



# ARISE High School

## Board Meeting

Published on March 12, 2021 at 9:32 PM PST

### Date and Time

Tuesday March 16, 2021 at 6:00 PM PDT

### Location

<https://zoom.us/j/9968001809>

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		1 m
<b>II. Consent Calendar</b>			<b>6:02 PM</b>
A. 2021-2022 Audit Proposal Contract	Vote	Karla Gandiaga	5 m
B. Approve February Check & CC Register	Vote		5 m
<b>III. AB 1505 and Charter Renewal Presentation</b>			<b>6:12 PM</b>
A. AB 1505 and Charter Renewal Presentation	Discuss	Karla Gandiaga	20 m
<b>IV. Finance</b>			<b>6:32 PM</b>
A. EdTec Financial Presentation - FY20-21 February Financials and Second Interim	Vote	EdTec	15 m
Vote on second Interim			

	Purpose	Presenter	Time
<b>V. Head of School Update</b>			<b>6:47 PM</b>
A. Head of School Update	Discuss	Karla Gandiaga	20 m
<b>VI. COVID Safety Plan</b>			<b>7:07 PM</b>
A. April Reopening COVID Safety Plan	Vote	Karla Gandiaga	15 m
<b>VII. Governance</b>			<b>7:22 PM</b>
A. Vote on Head of School Employment Agreement	Vote	Julie Obbard	10 m
B. Board Recruitment	Discuss	Gihani Fernando	10 m
<b>VIII. Closing Items</b>			<b>7:42 PM</b>
A. Adjourn Meeting	Vote		

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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**

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# Cover Sheet

## Approve Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	2021_02_16_board_meeting_minutes.pdf

DRAFT



# ARISE High School

## Minutes

### Board Meeting

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#### Date and Time

Tuesday February 16, 2021 at 6:00 PM

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<https://zoom.us/j/98440054147>

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#### Directors Present

D. Bryson (remote), G. Fernando (remote), G. Netter (remote), J. Obbard (remote), M. Arechiga (remote), R. Tadeo (remote)

#### Directors Absent

*None*

#### Guests Present

Bryce Flemming (remote), Jeff Thompson (remote), K. Gandiaga (remote), karla (remote)

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

J. Obbard called a meeting of the board of directors of ARISE High School to order on Tuesday Feb 16, 2021 @ 6:05 PM.

### II. Consent Calendar

#### A. Approve December Minutes

D. Bryson made a motion to approve the minutes from Board Meeting on 12-08-20.

M. Arechiga seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

G. Fernando Aye  
J. Obbard Aye  
M. Arechiga Aye  
R. Tadeo Aye  
G. Netter Aye  
D. Bryson Aye

**B. Approve January 2021 Check & CC Register**

D. Bryson made a motion to Approve.

M. Arechiga seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

D. Bryson Aye  
G. Netter Aye  
G. Fernando Aye  
J. Obbard Aye  
M. Arechiga Aye  
R. Tadeo Aye

**C. El Dorado SELPA**

D. Bryson made a motion to Approve.

M. Arechiga seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

G. Fernando Aye  
R. Tadeo Aye  
J. Obbard Aye  
D. Bryson Aye  
G. Netter Aye  
M. Arechiga Aye

**D. Approve Coaching Engagement**

G. Fernando made a motion to Approve.

R. Tadeo seconded the motion.

Karla Gandiaga provided an overview of the agreement to the board and provided an opportunity for the board to ask clarifying questions around the scope of work.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

G. Netter Aye  
J. Obbard Aye  
D. Bryson Aye  
M. Arechiga Aye  
R. Tadeo Aye  
G. Fernando Aye

**III. Board Business/Discussion**

**A. Opening Activity**

Trevor Gardner lead an activity for the board using Jamboard (a tool used for instruction during distance learning) to discuss quotes from the book "We Want to Do More Than Survive".

**B. Head of School Update**

Karla Gandiaga provided updates for the board including charter renewal, COVID-19 vaccinations and fall reopening plans. In addition, provided updates on the FY22 Budget including new positions, investments in academic counseling and intervention to address learning loss and building out SPED team.

**C. Finance Committee Update**

Bryce Fleming presented on state budget forecast and proposal for FY22 including deferrals, ADA and STRS. Jeff Thompson presented updates on the current 20-21 budget and significant changes including rent credits, grants and compensation and benefits. Thompson also reviewed cash flow projections and spring financing. Updates provided on the Finance Dashboard, restricted spending and timeline for 21-22 budget development.

**D. Talent and Academics Committee Update**

Karla Gandiaga presented on instructional rounds data for January 2021 and provided updates on 2020-21 NWEA Math Goals, Fall 2020 Reading Scores. Reviewed the instructional improvement plan including PD focus on rigor, focused and repeated structures and structured participation trackers to increase engagement. Talent updates included strengths and areas of growth found through formative evaluations of teachers, intent to return, updated employment agreements and hiring.

**E. Board Recruitment Process**

Gihani Fernando lead the board through a discussion around board recruitment including a reflection on accomplishments, vision for the board going forward and implications for areas of focus.

**IV. Closing Items**

**A. Upcoming Events**

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:31 PM.

Respectfully Submitted,  
J. Obbard

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# Cover Sheet

## 2021-2022 Audit Proposal Contract

**Section:** II. Consent Calendar  
**Item:** A. 2021-2022 Audit Proposal Contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
ARISE High School - CLA's Proposal for Professional Services (2).pdf

# Create Opportunities



January 26, 2021

**Proposal to provide professional audit and tax services to:**

## **ARISE High School**

*Prepared by:*

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[CLAconnect.com](https://www.claconnect.com)

**WEALTH ADVISORY**

**OUTSOURCING**

**AUDIT, TAX, AND**

**CONSULTING**



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626-857-7300 | fax 626-857-7302  
CLAconnect.com

January 26, 2021

Karla Gandiaga, Head of Schools  
ARISE High School  
3301 E. 12<sup>th</sup> Street, #205  
Oakland, CA 94605

Dear Ms. Gandiaga:

We are very excited about the opportunity to propose our professional services to ARISE High School, (ARISE). We believe CLA is uniquely qualified to understand the needs and challenges facing ARISE now and into the future. The enclosed proposal responds to your request for audit and tax services for the fiscal year ending June 30, 2021.

We are confident our proposal not only addresses your requirements in a professional services firm, but also demonstrates our strong capabilities in serving charter schools similar to that of ARISE, developed during our more than 20 years of experience serving charter schools since their inception, as well as our more than 60-year history of working with nonprofit organizations.

CLA is focused on delivering an exceptional level of knowledge, insight, and industry experience. As our clients' most trusted business advisor, we:

- Take a genuine interest in your opportunities and challenges.
- Proactively work with you to develop strategies based on a deep understanding of your business and industry.
- Address your organization's financial challenges through our national and local resources.
- Continually strive to better your organization, the nonprofit industry, the communities in which we work and live, the accounting profession, and ourselves.

We are eager to continue working with you and welcome the chance to present our proposal to the audit committee, board of directors, or entire management team. If you have any questions about our offerings, please do not hesitate to contact me via the information below.

Sincerely,

**CliftonLarsonAllen LLP**

A handwritten signature in black ink, appearing to read 'Lili Huang', with a large, stylized flourish at the end.

**Lili Huang, CPA, Principal**  
[lili.huang@CLAconnect.com](mailto:lili.huang@CLAconnect.com)  
Direct 626-204-7338



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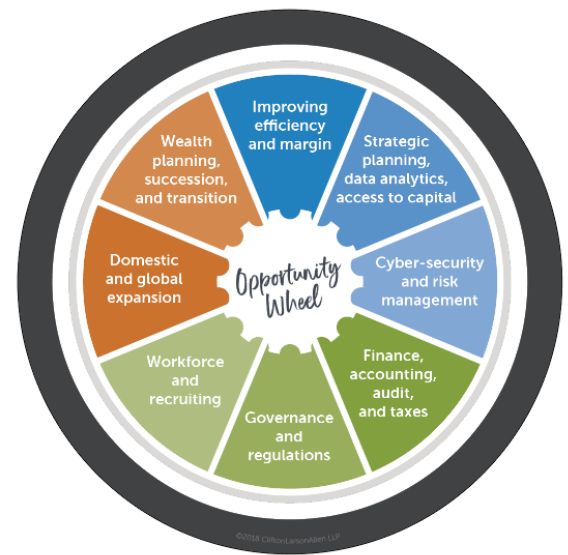


## Executive Summary

### Why should ARISE High School choose CLA?

To be candid, we can probably agree that there are many firms that can provide audit and tax services. So, undoubtedly one of the most critical questions you need to answer as part of this process is “why?” Why should ARISE choose one firm over any other firms that could perform your audit and tax compliance requirements?

Our combination of industry specialization, integrated approach, thought leadership, and enterprise excellence are the foundation that allows us to make a difference in our clients’ ability to meet their missions. It creates a noticeably different experience for the clients we serve – whether that service is an audit, tax return, consulting engagement, or any other service.



### Fresh perspective

By engaging CLA, ARISE will benefit from a fresh look at its business, systems, and processes.

### Specialized industry practices

Our professionals are immersed in your field. Those selected to serve you are not just accounting practitioners; they have significant exposure, training, and knowledge working with charter schools. We strive to develop a two-way advisory relationship to provide assistance to you throughout the year, rather than just during the audit. Overall, we commit to providing ARISE with experienced professionals.

### Dedication to training on charter school-specific matters

We are dedicated to providing training, conferences, position papers, and other educational opportunities specifically related to charter schools. We identified a need to provide finance-related training to board members, management, and other key financial employees, and provide charter school specific learning.

### Enterprise excellence

We have a goal of exceeding expectations. We call this “enterprise excellence,” which means looking for ways to improve the outcome and experience of our clients and demanding high quality in everything we do. The value to ARISE will be to engage a firm that believes going above and beyond expectations is the appropriate level of accepted performance!

### Understanding your needs

We can provide the following services:

- Annual audit to be completed in compliance with the established timeline, including communication of audit results to management, the audit committee, and board of directors.
- Meetings with the audit committee and board of directors, as requested.
- Prepare tax filings for ARISE and each of the Supporting Organizations, including Forms 990 and 990-T, if applicable.
- Year-round audit and tax consultation service, including presentation of emerging issues related to charter schools and the nonprofit industry to management and the audit committee as they arise.



- Build a relationship with a firm with deep industry experience and capabilities that align with ARISE's mission.
- The capability to be a knowledgeable resource related to various industry, tax, compliance, and other matters.
- A tailored, integrated, and efficient approach to all services and deliverables, including audit and any special projects that may be requested.
- Consistent receipt of timely, professional work products.
- Receiving value beyond a delivered financial statement and a management letter.
- A consistent team of professionals with experience and high levels of principal involvement.
- Proactive and communicative organization of the audit process to prevent a crisis at the last minute.
- Filing of one copy of each audit report with each of the following agencies:
  - California Department of Education (or out of state equivalent)
  - Controller of State of California (or out of state equivalent)
  - Alameda County Office of Education
  - Oakland Unified School District

In summary, our greatest strength is our people who truly believe they can make a difference.

If ARISE is looking for greater value from their annual audit and tax services, then our dedicated industry professionals who are driven to impact the economic challenges of charter schools, and the future of charter schools makes CLA a top firm for ARISE.

### Innovation at CLA

Artificial intelligence, machine learning, cryptocurrencies, and other technologies are disrupting the way we all do business. Disruption creates the need for innovation; innovation is an opportunity to improve the way we do our work and interact with you. Our entrepreneurial culture requires us to embrace change wherever we find it, learn from it, and create solutions designed to make interactions easier, more transparent, and more seamless.

We use a combination of technical and non-technical means to improve efficiency, enhance quality, and make your experience better.

As your organization continues to innovate, we're doing the same by continually increasing our knowledge of you and understanding of your industry so we can help you address the business issues you face.



Innovation at CLA is a purposeful approach to problem-solving that transforms technology into better experiences for our clients.



## The CLA Seamless Assurance Advantage

The CLA Seamless Assurance Advantage (SAA) is an innovative approach to auditing that utilizes leading technologies, analytics, and audit methods to help solve client problems and create a seamless experience.



### A different approach

SAA is unlike any conventional audit process. SAA does not depend on physical location. It reduces the time our professionals spend on site, creates fewer disruptions, enables more efficient use of resources (yours and ours), and allows for more impactful interactions with your people.



### Insights through analytics

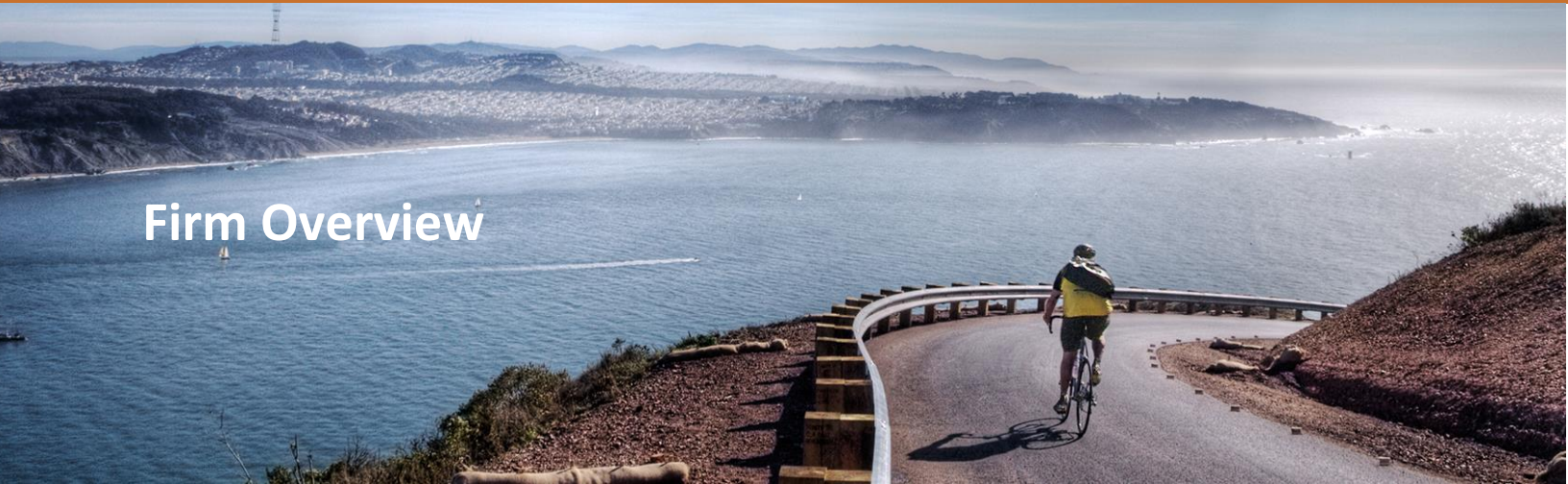
CLA uses strategic data analysis to examine whole data sets to gain a deeper understanding of your organization. Insights that were once impossible can now come into focus to help you measure performance, enhance strategic decision making, and understand your competitive opportunities.



### Effective technology

CLA embraces technologies that help solve client problems and create a seamless experience. Assurance Information Exchange (AIE) is a web-based application, developed by CLA, to digitally request and obtain audit documents through a secure and efficient online portal.





# Firm Overview

## Create opportunities

CLA exists to create opportunities for our clients, our people, and our communities through industry-focused wealth advisory, outsourcing, audit, tax, and consulting services.

More than

**7,400**

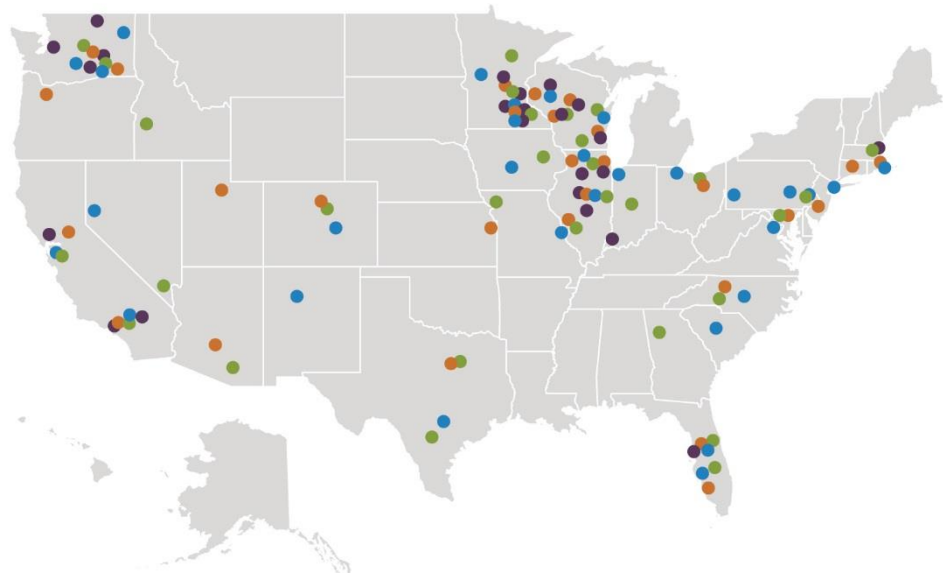
people



More than

**120**

U.S. locations



A

**global**



affiliation

## *We promise to know you and help you*

With CLA by your side, you can find everything you need in one firm. Professionally or personally, big or small, we can help you discover opportunities and achieve more than you believed possible.

## Service office location and contact information

ARISE will be served from the Glendora, California office located at:

CliftonLarsonAllen LLP  
2210 E. Route 66  
Glendora, CA 91740  
626-857-7300 | fax 626-857-7302





## What makes us different?

You can depend on CLA for several uncommon advantages:

### Deep industry specialization

Our people are industry practitioners first and foremost. You will work with professionals who know you, your organization, and your industry. We combine their knowledge with yours to make you stronger.



### Seamless, integrated capabilities

We offer planning and guidance from startup through succession, with particular care for the people behind the enterprise. Your team connects with a broad network of resources behind the scenes to support you.

### Premier resource for nonprofit organizations and their stakeholders

Nonprofit organizations enrich our communities. You are at the core of our strategic focus because supporting you means a better world for all of us.



### Inspired careers

Your success is of paramount importance to our team members. You will work with entrepreneurial people who are constantly developing capabilities to help you meet any challenge you face.

**Range of activities:** CLA's Glendora, California office provides a full range of accounting and consulting services, including audit, tax preparation and planning, budgeting and analysis, revenue enhancement, interim controllers, internal control and fraud prevention, facilities planning and accounting, accounting software systems, and several other services to multiple industries, including charter schools.

CLA is different from other national professional service firms in its size and focus on serving nonprofit organizations and privately held businesses and individuals first. Where other firms are aligned geographically, we align our professionals by the industries they choose to serve – it is their choice and their passion for an industry which drives that choice. For ARISE, this means dedicated charter school knowledge and resources and the high retention in engagement staffing that accrues from allowing our professionals to choose the industries they want to work with. Our focus on nonprofits across our firm provides you the depth and capacity to serve you.

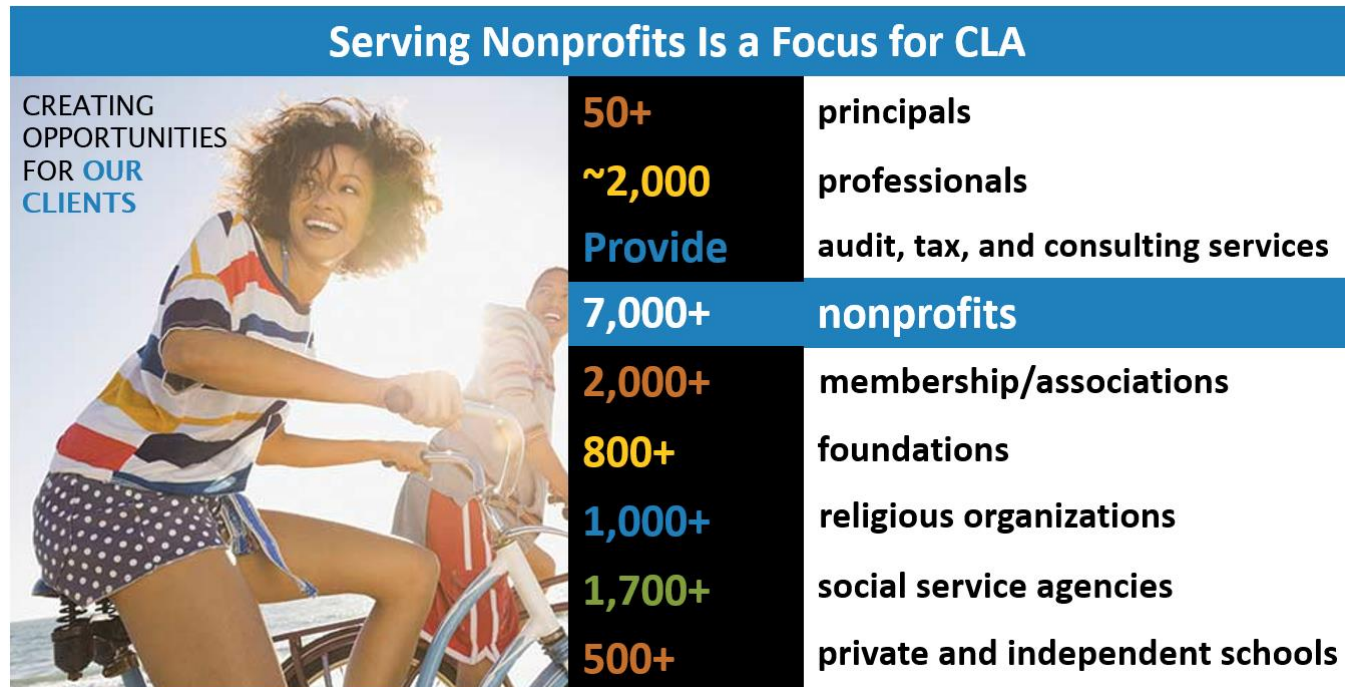
For more information about CLA, visit [CLAconnect.com/aboutus](https://CLAconnect.com/aboutus).



## Understanding Your Industry

### Charter school and nonprofit experience

Charter schools are a dynamic, unique area of accounting and require constant attention and monitoring. Our knowledge of your industry is crucial to offering actionable strategies. As a firm with more than 60 years of experience, we possess an exhaustive understanding of your challenges and are able to respond promptly and effectively to help meet them. We are leaders in serving a large number of nonprofit organizations, including charter schools.



*Nonprofit industry total number of clients include approximately 1,000 nonprofit organizations that are not categorized within the sub industries noted in the above graphic.*

Nationwide, CLA serves more than 7,000 nonprofit organizations, with more than 500 private and independent schools, including in excess of 300 charter schools. These organizations have operating budgets ranging from less than \$1 million to more than \$300 million. These organizations' assets range from \$1 million to more than \$4 billion; and our public pension plan and federal governments to more than \$1 trillion. Therefore, CLA has extensive experience providing audit, tax, and consulting services to nonprofits and charter schools of all sizes across the United States.

### What's important to you

ARISE will be served by CLA's dedicated charter school group, a team focused on providing high-quality accounting, auditing, tax, and other services to charter schools like ARISE. The ultimate goal is to reach a conclusion on the critical processes and develop an audit plan that supports the risks identified through this process.



## Presence in the charter school industry

CLA's Glendora, California office has built an excellent reputation as being committed to providing top quality audit, accounting, and consulting services to our charter school clients. We are experienced in the business of charter schools and currently audit more than 300 charter schools nationwide.

The following is a partial list of our current charter school clients:

### Charter Management Organizations:

- ACE Charter Schools
- Alpha Public Schools
- Caliber Schools
- California Montessori Project
- California Online Public Schools
- Camino Nuevo Charter Academy
- City Charter School
- Education for Change
- Envision Schools
- Grimmway Academy
- ICEF Public Schools
- iLEAD Schools
- Imagine Schools
- KIPP Bay Area Public Schools
- KIPP Memphis
- KIPP Minnesota
- KIPP New York
- KIPP Philadelphia
- Leadership Public Schools
- Los Angeles Leadership Academy
- Method Schools
- Navigator Public Schools
- Options for Youth
- Rocketship Education
- Rocky Mountain Preparatory Schools
- Summit Public Schools
- Synergy Academies
- Voices College-Bound Language Academy
- YPI Public Schools

### Standalone Schools:

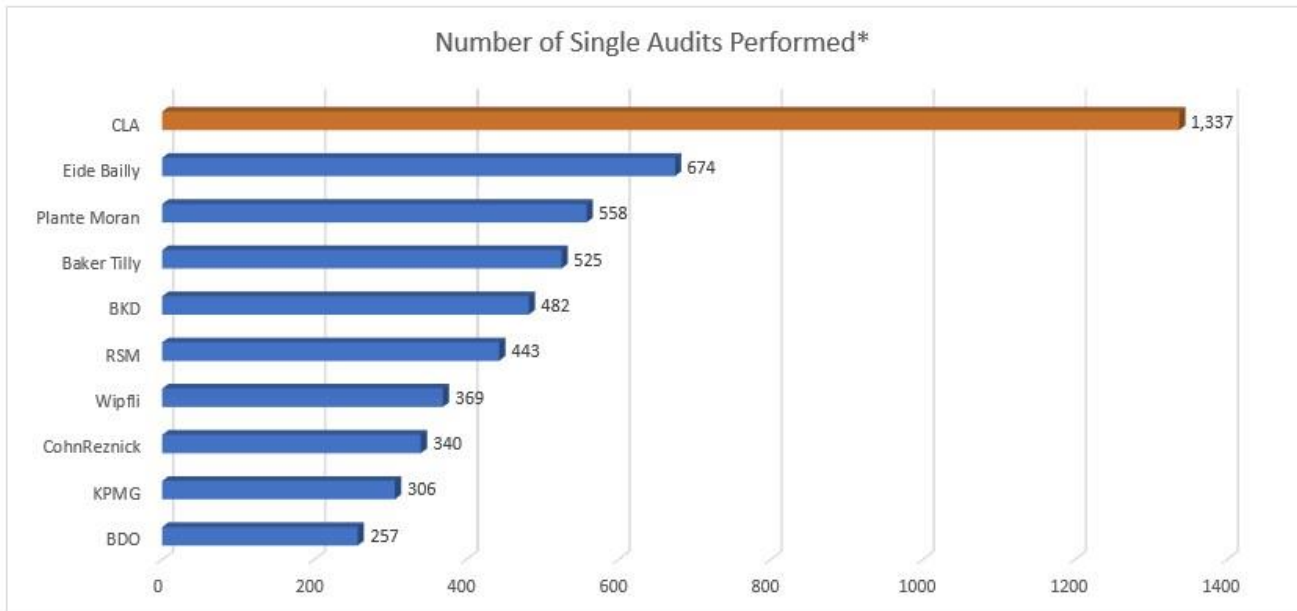
- ARISE High School
- Arts in Action Community Charter School
- Bayview Academy of Monterey
- Birmingham Community CHS
- Community Roots Academy
- Discovery Charter Prep School
- DesignTech High School
- El Camino Real Charter High School
- El Sol Science and Arts Academy
- Gold Rush Home Study Charter
- Ivy Academia
- James Jordan Middle School
- Jefferson RISE
- Journey School
- Laureate Academy
- Natomas Charter School
- North Oakland Community Charter School
- Novato Charter School
- Oasis Charter Public School
- Orange County High School of Arts
- Shasta Secondary Home School
- Sophie B. Wright Charter School
- Summit Leadership Academy High Desert
- Sunrise Middle School
- Twin Rivers Charter School
- Urban Montessori
- Vincent Academy
- Westlake Charter School



## Leaders in performing single audits

Our client portfolio of nonprofit, government, and health care institutions represents nearly half of the firm's total revenues. The chart below illustrates CLA's experience in serving organizations that receive federal funds and demonstrates our firm's dedication to serving the government and nonprofit industries.

