

# Youth Policy Institute Charter Schools (YPICS)

## Regular Board Meeting

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### Date and Time

Monday May 24, 2021 at 6:00 PM PDT

### Location

Join Zoom Meeting

<https://exed.zoom.us/j/97571559912?pwd=T1Bzc1I4OGw3MitrcUUvM250cHFkQT09>

Meeting ID: 975 7155 9912

Passcode: 943940

One tap mobile

+16692192599,,97571559912# US (San Jose)

+16699006833,,97571559912# US (San Jose)

Dial by your location

+1 669 219 2599 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 975 7155 9912

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You may join the meeting via your computer and/or phone.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests		Yesenia Zubia	
<b>B.</b> Call the Meeting to Order		Mary Keipp	
<b>C.</b> Additions/Corrections to Agenda		Mary Keipp	1 m
<b>D.</b> Approval of April 19, 2021 Regular Board Meeting Minutes	Approve Minutes	Mary Keipp	1 m

	Purpose	Presenter	Time
<b>II. Communications</b>			<b>6:02 PM</b>
<b>A. Presentations from the Public</b>	FYI	Mary Keipp	5 m

Any persons present desiring to address the Board of Directors on any proper matter.

The YPI Charter Public Schools ("Charter Schools") welcome your participation at the Charter Schools' Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the Charter Schools in public. Your participation assures us of continuing community interest in our Charter Schools. To assist you in the case of speaking/participating in our meetings, the following guidelines are provided:

*Agenda Items:* No individual presentation shall be more than five (5) minutes and total time for this purpose shall not exceed thirty (30) minutes per agenda item.

*Non-Agenda Items:* No individual presentation shall be for more than three (3) minutes and total time shall not exceed fifteen (15) minutes.

When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.

Ordinarily, Board Members will not respond to presentations and no action can be taken. However, the board may give direction to staff following a presentation.

Any public records relating to an agenda item for an open session of the Board which are distributed to all of the Board members shall be available for public inspection at 2670 W 11th Street, Los Angeles, California 90006, 12513 Gain Street, Pacoima, CA 91331, 9400 Remick Avenue, Pacoima, California 91331 and 10660 White Oak Avenue, Granada Hills, CA 91344.

**Americans with Disabilities**

YPI Charter Schools, Inc. adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact us at least 48 hours in advance at (818) 834-5805, (213) 413-9600 or (818) 480-6810 or at [info@coronacharter.org](mailto:info@coronacharter.org), [info@romerocharter.org](mailto:info@romerocharter.org). All efforts will be made for reasonable accommodations.

<b>B. Modified Meeting Procedures During COVID-19 Pandemic</b>	FYI	Mary Keipp
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**Instructions for Presentations to the Board by Parents and Citizens**

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	Purpose	Presenter	Time
<b>MODIFIED MEETING PROCEDURES DURING COVID-19 (CORONAVIRUS ) PANDEMIC:</b>			

As per Executive Order N-29-20 from Governor Newsom, the meetings of the Board of Directors of the YPI Charter Schools will move to a virtual/teleconference environment using Zoom. The purpose of the Governor’s executive order is to control the spread of Coronavirus and to reduce and minimize the risk of infection by “limiting attendance at public assemblies, conference, or other mass events.” The Governor’s executive order on March 20, 2020, waived the requirement for a majority of board members to physically participate in a public board meeting at the same location. The intent is not to limit public participation, but rather to protect public health by following the Governor’s Stay at Home executive order and the Los Angeles County’s “Safer at Home” Order.

Instructions for public comments at board meetings conducted via Zoom:

If you wish to make a public comment, please follow these instructions:

1. A Google Form “sign-up” will be open to members of the public 30 minutes prior to the public meeting. This Google Form will take the place of “speaker cards” available at meetings. <https://bit.ly/2Xtb5xx>
2. Speakers will fill in their names and select if they wish to address the board regarding specific agenda item (5 minutes allotted) or a non-agenda item (3 minutes allotted).
3. Speakers are asked to attend the board meeting virtually through the Zoom invitation link on the top of the agenda.
4. When it is time for the speaker to address the board, his/her name will be called by the Board Chair and the requesting speaker’s microphone will be activated.
5. Speakers should rename their Zoom profile with their real name to expedite this process.

After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

<b>III. Items Scheduled For Information</b>	<b>6:07 PM</b>
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<b>A. School Committee/ Council Reports</b>	FYI	3 m
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Each month school council and committee meeting minutes are provided for the board to review. Board members will direct senior staff regarding any minutes or committee concerns that may arise.

<b>B. Board Committee Reports</b>	FYI	5 m
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1. Finance Committee Update - Michael Green
2. Academic Committee Update - Cesar Lopez

	Purpose	Presenter	Time
<b>C. Director Of Technology and Integration Update</b>	FYI	Ryan Bradford	5 m
<b>D. Facilities</b>			4 m
<b>E. Bert Corona Executive Administrator Report</b>	FYI	Kevin Myers	3 m
<b>F. Monsenor Oscar Romero Executive Administrator Report</b>	FYI	Rene Quon	3 m
<b>G. Bert Corona Charter High School Executive Administrator Report</b>	FYI	Larry Simonsen	3 m
<b>H. Chief Operations Officer Report</b>	FYI	Ruben Duenas	3 m
<b>I. Executive Director's Report</b>	FYI	Yvette King-Berg	3 m

**IV. Consent Agenda Items**

**6:39 PM**

**A. Background** FYI

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board’s vote on them. The Executive Director recommends approval of all consent agenda items.

**B. Consent Items** Vote Mary Keipp 1 m

1. Recommendation to approve submitting the annual letter to LAUSD to preserve YPICS's rights to leave the SELPA.
2. Recommendation to approve the summaries of Benefits and Coverage for Kaiser and Health Plans.
3. Recommendation to approve the 2021-2022 School Year Calendar.
4. Recommendation to approve the Infinite Campus SIS contract.

**V. Items Scheduled For Action**

**6:40 PM**

**A. YPICS' April 2021 Financials and Check Registers** Vote Irina Castillo 5 m

Recommendation to approve YPICS' April 2021 financials and check registers as submitted.

**B. Expanded Learning Opportunities Plans** Vote Yvette King-Berg 5 m

	Purpose	Presenter	Time
Recommendation to approve the Expanded Learning Opportunities plans for Bert Corona Charter School, Monseñor Oscar Romero Charter School, and Bert Corona Charter High School.			

<b>C. YPICS Updated Bylaws</b>	Vote	Yvette King-Berg	5 m
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Recommendation to approve YPICS' updated bylaws.

<b>D. Revised Fiscal Policies and Procedures</b>	Vote	Yvette King-Berg	5 m
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Recommendation to approve YPICS' revised Fiscal Policies and Procedures.

**VI. Announcements 7:00 PM**

<b>A. Closing Announcements</b>	FYI	Yvette King-Berg	2 m
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**VII. Closing Items 7:02 PM**

<b>A. Adjourn Meeting</b>	Vote		
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# Coversheet

## Approval of April 19, 2021 Regular Board Meeting Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	D. Approval of April 19, 2021 Regular Board Meeting Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Regular Board Meeting on April 19, 2021

APPROVED

# Youth Policy Institute Charter Schools (YPICS)

## Minutes

### Regular Board Meeting

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#### Date and Time

Monday April 19, 2021 at 6:00 PM

#### Location

Join Zoom Meeting

<https://exed.zoom.us/j/96577248742?pwd=YkJUWWtvV3diUmw5YlFkSndyWFR1UT09>

Meeting ID: 965 7724 8742

Passcode: 734217

One tap mobile

+16692192599,,96577248742# US (San Jose)

+16699006833,,96577248742# US (San Jose)

Dial by your location

+1 669 219 2599 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 965 7724 8742

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#### Trustees Present

C. Lopez (remote), D. Cho (remote), M. Green (remote), M. Keipp (remote), W. Njboke (remote)

#### Trustees Absent

S. Mendoza

#### Guests Present

I. Castillo (remote), L. Simonsen (remote), R. Duenas (remote), R. Quon (remote), V. Nutt (remote), Y. King-Berg (remote), Y. Zubia (remote), jruley@mycharterlaw.com (remote)

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### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

M. Keipp called a meeting of the board of trustees of Youth Policy Institute Charter Schools (YPICS) to order on Monday Apr 19, 2021 at 6:06 PM.

#### C. Additions/Corrections to Agenda

There were no additions or corrections to the agenda.

#### D.

### **Approval of March 29, 2021 Regular Board Meeting Minutes**

M. Green made a motion to approve the minutes from YPICS Regular Board Meeting on 03-29-21.

C. Lopez seconded the motion.

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

#### **Roll Call**

S. Mendoza Absent

W. Njboke Aye

M. Green Aye

C. Lopez Aye

D. Cho Aye

M. Keipp Aye

### **E. Approval of March 29, 2021 YPICS Finance Committee Minutes**

M. Green made a motion to approve the minutes from YPICS Finance Committee Meeting on 03-29-21.

W. Njboke seconded the motion.

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

#### **Roll Call**

S. Mendoza Absent

D. Cho Aye

M. Keipp Aye

C. Lopez Aye

W. Njboke Aye

M. Green Aye

## **II. Communications**

### **A. Presentations from the Public**

There were no presentations from the Public.

### **B. Modified Meeting Procedures During COVID-19 Pandemic**

## **III. Items Scheduled For Information**

### **A. Annual Calendar for 2021 - 2022 School Year**

The proposed changes to the annual calendar were discussed with the Board.

### **B. Clifton, Larson, and Alen, LLP Audit Engagement Letter**

The engagement letter is included in the agenda packet for reference as it was erroneously omitted from the previous meeting's agenda packet.

### **C. School Committee/ Council Reports**

Reports were made available to the Board and the Executive administrator's were present to answer any questions that arose.

### **D. Board Committee Reports**

Board Treasurer Green reported the Finance Committee met on March 24 and are recommending the FY19-20 audit be submitted.



Board Vice Chair Lopez reported the Academic Excellence Committee will be meeting within the next few weeks and will report out at the next meeting.

#### **E. Facilities**

At Bert Corona Charter High School, the Prop 39 initial offer from LAUSD will be received soon and the school has until May to respond to the initial offer.

At Bert Corona Charter School, facility enhancements related to COVID-19 have increased the normal cost of facilities by \$100,000. The school go to bid for additional work needed.

#### **F. Bert Corona Executive Administrator Report**

Executive Administrator, Kevin Myers was present to answer any questions the Board had about the report that was uploaded for the Board. One highlight was students had their 1st day of school on campus on April 16th and it went smoothly as students were well behaved and participating.

