

HARNESS Proposal
for
Contract Costa School of Performing Arts (CoCoSPA)
April 17, 2023

Executive Summary

This proposal outlines back office services performed by Carrie Wagner of Harness Potential Inc. (HARNESS) for the Contract Costa School of Performing Arts (CoCoSPA).

CEO's Message



Your work is hard. I know because I have been there. As a former charter school back office operator who founded a charter school, I know what challenges are faced on a daily basis. My vision is to make your job as easy as possible and to truly allow you to focus on the most important parts of your school: your students and your employees.

I believe true educators are the ones who should be running schools and I am proud to say that I handed the amazing school that I founded off to one. I also know that educators don't get specific training in accounting, budgeting, cash flow management, and financial sustainability. The latter is where my advanced formal training comes in and surprising to many, where my passion lies.

I also love to solve problems, so those crazy new processes being sent by regulatory agencies that have confusing language. I will help you figure them out.

I believe in charter schools and want you to succeed. I would love to support you!

Sincerely,

Carrie Wagner

CEO and Founder

HARNESS Background

HARNESS as a verb: to collect and control something so that it can be used effectively. We want to support you in harnessing the energy of your resources to increase outcomes and make even more positive impact in your community.

310-593-3620
carrie@harnesspotential.net
www.harnesspotential.net

HARNESS as a noun: is what keeps a rock climber safe. We will keep your organization safe with financially sustainable budgeting, accurate financial information at your fingertips and strategic thought partnership.

Leadership Biography

As a CPA, MBA and nearly ten years of leading back office work, CEO Carrie Wagner has the technical experience to ensure your financial information is accurate and easy to use. As a founder of a successful charter school, she knows first hand what challenges you face and will help you reach your goals.

Prior to founding HARNESS in 2023, Carrie founded the first all girls charter middle school in Los Angeles called the Girls Athletic Leadership School Los Angeles (GALS) where she empowered girls to love themselves more fully and stand up for what they believe in. Prior to opening GALS, Carrie was the COO of Bright Star Schools, which is a charter management organization that operates 9 schools in Los Angeles and the CFO/COO of Citizens of the Worlds Charter Schools, a national charter organization operating schools in Los Angeles and Kansas City. Carrie also spent 9 years at ExED, a leading nonprofit provider of charter school management services, where she served as President and COO.

Carrie earned a M.B.A. from The Anderson School at UCLA and a B.S. in Accountancy and Computer Applications from The University of Notre Dame. Carrie also earned a M.A. in Spiritual Psychology from the University of Santa Monica (USM). Carrie is a Certified Public Accountant.

SERVICES

Accounting, Finance and Budgeting

We will ensure your books are accurate, closed in a timely fashion and are audit ready. We will support you in ensuring your internal controls are strong and train you and your staff in areas of weakness.

We will work with you and your team on a monthly basis to ensure that forecasts are accurate allowing you and your board to fully understand your financial position. There should be no surprises in financial reporting or in cash flow management.

310-593-3620
carrie@harnesspotential.net
www.harnesspotential.net

Every year the facilitated *budget process is thorough* and involves as many staff as you want. *The budget template is easy to read* and use and you will be able to make changes to the model when testing out different scenarios. A budget draft will be submitted for the board to review at a board meeting prior to when the final budget is board approved.

Accounts Payable

At HARNESS, the accounts payable process is simplified. You will only be responsible for emailing invoices to HARNESS once received by vendors. There is no coding or any type of accounting performed by your staff. The vendor will be paid in the manner in which they prefer: ACH or a check. If a purchase order is required, your staff will email information to HARNESS and a purchase order will be sent electronically for you to sign. Clients will be properly trained on when a purchase order is required.

Employees are the most important asset a school has. As a result, employee matters will be handled quickly and with care. As an example, employee reimbursements will be made timely and be submitted directly to the employee's bank account.

Human Resources and Payroll

Full service payroll includes all data entry and set up of payroll in payroll system and the submission of payroll taxes to the appropriate agencies. This also includes the completion of any Employment Development Department audits or inquiries. Employees will have self service options to make changes in addresses or tax forms and to view pay stubs and other important documentation.

All onboarding and termination paperwork required by the state will be set up for the client in an online system, making employment transitions as stress free as possible and decreasing the beginning of the year tasks for the school team.

We will also support you in setting up and thinking through salary schedules.

