALLOWABLE USES OF FUNDS

Transportation funding may be used to cover the capital expenses (procuring vehicles, establishing infrastructure such as fencing to secure vehicles, etc.) and operating costs (employee salaries, employee benefits, fuel, maintenance, insurance, etc.) associated with transporting enrolled students to and from school. However, funding may not be used to cover the costs associated with transporting students during field trips or for extracurricular activities, unless the school is also providing transportation to and from school. Allowable transportation funding authorized by Assembly Bill 400 may be provided to charter schools for either direct transportation services provided by the charter school, or for transportation services purchased or contracted through a vendor that provides transportation services. Transportation plans may include the use of school buses, vans or other vehicles that are designed for up to 10 passengers, as well as public transportation vouchers (e.g., public transit passes), so long as the transportation complies with applicable state and federal laws and regulations. Schools may not use transportation funding to provide stipends or reimbursements to parents for costs associated with transporting students to a charter school.

1.3 ADMINISTRATION OF FUNDS

Schools that receive awards for transportation funding will be reimbursed for expenses associated with the transportation plan and as detailed in the approved budget. In unique situations, the SPCSA may, at its discretion, provide transportation funding to a school in advance of the school expending the funds. If a school that has been approved for transportation funding believes advance funding is necessary, a request to waive the reimbursement requirement may be submitted to the SPCSA. Waiver requests must be made in writing, thoroughly articulated, and aligned to the transportation plan. Upon approval of the waiver request, the school will be expected to agree to terms

¹ Each distinct, non-adjacent address is considered a separate charter school campus.

and conditions for the post expenditure audit of the fiscal transactions and may be subject to recoupment of funds used in transactions that do not comply with applicable law, regulation, or the approved transportation plan.

1.4 APPLICATION INSTRUCTIONS

To apply for transportation funding, charter schools must complete and submit the following to transportationapps@spcsa.nv.gov:

- **Application Cover Sheet** (Section 2)
- **Transportation Plan** (Section 3)
 - *For those schools sponsored by the SPCSA that do not already have approval to provide transportation to and from school, the transportation plan will also constitute a charter school contract amendment request pursuant to NAC 388A.330(4).*
- **Budget** (Section 4 and Budget Workbook)
- **Good Cause Exemption Request, if applicable:** For those schools that are sponsored by the SPCSA and are not already approved to provide transportation to and from school, a board-approved letter requesting a good cause exemption to consider the contract amendment outside of the amendment windows defined in regulation. (A sample letter can be found in Appendix A)
- **Attachment 1:** Board meeting minutes, draft or final, for the meeting in which the governing body authorized the submission of the transportation plan and funding request
- **Attachment 2:** Copy of vendor contract (or draft contract), if applicable
- **Attachment 3:** Authorizer’s Performance Framework reports for the preceding three years (non-SPCSA-sponsored schools only)
- **Attachment 4:** Current charter contract, including evidence that the school has been approved to provide transportation (non-SPCSA-sponsored schools only)
- **Attachment 5:** Most recent ADE report (*New schools and those schools that were approved for an Exceptional Enrollment Growth Adjustment (EEGA) should provide a copy of the signed funding request*)
- **Attachment 6:** Transportation Budget Workbook

Prior to submission, the charter school’s board must approve the transportation plan at a board meeting that complies with Nevada’s Open Meeting Laws (Charter 241 of Nevada Revised Statutes). Sample board motions can be found in Appendix B.

Recommendations regarding approval or denial of transportation plans will be presented to the SPCSA board for consideration. In general, applications received at least four weeks prior to a scheduled [SPCSA board meeting](#) are likely to be reviewed with sufficient time for a recommendation to be presented to the SPCSA board. Specific dates for each of the remaining board meetings are listed below:

Application Submission Deadline	SPCSA Board Meeting
February 2, 2024	March 1, 2024
March 15, 2024	April 12, 2024
April 19, 2024	May 17, 2024
May 24, 2024	June 21, 2024

1.5 APPLICATION EVALUATION

Pursuant to Assembly Bill 400, applications will be evaluated using the following rubric. Only those applications that meet all the rubric criteria will be recommended for approval. While the SPCSA hopes to fund all applicants that submit a compliant transportation plan, because there is only \$7 million available in each school year, the SPCSA may prioritize funding Title I charter schools.