#### **G. Monsenor Oscar Romero Executive Administrator Report**

Executive Administrator, Dr. Rene Quon was present to answer any questions the Board had about the report that was uploaded for the Board. One highlight was also students had their 1st day of school on campus on April 16th and it went smoothly. The students were timid in the morning and became more comfortable ad the day went on.

#### **H. Bert Corona Charter High School Executive Administrator Report**

Executive Administrator, Larry Simonsen was present to answer any questions the Board had about the report that was uploaded for the Board.

#### **I. Chief Operations Officer Report**

Chief Operations Officer was present to answer any questions the Board had about the report that was uploaded for the Board. One highlight is the salary table will need to be revised to meet the salary minimum needed to be an exempt employee due to the California minimum wage increase in 2022. This salary table will be brought to the Board for approval.

#### **J. Executive Director's Report**

Executive Director, Yvette King-Berg was present to answer any questions the Board had about the report that was uploaded for the Board.

### **IV. Board of Trustees Training**

#### **A. Brown Act Training Presented by Young, Minney, and Corr, LLC.**

The annual Brown Act training was presented by Janelle Ruley, Esq. YMC will provide a letter of completion to YPICS for those in attendance.

### **V. Consent Agenda Items**

#### **A. Background**

#### **B. Consent Items**

C. Lopez made a motion to approve the consent agenda items.  
D. Cho seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

W. Njboke Aye  
S. Mendoza Absent  
M. Keipp Aye  
C. Lopez Aye  
D. Cho Aye  
M. Green Aye

**VI. Items Scheduled For Action**

**A. FY19-20 990 Form**

No action was taken on this item.

**B. February 2021 YPICS Financials**

M. Green made a motion to approve the February 2021 YPICS financials and check registers as submitted.  
C. Lopez seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

D. Cho Aye  
M. Keipp Aye  
S. Mendoza Absent  
C. Lopez Aye  
W. Njboke Aye  
M. Green Aye

**C. Expenditures Above Spending Authority of the Executive Director**

M. Green made a motion to approve the GEAR UP Think Together Invoices for October 2020 - February 2021.  
W. Njboke seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

M. Keipp Aye  
S. Mendoza Absent  
D. Cho Aye  
W. Njboke Aye  
M. Green Aye  
C. Lopez Aye

**VII. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:53 PM.

Respectfully Submitted,  
Y. Zubia

# Coversheet

## Director Of Technology and Integration Update

**Section:** III. Items Scheduled For Information  
**Item:** C. Director Of Technology and Integration Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** ILLUMINATE TO INFINITE CAMPUS.pdf



## The Road to Infinite Campus

In the fall of 2019 Illuminate notified us that they would be discontinuing their ISI student information system at the end of the 2021 school year. Given the amount of work that it takes to move an SIS system, YPICS decided to stay with Illuminate for the 20-21 school year. We decided that we would start the formal exploration process for a new SIS system in the fall of 2020.

Since our SIS system impacts almost every YPICS staff member we wanted to gather staff feedback to make sure our new system meets everyone's needs. A short Google Form survey was sent to the staff in the fall of 2020. The form shared the background of why we are switching SIS systems, a series of must-have items that our new system needed, as well as a chance for staff to share what they wanted out of a new system. The survey also included a section where staff could opt in to participating in the selection process.

Our SIS selection group was made up of Executive Administrators, Site Administrators, Operations staff, SCC staff, and teaching staff. To make sure that we included staff feedback Ms. Contreras and Mr. Walter worked with Mr. Bradford to build an SIS evaluation checklist that was based off the results of the Google Form survey. The SIS selection group then participated in various demos and used the checklist to make sure that we selected a system that would work for everyone. After participating in the demos the SIS selection group voted to suggest that we move to Infinite Campus.

One of the reasons why we selected Infinite Campus is that in addition to its core features, the platform offers several premium products that will allow us to consolidate some of our systems into one platform. The table below is a list of the premium products that we purchased in addition to the core SIS system.

**Yvette King-Berg** Executive Director

**YPICS | YPI Charter Schools**

10660 White Oak Ave, STE B101, Granada Hills CA 91344

Office: (818) 834.5805 / Fax: 818.834.8075

[info@ypics.org](mailto:info@ypics.org) / [www.ypics.org](http://www.ypics.org)



PREMIUM PRODUCT	PURPOSE OF PRODUCT
Campus Learning Suite	The Campus Learning Suite will help give parents insight into what is happening in Google Classroom. The suite will allow teachers to send Google Classroom assignment information to the Infinite Campus student and parent portals.
Campus Passport	Campus Passport is Infinite Campus’ online training platform. We are purchasing this so our staff has access to on demand professional development about Infinite Campus.
Multi-language Tool	This product is needed so we can translate documents into our student's home language.
Online Registration Prime	Online Registration Prime will be replacing School Mint’s online registration platform. We decided to switch to Infinte Campus’ Online Registration Prime because School Mint and Infinite Campus do not have a data integration. By using Infinite Campus’ registration portal our operations team will no longer have to manually enter student data. Since Infinite Campus does not support a lottery system, we will still use School Mint for our lottery process.
Messenger	Messenger will be replacing Remind. We decided to move to Infinite Campus’ messenger because it offered more features (texting, calling, robocalls, and automations) and used the Infinite Campus student database. A challenge that we faced with Remind was that we had to manually roster the program. By moving to Messenger we will no longer have to manually roster because Messenger uses the information already in the Infinite Campus database.
Data Change Tracker	The data change tracker keeps a log of any changes made in Infinite Campus. The tracker also allows us to recover any data that is incorrectly modified or deleted.

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10660 White Oak Ave, STE B101, Granada Hills CA 91344

Office: (818) 834.5805 / Fax: 818.834.8075

info@ypics.org / www.ypics.org



## Our Current Implementation

We are currently in the initial set up and data transfer process with Infinite Campus. The Executive Administrators have had several discovery meetings with their team to discuss how YPICS operates and what that will look like in the Infinite Campus platform. Mr. Duenas and Mr. Bradford are also participating in weekly status calls with the Infinite Campus implementation team. During these calls we discuss our current status, areas of need/concern, and next steps in the implementation process.

The two tables on the next few pages are our data migration and training plan. Our final data migration from Illuminate is scheduled for 6/22/21 - 6/24/21. We will be given access to our Infinite Campus URL on 6/28/21 and begin training our staff on 7/1/21. Illuminate has also extended our current agreement with them so we will have access to our data for a few more months. While we will not be using Illuminate as our SIS, they are giving us access to make sure that we are able to complete any end of year reports that we need to submit.

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## Illuminate To Infinite Campus Data Migration Plan

DESCRIPTION OF EVENT	ESTIMATED DATE OF COMPLETION
Ask Illuminate to create an SFTP transfer to Infinite Campus	3/30/21
Data Migration Meeting with Infinite Campus	4/13/21
Data Verification Meeting with Infinite Campus	4/16/21
<del>Trial 1 Data pulled from Illuminate</del>	<del>5/17/21 - 5/19/21</del>
Trial 1 Conversion Completed	5/20/21
Trial 1 Data Review with Infinite Campus	5/21/21
Last internal day to access Illuminate	6/21/21
Production Data Pull from Illuminate	6/22/21 - 6/24/21
Managed Service creation of Production and Sandbox URLs	6/24/21
Production/Sandbox URL Delivery	6/28/21
Production Site Review	7/12/21
Last day to access Illuminate ISI	9/30/21

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[info@ypics.org](mailto:info@ypics.org) / [www.ypics.org](http://www.ypics.org)



## YPI Charter Schools Infinite Campus Training Calendar

TRAINING NAME	DATE AND TIME OF TRAINING	WHO NEEDS TO ATTEND	TOPICS	RELATED CAMPUS PASSPORT LESSONS
Census / Household	7/1/21 9am-12am	Operations Staff	<ul style="list-style-type: none"> <li>New student enrollments, creating Households</li> <li>Independent Census workshop (after session with training available)</li> </ul>	Census
Basic Navigation & Student Information	7/13/21 9am - 11am	12 Month Admin and School Site Employees	<ul style="list-style-type: none"> <li>Searching in Infinite Campus</li> <li>Overview of Student Module</li> <li>Student Information and Census Reports</li> </ul>	Student Information
Staff/Census Modifications	7/14/21 9am - 11am	EAs, Operations Staff and Zubia (Academic TBD?)	<ul style="list-style-type: none"> <li>Add/Modify Staff</li> <li>Census Modifications</li> <li>Household Modifications</li> </ul>	Census
Grading Setup Review Course/Section	7/14/21 12pm - 3pm	EAs and Academic Team	<ul style="list-style-type: none"> <li>Score Groups &amp; Rubrics</li> <li>Course Information, Grading Calculation, Grading Tasks, Categories</li> <li>Section Information</li> <li>Scheduling Reports</li> </ul>	Grading

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Student Scheduling	7/15/21 9am - 12pm	EAs, Operations, Academic Team and Max	<ul style="list-style-type: none"> <li>• Roster Setup</li> <li>• Roster Copy</li> <li>• Walk-in Scheduler</li> <li>• Scheduling Reports</li> </ul>	Scheduling
Attendance Module	7/15/21 1pm - 4pm	EAs and Operations Staff	<ul style="list-style-type: none"> <li>• Classroom Monitor</li> <li>• Daily Attendance</li> <li>• Attendance Wizard</li> <li>• Messenger/Scheduler</li> <li>• Attendance Letters</li> </ul>	Attendance
Messenger w/Voice End User	7/16/21 9am - 11am	Ops, EA, Academic, SCC, Parent Coordinators	<ul style="list-style-type: none"> <li>• General Messenger</li> <li>• Staff Messenger</li> <li>• Attendance Messenger</li> <li>• Behavior Messenger</li> </ul>	Messenger
Transcripts	7/16/21 12pm - 1:30pm	Academic, Ops, Max, Elida	<ul style="list-style-type: none"> <li>• Input &amp; Modify Transcript Entries</li> </ul>	Grading
Reporting General Ad Hoc	7/16/21 2pm - 4pm	Ops, EA, Academic, SCC	<ul style="list-style-type: none"> <li>• Custom Reporting for the SIS</li> </ul>	Ad Hoc Reporting
Portal (Parent/ Student accounts)	7/23/21 9am - 12:30pm	EAs, Operations Staff, Parent Coordinators, Academic Team, SCC	<ul style="list-style-type: none"> <li>• Portal Preferences</li> <li>• Batch &amp; Import Wizard tools</li> </ul>	