**CLA performs the largest number of single audits in the United States! We audited more than \$56 billion dollars in federal funds in 2019.**



\*The information for the firms above was pulled from the Federal Audit Clearinghouse for audits with fiscal year ends between January 1, 2019 – December 31, 2019.

\*\*\*includes additional single audits performed by 2019 acquired firms: Atkinson & Co.; bloom shairo

## Single Audit Resource Center (SARC) Award

CLA received the [Single Audit Resource Center \(SARC\) Award](#) for *Excellence in Knowledge, Value, and Overall Client Satisfaction*. SARC's award recognizes audit firms that provide an outstanding service to their clients based on feedback received from an independent survey.



The survey queried 7,029 nonprofit and government entities about the knowledge of their auditors, the value of their service, and overall satisfaction with their 2019 fiscal year-end audit. The SARC award demonstrates CLA's dedication to serving the government and nonprofit industry and maintaining the most stringent regulatory requirements in those sectors.



## Nonprofit tax experience

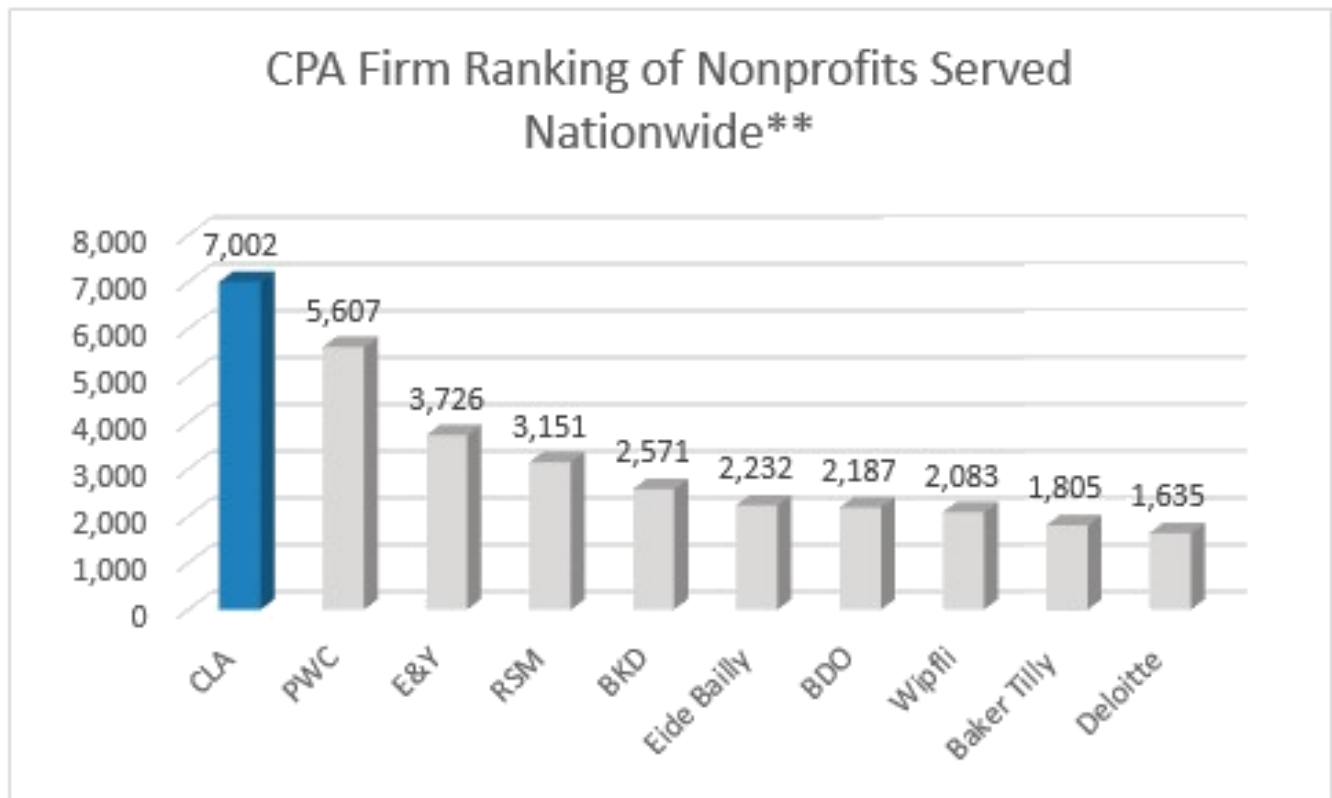
CLA prepares more 990s than any other professional services firm in the United States based on data obtained from CauseIQ. We share what we've learned from our experiences with our tax-exempt clients to keep them aware of potential tax issues. We will share these perspectives and insights throughout the year, not just at tax filing time.

Income tax laws and regulations for nonprofit organizations are complex. Federal, state, and local tax laws affecting ARISE create a complicated and ever-changing landscape which is under the watchful eye of the IRS and state taxing authorities. In addition, your tax returns are available for public inspection, making them accessible to a variety of stakeholders and interested persons. With CLA, ARISE will get a firm that:

- Has extensive experience in preparing 990, 990-T, and state tax returns, including the required schedules
- Has working knowledge of the nonprofit community's accounting and tax needs
- Is diligent in meeting deadlines to avoid late filing and other tax penalties



The following chart demonstrates the depth of CLA's experience serving tax exempt organizations:



\*\*The list is based on a database of approximately 1,126,000 nonprofit filed Forms 990 (filers with annual revenue greater than \$50,000) which is maintained by CauseIQ. The totals do not include 990N and other nonprofits that do not need to file such as religious organizations therefore the numbers listed above do not include all nonprofits served by CLA.



## National nonprofit tax team

We have assembled a nationwide team of nonprofit tax professionals who hold advanced degrees in finance, business administration, taxation, and law. These professionals have extensive knowledge of local, state, national, and international tax issues and laws and constantly monitor for tax law changes, court decisions, and pending legislation and regulations. For example, in past sessions of the Maryland General Assembly, local members of our tax department were invited to testify before committees regarding state tax legislation under consideration.

We share these insights with our clients in the form of regular articles, webinars, and roundtable discussions. In addition, our professionals have broad experience representing organizations under examination by the IRS and state taxing authorities. We leverage that experience to provide you with complete, accurate, and transparent tax filings designed to minimize the risk of being selected for such an examination.

Examples of our nonprofit experience include:

Potential Tax Issues	CLA's Knowledge
<b>Unrelated Business Income (UBI)</b>	Unrelated business activities can generate additional filing requirements, increase recordkeeping burdens, and even jeopardize your tax-exempt status. Traditional activities include advertising, rent from debt-financed property, administrative services, partnership investments, sale of inventory, and career center job listings. We will consult with and advise you regarding revenue that causes UBI, expense allocations, tracking of net operating losses, and how to protect your organization's tax exemption.
<b>Alternative Investments and Foreign Activities</b>	Complex alternative investments can create additional filing requirements, tax obligations, and tax credit opportunities. Investments, programs, and expenditures outside of the United States can generate additional information reporting on the Form 990 as well as additional filings. We are available to consult on such investments and activities before the transactions are entered into so that you will be well informed as to the potential tax and reporting consequences.
<b>Deferred Compensation</b>	We effectively explain the complex regulations under IRC Section 457 and 409(A) affecting deferred compensation arrangements. We will consult with you regarding how your organization and your employees are impacted.
<b>Employee Benefits and Expense Reimbursements</b>	We can assist you in identifying taxable and nontaxable benefits for your employees. Proper reporting is essential both for payroll tax purposes and to avoid excise taxes for incomplete disclosure on Form 990. We can help you properly design an accountable plan for expense reimbursements and document retention.
<b>State and Local Taxes (SALT)</b>	Exemption from federal income tax does not automatically create exemption from state and local taxes. Many nonprofit organizations must comply with state tax requirements for unrelated business income tax, real estate tax, personal property tax, sales and use tax, and state registration. Our SALT professionals can help you identify your organization's nexus to nonresident states, comply with filing requirements, and generate voluntary disclosure agreements where necessary.
<b>Payments to Nonresident Aliens</b>	Many nonprofits attract a worldwide employee base, make honorarium payments to nonresident individuals, reimburse for international travel and living expenses, and make payments or award grants to nonresidents. Such activities often create additional reporting and disclosure requirements, and significant complexities exist.



Potential Tax Issues	CLA's Knowledge
	Our team of international tax professionals works closely with our network of international affiliates to help you understand and comply with your filing obligations both inside and outside the United States.
<b>Payroll and Employment Taxes</b>	We can assist you with worker classification, employment tax audits, and best practices for compliance reporting. We can provide guidance and advice regarding the treatment of signing bonuses, severance payments, early retirement, royalties, and settlement payments.
<b>2017 Tax Act and the Wayfair decision</b>	Recent changes to the Internal Revenue Code impact nonprofit organizations. We can help you understand how the new law affects you. We can also help you understand how the Supreme Court recently overturned the long-standing "physical presence" standard and how your provision of goods and services in accordance with your mission can create "economic nexus" with other states.
<b>Miscellaneous Tax Reporting</b>	We can assist you with identifying and reporting lobbying and political activity, accounting for charitable fundraising events, reporting gaming activities, complying with the requirements for written acknowledgement of donations, maintaining a group exemption for subordinates, structuring your membership fees and benefits, and a wide variety of issues relevant to ARISE.

## Industry participation

CLA actively supports industry education as a thought leader and industry speaker. Our firm focuses on supporting the educational needs of the industry through nationally sponsored trade events. Our team of charter school professionals is sought after, both as educators and as experienced speakers who are invited to speak and teach at major professional events by leading trade associations.

Our assurance and advisory principals are national leaders on several standard-setting bodies. Several have assisted with the writing of the American Institute of Certified Public Accountants (AICPA) practice and audit guides specifically for nonprofit organizations, chaired technical boards, and lead state CPA organizations. Many of our professionals gather client thoughts and submit responses to the Financial Accounting Standards Board (FASB). As participants in these state and national standard-setting bodies, our professionals are on the cutting edge of new developments that affect you. Our work in these emerging areas gives you an advantage in planning ahead. A representative list of industry organizations and regulatory bodies that our charter school and nonprofit services team members are active in includes:

- American Institute of Certified Public Accountants
  - Auditing Standards Board
  - Board of Directors
  - Certified in Financial Forensic Credential Committee
  - Council and Nominating Committee, past member
  - Not-for-Profit Advisory Council
  - Not-for-Profit Entities Expert Panel
  - Not-for-Profit Financial Executive Forum
  - Employee Benefit Plan Audit Quality Center Executive Committee
  - Employee Benefit Plans Expert Panel



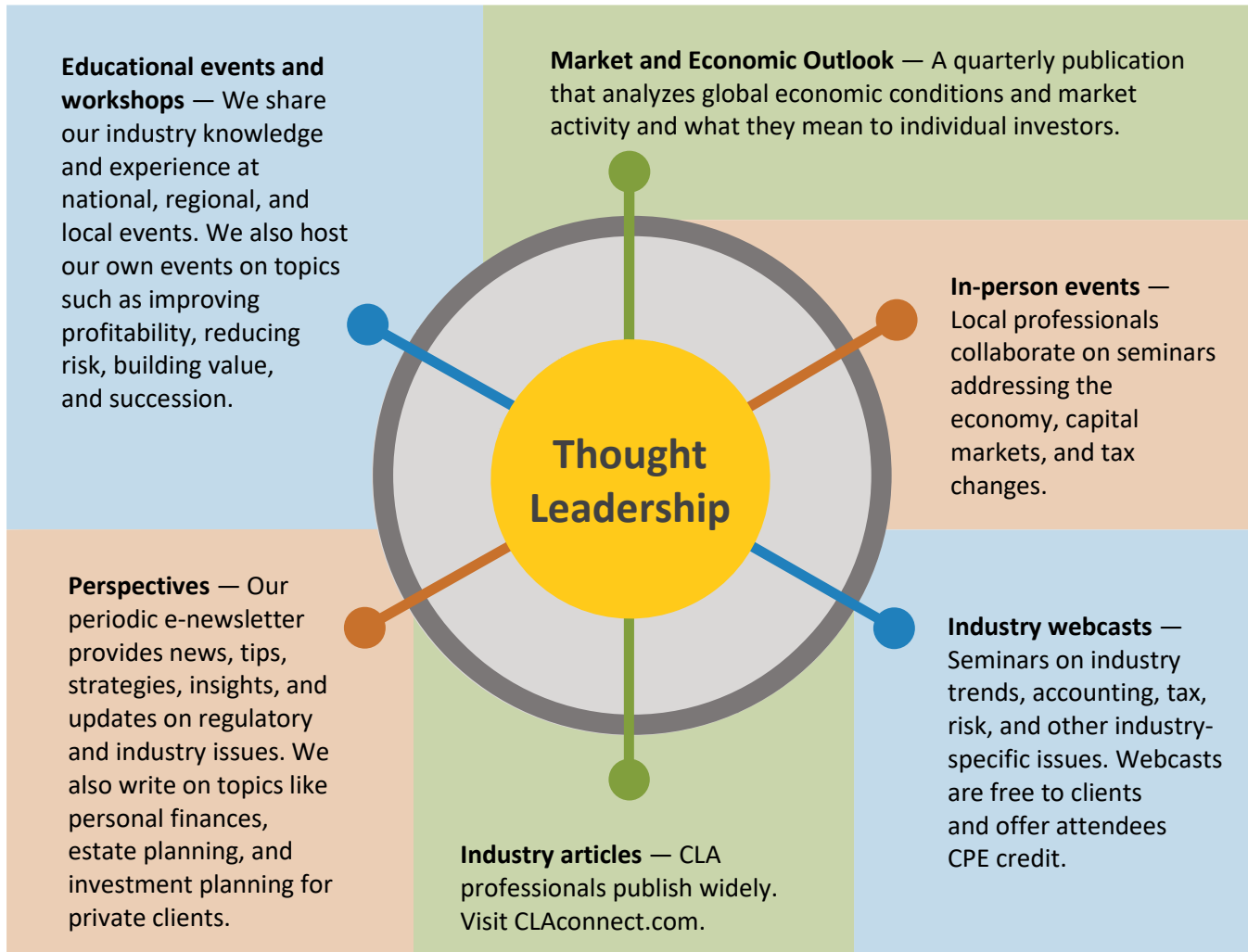
- Employee Benefits Tax Technical Resource Panel
- IRS Advocacy and Relations Committee
- National Peer Review Committee
- Peer Review Board
- Association of School Business Officials (ASBO)
- Association of California School Administrators (ACSA)
- California Charter Schools Association (CCSA)
- California Association of School Business Officials (CASBO)
- California School Boards Association (CSBA)
- Charter Schools Development Center
- Coalition for Adequate School Housing (C.A.S.H.)
- Center for Nonprofit Advancement (CNA)
- Exempt Organization Sub-Committee
- Financial Accounting Standards Board
  - Not-for-Profit Resource Group
- Humentum (formerly InsideNGO)
- Internal Revenue Service
  - Advisory Council on Tax Exempt and Governmental Entities (ACT)
  - Exempt Organization Sub-Committee
- National Alliance for Public Charter Schools
- National Association of Charter School Authorizers (NACSA)
- National Association of Professional Women
- State Government Accounting Committee
- The Center for Association Leadership (Center)
- Western Association of College and University Business Officers (WACUBO)





## Thought leadership and industry information

CLA goes beyond the numbers and offers value-added solutions. Rest assured, you will hear from us throughout the year. We send periodic email publications and host webcasts to keep clients and friends of the firm informed of relevant industry updates. Below are just a few of the resources we offer. You can register for our webcasts and find our extensive resource library on our website, [CLAconnect.com](https://www.clacpa.com).



## Knowledge of emerging developments

We take a very proactive approach related to new FASB pronouncements. We routinely review pronouncements in the exposure draft stage to determine their effect on our clients. When indicated, we work with clients and other organizations to help develop responses. We review final pronouncements and discuss the impact of them with clients well in advance of the implementation of the pronouncements or changes in regulations.

## Engagement Team Experience

### Roles and responsibilities

An experienced engagement team has been aligned to provide the most value to your organization. The team members have performed numerous engagements of this nature and will commit the resources necessary to provide top quality service throughout the engagement. Following are our proposed management team members:

**The most important resource any business has is people — the right people.**

Engagement Team	Role	Years of Experience
Lili Huang, CPA, Principal	Client and Engagement Principal	15+
Dillon Montgomery, MBA, Senior	In-charge and Senior	3+

*Detailed biographies are available in the Appendix of this proposal.*

### Audit engagement principal

The engagement principal is your main contact throughout the audit engagement and is responsible for planning, supervising the audit staff, reviewing the work performed, and attending client and exit conferences. The engagement principal provides:

- Performance of more complicated audit procedures
- Work that is performed to your expectations
- A review of the key areas and reports
- Access to appropriate knowledge within the firm for you
- Prompt responses to all your requests for services
- Coordination of all services to ARISE
- Your awareness of and access to our available services

### In-charge and Senior

The in-charge is responsible for the overall audit process, from planning to final report, and for making sure the work is performed to your satisfaction, needs, and timing. The in-charge will:

- Perform most of the detailed fieldwork
- Supervise and assist audit staff personnel who perform fieldwork
- Be on-site for the majority of the engagement
- Direct planning and execution efforts with regard to the audit
- Assist ARISE's personnel with technical issues as they arise
- Conduct final reviews of management letters and reports with ARISE's personnel

### Additional staff

We will assign additional staff to your engagement based on your needs and their experience providing services to nonprofit organizations. We expect the staff that will be assigned to your team will be primarily from our Glendora office and will be personnel who have selected nonprofits as their industry focus at CLA.

All management team members assigned to your audit engagement team will hold a CPA designation. Additional staff will hold a minimum of a bachelor's degree from an accredited university, be a licensed CPA or CPA candidate and will be closely managed by one or more of the individuals listed above.



## National nonprofit and foundation resources

You will have access to a number of additional national nonprofit resources if needed.

## Continuity of service

We are committed to providing continuity throughout this engagement. It is our policy to maintain the same staff throughout an engagement, providing maximum efficiency and keeping the learning curve low. We are also flexible in exploring alternative strategies to non-mandatory rotation policies.

In any business, however, turnover is inevitable. When it happens, we will provide summaries of suggested replacements and will discuss re-assignments prior to finalizing. We have an adequate number of qualified staff members to provide ARISE with top service over the term of the engagement.

CLA is committed to maintaining high staff retention rates, which we believe are a strong indicator of service quality. Continuity results in increased efficiency and quality because staff assigned to the engagement will not have to go through a learning curve with annual engagements or each new project. Client staff spends less time orienting the engagement team, and more time working toward goals. With a solid, steady engagement team, each year brings the additional benefits of trust and familiarity. High retention rates also indicate that our staff members have the resources they need to perform their tasks and maintain a positive work/life balance.

## Firm independence

CLA is independent of ARISE as required by auditing standards generally accepted in the United States and the U.S. Government Accountability Office's *Government Auditing Standards*. Our firm-wide quality control policies and procedures foster strict compliance with these professional standards. In addition, the individuals assigned to your audit are independent of ARISE.

## Firm licensing

CLA is duly licensed to practice public accountancy in the state of California and other states. A copy of our state license is provided below:

### BOARD OF ACCOUNTANCY LICENSING DETAILS FOR: 7083

**NAME:** CLIFTONLARSONALLEN LLP

**LICENSE TYPE:** CPA - PARTNERSHIPS

**LICENSE STATUS:** CLEAR

**PREVIOUS NAMES:** LARSONALLEN LLP ♦ LARSON, ALLEN, WEISHAIR & CO., LLP

**ADDRESS**

60 S MARKET STREET  
SAN JOSE CA 95113  
SANTA CLARA COUNTY

**ISSUANCE DATE**

JULY 27, 2006

**EXPIRATION DATE**

JULY 31, 2022

**CURRENT DATE / TIME**

JUNE 25, 2020  
7:37:57 AM



## References

To further demonstrate our qualifications and experience, we are providing the following references for your consideration. We recognize that quality of service, relevant experience, and depth of resources will be key factors as you prepare to select a firm to serve ARISE's audit needs. We therefore encourage you to contact the following client references served by our proposed engagement team that include clients with similar services and complexity.

### KIPP Bay Area Schools

Address	1000 Broadway #460, Oakland, CA 94607
Contact Name and Title	Mahreez Berloui, Controller
Phone   Email	510-381-2285   <a href="mailto:Mahreez.berloui@kippnorcal.org">Mahreez.berloui@kippnorcal.org</a>
Scope of Work	Audit of financial statements for the past sixteen years most recently the fiscal year ending 6/30/2020, in accordance with FASB generally accepted auditing standards and Uniform Guidance.

### Rocketship Education

Address	350 Twin Dolphin Drive, Suite 109, Redwood City, CA 94065
Contact Name and Title	Keysha Bailey, CFO
Phone   Email	650-740-4290   <a href="mailto:KBailey@rsed.org">KBailey@rsed.org</a>
Scope of Work	Audit of financial statements for the past ten years most recently the fiscal year ending 6/30/20, in accordance with FASB generally accepted auditing standards and Uniform Guidance.

### Lighthouse Community Public Schools

Address	433 Hegneberger Road, Suite 201, Oakland, CA 94621
Contact Name and Title	Brandon Paige, Director of Finance
Phone   Email	510-473-8809   <a href="mailto:brandon.paige@lighthousecharter.org">brandon.paige@lighthousecharter.org</a>
Scope of Work	Audit of financial statements for the past fifteen years most recently the fiscal year ending 6/30/2020, in accordance with GASB generally accepted auditing standards and Uniform Guidance.

## Services Approach

### Audit approach

Many organizations view an audit as a requirement that doesn't contribute to their overall operations or value. At CLA, we believe an audit should be an annual check-up that allows us to have insight into your organization and to share in-depth advice on how to improve your operations.



**Our industry experience makes it easier** — CLA auditors are experienced in your industry, which allows us to make the process faster and smoother. We approach our client engagements with a commitment to operational efficiency and to leverage our industry-focused experience to bring positive impact and meaningful insights to our clients. What does this mean for your organization? It means we bring a team of professionals and an approach focusing on you, our client, listening to and working with you for a successful outcome.

**Your time has value** — Our approach recognizes that your time is valuable and best spent with key decision makers asking clarifying questions, discussing organizational strategies, and dealing with sensitive reporting issues. We believe this approach is effective and cost-efficient, produces a quality audit, provides you with substantive discussions with our team leaders, and recognizes there is more value to time spent discussing significant issues with management than reviewing detailed workpapers.

#### **No transition issues**

**Familiarity.** As a current beneficiary of CLA’s services, your organization will benefit from the high caliber and consistent services provided by CLA. By working alongside some of the familiar faces from past services, CLA will continue to strive to help increase your organizations productivity and meet your goals.

**No surprises** — Our emphasis on planning and communication allows for an efficient and effective audit process in which everyone involved knows their roles and expectations. We provide a **“no surprises”** approach to our services, based on frequent and timely communication. As issues arise during the course of the audit, we engage the right people in a frank discussion to resolve them.

**Significant involvement of principals and managers** — An important distinction between CLA and other firms is the amount of principal and manager involvement in the engagement. Because our principals and managers are directly involved in the engagement during fieldwork, we can proactively identify significant issues immediately and resolve them with management.

**We tailor the audit just for you** — We begin the audit with a thorough planning and preparation phase and culminate with the timely delivery of our reports. We will work with you immediately to coordinate and schedule the engagement to minimize any potential disruptions to your business. We would envision that we immediately begin our planning process upon receipt of a signed engagement letter. We will then work with you to finalize dates that accommodate your schedules. While our audit programs provide typical approaches for given audit areas, CLA tailors and designs a client-specific, risk-based audit approach. We don’t follow a “cookie cutter” approach. We use custom, industry-tailored programs, procedures, and other tools that are designed specifically to focus on the issues that are applicable to charter schools.

We explain exactly what we’re doing and what we’ve found in plain, everyday language. We translate our findings into ideas on how you can address them. We believe our services are a contributing factor to better business and administrative practices. We gain a better understanding of your organization by working closely with your staff. This involvement enables us to offer you recommendations or suggestions for improvement in your systems and procedures that are more comprehensive, better understood, and more frequently implemented.



The CLA audit methodology utilizes a five-phase approach.



### Continuous Communications

The continuous communication phase of our engagement with ARISE starts when our engagement letters are issued and continues until the completion of the engagement. We believe effective communication with ARISE's leaders is the key to a successful engagement. This communication includes the exchange of ideas and advice as changes are considered or implemented by ARISE or the accounting industry.

It is our responsibility under professional standards to communicate with ARISE's management and audit committees through all phases of our audit. We are committed to meet and exceed these standards to perform an efficient and effective engagement.

### Phase I: Assessment

The assessment phase of an engagement starts when an engagement letter is issued.

Upon notice of contract award, we will prepare a contract and engagement letter. We will communicate our plan to start the work and to discuss the audit process. These discussions are intended to accomplish the following:

- Identify key management and staff involved in the audit
- Identify primary audit liaisons
- Introduce our audit team and identify key CLA contact personnel
- Discuss the timetable
- Explain our means and ways of communication
- Inquire about any issues, which we may need to be aware of
- Discuss logistics and administrative matters
- Complete a preliminary assessment of risk based on a review of prior year workpapers and knowledge of your organization

Through all phases of the audit, we think it is important to have regular communications with ARISE's management to discuss the status of the engagement. We will provide timely communication of any critical issues, concerns, and potential findings with the person primarily responsible for the area and our audit liaisons.

We will be available to meet with key management prior to issuance of the final audit report. This meeting will highlight some of the results of the audit, any outstanding items, and reporting and issuing processes.

### Phase 2: Planning & Strategy

The planning phase will lay the foundation for a successful audit of ARISE.

