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Discovery Charter School (Sandhill Campus)

Transportation Plan Application to SPCSA

August 2023

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No Good Cause Exemption Letter is required because Discovery has provided pupil transportation for multiple school years and is already contractually approved to provide pupil transportation.

Transportation Plan and Funding Application 2023-24 School Year



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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 2023-24 school year will be accepted and reviewed on a rolling basis beginning on July 7, 2023 and through September 30, 2023². 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.

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. 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

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

² After September 30, 2023, the SPCSA will determine if there are remaining funds that have not yet been awarded. If funds remain, the SPCSA will re-open the transportation application.

align to the transportation plan. Upon approval of the waiver request, the school will be expected to agree to terms 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 SPCSAFinance@spsca.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:** 4th quarter 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.

Applications for the 2023-24 school year will be accepted and reviewed on a rolling basis beginning on July 7, 2023 and through September 30, 2023³. 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.

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. SPCSA staff will make every effort to review applications submitted by 8am on Wednesday, July 12, 2023 with sufficient time to present a recommendation to the SPCSA board at its July 28, 2023 meeting.

³ After September 30, 2023, the SPCSA will determine if there are remaining funds that have not yet been awarded. If funds remain, the SPCSA will re-open the transportation application.

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 (Quarter 4 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, the SPCSA will be holding office hours at several points during the summer to answer questions. The first office hours will be held on Wednesday, July 5 at 8:15am. To join the office hours, use the meeting information below.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 215 626 355 619

Passcode: JHeWec

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 775-321-6111,784484306#](#) United States, Reno

Phone Conference ID: 784 484 306#

[Find a local number](#) | [Reset PIN](#)

Additionally, schools may refer to the SPCSA [website](#) or direct specific questions to Rebecca Feiden at Rebecca.Feiden@spsca.nv.gov.

2 APPLICATION COVER SHEET

2.1 GENERAL INFORMATION

Charter School/Holder: Discovery Charter School

Campus Name⁴: Sandhill Campus

Sponsor Name: State Public Charter School Authority

School Year⁵: 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: 4801 S Sandhill Rd

City: Las Vegas State: NV Zip: 89121

Primary Contact Name⁶: Tricia Willbourne

Phone Number: 702-240-0359 Email: twilbourne@dcslv.org

2.2 APPLICATION SUBMISSION

Date of Charter School's Board's Approval of Transportation Plan: July 13, 2023

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: \$46,657

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

With two campuses in the valley, Discovery Charter School has been able to serve the Las Vegas community since 2012. With this new funding opportunity, our Sandhill campus is hoping to solve one of its most challenging academic issues, chronic absenteeism.

With a chronic absenteeism rate of 57% in 22-23, we are focused more than ever on removing barriers and adding opportunities. School based transportation is the most efficient and equitable solution. We will operate a van specifically for getting students with transportation insecurities to and from school every day. We were pleased to see the developments of the 2023 Legislative Session because public funding for transportation will allow us to provide critical services we could not provide, otherwise.

⁴ 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.

⁵ School year for which transportation funding is being requested.

⁶ 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.

Based on our Q4 ADE from 2022-2023, we are eligible to apply for \$46,657 in SPCSA transportation funding. This funding will support Discovery Charter School's mission to support families by providing an equitable and efficient option for transportation.

NOTE ON CALCULATIONS: ADE REPORTS ARE NOT CAMPUS-SPECIFIC, BUT AT THE END OF 2023-2024, 79.4% OF DISCOVERY'S STUDENTS ATTENDED THE SANDHILL CAMPUS, SO WE ALLOCATED 20.6% OF THE ADE REPORTED STUDENTS TO THIS CAMPUS'S APPLICATION (20.6.4% X 472.5 STUDENTS = 97.22 STUDENTS AT SANDHILL)

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 aligned 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.

August 17, 2023

Tricia Willbourne

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.

Discovery Charter School launched in 2012. The main goals of our transportation plan are to increase opportunities in getting to school and to remove barriers that cause students to become truant or chronically absent.