Section	Rubric Criteria
2 Application Cover Sheet	<input type="checkbox"/> Title I School (the SPCSA may prioritize funding Title I charter schools)
3.1 Demonstration of Need	<input type="checkbox"/> The application identifies the gaps and limitations in existing transportation options and articulates how the transportation plan will address those gaps and limitations in order to materially improve access to education in the region served by the transportation plan.
3.2 Program Design	<input type="checkbox"/> The transportation plan is comprehensive, including complete answers to questions 1-4, as applicable, and is likely to be successfully implemented. <input type="checkbox"/> Answers to questions 5-8 demonstrate that the charter school will be able to comply with statutory and regulatory transportation requirements, including, without limitation, the certification of bus drivers and vehicle safety. <i>Only applies to applicants proposing to operate vehicles.</i>
3.3 School Information	<input type="checkbox"/> The academic, financial, and organizational performance of the charter school indicates that the transportation plan is in the interest of pupils who will be served by the transportation plan. Specifically: <ul style="list-style-type: none"> • Past financial performance indicates that the transportation plan is likely to be financially sustainable; • Past organizational performance demonstrates that the transportation program is likely to be operated in compliance with all applicable laws and statutes; and • Past academic performance shows that students who will be transported to the school will be well served by the academic program and/or that transporting students is likely to improve academic performance (e.g., through the reduction in chronic absenteeism).
4 Budget	<input type="checkbox"/> The budget demonstrates that the transportation plan is financially viable. <input type="checkbox"/> The budget and student enrollment demonstrate that the transportation plan would not cost more, on a per pupil basis, than the average cost for transportation for other public schools operating in the school district in which the charter school is located. <i>This will be evaluated by dividing the total cost of the transportation plan as proposed in the budget by the total number of students (Most recent Average Daily Enrollment OR for new or expanding schools, the result of the enrollment audit).</i>

1.6 QUESTIONS AND TECHNICAL ASSISTANCE

For an overview of the application, evaluation rubric, and process, please refer to this [video](#). In addition, schools may refer to the SPCSA [website](#) or direct specific questions to Melissa Mackedon at mmackedon@spsca.nv.gov.

2 APPLICATION COVER SHEET

2.1 GENERAL INFORMATION

Charter School/Holder: ThrivePoint Academy of Nevada / ThrivePoint Nevada

Campus Name²: ThrivePoint Academy of Nevada

Sponsor Name: SPCSA

School Year³: 2023-24

Title I Status: School identified as Title I for the 23-24 SY School not identified as Title I for the 23-24 SY

Street Address: 3802 Meadows Lane

City: Las Vegas State: Nevada Zip: 89107

Primary Contact Name⁴: Vince Medina

Phone Number: 702-514-0686 Email: vincent.medina@thrivepointnevada.com

2.2 APPLICATION SUBMISSION

Date of Charter School's Board's Approval of Transportation Plan: May 24, 2024

As Attachment 1, provide the copy of the board meeting minutes, draft or final, for the meeting in which the governing body authorized the submission of the transportation plan and funding request. Note that sample board motions for the approval and submission of the transportation plan can be found in Appendix B.

2.3 EXECUTIVE SUMMARY

Total Amount of Funding Requested: \$63,750.00

Briefly describe the transportation plan and how you plan to use the requested funding, if approved. (300 words or less)

TPAN is seeking funding to provide Regional Transportation Commission of Southern Nevada (RTC) bus passes for students who request transportation assistance and who reside more than two miles from campus.

Two types of bus passes will be issued, based on eligibility criteria:

- **24 Hour Full Fare Day Bus Pass** – provided to student requesting transportation assistance and living two or more miles away from the campus
- **30 Day Full Fare Bus Pass** – provided to students who qualify under SB 147 (Foster Care, McKinney-Vento, etc.)

² Transportation plans must be submitted at the charter school campus level. Each distinct, non-adjacent address is considered a separate charter school campus. If a charter holder wishes to apply for funding for multiple campuses (distinct addresses), a transportation plan must be submitted for each campus.

³ School year for which transportation funding is being requested.