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Teacher Coach	8/3/21 9am - 12:30pm	EAs, Teachers and Academic Team	<ul style="list-style-type: none"> <li>• Campus Instruction Module</li> <li>• Campus Learning</li> <li>• Modules taught based on tool rights</li> </ul>	<p>Campus Instruction</p> <p>Campus Learning</p>
Behavior Module	8/3/21 1:30pm - 3:30pm	EAs and SCC Staff	<ul style="list-style-type: none"> <li>• Review Behavior Events and Behavior Resolutions</li> <li>• Behavior Referral</li> <li>• Behavior Management</li> <li>• Behavior Reports</li> </ul>	Behavior
Health Admin Setup and End User	8/4/21 1pm - 4pm	Operations Staff	<ul style="list-style-type: none"> <li>• Managing student conditions, medications and health office visits</li> </ul>	Health
MLE Report Card Set Up	8/11/21 9am - 10:30am	Bradford, Ruiz and Ops translator	<ul style="list-style-type: none"> <li>• Report Card Creation</li> <li>• Image Import</li> <li>• Translation Tools</li> </ul>	N/A
Campus Passport Introduction	9/20/21 9am - 10am	DOI/COI and COO	<ul style="list-style-type: none"> <li>• Reviewing course reports, enrolling users, editing and amending courses</li> </ul>	N/A

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info@ypics.org / www.ypics.org

# Coversheet

## Bert Corona Executive Administrator Report

**Section:** III. Items Scheduled For Information  
**Item:** E. Bert Corona Executive Administrator Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 20-21 BCCS EA Board Report (May).pdf



**BCCS Executive Administrator Report**

**May 2021**

*The mission of the YPI Charter Schools (YPICS) is to prepare students for academic success in high school, as well as post-secondary education; prepare students to be responsible and active participants in their community; and enable students to become life-long learners. Students at YPI Charter Schools will become active citizens who characterize the ideals of a diverse and democratic society. Students will provide service to their community, take responsibility for their own learning, and develop the habits of mind and body that will empower them to be successful in high school and beyond.*

**Enrollment and Attendance:**

21-22 Enrollment:

New Student	Returning Student	Retained	Total	Class Size	Retention #	Retention Rate
6			6	6		
58	10		68	17	-1	90.91%
5	105		110	27.5	0	100.00%
	121		121	30.25	0	100.00%
69	236	0	305		-1	
		Growth	-46			
		<b>Date Updated</b>	5/14/2021			

Our 5th and 6th grade classes remain under-enrolled. We have increased the size of our graduating class of 2023, and the class of 2022 is strong, but we are working to enroll more students in our lower grade levels.

**ELPAC Testing**

This is our last week of ELPAC testing! Our academic team, including teachers, tutors, and Mr. Rios (who led the effort) have been working hard the last two months to ensure all students are tested. There have been testing sessions during the day, in the evening, and on the weekends to ensure we can meet the needs of every family and to ensure each student has a testing environment that is conducive to success. We are looking forward to seeing the student results, and excited about how many students will be reclassified, especially in light of our lack of testing data from the spring of 2020.

**Teacher/Staff Retention and Evaluation:**

Time to celebrate! As of right now, we have 100% of our teachers returning for the 2021-22 school year! Since this year was a crazy year, my goal for teacher and staff evaluations is going to be two-fold:

- The primary reason will be to review data, reflect, and set goals for the upcoming school year. We will review grades and iReady diagnostic scores, as well as ELPAC scores if we have received them in time. Teachers will identify areas of strength and weakness, and will work with administrators to set goals for improvement for both themselves and their students in the upcoming. We will identify personal and professional growth goals, and discuss how these goals will be accomplished.
- If there are any issues or concerns about an employee’s performance, it is likely that we have

already addressed that issue. However, the evaluation meeting and discussion will be an opportunity for us to readdress any concerns and identify a growth path and expectations for the staff member. This will include supports that will be offered to help the employee address any concerns.

**COVID Testing:**

We continue to test our students and staff each week. Most weeks we test approximately 130 people including the following groups:

- Students with special needs who are working on campus with their resource teacher for support
- Students who are ELs or struggling academically, working with their teacher on campus
- General Ed 5th and 6th graders who come to campus regularly (2 days per week)
- Teachers and staff

**iReady Diagnostic Results (May 2021):**

**Typical Growth vs. Stretch Growth:**

The iReady diagnostic represents and measures growth using two data points. The first, *typical growth*, is determined based on their initial diagnostic score. iReady gathers normative data from all iReady users from diagnostics taken across the country. Typical growth is based on all students with the same score from across the country. For example, students scoring one grade level below may be expected to grow 20 points over the course of the year. Students two grade levels below may be expected to grow 25. It is all based on the growth of similar students across the country. *Stretch growth* is the growth students need to achieve to be on grade level by the end of the year, or as soon as possible. At BCCS, we are working with our teachers to aim for stretch growth for each student with the hope that we achieve at least our typical growth.

(Data on next page)

## Schoolwide Data

### Fall 2020: December (Mid-Year Diagnostic) Reading Data:

Subject: Reading | School: Bert Corona Charter Middl...  
 Academic Year: Current Year | Comparison Diagnostic: D 2: MS: | Placement Definition: End-of-Year View  
 11/30/20 - 12/18/20

Students Assessed/Total: 304/349

Progress to Annual Typical Growth (Median) [Learn more about growth](#)



### Spring 2021: May (End of Year) Reading Data

Subject: Reading | School: Bert Corona Charter Middl...  
 Academic Year: Current Year | Comparison Diagnostic: Bert Corona D 3 | Placement Definition: End-of-Year View  
 05/10/21 - 05/21/21

Students Assessed/Total: 285/349

Progress to Annual Typical Growth (Median) [Learn more about growth](#)



Overall typical growth for the year was met at 139% in reading. This means that our students far exceeded expectations based on national normative data. This result is especially exciting because we had only achieved 42% of our typical growth half way through the year, in December. This means we grew almost 100% in one semester!

When broken down by grade level, we can see where some of our strengths lie instructionally:

Grade	Annual Typical Growth		Annual Stretch Growth		% Students with Improved Placement	Students Assessed/Total
	Progress (Median)	% Met	Progress (Median)	% Met		
Grade 5	69%	45%	30%	9%	45%	11/11
Grade 6	136%	54%	50%	37%	50%	76/103
Grade 7	153%	56%	54%	27%	58%	105/121
Grade 8	139%	53%	50%	32%	57%	93/114

Additionally, when broken down by teacher, we gain even more insight into classrooms where we need to capitalize on the strengths being used and where more support needs to be given.

**5th Grade:**

Results for 5th grade can be seen above, as there is only one group of 11 students. My goal for next year is to increase the time departments can work together so teachers, like our 5th grade teacher, can learn engagement strategies from the rest of the team. This teacher is very engaging in science and history, but needs to collaborate to learn some more strategies in ELA and math.

**6th Grade:**

Class	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⚙	% Met ⚙	Progress (Median) ⚙	% Met ⚙		
English-6th - Nevins - 6-8 Period 3 T/TH-949... Nevins, T.	221%	58%	82%	47%	58%	19/25
English-6th - Nevins - Sem2 Period 4 T/TH-9... Nevins, T.	136%	53%	50%	29%	47%	17/26
English-6th - Spoden - 6-8 Period 3 T/TH-948... Spoden, E.	200%	67%	75%	43%	57%	21/26
English-6th - Spoden - Sem2 Period 4 T/TH-9... Spoden, E.	42%	37%	16%	26%	37%	19/26

Interestingly for 6th grade, we saw over 100% growth, even 200+ in some classes, but one class only grew 42% of their typical growth.

**7th Grade:**

English-7th - Pistilli - 6-8 Period 3 T/TH-9500... Pistilli, K.	165%	59%	56%	26%	63%	27/30
English-7th - Pistilli - Sem2 Period 4 T/TH-97... Pistilli, K.	100%	52%	34%	20%	52%	25/30
English-7th - Walter - 6-8 Period 3 T/TH-9497... Walter, B.	11%	42%	4%	23%	42%	26/30
English-7th - Walter - Sem2 Period 4 T/TH-97... Walter, B.	212%	70%	80%	37%	74%	27/31

Similar to our results in 6th grade reading, one class was significantly less successful than the other three. In speaking with the team, both the math/science and English/SS teachers agree that this group, which only grew 11%, is a very unmotivated and difficult-to-engage class. Through observation of the teachers working with all four groups, I have concluded that the teacher, Mr. Walter, does a great job when his class is engaged (see the period 4 group that grew 212%). However, we need to support him to push the rigor, depth of thought, and engagement in his classes.

**8th Grade:**

English-8th - Josselyn - 6-8 Period 3 T/TH-95... Josselyn, J.	70%	38%	25%	23%	58%	26/29
English-8th - Josselyn - 6-8 Period 3 T/TH-96... Josselyn, J.	263%	67%	87%	46%	67%	24/30
English-8th - Josselyn - Sem2 Period 3 W/F-9... Josselyn, J.	78%	48%	28%	33%	52%	21/27
English-8th - Josselyn - Sem2 Period 4 W/F-9... Josselyn, J.	164%	59%	59%	27%	50%	22/28

In 8th grade, we only have one teacher who teaches four cohorts of students. The results vary depending on the group, so my approach will be to meet with the teacher to discuss the differences in the cohort and what strategies she could use to differentiate to meet the needs of the students in all classes. That is, the strategies that work in one group may not hold for the others. The ability for small group instruction in person will aid in this teacher's success, as she has strong relationships with students and works well in small group instruction scenarios.

### Fall 2020: December (Mid-Year Diagnostic) Math Data:

Subject: Math | School: Bert Corona Charter Middl...

Academic Year: Current Year | Comparison Diagnostic: D 2: MS: | Placement Definition: End-of-Year View

11/30/20 - 12/18/20

Students Assessed/Total: 285/349

Progress to Annual Typical Growth (Median) [Learn more about growth](#)



### Spring 2021: May (End of Year) Math Data

Subject: Math | School: Bert Corona Charter Middl...

Academic Year: Current Year | Comparison Diagnostic: Bert Corona D 3 | Placement Definition: End-of-Year View

05/10/21 - 05/21/21

Students Assessed/Total: 253/349

Progress to Annual Typical Growth (Median) [Learn more about growth](#)











Similar to our reading data, we were behind in growth in December 2020. In math, we had only achieved 33% of our typical growth for the year, leaving a mountainous 67% we still needed to accomplish. When we tested in May, our students achieved 100% typical growth, meaning our school met expected growth for the year based on normative data.











