

# What does my Cariina package include?

*Cariina is a complete Organizational Management System for K-12 Charter Schools.  
Please see more details below.*

## Product

The Cariina Platform is made up of various modules that are seamlessly integrated for the end user. There is no limit to the number of users, portals, workflows, calendars, data storage, etc.

- Admin Dashboard
- Portals: facility & staff, families, prospective families, board of directors, community
- Mobile Apps: faculty, parents, students
- Customized Data Dashboards
- Workflows/Forms
- Groups & Afterschool Management
- Calendar/Event Management
- Communications
- SIS Integration

*Please see Appendix A*

## Implementation

Cariina has a unique hands-on implementation process. Our Implementation Specialists welcome your leadership team to our headquarters for a 3-phase process.

### Phase 1: Learn & Identity

We perform a mapping exercise to discuss, identify, and organize all of the different workflows, processes, and information that exist within your organization. We build the blueprint for the Cariina system, while offering use cases and sharing success stories from other charter schools.

### Phase 2: Build & Train

Together, we then take the blueprint and build it into the platform. We customize Cariina to your organizational needs and create your one-stop-shop source of truth.

### Phase 3: Go Live & Grow

We empower your teams to use and customize Cariina themselves. We help train the team to ensure they are comfortable with the system and establish a game plan going forward.

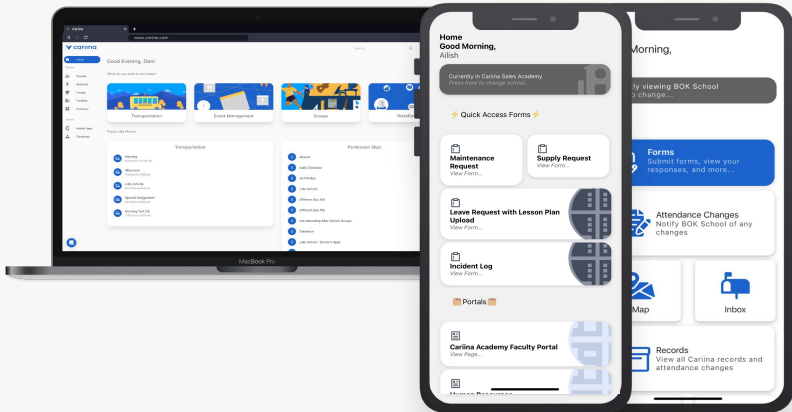
## Product Success/Customer Support

You and your team will have a dedicated Product Success/Customer Support Specialist from the Cariina team. If you need help building something new, making a change, or have any questions, they will be there to support it all. As you continue to leverage Cariina, our Product Success team will ensure your Cariina instance is ready to help your school scale with excellence. There is no limit on the number of hours of customer support.

We also have a tailored ongoing product success process. We identify your areas of focus, help track those over the semester, and then have a review at the end of the semester. We present trends and patterns in the data and provide insights into your focus areas and then repeat the process from there. *Please see Appendix B*