- **Conduct meetings with ARISE's management** – We will meet with ARISE's personnel to agree on an outline of responsibilities, timeframes and deadlines. The agenda would include but not be limited to:



- Establishing an audit approach and schedule,
  - Outlining assistance required of ARISE’s personnel,
  - Determining proper application of generally accepted accounting principles,
  - Reviewing prior year adjustments and control findings,
  - Considering initial audit concerns,
  - Discussing concerns of ARISE’s management,
  - Establishing report parameters and deadlines,
  - Confirming progress reporting protocols, and
  - Establishing principal-management contact.
- **Communication with the audit committee and those charged with governance.** As ARISE’s independent auditors, CLA works for and reports to ARISE’s board through its audit committee—period. While we seek a friendly and professional relationship management, we never lose sight of the volunteer leadership and organization stakeholders that we serve through our independent examination. Accordingly, we plan for and conduct planning discussions with those charged with governance over the audit to provide a full airing of risks to inform our approach as well as on-going two-way communication throughout our engagement as warranted and full reporting of our findings and their implications at the conclusion of our engagement.
  - **Understanding of ARISE** – Prior to any evaluation or testing, our engagement team will gain an understanding of the design of the internal control systems. An important part of this planning work is to determine the nature and usefulness of data (such as accounting and computer manuals, flow charts, budgets, etc.), so that our understanding and related documentation of accounting procedures and internal controls is accurate and can serve as a basis for setting our audit testing.
  - **Perform analytical reviews** – We will review current and historical financial and statistical data, as well as budgeted data to identify trends, fluctuations, and relationships that inform our audit risk analysis and areas of emphasis.

### **Focus on Areas of Importance**

We have identified areas which may have a significant impact on the timing and completion of the audit or that may be of special concern to management and those charged with governance. We will review such areas in-depth and propose strategies. Then we will finalize our approach so ARISE will have sufficient time to compile the data necessary for completion of the audit with minimum disruption.

### **Phase 3: Systems Evaluation**

Having established the audit framework in the planning phase, we then determine the extent to which we can rely on existing internal controls and accounting systems to produce reliable and timely financial information. There are four key steps involved in this process:

- **Review internal control systems** – We will document or utilize internal audit documentation of the accounting systems of all key departments within ARISE. We will then confirm our understanding of the major transaction cycles (e.g. contributions, payroll, disbursements, program and grant expenses, investments, cash receipts, etc.), and prepare documentation of accounting cycles with the aid of ARISE’s personnel. We will then identify strengths and weaknesses that have an impact on audit objectives and risk and determine the relative emphasis to be placed on controls for audit sampling and testing.
- **Assessing the potential for fraud** – Audits performed under Generally Accepted Auditing Standards are designed to consider the potential for fraud but cannot be relied upon to guarantee that such instances will not occur and go undetected. At CLA, we understand the devastating impact that fraud can have on nonprofit organizations in terms of both financial loss and reputation. Accordingly, in our assessment of the internal controls at ARISE, we will perform a broad array of inquiry and testing procedures to consider the risk of fraud and actively pursue and communicate to the appropriate parties any such actual or potential



instances we uncover. We routinely use “data analytics” to test for improper payments made by an organization and for fraud detection which will be included in the ARISE audit.

- **Tailored audit programs** – Utilizing our proprietary audit program guides, our understanding of the internal control systems and our nonprofit team’s extensive industry experience, we will prepare tailored programs for conducting ARISE’s audit that are responsive to the identified audit risks.
- **Review IT hardware and application controls** – We will review the general and specific application controls at ARISE including those associated with your applications inclusive of your customized wish accounting module. In addition, we will plan the appropriate usage of our data analytics software (IDEA) for efficiency and effectiveness in our population testing approach.

#### Phase 4: Testing & Analysis

Our audit tests will involve:

- **Compliance testing** – The purpose of compliance tests will be to verify that significant internal control reliance noted in the systems evaluation phase are functioning as described. We will utilize sampling techniques as deemed appropriate to select transactions to be tested, to determine the characteristics of the data being examined, and to select the appropriate number of transactions that will permit us to formulate reliable conclusions.
- **Substantive testing** – Substantive testing differs from compliance procedures in that its objective is to provide reasonable assurances of the accuracy of the financial data included in the financial statements. The nature and extent of the substantive procedures to be employed is dependent on a number of different factors, including the nature of the amount under audit, the volume and relative size of the transactions underlying the amount being audited, the effectiveness of the internal controls surrounding the processing stream, and the efficiency of the audit procedures applied. We also rely heavily on direct confirmations with third parties to test areas such as cash, investments, receivables, and various revenue streams. Analytical techniques and confirmations will be used in a number of audit areas where reliable, independent data can be used to verify recorded balances in order to limit where appropriate detailed testing in these areas.

#### Phase 5: Reporting and Follow-Up

Our independent auditors’ report, communication with governance, single audit report, and legal compliance questionnaire will be issued promptly after the completion of our fieldwork. We plan to communicate with management and the board or audit committee as deemed appropriate to review the highlights of the audit and the comments and recommendations contained in our management letter before they are finalized. If necessary, CLA will present the final audit report to the audit and/or finance committee and governing board as well as address any questions they may have.

#### Summary of benefits

ARISE will realize the following benefits from CLA’s services —

- An objective look at your operations to help you make sound business decisions.
- Credibility only an outside professional can provide your lenders and shareholders.
- Confidence that accounting principles have been evaluated for application accuracy.
- An opportunity to improve internal controls and accounting procedures, which increases reliability of accounting records and financial statements.
- Improved efficiency and effectiveness of the assurance service, thus adding value to the process while reducing disruption to your operations.





## Tax compliance approach

CLA proposes to perform tax planning and preparation services for ARISE. Virtually every business decision you make has a tax consequence, and we believe working with a tax professional year-round can help you make knowledgeable decisions and keep more of your hard-earned profit.

Our approach to tax planning and preparation begins with understanding your current tax situation. We will then work with you to proactively implement effective strategies to identify tax liabilities while helping you take advantage of every available incentive.

### *Deliverables*

CLA will provide:

- Completed federal and applicable state tax returns by an agreed-upon deadline.
- Analysis and recommendations on the benefits of various tax credits.
- Strategies for streamlining your tax reporting process.

### *Ongoing insight*

We are your business resource, so we encourage you to ask us for:

- Basic information throughout the year.
- Advice on new IRS announcements and their potential impact.

### *Benefits*

You will receive the following benefits from our tax planning and preparation services:

- Ongoing assistance throughout the year, not just during the year-end procedures. This will help us recognize opportunities and resolve potential problems.
- Immediate communication of changes in tax law that may affect your operations and recommendations to address any resulting issues.
- Proactive planning to help you take advantage of any new opportunities.
- We go beyond compliance and investigate the tax benefit available to you.
- Thorough compliance with tax obligations means you can avoid penalties and surprises.

### *Process*

Our tax services process is simple:

- We help prepare and file tax returns accurately well in advance of deadlines. We review past returns to understand your tax situation and determine if there are refund or planning opportunities.
- Keep you involved and informed to avoid errors and delays.

## Services integration

An engagement such as outlined in this proposal requires the interaction of numerous individuals working within relatively narrow time frames. Our assurance and tax staff work as a team. We are in close, regular contact, keeping each other informed of our progress and any issues that arise. We emphasize communication — making sure that issues that cross disciplines are fully evaluated by the entire team.

## Commitment to communication with management

As you will see, we are committed to ongoing communication throughout the engagement. Continual communication starts when an engagement letter is issued, continues until the completion or closeout of an engagement, and throughout the remainder of the year. We believe effective communication is critical to a



successful engagement. This communication includes the exchange of ideas and advice as changes are considered or implemented by the entity or the accounting profession.

During the engagement we will hold regular status meetings with ARISE to enhance day-to-day operations, results, and any issues are commonly understood and addressed. The objectives of tracking and formally reporting the engagement status are to:

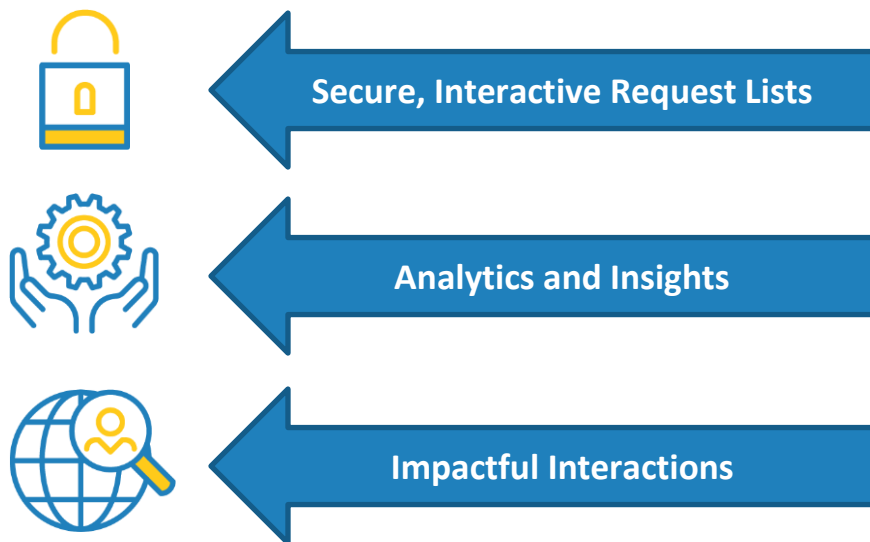
- Provide a consistent technique for monitoring progress against plan
- Identify any issues quickly to allow for timely corrective action
- Provide an objective rather than subjective evaluation of status
- Provide timely information on a regular basis
- Assist with obtaining buy-in of any audit recommendations on a timely basis

Our proactive measures foster communications, both written and oral, which are ongoing, relevant and routine to our engagements. Our commitment to this practice encourages open lines of communication and often prevents and/or mitigates service delivery issues. Our professionals are trained in documenting observations, recommendations, business issues, and new developments as part of their daily routine.

We explain exactly what we're doing and what we've found in plain, everyday language. We translate our findings into ideas on how you can address them. We believe our services are a contributing factor to better business and administrative practices. We gain a better understanding of your organization by working closely with your staff. This involvement enables us to offer you recommendations or suggestions for improvement in your systems and procedures that are more comprehensive, better understood, and more frequently implemented.

### Use of technology in the audit

We're reimagining the audit process through technology to elevate your experience!



**Assurance Information Exchange (AIE)** – To make working with CLA a seamless experience, our team utilizes a proprietary, secure web-based application to request and obtain documents necessary to complete client engagements. This application allows CLA and our clients to view a live client assistance letter, which provides detailed information, including due dates for all the open items CLA is requesting. Additionally, clients have the



ability to attach electronic files and add commentary related to the document requests directly on the application. Follow the link to view a brief tutorial of the [Assurance Information Exchange](#).

**Microsoft® Teams** – Our services approach focuses on impactful interactions. We’ve said goodbye to the days of setting up camp in our clients’ conference rooms for weeks on end. We know our clients have organizations to run, so our interactions have purpose. To assist with communications when we are not onsite, we utilize tools such as Microsoft Teams, which allow for two-way screen sharing and video. We’ve found this helps minimize disruptions in our clients’ environments while continuing to effectively communication with each other.

**TeamMate Analytics and Expert Analyzer (TeamMate)** – To analyze and understand large data sets, we use TeamMate Analytics and Expert Analyzer. We customize the application by industry in order to perform the most applicable procedures. This allows us to go beyond sampling and instead analyze the entire general ledger for targeted anomalies. Far beyond the audit application, our six-phase process of Risk Assessment, Data Analytics and Review (RADAR) can also provide actionable insights to help you understand your entity better.



## Engagement timetable

Our project management methodology results in a client service plan that provides for regular, formal communication with the entire management team and allows us to be responsive to your needs. The schedule allows for input from your personnel to make certain that the services are completed based on your requirements. The plan may also be amended during the year based on input from the finance committee.

Significant Milestones	Target dates
Entrance conference	April 2021
Interim audit work begins	May 2021
Field audit work begins	August 2021
Draft reports	November 2021
Presentation to finance committee	November 2021

## Professional Fees

Our fees are based on the timely delivery of services provided, the experience of personnel assigned to the engagement, and our commitment to meeting your deadlines.

CLA understands the importance of providing our clients with value-added solutions. We propose to provide routine, proactive quarterly meetings — as part of our fee — that will allow us to review and discuss with you the impact of new accounting issues, as well as any other business issues you are facing and how they should be handled. This level and frequency of interaction will no doubt enable CLA to help you tackle challenges as they come up, and take full advantage of every opportunity that presents itself.



Professional Services	2021
Audit service*	\$10,800
Measure G1 Performance Audit for Oakland Unified School District	\$5,000
Tax service	\$2,200
Technology and client support fee (5%)	\$900
<b>Total</b>	<b>\$18,900</b>

\* Should Federal Expenditures exceed \$750,000, a change in scope and fee will be required. Single audit services include procedures for one major program under Uniform Guidance of \$5,000. If additional programs are required to be tested they will be billed at \$4,000 per additional federal program.

Additional attendance and instructional minutes procedures related to distance learning will be billed as out-of-scope. We have found over the years that our clients don't like fee surprises. Neither do we. We commit to you, as we do all of our clients, that:

- We will be available for brief routine questions at no additional charge, a welcome investment in an ongoing relationship.
- Like most firms, we are investing heavily in technology to enhance the client experience, protect our data environment, and deliver quality services.
- We believe our clients deserve clarity around fees, and we will continue to be transparent with our fee structure. Any additional charges not discussed in this proposal will be mutually agreed upon up front.
- We will always be candid and fair in our fee discussions, and we will avoid surprises.

### Fee considerations

The fee proposal is based on the following:

- ARISE's personnel will provide assistance periodically throughout the year and during the assurance fieldwork with regard to account analysis and provision of year-end account reconciliation work papers and schedules.
- ARISE's personnel will prepare the year-end tax workpapers and schedules to the extent performed in prior years, which we will complete, review, and examine.
- The assurance reports will be delivered in accordance with ARISE's deadlines. The tax returns will be completed by a mutually agreed upon date sufficient to allow timely filings.
- Satisfactory completion of our firm's normal client acceptance procedures.
- Professional standards and regulations currently in effect. We reserve the right to modify your proposed fee if professional standards or regulations change for any engagement period.
- No significant changes in the operations of ARISE subsequent to the date of this proposal.
- Preparation of the state income tax returns filed in the prior year.

### Ongoing consultation

We do not anticipate ARISE will receive additional billings related to the annual audit procedures, as we anticipate cooperation from staff and receipt of information for timely completion of your audit. It is also our policy not to bill you for routine telephone calls. Our quoted fee includes routine general consultation



throughout the year, however, if you seek a written opinion, or if the issue requires us to perform research, we will bill you at our standard rates for these services. We will discuss these fees with you before we conduct our work.

We have a 24 – 48 hour response policy to return calls/emails from your supervisory committee, board, or management to provide effective and timely communication. CLA’s personnel are always available to provide assistance by telephone without additional cost to you. If the person you need to talk to is not available at the time you call, we will contact him/her and have him/her get back to you. We have a number of qualified principals on our staff who can provide you with timely and competent assistance.

Additionally, in order to provide the most direct access to your team, we will provide the cell phone numbers of your engagement principal and audit manager upon acceptance of our proposal.

Our last word on fees — we are committed to serving you. Therefore, if fees are a deciding factor in your selection of an accounting firm, we would appreciate the opportunity to discuss our audit plan.

***At CLA, it's more than just getting the job done.***



## Appendix

Engagement team biographies



## Lili Huang, CPA

CLA (CliftonLarsonAllen LLP)

Principal  
Glendora, California

626-204-7338  
lili.huang@CLAconnect.com



### Profile

Lili has more than 15 years of experience assisting in the preparation of financial statements, and performs on-site audits for charter schools, non-profit organizations and higher education institutions. Lili conducts a wide variety of audits, including federal and state compliance and financial statements under FASB Basis of Accounting. She also has experience assessing, observing and testing the internal control environment, and grant compliance.

### Technical experience

- Charter schools
- Non-profit entities
  - Associations
  - Foundations
  - Charitable organizations
- Higher education

### Education and professional involvement

- Bachelor of arts in economics with an emphasis in accounting, from University of California, Santa Barbara
- Certified Public Accountant in the state of California
- American Institute of Certified Public Accountants (AICPA), member
- California Society of Certified Public Accountants (CalCPA), member
- California Charter Schools Association (CCSA), member

### Community involvement

- ConnectMed International, Treasurer and Board Member
  - Executive and Finance Committees
- Playworks Education Energized, Board Member
  - Advisory Committee, Southern California Region
- Ascend Pan-Asian Leaders, Los Angeles Metro Chapter
  - Member

#### CLAconnect.com

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.



# Dillon Montgomery, MBA

CLA (CliftonLarsonAllen LLP)

Senior  
Glendora, California

626-387-8254  
dillon.montgomery@CLAconnect.com



## Profile

Dillon is a senior at CLA's Glendora office. He began his career in public accounting in 2018 and has experience performing audit, review, and tax engagements for charter schools and other not for profit organizations. This experience includes working on Single Audits under the Uniform Guidance, California state compliance, a variety of long-term debt, and complex organization structures. He utilizes his experience to seamlessly provide services through effective communication, planning, and transparency.

## Technical experience

- Charter schools
- Private tuition schools
- Nonprofit organizations
  - Foundations
  - Charitable Organizations

## Education and professional involvement

- Master of business administration from Azusa Pacific University, Azusa, California
- Bachelor of science in accounting with a minor in business management from Grand Canyon University, Phoenix, Arizona
- American Institute of Certified Public Accountants (AICPA), member
- California Society of Certified Public Accountants (CalCPA), member





## Quality control procedures and peer review report



In the most recent peer review report, we received a rating of *pass*, which is the most positive report a firm can receive. We are proud of this accomplishment and its strong evidence of our commitment to technical excellence and quality service. The full report is provided on the following page.

In addition to an external peer review, we have implemented an intensive internal quality control system to provide reasonable assurance that the firm and our personnel comply with professional standards and applicable legal and regulatory requirements. Our quality control system includes the following:

- A quality control document that dictates the quality control policies of our firm. In many cases, these policies exceed the requirements of standard setters and regulatory bodies. Firm leadership promotes and demonstrates a culture of quality that is pervasive throughout the firm's operations. To monitor our adherence to our policies and procedures, and to foster quality and accuracy in our services, internal inspections are performed annually.
- Quality control standards as prescribed by the AICPA. The engagement principal is involved in the planning, fieldwork, and post-fieldwork review. In addition, an appropriately experienced professional performs a risk-based second review of the engagement prior to issuance of the reports.
- Hiring decisions and professional development programs designed so personnel possess the competence, capabilities, and commitment to ethical principles, including independence, integrity, and objectivity, to perform our services with due professional care.
- An annual internal inspection program to monitor compliance with CLA's quality control policies. Workpapers from a representative sample of engagements are reviewed and improvements to our practices and processes are made, if necessary, based on the results of the internal inspection.
- Strict adherence to the AICPA's rules of professional conduct, which specifically require maintaining the confidentiality of client records and information. Privacy and trust are implicit in the accounting profession, and CLA strives to act in a way that will honor the public trust.
- A requirement that all single audit engagements be reviewed by a designated single audit reviewer, thereby confirming we are in compliance with the standards set forth in the Uniform Guidance.





## Report on the Firm's System of Quality Control

November 21, 2019

To the Principals of CliftonLarsonAllen LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of CliftonLarsonAllen LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; audits of broker-dealers; and examinations of service organizations [SOC 1 and SOC 2 engagements].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of CliftonLarsonAllen LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. CliftonLarsonAllen LLP has received a peer review rating of *pass*.

*Cherry Bekaert LLP*

Cherry Bekaert LLP



# Cover Sheet

## Approve February Check & CC Register

**Section:** II. Consent Calendar  
**Item:** B. Approve February Check & CC Register  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** ARISE February 2021 Combined Board Check Register.pdf



Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	31321	Xerox Financial Services	2/5/2021	Bill #2431808--Lease Payment: 12/27/20 - 01/26/21 + Late Fee		\$ 3,270.50
Check	31322	Feyi Ajayi-Dopemu	2/5/2021	Bill #012121--Services rendered for workshop preparation and presentation		\$ 150.00
Check	31323	Apple, Inc	2/5/2021	Bill #010621--Computer Parts		\$ 517.85
Check	31324	Stacy Daniels	2/5/2021	Bill #123120--March 2020 Final Check Correction		\$ 1,705.33
Check	31325	Antonio Aguilar	2/17/2021	Bill #252021--Arise Open House: 02/04/21		\$ 20.00
Check	31326	Alameda County Office of Education	2/17/2021	Bill #INV21-00298--STRS Processing Fee: 2nd Qtr FY20-21		\$ 708.00
Check	31327	Better 4 You Meals	2/17/2021	Bill #INV21-00324--STRS Processing Fee: 1st Qtr FY20-21		\$ 16,960.00
Check	31328	Bao Quic Bui	2/17/2021	Bill #0121-5202--Breakfast & Lunch: 01/08 - 01/29/21		\$ 62.50
Check	31329	Comcast	2/17/2021	Bill #020821--Reimb: Livescan		\$ 335.16
Check	31330	Edtec, Inc.	2/17/2021	Bill #012321--Phone Svc due 02/14/21		\$ 12,366.66
Check	31331	Karina Gonzalez	2/17/2021	Bill #20759--Monthly Data Service		\$ 360.00
Check	31332	Rhana Hashemi	2/17/2021	Bill #0009--Arise Staff Mental Health Group2 - Circle 3 & 4: 09/04 - 09/11/20		\$ 100.00
Check	31333	Sandra Hernandez	2/17/2021	Bill #020821--Workshop Preparation & Presentation Panelist for Public Health CCARP Conference: 01/19/21		\$ 350.00
Check	31334	Leslie Montano	2/17/2021	Bill #020921--Relief Fund		\$ 83.68
Check	31335	MRC Smart Technology Solutions, Inc.	2/17/2021	Bill #020821--Reimb: Counselors Week Gift		\$ 74.94
Check	31336	PresenceLearning, Inc.	2/17/2021	Bill #IN1806242--Freight Charge 360 App Fee		\$ 450.00
Check	31337	Maya Salsedo	2/17/2021	Bill #INV39460--Tele-Assessment Essentials - Monthly Platform Usage Fee		\$ 150.00
Check	31338	Vogel & Associates	2/17/2021	Bill #01192021-01--Svcs': Slideshow Preparation & Delivery of Presentation		\$ 600.00
Check	31339	Grace Wong	2/17/2021	Bill #ARISE 2020-10--Business Services rendered through 10/09 - 10/21/20		\$ 150.00
Check	31340	Xerox Financial Services	2/17/2021	Bill #1007--Creative Writing Presentation & Guest Speaking: 12/07 - 12/09/20		\$ 5,195.02
Check	31341	Young, Minney & Corr, LLP	2/17/2021	Bill #2476662--Lease Payment: 01/30 - 02/27/21 & Late Fee		\$ 98.80
Check	31342	Fruitvale Development Corporation	2/19/2021	Bill #69361--Services Through: 01/31/21		\$ 57,164.25
Check	31343	The Advantage Group	2/24/2021	Bill #021821--Monthly Rent - March 2021		\$ 134.00
Check	31344	Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc.	2/24/2021	Bill #127184--Flex Administration Fee & Processing Fees: January 2021		\$ 1,073.94
Check	31345	Barnes & Noble	2/24/2021	Bill #021021--Renewal Premium		\$ 349.32
Check	31346	Comcast 3410	2/24/2021	Bill #4078314--Books & Supplies Bill #4060745--Approved Textbooks - Spanish 2 Workbooks Spring 2021		\$ 369.90

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	31347	Comcast	2/24/2021	Bill #115618652--Recurring Charges due by 03/01/21 & Adjustments		\$ 383.19
Check	31348	Kami	2/24/2021	Bill #INVOICE-206314--Kami Teacher Plan - 12 Month Subscription		\$ 594.00
Check	31349	Ben Rosen	2/24/2021	Bill #021621--Reimb: Wilderness First Aid Training		\$ 250.00
Check	31350	T-Mobile	2/24/2021	Bill #020221--Phone Charges due by 02/22/21		\$ 900.00
Check	31351	Zoom Video Communications Inc.	2/24/2021	Bill #INV68037408--Cloud Recording 500 GB - Proration: 02/10 - 03/01/21		\$ 76.79
Check	31352	Leslie Montano	2/24/2021	Bill #022321--Reimb: Student Awards - Guided Group 2/19/21		\$ 40.00
Check	31353	Gema Quetzal	2/24/2021	Bill #INV0001--Workshop Preparation & Presentation		\$ 300.00
Check	31354	Ana Sanchez	2/24/2021	Bill #022321--Reimb: School phone bill		\$ 81.93
Check	DB020121	Transamerica, Inc.	2/1/2021	DB020121 - Transamerica, Inc. (401k)		\$ 731.77
Check	DB020221	CIP	2/2/2021	DB020221 - Monthly Loan Payment (auto)		\$ 16,260.90
Check	DB020321	CE4less	2/3/2021	DB020321 - Clinician Courses		\$ 129.98
Check	DB020421	Young, Minney & Corr, LLP	2/4/2021	DB020421 - Webinar		\$ 30.00
Check	DB020521	Amazon	2/5/2021	DB020521 - Student awards - GG		\$ 75.00
Check	DB020821	Microsoft (MSFT)	2/8/2021	DB020821 - Microsoft (MSFT)		\$ 82.53
Check	DB020921	Amazon	2/9/2021	DB020921 - Amazon		\$ 50.00
Check	DB020921A	Apple, Inc	2/9/2021	DB020921A - Apple, Inc		\$ 2,407.41
Check	DB020921B	Apple, Inc	2/9/2021	DB020921B - Apple, Inc		\$ 2,407.41
Check	DB021021	Amazon	2/10/2021	DB021021 - Amazon		\$ 40.00
Check	DB021221	Amazon	2/12/2021	DB021221 - Doc cam		\$ 239.26
Check	DB021221A	Transamerica, Inc.	2/12/2021	DB021221A - Transamerica, Inc. (401k)		\$ 731.77
Check	DB021621	Amazon	2/16/2021	DB021621 - Student award		\$ 20.00
Check	DB021621A	Amazon	2/16/2021	DB021621A - doc cam		\$ 239.26
Check	DB021721	Doordash	2/17/2021	DB021721 - Student award		\$ 102.63
Check	DB021921	California Council for the Social Studies	2/19/2021	DB021921 - Social Studies Conference		\$ 825.00
Check	DB022521	Doordash	2/25/2021	DB022521 - Mistake; refund issued		\$ 83.47
Check	DB022621	CITIBUSINESS CARD	2/26/2021	DB022621 - CitiBusiness Card (6135) 9515-6135		\$ 333.50
Check	DB022621A	Loan Payment	2/26/2021	DB022621A - Loan Payment		\$ 625.00
Check	M99160832	Amazon Mktp US	2/25/2021	M99160832 - Amazon Mktp US		\$ 36.03
Check	M99464102	Amazon	2/22/2021	M99464102 - Amazon		\$ 478.52
Check	M99588320	Amazon Mktp US	2/25/2021	M99588320 - Amazon Mktp US		\$ 27.28
Credit Card	9515-6135 (4522)	TN TH	2/1/2021	01/10 - TN TH		\$ 36.00
Credit Card	9515-6135 (4522)	CITIBUSINESS CARD	2/1/2021	02/01 - CitiBusiness Card (6135) - Late Fee		\$ 39.00
Credit Card	9515-6135 (4522)	MSFT	2/1/2021	01/02 - MSFT		\$ 75.67
Credit Card	9515-6135 (4522)	CITIBUSINESS CARD	2/1/2021	02/01 - CitiBusiness Card (6135)- Purchase *Interest Charge		\$ 6.52