When broken down into grade level, a divide between our lower grades and upper grade levels is apparent. This divide can be attributed to two reasons, and we can further see evidence of this when we look at individual student scores and cohorts scores.

1. Students typically enter our school scoring low on standardized tests, then grow during their three to four years with BCCS. This leads to stronger outcomes in the latter years of middle school.
2. Our most experienced teacher is in 7th grade, where we saw the most growth. Mr. Mir, our 8th grade math teacher is a new teacher this year, so I would attribute his success to a herculean effort, the level of achievement students reaching during their first three years at BCCS, and the support of our most experienced resource teacher and tutoring team.

Grade	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⚙	% Met ⚙	Progress (Median) ⚙	% Met ⚙		
Grade 5	 70%	40%	 38%	10%	50%	10/11
Grade 6	 80%	40%	 38%	17%	48%	75/103
Grade 7	 123%	57%	 56%	21%	61%	89/121
Grade 8	 120%	54%	 48%	25%	54%	79/114









### 5th Grade math scores (see above)

### 6th Grade math scores:

Math-6th - Contreras - 6-8 Period 3 W/F-9493... Contreras, M.	 93%	47%	 50%	16%	63%	19/26
Math-6th - Contreras - Sem2 Period 4 T/TH-9... Contreras, M.	 86%	42%	 43%	32%	42%	19/25
Math-6th - Duenas - 6-8 Period 3 W/F-9496_2... Duenas, N.	 50%	38%	 22%	13%	50%	16/26
Math-6th - Duenas - Sem2 Period 4 T/TH-973... Duenas, N.	 71%	33%	 33%	10%	38%	21/26









In 6th grade, we have two of our least experienced math teachers, which, combined with lower scores for incoming students, led to overall lower scores in this grade level. However, a great majority of students in two of our cohorts were able to achieve their typical growth. Moreover, approximately 50% of those students were able to meet their stretch growth, which is on par with our more experienced teacher in 7th grade. For next year, I will encourage more collaborative planning between our more experienced, stronger teacher, and with the BCCS math team as a whole, allowing all teachers to learn from each other and to utilize the most effective strategies.

### 7th Grade math scores:

Math-7th - Arreola - 6-8 Period 3 W/F-9501_2... Arreola, J.	 92%	50%	 47%	20%	50%	20/30
Math-7th - Arreola - Sem2 Period 4 T/TH-974... Arreola, J.	 113%	55%	 59%	5%	55%	20/30
Math-7th - Myers - 6-8 Period 3 W/F-9503_20... Myers, M.	 142%	69%	 67%	19%	73%	26/31
Math-7th - Myers - Sem2 Period 4 T/TH-9750... Myers, M.	 100%	52%	 52%	39%	61%	23/30

Our 7th grade team saw very strong results, both in typical and in stretch growth. Our most experienced teacher was able to achieve 142% typical growth with one of her classes and 67% stretch growth in the same cohort, meaning a majority of our students are on track to hit grade level equivalency in the next year or so.







**8th Grade math scores:**

Class	Progress (Median)	% Met	Progress (Median)	% Met	% Students with Improved Placement	Students Assessed/Total
Pre-Algebra - Mir - 6-8 Period 3 W/F-9508_20... Mir, A.	 11%	41%	 5%	12%	29%	17/27
Pre-Algebra - Mir - 6-8 Period 3 W/F-9626_20... Mir, A.	 83%	42%	 32%	16%	47%	19/28
Pre-Algebra - Mir - Sem2 Period 3 W/F-9756_... Mir, A.	 146%	63%	 57%	38%	63%	24/29
Pre-Algebra - Mir - Sem2 Period 4 W/F-9757_... Mir, A.	 158%	68%	 65%	32%	74%	19/30









8th grade math classes are taught by one teacher. There is a large gap between the success rates on the classes, so my strategy will be to down with this teacher to assist him on zeroing in on what strategies were successful and how he can replicate his success in all classes.

## Subgroup Data: English Learners

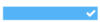





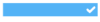

### EL Reading Results:

English Learner	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⌵	% Met ⌵	Progress (Median) ⌵	% Met ⌵		
Yes - English Learner	 76%	48%	 28%	24%	45%	86/106
No - English Learner	 160%	57%	 56%	33%	60%	181/222
Not Reported	 84%	50%	 28%	39%	56%	18/21



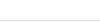
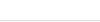




### EL Reading Results by Grade Level:

Grade	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⌵	% Met ⌵	Progress (Median) ⌵	% Met ⌵		
Grade 5	 55%	50%	 24%	0%	50%	4/4
Grade 6	 66%	46%	 25%	25%	38%	24/32
Grade 7	 141%	55%	 48%	24%	48%	33/40
Grade 8	 50%	40%	 18%	28%	48%	25/30

### 6th Grade:

English-6th - Nevins - 6-8 Period 3 T/TH-949... Nevins, T.	 142%	50%	 53%	50%	50%	6/8
English-6th - Nevins - Sem2 Period 4 T/TH-9... Nevins, T.	 0%	20%	 0%	0%	0%	5/6
English-6th - Spoden - 6-8 Period 3 T/TH-948... Spoden, E.	 105%	57%	 39%	29%	57%	7/9
English-6th - Spoden - Sem2 Period 4 T/TH-9... Spoden, E.	 95%	50%	 36%	17%	33%	6/9

### 7th Grade:

Class	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⌵	% Met ⌵	Progress (Median) ⌵	% Met ⌵		
English-7th - Pistilli - 6-8 Period 3 T/TH-9500... Pistilli, K.	 126%	50%	 43%	25%	50%	8/9
English-7th - Pistilli - Sem2 Period 4 T/TH-97... Pistilli, K.	 80%	50%	 27%	25%	38%	8/10
English-7th - Walter - 6-8 Period 3 T/TH-9497... Walter, B.	 47%	44%	 16%	33%	44%	9/12
English-7th - Walter - Sem2 Period 4 T/TH-97... Walter, B.	 206%	75%	 76%	13%	63%	8/9

### 8th Grade:

Class	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⌵	% Met ⌵	Progress (Median) ⌵	% Met ⌵		
English-8th - Josselyn - 6-8 Period 3 T/TH-95... Josselyn, J.	0%	29%	0%	29%	43%	7/8
English-8th - Josselyn - 6-8 Period 3 T/TH-96... Josselyn, J.	89%	40%	32%	40%	60%	5/7
English-8th - Josselyn - Sem2 Period 3 W/F-9... Josselyn, J.	0%	17%	0%	17%	17%	6/7
English-8th - Josselyn - Sem2 Period 4 W/F-9... Josselyn, J.	150%	71%	54%	29%	71%	7/8

### EL Math Results (overall):

English Learner	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⌵	% Met ⌵	Progress (Median) ⌵	% Met ⌵		
Yes - English Learner	97%	50%	42%	21%	54%	84/106
No - English Learner	108%	54%	52%	22%	56%	153/222
Not Reported	57%	25%	30%	13%	50%	16/21

### EL Math Results by Grade Level:









Grade	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⌵	% Met ⌵	Progress (Median) ⌵	% Met ⌵		
Grade 5	33%	33%	19%	0%	67%	3/4
Grade 6	36%	32%	19%	16%	40%	25/32
Grade 7	135%	56%	56%	24%	59%	34/40
Grade 8	150%	64%	58%	27%	59%	22/30

### EL Math Results by GL Teacher:









#### 6th Grade EL:

Class	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⌵	% Met ⌵	Progress (Median) ⌵	% Met ⌵		
Math-6th - Contreras - 6-8 Period 3 W/F-9493... Contreras, M.	47%	25%	20%	0%	50%	4/6
Math-6th - Contreras - Sem2 Period 4 T/TH-9... Contreras, M.	0%	43%	0%	29%	29%	7/8
Math-6th - Duenas - 6-8 Period 3 W/F-9496_2... Duenas, N.	50%	17%	22%	17%	50%	6/9
Math-6th - Duenas - Sem2 Period 4 T/TH-973... Duenas, N.	18%	38%	10%	13%	38%	8/9

### 7th Grade EL:

Class	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⌵	% Met ⌵	Progress (Median) ⌵	% Met ⌵		
Math-7th - Arreola - 6-8 Period 3 W/F-9501_2... Arreola, J.	 54%	43%	 21%	29%	57%	7/10
Math-7th - Arreola - Sem2 Period 4 T/TH-974... Arreola, J.	 127%	63%	 63%	0%	63%	8/9
Math-7th - Myers - 6-8 Period 3 W/F-9503_20... Myers, M.	 142%	78%	 67%	22%	67%	9/9
Math-7th - Myers - Sem2 Period 4 T/TH-9750... Myers, M.	 85%	40%	 33%	40%	50%	10/12

### 8th Grade EL:

Class	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⌵	% Met ⌵	Progress (Median) ⌵	% Met ⌵		
Pre-Algebra - Mir - 6-8 Period 3 W/F-9508_20... Mir, A.	 296%	75%	 115%	50%	75%	4/7
Pre-Algebra - Mir - 6-8 Period 3 W/F-9626_20... Mir, A.	 89%	43%	 36%	29%	43%	7/8
Pre-Algebra - Mir - Sem2 Period 3 W/F-9756... Mir, A.	 117%	63%	 45%	25%	50%	8/8
Pre-Algebra - Mir - Sem2 Period 4 W/F-9757... Mir, A.	 217%	100%	 84%	0%	100%	3/7

## Subgroup Data: Special Education

### SPED Reading Results:

Special Education	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⚙	% Met ⚙	Progress (Median) ⚙	% Met ⚙		
Yes - Special Education	136%	51%	48%	27%	55%	51/67
No - Special Education	140%	55%	51%	31%	55%	234/282

### SPED Reading Results by Grade Level:

Grade	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⚙	% Met ⚙	Progress (Median) ⚙	% Met ⚙		
Grade 6	147%	65%	55%	29%	59%	17/22
Grade 7	141%	54%	48%	23%	46%	13/17
Grade 8	83%	38%	30%	29%	57%	21/28

### 6th Grade SPED:

English-6th - Nevins - 6-8 Period 3 T/TH-949... Nevins, T.	221%	60%	82%	40%	60%	5/6
English-6th - Nevins - Sem2 Period 4 T/TH-9... Nevins, T.	63%	40%	24%	0%	20%	5/5
English-6th - Spoden - 6-8 Period 3 T/TH-948... Spoden, E.	221%	100%	82%	33%	100%	3/4
English-6th - Spoden - Sem2 Period 4 T/TH-9... Spoden, E.	224%	75%	84%	50%	75%	4/7