# Appendix A

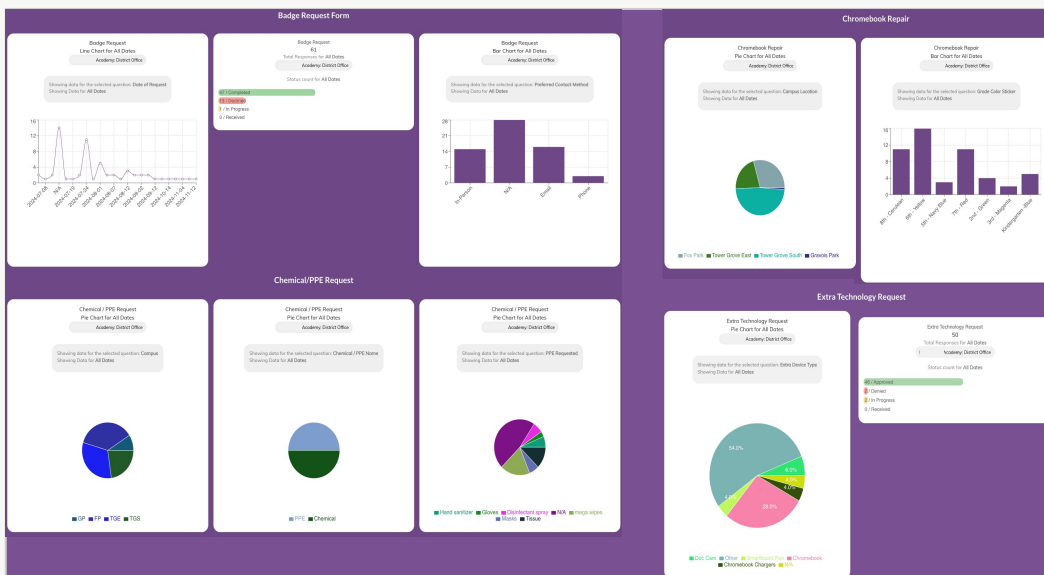
## Admin Dashboard and Mobile Apps



## Portal



## Data Dashboard



# Appendix A cont.

**Cariina**

*Achieve more with one unified Organizational Management System...*

## Operations, Facilities & Technology

Maintenance Request  
Supply Request  
Security Walkthroughs  
Inventory/ Asset Management  
Facilities/Custodial Requests  
Room Reservations / Rental Requests  
Chromebook / Technology Repair  
IT Ticketing  
Technology Check-in / Check-out

## Classroom & Student Management

Substitute Requests  
IEP Upload  
Lesson Plan Upload  
SPED Requests  
Nurse's Log  
Counseling Referrals  
Behavior Incidents  
Tutoring Requests

## Professional Development

PD Requests  
PD Reflections  
Teacher Observation Forms  
Training SOPs  
PD Check-In / Check-Out  
Online Training

## Parents

Enrollment / Re-Enrollment  
Student Applications  
Meeting Requests  
Volunteer / Event Sign-Ups  
Parent-Teacher Conference  
Handbook Signature  
Permission Slips  
Attendance Change  
Contact Information Change



## Transportation

Transportation Request  
Bus Rosters  
Bus Tracking  
Ridership Data  
Messaging / Notifications  
Real-Time Updates & Communications  
Repair Requests  
Bus Policy Acknowledgement  
Bus Behavior Reports

*and thousands more...*

## Finance & Human Resources

Purchase Orders  
Reimbursement Requests  
Ask HR  
Cash & Credit Card Handling Forms  
PTO / Leave Requests  
Employee Onboarding/ Offboarding  
Recruiting / Retention  
Budget Tracking  
Employee Handbook Signature

## Board of Directors

Minutes  
Agenda  
Updates and goal tracking  
Strategic Planning  
Fundraising Tracking  
Board Governance  
New Board Member Suggestions

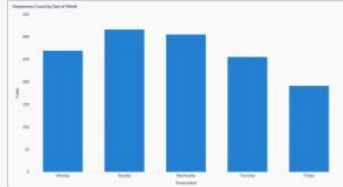
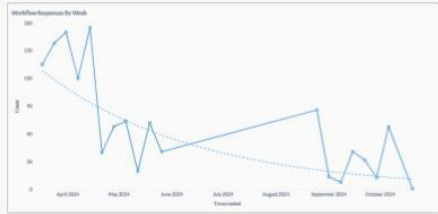
## Front Office, Communications & Events

Copy Requests  
Visitor Sign-in / Sign-out  
Late Arrival / Early Dismissal  
Parent Communication Log  
Newsletters / Marketing Campaigns  
Surveys  
Event Reminders  
Calendaring  
Field Trip Requests

# Appendix B

## Semester Review — Discipline Entries

<p><b>Common Discipline Issues:</b></p> <p>Over 40% of recorded discipline issues relate to "Refusing to stop talking" and "Disrespect to teachers."</p> <p>This highlights recurring behaviors that disrupt classroom environments and may indicate insufficient engagement or clarity in expectations.</p> <p>Leadership could introduce proactive behavior intervention strategies, such as positive reinforcement programs or restorative practices.</p>	<p><b>Grade Distribution:</b></p> <p>Tuesdays account for 25% of all discipline referrals, the highest of any day of the week.</p> <p>This pattern suggests that students may experience midweek fatigue or that Tuesday schedules include specific activities or routines that increase behavioral challenges.</p> <p>To address this, leadership could implement engaging, wellness-focused activities or review Tuesday's schedules to identify and mitigate contributing factors to behavioral issues.</p>
<p><b>Teacher Referrals:</b></p> <p>Holley, Scott, and McDonald collectively account for over 40% of all discipline submissions.</p> <p>This concentration indicates these teachers may face unique challenges, such as larger class sizes, more disruptive students, or stricter adherence to reporting protocols.</p> <p>Leadership could provide targeted support to these teachers, such as professional development on classroom management techniques, additional resources, or analyzing classroom dynamics to identify and address underlying causes.</p>	<p><b>Seasonal Discipline Reporting Trends:</b></p> <p>Discipline entries submitted by teachers peaked at 540 responses in April 2024, followed by a consistent decline to fewer than 90 responses by October 2024.</p> <p>This trend reflects the seasonal nature of school discipline, with fewer reporting at the start of the academic year and increasing entries towards the end.</p> <p>Leadership could analyze the underlying causes of and consider mid-year interventions, such as classroom management training or proactive student support strategies, to mitigate discipline issues during high-reporting periods. Reinstating policies can help too.</p>