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

## Cover Sheet

### EdTec Financial Presentation - FY20-21 February Financials and Second Interim

**Section:** IV. Finance  
**Item:** A. EdTec Financial Presentation - FY20-21 February Financials  
and Second Interim  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** ARISE Final.xlsx  
ARISE January Financials and FY22 Budget 2021.03.05 (1).pdf  
ARISE - FY 21 January Financials Slide Deck 2021.03.16.pdf



# ARISE High School Board Financial Update

BRYCE FLEMING AND JEFF THOMPSON  
MARCH 16, 2021





# Contents

- 1. State Funding Update**
  
- 2. 2020-21 January Forecast Update**
  - A. Review of Forecast Changes
  - B. Current Forecast
  - C. Cash Flow Projection
  - D. Financial Dashboards
  
- 3. 21-22 Budget Update**
  - A. Assumptions
  - B. Forecast
  - C. Cash Flow
  
- 4. 2<sup>nd</sup> Interim Report**
  
- 5. Exhibits**
  - A. Current 20-21 Forecast
  - B. 21-22 Budget
  - C. 2<sup>nd</sup> Interim Report

# State Funding Update



# AB/SB 86 – Two Programs in One Bill

**Legislature & Governor reach agreement to incentivize reopening – spend by 8/31/22**

## \$2B: In-Person Instruction

- Provide in-person instruction by 4/1 – docked 1% every day not open after 4/1, no funding after 5/15
- Estimated at 3.3% of LCFF
- Must remain open or forfeit funds – no penalty if closed by state agency

## \$4.6B: Expanded Learning Opportunities

- No application or approval – all LEAs to receive funds
- Estimated at 6.94% of LCFF + \$1K per homeless student
- Spend on extending instructional time, closing learning gaps via supports, counseling, learning hubs & more
- Expenditure Plan due 6/1/21

# 2020-21 January Forecast Update

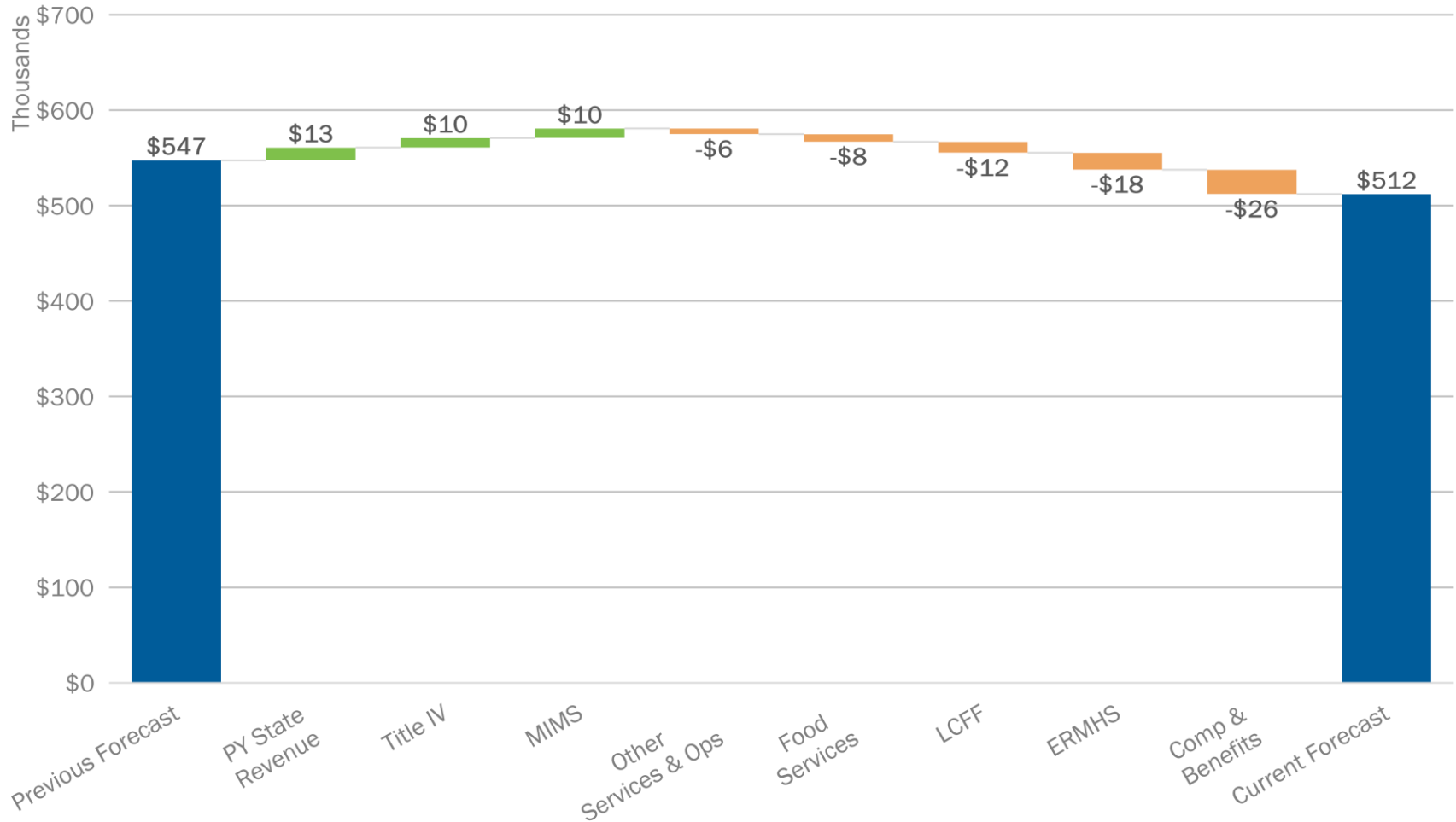
Actuals through 1/31/2021





# 20-21 Forecast Waterfall

## State funding and payroll adjustments decrease operating income



# 20-21 Forecast

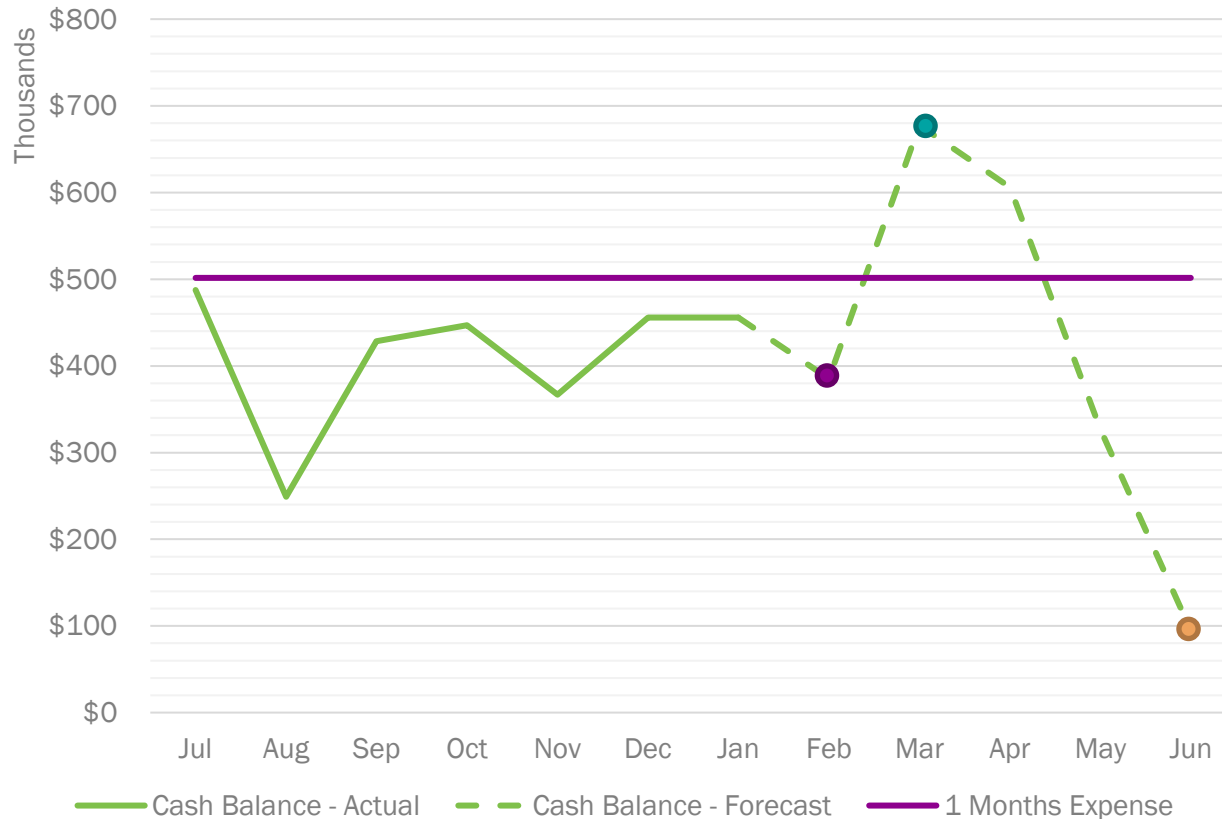


## Net \$35K decrease in operating income

		2020-21	2020-21	Variance
		Previous Forecast	Current Forecast	
Revenue	LCFF Entitlement	4,434,388	4,422,829	(11,559)
	Federal Revenue	745,039	775,039	30,000
	Other State Revenues	873,727	872,566	(1,162)
	Local Revenues	460,880	459,611	(1,269)
	Fundraising and Grants	-	-	-
	<b>Total Revenue</b>	<b>6,514,035</b>	<b>6,530,045</b>	<b>16,010</b>
Expenses	Compensation and Benefits	3,514,917	3,540,504	(25,587)
	Books and Supplies	414,411	444,453	(30,042)
	Services and Other Operating	1,706,035	1,701,818	4,217
	Depreciation	272,578	272,578	-
	Other Outflows	58,691	58,691	-
	<b>Total Expenses</b>	<b>5,966,632</b>	<b>6,018,045</b>	<b>(51,413)</b>
	<b>Operating Income</b>	<b>547,402</b>	<b>512,000</b>	<b>(35,403)</b>
	Beginning Balance (Unaudited)	1,558,778	1,558,778	-
	Operating Income	547,402	512,000	(35,403)
<b>Ending Fund Balance (incl. Depreciation)</b>		<b>2,106,180</b>	<b>2,070,777</b>	<b>(35,403)</b>
<b>Ending Fund Balance as % of Expenses</b>		<b>35.3%</b>	<b>34.4%</b>	<b>-0.9%</b>

# 20-21 Monthly Cash Flow Projection

## Impact of deferrals delayed by grant funding and LCFF schedule



### Revenue assumptions:

- **February** - 87K 19-20 SB740
- **March** - \$28K ERMHS, 204K 20-21 SB740, 35K SWP, \$164K Measure N, \$42K PY Fed SPED, \$10K PY CTEIG
- **June** - 102K 20-21 SB740, 133K Measure N, 137K repayment of Prop 39 Clean Energy funding

With improved cash projection, financing may not be needed



# Spring Financing Update

## One-time state funding may add cash cushion, if it arrives this spring

### Receivable Sale

- ARISE could obtain cash by selling future receivables like monthly LCFF payments
- Likely unnecessary, but can be arranged later in the spring



















### Advances on State Aid Payments (ASAP)

- We've officially withdrawn our application
- Less desirable because of lack of flexibility
- Cost also not significantly different

### Line of Credit

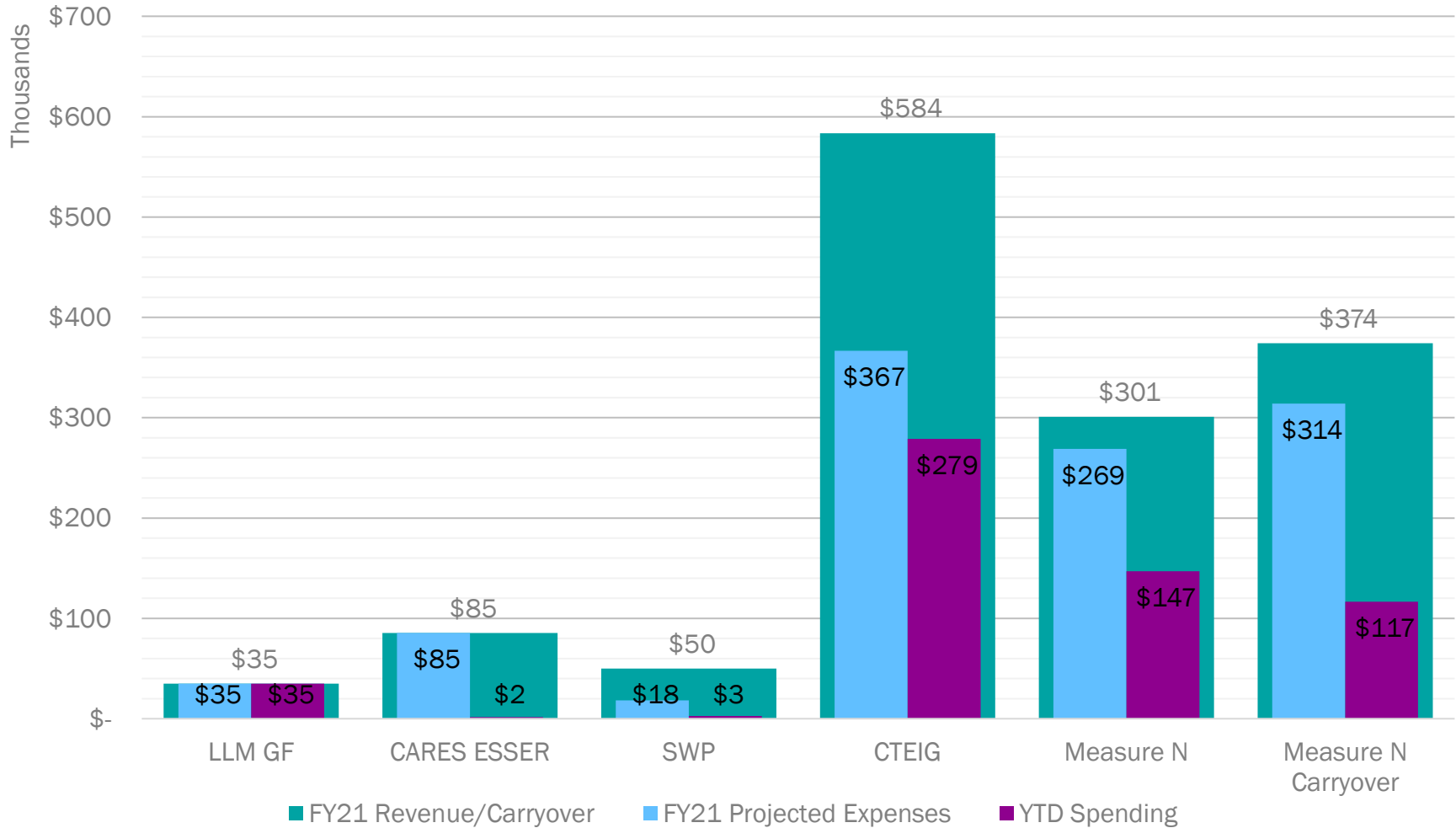
- Line of credit cancelled
- To maintain \$250K line, needed to have \$250K in the bank
- Will need that \$250K later this spring

# ARISE Financial Dashboard

			2020-21 Board Meetings				
Metric	Target	Legend	9/15	10/20	11/17	2/16	3/16
Enrollment	385	 >385  375-385  <375	385	387	387	389	389
Attendance	93.5%	 >93.5%  92-93.5%  <92.0%	93.5%	93.5%	94.0%	94.0%	94.0%
Expense variance to budget	No more than 5%	 <4%  5% to 4%  >5%	3.3%	3.1%	2.8%	7.1%	8.5%
Uncategorized revenue & expense	<\$10,000	 <\$10,000  \$10K-\$20K  >\$20,000	\$166,000	\$17,000	\$23,995	\$0	\$0
Cash on hand	45 days' expense	 >45  30-45  <30	32	28	29	29	29
Year-end fund balance (forecast)	20% of expenses	 >20%  15-20%  <15%	40.0%	41.0%	37.6%	35.3%	34.4%

# Restricted Spending Update

**With CARES LLM spent, now spending other federal COVID relief funds**

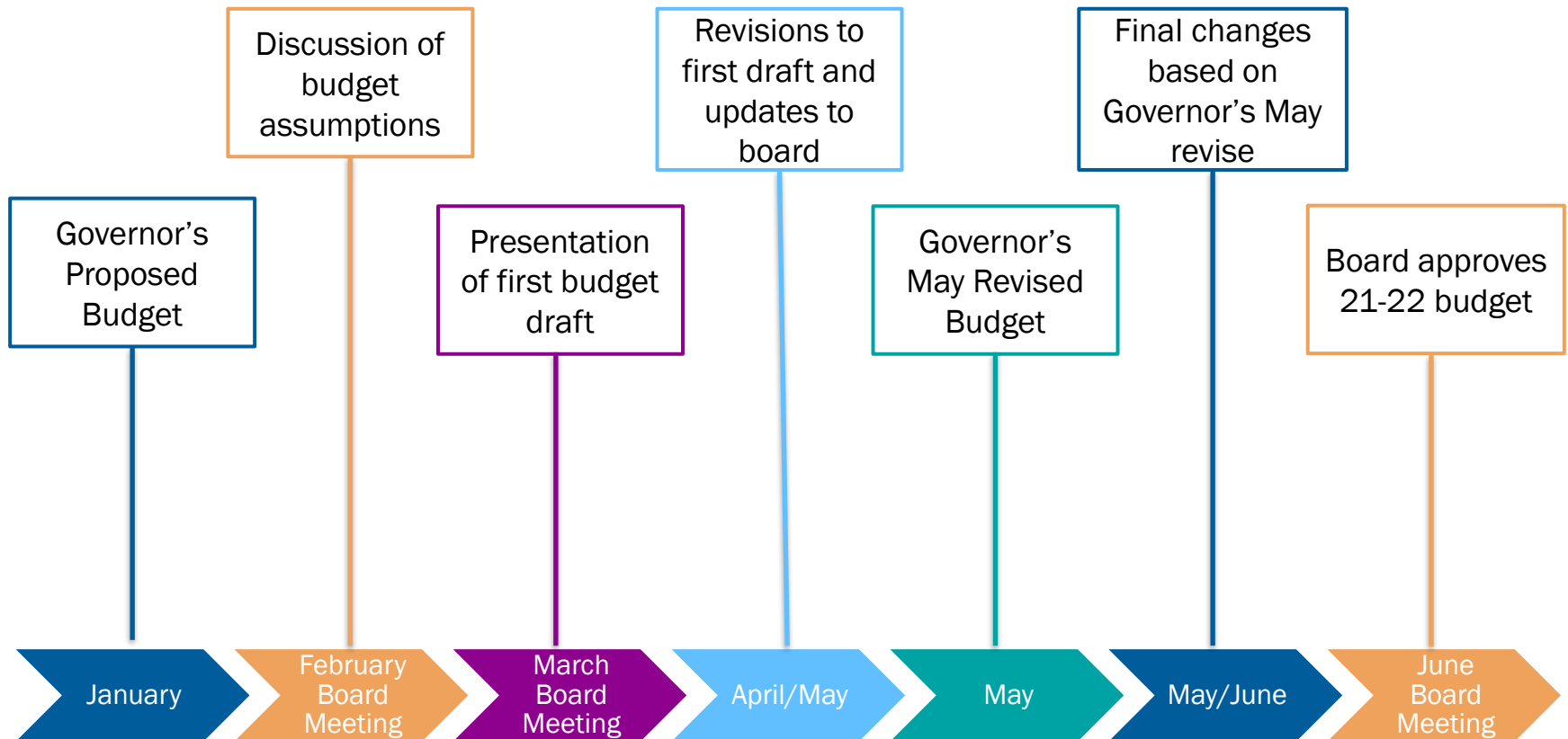


# 21-22 Budget Update



# 21-22 Budget Development

**Process began in January; approval by June 30**



# 21-22 Budget Assumptions

## Enrollment

Projecting 400 (full planned enrollment)

## Grant Funding

CTEIG increasing by \$48K, Measure N increasing by \$122K

## COVID Relief

ESSER II (\$363K) now included in forecast

## Payroll

3% raises for continuing staff

## SPED Contractors

More services being brought in-house; contractor budget reduced by about \$200K

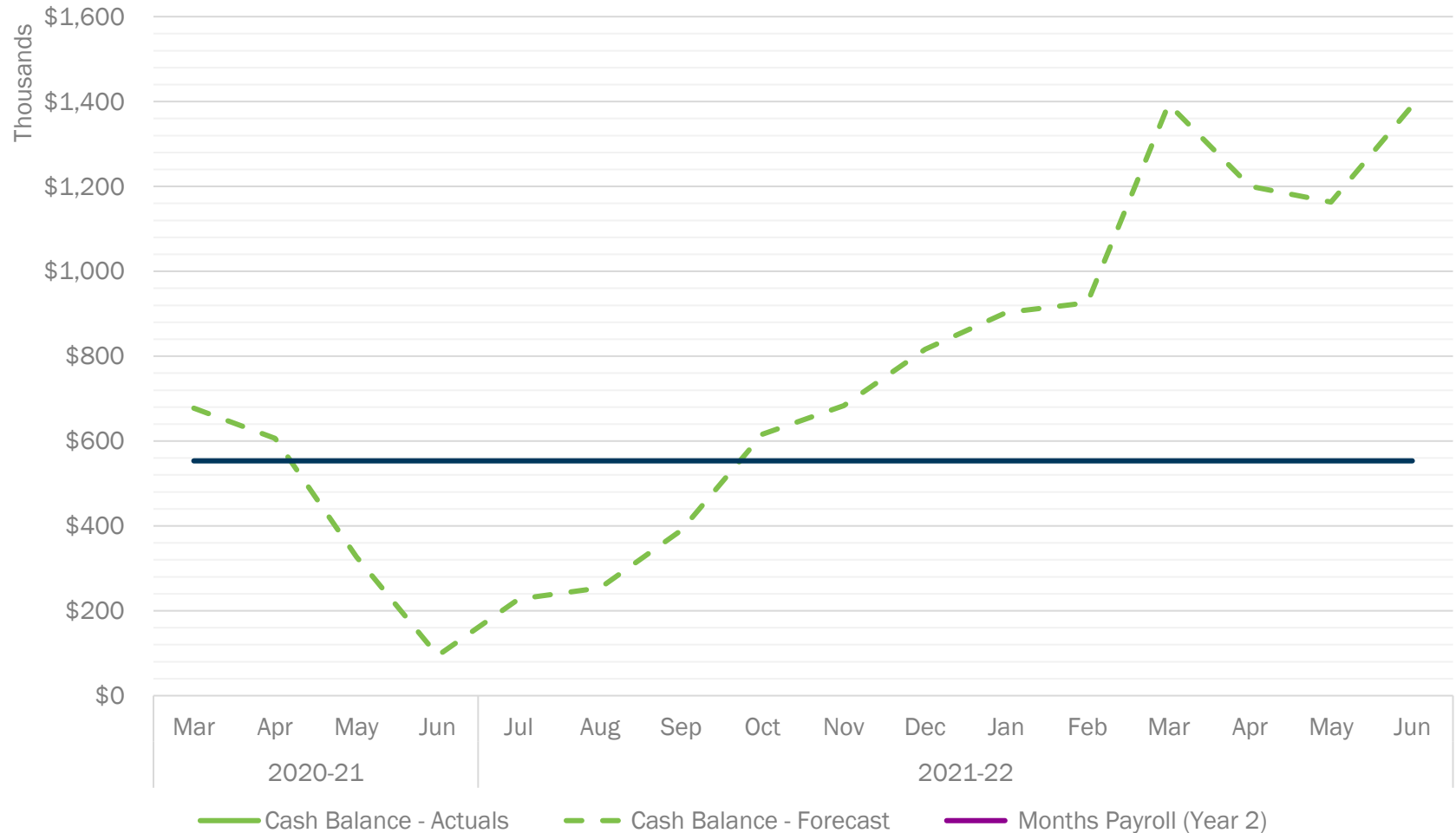
# Three-Year Budget

## Decreasing one-time funding leads to decreasing operating incomes

		2020-21	2021-22	2022-23
		<b>Current Forecast</b>	<b>Projected Budget</b>	<b>Projected Budget</b>
Revenue	LCFF Entitlement	4,422,829	4,749,448	4,901,920
	Federal Revenue	775,039	721,594	364,905
	Other State Revenues	872,566	784,305	785,023
	Local Revenues	459,611	626,730	626,730
	Fundraising and Grants	-	-	-
	<b>Total Revenue</b>	<b>6,530,045</b>	<b>6,882,077</b>	<b>6,678,578</b>
Expenses	Compensation and Benefits	3,540,504	4,263,861	4,187,209
	Books and Supplies	444,453	425,600	423,112
	Services and Other Operating	1,701,818	1,629,753	1,619,457
	Depreciation	272,578	272,578	266,917
	Other Outflows	58,691	49,606	39,917
	<b>Total Expenses</b>	<b>6,018,045</b>	<b>6,641,399</b>	<b>6,536,611</b>
	<b>Operating Income</b>	<b>512,000</b>	<b>240,678</b>	<b>141,967</b>
	Beginning Balance (Audited)	1,558,778	2,070,777	2,311,456
	Operating Income	512,000	240,678	141,967
<b>Ending Fund Balance (incl. Depreciation)</b>		<b>2,070,777</b>	<b>2,311,456</b>	<b>2,453,423</b>
<b>Ending Fund Balance as % of Expenses</b>		<b>34.4%</b>	<b>34.8%</b>	<b>37.5%</b>

# 21-22 Monthly Cash Flow Projection

## Deferral repayments in fall drive cash increase





# 2<sup>nd</sup> Interim Financial Report

*Due March 1*



# 2nd Interim Financial Report

## What is it?

- Second mandated financial report for the fiscal year covering July 1-January 31.
- Due March 1 to OUSD.
- Includes YTD actuals through January, updated budget forecast, and multi-year projection.

## What does it say?

- Growing fund balance and positive operating incomes in all years, even as one-time funding decreases.
- Growth to full enrollment in year 2.

## Next Steps

- Review, ARISE Board to approve report.
- Already submitted to OUSD.

