



PINECREST ACADEMY OF NORTHERN NEVADA

January 19, 2024

State Charter Governing Board
State Public Charter School Authority
2080 E. Flamingo Rd., Suite 230
Las Vegas, NV 89119

Re: Good Cause Exemption Request to Amend Charter Application

To State Public Charter School Authority,

Pinecrest Academy of Northern Nevada (PANN) respectfully requests a good cause exemption from the current amendment schedule to amend its charter contract with the State Public Charter School Authority (SPCSA).

On January 19, 2024, the PANN Governing Board approved the filing of the proposed amendment application as well as the request to seek a Good Cause Exemption from the traditional amendment schedule (see ***Attachment 1 – Board Meeting Agenda & Minutes***). The attached amendment application requests the SPCSA's approval to formally expand the provision of transportation services to and from school at PANN. Expanded transportation services via acquired vehicles would begin as soon as practical during the 2023-24 school year.

We appreciate the support of the SPCSA staff as PANN seeks the approval of this good cause exemption as well as the granting of its underlying request for amendment.

Sincerely,

Frank Perez

Frank Perez
Board Chair, Pinecrest Academy of Northern Nevada
frank.perez@pinecrestnnv.org

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 Melissa Mackedon at mmackedon@spsca.nv.gov.

2 APPLICATION COVER SHEET

2.1 GENERAL INFORMATION

Charter School/Holder: Pinecrest Academy of Northern Nevada

Campus Name⁴: Pinecrest Academy of Northern Nevada

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: 1150 Silent Sparrow Drive

City: Sparks State: Nevada Zip: 89441

Primary Contact Name⁶: Principal Jami Austin

Phone Number: 775-376-1444 x 1008 Email: Jami.austin@pinecrestnnv.org

2.2 APPLICATION SUBMISSION

Date of Charter School's Board's Approval of Transportation Plan: 1/19/2023

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: \$269,396.06

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

PANN's transportation plan includes acquiring two (2) 10-passenger vans as well as continuing to utilize its transportation MOU with Boys and Girls Club of Truckee Meadows to get students in areas of high need to the Club site at PANN. The PANN campus is designated as a Boys and Girls Club site for before/after school programming. The to-be-purchased 10-passenger vehicles will be used for targeted pickup/dropoff in additional areas of high need, such as the North Valley/Stead/Cold Springs area and old Sparks area / Baring Blvd area in order to increase access to education at PANN. The BGCTM current contract assists approximately 100 students (+/- a few students depending on the day) with their shuttles that service pickup/dropoff routes in high-need areas around PANN in the Reno/Sparks area including Sun Valley, two areas with high usage or exclusive usage from Reno-Sparks Indian Colony students and a Sparks pickup near Pyramid and McCarran Blvd. Service would be for 180 school days with possible daily routes for summer school for students who otherwise cannot attend summer school due to transportation in their family.

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.

We anticipate that transportation will increase over time (funding dependent) due to initiatives such as the Reno-Sparks Indian Colony affiliation agreement providing priority enrollment to those tribal students as well as this transportation plan providing targeted routes to geographic areas that are typically a tough commute for our PANN families. This transportation plan will also hopefully decrease chronic absenteeism and will have the goal of increasing academic achievement for students due to more engaged hours of learning. The goal is to re-apply in SY24-25 for additional funding for 2 or 3 more 10-passenger vehicles to increase these numbers and add additional targeted transportation.

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.