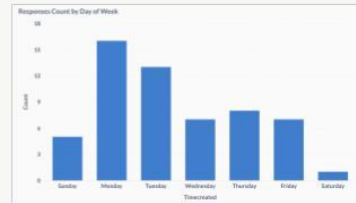
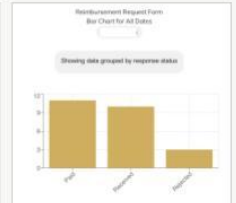
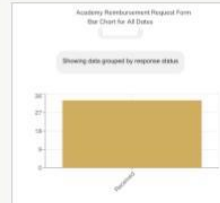


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## Semester Review — Reimbursement Requests

<p><b>Submission Status</b></p> <p>42 of the 52 requests (81%) are in "Received" status, while only 15% have been marked as "Paid."</p> <p>This indicates a potential bottleneck in processing and approving reimbursements.</p> <p>To improve efficiency, send reminders for approvers and implement a deadline system for reviewing and approving "Received" requests.</p>	<p><b>Expenditure Patterns</b></p> <p>The average reimbursement request is \$120.95, with certain categories like graduation materials and sports food significantly higher.</p> <p>These highlight priority areas of spending.</p> <p>Streamline pre-approved vendor agreements for high-cost or recurring purchases to simplify submission requirements and reduce overall costs (e.g. negotiate bulk pricing or loyalty discounts).</p>
<p><b>Time-To-Submission Analysis</b></p> <p>56% of submissions (29 out of 52) occurred within two weeks of the transaction date, while 44% were delayed beyond this period.</p> <p>This pattern suggests inconsistent adherence to timely submission practices, potentially delaying reimbursement workflows.</p> <p>Establish a submission deadline policy (e.g., within one week of the transaction) and send automated reminders to encourage prompt submissions, improving processing speed.</p>	<p><b>Submission Timing</b></p> <p>48% of submissions (24 out of 52) were made on Mondays, making it the most common day for reimbursement requests.</p> <p>Additionally, 29% of submissions (15 out of 52) occurred around 1:00 PM, indicating a peak time for staff activity.</p> <p>To improve efficiency, schedule approvers' availability or allocate resources on Monday afternoons to handle the influx of requests more promptly and reduce processing delay.</p>

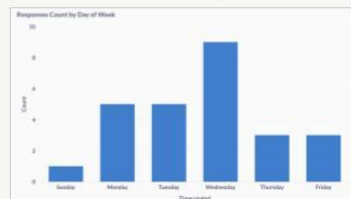
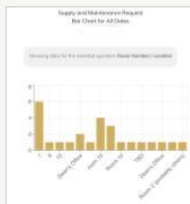
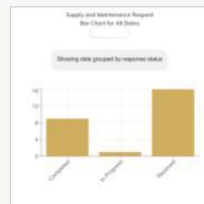


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## Semester Review — Supply and Maintenance Request

<p><b>Request Type Distribution</b></p> <p>65% of requests (17 out of 26) are supply-related, while 35% (9 out of 26) are for maintenance issues.</p> <p>This shows that supply needs significantly outpace maintenance demands, reflecting a focus on resource acquisition over facility management.</p> <p>To improve efficiency, dedicate separate teams or workflows for supply and maintenance requests, ensuring both categories are addressed promptly without overlap or delay.</p>	<p><b>Status Bottlenecks</b></p> <p>61% of requests (16 out of 26) remain in "Received" status, while only 35% are "Completed."</p> <p>This indicates delays in advancing requests through the workflow.</p> <p>Introduce reminders for pending tasks and performance tracking to ensure timely transitions from "Received" to "In Progress" or "Completed."</p>
<p><b>High Frequency Requesters</b></p> <p>27% of requests (7 out of 26) are submitted by Denny Toss, with other staff making fewer submissions.</p> <p>This disparity suggests certain staff members may have disproportionate supply or maintenance needs.</p> <p>Consider providing additional training or resources for high-frequency requesters to ensure their requests are detailed and prioritized appropriately.</p>	<p><b>Peak Day for Submissions</b></p> <p>31% of submissions (8 out of 26) occur on Wednesdays, with Tuesday and Monday also showing higher activity.</p> <p>This trend suggests staff prioritize requests early in the workweek.</p> <p>Schedule additional staff availability or processing capacity on these days to handle the increased volume and reduce response times.</p>



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