### 7th Grade SPED:

Class	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⚙	% Met ⚙	Progress (Median) ⚙	% Met ⚙		
English-7th - Pistilli - 6-8 Period 3 T/TH-9500... Pistilli, K.	203%	75%	69%	25%	75%	4/6
English-7th - Pistilli - Sem2 Period 4 T/TH-97... Pistilli, K.	35%	0%	12%	0%	0%	3/3
English-7th - Walter - 6-8 Period 3 T/TH-9497... Walter, B.	206%	50%	70%	50%	50%	2/4
English-7th - Walter - Sem2 Period 4 T/TH-97... Walter, B.	236%	75%	86%	25%	50%	4/4

### 8th Grade:

English-8th - Josselyn - 6-8 Period 3 T/TH-95... Josselyn, J.	145%	50%	52%	33%	83%	6/7
English-8th - Josselyn - 6-8 Period 3 T/TH-96... Josselyn, J.	89%	40%	32%	40%	60%	5/7
English-8th - Josselyn - Sem2 Period 3 W/F-9... Josselyn, J.	17%	25%	6%	25%	50%	4/7
English-8th - Josselyn - Sem2 Period 4 W/F-9... Josselyn, J.	0%	33%	0%	17%	33%	6/7

### SPED Math Results:

Special Education	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⌵	% Met ⌵	Progress (Median) ⌵	% Met ⌵		
Yes - Special Education	141%	54%	57%	24%	63%	46/67
No - Special Education	93%	50%	46%	20%	53%	207/282

### SPED Math Results by Grade Level:

Grade	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⌵	% Met ⌵	Progress (Median) ⌵	% Met ⌵		
Grade 6	93%	47%	40%	24%	59%	17/22
Grade 7	23%	36%	12%	9%	64%	11/17
Grade 8	158%	72%	61%	33%	67%	18/28

### 6th Grade SPED:

Class	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⌵	% Met ⌵	Progress (Median) ⌵	% Met ⌵		
Math-6th - Contreras - 6-8 Period 3 W/F-9493... Contreras, M.	93%	40%	40%	0%	60%	5/5
Math-6th - Contreras - Sem2 Period 4 T/TH-9... Contreras, M.	373%	60%	160%	60%	60%	5/6
Math-6th - Duenas - 6-8 Period 3 W/F-9496_2... Duenas, N.	27%	25%	12%	0%	25%	4/7
Math-6th - Duenas - Sem2 Period 4 T/TH-973... Duenas, N.	160%	67%	69%	33%	100%	3/4

### 7th Grade SPED:

Math-7th - Arreola - 6-8 Period 3 W/F-9501_2... Arreola, J.	27%	0%	11%	0%	50%	2/3
Math-7th - Arreola - Sem2 Period 4 T/TH-974... Arreola, J.	146%	67%	76%	0%	67%	3/6
Math-7th - Myers - 6-8 Period 3 W/F-9503_20... Myers, M.	12%	25%	6%	0%	50%	4/4
Math-7th - Myers - Sem2 Period 4 T/TH-9750... Myers, M.	285%	50%	112%	50%	100%	2/4

### 8th Grade SPED:

Class	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median) ⚙	% Met ⚙	Progress (Median) ⚙	% Met ⚙		
Pre-Algebra - Mir - 6-8 Period 3 W/F-9508_20... Mir, A.	0%	33%	0%	33%	33%	3/7
Pre-Algebra - Mir - 6-8 Period 3 W/F-9626_20... Mir, A.	214%	75%	86%	50%	75%	4/7
Pre-Algebra - Mir - Sem2 Period 3 W/F-9756_... Mir, A.	146%	83%	57%	33%	67%	6/7
Pre-Algebra - Mir - Sem2 Period 4 W/F-9757_... Mir, A.	217%	80%	84%	20%	80%	5/7

## Subgroup Data: Discussion

There are some significant highlights from our subgroup data:

- Math results for ELs were strong, with 97% of our ELs hitting their typical growth targets. We will need to zero in on the strategies used by our math teachers to ensure this growth is replicated and strengthened throughout the school.
- Students with special needs exceeded expected group in both math and ELA:
  - ELA: 136% of typical growth
  - Math: 141% of typical growth
- Ms. Contreras' math classes saw the most consistent growth for students with special needs, with one of her classes hitting 93% of typical growth and one hitting and astounding 373% of their expected growth!
- Students in 8th grade math exceeded growth in 3 out of 4 cohorts.

Overall, issues with our subgroup data is consistent with the general education data. We have areas of strength on which we need to capitalize, and areas of inconsistency and deficit that we need to address. In general, our goal is to have more data conversations regularly next year, and we will monitor subgroup performance consistently. Specifically, we need to ensure that everyone is focused on using strategies that support the needs of our ELs, as they are our lowest performing group of students according to typical growth data.

### Knights by the Screen:

As we slowly open the doors to our campus, we are focused on rebuilding our school culture. Our school has historically been known for engaging all stakeholders and having frequent events on campus. This past Friday, we hosted our 8th graders for a movie night for no reason other than fun and rebuilding relationships. It was so much fun to have the kids on campus, even though we had to follow stricter safety guidelines than with a typical event. Here are some photos from our first big event on campus since the pandemic started:





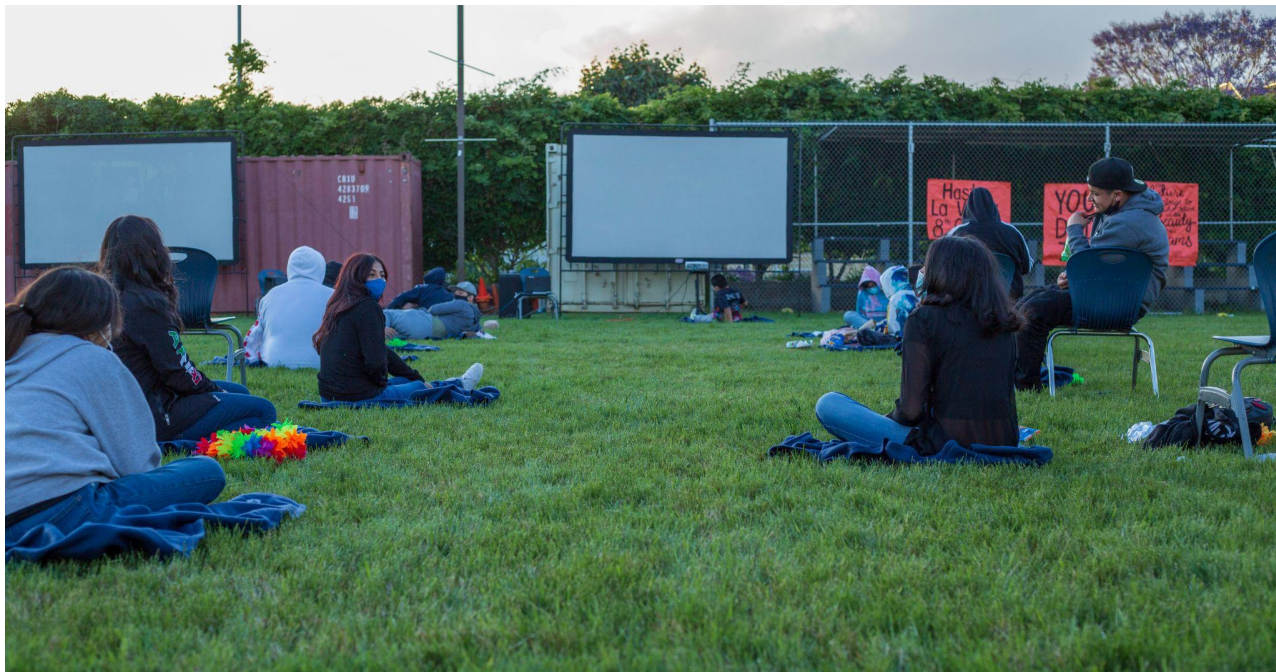


















# Coversheet

## Monsenor Oscar Romero Executive Administrator Report

**Section:** III. Items Scheduled For Information  
**Item:** F. Monsenor Oscar Romero Executive Administrator Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** MINUTES\_MORCS School Advisory Council 4\_28\_2021.pdf  
MORCS Executive Update 5\_24\_2021.pdf



School Advisory Council  
Apr 28, 2021

**MINUTES**

Members Present:

Students	Parents	Teachers / Staff	
Madison Alvarado (6)	Frances Rodriguez	Deandre Davis	Oscar Montes Sarabia
Gael Gudino (7)	Diego Gonzalez	Paul Duran	Marco Castaneda
Emerson Gutierrez (8)	Denice Melara	Sydney Jones	Rene Quon

- ✓ Quorum is met (?)
- ❑ Quorum met - 7

Item 1. **Call to Order** (Sydney Jones)

- Start: 4:12pm

Item 2. **School Campus Reopening Update** (Rene Quon - 15 min)

- <https://docs.google.com/document/d/1HmsGPtIGjifB505zqR6lheaCsQh5IZIOLNpIv1vDowl/edit?usp=sharing>
- Clothing : check-in w/ops regarding shirt availability

Item 3. **LCAP - EOY Assessments / Academic Data Update** (Rene Quon - 15 min)

- Executive Administrator informed the committee with information about our end of year assessments. YPICS will not be administering the end of year SBAC assessment. On March 16th, the California State Board of Education voted to allow schools the best assessment tool available to assess student learning, which aligns to the CA Standards.
- [Oversight Guiding Questions Responses](#)
- [MORCS School Verified Data](#)
- Math i-Ready diagnostic results indicate substantial growth for 2020-2021
- Reading i-Ready diagnostic results indicate 113% growth for the current year (in April)

Item 4. **LAUSD Annual Oversight Visit** (Rene Quon - 10 min)

- [Oversight Visit Agenda](#) (May 6th, 2021)
- Teachers may be asked to join at 9am for "Discussion with School Leadership"
- Classroom visits may be extended
  - teachers will be informed
- Visit expectations will be discussed on Monday w/teachers

Item 5. **Charter Renewal Process** (Rene Quon - 10 min)

- March - June 2021 - Write Charter Petition 2022-2027

- June 2021 - Submit Petition for YPICS Board approval
- July 2021 - Submit to LAUSD for Approval
- 