Reporting and Compliance

Below is a list of items to be completed by HARNESS:

310-593-3620
carrie@harnesspotential.net
www.harnesspotential.net

- Consolidated Application (ConApp)
- District and State required Financial Reporting (Preliminary, First Interim, Second Interim, Unaudited Actuals, Budget)
- District and State required Expenditure Reporting
- Tri-Annual Attendance Reporting required by the State (P1, P2, and Annual)
- Ensure that District and State required items are on the Board Agenda
- Prepare for and Oversee Audit so that it is delivered timely
- Annual Statement of Information

Have anything else that comes your way? Send it to us and we can help you figure it out.

Executive Director Coaching and Strategic Thought Partnership

Using her Masters in Spiritual Psychology and her experience as a seasoned C level executive, Carrie supports leaders as a strategic thought partner, a cheerleader, and an accountability partner. She works with leaders on setting and accomplishing goals, increasing greater self awareness and confidence, and enhancing management tools. Carrie opens leaders up more fully to their innate strengths and assets allowing them to make even greater impact within their community.

Other Resources Available

As part of the service fee, CoCoSPA will have access to an Accountant/Payroll Analyst (TBD) and a seasoned retired Chief Business Officer (Walter Wallace).

Walter Wallace

As a retired school business manager with over 35 years experience in charter schools and school districts, Walter will provide consulting to HARNESS as part of this contract to ensure that all accounting, payroll, retirement reporting is set up in accordance with the most recent regulations and authorizing laws.

Systems

HARNESS is committed to using the latest technology to streamline and automate all finance, accounting, payroll and HR processes. CoCoSPA will have

online access to all systems that includes HR/Payroll System (Rippling), Spend Management System (RAMP) and the Accounting System (Quickbooks Online).

Testimonials

“When I stepped into the CEO role to turn around ICEF Public Schools, Carrie played a crucial role in my success. She closed 6 months of books in 4 weeks in a different accounting system than she was used to. She gave me an accurate picture of our financial position so that I was able to make the necessary decisions to ensure survival. During this challenging time, Carrie stayed positive and was a trusted partner. I am forever grateful to Carrie for her hard work, determination, and expert financial skills.”

~Parker Hudnut, CEO, ICEF Public Schools

“After just a few short weeks of being appointed the Executive Director for New West, it became clear that the school had already ran into financial trouble in their first year of operation. Like many new schools most of the financial issues that arose were as a result of overwhelmed management and inexperienced back office staff. In addition, The California Department Education department had just assigned someone from the Fiscal Crisis Management Assistant Team (FCMAT) to our school. Given these circumstances, it was clear that we needed a highly experienced financial expert that we could trust to help us not only resolve the immediate fiscal problems but to put us on the right track for long term growth and financial stability. Carrie Wagner stepped in to quickly determine our financial position and recommended strategies to be employed to turn our financial situation around. She was able to establish strong rapport with the FCMAT auditor who later became a lifetime supporter of our school. Carrie turned what could have been an existential crisis for our school into a positive, making our school so much stronger in the long term. It is no understatement that without Carrie's level of financial knowledge, practical advice and genuine desire to see our school succeed in difficult times that we would not be here today... 18 years later we are thriving as a direct result of her very clear, very sound fiscal advice!”

~Dr. Sharon Weir, Principal/Executive Director, New West Charter School

310-593-3620
carrie@harnesspotential.net
www.harnesspotential.net

“I have known Carrie for over a decade and worked with her while she was at ExED and at GALS. I have always found her to be extremely responsive and thorough. I believe working with Carrie would be a positive experience for any charter school looking for quality service. If I were not enjoying my retirement, I would love to work with her again myself.”

~Dr. Robert C. Perry, Ph.D., Administrative Coordinator (Retired), Charter Schools Division, Los Angeles Unified School District

Pricing

The cost for the services is a flat fee of **\$12,000** per month. These services start on June 1, 2023 in order to include the cost of implementation and go through June 30,2024.

The expectation is that the current service provider, EdTec, will oversee the year end close and audit for the 2022-23 school year.

Conclusion

It is a pleasure to submit this proposal to CoCoSPA. Do not hesitate to ask questions. I look forward to the opportunity to work with you!

Sincerely,



Carrie Wagner
CEO and Founder
Harness Potential Inc.
www.harnesspotential.net
310-593-3620
carrie@harnesspotential.net

310-593-3620
carrie@harnesspotential.net
www.harnesspotential.net