Principal Jami Austin

Primary Contact Name

Signature

1/19/2024

Date

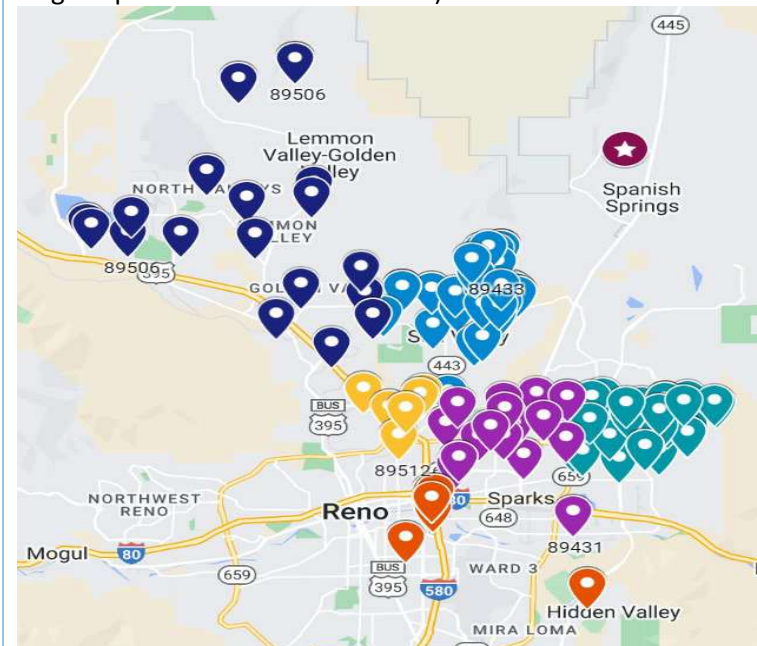
3 TRANSPORTATION PLAN

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.

PANN has approximately 16.30% Free and Reduced Lunch eligible-students, 15.40% with Individualized Education Plans, 2% English Language Learners, including 34% non-white. Currently, PANN students are driven to school by their parents or walk to school. For students utilizing the Boys and Girls Club transportation, these students are required to be dual enrolled as PANN students and Club members. The 1,028 currently registered PANN students come from 29 different zip codes, with a maximum traveled being 45.20 miles. Pickup/dropoff locations would include the following target areas where there is high need (lower socio-economic status) with the transportation routes strategically close to major roadways and freeways. Students who are present for the majority of school days ((i.e. not chronically absent) will traditionally show growth socially, emotionally, and academically. This is why chronic absenteeism reduction is also of key importance to this transportation plan. Students within the identified zip codes would be able to apply for transportation. It will be on a first come basis based on capacity. Students within the surrounding zip code of 89441 and 89436 would not currently be included in this plan because they are within the closest radius to the school.

(PANN is the starred location on the below map. Sample current student locations are provided below within target zip codes identified in colors):



- 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.

PANN's campus being located at the north end of Spanish Springs makes it a long commute for our families and with these added transportation options the goal is to reduce chronic absenteeism, increase student engagement, and increase access to a top-tiered education at Pinecrest. Being 20 minutes from the nearest freeway, 395/Interstate-80) which is the only one interstate access point from Pyramid Highway for families living in Reno and southern Sparks, the school has unique challenges for access to education. This commute translates to an average of 40-45 minutes just to get to school one-way in peak traffic for individuals in the farther out zip codes or those in the North Valleys/ Cold Springs area. Per the school's NevadaReportCard for SY21-22, PANN's Chronic Absenteeism was 16%, Average Daily Attendance was 94.2%, and student transiency was 11.4%. The underlying goal of this transportation plan is to reduce the burden on families' commute, which as a byproduct will decrease chronic absenteeism and similarly increase diversity of student enrollment. We expect with implementation of transportation there would also be an increase in families with students who historically may not be applying for PANN due to lack of access to reliable transportation. Public transportation such as RTC buses unfortunately is not a reliable or safe option for our school location. We suspect parents would not like their kids riding public transit as supervision is an issue with that option. Accordingly, the current plan is to provide targeted transportation. Students who attend the Boys & Girls Club and that are from the identified zip codes meet the strategic plan of the SPCSA as well.