⁴ If the transportation plan is approved, the school's primary contact will be added to the Nevada Department of Education's Emergency Service Directory for Transportation.

TPAN staff will verify residency and determine the eligibility of transportation assistance of each student; upon request. The distribution of passes will be carefully tracked by student name, type, and date of distribution. Twenty-four hour (single day) passes will be issued daily. Thirty day passes will be issued, once every thirty days.

TPAN's primary objective in providing bus passes is to reduce barriers for students who do not have access to reliable transportation, ensure consistent school attendance, build transportation resilience, and ensure access to educational opportunities and academic success for all students.

2.4 ACKNOWLEDGEMENT

The school acknowledges the following:

- Charter schools that are awarded funding for daily transportation to and from school may not charge any fees for daily transportation to and from school.
- Charter schools providing transportation are responsible for complying with all applicable state and federal laws and regulations pertaining to the transportation of students.
- A school that receives an award will be reimbursed for expenditures made, upon submission of proof of payment of those expenditures. A school that receives an award may request a waiver to the reimbursement requirement. Waiver requests must be made in writing, thoroughly articulated, and align to the transportation plan.
- Before implementing an approved transportation plan a charter school must provide the following, as they pertain to the components of the transportation plan:
 - Provide evidence of proper insurance coverage pursuant to NRS 386.795;
 - Provide evidence that any school buses have inspected by the Department of Public Safety to ensure that the vehicle is mechanically safe and meets the minimum specifications established by the State Board of Education;
 - Provide written attestation that any vans or other vehicles that are designed for up to 10 passengers are in good repair pursuant to NRS 386.830; and
 - Complete the driver certification form demonstrating that bus, van, or other vehicle driver(s) have met all training, testing, and fingerprinting requirements.
- Charter schools providing transportation are required to submit certain reports to the Nevada Department of Education, including but not limited to the Annual Transportation Report and the Stop Arm Violation Report.

Vince Medina

May 24, 2024

Primary Contact Name

Date

Signature

3 TRANSPORTATION PLAN

3.1 DEMONSTRATION OF NEED

- 1) Describe the current transportation options available to students and identify the gaps and limitations. Include data on the number of students who need transportation and their geographic distribution.

ThrivePoint Academy of Nevada (TPAN) will be in its first year of operation beginning August, 2024. TPAN will not be providing transportation, but was strategic in the location of the campus to ensure accessibility via the local public transportation bus system. There are 8 bus stops that are less than .5 miles from the campus; as well as handicap accessible sidewalks.

TPAN is anticipating an enrollment of 300 students during its inaugural year and is projecting that approximately 50% of those students may meet the eligibility criteria and request transportation assistance. TPAN anticipates that between 20-25% of the 150 students needing transportation assistance will likely qualify for 30 Day passes; based on SB 147 eligibility criteria.

While TPAN does not have complete enrollment numbers, at the time of this application, but based on the alternative high school framework we do anticipate that 75% of the student population meets one or more of the following criteria:

- Have been expelled or suspended from a public school, including, without limitation, a charter school;
- Have been deemed to be a habitual disciplinary problem pursuant to NRS 392.4655;
- Are academically disadvantaged (defined in NAC as a student who has repeated two or more grades from kindergarten through grade 8 pursuant to NRS 392.033 or 392.125 or a student who is one or more years behind on the needed credits as defined in NAC 389.659 to promote to the next grade level or graduate from high school on time);
- Have been adjudicated delinquent;
- Have been adjudicated to be in need of supervision for a reason set forth in NRS 62B.320; or • Have an individualized education program (IEP).

TPAN will serve all of Clark County, which encompasses 76 zip codes. Other campuses in Clark County that serve a similar population report that closer to 90% of their students qualify for free or reduced lunch and that between 20-25% qualify under SBN 147.

- 2) Describe how the school’s Transportation Plan, if approved and funded, is likely to materially improve access to education in the region served by the transportation plan.

ThrivePoint Academy of Nevada (TPAN) is a State Public Charter School catering to students across Clark County. Enrollment is exclusive to high school students aged 16 to 21 (or 22 if the student has an IEP) who meet the criteria for alternative education as outlined in NRS 385A.740.

