ARISE High School

ARISE Board Meeting

Published on October 21, 2026 at 1:17 AM PDT
Amended on November 19, 2026 at 3:00 PM PST

Date and Time

Tuesday December 8, 2026 at 5:00 PM PST

Location

Main Location ARISE High School: 3301 E 12th St UNIT 200 Classroom 104, Oakland, CA 94601
[upstairs from the plaza up the tiled steps, ring the bell]

Additional Locations:

https://us06web.zoom.us/j/9968001809

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:00 PM**
A.	Record Attendance		Deborah Meister	1 m
B.	Call the Meeting to Order		Deborah Meister	1 m
C.	Chair Updates		Deborah Meister	1 m

		Purpose	Presenter	Time

II. Public Comment

III. Consent Calendar

A. Approve Check Registers — Vote

What is updated: Routine approval of the check registers prepared by CSMC for payments issued since the last registers the Board approved.

B. Approve Minutes — Approve Minutes — Deborah Meister

What is updated: Minutes from the October 20, 2026 board meeting, including the vote to amend the Conflict of Interest Code.

Approve minutes for ARISE Board Meeting on October 20, 2026

C. Adopt Title IX Policy Prohibiting Discrimination on the Basis of Sex — Vote — Karla Gandiaga

Updated in October 2026 to follow the federal Title IX regulations now in effect (the 2020 regulations, reinstated after the 2024 rule was rescinded September 29, 2026). Names Gaby Sanchez, Director of Operations and HR, as Title IX Coordinator and Arianna Caplan-Bass, Co-Head of School, as interim Coordinator.
What is updated: Replaces ARISE's earlier Title IX policy with one that follows the federal rules now in effect, names our current Title IX Coordinator and interim Coordinator, and adds a complaint form students, families, and staff can use.

D. Adopt Public Records Act Policy — Vote — Karla Gandiaga

Sets how ARISE receives and responds to public records requests under the California Public Records Act, including the records custodian and the 10-day response timeline.
What is updated: New policy. There is no earlier Board-adopted Public Records Act policy on record, so this puts ARISE's process for public records requests in writing for the first time.

E. Approve Internal Complaint Policy and Uniform Complaint Procedures 2026-27 — Vote — Karla Gandiaga

Annual update of ARISE's complaint procedures, including the Uniform Complaint Procedures, Title IX grievance pathway, Student and Family Complaint Policy, and General Complaint process, with 2026-27 designated officials.

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What is updated: Annual update for 2026-27. The designated complaint officials and contact information now reflect current staff and titles, including Gaby Sanchez as Director of Operations and HR.

F. Approve Transfer Credit and Diploma Residency Policy 2026-27 — Vote — Karla Gandiaga

How ARISE accepts credits earned at other schools and the residency requirements for earning an ARISE diploma.
What is updated: First Board vote on this policy, since no earlier adoption is on record. It puts in writing how ARISE reviews credits from other schools and the residency requirements for an ARISE diploma.

G. Integrated Pest Management Plan 2026-27 — FYI — Karla Gandiaga

For information. Updated plan under the Healthy Schools Act, with Antonio Aguilar as IPM Coordinator, monthly service by a licensed provider, and annual family and staff notification.
What is updated: Updates the April 2025 plan with our current IPM Coordinator (Antonio Aguilar) and licensed provider (Omega Termite and Pest Control), the products we expect to use this year, and the steps for notifying families and staff. No rodenticides are used on campus.

H. Workplace Violence Prevention Plan 2026-27 — FYI — Karla Gandiaga

For information. Annual review of ARISE's plan under SB 553, with Gaby Sanchez, Director of Operations and HR, as plan administrator. Next review by October 2027.
What is updated: Annual review completed October 2026. Names Gaby Sanchez, Director of Operations and HR, as plan administrator, updates contact information, and routes corrective actions to the Co-Heads of School.

I. Approve Updated Student and Family Handbook 2026-27 (October 2026) — Vote — Karla Gandiaga

The Board approved the 2026-27 Student and Family Handbook on June 9, 2026.
What is updated:

- Adds two required notices: the Title IX Coordinator and the Healthy Schools Act pesticide notification.
- Updates contacts and staff titles to the Co-Heads of School structure.
- Updates the math course pathway and the school calendar to match the website.
- Adds the SB 848 and SB 577 updates: clearer professional boundaries between staff and students and a link to the new Code of Conduct.