Item 6. **7th Grade ELA** (Rene Quon - 5 min)

- Mr. Davis left vacancy
- Ms. Sihn & Ms. Avelar are currently covering the class
- Website Feedback
  - revamp/ update the calendar ??
  - Parent Newsletter : how to effectively give parents access
  - feedback : appears to be more appealing

Item 7. **Next Meeting** (Sydney Jones - 5 min)

- Optional Meeting #7: May 26, 2021?
- Meet during summer once fall reopening guidelines are established?
- Check-in : May 26
  - quick update/ if any
  - potential website update

Item 8. **Public Comments** (Sydney Jones - 5 min)

- Culmination Committee
- 

Item 9. **Adjournment** (Sydney Jones)

- End : 4:57pm

*\* Indicates Voting Item*



Concilio Asesor Escolar  
28 de abril del 2021

AGENDA

- Artículo 1. **Llamada por orden**
- Artículo 2. **Reapertura de la escuela** (Rene Quon - 15 min)
- <https://docs.google.com/document/d/1HmsGPtIGjifB505zqR6lheaCsQh5IZIOLNpIv1vDowl/edit?usp=sharing>
- Artículo 3. **LCAP - Evaluaciones de fin de año / Actualización de datos académicos** (Rene Quon - 15 min)
- El Administrador Ejecutivo informó al comité con información sobre nuestras evaluaciones de fin de año. YPICS no administrará la evaluación SBAC de fin de año. El 16 de marzo, la Junta de Educación del Estado de California votó para permitir a las escuelas la mejor herramienta de evaluación disponible para evaluar el aprendizaje de los estudiantes, que se alinea con los Estándares de California.
  - [Oversight Guiding Questions Responses](#)
  - [MORCS School Verified Data](#)
- Artículo 4. **Visita de supervisión anual del LAUSD** (Rene Quon - 10 min)
- [Oversight Visit Agenda](#) (May 6th, 2021)
- Artículo 5. **Proceso de renovación de la carta constitutiva** (Rene Quon - 10 min)
- March - June 2021 - Write Charter Petition 2022-2027
  - June 2021 - Submit Petition for YPICS Board approval
  - July 2021 - Submit to LAUSD for Approval
- Artículo 6. **7th Grade ELA** (Rene Quon - 5 min)
- Artículo 7. **Siguiente Junta** (Sydney Jones - 5 min)
- Reunión opcional n. ° 7: ¿26 de mayo de 2021?
  - ¿Reunirse durante el verano una vez que se establezcan las pautas de reapertura de otoño?
- Artículo 8. **Comentarios Públicos** (5 min)
- Comité de culminación
- Artículo 9. **Aplazamiento**

*\* Indica Artículo de votación*



# MORCS Executive Administrator Board Report

5.24.2021



## I. Charter Renewal Update

Timeline:

- May 18: RQ will meet with CCSA for 30 min interview regarding school story, etc (done)
- May 21: RQ will submit elements 1,2, and 3 to CCSA for review (done)
- June 4: CCSA will reply with feedback
- June 5-6: Send to YMC for review
- June 21: YPICS Board Meeting for approval
- early July: submit petition to LAUSD for review

Note that in June the legislature is voting on a measure to delay all charter renewals by two years. If this passes, then MORCS' petition term, which is scheduled to expire after the 2021-22 school year, will instead expire after the 2023-24 school year. Until such time as the measure passes, we will continue to write the charter renewal according to the timeline above.

## II. LAUSD Annual Oversight Visit Report: 5/16/2021

The Los Angeles Unified School District - Charter Schools Division (CSD), led by Dr. Blanca Alves-Monaster, conducted a virtual **Annual Performance Based Charter Oversight Visit** at Monsenor Oscar Romero Charter School on **May 16, 2021**.

The MORCS administrative team prepared a comprehensive set of reports for the visiting team. The team met with the administrative team, reviewed the prepared reports, and conducted a virtual walkthrough of all classrooms. They ended by debriefing with the school leadership team. CSD will send a full report within a few weeks.

<b>Schoolwide Areas of Strength (According to Visiting Committee)</b>	<b>Schoolwide Areas of Growth (According to Visiting Committee)</b>
<ul style="list-style-type: none"> <li>● MORCS (and YPICS) have a strong team in place! We are making good progress towards building a strong school with high academic performance</li> <li>● The MORCS team did a good job of collecting ample data for the team to review, in particular:                             <ul style="list-style-type: none"> <li>○ Multi-Tiered Systems of Support data</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Suggest school provides more alignment in terms of expectations for questions/responses. for example:                             <ul style="list-style-type: none"> <li>○ Suggest teachers more consistently ensure students answer in complete sentences</li> <li>○ Teachers should utilize cold calling more often</li> </ul> </li> <li>● Suggest narrowing instructional areas of focus (there are many). Go</li> </ul>

<ul style="list-style-type: none"> <li>○ Coaching, Observations, and Walkthroughs data</li> <li>○ Sharing videos of data meetings</li> <li>● In terms of classroom observations:             <ul style="list-style-type: none"> <li>○ MORCS teachers consistently used student work as evidence and provided real-time supports</li> <li>○ teachers used exemplars to communicate high academic expectations</li> <li>○ teachers provided supports in spanish to accommodate for english learners</li> </ul> </li> </ul>	<p>deeper not broader</p> <ul style="list-style-type: none"> <li>● Key features of instructional program should align with key areas of instructional focus each year</li> </ul>
--	--

**III. Attendance, Enrollment, and Outreach Update**

Current ADA (Average Daily Attendance) as of 5/24/21:

Grade	Average Daily Attendance (ADA)
6th grade	90.95%
7th grade	87.20%
8th grade	91.80%
Total	90%

Current enrollment numbers for 2021-2022, as of 5/24/21:

Grade	Enrollment
6th grade	62
7th grade	83
8th grade	118
Total	263

MORCS Outreach Efforts:

- school visits around our perimeter and feeder schools
  - data analysis was done, revealing 5 main feeder schools, Rene Quon and Karina Gamez did visits in April in order to build relationships



- emails/calls reaching out for possible presentations
- flyering around local businesses
- mailed out over 1000 fliers to local community addresses
- posted banners on light posts on Vermont ave





- updated school website to highlight: key areas of school focus, promo videos, student/parent/staff testimonials, virtual tour videos, positive school data, etc
- paid facebook/instagram ads, also looking into tv/radio/newspaper ads (in progress)
- met with (and will continue to meet with) Rommel Ruiz and Juan Carlos Perez in order to move forward plans to add murals and more signage etc outside the school, especially on the corner (in progress, i will keep you posted before making any major decisions here)

#### IV. New MORCS Website!

The MORCS Website has been updated in order to focus efforts on outreach. see updated webpage here: <http://morcs.ypics.org>, with images posted below:



Type keywords...

- ABOUT US
- BOARD AGENDA
- ENROLLMENT
- ACADEMICS
- STUDENTS
- PARENTS
- CONTACT
- ESPAÑOL

Hello Pumas and future Pumas!

Monsenor Oscar Romero Charter School is **currently enrolling 6th-8th graders**. As COVID rates in L.A. decrease and vaccinations increase, we are fully prepared to safely host students either on campus ([see on campus safety plans here](#)). Please find more information about our great academic program and the many activities that we offer on this website or by calling us at 213-413-9600. MORCS is located in the Pico-Union neighborhood of Los Angeles, at 2670 W. 11th Street, Los Angeles, CA 90006.

Stay Safe,  
Dr. Rene Quon, Executive Administrator



[ENROLL NOW](#)

[PARENT RESOURCES](#)

### MORCS BY THE NUMBERS

91% OF STUDENTS RATED MORCS  
HIGHLY IN TERMS OF  
POSITIVE SCHOOL CULTURE

96% OF PARENTS RATED MORCS  
HIGHLY IN TERMS OF  
SCHOOL SAFETY

100% 1-TO-1 COMPUTER /  
STUDENT RATIO

97% OF PARENTS RATED MORCS  
HIGHLY IN TERMS OF  
COMMUNICATION AND  
RESOURCES



# Coversheet

## Bert Corona Charter High School Executive Administrator Report

**Section:** III. Items Scheduled For Information  
**Item:** G. Bert Corona Charter High School Executive Administrator Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** BCCHS Spring 20 - Spring 21 Growth Summary.pdf  
HS Board Report May 24, 2021.pdf



# Student Growth Summary Report

## Aggregate by School

**Term:** Spring 2020-2021  
**District:** Bert Corona Charter High School

**Norms Reference Data:** 2020 Norms.  
**Growth Comparison Period:** Spring 2020 - Spring 2021  
**Weeks of Instruction:** Start - 32 (Spring 2020)  
 End - 32 (Spring 2021)

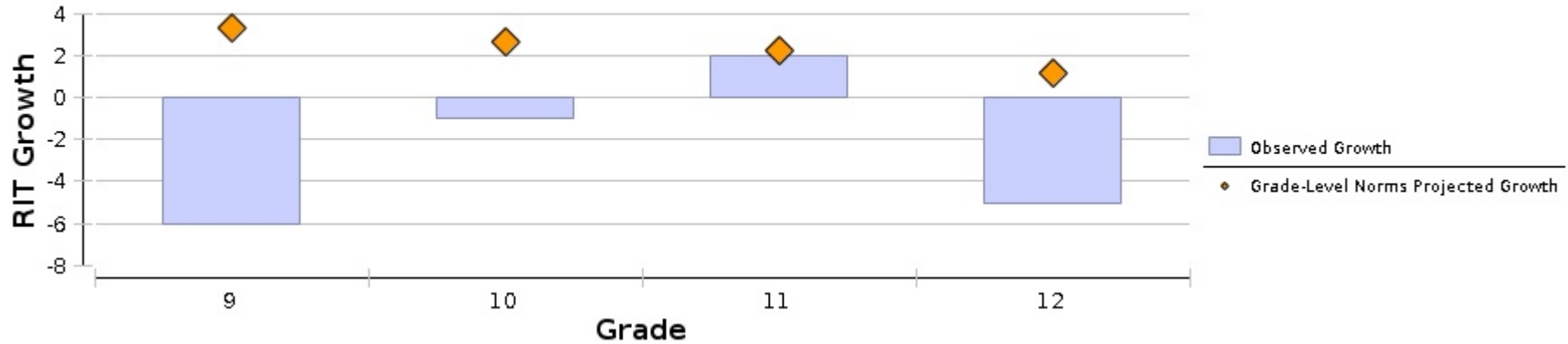
**Grouping:** None  
**Small Group Display:** Yes

### Bert Corona Charter High School

Math: Math K-12

Grade (Spring 2021)	Growth Count‡	Comparison Periods							Growth Evaluated Against							
		Spring 2020			Spring 2021			Growth		Grade-Level Norms			Student Norms			
		Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE	Projected Growth	School Conditional Growth Index	School Conditional Growth Percentile	Count with Projection	Count Met Projection	Percent Met Projection	Student Median Conditional Growth Percentile
9	1	235.0		68	229.0		46	-6		3.3	-5.08	1	1	0	0	0
10	45	226.8	17.7	37	226.0	17.5	27	-1	1.7	2.6	-1.70	4	45	14	31	29
11	22	221.7	13.9	15	223.8	17.3	16	2	1.9	2.2	-0.06	48	22	10	45	39
12	33	227.6	18.7	27	222.3	17.8	15	-5	3.2	1.2	-2.36	1	33	13	39	44

Math: Math K-12



**Explanatory Notes**

‡Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.