TPAN's hybrid education model requires students to attend in-person classes at **least twice a week or more frequently for enhanced academic support and wraparound services**. The school operates a campus at 3802 Meadows Lane, Las Vegas, NV, strategically situated near key RTC bus routes and stops, as many families depend on public transportation.

TPAN was established to provide more educational options for Clark County's alternative education students. The proposed Transportation Plan aims to increase accessibility for eligible students by reducing or removing transportation costs. Additionally, under this plan, students eligible under SB 147 may receive 30-day RTC bus passes for school, work, and essential appointments as needed. Due to financial challenges and unstable housing, many students face transportation issues that hinder their academic progress, a concern often reported to social workers during initial enrollment.

3.2 PROGRAM DESIGN

For those charter schools sponsored by the SPCSA that do not already have approval to transport students to and from school, the Program Design section will constitute an amendment request pursuant to NAC 388A.330(4).

- 1) Describe the transportation program. Include the following:
- How do you plan to provide transportation to students?
 - How many students will be served by the proposed transportation plan?
 - What grade levels will be served by the proposed transportation plan?
 - What geographic area(s) will be served by the proposed transportation plan?
 - Describe all policies pertaining to the transportation program such as student eligibility, how students will be prioritized if the transportation program is oversubscribed, etc.
 - Describe the implementation timeline for the transportation program.

a. How do you plan to provide transportation to students?

- TPAN will provide RTC 24-hour bus passes to all students who live more than two-miles from the campus and requests transportation assistance.
- Students qualifying under SB 147 will be eligible for either a 24-hour or 30-day RTC bus pass, as requested.

b. How many students will be served by the proposed transportation plan?

- TPAN anticipates that no less than 50% of it’s projected first year enrollment of 300 students will request transportation support. Therefore, TPAN anticipates that a minimum of 150 students will need transportation assistance.
- Of the 150 students, it is projected that at least 20% of those students will qualify for 30-day passes, under SB 147. Therefore, TPAN is requesting 300, 30-day passes and 21,600 single-day passes.

c. What grade levels will be served by the proposed transportation plan?

- TPAN is an alternative education high school serving students in grades 9-12 who are between the ages of 16-21 or 22 years old for those qualifying for special education services.

d. What geographic area(s) will be served by the proposed transportation plan?

- i. TPAN is open to serve students from across Clark County, which expands across 76 zip codes.
- ii. TPAN does not currently have enough student enrollment data to project how far out transportation will need to reach, but feels confident that RTC of South Nevada provides accessible transportation to and from campus for students.

e. Describe all policies pertaining to the transportation program such as student eligibility, how students will be prioritized if the transportation program is oversubscribed, etc.

- i. ThrivePoint Academy of Nevada (TPAN) is seeking funding to provide RTC Bus Passes for students who reside more than two-miles from the campus and request transportation assistance.
- ii. Students may request a RTC bus pass during the time of enrollment.
- iii. A staff member will verify that the student is eligible to receive a bus pass based on their residency and if eligible, the student will receive one bus pass to travel to and from school on the first day.
- iv. The students' information is then added to a Student Bus Pass Log which lists all eligible TPAN students.
- v. During the student's last period, the classroom teacher will distribute bus passes to all eligible students, as needed.
- vi. Students are reminded that the bus pass is to be used to travel to and from school the next time they are scheduled to be on campus.
- vii. 30-Day Bus Passes are provided to students who qualify under SB 147 (Foster Care, McKinney-Vento, etc.). The school administrator or counselor will identify students for 30-Day Bus Passes based on student's needs and distributes them directly to the students.
- viii. TPAN will use general funds to provide 24-hour RTC bus passes to students, if grant funding is not provided or if transportation expenses exceed the amount awarded.

f. Describe the implementation timeline for the transportation program.

- i. Bus pass distribution is ongoing and aligns with the fiscal year, July 1 – June 30.
- ii. Bus passes are distributed to students year round, July 1, 2024 – June 30, 2025.

g. List and thoroughly describe any partnerships or contracts under which the school may provide the transportation services. As Attachment 2 provide a copy of the contract (or draft contract).