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) PANN intends to build out a larger fleet of passenger vans over the next 2 years to target areas of need where transportation to PANN's campus may otherwise be difficult, such as Sun Valley, southern and southeastern Sparks, and around the NE side of the McCarran Blvd loop. The initial purchase of 2 passenger vans will serve 20 students (2 10-passenger vehicles). Grade levels K-8 will have access to the transportation option. As identified above, zip codes of high need that align with the SPCSA Strategic Plan would be the target for the van routes (89433, 89431, 89512, 89506, and possibly 89436 south-east Sparks). Extra stipend/duty pay would be offered to staff members of impeccable driver history to drive the 10-passenger vans before and/or after school as part-time drivers; alternatively, part-time employees will be sought to fill these roles. PANN further intends to continue use of the Boys & Girls Club of Truckee Meadows for 4 routes to areas of need where transportation to/from PANN's campus may otherwise be difficult (on top of the above 10 passenger vehicle usage).
 - b) Total 120-140 students this year: with two 10-passenger vehicles and approximately 100-120 students under the Club contract. We anticipate these numbers to increase over the next 2-3 years as well based on future transportation funding and capacity increase.
 - c) K-8 would be served with these transportation funds.
 - d) Washoe County is the geographic area served, with targeted zip codes beyond 6 miles as identified herein.
 - e) Eligibility will be based on geographic area, with an exclusion of approximately 6 miles from the immediate 2 zip codes from the school (namely 89441 and 89436 zip codes). Family's resources will be assessed as well if data is present for the applicant. Timing of an application for subscription to transportation route will also be assessed if there is oversubscription.

- f) The commencement of the additional vehicles (to be operated outside of the Club contract) would start service after a short ramp up period which will be dependent on acquisition / delivery timelines, including build out of school driver and management structure for the transportation. March 2024 is the proposed operation start date for the 10-passenger vehicles.

- 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).

Boys and Girls Club of Truckee Meadows (BGCTM) has offered to help PANN build out its transportation plan and policies relating to the same, as BGCTM already has processes in place. This partnership will be invaluable to help us streamline the transportation to and from school via these contemplated routes. Additionally, the PANN school site is designated as a Club location for before and after school care, with a Facility Use Agreement in place between the School and the Club. The plan is to continue use of the BGCTM contract, which provides additional transportation for a rather budget-friendly \$298 per day rate to transport about 100 students to and from the PANN Boys & Girls Club Site, as well as acquired vehicles (2 10-passenger vehicles) to increase access to PANN this year (and 2-3 additional vans next year if additional funding were approved). This will greatly benefit the students in need of increased access to PANN. We believe such funding will also help students focus on their education rather than any undue hardship that would restrict them from attending PANN.

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) The number of acquired vehicles will be dependent on acquisition cost and available inventory, ideal make & model would be 10-passenger Ford Transit vans. The vehicles that the Boys & Girls Club currently operate would also be continued to be used on the Club's contract (approx. 100 -120 student capacity). If the school can find a deal on 3 vehicles with the same acquisition cost, that will be analyzed.
- b) Number of daily round trip routes would be 2 roundtrips including approximately 2-3 pickups per vehicle (AM & PM) (3-5 students at each pickup approx.).
- c) Average number of students per route: 10 students per 10-passenger vehicle. The Boys and Girls Club contract vehicles would serve an additional 100-120 students. Grand total: 120-140 students with the goal of increasing this number served next year with more acquired vehicles.

- 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.

As noted above, routes will be finalized based on areas of need with emphasis on areas such as North Valleys, possibly an additional route in Sun Valley, and old Sparks / Prater / Baring Blvd area likely being the primary focus.

Under NRS 484A.230, both 10-passenger vehicles are exempt from school bus requirements under NRS 386.840 due to 10-student capacity beyond the driver (11 seats total in vehicle with driver).

Under NRS 386.840, all pickup locations will be at least 8 feet off the traveled portion of the roadway and not within the intersection of roadways, as all pickup/dropoff locations will be in parking lots sufficiently off the primary roadways.

A tentative map can be provided to the SPCSA once routes are finalized.

- 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.

Student safety is the most important goal of PANN's transportation program. All driver requirements will be complied with under Nevada law. 10-passenger vans do not require CDLs so that is one huge plus. All BGCTM vehicles requiring a CDL will have a club CDL driver. All vehicles will have regular maintenance and inspections to ensure safety and compliance.

- 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.