Our Sandhill campus had a chronic absenteeism rate of 57% last year. In order to provide support and equity to our scholars we have created a plan to strategically use one van to transport students to and from school. The vans will be used to transport students from home to school for those students missing school due to family transportation insecurity.

- 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.

If the transportation plan is approved and funded, Discovery Charter School will be able to reach more families who need additional support in getting to and from school. The proposed plan would expand our ability to provide equitable and immediate support to families experiencing transportation insecurity and support our students in their academic growth and achievement.

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:
 - a. How do you plan to provide transportation to students?
 - b. How many students will be served by the proposed transportation plan?
 - c. What grade levels will be served by the proposed transportation plan?
 - d. What geographic area(s) will be served by the proposed transportation plan?
 - 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.
 - f. Describe the implementation timeline for the transportation program.

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

With our shuttle van, we intend to serve as many as 10 students per day with support getting to and from school using the van to help families provide transportation support.

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

As many as 10 students per day will be served by van transportation.

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

All Discovery Charter School students would be eligible for transportation, so this plan would serve grades K-5 in 2023-24.

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

This transportation plan will serve any students within our current geographic footprint. All students will be eligible for this service and the van allows us the flexibility to meet students at their homes for transport.

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.

Students with transportation required in their IEP will always have first priority access to transportation. For everyone else, seats on the van are granted on a needs basis and based on risk of absenteeism.

f. Describe the implementation timeline for the transportation program.

We are prepared to launch transportation services in September 2023. We have notified families in our enrollment discussions that transportation may be forthcoming.

In coming years, we hope to increase our transportation program, adding additional vans for the 2024-2025 school year, if needed.

2) 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).

For our broader transportation plan at the Hillpointe campus, we are working with a transportation provider, but for this smaller plan at Sandhill, we are providing the services in-house with our own staff.

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.

3) 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).

a. Provide the number of vehicles, make and model of each vehicle, and capacity of each vehicle;

The anticipated van we will use to serve Discovery Charter School students in 2023-2024 is Model Year 2017-2020 Ford Transit 150 Van. The vans can be rated from 8-15 passengers, but we are hoping to get a van with a capacity of no more than 11 students.

b. Provide the number of daily routes operated; and

We will not run set bus routes, but the van will pick up at student homes each morning.

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).

The van route will serve up to 10 students per day.

- 4) 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.

There are no set bus routes, but we will offer door-to-door pickups and dropoffs based on student needs.

- 5) 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.

Since we do not intend to operate a bus at this time, this is not applicable. However, student safety is the most important goal of our transportation program.

- 6) 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.

Similar to question #5, we do not intend to operate a bus at this time so this is not applicable. However, all drivers of our student support van will comply with all requirements and protocols for driver training and safety for non-school bus drivers providing school transportation.

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

Similar to questions 5 and 6, all required safety and compliance documentation will be provided by BYL. New rider onboarding and family communication regarding van safety and expectations will be required before any new riders can begin receiving bus services.

- 8) **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. 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.*

Discovery Charter School understands these funds cannot be used for field trips or athletics, so those transportation services are addressed in a separate scope of work that is not included with this application.

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.

Academically, transportation’s greatest impact will be reducing absenteeism. This claim is supported by [large-scale national research](#). For the 22-23 school year, Discovery Charter School - Sandhill had a chronic absenteeism rate of 57%. We believe providing transportation will reduce this figure drastically.

Financially, being under-enrolled is devastating for schools. While Discovery submitted two separate transportation plans, each plan supports both campuses, and the campuses’ financial health is combined. The transportation services offered by Hillpoint will benefit Discovery Charter schools, which will benefit the Sandhill Campus.

Operationally, having a streamlined absenteeism tracking and intervention system will allow the administrative staff to identify needs earlier and put interventions in place more efficiently before students reach chronic absenteeism.

- 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

- 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

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 4th quarter Average Daily Enrollment (ADE) from the 2022-23 school year? *New schools and those schools that were approved for an Exceptional Enrollment Growth Adjustment (EEGA) should report the audited enrollment number.*

97 (ratio calculated from ADE)

- 2) As Attachment 5, provide a copy of the 4th quarter 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? Clark
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 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 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.