- Mandated reporting now covers board members, volunteers, and contractors.
- Adds notice of the child abuse prevention lessons families may opt out of.
- Introduces a new website-style design.

J. Approve Updated Staff Handbook 2026-27 (October 2026) — Vote — Karla Gandiaga

The Board approved the 2026-27 Staff Handbook on August 25, 2026.
What is updated:

- The Title IX section now links to the updated Title IX Policy on this agenda and includes the Coordinator's phone number.
- Adds back two pieces that were listed in the table of contents but missing from the handbook: Section 13, Teacher Specific Information (attendance records and grading procedures), and Appendix D, the physical demands for ARISE positions.
- Adds the SB 848 and SB 577 updates: clearer professional boundaries with students (school accounts only for communication) and a link to the new Code of Conduct.
- Mandated reporting now covers board members, volunteers, and contractors.
- Adds a prior-school-employer misconduct check in hiring.
- Introduces a new website-style design with a linked contents page.

K. Independent Study Master Agreement 2026-27 — FYI — Karla Gandiaga

For information. The written agreement each independent study student, family, and teacher signs, updated to match the Independent Study Policy the Board approved on December 2, 2025.
What is updated: Our legal counsel advised that the agreement must match the policy to avoid an audit finding, so it now reflects the policy: assignments due within 5 school days, an evaluation after 10 missed assignments in 5 school days, weekly live instruction with a teacher, family progress updates at least every two weeks, steps to reengage students who fall behind, and a return to in-person classes within 5 instructional days. Work is submitted through Google Classroom, or on paper as an accommodation when needed. It also has a new, easier-to-read design.

L. Approve Revised Professional Boundaries and Safe Environment Policy (SB 848) — Vote — Karla Gandiaga

The Board adopted ARISE's Professional Boundaries and Safe Environment Policy in June 2026, meeting the SB 848 requirement for a staff-student boundaries policy by July 1, 2026.

		Purpose	Presenter	Time

What is updated: Updates titles to the Co-Heads of School and adds sections on recognizing and reporting grooming, independent third-party investigations of serious concerns, no agreements that hide misconduct, and annual notice to staff and families. It now aligns with the new Code of Conduct and Sexual Assault Prevention Plan on this agenda.

M.	Adopt Code of Conduct and Sexual Assault Prevention Plan (SB 577)	Vote	Karla Gandiaga	

SB 577 (signed September 30, 2026) requires every school to adopt a code of conduct and a sexual assault prevention plan by December 1, 2027. ARISE is adopting early.
What is updated: New plan. It sets codes of conduct for adults and students, describes how ARISE prevents sexual abuse, grooming, exploitation, and trafficking, lays out how students, families, and staff report concerns, commits to independent third-party investigations, and adds grooming to annual mandated reporter training.

N.	Approve Revised Comprehensive School Safety Plan 2026-27 (SB 848)	Vote	Karla Gandiaga	

The 2026-27 Comprehensive School Safety Plan was updated August 20, 2026. SB 848 requires the plan to include procedures for supervising students and protecting them from child abuse, neglect, and sex offenses.
What is updated: Adds a section on supervision and protection from child abuse, neglect, and sex offenses (supervised and visible spaces, activities and transportation, staff-student communication, grooming, reporting, and response), and a section on mandated reporters and training, which now include board members, volunteers, and contractors. Staff were trained on the plan at August 2026 professional development, and Academic Mentors received additional training.

O.	Approve CSMC Second Addendum for 2027-28 Back Office Services	Vote	Karla Gandiaga	

Second addendum to ARISE's back office services agreement with CSMC, extending the contract through June 30, 2028 at $115,000. Signers: Trevor Gardner and Arianna Caplan-Bass, Co-Heads of School.

What is updated: The current agreement runs through June 30, 2027, with a 2027-28 option at $123,000. This addendum removes LCAP support ($3,000) and Parsec SBAC/NWEA data analysis with board presentations ($5,000), setting the 2027-28 fee at $115,000. CSMC will continue coding expenses to LCAP goals and actions.