ThrivePoint Academy of Nevada has secured a quote from RTC to provide bus passes for our students at a reduced rate for both the 24-hour and 30-day bus passes. Those passes do not have to be bought in bulk. TPAN will request ¼ of the passes listed on the quote; prior to the start of school. TPAN will review the distribution rate of passes at the end of the first quarter of school, or sooner if passes begin to run low, and will secure additional passes at that time. The RTC has agreed that this is an acceptable means of securing passes to ensure that there is not an over-expenditure and underutilization in passes. The number of passes purchased, does not impact the price provided in the quote; as this is the fee charged to schools who are providing transportation services to students.

See ATTACHMENT: 2 "RTC Quote"

Schools proposing to provide bus or van/vehicle transportation must answer questions 3-8. This section is not required if the school's plan only contemplates the use of public transportation.

- h. Describe the scope and scale of the transportation that will be offered:
 - a. Provide the number of vehicles, make and model of each vehicle, and capacity of each vehicle;
 - b. Provide the number of daily routes operated; and
 - c. Provide the average number of students per route (to calculate the average number of students per route, take the total of students transported, including pre-K and special education, and divide by the number of routes).

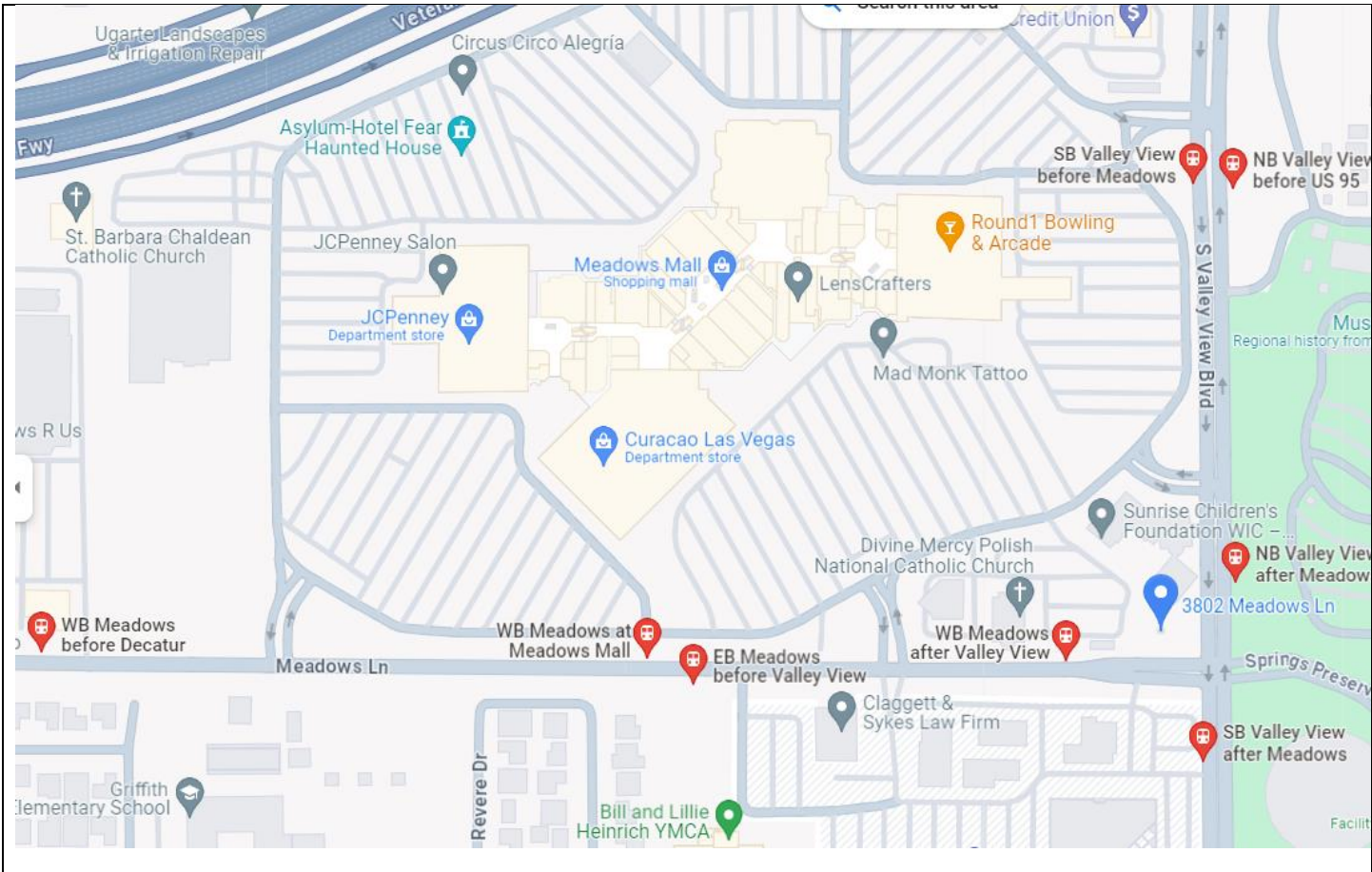
N/A - school's plan only contemplates the use of public transportation.