10-passenger vehicles are exempt from CDL and school bus compliance requirements. If there is a 10-passenger NDE training the drivers will complete the same and stay in compliance.

- 7) 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

All required safety and compliance documentation will be kept by the PANN staff in charge of managing the drivers. Driver logs will be maintained along with maintenance records. BGCTM vehicles will have similar logs to track Boys & Girls Club membership for pickup and dropoff at the PANN Club site.

- 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.*

If vehicles are utilized for other activities or programs, then the drivers will be compliant with applicable laws. We do not anticipate our drivers to exceed 2 hours daily, so this should be a non-issue. Hours tracking will be in place to ensure compliance. Operating costs on these ancillary trips will not utilize transportation funds and will be coded to school's operating budget, unless such ancillary trips are deemed an allowed use of these funds by the SPCSA.

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.

PANN has had exemplary academic, financial, and organizational performance as evidenced by the Nevada School Performance Framework 2022: Index Scores for both our Elementary School (79.0) and Middle School (71.6) are rated as 5 Star: NevadaReportCard.nv.gov. This performance is verified by recent evaluations by Opportunity 180, and the State Public Charter School Authority risk assessments and Site Evaluations https://charterschools.nv.gov/uploadedFiles/CharterSchoolsnvgov/content/Performance_Reports/230202-Final-PANN-Site-Evaluation-Report-22-23-SY.pdf.

One of our ongoing goals is to be more reflective of the neighboring schools in the district in Reno/Sparks. Our enrollment population has increased diversity in targeted areas of FRL-eligible 16.30%, Hispanic 19.65%, Special Education/IEP 15.40%, and American Indian/Alaska Native 3.45% ethnicities. This is in part due to our 5 times Weighted Lottery for students eligible for Free and Reduced Lunch and a ground-breaking Reno-Sparks Indian Colony (RSIC) Affiliation Agreement and RSIC Tribal Council Headstart. With the RSIC Priority enrollment policy, PANN had about 40 students who applied and were accepted with that priority enrollment preference through the lottery and registration, and will seemingly increase the American-Indian/Alaskan Native and FRL eligible population. Additionally, as of Spring 22-23 to Fall 23-24 School Year, the CSP grant and Bloomwell helped us write a professional Recruitment & Enrollment Plan and to implement targeted social media, mailers, and recruiting events like RSIC S.T.E.A.M. Night and audio-visual ads (such as video) for Native American and Spanish-speaking students.

Together, with our FRL weighted lottery, Reno-Sparks Indian Colony-Priority enrollment, and adding this proposed transportation, the goals of expanding access for diverse populations can be realized at PANN.

We have not been able to do transportation due to lack of funding so far. We will be working internally to ensure that cash flow measures under the SPCSA financial framework will not be affected negatively by this application, especially the large one-time acquisition cost for the vans.

Under organizational performance, Academica as our EMO will be assisting with vehicle procurement, insurance requirements, and assisting on the transportation compliance framework (statutory requirements). The school leadership will initially roll out the transportation plan and provide staffing to adhere to the compliance framework. The school will utilize outside vendors if the cost makes sense if the process becomes unduly burdensome on budget or staff.

- 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 – SPCSA sponsored school

- 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 – SPCSA sponsored school

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.*

919.98

- 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? Washoe
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.

The request is to fund the acquisition and operation of 2 10-passenger vehicles alongside the Boys and Girls Transportation MOU that provides additional transportation to about 100-120 students to and from the PANN B&G Club designated site. The PANN school site is designated as a Club location for before and after school care, and there is a Facility Use Agreement in place between PANN and the Club. The plan is to operate acquired vehicles and the BGCTM Contract simultaneously for a 180-day school year.

There is a 5% contingency line item added for unanticipated costs and possible emergency repairs.

Should the SPCSA fund at a lesser amount than the requested amount, PANN's request would be to allocate funding on a functional budget basis and to fund on a 1 driver to 1 vehicle basis as well as 1/3 of operational costs in the line item budget for each respective vehicle.

Please let us know if you have any questions or concerns about the scope of our request. We look forward to expanding access to education at Pinecrest.