# Appendix



# 401K Plan (Not Included in Budget Yet)

**Certificated staff have STRS, so excluded from this plan**

	FY2021-22	FY2022-33
Classified Support Staff FTE (not including TAs)	12.20	12.20
Total Classified Staff Pay	\$922,459	\$816,233
Max Expense with 3% Matching Contribution	\$27,674	\$24,487

# 2021-22 Student Information

## Planning to increase to full enrollment next year

	FY20-21	FY21-22
Total Enrollment	387	400
9 <sup>th</sup> Grade Enrollment	110	120
10 <sup>th</sup> Grade Enrollment	105	110
11 <sup>th</sup> Grade Enrollment	90	95
12 <sup>th</sup> Grade Enrollment	82	75
Attendance Percentage	94.0%	93.5%
ADA	363.7	374.0
Unduplicated Pupil % (3-Year)	83.22%	86.85%

# 2021-22 Revenue Assumptions

## Growth in CTEIG and Measure N balance decrease in COVID funding

	FY20-21	FY21-22
LCFF Funding Per ADA (COLA 3.84%)	\$12,161	\$12,699
State Lottery Funding Per ADA	\$197	\$199
State SPED Funding Per ADA	\$625	\$634.38
Federal SPED Funding Per PY Enroll	\$125	\$125
Federal COVID Funding	\$485,057	\$363,467
Measure N	\$300,900	\$422,625
CTEIG	\$100,000	\$148,295
SB740 Facilities Funding	\$374,375	\$384,977
SWP	\$50,009	\$0
<b>Revenue Per ADA</b>	<b>\$17,954</b>	<b>\$18,401</b>

# 2021-22 Payroll Projections

**Current percent raise is the working rate, not final**

	FY20-21	FY21-22
Percent Raise for Continuing Staff	1.6%	3.0%
Total FTE	37.99	44.50
Teacher FTE	22.75	26.10
Average Teacher Salary	\$69,010	\$68,863
Estimated Healthcare per Staff	\$6,199	\$6,385

# Budgets changing significantly from Year 1 to 2

**Increase by 2.0% COLA and enrollment; main exceptions below**

	FY20-21	FY21-22	Variance
Office Supplies	\$6,000	\$15,000	\$9,000
Instructional Materials and Supplies	\$38,000	\$50,000	\$12,000
Computers	\$60,000	\$30,000	-\$30,000
Rent	\$744,012	\$842,831	\$98,819
Leadership Coach	\$9,000	\$36,000	\$27,000
Financing	\$20,000	\$0	-\$20,000
SPED Contractors	\$338,147	\$136,522	-\$201,625



**ARISE High School**  
**Income Statement**  
**As of Jan FY2021**

	Actual			YTD	Budget						
	Nov	Dec	Jan	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>SUMMARY</b>											
<b>Revenue</b>											
LCFF Entitlement	292,487	292,487	482,553	1,952,309	4,026,803	4,434,388	4,422,829	(11,559)	396,026	2,470,520	44%
Federal Revenue	28,063	89,479	8,770	493,459	267,155	745,039	775,039	30,000	507,884	281,581	64%
Other State Revenues	34,060	20,934	66,978	213,772	803,058	873,727	872,566	(1,162)	69,507	658,794	24%
Local Revenues	207	63,836	(1,977)	111,535	459,510	460,880	459,611	(1,269)	101	348,076	24%
Fundraising and Grants	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>354,817</b>	<b>466,735</b>	<b>556,324</b>	<b>2,771,074</b>	<b>5,556,526</b>	<b>6,514,035</b>	<b>6,530,045</b>	<b>16,010</b>	<b>973,519</b>	<b>3,758,971</b>	<b>42%</b>
<b>Expenses</b>											
Compensation and Benefits	305,505	303,673	331,172	2,023,010	3,373,944	3,514,917	3,540,504	(25,587)	(166,561)	1,517,495	57%
Books and Supplies	63,955	32,681	28,313	264,001	182,700	414,411	444,453	(30,042)	(261,753)	180,453	59%
Services and Other Operating Expenditures	70,429	48,918	175,183	935,916	1,631,886	1,706,035	1,701,818	4,217	(69,932)	765,902	55%
Depreciation	-	22,703	3,784	26,487	280,000	272,578	272,578	-	7,422	246,091	10%
Other Outflows	3,418	5,017	4,955	40,852	75,720	58,691	58,691	-	17,029	17,839	70%
<b>Total Expenses</b>	<b>443,307</b>	<b>412,992</b>	<b>543,407</b>	<b>3,290,265</b>	<b>5,544,250</b>	<b>5,966,632</b>	<b>6,018,045</b>	<b>(51,413)</b>	<b>(473,795)</b>	<b>2,727,780</b>	<b>55%</b>
<b>Operating Income</b>	<b>(88,490)</b>	<b>53,743</b>	<b>12,917</b>	<b>(519,191)</b>	<b>12,276</b>	<b>547,402</b>	<b>512,000</b>	<b>(35,403)</b>	<b>499,723</b>	<b>1,031,191</b>	
<b>Fund Balance</b>											
Beginning Balance (Unaudited)					1,774,376	1,558,778	1,558,778				
Operating Income					12,276	547,402	512,000				
<b>Ending Fund Balance</b>					<b>1,786,652</b>	<b>2,106,180</b>	<b>2,070,777</b>				
Fund Balance as a % of Expenses						32%	35%				34%

**ARISE High School**  
**Income Statement**  
**As of Jan FY2021**

	Actual			YTD	Budget						
	Nov	Dec	Jan	Actual YTD	Approved	Previous	Current	Previous	Approved	Current	% Current
					Budget v1	Forecast	Forecast	Forecast vs. Current Forecast	Budget v1 vs. Current Forecast	Forecast Remaining	Forecast Spent
<b>KEY ASSUMPTIONS</b>											
<b>Enrollment Summary</b>											
9-12					385	387	387	-		2	
<b>Total Enrolled</b>					<b>385</b>	<b>387</b>	<b>387</b>	-		2	
<b>ADA %</b>											
9-12					93.5%	94.0%	94.0%	0.0%		0.5%	
<b>Average ADA %</b>					<b>93.5%</b>	<b>94.0%</b>	<b>94.0%</b>	<b>0.0%</b>		<b>0.5%</b>	
<b>ADA</b>											
9-12					359.98	363.78	363.70	(0.08)		3.72	
<b>Total ADA</b>					<b>359.98</b>	<b>363.78</b>	<b>363.70</b>	<b>(0.08)</b>		<b>3.72</b>	

**ARISE High School**  
**Income Statement**  
**As of Jan FY2021**

		Actual			YTD	Budget						
		Nov	Dec	Jan	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current	Approved Budget v1 vs. Current	Current Forecast Remaining	% Current Forecast Spent
<b>REVENUE</b>												
<b>LCFF Entitlement</b>												
8011	Charter Schools General Purpose Entitlement - State Aid	224,662	224,662	224,662	1,148,272	2,428,567	2,698,632	2,540,963	(157,670)	112,395	1,392,691	45%
8012	Education Protection Account Entitlement	-	-	190,066	380,132	679,237	820,631	847,889	27,258	168,652	467,757	45%
8096	Charter Schools in Lieu of Property Taxes	67,825	67,825	67,825	423,905	918,998	915,125	1,033,977	118,852	114,979	610,072	41%
<b>SUBTOTAL - LCFF Entitlement</b>		<b>292,487</b>	<b>292,487</b>	<b>482,553</b>	<b>1,952,309</b>	<b>4,026,803</b>	<b>4,434,388</b>	<b>4,422,829</b>	<b>(11,559)</b>	<b>396,026</b>	<b>2,470,520</b>	<b>44%</b>
<b>Federal Revenue</b>												
8181	Special Education - Entitlement	-	-	-	-	46,125	46,125	46,125	-	-	46,125	0%
8220	Child Nutrition Programs	-	31,996	-	31,996	11,370	117,846	137,846	20,000	126,476	105,851	23%
8291	Title I	27,154	57,483	-	84,637	110,760	108,133	108,133	-	(2,627)	23,496	78%
8292	Title II	909	-	3,936	4,845	13,470	15,534	15,534	-	2,064	10,689	31%
8293	Title III	-	-	-	-	-	7,322	7,322	-	7,322	7,322	0%
8294	Title IV	-	-	-	-	-	-	10,000	10,000	10,000	10,000	0%
8299	All Other Federal Revenue	-	-	4,834	371,981	85,430	450,079	450,079	-	364,649	78,098	83%
<b>SUBTOTAL - Federal Revenue</b>		<b>28,063</b>	<b>89,479</b>	<b>8,770</b>	<b>493,459</b>	<b>267,155</b>	<b>745,039</b>	<b>775,039</b>	<b>30,000</b>	<b>507,884</b>	<b>281,581</b>	<b>64%</b>
<b>Other State Revenue</b>												
8319	Other State Apportionments - Prior Years	-	-	14,727	14,727	-	-	14,727	14,727	14,727	-	100%
8381	Special Education - Entitlement (State)	18,264	18,264	18,264	111,614	203,127	227,363	227,313	(50)	24,186	115,699	49%
8382	Special Education Reimbursement (State)	-	-	-	-	72,940	72,940	55,200	(17,740)	(17,740)	55,200	0%
8520	Child Nutrition - State	-	2,670	15,075	17,745	1,190	23,334	25,334	2,000	24,144	7,589	70%
8545	School Facilities Apportionments	-	-	-	-	431,746	374,457	374,375	(82)	(57,371)	374,375	0%
8550	Mandated Cost Reimbursements	15,796	-	-	15,796	16,228	15,796	15,796	-	(432)	0	100%
8560	State Lottery Revenue	-	-	18,912	18,912	77,828	74,851	74,834	(16)	(2,993)	55,922	25%
8590	All Other State Revenue	-	-	-	34,978	-	84,987	84,987	-	84,987	50,009	41%
<b>SUBTOTAL - Other State Revenue</b>		<b>34,060</b>	<b>20,934</b>	<b>66,978</b>	<b>213,772</b>	<b>803,058</b>	<b>873,727</b>	<b>872,566</b>	<b>(1,162)</b>	<b>69,507</b>	<b>658,794</b>	<b>24%</b>
<b>Local Revenue</b>												
8631	Sales	-	-	-	-	1,300	-	-	-	(1,300)	-	0%
8650	Leases and Rentals	-	-	-	-	3,450	3,450	3,450	-	-	3,450	0%
8660	Interest	17	14	11	126	760	360	360	-	(400)	234	35%
8699	All Other Local Revenue	190	5,980	(1,170)	54,385	44,000	56,170	54,901	(1,269)	10,901	516	99%
8701	Measure N	-	57,024	-	57,024	310,000	300,900	300,900	-	(9,100)	243,876	19%
8702	CTEIG	-	-	-	-	100,000	100,000	100,000	-	-	100,000	0%
<b>SUBTOTAL - Local Revenue</b>		<b>207</b>	<b>63,836</b>	<b>(1,977)</b>	<b>111,535</b>	<b>459,510</b>	<b>460,880</b>	<b>459,611</b>	<b>(1,269)</b>	<b>101</b>	<b>348,076</b>	<b>24%</b>
<b>Fundraising and Grants</b>												
<b>SUBTOTAL - Fundraising and Grants</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE</b>		<b>354,817</b>	<b>466,735</b>	<b>556,324</b>	<b>2,771,074</b>	<b>5,556,526</b>	<b>6,514,035</b>	<b>6,530,045</b>	<b>16,010</b>	<b>973,519</b>	<b>3,758,971</b>	<b>42%</b>

**ARISE High School**  
**Income Statement**  
**As of Jan FY2021**

	Actual			YTD	Budget						
	Nov	Dec	Jan	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>EXPENSES</b>											
<b>Compensation &amp; Benefits</b>											
<b>Certificated Salaries</b>											
1100 Teachers Salaries	122,041	125,514	135,969	766,892	1,341,077	1,385,698	1,419,115	(33,417)	(78,039)	652,223	54%
1148 Teacher - Special Ed	18,233	12,433	13,133	88,634	150,701	150,801	150,801	-	(100)	62,167	59%
1200 Certificated Pupil Support Salaries	2,815	2,815	2,815	19,881	33,782	33,957	33,957	-	(175)	14,076	59%
1300 Certificated Supervisor & Administrator Salaries	36,928	36,928	38,678	261,437	443,132	445,932	445,932	-	(2,800)	184,495	59%
1900 Certificated Other Salaries	3,180	3,180	1,343	18,854	32,525	23,818	23,818	-	8,707	4,964	79%
<b>SUBTOTAL - Certificated Salaries</b>	<b>183,197</b>	<b>180,870</b>	<b>191,938</b>	<b>1,155,698</b>	<b>2,001,217</b>	<b>2,040,206</b>	<b>2,073,623</b>	<b>(33,417)</b>	<b>(72,406)</b>	<b>917,925</b>	<b>56%</b>
<b>Classified Salaries</b>											
2100 Classified Instructional Aide Salaries	26,070	25,880	28,310	169,161	266,844	324,300	313,615	10,685	(46,771)	144,454	54%
2200 Classified Support Salaries	6,236	6,236	6,936	45,051	61,317	76,230	76,230	-	(14,913)	31,179	59%
2300 Classified Supervisor & Administrator Salaries	6,414	6,414	6,889	45,845	76,962	77,787	77,912	(125)	(950)	32,067	59%
2400 Classified Clerical & Office Salaries	14,309	14,309	15,484	103,961	149,149	175,379	175,504	(125)	(26,355)	71,543	59%
2928 Other Classified - Food	1,596	1,748	1,946	12,676	19,760	21,003	21,003	-	(1,243)	8,328	60%
2930 Other Classified - Maintenance/grounds	6,582	7,209	7,182	48,736	62,782	83,321	83,571	(250)	(20,790)	34,835	58%
<b>SUBTOTAL - Classified Salaries</b>	<b>61,206</b>	<b>61,795</b>	<b>66,747</b>	<b>425,429</b>	<b>636,814</b>	<b>758,020</b>	<b>747,835</b>	<b>10,185</b>	<b>(111,022)</b>	<b>322,406</b>	<b>57%</b>
<b>Employee Benefits</b>											
3100 STRS	30,769	30,393	30,186	191,794	323,197	329,413	330,190	(778)	(6,994)	138,397	58%
3300 OASDI-Medicare-Alternative	6,773	6,809	7,554	45,638	77,734	87,603	89,081	(1,479)	(11,347)	43,443	51%
3400 Health & Welfare Benefits	19,853	20,687	21,729	137,119	286,388	215,428	217,494	(2,066)	68,893	80,376	63%
3500 Unemployment Insurance	346	421	6,954	10,382	16,675	19,402	17,146	2,256	(471)	6,764	61%
3600 Workers Comp Insurance	-	-	-	32,309	31,920	34,651	34,939	(288)	(3,019)	2,630	92%
3900 Other Employee Benefits	3,361	2,698	6,065	24,641	-	30,195	30,195	-	(30,195)	5,554	82%
<b>SUBTOTAL - Employee Benefits</b>	<b>61,102</b>	<b>61,008</b>	<b>72,488</b>	<b>441,883</b>	<b>735,913</b>	<b>716,691</b>	<b>719,046</b>	<b>(2,355)</b>	<b>16,867</b>	<b>277,163</b>	<b>61%</b>
<b>Books &amp; Supplies</b>											
4100 Approved Textbooks & Core Curricula Materials	-	-	315	11,384	10,000	12,000	12,000	-	(2,000)	616	95%
4200 Books & Other Reference Materials	-	140	4,441	5,702	10,000	10,000	10,000	-	-	4,298	57%
4315 Custodial Supplies	-	29	-	3,216	10,000	10,000	10,000	-	-	6,784	32%
4320 Educational Software	3,523	996	703	60,966	20,000	75,000	75,000	-	(55,000)	14,034	81%
4325 Instructional Materials & Supplies	3,895	995	2,719	14,275	20,000	38,000	38,000	-	(18,000)	23,725	38%
4330 Office Supplies	599	-	135	1,876	5,000	6,000	6,000	-	(1,000)	4,124	31%
4359 Student Awards/Appreciation	10,011	451	789	13,137	3,000	18,000	18,000	-	(15,000)	4,863	73%
4360 College Application Fees	2,310	1,420	-	3,730	-	4,000	4,000	-	(4,000)	270	93%
4410 Classroom Furniture, Equipment & Supplies	-	-	-	-	5,000	5,000	5,000	-	-	5,000	0%
4420 Computers: individual items less than \$5k	7,168	14,710	-	49,487	15,000	60,000	60,000	-	(45,000)	10,513	82%
4423 Computer Parts and Materials	-	498	555	2,234	3,200	3,200	3,200	-	-	966	70%
4425 Classroom Noncapitalized items 2	-	-	-	-	350	-	-	-	350	-	-
4433 Staff Wellness Supplies	-	722	-	722	-	3,000	3,000	-	(3,000)	2,278	24%
4710 Student Food Services	36,199	12,720	18,656	96,947	73,150	165,211	195,253	(30,042)	(122,103)	98,306	50%
4720 Other Food	251	-	-	325	8,000	5,000	5,000	-	3,000	4,675	7%
<b>SUBTOTAL - Books and Supplies</b>	<b>63,955</b>	<b>32,681</b>	<b>28,313</b>	<b>264,001</b>	<b>182,700</b>	<b>414,411</b>	<b>444,453</b>	<b>(30,042)</b>	<b>(261,753)</b>	<b>180,453</b>	<b>59%</b>
<b>Services &amp; Other Operating Expenses</b>											
5210 Conference Fees	162	-	-	572	-	1,250	1,250	-	(1,250)	678	46%
5220 Travel and Lodging	-	-	-	(631)	8,020	(631)	(631)	-	8,651	-	100%
5300 Dues & Memberships	3,850	5,750	-	12,439	48,050	40,950	30,950	10,000	17,100	18,511	40%
5400 Insurance	-	-	-	56,072	32,630	59,040	59,040	-	(26,410)	2,968	95%
5605 Equipment Leases	1,732	3,337	6,232	26,472	-	37,130	37,130	-	(37,130)	10,658	71%

**ARISE High School**  
**Income Statement**  
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		Actual			YTD	Budget						
		Nov	Dec	Jan	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
5610	Rent	29,725	1,650	113,468	474,289	791,370	744,012	744,012	-	47,358	269,723	64%
5615	Repairs and Maintenance - Building	-	-	-	2,306	10,000	10,000	10,000	-	-	7,694	23%
5617	Repairs and Maintenance - Copier	-	-	-	-	37,970	840	840	-	37,130	840	0%
5803	Accounting Fees	5,250	-	-	28,416	12,300	23,166	28,416	(5,250)	(16,116)	-	100%
5809	Banking Fees	5	32	32	1,077	1,750	1,750	1,750	-	-	673	62%
5812	Business Services	12,717	-	11,667	64,383	140,000	145,000	146,050	(1,050)	(6,050)	81,667	44%
5813	TICC Services (Was BTSa)	-	-	-	-	7,170	7,170	7,170	-	-	7,170	0%
5814	Vogel fees	-	-	-	17,475	-	17,475	17,475	-	(17,475)	-	100%
5815	Consultants - Instructional	520	190	970	3,970	-	5,000	5,000	-	(5,000)	1,030	79%
5820	Consultants - Non Instructional	(720)	-	-	2,738	-	11,738	11,738	-	(11,738)	9,000	23%
5822	E-Rate	-	729	-	729	2,500	2,500	2,500	-	-	1,771	29%
5824	District Oversight Fees	-	-	-	-	40,268	44,344	44,228	116	(3,960)	44,228	0%
5826	Directors Contingency	-	-	-	-	-	27,500	27,500	-	(27,500)	27,500	0%
5833	Fines and Penalties	-	-	-	-	390	390	390	-	-	390	0%
5836	Fingerprinting	62	-	-	517	1,690	1,690	1,690	-	-	1,173	31%
5845	Legal Fees	469	111	445	1,013	10,000	10,000	10,000	-	-	8,987	10%
5851	Marketing and Student Recruiting	-	-	-	-	1,500	1,500	1,500	-	-	1,500	0%
5857	Payroll Fees	472	418	519	2,843	5,000	5,000	5,000	-	-	2,157	57%
5861	Prior Yr Exp (not accrued)	1,974	3,036	-	26,115	-	26,115	26,115	-	(26,115)	-	100%
5863	Professional Development	-	-	5,651	5,651	6,000	6,000	6,000	-	-	349	94%
5869	Special Education Contract Instructors	-	27,942	26,087	138,991	373,768	338,147	338,147	-	35,621	199,156	41%
5872	SPED Admin Fees	-	-	-	-	-	8,205	8,203	2	(8,203)	8,203	0%
5874	Sports	-	-	-	-	-	3,500	-	3,500	-	-	-
5875	Staff Recruiting	-	-	58	58	5,000	5,000	5,000	-	-	4,942	1%
5877	Student Activities	-	-	-	42	15,000	15,000	15,000	-	-	14,958	0%
5878	Student Assessment	-	-	-	-	9,000	9,000	9,000	-	-	9,000	0%
5880	Student Health Services	-	950	4,900	7,110	-	4,400	7,500	(3,100)	(7,500)	390	95%
5881	Student Information System	1,669	-	700	18,742	26,330	22,674	22,674	-	3,656	3,931	83%
5887	Technology Services	9,769	2,359	1,747	23,479	20,000	40,000	40,000	-	(20,000)	16,521	59%
5896	Internet/Website consulting	-	-	-	2,250	3,000	3,000	3,000	-	-	750	75%
5898	Bad Debt Expense	-	-	-	1	-	1	1	-	(1)	-	100%
5915	Postage and Delivery	38	98	161	2,297	3,000	3,000	3,000	-	-	703	77%
5920	Communications - Telephone & Fax	2,734	2,316	2,547	16,499	20,180	25,180	25,180	-	(5,000)	8,681	66%
<b>SUBTOTAL - Services &amp; Other Operating Exp.</b>		<b>70,429</b>	<b>48,918</b>	<b>175,183</b>	<b>935,916</b>	<b>1,631,886</b>	<b>1,706,035</b>	<b>1,701,818</b>	<b>4,217</b>	<b>(69,932)</b>	<b>765,902</b>	<b>55%</b>
<b>Capital Outlay &amp; Depreciation</b>												
6900	Depreciation	-	22,703	3,784	26,487	280,000	272,578	272,578	-	7,422	246,091	10%
<b>SUBTOTAL - Capital Outlay &amp; Depreciation</b>		<b>-</b>	<b>22,703</b>	<b>3,784</b>	<b>26,487</b>	<b>280,000</b>	<b>272,578</b>	<b>272,578</b>	<b>-</b>	<b>7,422</b>	<b>246,091</b>	<b>10%</b>
<b>Other Outflows</b>												
7438	Long term debt - Interest	4,915	5,017	4,955	40,852	75,720	58,691	58,691	-	17,029	17,839	70%
7999	Uncategorized Expense	(1,497)	-	-	0	-	-	-	-	-	(0)	-
<b>SUBTOTAL - Other Outflows</b>		<b>3,418</b>	<b>5,017</b>	<b>4,955</b>	<b>40,852</b>	<b>75,720</b>	<b>58,691</b>	<b>58,691</b>	<b>-</b>	<b>17,029</b>	<b>17,839</b>	<b>70%</b>
<b>TOTAL EXPENSES</b>		<b>443,307</b>	<b>412,992</b>	<b>543,407</b>	<b>3,290,265</b>	<b>5,544,250</b>	<b>5,966,632</b>	<b>6,018,045</b>	<b>(51,413)</b>	<b>(473,795)</b>	<b>2,727,780</b>	<b>55%</b>

**ARISE High School**  
**Monthly Cash Forecast**  
**As of Jan FY2021**

	2020-21													Remaining Balance
	Actuals & Forecast													
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Actuals	Jan Actuals	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast	Forecast	
<b>Beginning Cash</b>	<b>268,506</b>	<b>487,480</b>	<b>249,157</b>	<b>428,661</b>	<b>446,829</b>	<b>367,013</b>	<b>455,837</b>	<b>455,869</b>	<b>385,235</b>	<b>677,829</b>	<b>606,202</b>	<b>327,341</b>		
<b>REVENUE</b>														
LCFF Entitlement	-	175,680	226,549	482,553	292,487	292,487	482,553	292,488	294,251	381,161	143,891	143,197	4,422,829	1,215,532
Federal Revenue	-	(233)	367,380	-	28,063	89,479	8,770	18,115	13,785	18,500	33,747	13,785	775,039	183,650
Other State Revenue	9,040	11,254	53,242	18,264	34,060	20,934	66,978	38,718	244,893	5,821	23,174	104,566	872,566	241,621
Other Local Revenue	5,898	17,930	10,085	15,557	207	63,836	(1,977)	1,300	68,778	725	725	68,778	459,611	207,770
Fundraising & Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>14,938</b>	<b>204,631</b>	<b>657,256</b>	<b>516,374</b>	<b>354,817</b>	<b>466,735</b>	<b>556,324</b>	<b>350,621</b>	<b>621,707</b>	<b>406,207</b>	<b>201,537</b>	<b>330,326</b>	<b>6,530,045</b>	<b>1,848,573</b>
<b>EXPENSES</b>														
Certificated Salaries	53,128	189,967	178,374	178,224	183,197	180,870	191,938	179,152	176,712	180,482	182,665	198,915	2,073,623	-
Classified Salaries	57,793	64,243	55,654	57,991	61,206	61,795	66,747	63,361	64,761	64,761	64,761	64,761	747,835	-
Employee Benefits	49,943	77,573	60,582	59,186	61,102	61,008	72,488	65,504	59,152	55,678	56,059	40,771	719,046	-
Books & Supplies	28,380	34,928	45,205	30,538	63,955	32,681	28,313	33,052	32,782	32,782	32,782	32,782	444,453	16,271
Services & Other Operating Expenses	230,375	86,582	168,366	156,064	70,429	48,918	175,183	149,134	127,870	127,870	127,870	136,073	1,701,818	97,086
Capital Outlay & Depreciation	-	-	-	-	-	22,703	3,784	155,231	22,715	22,715	22,715	22,715	272,578	-
Other Outflows	5,209	10,600	6,567	5,087	3,418	5,017	4,955	(789)	4,828	4,611	4,701	4,488	58,691	-
<b>TOTAL EXPENSES</b>	<b>424,828</b>	<b>463,892</b>	<b>514,749</b>	<b>487,090</b>	<b>443,307</b>	<b>412,992</b>	<b>543,407</b>	<b>644,644</b>	<b>488,821</b>	<b>488,899</b>	<b>491,553</b>	<b>500,505</b>	<b>6,018,045</b>	<b>113,357</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>(409,890)</b>	<b>(259,261)</b>	<b>142,507</b>	<b>29,284</b>	<b>(88,490)</b>	<b>53,743</b>	<b>12,917</b>	<b>(294,023)</b>	<b>132,886</b>	<b>(82,692)</b>	<b>(290,016)</b>	<b>(170,180)</b>	<b>512,000</b>	<b>1,735,216</b>
Revenues - Prior Year Accruals	548,281	36,944	102,997	32,116	-	-	4,391	85,846	148,426	-	-	64,716		
Accounts Receivable - Current Year	-	-	-	-	-	-	-	1,200	-	-	-	-		
Other Assets	132,110	-	-	-	-	-	-	-	-	-	-	-		
Fixed Assets	-	-	-	-	-	22,703	3,784	155,231	22,715	22,715	22,715	22,715		
Due To (From)	-	-	(14,175)	3,744	-	-	-	-	-	-	-	(138,138)		
Expenses - Prior Year Accruals	(83,020)	-	-	392	-	18,487	-	885	-	-	-	-		
Accounts Payable - Current Year	90,442	639	(45,437)	(41,059)	15,215	326	(1,141)	(18,984)	-	-	-	-		
Summerholdback for Teachers	(47,897)	5,293	4,839	4,813	4,806	4,809	4,887	-	-	-	-	-		
Loans Payable (Long Term)	(11,052)	(21,938)	(11,227)	(11,121)	(11,346)	(11,244)	(11,306)	(789)	(11,433)	(11,650)	(11,560)	(11,773)		
Other Liabilities	-	-	-	-	-	-	(13,500)	-	-	-	-	-		
<b>Ending Cash</b>	<b>487,480</b>	<b>249,157</b>	<b>428,661</b>	<b>446,829</b>	<b>367,013</b>	<b>455,837</b>	<b>455,869</b>	<b>385,235</b>	<b>677,829</b>	<b>606,202</b>	<b>327,341</b>	<b>94,681</b>		