- i. Describe the proposed transportation routes and schedules, including a description of the pick-up/drop-off location(s) and how they comply with NRS 386.840. If possible, provide a tentative map of the transportation routes.

N/A - school's plan only contemplates the use of public transportation.

Map of RTC Bus Stops, located within .5 miles of the campus, located at: 3802 Meadows Lane, Las Vegas, NV.

(SEE ON NEXT PAGE)



j. Explain how the school will ensure compliance with [Nevada’s School Bus Standards](#), and Nevada Revised Statutes and Regulations, particularly NRS 386.790 through NRS 386.845 and NAC 386.500 through NAC 386.555.

N/A - school’s plan only contemplates the use of public transportation.

k. Describe how the school will comply with requirements and protocols for driver training and safety. For school bus transportation, confirm that the driver(s) of the school bus will meet the minimum qualifications as described in NRS 386.825 and describe how the school will maintain all required employer documentation per Nevada Department of Education regulatory guidance for school bus operations.

N/A - school's plan only contemplates the use of public transportation.

- I. Describe how the school and/or transportation vendor will ensure student safety, including complying with NRS 386.820, as applicable. Include:
 - a. The proposed schedule for practicing student evacuation
 - b. A description of the bus/vehicle safety program

N/A - school's plan only contemplates the use of public transportation.

- m. **Optional:** For schools that intend to transport students to and from activities and programs, describe how the school and/or transportation vendor will comply with NRS 386.815 regarding operating a school bus for extended periods of time, if applicable. *Note that transportation funding cannot be used to cover the expenses associated with field trips and extracurricular activities, unless the school is also providing transportation to and from school. However, SPCSA-sponsored schools should complete this question if they are seeking a transportation amendment and intend to transport students to and from activities and programs.*

N/A - school's plan only contemplates the use of public transportation.

3.3 SCHOOL INFORMATION

- 1) Explain why academic, financial and organizational performance of the charter school indicates the transportation plan is in the interest of the students who will be served by the transportation plan.

TPAN meets financial viability and will adhere to organizational and academic standards. Offering transportation to Clark County students expands educational opportunities for high school students seeking alternative education who currently lack access to TPAN. Moreover, this initiative will eliminate transportation obstacles for certain students, fostering better attendance and boosting academic performance.

- 2) For charter schools not sponsored by the SPCSA, provide a summary of any findings under the Authorizer's Performance Framework (NRS 388A.273) for the preceding three years and the actions taken by the school to address the findings. Include as **Attachment 3 copies of the Authorizer's Performance Framework reports for the preceding three years.**

N/A – ThrivePoint Academy of Nevada is sponsored by the SPCSA.

- 3) For schools not sponsored by the SPCSA, provide as **Attachment 4** the current charter contract, including evidence that the school has been approved to provide transportation. If the school has not been approved to provide transportation, describe the school’s plans to receive approval pursuant to NAC 388A.330(4).

N/A – ThrivePoint Academy of Nevada is sponsored by the SPCSA.

4 BUDGET

Pursuant to Assembly Bill 400, Section 28.5(3)(e), schools may be funded up to the average per pupil cost for transportation in the school district in which the charter school is located.