ATTACHMENT 1

PANN Draft Minutes
From 1.19.2024 Board Meeting

MINUTES
of the meeting of the
BOARD OF DIRECTORS of PINECREST ACADEMY OF NORTHERN NEVADA
January 19, 2024

The Board of Directors of Pinecrest Academy of Northern Nevada held a public meeting on January 19, 2024 at 9:30 a.m. at 1150 Silent Sparrow Dr. Sparks, NV 89441

1. Opening Exercises

a. Call to Order and Roll Call

Board Chair Frank Perez called the meeting to order at 9:30 a.m. with a quorum present. In attendance were board members Frank Perez, Janelle Ordal, Steve Albrecht, Jace Glover, and Manuel Ortiz.

Not present were Board Members Casey Gillham and Mike Wurm.

Also present was Principal Jami Austin, as well as Academica representatives Colton Loretz, Lorena Perez, Tracy Knapp, Matt Padron, and Colin Bringhurst.

2. Public Comment and Discussion

There was no public comment.

3. Consent Agenda

- a. Review and Approval of the Minutes from the November 17, 2023 Board Meeting**
- b. Review and Approval of the Minutes from the November 28, 2023 Board Meeting**
- c. Review and Approval of PANN's Distance Education Program Application and Submission of Renewal Application to the Nevada Department of Education**
- d. Review of the Final Financial Audit for Pinecrest Academy of Northern Nevada**

Member Ordal moved to approve the consent agenda. Member Glover seconded the motion, and the Board voted unanimously to approve.

4. Action and Discussion Items

- a. Discussion and Possible Action to Approve the Updated School Year Calendar for the 2024/2025 School Year**

Principal Jami Austin noted the only change to the calendar was to have kindergarten have the same start date as grades 1st-8th. She explained Brigance testing

would be moved and that the first week would have an exploratory week and spend time with all four kindergarten teachers.

Member Albrecht moved to approve the updated school calendar with the noted changes for the 2024/2025 school year. Member Ordal seconded the motion, and the Board voted unanimously to approve.

b. School Initiatives Report by Principal Austin

Principal Jami Austin gave the Board an overview of her principals report as presented in the support materials.

c. School Financial Performance

Ms. Tracy Knapp gave the board an overview of the financials as presented in the support materials.

d. Discussion and Possible Reelection of Mike Wurm to the Pinecrest Academy of Northern Nevada Governing Board

Member Ordal moved to reelect Mike Wurm to the Pinecrest Academy of Northern Nevada Governing Board Officers for a second term. Member Glover seconded the motion, and the Board voted unanimously to approve.

e. Annual Nomination and Election of the Pinecrest Academy of Northern Nevada Governing Board Officers

Nominations for the governing board officers occurred with Frank Perez as Chair, Janelle Ordal as Vice Chari, Steve Albrecht as Secretary, and Jace Glover as Treasurer.

f. Discussion and Possible Action Regarding a Transportation Plan

The Board discussed and gave their input regarding the proposed transportation plan and the application. Principal Austin stated she appreciated the Board's reconsideration of the importance of transportation to ensure their school was serving the needs of the students in their community and able to get students to school who need access to the education they provide.

Member Perez moved to approve the good cause exemption request to amend the charter application to reflect the transportation application as presented. Member Glover seconded the motion, and the Board voted unanimously to approve.

Member Perez moved to approve the transportation application as presented and, in the alternative, that if the Boys and Girls Club portion of the request is denied by the Authority to proceed with only the ten (10) passenger vehicles portion of the application. Member Ordal seconded the motion, and the Board voted unanimously to approve.

g. Discussion and Possible Action Regarding Expansion of Requirements for a Middle/High School at Current Site

Mr. Loretz explained the item was closely related to the transportation application as to why it was included on the agenda, as the SPCSA has highly encouraged PANN to apply for transportation funds to help diversify access to education at PANN. There was no action taken on the item, and Principal Austin gave an overview of survey results that were sent to families which included high responses of families who preferred their students to attend a Pinecrest High School. The survey also asked families what was important to them when choosing a high school such as athletic programs, student support, academic rigor, CTE college preparedness programs, and advanced placement classes. She stated those discussions would continue to happen as expansion discussions continued to assure they are meeting the needs of their potential future high school students if the campus expanded.