P.	Adopt Parental Leave Policy (Effective 2027-28)	Vote	Karla Gandiaga	

		Purpose	Presenter	Time
	Sets out the leave California and federal law provide for pregnancy, childbirth, adoption, and foster placement, including the new paid pregnancy disability leave for California public school employees that begins January 1, 2027, and how staff request additional time off. Takes effect July 1, 2027 and will be added to Section 7 of the 2027-28 Staff Handbook. What is updated: New Board policy for 2027-28. It covers up to 14 weeks of paid pregnancy disability leave, pregnancy disability leave, and baby-bonding leave, with any additional time off requested as PTO and approved at the discretion of the Co-Heads of School. Leaves that begin before July 1, 2027 continue under current practice. The 2026-27 Staff Handbook does not change.			
Q.	Approve Copier Lease and Service Agreement with Modern Office Solutions	Vote	Karla Gandiaga	
	Staff recommends replacing ARISE's current Xerox copier leases with a 60-month lease and service agreement through Modern Office Solutions. The new agreement lowers monthly printing costs and includes the payoff of the current Xerox leases. Recommended action: Approve the lease and service agreement with Modern Office Solutions and authorize the Co-Heads of School to execute it, as outlined in the attached proposal.			
IV.	**Co-Heads of School Items**			**5:03 PM**
A.	Co-Heads of School Update	Discuss	Arianna Caplan-Bass	10 m
V.	**Finance**			**5:13 PM**
A.	Finance Update	Discuss	Karla Gandiaga	15 m
B.	Audited Actuals Approval FY25-26 Audit	Vote	Karla Gandiaga	10 m
C.	1st Interim Financial Report	Vote	Karla Gandiaga	15 m
VI.	**Governance**			**5:53 PM**
A.	Governance Committee Updates	Discuss	Deborah Meister	5 m
B.	Amend the Regular Board Meeting Schedule Only if needed.	Vote	Deborah Meister	5 m

		Purpose	Presenter	Time
C.	Document Director Terms Under the June 2026 Bylaws	Vote	Deborah Meister	5 m
	Following adoption of the updated bylaws on June 9, 2026, the Board will document each director's term and set the two staggered groups the bylaws describe (Article 3, Section 4).			
D.	Confirm 2026-27 Board Officers	Vote	Deborah Meister	5 m
	The bylaws adopted June 9, 2026 name the Co-Heads of School as President and Chief Financial Officer (Article 4). This item records each 2026-27 officer by name. What is updated: Deborah Meister, Chair; Melissa Iglesias, Secretary; Trevor Gardner, Co-Head of School, President; Arianna Caplan-Bass, Co-Head of School, Chief Financial Officer.			
VII.	**Closed Session**			**6:13 PM**
A.	Public Employee Performance Evaluation (Gov. Code 54957)	Discuss	Deborah Meister	35 m
	Title: Co-Heads of School. Midyear evaluation, including review of the Co-Heads' self-reflections, and planning for the year-end evaluation.			
VIII.	**Reconvene in Open Session**			**6:48 PM**
A.	Report Out of Closed Session	FYI	Deborah Meister	1 m
IX.	**Upcoming Meetings**			**6:49 PM**
A.	Next Meeting - Preview & Considerations for Agenda	Discuss		3 m
B.	Future Meetings - Other work that needs to be agendized	Discuss		1 m
X.	**Closing Items**			**6:53 PM**
A.	Adjourn Meeting	Vote		

This legislative body conducts business under the meeting requirements of the Ralph M. Brown Act.

MEETING AGENDA & RELATED MATERIALS

Agendas for regular board meetings as defined by the Brown Act will be posted at the meeting site and the legislative body's website, if applicable, 72 hours prior to
the start of the meeting. Agendas for special meetings as defined by the Brown Act will be posted at the meeting site and the legislative body's website, if applicable,
24 hours prior to the start of the meeting. Materials relating to an agenda topic that is a matter of public record in open session, will be made available for public
inspection 72 hours prior to the start of the meeting, or, alternatively, when the materials are distributed to at least a majority of board members.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE
Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY
The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

SPECIAL PRESENTATIONS MAY BE MADE
Notice is hereby given that, consistent with the requirements of the Bagley-Keene Open Meeting Act, special presentations not mentioned in the agenda may be
made at this meeting. However, any such presentation will be for information only.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY
Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to
attend or participate in this meeting may request assistance by contacting ARISE High School, 3301 E. 12th Suite 205, Oakland, CA; telephone: (510) 436-5487.

FOR MORE INFORMATION
For more information concerning this agenda or for materials relating to this meeting, please contact ARISE High School, 3301 E. 12th Suite 205, Oakland, CA;
telephone: (510) 436-5487.