**ARISE High School**  
**Balance Sheet**  
**As of Jan FY2021**

	<b>Jun FY2020</b>	<b>Jan FY2021</b>
<b>ASSETS</b>		
Cash Balance	268,506	455,869
Accounts Receivable	1,087,141	362,411
Other Current Assets	44,475	44,475
Prepays	132,403	293
Fixed Assets, Net	1,356,855	1,330,368
<b>TOTAL ASSETS</b>	<b>2,889,380</b>	<b>2,193,416</b>
<b>LIABILITIES &amp; EQUITY</b>		
Accounts Payable	63,256	9,148
Due to Others	148,569	138,138
Deferred Revenue	13,500	-
Current Loans and Other Payables	50,762	41,264
Long-Term Loans and Other Liabilities	1,054,515	965,280
Beginning Net Assets	1,558,778	1,558,778
Net Income (Loss) to Date	-	(519,191)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,889,380</b>	<b>2,193,416</b>

**ARISE High School**  
**Multi-year Projection**  
**As of Jan FY2021**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>SUMMARY</b>			
<b>Revenue</b>			
LCFF Entitlement	4,422,829	4,749,448	4,901,920
Federal Revenue	775,039	721,594	364,905
Other State Revenues	872,566	784,305	785,023
Local Revenues	459,611	626,730	626,730
Fundraising and Grants	-	-	-
<b>Total Revenue</b>	<b>6,530,045</b>	<b>6,882,077</b>	<b>6,678,578</b>
<b>Expenses</b>			
Compensation and Benefits	3,540,504	4,263,861	4,187,209
Books and Supplies	444,453	425,600	423,112
Services and Other Operating Expenditures	1,701,818	1,629,753	1,619,457
Depreciation	272,578	272,578	266,917
Other Outflows	58,691	49,606	39,917
<b>Total Expenses</b>	<b>6,018,045</b>	<b>6,641,399</b>	<b>6,536,611</b>
<b>Operating Income</b>	<b>512,000</b>	<b>240,678</b>	<b>141,967</b>
<b>Fund Balance</b>			
Beginning Balance (Unaudited)	1,558,778	2,070,777	2,311,456
Audit Adjustment			
Beginning Balance (Audited)	1,558,778	2,070,777	2,311,456
Operating Income	512,000	240,678	141,967
<b>Ending Fund Balance</b>	<b>2,070,777</b>	<b>2,311,456</b>	<b>2,453,423</b>
<b>Total Revenue Per ADA</b>	<b>17,954</b>	<b>18,401</b>	<b>17,857</b>
<b>Total Expenses Per ADA</b>	<b>16,547</b>	<b>17,758</b>	<b>17,478</b>
<b>Operating Income Per ADA</b>	<b>1,408</b>	<b>644</b>	<b>380</b>
<b>Fund Balance as a % of Expenses</b>	<b>34%</b>	<b>35%</b>	<b>38%</b>



**ARISE High School**  
**Multi-year Projection**  
**As of Jan FY2021**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>Key Assumptions</b>			
<b>Enrollment Breakdown</b>			
9	110	120	120
10	105	110	110
11	90	95	95
12	82	75	75
<b>Total Enrolled</b>	<b>387</b>	<b>400</b>	<b>400</b>
<b>ADA %</b>			
9-12	94.0%	93.5%	93.5%
<b>Average ADA %</b>	<b>94.0%</b>	<b>93.5%</b>	<b>93.5%</b>
<b>ADA</b>			
9-12	364	374	374
<b>Total ADA</b>	<b>364</b>	<b>374</b>	<b>374</b>
<b>Demographic Information</b>			
CALPADS Enrollment (for unduplicated % calc)	387	400	400
# Unduplicated (CALPADS)	342	353	353
# Free & Reduced Lunch (CALPADS)	330	341	341
# ELL (CALPADS)	81	84	84
New Students	18	13	-
<b>School Information</b>			
FTE's	38.0	44.5	44.5
Teachers	23	26	26
Certificated Pay Increases		3%	3%
Classified Pay Increases		3%	3%
# of school days	-	-	-
Default Expense Inflation Rate		2%	2%

**ARISE High School**  
**Multi-year Projection**  
**As of Jan FY2021**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>REVENUE</b>			
<b>LCFF Entitlement</b>			
8011 Charter Schools General Purpose Entitlement - State Aid	2,540,963	3,246,682	3,399,154
8012 Education Protection Account Entitlement	847,889	439,506	439,506
8096 Charter Schools in Lieu of Property Taxes	1,033,977	1,063,260	1,063,260
<b>SUBTOTAL - LCFF Entitlement</b>	<b>4,422,829</b>	<b>4,749,448</b>	<b>4,901,920</b>
<b>Federal Revenue</b>			
8181 Special Education - Entitlement	46,125	48,375	50,000
8220 Child Nutrition Programs	137,846	137,846	137,846
8291 Title I	108,133	135,166	139,672
8292 Title II	15,534	19,418	20,065
8293 Title III	7,322	7,322	7,322
8294 Title IV	10,000	10,000	10,000
8299 All Other Federal Revenue	450,079	363,467	-
<b>SUBTOTAL - Federal Revenue</b>	<b>775,039</b>	<b>721,594</b>	<b>364,905</b>
<b>Other State Revenue</b>			
8319 Other State Apportionments - Prior Years	14,727	-	-
8381 Special Education - Entitlement (State	227,313	237,258	237,258
8382 Special Education Reimbursement (State	55,200	55,200	55,200
8520 Child Nutrition - State	25,334	11,834	11,834
8545 School Facilities Apportionments	374,375	384,977	384,977
8550 Mandated Cost Reimbursements	15,796	17,301	18,019
8560 State Lottery Revenue	74,834	77,735	77,735
8590 All Other State Revenue	84,987	-	-
<b>SUBTOTAL - Other State Revenue</b>	<b>872,566</b>	<b>784,305</b>	<b>785,023</b>
<b>Local Revenue</b>			
8650 Leases and Rentals	3,450	3,450	3,450
8660 Interest	360	360	360
8699 All Other Local Revenue	54,901	52,000	52,000
8701 Measure N	300,900	422,625	422,625
8702 CTEIG	100,000	148,295	148,295
<b>SUBTOTAL - Local Revenue</b>	<b>459,611</b>	<b>626,730</b>	<b>626,730</b>
<b>Fundraising and Grants</b>			
<b>SUBTOTAL - Fundraising and Grants</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE</b>	<b>6,530,045</b>	<b>6,882,077</b>	<b>6,678,578</b>

**ARISE High School**  
**Multi-year Projection**  
**As of Jan FY2021**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>EXPENSES</b>			
<b>Compensation &amp; Benefits</b>			
<b>Certificated Salaries</b>			
1100 Teachers Salaries	1,419,115	1,550,001	1,596,501
1148 Teacher - Special Ed	150,801	247,332	254,751
1200 Certificated Pupil Support Salaries	33,957	146,272	150,660
1300 Certificated Supervisor & Administrator Salaries	445,932	465,200	479,156
1900 Certificated Other Salaries	23,818	13,699	14,110
<b>SUBTOTAL - Certificated Salaries</b>	<b>2,073,623</b>	<b>2,422,503</b>	<b>2,495,178</b>
<b>Classified Salaries</b>			
2100 Classified Instructional Aide Salaries	313,615	510,648	319,967
2200 Classified Support Salaries	76,230	77,250	79,568
2300 Classified Supervisor & Administrator Salaries	77,912	113,211	116,607
2400 Classified Clerical & Office Salaries	175,504	186,920	192,528
2928 Other Classified - Food	21,003	19,760	20,353
2930 Other Classified - Maintenance/grounds	83,571	84,671	87,211
<b>SUBTOTAL - Classified Salaries</b>	<b>747,835</b>	<b>992,459</b>	<b>816,233</b>
<b>Employee Benefits</b>			
3100 STRS	330,190	375,521	437,321
3300 OASDI-Medicare-Alternative	89,081	114,999	102,690
3400 Health & Welfare Benefits	217,494	268,185	276,230
3500 Unemployment Insurance	17,146	16,464	16,464
3600 Workers Comp Insurance	34,939	42,289	41,006
3900 Other Employee Benefits	30,195	31,442	2,086
<b>SUBTOTAL - Employee Benefits</b>	<b>719,046</b>	<b>848,899</b>	<b>875,798</b>
<b>Books &amp; Supplies</b>			
4100 Approved Textbooks & Core Curricula Materials	12,000	20,000	20,400
4200 Books & Other Reference Materials	10,000	10,200	10,404
4315 Custodial Supplies	10,000	10,200	10,404
4320 Educational Software	75,000	76,500	78,030
4325 Instructional Materials & Supplies	38,000	50,000	40,000
4330 Office Supplies	6,000	15,000	15,300
4359 Student Awards/Appreciation	18,000	3,060	3,121
4360 College Application Fees	4,000	4,080	4,162
4410 Classroom Furniture, Equipment & Supplies	5,000	5,100	5,202
4420 Computers: individual items less than \$5k	60,000	30,000	30,600
4423 Computer Parts and Materials	3,200	3,264	3,329
4433 Staff Wellness Supplies	3,000	3,060	3,121
4710 Student Food Services	195,253	190,036	193,836
4720 Other Food	5,000	5,100	5,202
<b>SUBTOTAL - Books and Supplies</b>	<b>444,453</b>	<b>425,600</b>	<b>423,112</b>
<b>Services &amp; Other Operating Expenses</b>			
5210 Conference Fees	1,250	2,000	1,301
5220 Travel and Lodging	(631)	-	8,344
5300 Dues & Memberships	30,950	6,069	6,190

**ARISE High School**  
**Multi-year Projection**  
**As of Jan FY2021**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
5400 Insurance	59,040	60,221	61,425
5605 Equipment Leases	37,130	37,873	38,630
5610 Rent	744,012	842,831	859,687
5615 Repairs and Maintenance - Building	10,000	10,200	10,404
5617 Repairs and Maintenance - Copier	840	857	874
5803 Accounting Fees	28,416	23,984	24,464
5809 Banking Fees	1,750	1,785	1,821
5812 Business Services	146,050	148,000	148,000
5813 TICC Services (Was BTSA)	7,170	7,313	7,460
5814 Vogel fees	17,475	-	-
5815 Consultants - Instructional	5,000	5,100	5,202
5820 Consultants - Non Instructional	11,738	36,000	-
5822 E-Rate	2,500	2,550	2,601
5824 District Oversight Fees	44,228	48,444	51,000
5826 Directors Contingency	27,500	7,500	-
5833 Fines and Penalties	390	398	406
5836 Fingerprinting	1,690	1,724	1,758
5845 Legal Fees	10,000	10,200	10,404
5851 Marketing and Student Recruiting	1,500	1,530	1,561
5857 Payroll Fees	5,000	5,100	5,202
5861 Prior Yr Exp (not accrued)	26,115	-	-
5863 Professional Development	6,000	6,120	6,242
5869 Special Education Contract Instructors	338,147	136,522	139,252
5872 SPED Admin Fees	8,203	8,740	8,966
5874 Sports	-	6,000	6,120
5875 Staff Recruiting	5,000	5,100	5,202
5877 Student Activities	15,000	60,000	61,200
5878 Student Assessment	9,000	9,180	9,364
5880 Student Health Services	7,500	7,650	3,000
5881 Student Information System	22,674	23,159	23,622
5884 Substitutes	-	15,000	15,300
5887 Technology Services	40,000	40,800	41,616
5893 Transportation - Student	-	20,000	20,400
5896 Internet/Website consulting	3,000	3,060	3,121
5898 Bad Debt Expense	1	-	-
5915 Postage and Delivery	3,000	3,060	3,121
5920 Communications - Telephone & Fax	25,180	25,684	26,197
<b>SUBTOTAL - Services &amp; Other Operating Exp.</b>	<b>1,701,818</b>	<b>1,629,753</b>	<b>1,619,457</b>
<b>Depreciation Expense</b>			
6900 Depreciation	272,578	272,578	266,917
<b>SUBTOTAL - Depreciation Expense</b>	<b>272,578</b>	<b>272,578</b>	<b>266,917</b>
<b>Other Outflows</b>			
7438 Long term debt - Interest	58,691	49,606	39,917
<b>SUBTOTAL - Other Outflows</b>	<b>58,691</b>	<b>49,606</b>	<b>39,917</b>
<b>TOTAL EXPENSES</b>	<b>6,018,045</b>	<b>6,641,399</b>	<b>6,536,611</b>

**ARISE High School**  
**Monthly Cash Forecast**  
**As of Jan FY2021**

	2021-22												Forecast	Remaining Balance
	Actuals & Forecast													
	Jul Forecast	Aug Forecast	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast		
<b>Beginning Cash</b>	<b>94,681</b>	<b>227,656</b>	<b>254,276</b>	<b>390,117</b>	<b>615,938</b>	<b>683,371</b>	<b>816,069</b>	<b>903,236</b>	<b>925,847</b>	<b>1,394,084</b>	<b>1,200,613</b>	<b>1,163,142</b>		
<b>REVENUE</b>														
LCFF Entitlement	-	219,902	281,941	578,845	366,872	366,872	578,845	366,872	456,555	284,981	379,296	379,296	4,749,448	489,172
Federal Revenue	-	-	90,867	-	56,761	104,651	13,785	56,761	104,651	13,785	56,761	104,651	721,594	118,921
Other State Revenue	11,366	11,366	20,458	20,458	21,642	38,943	21,642	69,939	233,475	23,631	42,339	128,553	784,305	140,494
Other Local Revenue	4,363	4,363	4,363	4,363	4,363	84,456	4,938	4,938	100,521	4,938	4,938	100,521	626,730	299,662
Fundraising & Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>15,729</b>	<b>235,631</b>	<b>397,629</b>	<b>603,666</b>	<b>449,638</b>	<b>594,922</b>	<b>619,209</b>	<b>498,511</b>	<b>895,202</b>	<b>327,334</b>	<b>483,334</b>	<b>713,021</b>	<b>6,882,077</b>	<b>1,048,250</b>
<b>EXPENSES</b>														
Certificated Salaries	66,982	199,772	199,772	199,772	199,772	201,060	199,772	199,772	199,772	199,772	199,772	216,510	2,422,503	140,000
Classified Salaries	66,038	66,038	84,038	84,038	84,038	84,038	84,038	84,038	84,038	84,038	84,038	84,038	992,459	20,000
Employee Benefits	72,076	67,199	73,895	69,157	68,368	68,588	74,685	69,157	69,157	64,589	64,589	46,167	848,899	41,272
Books & Supplies	36,300	56,682	54,642	28,560	28,560	28,560	29,410	29,410	29,410	29,410	29,410	29,410	425,600	15,836
Services & Other Operating Expenses	172,774	142,542	127,135	127,135	127,135	127,135	126,735	126,735	126,735	126,735	126,735	135,475	1,629,753	36,749
Capital Outlay & Depreciation	22,715	22,715	22,715	22,715	22,715	22,715	22,715	22,715	22,715	22,715	22,715	22,715	272,578	-
Other Outflows	4,573	4,509	4,301	4,379	4,174	4,247	4,181	3,717	4,046	3,851	3,911	3,719	49,606	-
<b>TOTAL EXPENSES</b>	<b>441,458</b>	<b>559,457</b>	<b>566,498</b>	<b>535,756</b>	<b>534,762</b>	<b>536,343</b>	<b>541,536</b>	<b>535,544</b>	<b>535,873</b>	<b>531,110</b>	<b>531,170</b>	<b>538,033</b>	<b>6,641,399</b>	<b>253,858</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>(425,729)</b>	<b>(323,826)</b>	<b>(168,869)</b>	<b>67,910</b>	<b>(85,124)</b>	<b>58,580</b>	<b>77,673</b>	<b>(37,033)</b>	<b>359,329</b>	<b>(203,775)</b>	<b>(47,835)</b>	<b>174,988</b>	<b>240,678</b>	<b>794,392</b>
Revenues - Prior Year Accruals	529,572	383,072	339,393	188,137	126,714	63,092	-	68,457	98,408	-	-	42,283	-	-
Accounts Receivable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Assets	293	-	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Assets	22,715	22,715	22,715	22,715	22,715	22,715	22,715	22,715	22,715	22,715	22,715	22,715	-	-
Due To (From)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Expenses - Prior Year Accruals	(72,629)	(44,228)	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	90,442	639	(45,437)	(41,059)	15,215	326	(1,141)	(18,984)	-	-	-	-	-	-
Summerholdback for Teachers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	(11,688)	(11,752)	(11,960)	(11,882)	(12,087)	(12,014)	(12,080)	(12,544)	(12,215)	(12,410)	(12,350)	(12,542)	-	-
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Ending Cash</b>	<b>227,656</b>	<b>254,276</b>	<b>390,117</b>	<b>615,938</b>	<b>683,371</b>	<b>816,069</b>	<b>903,236</b>	<b>925,847</b>	<b>1,394,084</b>	<b>1,200,613</b>	<b>1,163,142</b>	<b>1,390,586</b>		

# Cover Sheet

## Head of School Update

**Section:** V. Head of School Update  
**Item:** A. Head of School Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** ARISE Campus Reopening Presentation 3\_16\_21.pdf



ARISE HIGH SCHOOL

# CAMPUS REOPENING

Presented by Head of School Karla Gandiaga

# TODAY'S PRESENTATION

## Presentation Outline

Reopening Survey Data

Our Guiding Principles

Commitment to Safety

Strong Support Systems

Plan Sustainability & Evolution

Schedule Plans by Tier

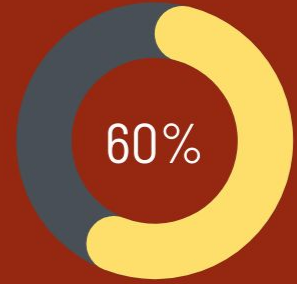


# CAMPUS REOPENING SURVEY DATA

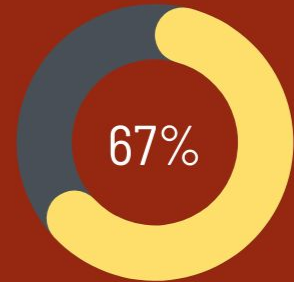
## All stakeholders:

- have expressed desire for at least staff to be vaccinated.
- name **health & safety** as their number one priority.
- want continued involvement as we develop plans.

Teachers and students want to avoid teaching on-campus and virtual students **simultaneously**, which compromises quality of instruction.



of students & families feel  
comfortable returning to campus

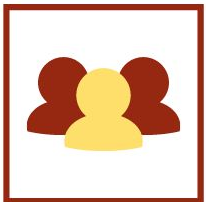


of staff feel comfortable  
returning to campus

96% are willing to return to campus



**Safety**



**Support**



**Sustainability**

# OUR GUIDING PRINCIPLES

Reopening Plan Outline

# COMMITMENT TO SAFETY

## ROBUST COVID-19 MITIGATION

We are committed to strong adherence to CDC, State, and County Guidelines and providing PPE (masks, dividers, shields, custodial supplies, etc) for all stakeholders.

## PRIORITIZING VACCINATION & TESTING

We are supporting vaccination for all staff and families that qualify and access to COVID testing on campus.

## CLEAR & CONSISTENT COMMUNICATION

We plan to create a Technical Manual for all stakeholders around protocols and set up a full orientation run-through.

# 01 UNIVERSAL & CORRECT USE OF MASKS\*

Consistent & correct usage of masks will be required for all students and staff while on campus.

# 02 6 FT PHYSICAL DISTANCING\*

Through cohorting and staggered start/end times, we will enforce physical distance of at least **6 feet**.

# 04 CLEANING FACILITIES

All surfaces will be cleaned & disinfected at the end of each day, with deep cleaning on Wednesday.

## MITIGATION STRATEGIES TO REDUCE TRANSMISSION OF COVID-19 IN SCHOOLS

\* TOP TWO PRIORITIES FROM THE CDC

# 03 HANDWASHING ETIQUETTE

We will provide education around handwashing & hygiene and regular access to sanitizing stations.

# 05 CONTACT TRACING & QUARANTINE

We will collaborate with public health officials around contact tracing, community notification, and isolation.

# STRONG SUPPORT SYSTEMS

## REDESIGNING STUDENT SUPPORT

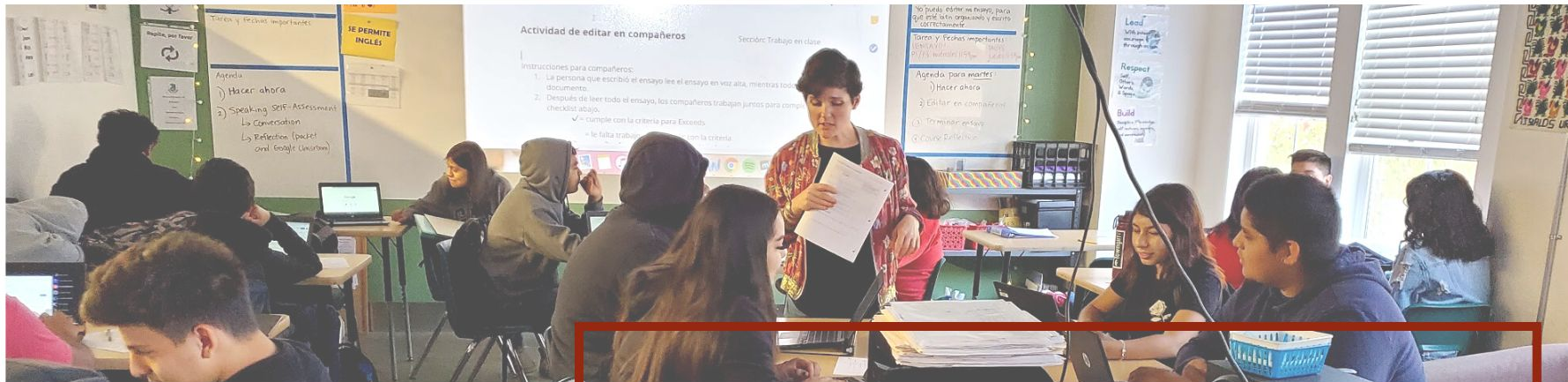
We are adding two academic counseling positions and increasing the number of support staff and TAs.

## RESPONDING TO SPECIFIC NEEDS

We are doubling Math instruction and prioritizing high needs students for increased time on campus.

## ENRICHMENT PROGRAMS & PARTNERS

Our new Student Enrichment Director will coordinate with our Pathway and community partners so students are engaging in work-based learning while not on campus.



# IN-PERSON SUPPORT

## Transition to Workshop Model

To avoid simultaneous hybrid teaching, teachers will provide online direct instruction in the morning. In the afternoon workshop, students will deepen their learning & apply their knowledge in person through guided practice.

# PLAN SUSTAINABILITY & EVOLUTION

## FLEXIBLE PLANS & CONTINGENCIES

Any schedule will need to take into account students who are fully remote. We have designed a schedule that can be easily adapted to changing situations around COVID-19.

## MAXIMIZING INSTRUCTION WITH 4X4

Semester courses emphasize depth over breadth and allow students to earn more course credits each year.

## STAFF SUSTAINABILITY & POTENTIAL

With less students per semester, teachers have more room to plan & provide individualized instruction/support.



# SUSTAINABILITY

## Student Benefits in a 4x4 Schedule

Students have less classes to manage per semester and more time for enrichment programs & community internships.

Increase in the number of classes per year means students can take more electives, have more choice, & earn more credits.

If a student fails a required class, the students can repeat the class next semester and not delay progress toward graduation.



# SCHEDULE PLANS BY TIER

## Alameda County Tier Assignment

Our schedule is designed to respond to the changing situation of COVID-19, depending on the tier that Alameda County transitions to along with other community factors.

**WIDESPREAD**

**SUBSTANTIAL**

**MODERATE**

**MINIMAL**

SAMPLE STUDENT SCHEDULE (GROUP 1A)

TIME	MON	TUE	WED	THU	FRI	
9:00 - 9:30	ADVISORY	ADVISORY	ADVISORY	ADVISORY	ADVISORY	ONLINE INSTRUCTION
9:40 - 10:40	PERIOD 1	PERIOD 3	INDEPENDENT WORK TIME & ONLINE TUTORING	PERIOD 1	PERIOD 3	
10:50 - 11:50	PERIOD 2	PERIOD 4		PERIOD 2	PERIOD 4	
11:50 - 1:00	LUNCH	LUNCH	COMMUNITY INTERNSHIPS	LUNCH	LUNCH	
1:00 - 3:00	WOLFPACK TIME WITH P1, P2 TEACHERS	WOLFPACK TIME WITH P3, P4 TEACHERS	HIGH NEEDS STUDENT SUPPORT	ONLINE TUTORING ENRICHMENT PROGRAMS COMMUNITY INTERNSHIPS		IN-PERSON WORKSHOP

**NOTES:**

STUDENTS TAKE 4 COURSES A SEMESTER: 3 SEMESTER-LONG COURSES AND 1 YEAR-LONG MATH COURSE.  
**HIGH NEEDS STUDENTS WILL HAVE ACCESS TO CAMPUS SUPPORTS 5 DAYS A WEEK**

**TIER:**

**MODERATE**

SAMPLE 4X4 IN-PERSON SCHEDULE

TIME	MON	TUE	WED	THU	FRI
9:00 - 9:25	ADVISORY	ADVISORY	ADVISORY STUDY HALL & CONSULTANCY	ADVISORY	ADVISORY
9:30 - 10:30	PERIOD 1	PERIOD 1		PERIOD 1	PERIOD 1
10:35 - 11:35	PERIOD 2	PERIOD 2	PROJECT WORK TIME	PERIOD 2	PERIOD 2
11:40 - 12:40	PERIOD 3	PERIOD 3		ENRICHMENT PROGRAMS	PERIOD 3
1:20 - 2:20	PERIOD 4	PERIOD 4	GUIDED GROUPS	PERIOD 4	PERIOD 4
2:20 - 4:00	OFFICE HOURS & ENRICHMENT		COMMUNITY INTERNSHIPS	OFFICE HOURS & ENRICHMENT	

IN-PERSON LEARNING

**NOTES:**

Schedule will trigger when the county hits Yellow Tier and 70% of our students and families are vaccinated (herd immunity is achieved in our community).