h. Update on Fundraising and Upcoming Events from PANN Foundation Board

Ms. Heidi Capurro, PANN Foundation Board Member, gave the Board an update and stated their focus was to book their next Boots and Brews fundraiser, which they were currently looking at venues and menu options. Principal Austin noted the next foundation board meeting would focus on the trajectory of the foundation support of the potential expansion of the school and also more ways to celebrate and recognize the students and staff at the school, and involve the community and potential community supporters.

5. Announcements and Notifications

Mr. Colton Loretz reminded the Board their next Board meeting was scheduled for March 15th.

6. Member Comment

There were no member comments.

7. Public Comment

There was no public comment.

8. Adjourn Meeting

Member Perez adjourned the meeting at 10:35 a.m.

Approved on:

Secretary of the Board of Directors

Pinecrest Academy of Northern Nevada

ATTACHMENT 2

Transportation MOU between
Boys and Girls Club of Truckee
Meadows and PANN

BUS USE MEMORANDUM OF UNDERSTANDING

This BUS USE MEMORANDUM OF UNDERSTANDING ("MOU") made on this 1st day of August, 2023 by and between the PINECREST ACADEMY OF NORTHERN NEVADA, a Nevada Public Charter School, hereinafter referred to as "PANN," and BOYS & GIRLS CLUB OF TRUCKEE MEADOWS, hereinafter referred to as "the Club."

WHEREAS, the Club will be providing before and after-school care for PANN students commencing in the 2023/24 school year;

WHEREAS, PANN and the Club desire to obtain transportation to and from the campus located at 1150 Silent Sparrow Dr., Sparks, NV 89441, for those PANN students who are participating in the Club's before and after school programs at PANN's campus; and,

WHEREAS, the Club owns certain school buses that are available to transport its members to and from PANN under the terms and conditions set forth below.

THEREFORE, in consideration of the terms and conditions set forth herein, PANN and the Club hereby agree as follows:

1. Term. The term of this MOU shall be for a period commencing the first day of school 2023 and expiring on June 30, 2024, and may be renewed for additional one-year terms upon mutual agreement by the parties.
2. Scope. The Club will provide the buses and drivers necessary to provide transportation to and from the PANN campus for all PANN students/Club members that sign up for such transportation. PANN will notify the Club at least three weeks prior to the first day of school of the number of PANN students/Club members that have signed up for transportation. All PANN students that wish to receive transportation under this agreement must be members of the Club. Likewise, all Club members that wish to receive transportation under this agreement must be enrolled as students at PANN.
3. Routes, Times. The Club buses will be parked at the locations indicated below from 7:15AM until 7:30AM, at which time the Club buses will depart for the PANN campus. All PANN students/Club members that sign up for transportation must board the buses by the times designated below at the following three (3) locations:

BUS 1:

- Sun Valley: Scolari's Parking lot (5430 Sun Valley Blvd., Sun Valley, NV 89433)
 - Bus Arrival: 7:15AM; Bus Departure to PANN: 7:30AM

BUS 2:

- Reno/Sparks: Reno Sparks Indian Colony (34 Reservation Rd., Reno NV 89502)
 - Bus Arrival: 7:00AM; Bus Departure to Sparks Scolari's: 7:10AM
- Sparks: Scolari's Supermarket parking lot (950 Holman Way, Sparks, NV 89431)
 - Bus arrival: 7:20AM approx.; Bus Departure to PANN: 7:30AM

All PANN students/Club members that sign up for transportation from these 3 above locations will be picked up at PANN at 5:00 pm and dropped off by 5:30PM at the Reno-Sparks Indian Colony, located at 34 Reservation Rd., Reno, NV 89502, and then the Boys & Girls Club of Truckee Meadows, located at 2680 E. Ninth Street, Reno, NV 89512).