- 1) What is the total number of students enrolled at the charter school campus based on the most recent Average Daily Enrollment (ADE) from the 2023-24 school year? **New schools and those schools that were approved for an Exceptional Enrollment Growth Adjustment (EEGA) should report the audited enrollment number. For schools opening in fall of 2024, it is recommended that the school plan to apply for approximately 50% of the approved enrollment cap. If a new school is approved for and receives funding at 50% of the enrollment cap but the pre-opening enrollment audit does not reflect the school will achieve that enrollment amount, the SPCSA may true-up the awarded funding and recoup the disbursed funds.**
- 2) **As Attachment 5, provide a copy of the most recent ADE report. New schools and those schools that were approved for an Exceptional Enrollment Growth Adjustment (EEGA) should provide a copy of the signed funding request.**
- 3) Which county is the charter school campus located in? _____
For reference, per pupil funding amounts by school district are included below.

School District	Per Pupil Transportation Funding (Based on the FY19-FY22 four-year average)
Carson City	\$359
Churchill County	\$519
Clark County	\$481
Elko County	\$480
Washoe County	\$392
White Pine County	\$968

- 4) Use the Transportation Budget Workbook to show how the transportation funds requested will be used to support the school's proposed Transportation Plan. For each item in the budget include Object Code; Function Code; Quantity; Salary, Rental or Unit Cost; and Narrative. The Narrative should include details on the purpose, justification for the cost, and the cost calculation. Submit the **Transportation Budget Workbook as Attachment 6.**
- 5) If necessary, provide any additional narrative in support of the budget details.

ThrivePoint Academy of Nevada (TPAN) is located in Clark County and assures that the total per pupil funding amount does not exceed \$481.00. TPAN anticipates an inaugural year enrollment of 300 students, with approximately 20% of those students qualifying under SB 147. To be conservative, TPAN is requesting passes for 50% of its anticipated first year enrollment; which comes out to 150 students. This will help avoid over-expenditure and under-utilizations; until the campus has a better idea of what the needs of the student body are. The campus is prepared to use general funds to cover passes for students; if the grant funding falls short of the actual need.

The Regional Transportation Commission of South Nevada (RTC) has quoted the following:

- 24-hour RTC bus passes cost \$2.50 each after applying the 50% discount rate.
- 30-day RTC bus passes cost \$32.50 each after applying the 50% discount rate.

All students are required to attend class on campus a minimum of two-days per week. Attendance may be more frequent for those needing additional interventions or supports.

The following outlines the total number of passes requested and total cost anticipated:

- 21,600 Student 24-hour day passes @ 2.50 each totaling **\$54,000**

- 300 Student 30-Day passes @ 32.50 each totaling **\$9,750**

This comes to a grand total of \$ 63,750.

Charter School/Holder Name:	ThrivePoint Academy of Nevada / ThrivePoint Nevada			
Campus Name:	ThrivePoint Academy of Nevada			
Object Code	Function Code	Quantity	Salary, Rental or Unit Cost	Narrative
Student Transportation Services	Transportation	21,600	\$54,000	24 Hour Day Passes (120 students x 180 days = 21,600 passes)
Student Transportation Services	Transportation	300	\$9,750	30 Day Passes for students who qualify under SB (30 students x 10 months = 300 passes)
			\$63,750.00	Grand Total of Request

APPENDIX A: SAMPLE GOOD CAUSE EXEMPTION LETTER

Those charter schools that are sponsored by the SPCSA which are not already approved to provide transportation to and from school will require an amendment to their charter contract. The transportation plan within the application serves as the amendment application. Because this amendment is being requested outside of the SPCSA’s typical contract amendment windows, schools must include a request for a good cause exemption pursuant to NAC 388A.400. In addition to including a good cause exemption in the board’s motion approving the transportation application, the school must provide a letter regarding the good cause exemption request. The following language may be used for the good cause exemption letter. This letter should be on the school’s letterhead and signed by the school’s board chair.

This letter is provided to formally request a Good Cause Exemption to amend the [school name] charter contract outside of the traditional amendment cycle. This request was approved by the Governing Body of [school name] on [board meeting date]. The attached amendment application would formally establish transportation services to and from school at [school name]. Transportation would begin on or about [date].

APPENDIX B: SAMPLE BOARD MOTIONS

For a school that is requesting approval of the transportation plan and a contract amendment (SPCSA schools only):

Approve the [school name] transportation plan and funding request for submission to the State Public Charter School Authority and approve the amendment request to add transportation of students to and from school, including a request for good cause exemption request to have the State Public Charter School Authority consider this amendment request outside of the established windows.