**TIER:**

**MINIMAL**

	TIME	MON	TUE	WED	THU	FRI
<b>SAMPLE 4X4 ONLINE SCHEDULE</b>	<b>9:00 - 9:30</b>	ADVISORY	ADVISORY	ADVISORY	ADVISORY	ADVISORY
	<b>9:40 - 10:40</b>	PERIOD 1	PERIOD 3	INDEPENDENT WORK TIME & ONLINE TUTORING  COMMUNITY INTERNSHIPS	PERIOD 1	PERIOD 3
	<b>10:50 - 11:50</b>	PERIOD 2	PERIOD 4		PERIOD 2	PERIOD 4
	<b>11:50 - 1:00</b>	LUNCH	LUNCH		LUNCH	LUNCH
	<b>1:00 - 3:00</b>	ONLINE TUTORING GUIDED GROUPS OFFICE HOURS			HIGH NEEDS STUDENT SUPPORT	
	<b>FULLY ONLINE INSTRUCTION</b>					

**NOTES:** The schedule can convert to being fully online in case of a positive COVID case or transition to purple/red tier.

**TIERS:**

WIDESPREAD

SUBSTANTIAL



# APRIL CAMPUS RE-OPENING

## **Priority Students**

Special education

English Learners

Students with socioemotional needs

## **Stable Cohorts**

Groups of 6-12 students

No cross-pollination

2-3 adults per group maximum

## **Afternoon Sessions**

One online period

Guided Group/Workshop Model

Case Manager Check In

# Cover Sheet

## April Reopening COVID Safety Plan

**Section:** VI. COVID Safety Plan  
**Item:** A. April Reopening COVID Safety Plan  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**

1. CPP - April Opening 2021 DRAFT.pdf
2. ARISE High School Reopening School Plan DRAFT.pdf
3. ARISE\_COVID19\_School\_Guidance\_Checklist\_DRAFT.pdf



## Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CPP template. Employers can also create a written CPP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP) if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation, and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
  - [3205, COVID-19 Prevention](#)
  - [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
  - [3205.2, Major COVID-19 Outbreaks](#)
  - [3205.3, Prevention in Employer-Provided Housing](#)
  - [3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)
  - The four [Additional Considerations](#) provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)



November 2020



## COVID-19 Prevention Program (CPP) for ARISE High School

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

In preparation for student and employee return to our workplaces, we are implementing a robust set of safety protocols and practices consistent with the regulations issued by CalOSHA for COVID-19 prevention, and updated on January 26, 2021.

**Date: 3/12/2021**

### Authority and Responsibility

The **Head of School** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

### Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by **contacting their supervisor**. **In addition:**

- **all employees are encouraged to raise concerns directly with the Director of HR, Karla Gandiaga, [karla@arisehighschool.org](mailto:karla@arisehighschool.org);**
- **School leaders, admin, and coaches consult with all teachers and staff on weekly basis.**

### Employee screening

We screen our employees by self-screening according to CDPH guidelines. Employees will self-screen before coming to work by using our Wellness Assessment Checklist (See below). In accordance with





CPHD testing guidance, staff will be tested on a bi-weekly basis. Non-contact thermometers will be used for any on-site screening and face coverings will be used during screening by both screeners and employees. All persons on campus must have a face covering at all times. Face coverings will be provided at the front desk for any employee, student, or visitor if needed.

**Wellness Assessment Checklist:** If you answer YES to any of the following questions, DO NOT come to the school. Please use your best judgment when answering these questions and if you are ever unsure how to answer a question please contact the school office at (510) 436-5487 for next steps.

- Have you come in contact with someone who has COVID-19 or symptoms of COVID-19 in the past 14 days? (close contact = within 6 feet for 15 minutes or longer)
- In the past 14 days. Have you or someone you live with been diagnosed with COVID-19?
- In the past 72 hours, have you or anyone in your household had any of the following symptoms:
  - Fever or chills (fever = 100F or higher)
  - Cough
  - Sore throat
  - Headache
  - Difficulty breathing or wheezing
  - Feeling unusually weak or fatigued
  - Unexplained muscle aches
  - Loss of sense of taste or smell
  - Runny or congested nose
  - Nausea, vomiting, or diarrhea

### **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

The Director of Operations will conduct routine inspections of the facility in collaboration with the Head of School and our custodial staff. The Head of School will determine the severity of the hazard and assign correction time frames accordingly.

In most cases, the Director of Operations will be responsible for timely correction. If additional support is needed, the Director of Operations will collaborate with Property Management and/or will assign additional individuals, and if necessary hire additional help. The Director of Operations will be responsible for following up to ascertain that the hazard is corrected in a timely manner and notify the Head of School.



## Control of COVID-19 Hazards

### Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements when applicable.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times for staff and students.
- Stable Groups of no more than 10-15 students and no more than 2 teachers per stable group. Students will remain in a single cohort and a single location where teachers will rotate in order to minimize cross-contamination.
- Classroom desks and furniture are spaced to allow six feet of distance between students and teachers. We also ask that all students and staff practice social distancing whenever moving around campus.
- In order to increase the potential for physical distancing during travel to and from locations, student movement will be restricted on campus. Arrival, dismissal, and restroom/break procedures will ensure students remain physically distanced.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Additional KN95 masks are located at the front office for anyone who needs one. All soiled or damaged masks will be disposed of and replaced when needed. All employees, students, and visitors are required to wear a mask at all times. Anyone without a mask will be given a mask or asked to leave the premises.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

### Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: Individuals in classrooms or offices will remain 6ft apart at all times with additional sneeze guards per student desk in classrooms. Front offices have also implemented sneeze



guards.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Opening windows to classrooms and offices.
- HVAC systems are being updated to make sure to use MERV 13 high-quality air filters. Needlepoint Bi-polar Ionization technology will also be implemented into the HVAC system in order to provide clean ventilation. More information on NBPI [here](#) & testing information [here](#). In addition, HEPA filters will be installed in every classroom and office.
  - In event of natural hazards such as heat or smoke, windows will need to be closed. Ventilation and air filtration will be addressed through our NPBI technology and air purifiers.
  - Ventilation will be maintained at all times any person is present. Temperature controls are in enclosed cases but can be accessed with the property facilities team. If changes need to occur, Property Management and Facilities will be contacted.

### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

All frequently touched surfaces such as student and staff desks, desk shields, printers, doors, and other surfaces will be cleaned on a daily basis. A deep cleaning will also take place on a weekly basis.

- Adequate supplies will be provided and in stock at all times including, disinfectant, wipes, masks, gloves, and various cleaning products. Inventory will be checked on a weekly basis and additional supplies will be ordered when needed.
- The cleaning and disinfecting team will be trained and notified of cleaning and disinfecting frequency and scope prior to opening.
- Common items will not be shared and students will be provided with their own supplies.
- For items that cannot be cleaned such as papers, teachers will let them sit for 24 hours before they are handled.
- Plastics will be cleaned and disinfected between uses
- Classrooms, offices, and bathrooms will be cleaned daily and deep cleaned weekly.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: Disinfection and deep cleaning of school will take immediately following notification of positive case. All materials, areas, and equipment will be disinfected especially in areas where the positive case individual was present.

### **Shared tools, equipment, and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles, and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments, and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by using disinfecting wipes and sprays which will be available in all classrooms and offices. Gloves and hand sanitizer will also be provided. The cleaning crew will also include these items in their daily and weekly deep cleaning.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:



- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encourage and allow time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.]

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours on site.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

### **In the Event of Illness**

Students, teachers, and staff who feel unwell for any reason are required to stay home. Any student, teacher, or staff member with a fever of 100 degrees or higher, or any of the other symptoms of possible COVID-19 virus infection, cannot come to campus.

If a student, faculty, or staff member develops an illness, fever, or other COVID-19 symptoms while at school, the individual(s) will be sent home. Students should report to the front office right away, where a staff member will contact their family for immediate pickup. Sick students waiting for pickup will remain physically isolated in a dedicated space located in each building. Faculty and staff members who are ill must leave campus right away.

### **Returning to Campus**

We ask that students and staff members who are absent because of COVID-19 symptoms contact their health care provider to discuss testing and medical care. If a student, faculty, or staff member tests positive for COVID-19 with or without symptoms, they cannot return to campus until they meet the Alameda County Public Health Department criteria. If a student, faculty, or staff member exhibits COVID-19 symptoms but does not get a COVID-19 test, they may not return to school until at least 24 hours have passed with no



temperature over 100F degrees without the use of fever-reducing medications and at least 10 days since symptoms first appeared, or an alternate diagnosis for the symptoms is provided by their health care provider.

### System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their Supervisor, Director of Operations, or Head of School.
- Employees can report symptoms and hazards without fear of reprisal to their Supervisor, Director of Operations, and/or Head of School. If an employee feels that they are facing or have faced reprisal, the Head of School will investigate.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness may continue to work from home.
- Where testing is not required, employees can access COVID-19 testing through health insurance providers(s), local county health department, or other sites (government offices, pop-ups, etc).
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to visitors such as family members, community members, and contractors. All visitors will be required to make an appointment to visit and must wear a mask to enter the campus. All packages are being delivered to a central location in the main building. Anyone violating these guidelines will not be allowed inside the building.

### Examples of Possible Scenarios

Scenario	Action
Student/Staff exhibits COVID-19 symptoms, answers yes to health screening question and/r has a temperature of 100F or above	<ul style="list-style-type: none"> <li>- Student/staff will be sent home</li> <li>- Student/staff member will be placed in Isolation Space, pending pick up from school</li> <li>- Advise student/staff member to contact a healthcare provider and consider COVID-19 testing</li> <li>- Advise student/staff to share test results with COVID Liaison as soon as possible</li> <li>- Advise symptomatic staff or parent of a symptomatic student to follow isolation instructions unless COVID-19 is ruled out by the health provider</li> <li>- Provide testing resources to individual</li> </ul>



<p>Close contact of Student/Staff tests Positive</p>	<ul style="list-style-type: none"> <li>- Student/staff will be sent home</li> <li>- Advise student/staff member to follow quarantine instructions for a minimum of 14 days</li> <li>- Advise student/staff member to contact their healthcare provider and consider COVID-19 testing</li> <li>- Provide resources for free testing locations</li> </ul>
<p>Positive Case: A student/staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>- Contact Alameda County Public Health Department: <a href="mailto:safelearning@acgov.org">safelearning@acgov.org</a> or 510-269-2101</li> <li>- Advise close contacts of the COVID-19 positive student/staff member to follow quarantine instructions, contact their healthcare provider and consider testing</li> <li>- Advise household contacts of COVID-19 positive student/staff member to follow quarantine instructions, contact their healthcare provider and consider testing</li> <li>- Clean and disinfect classroom and primary spaces where COVID-19 positive student/staff member spent significant time <math>\geq 15</math> minutes                         <ul style="list-style-type: none"> <li>- *Close off for 24 hours before cleaning*</li> </ul> </li> </ul>
<p>Currently Isolated &amp; Tests Negative before 10 days</p>	<ul style="list-style-type: none"> <li>- Continue following isolation instructions</li> <li>- COVID-19 test is negative, staff or student member can return after:                         <ul style="list-style-type: none"> <li>- have no fever for at least 24 hours without taking medication to lower fever such as acetaminophen (Tylenol) or ibuprofen (Advil or Motrin)</li> <li>- Must show a medical evaluator note to verify that symptoms are not due to COVID-19 and the test for COVID-19 is negative</li> </ul> </li> </ul>
<p>Currently Isolated &amp; Wants to return before 10 days</p>	<ul style="list-style-type: none"> <li>- No COVID test, staff, or student can return after:                         <ul style="list-style-type: none"> <li>- have no fever for at least 24 hours without taking medication to lower fever such as acetaminophen (Tylenol) or ibuprofen (Advil or Motrin)</li> <li>- Must show a medical evaluator note to verify that an alternative diagnosis has been made and symptoms are not due to COVID-19</li> </ul> </li> <li>- COVID-19 test is negative, staff or student</li> </ul>



	<p>member can return after:</p> <ul style="list-style-type: none"> <li>- have no fever for at least 24 hours without taking medication to lower fever such as acetaminophen (Tylenol) or ibuprofen (Advil or Motrin)</li> <li>- Must show a medical evaluator note to verify that symptoms are not due to COVID-19 and the test for COVID-19 is negative</li> </ul>
<p>Currently quarantined &amp; tests negative</p>	<ul style="list-style-type: none"> <li>- Follow quarantine instructions             <ul style="list-style-type: none"> <li>- if a staff member or student has never had symptoms, gets tested, and the COVID-19 test is negative:                     <ul style="list-style-type: none"> <li>- they must still remain in quarantine for 14 days, because they may develop symptoms and/or become infectious to others at any time during the 14 days</li> </ul> </li> <li>- For those who do not develop symptoms:                     <ul style="list-style-type: none"> <li>- Students: testing is advisable but not required. Parents should discuss the pros and cons of testing with the child's health care provider.</li> <li>- Staff: ACPHD recommends testing 4-10 days after the last exposure to a COVID-19 case.</li> <li>- *School will provide testing resources*</li> </ul> </li> </ul> </li> </ul>

## Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infected person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical



- distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

### **Prevention & Education:**

To help prevent the spread of any infectious disease, schools have an opportunity to educate students, staff, and the community on social etiquette, good health and hygiene habits, and disease prevention. ARISE High School will continue to provide public and community health awareness education.

Our educational message is:

- Cover Your Cough and Sneeze (in your elbows)
- Wash Your Hands Often
- Stay Home If You're Sick
- Wear appropriate PPE (Personal Protective Equipment: which includes masks, face shields, and sneeze guards)
- Practice Social Distancing

Cover Your Cough and Sneeze:

- Do not remove face masks while coughing or sneezing. A new mask will be provided if needed.
- In addition, cover your mouth and nose with a tissue when you cough or sneeze, OR cough or sneeze into your upper sleeve, not your hands.
- Clean your hands after you cough or sneeze.

*There will be an ample supply of tissues and hand sanitizer available in each classroom and throughout the campus. Students will have time to wash their hands throughout the school day.*

Resources:

[CDC Coughing & Sneezing](#)

Wash Your Hands Often:

Diligent hygiene, when practiced by the entire community, helps prevent virus transmission. Regular handwashing is critical. The best option is to use soap and water for at least 20 seconds. Additionally, the frequent use of alcohol-based hand rub with formulations containing 60% ethanol or 70% isopropanol is an effective way to prevent the spread of pathogens and infections.





To support this, ARISE High School has installed motion sensed sanitizers in common areas, motion sensed soap, and paper towel dispensers, and providing hand sanitizer in each classroom. It is strongly suggested that students, faculty, and staff sanitize hands upon entering or exiting a space.

Resources:

- CDC guidance: [When and How to wash your hands](#)

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work-related. This will be accomplished by following the ARISE Employee Handbook provisions for employer-provided employee sick leave benefits, payments from CARES Act as needed, and when not covered by Worker's Compensation. Providing employees at the time of exclusion with information on available benefits.
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and representatives of Cal/OSHA immediately upon request.
- Use **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of



fever-reducing medications.

- o COVID-19 symptoms have improved.
- o At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days has passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

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**Additional Information unique to our school:**

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- ARISE has partnered with Valencia Laboratory and Color Inc to provide COVID-19 Testing for staff and students on site. As the county remains in the Red Tier, testing for students and staff will be conducted every two weeks as surveillance.
  - Any COVID-positive cases among staff or students that occur during in-person instruction will initiate cohort closure for 14 days.
  - Currently, optional in-person instruction is prioritized to SPED students and those who need additional support starting in April 2021 to provide in-person supervision, instruction, targeted support services, and facilitation of distance learning for some students, especially high-need student groups and students who may not be able to benefit fully from distance learning offerings.
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**Karla Gandiaga**  
**Head of School**

**Date:** 3/12/2021



**Appendix A: Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**The person conducting the evaluation: TBD**

**Date: TBD**

**Name(s) of employee and authorized employee representative that participated: TBD**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation



## Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Handwashing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE (not shared, available, and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			



### Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:**

**Name of person conducting the investigation:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>The location where the employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was a COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was the last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>The date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	



**Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):**



<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health</b>			



<b>department notified?</b>		<b>Date:</b>	
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\*Should an employer be made aware of a non-employee infection source COVID-19 status.







## Additional Consideration #1

### Multiple COVID-19 Infections and COVID-19 Outbreaks

**[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

#### Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

#### COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.



- Insufficient outdoor air.
- Insufficient air filtration.
- Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - [describe other applicable controls].

#### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.



## Additional Consideration #2

### Major COVID-19 Outbreaks

**[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) for details.]**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

#### Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High-Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.



## **ARISE HIGH SCHOOL**

**3301 E 12th St Suite 205  
Oakland, CA 94601  
*Main Building***

## **Reopening School Plan**

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## **I. INTRODUCTION**

The following plan outlines ARISE High School's strategy in preparing for and responding to COVID-19 (coronavirus) by establishing guidelines to mitigate potential situations.

ARISE High School is dedicated to the safety of the community and wants to ensure that the best protocols and procedures are in place. We are asking all members of the community to join us in agreement to ensure the health and well-being of the community. By doing so, we will be able to help reduce exposure to COVID-19 and other diseases. We know mutual understanding, trust, and respect will be necessary in order to maximize the health and wellness of our community.



## II. Strategies for Prevention

COVID-19 & Virus Spread Awareness: COVID-19 is primarily transmitted by droplet transmission. Droplet transmission can occur when an individual coughs or sneezes and then inhales from another individual. Germs can also spread when an individual touches something that is contaminated and then touches their eyes, nose, or mouth. Other illnesses and diseases can also be spread through food or ineffective handwashing.

### *Prevention & Education:*

To help prevent the spread of any infectious disease, schools have an opportunity to educate students, staff, and the community on social etiquette, good health and hygiene habits, and disease prevention. ARISE High School will continue to provide public and community health awareness education.

Our educational message is:

- Cover Your Cough and Sneeze (in your elbows)
- Wash Your Hands Often
- Stay Home If You're Sick
- Wear appropriate PPE (Personal Protective Equipment: which includes masks, face shields, and sneeze guards)
- Practice Social Distancing

Cover Your Cough and Sneeze:

- Do not remove face masks while coughing or sneezing. A new mask will be provided if needed.
- In addition, cover your mouth and nose with a tissue when you cough or sneeze, OR cough or sneeze into your upper sleeve, not your hands.
- Clean your hands after you cough or sneeze.

*There will be an ample supply of tissues and hand sanitizer available in each classroom and throughout the campus. Students will have time to wash their hands throughout the school day.*

Resources:

[CDC Coughing & Sneezing](#)

Wash Your Hands Often:

Diligent hygiene, when practiced by the entire community, helps prevent virus transmission. Regular handwashing is critical. The best option is using soap and water

for at least 20 seconds. Additionally, the frequent use of alcohol-based hand rub with formulations containing 60% ethanol or 70% isopropanol is an effective way to prevent the spread of pathogens and infections.

To support this, ARISE High School has installed motion sensed sanitizers in common areas, motion sensed soap and paper towel dispensers, and providing hand sanitizer in each classroom. It is strongly suggested that students, faculty, and staff sanitize hands upon entering or exiting a space.

Resources:

- CDC guidance: [When and How to wash your hands](#)

**Stay Home if You're Sick:** The first line of defense against the spread of illness is for sick or exposed people to stay home from school, including students, faculty, and staff. All community members are required to complete a self-wellness assessment prior to coming to school. Students, faculty, and staff who are suspected to be ill, or who become ill at school, will be isolated from others while on campus and will return home as soon as possible. Sick policies, including appropriate clearance for return to school, will be clearly communicated and consistently enforced.

### **III. Cleaning, Disinfection, and Ventilation**

All campus classrooms and offices will be cleaned daily. The use of shared items will be minimized, and students should plan on bringing their own supplies accordingly. Hand sanitizer, additional PPE, antibacterial wipes, and gloves will be available in each classroom for use. Each space will also be equipped with an additional HEPA air purifier and fan to increase ventilation.

ARISE High School has access to a courtyard in either building which will be utilized to take advantage of natural ventilation. Canopies will also be placed to shelter outdoor spaces in response to various weather conditions. Doors and/or windows will remain open in order to maximize ventilation and airflow in spaces with those available.

ARISE High School is also equipped with HVAC systems that will also bring in additional outdoor ventilation. We have purchased additional HEPA air purifiers to provide additional air filtration in all classroom rooms especially in spaces with less ventilation.

### **IV. Cohorting:**

According to CPHD, "A cohort is a stable group of no more than 14 children or youth and no more than two supervising adults (or a configuration of no more than 16

individuals total in the cohort) in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.”

School Day: Students will be placed in stable groups of no more than 15 students. Students will remain in a single classroom and teachers will rotate between groups in order to lower exposure risk and minimize the number of contacts throughout the day. Group size will be determined by available space in each classroom in order to remain 6ft apart as recommended by CDC’s social distancing requirements. All students, staff, and teachers will be using face masks and distancing 6 feet from each other. We will also be implementing regular surveillance testing of our teachers, staff, and students in order to closely monitor and manage the spread of COVID-19 on our campus.

## **V. Visitor Policy**

We are restricting access to our campuses to students and employees. Parents and other visitors are asked to remain off-site unless arranged by appointment. We are asking all visitors to call the front office to make an appointment where a screening questionnaire will need to be answered. Deliveries will be scheduled in order and will be routed to the front office space only.

## **VI. Physical Distancing**

Students, staff, and community members alike on campus will practice social distancing at all times when practical. In order to support this, classroom desks and other furniture are spaced to allow for six feet of distance between students, and offices and other indoor spaces are rated for total occupancy. Students and staff must maintain their distance when moving around the campus. In order to increase the potential for physical distancing during travel to and from locations, student movement will be restricted on campus. Dismissals, transitions, and restroom/breaks will be staggered in order to ensure students remain physically distanced.

## **VII. Entrance, Egress, and Movement**

The movement of students, staff, and parents will be managed to avoid close contact.

### *Entering Campus*

ARISE High School students arrive on campus by car and on foot. All students enter through the main entrance of each building on E. 12th Street. Upon arrival, students

and staff will be monitored in order to ensure face coverings are present in order to enter designated spaces. The teacher will admit students to the classroom, dispensing hand sanitizer. Once in the classroom, students will remain in their designated seats unless given permission to exit the classroom.

### *Exiting Campus*

Students will be dismissed in staggered time slots in order to continue social distancing and avoid mixing of groups. We encourage students to go directly to their cars or walk home and minimize socializing.

## **VIII. Face Coverings and Other Essential Protective Gear**

All faculty, staff, and students must use appropriate face masks at all times while on campus, both indoors and outdoors, unless they are eating, drinking, or in medical distress. We are not allowing eating in classrooms and all food will be to go. If students or staff need to drink water they will go outside or to designated areas 6 feet apart from others. Face shields will be provided for all staff in addition to face masks. We encourage community members to use masks that are fitted to the face, leaving minimal gaps between the mask and face. While community members are asked to provide their own masks, ARISE High School maintains a supply of disposable masks should they be needed.

## **IX. Health Screening**

All faculty, staff, and students are required to complete a self-wellness assessment prior to coming to school each day. In order to support the continued health and safety of our community, please use the Wellness Assessment Checklist to verify that it is safe for you to come to school today:

If you answer YES to any of the following questions, DO NOT come to the school. Please use your best judgment when answering these questions and if you are ever unsure how to answer a question please contact the school office at (510) 436-5487 for next steps.

*Wellness Assessment Checklist ([linked here](#)):*

- Have you come in contact with someone who has COVID-19 or symptoms of COVID-19 in the past 14 days? (close contact = within 6 feet for 15 minutes or longer)
- In the past 14 days. Have you or someone you live with been diagnosed with COVID-19?

- In the past 72 hours, have you or anyone in your household had any of the following symptoms:
  - Fever or chills (fever = 100F or higher)
  - Cough
  - Sore throat
  - Headache
  - Difficulty breathing or wheezing
  - Feeling unusually weak or fatigued
  - Unexplained muscle aches
  - Loss of sense of taste or smell
  - Runny or congested nose
  - Nausea, vomiting, or diarrhea

## **X. Healthy Hygiene Practices**

Diligent hygiene, when practiced by the entire community, helps prevent virus transmission. Regular hand-washing with soap and water is critical. Additionally, the frequent use of alcohol-based hand rub with formulations containing 60% ethanol or 70% isopropanol is an effective way to prevent the spread of pathogens and infections. To support this, ARISE High School has placed hand sanitizer stations in every classroom and office space. For community health, it is imperative that students and faculty never share personal items such as utensils, water bottles, classroom supplies, or electronic devices. Disinfectant is available in classrooms and common spaces to clean personal items as needed. Desks and workstations will be cleaned on a daily basis.

## **XI. Snacks & Meals**

Lunch meals will be provided in a Take-Home format for all students participating in in-person instruction. Students attending in-person instruction will be able to take home a lunch and breakfast meal at the end of each school day. Home deliveries will continue to all students and families who request meal assistance and do not attend campus classes. For staff meals, we ask that staff take their meals outdoors and socially distanced, or in their classrooms without other staff or students present. For students who are on campus full time, they may have meals outdoors socially distanced by 6 feet. Students who only come in the afternoon will not be having meals on campus. During this time, ARISE High School's microwaves are not available.

## **XII. Health Concerns**

*In the Event of Illness*

Students, teachers, and staff who feel unwell for any reason are required to stay home. Any student, teacher, or staff member with a fever of 100 degrees or higher, or any of the other symptoms of possible COVID-19 virus infection, cannot come to campus.

If a student, faculty, or staff member develops an illness, fever, or other COVID-19 symptoms while at school, the individual(s) will be sent home. Students should report to the front office right away, where a staff member will contact their family for immediate pickup. Sick students waiting for pickup will remain physically isolated in a dedicated space located in each building. Faculty and staff members who are ill must leave campus right away.

*Returning to Campus*

We ask that students and staff members who are absent because of COVID-19 symptoms contact their health care provider to discuss testing and medical care. If a student, faculty, or staff member tests positive for COVID-19 with or without symptoms, they cannot return to campus until they meet the Alameda County Public Health Department criteria. If a student, faculty, or staff member exhibits COVID-19 symptoms but does not get a COVID-19 test, they may not return to school until at least 24 hours have passed with no temperature over 100F degrees without the use of fever-reducing medications and at least 10 days since symptoms first appeared, or an alternate diagnosis for the symptoms is provided by their health care provider.