Passenger Van:

A fourth pickup/dropoff site will be designated as the Sparks Indian Colony on Blaze Way, in Sparks, NV. The designated Club van to be used for this transportation route will be parked

overnight on the PANN campus in a secure location with video camera surveillance capability. PANN will furnish a staff driver at least twenty-five (25) years of age and a list of driver(s) will be provided to BGCTM prior to any driver(s) operating the van at the PANN campus. Such approved driver(s) shall be the exclusive drivers of the passenger van that shall be on the PANN campus and will be responsible for picking up a maximum of 13 kids each school morning and BGCTM will be responsible for providing a driver to complete drop off of the same kids each evening from PANN campus to the Sparks Indian Colony on Blaze Way, in Sparks, NV. All PANN students/Club Members that sign up for transportation to and from this location must board the van by 7:30AM and they will be picked up each evening at 5:00PM at the PANN campus to be returned to the same location on Blaze Way, Sparks, NV.

4. Fees. In consideration of the foregoing, PANN agrees to promptly pay the Club \$5,960 per month during the term of this MOU; any prorated months (such as start of school to end of August), end of school (June), or summer school days will be billed at a \$298 per day rate based on number of days transportation is provided to PANN. If there is a change in operating costs for the Club to perform this MOU exceeding three percent (3%), the Club may at its discretion propose a cost adjustment and PANN agrees to negotiate an agreed upon cost adjustment with the Club, provided that the Club provides thirty (30) days written notice prior to the effective date of any such proposed cost adjustment.
5. Ownership; Control; Maintenance. Throughout the duration of this MOU, the Club will maintain absolute control and ownership of the buses and the bus/van drivers (with exception of the morning van driver for the Blaze Way route that will be furnished by PANN) will be employees of the Club. As such, the Club agrees to maintain the buses/van(s) at its own expense, including, but not limited to lubrication, fuel, tires, emergency on-the-road maintenance, repairs, and cleaning. The Club will further be responsible for returning any inoperable buses to the Club's designated maintenance or storage location.
6. Driver Background Checks. Any driver employed by the Club shall, before beginning his or her duties as a bus driver under this MOU, submit to PANN a complete set of the employee's fingerprints and written permission authorizing PANN to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for its report on the criminal history of the employee and for submission to the Federal Bureau of Investigation for its report on the criminal history of the employee. The employee shall also provide written authorization for PANN to obtain any information concerning the Club employee that may be available from the Statewide Central Registry for the Collection of Information Concerning the Abuse or Neglect of a Child established by NRS 432.100 and any equivalent registry maintained by a governmental entity in a jurisdiction in which the employee of the Club has resided within the immediately preceding 5 years. The Club shall provide a list of their proposed drivers to PANN and PANN shall pay for the above mentioned criminal background checks.
7. Indemnification. PANN shall indemnify, hold harmless, and defend the Club up to the statutory limits as set forth in the Nevada Revised Statutes (NRS) Chapter 41 for any and all liability and claims including costs and attorneys' fees, which may result from the negligent and/or intentional acts of PANN's employees, agents, or passengers. The Club shall indemnify, hold harmless, and defend PANN from any and all liability and claims, including, but not limited to costs and attorneys' fees, which may result from the negligent and/or intentional acts of the Club and its employees and agents.
8. Insurance. The Club shall provide proof of Commercial Automobile Liability Insurance on each bus used in the transportation of Club members under this MOU. Such insurance shall name PANN as an "Additional Insured" on said certificate and provide endorsement of


additional insured verification. The Club shall provide PANN with thirty (30) days' notice of cancellation of the policy. The Club shall also name PANN as an additional insured on its excess liability policy or policies.

The Club shall maintain a One Million Dollar (\$1,000,000) Automobile Liability policy, a One Million Dollar (\$1,000,000) General Liability Policy, and a Three Million Dollar (\$3,000,000) Umbrella Liability policy. The Club shall provide PANN with Certificates of Insurance and additional insured endorsement(s) reflecting the above coverage and limits.