# Student Growth Summary Report

## Aggregate by School

**Term:** Spring 2020-2021  
**District:** Bert Corona Charter High School

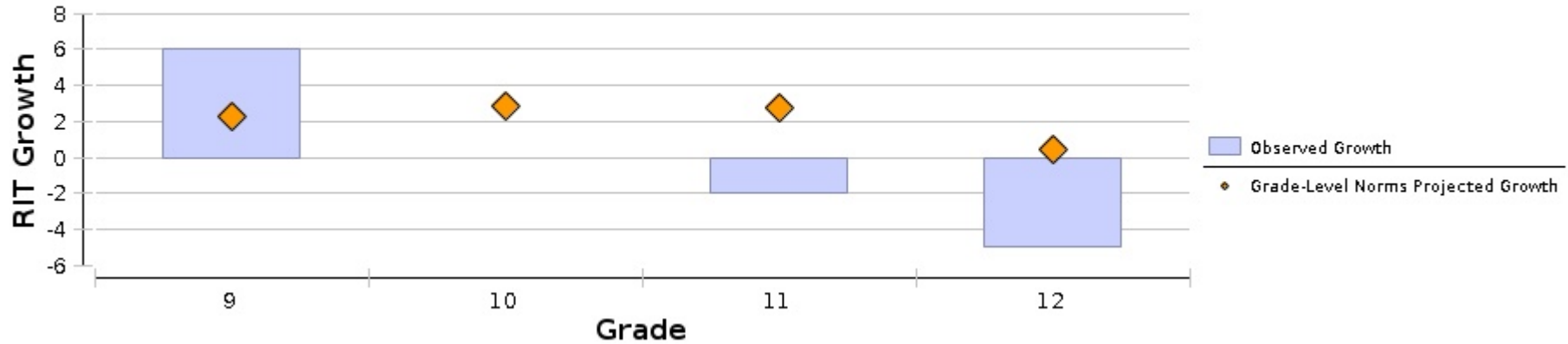
**Norms Reference Data:** 2020 Norms.  
**Growth Comparison Period:** Spring 2020 - Spring 2021  
**Weeks of Instruction:** Start - 32 (Spring 2020)  
 End - 32 (Spring 2021)  
**Grouping:** None  
**Small Group Display:** Yes

### Bert Corona Charter High School

Language Arts: Reading

Grade (Spring 2021)	Growth Count‡	Comparison Periods							Growth Evaluated Against							
		Spring 2020			Spring 2021			Growth		Grade-Level Norms			Student Norms			
		Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE	Projected Growth	School Conditional Growth Index	School Conditional Growth Percentile	Count with Projection	Count Met Projection	Percent Met Projection	Student Median Conditional Growth Percentile
9	1	224.0		62	230.0		82	6		2.3	2.25	99	1	1	100	0
10	39	219.0	13.9	40	219.4	15.0	31	0	1.2	2.9	-1.31	10	39	13	33	37
11	20	216.3	10.9	19	213.9	15.5	10	-2	2.2	2.8	-2.68	1	20	6	30	30
12	33	222.9	13.7	41	218.1	18.4	27	-5	2.6	0.4	-1.80	4	33	14	42	34

### Language Arts: Reading



**Explanatory Notes**

‡Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.



Larry Simonsen  
Executive Administrator

Yolanda Fuentes  
Assistant Executive Administrator

Bert Corona Charter HS  
YPICS Charter Schools

Board Report for May 24, 2021

### **LAUSD Oversight**

BCCHS had its annual LAUSD CSD Oversight Visit on May 11th. Dr. Alves-Monaster was thorough in her discussion of the school's progress, yet encouraging of our efforts as a relatively new school, especially given what we attempted to accomplish during the many months of distance learning. She followed up her remote oversight meeting with a short in-person visit. Her primary encouragement for us was to make sure to capture progress in every initiative we possibly could in some form of numeric data so as to have a story to tell when rechartering comes around. Overall, she said she was particularly impressed with the attentiveness to staff social-emotional needs during the time away from our physical school site, as evidenced by the many check-ins during Professional Development time. She affirmed YPICS extensive support efforts for students, both in terms of technology availability and training for staff, and CFG work in YPICS PD sessions.

### **Academics**

Our primary data for student academic growth during distance learning is our [NWEA MAPS longitudinal data](#) from spring to spring, and from fall to spring, 2020-2021. We also have [grades data](#) that tells a fairly sober story about how students were feeling and performing during the months of distance learning.

In short, most students experienced learning loss, or a lack of growth, according to NWEA MAPS data. Also, many of our students will have to undertake the task of recovering credits lost by not passing one or more courses. While we are reflectively approaching the issue of student academic failure, to find any and all sources of disconnect and ineffectual systems and/or practices on our part as a team, we acknowledge that there were many variables that students were facing during distance learning. We hope to help them recover their lost HS learning, and are committed to ensuring that the process has integrity, awareness, and ownership. We do not want our students feeling that they are simply putting in seat time to earn a passing grade. There is no college preparation in that type of endeavor.



Gear Up is assisting students for 4 hours per day this summer to complete their Edgenuity credit recovery courses, and counseling and administration are providing assessment support.

## **Operations**

Proposition 39 agreements have been signed by both site and host principals for the 2021-2022 school year. BCCHS will lose either part-time or full-time access to rooms 51, 41, 42, and 44. The host principal has determined a path forward by which BCCHS may share space in rooms 39 and 44 for half-days, each day, provided that the Prop 39 office agrees to allow sharing of classroom space. In the event this is approved, one BCCHS teacher will have to roam next year. In the event these classroom spaces are not approved for sharing, 2 BCCHS teachers will have to roam next year. BCCHS administration is trying to avoid blending our teachers deep into the traffic pattern of Maclay middle school students and staff. The host principal is trying to accommodate our needs given the current political pressure he is under to significantly limit collaboration with us.

## **Climate and Culture**

The UCLA Internship Program is employing 13 students and has 4 others in process. Students are engaged in a variety of tasks and gaining valuable workplace experience, albeit virtual. This is a hugely significant opportunity for our students and the organization, as the high school continues to build out its program offerings in an attempt to create college-ready active citizens who are lifelong learners. As with all new program offerings at BCCHS, it only takes a small handful of students to experience success and then pass on the enthusiasm and hope. Once we've tried something a few times, if it's worth doing, it sticks! Thank you to our Board President for providing us with this opportunity.

## **Staffing and Budget**

With significant help from YPICS senior administration, BCCHS will continue its current staffing model for next year. In addition, due to ever increasing Special Education enrollment, BCCHS will be bringing on a second Education Specialist, and will be augmenting its intervention efforts by adding an intervention specialist to focus on the needs of at-risk readers.

## **College Acceptance and Matriculation**

Although about half of the BCCHS graduates of the Class of 2021 are eligible for 4-year universities, most have elected to work and/or attend community colleges in the fall of 2021. Several students are expressing intent to enroll in 4-year universities, and many more have gained admission. [The complete Class of 2021 Graduation Tracker](#) is here for your perusal.



# Coversheet

## Chief Operations Officer Report

**Section:** III. Items Scheduled For Information  
**Item:** H. Chief Operations Officer Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** COO Report 5-24-21.pdf



**Chief Operations Officer Report  
May 24, 2021**

*The mission of the YPI Charter Schools (YPICS) is to prepare students for academic success in high school, as well as post-secondary education; prepare students to be responsible and active participants in their community; and enable students to become lifelong learners. Students at YPI Charter Schools will become active citizens who characterize the ideals of a diverse and democratic society. Students will provide service to their community, take responsibility for their own learning, and develop the habits of mind and body that will empower them to be successful in high school and beyond.*

**Human Resources**

**Teacher Salary Table**

YPICS is focused on providing a small school environment for students and staff. YPICS Leadership is committed to providing the most competitive salaries and benefits based on the size of our schools. At this time, YPICS does not have the class size/enrollment to compete with larger CMO's salaries. *Our benefits are equal to or exceed the offerings of larger CMO's.*

- Our current budget work appears to be able to handle what is being called the \$15/-2% Salary Table.
  - Reason for increase:
    - On January 1, 2022 YPICS will have to meet the California minimum wage requirement of \$15 which will impact the minimum salary for exempt employees (YPICS already exceeds the state minimum wage requirement due to LA City requirements).
    - Salaries which help recruit and retain high quality staff.
  - The proposed 21-22 Salary Table:
    - addresses the change in minimum wage from \$14 to \$15.
    - Salaries vary from +2.3% to -2% above/below the LAUSD Teachers Salary Table
  - Summary of credentialed salary table changes:

Summary		
Detail	Pay Raise	%
Average	\$4,470	7.59%
Maximum	\$9,510	14.22%
Minimum	\$1,213	2.27%

**Teacher Hiring/Rating In of Additional Units**

Annually, teacher agreements are renewed and new teachers are hired. Our school site administrators review and verify transcripts and resumes to determine teacher salaries based a board approved salary table. The teacher salary table is based on years of experience and educational units beyond a bachelor's degree.

- Administration is surveying returning staff to collect additional educational units that teachers have or will complete by June 30, 2021.
- Site administrators are making offers to individuals to replace staff that will not be returning to YPICS.

### Employee Benefits

Employee benefit providers will remain the same this year.

- Medical benefits (Kaiser Permanente) will increase by 7%.
- Other costs for dental, vision, life, will remain the same.
- Staff will have a new option to purchase an optional pet care insurance from Pets Best.