**XIII. Identification and Tracing of Contacts**

If a member of our community tests positive for COVID-19, becomes symptomatic or has had a known exposure, we ask that they contact the school office at (510) 436-5487 or Karla Gandiaga, Head of School at (617)816-4721 as soon as possible to inform ARISE High School. While protecting privacy, the office staff or school administration will report the case to public health officials and follow their guidance around contact tracing and community notification. They will contact trace for any contacts within ARISE High School and, while respecting privacy regulations, notify individuals and groups that have had close contact with people who have tested positive and share recommended next steps with affected individuals. School staff will also work with our facilities team to guide appropriate quarantine, cleaning, and disinfection of affected areas.

Community members who have had close contact with an infected individual (within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour

period, with or without a mask on) will be notified. Simply working or being in the same building/classroom with someone who has symptoms, or who recently had exposure or tested positive does not trigger a higher risk for getting the virus. ARISE will follow all guidelines from Alameda County Health and their contact-tracing procedures if a confirmed positive COVID case is found on campus.

Individuals will not be able to return to campus until the appropriate quarantine or an isolation period has passed. This includes improved symptoms, at least 24 hours with no temperature over 100F degrees without the use of fever-reducing medications and at least 10 days since symptoms first appeared, or an alternate diagnosis for the symptoms is provided by their health care provider.

The school’s office staff will provide information and resources regarding the isolation/quarantine instructions and can be contacted for further questions at (510) 436-5487.

#### XIV. Staff Training and Family Education

All in-person instruction staff will be brought on-site in small groups for training on day-to-day activities and protocols. Training will include campus circulation, health and safety, and cleaning and disinfection protocols. The school will produce a series of instructional materials and videos for students and parents to view prior to coming on campus that cover safety procedures and expectations via mail, email, phone call, and social media.

Once on campus, all students will be trained on safety protocols, guidelines, resources, and expectations.

#### Testing

County Tier	Staff Testing Cadence	Students K-12 Testing Cadence
Yellow	Symptomatic* and response testing	Symptomatic* and response testing
Orange	Symptomatic* and response testing	Symptomatic* and response testing
Red	Symptomatic* and response testing + Every 2 weeks asymptomatic testing	Symptomatic* and response testing + Every 2 weeks asymptomatic testing
Purple	Symptomatic* and response testing + Every 2 weeks asymptomatic testing	Symptomatic* and response testing + Every 2 weeks asymptomatic testing
CR>14	Symptomatic* and response testing + Weekly asymptomatic (PCR or twice weekly antigen)**	Symptomatic* and response testing + Weekly asymptomatic (PCR or twice weekly antigen)**

## **XV. COVID-19 Testing**

Each district is responsible for developing a plan to test staff members at a frequency in alignment with state and county guidelines: staff & students should be tested every 2 weeks for Counties in the Purple or Red Tier. ARISE, with approval from the California Public Health Department, has partnered with Color to provide bi-weekly, self-administered testing for students and staff. Testing will take place on campus, monitored by trained staff.

Students who are experiencing COVID-19 symptoms will be tested immediately and will be required to isolate for a minimum of 10 days or until cleared by a doctor. Any COVID-positive cases among staff or students that occur during In-person learning will initiate a cohort closure for 14 days.

## **XVI. Triggers for Switching to Distance Learning**

As conditions continue to evolve, we will operate based on these principles, as well as California and county ordinances, the status of our preparation, and the practicalities of delivering our program:

- What is permitted by California and Alameda County and the surrounding counties where students, faculty, and staff reside;
- How we are prepared to ensure the safety and well-being of the school community based on emerging regulations and standards;
- What is practical given the specifics of our school programs and the timing of the school year.

ARISE High School reserves the right to suspend in-person learning at any time deemed necessary to support the health of the community. Should 5% of the community test positive in a 14 day period, ARISE High School will switch to distance learning mode in accordance with guidelines from Alameda County Public Health Department. If AQI is forecasted to exceed 100, ARISE High School will move to distance learning mode as our current systems would not allow us to be indoors without the doors and windows open.

## **XVII. Communication Plans**

Regular weekly reminders will be sent to all community members about safety plans, protocols, procedures, guidelines, resources, and expectations. All plans and resources will be sent via phone call, text message, email, and social media.



In case of any positive case of COVID-19, our Covid Liaison will notify local health officials immediately, and of exposed staff and families as relevant, while protecting privacy as required by state and federal laws. The community can expect an email and phone call when a positive case is confirmed on our campus. Close contacts will receive a phone call from our COVID Liaison as well as from local health officials to initiate contact tracing.

## **XVIII. Additional Information**

School Type: Public Charter

Proposed date of reopening: April 12, 2021

Estimated Number of Faculty and Staff returning: 8

Estimated Number of Students returning: 60

Grade Levels served: 9-12

Grade Levels proposed to be reopened: 9-12

# COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: \_\_\_\_\_

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: \_\_\_\_\_

Number of schools: \_\_\_\_\_

Enrollment: \_\_\_\_\_

Superintendent (or equivalent) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Date of proposed reopening: \_\_\_\_\_

County: \_\_\_\_\_

Grade Level (check all that apply)

Current Tier: \_\_\_\_\_  
(please indicate Purple, Red, Orange or Yellow)

 TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup> K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup> 1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

Type of LEA: \_\_\_\_\_

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

### For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, \_\_\_\_\_, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

**Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

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If you have departmentalized classes, how will you organize staff and students in stable groups?

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If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

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**Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

**Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

**Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

**Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

**Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

**Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: \_\_\_\_\_ feet

Minimum: \_\_\_\_\_ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

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**Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

**Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

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**Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

**Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

**Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

**Consultation: (For schools not previously open)** Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

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for any questions, comments or concerns.

### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

**Local Health Officer Approval:** The Local Health Officer, for (state Local Health Jurisdiction ) \_\_\_\_\_. Local Health Jurisdiction has certified and approved the CSP on this date:

\_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

# Cover Sheet

## Vote on Head of School Employment Agreement

<b>Section:</b>	VII. Governance
<b>Item:</b>	A. Vote on Head of School Employment Agreement
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Compensation Survey ARISE High School (WKS) 030921.pdf Gandiaga At-Will Principal Employment Agreement.docx.pdf Head of School Job Description 21-22.docx.pdf

## **ARISE High School Governing Board**

### **Summary of Compensation and Benefits Survey Data of Charter School Leaders for Head of School**

**March 2021**

Prior to any Board action to approve any decisions regarding executive compensation (including approval of base salary increases, incentive compensation, bonuses, etc.), the Board must first exercise due diligence (review of comparable compensation practices) to ensure compliance with IRS restrictions on excess compensation for nonprofit executives, including a charter school head of school. The Board's review and approval of the executive compensation must occur: initially upon hiring the executive; whenever the term of employment, if any, is renewed or extended; and whenever the officer's compensation is modified. However, separate review and approval is not required if the modification of compensation extends to substantially all employees.

In reviewing the reasonableness of compensation for nonprofit executives, the IRS considers "compensation" broadly and will look at the value of salary, as well as non-fixed compensation (incentive compensation/bonuses), and benefits. If the IRS determines compensation is not reasonable, severe consequences may result.

The following is a summary of findings following review and comparison of a sampling of total compensation levels received by educational leaders in Northern California. Compensation figures are from the State Controller's Office or from the Internal Revenue Service (Form 990) for the 2019 calendar year. The Head of School at ARISE High School oversees a school serving approximately 320 students in Alameda County. Based on these facts, this study compared salary packages of similarly situated school leaders. Of the four charter schools and one traditional public school sampled, the average total compensation package (base salary plus other compensation) for comparable school leaders is approximately \$178,000. The average base salary is approximately \$154,000. These numbers are based on 2019 compensation, so it is reasonable to consider a 3% to 5% increase for the current year.



<b>Piedmont Middle School (Alameda County)</b>	
Principal	
<b>Total Compensation Package</b>	<b>\$188,202</b>
Base Salary	\$142,888
Other compensation (benefits and retirement)	\$45,314
<b>Oakland School for the Arts (Alameda County)</b>	
Executive Director	
<b>Total Compensation Package</b>	<b>\$173,408</b>
Base Salary	\$156,119
Other Compensation (benefits and retirement)	\$17,289
<b>Oakland Military Institute, College Prep Academy (Alameda County)</b>	
Superintendent	
<b>Total Compensation Package</b>	<b>\$178,000</b>
Base Salary	\$178,000
Other compensation (benefits and retirement)	\$0
<b>Thomas Edison Charter Academy (San Francisco County)</b>	
Executive Director	
<b>Total Compensation Package</b>	<b>\$142,799</b>
Base Salary	\$142,799
Other compensation (benefits and retirement)	\$0
<b>Kairos Public School Vacaville Academy (Solano County)</b>	
Executive Director	
<b>Total Compensation Package</b>	<b>\$208,842</b>
Base Salary	\$150,656
Other compensation (benefits and retirement)	\$58,186



**AT-WILL EMPLOYMENT AGREEMENT**  
**Between**  
**ARISE HIGH SCHOOL & KARLA GANDIAGA**

THIS EMPLOYMENT AGREEMENT (“Agreement”) is entered into by and between the above-named employee (“Employee”) and the Governing Board (“Board”) of SCHOOL (“ARISE”), a California public charter school approved by the Oakland Unified School District (the “District”). The Board desires to hire employees who will assist ARISE in achieving the goals and meeting the requirements of ARISE’s charter, and implementing ARISE’s purposes, policies, and procedures. The parties recognize that ARISE is not governed by the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992.

WHEREAS, ARISE and the Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

**A. STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT**

1. ARISE has been established and operates pursuant to the Charter Schools Act of 1992, Education Code section 47600, *et seq.* ARISE has been duly approved by the District, according to the laws of the State of California.
2. Pursuant to Education Code section 47604, ARISE has elected to be formed and to operate as a non-profit public benefit corporation pursuant to the Non-Profit Public Benefit Corporation Law of California (Part 2, commencing with section 5110 *et seq.* of the Corporations Code). As such, ARISE is considered a separate legal entity from the District, which granted the charter. The District shall not be liable for any debts and obligations of ARISE, and the employee signing below expressly recognizes that he/she is being employed by ARISE and not the District.
3. Pursuant to Education Code section 47610, ARISE must comply with all of the provisions set forth in its charter, but is otherwise exempt from the laws governing school districts except as specified in Education Code section 47610.
4. ARISE shall be deemed the exclusive public school employer of the employees at ARISE for purposes of Government Code section 3540.1.

**B. EMPLOYMENT TERMS AND CONDITIONS**

1. **Duties**

The Employee shall work in the position of Head of School. The Employee will perform such duties as ARISE may reasonably assign and the Employee will

abide by all of ARISE's policies and procedures as adopted and amended from time to time. The Employee further agrees to abide by ARISE's charter.

A copy of the job description for the above position is attached hereto and incorporated by reference herein. These duties may be amended from time to time in the sole discretion of ARISE.

2. **Work Schedule**

The minimum daily work schedule for this full-time position shall be Monday through Friday, 8:00 a.m. to 4:00 p.m. While the Employee shall generally be available at ARISE during this time period, the duties of this position may require work on weekends, and before and after the regular work year or hours of the work day.

Workdays for the Employee shall be consistent with the applicable calendar of workdays for this position. The current year schedule is attached hereto and incorporated by reference herein.

The Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with ARISE.

3. **Compensation**

The annual compensation for this position shall be \$159,863, subject to all regular withholdings, and paid in twelve (12) monthly installments. The Employee's compensation may be prorated depending on whether he/she remains employed, or in active work status, for the entire year. As an exempt employee, the Employee shall not be eligible to earn overtime.

4. **Benefits:**

a. **Health/Retirement Benefits.** At ARISE's expense, the Employee shall be afforded such health and other benefits of employment as shall be granted to ARISE's other employees, including entitlement to participation in STRS or PERS.

b. **Paid Time Off.** The Employee will have holidays off per the academic year calendar (including federal holidays, Thanksgiving break, winter break, spring break, and summer administrative closure – totaling 46 days in 2021-2022). The Employee will also have 7.5 days of Paid Time Off (PTO). This leave is accrued monthly from July through June. Vacation days may be used by the Employee subject to the prior approval of the Board.

5. **Performance Evaluation**

The Board shall evaluate the performance of the Employee at least once annually. This evaluation shall be based on the job description and performance objectives as defined in this Agreement. If applicable, the evaluation shall include recommendations as to areas of improvement in all instances where the Board deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Employee and he/she shall have the right to make an oral or written response to the evaluation. Within thirty (30) days of the delivery of the written evaluation to the Employee, the Board shall meet with the Employee to discuss the evaluation. Failure to evaluate the Employee shall not impair the Board's ability to release the Employee on an at-will basis as outlined below.

6. **Employee Rights**

Employment rights and benefits for employment at ARISE shall only be as specified in this Employment Agreement, ARISE's charter, the Charter Schools Act and ARISE's Employee Handbook, which from time to time may be amended and modified by ARISE. Employment rights and benefits may be affected by other applicable agreements or directives or advisories from the California Department of Education or the State Board of Education. During the term of this Agreement, The Employee shall not acquire or accrue tenure, or any employment rights with ARISE.

7. **Licensure**

The Employee understands that employment is contingent upon verification and maintenance of any applicable licensure and/or credentials.

8. **Child Abuse and Neglect Reporting**

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, the Employee acknowledges she is a child care custodian and is certifying that she has knowledge of California Penal Code section 11166 and will comply with its provisions.

9. **Fingerprinting/TB Clearance**

Fingerprint clearance for the Employee will be acquired through submitting the

Employee's fingerprints to the California Department of Justice. The Employee will be required to assume the cost of all fees related to the fingerprinting process. The Employee will be required to submit evidence from a licensed physician and/or licensed entity that she was found to be free from tuberculosis risk factors, or active tuberculosis, if risk factors were identified. Both clearances must be in place prior to the first day of service.

10. **Conflicts of Interest**

The Employee understands that, while employed at ARISE, she will have access to confidential and proprietary information. The Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with her employment with ARISE.

11. **Outside Professional Activities**

Upon obtaining prior written approval of the Board, the Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. ARISE shall in no way be responsible for any expenses attendant to the performance of such outside activities.

12. **Expense Reimbursement**

ARISE shall reimburse the Employee for all documented actual and necessary expenses personally incurred within the scope of employment in accordance with applicable ARISE policy and authorization.

13. **Required Contract Provisions**

The following provisions are required to be included in this Agreement by the California Government Code:

a. **Limitations on Cash Settlement**

In no case upon termination of this Agreement shall the maximum cash settlement exceed an amount equal to the monthly salary of the Employee multiplied by twelve (12).

b. **Required Reimbursements**

The Employee shall be required to reimburse ARISE for any salary or fees she receives from ARISE in relation to her placement on paid administrative leave pending criminal charges if she is convicted of a crime involving the abuse of office/position. Regardless of the term of

this Agreement, if the Agreement is terminated, the Employee must reimburse ARISE for any cash settlement she receives in relation to her termination if she is convicted of a crime involving the abuse of office/position.

**C. EMPLOYMENT AT-WILL**

ARISE may terminate this Agreement and the Employee's employment at any time with or without cause, with or without advance notice, at ARISE's sole and unreviewable discretion. Either party may immediately terminate this Agreement and the Employee's employment upon written notice to the other party.

The Employee also may be demoted or disciplined and the terms of her employment may be altered at any time, with or without cause, at the discretion of ARISE. No one other than the Board has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the term of this Agreement, and any such agreement must be in writing and must be signed by the Board and by the affected employee and must specifically state the intention to alter this "at-will" relationship.

In the event of charter revocation or non-renewal, all contractual obligations under this Agreement cease immediately upon the effective date of revocation or non-renewal.

**D. GENERAL PROVISIONS**

**1. Waiver of Breach**

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

**2. Assignment**

The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.

**3. Governing Law**

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.

**4. Partial Invalidity**

If any provision of this Agreement is found to be invalid or unenforceable by any

court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

**E. ACCEPTANCE OF EMPLOYMENT**

By signing below, the Employee declares as follows:

1. I have read this Agreement and accept employment with ARISE on the terms specified herein.
2. All information I have provided to ARISE related to my employment is true and accurate.
3. A copy of the job description is attached hereto.
4. This is the entire agreement between ARISE and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ARISE Approval:**

Dated: \_\_\_\_\_  
Julie Obbard, Interim Board Chair

***This Employment Agreement is subject to ratification  
and approval by the Governing Board of ARISE.***



## Job Description: Head of School

The Head of School takes primary responsibility for the growth and well-being of ARISE as an institution for all stakeholders. The Head of School works with the Instructional Leadership Team, the School Culture Leadership Team, the Board of Directors, and staff, students and families to advance the vision and mission of the school, and to ensure the school's fiscal, physical, and academic health. The Head of School demonstrates the competencies and look-fors described in the ARISE Leader Profile.

The role is divided into the following categories:

- Strategic Leadership
- People Management
- Human Resources
- Instructional Leadership
- Student Culture & Engagement
- Community & Family Engagement

### Strategic Leadership

#### Strategy

- Engages Board of Directors, leadership team, staff, teachers, students, families, and community members in the development and implementation of a mission aligned, annual data-driven strategic plan
- Effectively communicates vision, mission, and core values to manage progress towards vision and mission fulfillment
- Develops and maintains a data dashboard that is aligned with the ARISE Mission, Vision, and Strategic goals
- Engages ARISE staff and the Board of Directors in using the Data Dashboard to drive decisions

#### Finance

- Serves as liaison between the school and all financial compliance agencies
- Approves, codes, and manages all invoices and expenditures at ARISE in compliance with financial management laws and regulations and appropriate use of funds
- Manages Bank Accounts, Lines of Credit, Credit/Debit Cards, and other school accounts
- Creates financial priorities based on school priorities and adjusts the budget accordingly in partnership with EdTec
- Ensures that the school has the resources necessary to achieve its vision, mission, and goals and manages resources effectively to ensure ARISE's long-term fiscal health
- Ensures operational and financial compliance, develops the annual budget in partnership with EdTec, and monitors financial performance
- Responsible for certifying all transactions
- Manages restricted funds and ensures they are spent down and appropriately designated (Title I, II, III, Measure N, CTEIG, SWP)



- Oversees cash flow planning in conjunction with EdTec

### **Audit and Year End Close**

- Ensures maintenance of appropriate internal controls in all aspects of the charter in order to meet audit compliance
- Coordinates the preparation of all documents for the annual audit
- Coordinates the preparation of all documents and submits statements for year end close
- Collaborates with auditors in order to meet all compliance requirements
- Collaborates with the Board of Directors Finance Committee and updates the board on financial and audit outcomes

### **Operations**

- Collaborates with Board of Directors to oversee governance of ARISE
- Collaborates with the Board of Directors to, as needed, update the charter
- Oversees day-to-day and year-long school schedule to ensure alignment with vision, mission, goals, and priorities (including but not limited to staffing, calendars, course offerings, and rosters)
- Ensures that the school operates on budget by meeting student enrollment and attendance targets
- Creates and maintains mission aligned student and adult policies as needed (students, staff, families)
- Ensures compliance with relevant regulations (e.g., IDEA), maintenance of external commitments (e.g., WASC Action Plan, LCAP Plan), and coordination with key partners (e.g., Seneca Family of Agencies, El Dorado Charter SELPA)
- Lead and manage business, operational, and academic systems for daily operations
- Leads the response and communication to staff, students, and families in emergency situations

### **People Management**

#### **Talent Strategy**

- Designs a multi-year strategy for talent programs that nurture ARISE's culture
- Makes working at ARISE more meaningful and rewarding

#### **Talent Engagement & Retention**

- Builds staff capacity to support student and adult social-emotional development and promote a positive, safe, humanizing, and distinctly ARISE school culture
- Owns and monitors retention of effective teachers and staff
- Uses a data driven approach to measure and analyze staff engagement (teacher survey)

#### **Talent Selection & Recruitment**

- Uses data to establish annual staffing plans
- Leads and is responsible for recruitment and selection of mission aligned teachers and staff
- Allocates resources to support teacher and staff recruitment, selection, induction, development, and retention

### **Talent Development**

- Cultivates, develops, and evaluates the members of a high-quality, aligned, and mission-driven leadership team
- Coaches key leaders on managing and developing their teams; designs and leads leadership development activities
- In collaboration with the instructional leadership team, provides teachers and staff the resources they need to successfully meet ARISE's annual priorities and empowers them in their professional learning:
  - Differentiated coaching, mentoring, and professional development aligned with identified needs;
  - Data-based goal-setting, rigorous evaluation, and actionable feedback on instructional practice (using the ARISE Teacher Evaluation Tool); and
  - Leadership opportunities for teachers and staff.
- Engages in difficult conversations with staff individually and collectively to drive professional growth
- Is responsible for conducting staff investigations, and issuing discipline when indicated
- Conducts annual evaluations of employees that are data driven and aligned to ARISE's strategy

### **Instructional Leadership**

- Sets the overall academic vision and annual priorities for student success, ensuring a focus on ARISE's mission and vision, and Linked Learning
- Manages the instructional leadership team and teachers to achieve ARISE's annual goals
  - In collaboration with the instructional leadership team, engages in regular classroom observations to advance strategic goals, and evaluates teachers
- Communicates high expectations for learning to all members of the school community and instills a growth mindset of continuous improvement across students and adults
- Oversees analysis of multiple forms of student data to identify gaps, areas for growth and to make strategic decisions about student achievement and instruction
- Is ultimately accountable for student achievement
- Oversees the Academic Counselor team to ensure supports are being offered to students and graduation tracks, college and career readiness, and long term strategic planning are being implemented
- Supervises special education and ensures all reporting and legal requirements are met
- Supervises RSP Lead to ensure all IEPs and special education services are being appropriately applied and all compliance is being metanaging the RSP Lead and preparing for the build out from Seneca

### **Human Resources**

- Responsible for the onboarding of all new employees
- Coordinates 401K benefits for all employees
- Coordinates Health benefits for all employees
- Coordinates CalSTRS benefits for certificated employees
- Develops all Employee Agreement Letters and ensures all staff has the appropriate human resource documentation to comply with HR regulations
- Oversees any Human Resources issues in collaboration with our HR, insurance, and legal partners
- Title IX compliance officer

- Manages any accommodation requests filed by employees and provides appropriate response
- Manages FMLA requests and provides appropriate legal, payroll, insurance, and HR responses
- Develops and submits biweekly payroll
- Collaborates with EdTec to ensure all payroll complies with local and state guidelines and regulations
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### **Student Culture & Engagement**

- Demonstrates cultural competence and a commitment to equity by modeling explicit conversations about race, class, and equity
- Sets annual priorities and manages coordinated efforts to address key ARISE-wide student issues (including but not limited to truancy, student services, and engagement)
- Enhances ARISE's philosophy on student culture and management with systems and practices that are restorative, responsive, consistent, clear, and transparent
- Communicates and sets tone and expectations with students and families around overall expectations and school culture
- Collaborate with and supervise the Dean of Students to advance the school's philosophy on discipline with systems and practices that are restorative, responsive, consistent, clear, and transparent
- Leads discipline at ARISE and ensures students adhere to the Student Handbook
- Leads meetings and ensures all paperwork and processes are being met to regulation when disciplinary action is needed

### **Community & Family Engagement**

- Actively and regularly communicates and collaborates with families, guardians, and community members regarding school vision, expectations, and avenues for support
- Manages and evaluates the Family Coordinator, collaborating to update and maintain the family handbook
- Engage in direct and timely communication with students and families about issues of concern
- Drive community awareness of ARISE as a school option to increase community investment and enrollment and ensure that the school reflects the diversity and needs of the community
- Acts as an advocate for justice and equitable outcomes for students and community members
- Cultivates and manages strategic partnerships to bring the appropriate expertise and/or resources to ARISE in service of all students
- Participate in key spaces that mediate positive school culture and engagement such as whole school community meeting, events, student leadership, service learning, scholar athletics, school spirit activities, and attendance motivators
- Leads the enrollment team and supports them in using data to meet enrollment targets
- Presents at middle schools and leads enrollment and recruitment efforts to meet enrollment targets

The Head of School directly supervises, manages, and evaluates the following staff members:

1. Director of Teaching and Learning
2. Dean of STEM

3. Dean of School Culture
4. Director of Operations
5. Parent Coordinator
6. RSP Lead
7. Academic Counselors

# Cover Sheet

## Board Recruitment

**Section:** VII. Governance  
**Item:** B. Board Recruitment  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Board Recruitment Update - March 16 Board Meeting.pdf



## Board Recruitment Update March 16, 2021

# Objectives of today's discussion

- Provide an update on our pipeline to date
- Align on candidates to prioritize for interview stage
- Revisit proposed timeline and next steps

# Reminder: Priorities for Board recruitment

Priority capabilities / characteristics	Potential profiles
<i>Academic expertise</i>	School leaders (current / former) Charter school network staff with academic focus District staff with instructional focus Talent development/recruitment (e.g. director of recruitment, chief talent officer, or org leader focused on teacher/leader diversity)
<i>Finance expertise</i>	Charter school / district finance staff School finance consultants Facilities / leasing experts
<i>Community voice</i>	Community members Community organizers with deep connections to Black/Filipinx/Latinx communities Alumni Elected officials / people with political connections



Seeking to prioritize greater diversity across all areas and add 2-3 members by end of school year



# Current pipeline

- Through our collective outreach efforts we have developed a robust slate of candidates
- We propose conducting interviews with the following candidates over the next month (or reaching out to test for interest if not already done):
  - Deborah Meister (Lighthouse, Director of Curriculum & Instruction)
  - Caheri Gutierrez (Oakland Promise, Communications Coordinator)
  - Ana Gomez (Hamilton Families, Assoc. Director of Strategic Partnerships)
  - Yanira Wandera (GO Public Schools, Director of Community Leadership)
  - Lakisha Young (Oakland Reach, Co-Founder / Executive Director)
  - Romeo Garcia (New Century Public Charter School, Vice Principal and Founding Principal of ARISE)

# Update on timeline and next steps

Timing	Owner(s)	Activity	Status
By mid-February	KG / GF	Create initial plan and confirm proposed areas of focus with full Board at 2/16 meeting	Complete
	Full Board	Identify potential candidates and start outreach to gauge interest	Complete
February 16 - March 16	KG / GF	Develop candidate slate aligned with target capabilities / characteristics (with input from full Board)	Complete
	KG / GF Full Board	Develop <a href="#">interview guide</a> Review candidate slate at 3/16 meeting and confirm extent to which current Board members intend to continue in SY21-22	Complete Focus of today
March 16 - May 11	KG / GF	Conduct interviews with potential Board members	In process In process
	KG / GF	Continue adding candidates to slate as needed	
	KG / GF	Share feedback on interviews and proposed candidates to extend offers to at 5/11 meeting	
May 12 - June 15	JO	Extend offers to potential candidates	
	KG / GF	Develop onboarding plan	
	KG / GF	Introduce new Board members at 6/15 meeting	

## Attachments

The following files are attached to this PDF: You will need to open this document in an application that supports attachments (i.e. [Adobe Reader](#)) in order to access these files.

ARISE Final.xlsx