9. Equipment; Supervision. PANN will provide at least ten (10) days notice should any child being transported under the conditions of this agreement be less than 5 years old or weigh less than 60 pounds, so that the Club may provide a suitable bus (if available) for transport of such children. PANN shall also provide at least ten (10) days notice if any child with special needs that requires additional safety measures shall be transported under the conditions of this agreement, and it shall be the responsibility of the PANN to provide adequate adult supervision of such children.
10. Weather; Hazards. PANN reserves the right to cancel any departure due to inclement weather or poor road conditions. PANN administration will notify the Club immediately if weather results in the cancellation of school and/or before and after-school programs. Any such notification must be made no later than 5:30AM on any day that school and/or before and after-school programs are cancelled.
11. COVID-19. This MOU assumes that PANN is operating without any Federal or State conditions, directives, or mandates related to the COVID-19 pandemic. Should there be any Federal or State conditions, directives, or mandates related to COVID-19 pandemic in place at the commencement of the 2023/24 school year, the Parties agree that the terms of this MOU will be modified according to mutual agreement to account for such changes of condition.
12. Follow WCSD Cancellations. PANN and BGCTM transportation department will follow the guidelines of Washoe County School District on all school bus route delays and/or cancellations.
13. Successors. This MOU shall be binding upon the parties hereto and their successors in interest.
14. Governing Law. This MOU shall be governed by the laws of the State of Nevada.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed as of the date below.

Pinecrest Academy of Northern Nevada,
a Nevada nonprofit




Signature
Frank Perez

Print Name
Chairman of the Board of Directors

Title
8/21/23

Date

Boys & Girls Club of Truckee Meadows,
a Nevada nonprofit



Signature
Michael P. Wurm

Print Name
President/CEO

Title
8/22/23

Date











MOU BGCTM and PANN Transportation, 07.31.23 final

Final Audit Report

2023-08-22

Created:	2023-08-14
By:	colton loretz (colton.lorenz@academicanv.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8QDDhp7C8BqfKv8-kYuiv7RwY61Wd7os

"MOU BGCTM and PANN Transportation, 07.31.23 final" History

-  Document created by colton loretz (colton.lorenz@academicanv.com)
2023-08-14 - 6:35:04 PM GMT
-  Document emailed to frank.perez@pinecrestnnv.org for signature
2023-08-14 - 6:36:18 PM GMT
-  Email viewed by frank.perez@pinecrestnnv.org
2023-08-22 - 0:59:10 AM GMT
-  New document URL requested by frank.perez@pinecrestnnv.org
2023-08-22 - 0:59:12 AM GMT
-  Signer frank.perez@pinecrestnnv.org entered name at signing as Frank Perez
2023-08-22 - 1:01:00 AM GMT
-  Document e-signed by Frank Perez (frank.perez@pinecrestnnv.org)
Signature Date: 2023-08-22 - 1:01:02 AM GMT - Time Source: server
-  Document emailed to Mike Wurm (mwurm@bgctm.org) for signature
2023-08-22 - 1:01:04 AM GMT
-  Email viewed by Mike Wurm (mwurm@bgctm.org)
2023-08-22 - 5:15:18 PM GMT
-  Document e-signed by Mike Wurm (mwurm@bgctm.org)
Signature Date: 2023-08-22 - 5:16:07 PM GMT - Time Source: server
-  Agreement completed.
2023-08-22 - 5:16:07 PM GMT

**ATTACHMENT 3
&
Attachment 4**

As an SPCSA school, PANN is exempt on these requirements.

ATTACHMENT 5

Q4 ADE Certification for PANN

6/15/2023

I, Trevor Goodsell - CFO, 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 Pinecrest Academy of Northern Nevada, the total Average Daily Enrollment Count is 919.98. 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	Kimberly Ballou
Title	Academica Director of State Reporting
Phone Number	702-431-6260
Email	Kim.ballou@academicnv.com



Signature of Superintendent, Principal, or CFO

June 15, 2023

Date

ATTACHMENT 6

Budget Workbook

(Please see separate excel spreadsheet enclosed with the Application.)