As enrollment at Discovery Charter School - Sandhill continues to grow this year, our need for transportation will as well. If there is an opportunity, and if funds remain in the SPCSA transportation grant, Discovery Charter School would plan to apply for additional transportation support if that option becomes available.

1. 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].

2. 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.

3. 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?
No, transportation funding can only be used for expenses related to transporting students 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.

Charter School/Holder Name: Discovery Charter School
 Campus Name: Sandhill Campus

Object Code	Function Code	Quantity	Salary, Rental or Unit Cost	Narrative
Equipment	Transportation	1	34,000	\$34,000 is total cost of aquisition for 1 shuttle van. This will benefit all students who will be driven in the school's shuttle vans, including for truancy visits. DPAC will aggressively shop for the best price for reliable, safe, low mileage vehicles, but this quote is based on total cost of aquisition of \$34,000 per vehicle.
Salaries	Transportation	4	2,000	Stipends for teachers who complete the driver training exam and operate the student truancy support vans for morning or afternoon.
Other	Transportation	1	4,500	Commercial Auto and Liability Insurance. This will benefit all students who will be driven in the school's shuttle van, including for truancy visits. The cost is based on a total commercial auto and liability quote of \$4,500 per vehicle annual premium.

East Las Vegas Campus:
4801 S Sandhill Rd
Las Vegas, NV 89121
(702) 489-9350



Summerlin Campus:
8941 Hillpointe Rd.
Las Vegas, NV 89134
(702) 240-0359

Website: www.dcsv.org

**Discovery Charter School Board Meeting Agenda
DCS Board Meeting**

Thursday, July 13 · 9:00 – 10:00am

Time zone: America/Los_Angeles

Google Meet joining info

Video call link: <https://meet.google.com/jmm-uwfy-bmy>

Or dial: (US) +1 475-441-9173 PIN: 317 548 612#

**Present: Chris Crooks, Kristine Kise, Emil Pehlivanov, Jackie Salas,
Martha Sandoval**

Absent: Bonnie Coffey, Chair Flynn Stern

**Administrators: Principal Tricia Wilbourne, Assistant Principal HP
Denise Koch, Assistant Principal SH Friederike Opalinski**

1. Flag Salute/30 Seconds of Silence
 - a. Member Kise called the meeting to order at 9:06 a.m with the flag salute and 30 seconds of silence.
2. Public Comment and Discussion (*No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.*)
 - a. No one is mentioned for public comment
3. Approval of Minutes from 6-15-23
 - a. Member Salas made a motion to approve the minutes, Member Pehlivanov seconded the motion to approve the minutes. Minutes are approved from 6-15-23.
4. Approval of transportation plan and funding request for submission to the State Public Charter School Authority. (For Discussion and Possible Action)
 - a. Principal Wilbourne said that legislation voted to give money to charter schools for transportation based on Hillpointe

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enrollment from Q4. They are giving us 227, 000 for transportation. Yellow Lines wants to become the transportation for charter schools, his company will provide the bus covered with insurance, maintenance, and everything for us. David, the owner, is getting the buses and can help to provide this route to Discovery in September sometime. The vote today is to submit the plans to the Charter Authority and request the money from them.

- b. Member Pehlivanov asked if this provider has prior experience in providing these services and how long has he been in Nevada. Do other charter schools have similar services? Once we submit, do we have to resubmit the entire application if we need to change providers?
 - i. Wilbourne said he will follow all laws in regards to the bus and will train the drivers, first year in Nevada. Other charter schools are going to use him. Battle Born, Nevada Prep are going to use him as well. We are one of 2 that have transportation in Nevada. No one else is approved except us and Nevada Prep. She is completing the application and then the owner of the bus company, David, will add the rest of the details about the buses. SPCSA decides who gets the money and who is approved. Wilbourne will ask if we have to redo the application based on the one company. We would more than likely have to resubmit the application and plan.
- c. Member Kise asked how many buses he has for us and drivers? Do we have first dibs or are we at the mercy of availability? How long are we contracted with him?
 - i. The company is buying a fleet and is aimed at just keeping our route from Sandhill to Hillpointe and back. If we use the money, they will continue to give us the