For a school that is requesting approval of the transportation plan only (non-SPCSA schools and those SPCSA schools already approved to provide transportation to and from school):

Approve the [school name] transportation plan and funding request for submission to the State Public Charter School Authority.

APPENDIX C: FREQUENTLY ASKED QUESTIONS

1. Can transportation funding be used for capital expenses?
Yes, transportation funding may be used for capital expenses, such as the purchase of a vehicle to transport students or the cost to retrofit a space to secure the transportation vehicles.
2. Can transportation funding be used to contract with a vendor that will provide transportation services?
Yes, a charter school may use transportation funds to contract with a vendor to provide transportation services. Note that any transportation, regardless of whether it is provided by the school or a vendor, must comply with applicable statutes and regulations.
3. Can transportation funding be used for capital and/or operating expenses associated with transporting students in vans?
Transportation funding may be used to fund expenses associated with vans, so long as they are vehicles designed to transport 10 passengers or less. Any vehicle designed for more than 10 passengers must comply with all laws and regulations pertaining to school buses.
4. Can transportation funds be used to cover the cost of insurance related to transporting students to and from school?
Yes, transportation funds may be used to cover the cost of insurance related to transporting students to and from school.
5. Can transportation funding be used to purchase public transportation passes?
Yes, transportation funds may be used to purchase public transportation passes for students.
6. Can transportation funding be used for private motor coaches/buses that transport adults instead of school buses?
No, daily transportation operated by the school to transport students to and from school can only be provided on vehicles that meet the school bus requirements. The only exception is vehicles that are designed to transport 10 passengers or less.
7. Can transportation funding be used for expenses associated with transporting students to field trips?
Transportation funds can only be utilized for expenses associated with transportation students to field trips if the school is also providing transportation to and from school.
8. Can transportation funding be used for stipends or to reimburse parents for the costs associated with transporting their students to school?
No, transportation funding cannot be used for stipends or reimbursements to parents.
9. What should be included in the budget?
The budget should show how the transportation funds being requested will be used to support the school's proposed Transportation Plan. For each item in the budget include Object Code; Function Code; Quantity; Salary, Rental or Unit Cost; and Narrative. The Budget Narrative must contain:
 1. *Purpose of Cost (Why does the school need funds in this line item?)*
 2. *Beneficiary (Who will benefit from funds in this line item? E.g., Salary for one bus driver or cost for one school bus to transport 25 students)*
 3. *Cost Calculation (Show your math. E.g., Funds for 1.0 FTE school bus driver at estimated \$32,000 annual base salary.)*
10. When will schools be able to receive transportation funds?

Schools that receive awards for transportation funding will be reimbursed for expenses associated with the transportation plan and as detailed in the approved budget. In unique situations, the SPCSA may, at its discretion, provide transportation funding to a school in advance of the school expending the funds.

11. What is the process and timeline for charter contract amendments and approvals?

A charter school is only permitted to provide transportation to pupils if the school has approval to do so from its sponsor. See NAC 388A.330(4). Therefore, charter schools may be required to submit to their sponsor a contract amendment request in order to implement the transportation plan. For those schools sponsored by the SPCSA, any contract amendment associated with the implementation of the transportation plan will be considered as part of this application as detailed in section 1.4. Charter schools sponsored by school districts must work with their sponsor to gain approval of an amendment to provide transportation to pupils.

12. Will transportation funding be renewed each year?

Assembly Bill 400 only appropriates funds for the 2023-24 and 2024-25 school years. Schools that receive transportation funding during the 2023-24 school year will be prioritized to receive funding again in the 2024-25 school year. However, the Legislature will need to appropriate funding for charter schools beyond the 2024-25 school year.

ATTACHMENT 1: School Board Minutes (NEED)

ATTACHMENT 2: RTC Quote/Invoice (DONE)

ATTACHMENT 3: N/A – Performance Framework

ATTACHMENT 4: N/A – Sponsored by SPCSA

ATTACHMENT 5: Signed Funding Request (NEED)

ATTACHMENT 4: Transportation Workbook (DONE)