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- money. There is 7 million dollars allocated for charter schools to use transportation.
- ii. Member Sandoval mentioned that she cannot provide transportation for her middle school student, but she has to be assured that the bus situation is good. She did see other parents that are still going to bring their children.
 - iii. Member Pehlivanov asked if the transportation would change based on how many students are on the bus
 1. Wilbourne said that it is based on the student count at Hillpointe, not just bus riders. It is also difficult to hold seats for the bus students as we are a public school.
 - d. Member Pehlivanov made a motion to move forward with the approval of the plan and submit the request. Member Salas seconded the motion. The application and request will be submitted to the Charter Authority for approval by Principal Wilbourne.
5. State of the School Tricia Wilbourne (For Discussion)
- a. Wilbourne shared that we have moved to the new campus. 25 volunteers the first day. Member Salas helped daily. Member Salas mentioned that she is really happy with the new campus, her children are excited to be at the new campus.
 - b. RedHook has been a great partner. The neighborhood is excited to have them
 - c. There will be a SH grill at the end of the month.
 - d. Member Kise asked about administration raises as well. Principal Wilbourne said that all administrators were compensated fairly. The new assistant principal for Sandhill was given a competitive salary from CCSD.
 - e. Member Kise asked about the transportation for passenger vans. Wilbourne said that if we transport more than 10 students, we have to get buses.

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6. Public Comment and Discussion: *(No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.)*
 - a. None at the time
7. Adjournment
 - a. Member Kise adjourned the meeting at 9:33 a.m.

PUBLIC COMMENTS:

Speakers wishing to speak during public comment period for this meeting may sign up via the chat box on Go To Meeting once they have joined the virtual meeting. Speakers will be unmuted in the order which they signed up. No one may sign up for another person or yield their time to another person. Generally, a person wishing to speak during the comment period will be allowed two (2) minutes to address the Leadership team. Speakers may also submit additional comments in writing. It is asked that speakers be respectful to each other, the administrative team and school staff. Speakers that are disruptive will be muted and asked to leave the meeting. Depending on the length of the meeting, ten speakers will be guaranteed an opportunity to speak. Additional speakers may be called on if time permits.

6/30/2023

I, Tricia Wilbourne, hereby certify that:

I, or my designated representative, have validated the Quarter 4, FY23 student enrollment data calculated and generated by Infinite Campus Nevada State Reporting Average Daily Enrollment reports, including resolving any overlaps to the best of our ability and confirming district of residence, in accordance with the *ADE Validation & Certification Guidance (Updated 8/1/2022)* and the direction of NDE SAIN Support.

The following validated reports have been downloaded from Infinite Campus and uploaded to Bighorn under Files > Fiscal Reporting under the appropriate school and/or district folder, and I affirm their completeness and accuracy for the purposes of Pupil-Centered Funding payments:

- School Detail Report
- District/Charter Summary Report
- Non-Traditional Student Supplemental Attendance
- Enrollment Overlap Report, with justification
- Supplementary Reports of Enrollment and Attendance, to include, as applicable:
 - Out of State Pupils
 - Resident Pupils Attending School Out of State
 - Interlocal Students
 - Pupils receiving Residential Treatment in a Hospital or other Facility

For Discovery Charter School, the total Average Daily Enrollment Count is 472.50. This number is calculated from the **Detail** report and has been rounded to the **second decimal place** pursuant to the *2022 ADE Validation & Certification Guidance*.

I understand that all ADE figures are subject to review, verification, and potential adjustment by the Nevada Department of Education, including requested adjustments, which must be authenticated by audit prior to the annual True-Up.

The primary contact in my local education agency for ADE questions is:

ADE Preparer	Tricia Wilbourne
Title	Principal
Phone Number	702-240-0359
Email	twilbourne@dcslv.org



 Signature of Superintendent, Principal, or CFO

6-30-23

 Date