### Student Information/Support Systems

YPICS has selected Infinite Campus to replace Illuminate as the Student Information System

- Staff has been meeting with Infinite Campus to transfer student data out of Illuminate.
  - Infinite Campus has a robust support team and structure to support a successful data transfer process.
  - YPICS staff will begin reviewing data errors and making corrections.
- Staff training on Infinite Campus has been backwards planned from the beginning of the 21-22 School year.
  - The schedule is tight but doable.
  - Virtual Infinite Campus trainings are scheduled throughout July.
  - YPICS staff has access to Infinite Campus Passport to participate in self paced training.

YPICS staff will be changing classroom management or student safety and device management software from LanSchool to Go Guardian.

- Staff reviewed three different vendors
  - LanSchool (Current Provider)
  - Securely
  - Go Guardian
- The cost difference between each quote was not significant. Although the most expensive of the three quotes, Go Guardian was the most user friendly, flexible, and works across platforms (Mac, PC, Chromebook), and supports work in virtual, hybrid or transitional school models.

### Facilities

- MORCS  
Meeting with LAUSD staff to clarify roles of district staff to ensure LAUSD is meeting/completing maintenance requirements for the campus.
- BCCS  
No Update
- High School  
No Update

# Coversheet

## Executive Director's Report

**Section:** III. Items Scheduled For Information  
**Item:** I. Executive Director's Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Executive Director Report May 2021 .pdf



## ***EXECUTIVE DIRECTOR'S REPORT***

**May 24, 2021**

*The mission of the YPI Charter Schools (YPICS) is to prepare students for academic success in high school, as well as post--secondary education; prepare students to be responsible and active participants in their community; and enable students to become life-long learners. Students at YPI Charter Schools will become active citizens who characterize the ideals of a diverse and democratic society. Students will provide service to their community, take responsibility for their own learning, and develop the habits of mind and body that will empower them to be successful in high school and beyond.*

State:

***From School Services of California –***

### **“CalSTRS Contribution Rate Increase Expected for 2021–22”**

posted April 20, 2021

As part of the 2014–15 State Budget, the California State Teachers' Retirement System (CalSTRS) Full Funding Plan (AB 1469) was put in place to propel the retirement system to be fully funded in 32 years. The plan included statutory employer and state contribution rates initially, and then gave authority to the CalSTRS Board—for the first time—to increase contribution rates (with some constraints) to fully exhaust the unfunded liability by 2046.

Initially, the employer contribution rate was set to increase evenly over a seven year period, with equal increases detailed in statute; at the end of that ramp up period the CalSTRS Board could increase or decrease the contribution rate by a percentage point each year, with a maximum employer contribution rate of 20.25% as follows:

“For fiscal year 2021–22 and each fiscal year thereafter, the board shall increase or decrease the percentages . . . to reflect the contribution required to eliminate by June 30, 2046, the remaining unfunded actuarial obligation . . . as determined by the board based upon a recommendation from its actuary.”

The steady statutory increase was disrupted—in a positive way—for several years as the state subsidized the employer contribution rate by sending funds to CalSTRS on behalf of school districts, and thereby lowering the employer contribution rate. The 2021–22 employer contribution

will enjoy a state subsidy but is unlikely to be sufficient to mitigate the need for an employer contribution rate higher than in 2020–21.

The need for an increased rate is due to a statewide shrinking CalSTRS-eligible payroll as teachers left the profession in 2020–21 and have not been replaced. Because the payroll upon which the employer contribution rate is applied has shrunk, so too has the contribution sent to CalSTRS by employers shrunk. This exacerbates the unfunded liability.

The CalSTRS Board is set to exercise its new rate-setting authority in an action at its June 2021 meeting. Unfortunately, that will provide less than a month for local educational agencies (LEAs) to make budget adjustments for the new fiscal year. Therefore, we are recommending that LEAs begin to anticipate a CalSTRS employer contribution rate in 2021–22 based on what will be the recommendation of the actuary: 16.92%. The rate of 16.92% would be the net value of the employer contribution rate when applying the state subsidy of 2.18% to the employer contribution rate likely adopted by CalSTRS of 19.1%. This is an increase compared to both the current year rate of 16.15% and importantly against what LEAs are currently expecting in 2021–22, at 15.92%.

There is uncertainty in this rate: the CalSTRS Board could choose to adopt a lower contribution rate or the state could provide an additional subsidy for 2021–22. However, the conservative approach would be to expect this increase based on the best information available to date from CalSTRS.

The official action of the CalSTRS Board will take place on June 10, 2021, and will be reported to the field as soon as it is finalized.

### **“USDA Waivers Granted Through 2021–22”**

posted April 22, 2021

Local educational agencies (LEAs) received good news from the United States Department of Agriculture (USDA) this week with the announcement that many flexibilities for child nutrition programs will continue through the 2021–22 school year. LEAs have come to rely on these waivers to ensure access to school meals in their communities, and the extension granted by the USDA should help LEAs with planning for next school year.

The waivers granted through June 30, 2022, accomplish the following:

- Allow the Seamless Summer Option (SSO) to operate when school is open during the regular school year. Under this waiver, LEAs may choose to serve meals through the SSO, or may opt to participate under the school meal programs
- Reimburse meals served through SSO at the higher reimbursement rate typically reserved for the Summer Food Service Program
- Non-congregate feeding to allow schools to provide meal pick-up options for students learning remotely and to facilitate grab-and-go meals for students in school

- Mealtime flexibility so that LEAs may implement appropriate safety measures such as physical distancing with alternative meal service models
- Distribution of meals to parents or guardians to take home to their children
- parents or guardians to take home to their children
- School meal pattern flexibilities as detailed here
- Waive offer versus serve requirements at high schools
- Allow schools that provide afterschool snacks through the National School Lunch Program to claim all snacks at the free rate by waiving area eligibility requirements
- Suspends on-site monitoring requirements in the school meals program until 30 days after the end of the public health emergency

While the waivers have been granted through June 30, 2022, the USDA also indicates that schools are expected to use the flexibilities for only the duration and extent that they are needed.

These flexibilities will be helpful in ensuring that all students are able to receive high-quality, nutritious meals next school year. However, as happened early in the current school year, this may hamper LEA efforts to collect needed information for the unduplicated pupil percentage (UPP), which is a significant component of an LEA's Local Control Funding Formula apportionment. LEAs are advised to start planning early to help mitigate any negative impact to their UPP.

### **LAUSD:**

Superintendent Beutner announced he will be leaving the LAUSD when his contract expires on June 30, 2021. Deputy Superintendent Megan Reilly will become the Interim Superintendent on July 1 as the LAUSD Board of Education begins a national search for the next Superintendent.

### **YPICS:**

YPICS continue to focus on providing in-person instruction for subgroups (students with IEPs, ELs, homeless students and students needing additional support), grades 5 & 6<sup>th</sup> at BCCS, grade 6 for MORCS, and all grades for the high school. Each week more students are participating in in-school instruction or more activities on campus for specialized small groups in various grade levels. All schools are busy with parent surveys and engagement, enrollment and outreach, year-end testing, 8<sup>th</sup> & 12 grade special activities and preparation for promotion, culminations, and graduations.

# Coversheet

## Consent Items

**Section:** IV. Consent Agenda Items

**Item:** B. Consent Items

**Purpose:** Vote

**Submitted by:**

**Related Material:**

- 1.) 20-21 Board Brief Recommendation to approve Notice to Reserve the Right of YPICS to leave L  
AUSD Selpa at the end of thee 2021-22.pdf
  - 2.) 2021-22 YPICS Benefit Enrollment Guide\_FINAL\_tls copy.pdf
  - 3.) 21-22 YPICS Student\_Staff Calendars.pdf
- Infinite Campus Agreement YPI Charter Schools SIS\_encrypted\_.pdf





## YPI CHARTER SCHOOLS, INC

May 24, 2021

**TO:** YPI Charter School, Inc.  
Board of Directors

**FROM:** Yvette King-Berg  
Executive Director

**SUBJECT: Recommendation to approve presenting notice to authorizing district, LAUSD, to reserve the right of YPICS schools to leave LAUSD SELPA at the end of the 2021-2022 school year**

### BACKGROUND

In 2011, the Los Angeles Unified School District (LAUSD) reorganized its Special Education Local Plan Area (SELPA) to provide charter schools with a continuum of options for serving students with disabilities. The continuum spans from the least autonomous Option 1 to the most autonomous Charter Operated Program: Option 3 (COP3).

Since the reorganization, over 200 independent charter schools have embraced autonomy and responsibility in special education through COP3. This new autonomy has resulted in a steady increase in the percentage and range of students with disabilities enrolled in LAUSD charter schools.

### ANALYSIS

Although the relationship with the District and the results achieved by the charter schools in COP3 have been positive, the COP3 members recognize that special education arrangements with the LAUSD SELPA are subject to change. For this reason, charter schools must take steps necessary to preserve their autonomy and infrastructure by maintaining the ability to exit the SELPA should such action be in the best interest of the charter school and their students.

The YPI Charter Schools (YPICS), along with the other COP3 member schools, will submit a letter of notification that all (or selected) schools in COP3 reserve the right to exit the LAUSD SELPA effective July 1, 2022.

### RECOMMENDATION

It is recommended that the Board of Directors approve the submission of the notice to the authorizing district, LAUSD, to reserve the right of YPICS' to leave the LAUSD SELPA at the end of the 2021-2022 school year.

*YPICS Agenda- May 24, 2021*

**Attachment: Annual Collective SELPA Notice to LAUSD**

June 30, 2021

Anthony Aguilar  
Chief of Special Education, Equity, and Access  
Division of Special Education  
Los Angeles Unified School District  
333 South Beaudry Ave, 17<sup>th</sup> Floor  
Los Angeles, CA 90017

Dear Mr. Aguilar,

This year marks the 10<sup>th</sup> anniversary of the outstanding partnership between the Los Angeles Unified School District ("LAUSD") and charter schools in special education. On behalf of the charter schools participating in the Charter Operated Programs, Option 3 ("COP3"), I am writing to express our gratitude for this ongoing collaboration.

Over the past decade, COP3 has led to the development of a local charter school special education infrastructure that enables charter schools to provide an expanded range of innovative high-quality special education programs to an increasing number of students with disabilities. This year, the 190+ charter schools in COP3 served over 14,000 students with disabilities, which represents nearly 13% of their enrollment. Approximately 2.5% of all students are students with the most significant (low-incidence) needs. This is a testament to the fact that charter schools are an integral part of the continuum of special educational options within LAUSD and that our ongoing work together ensures that students and families are able to receive appropriate supports and services regardless of which school they attend.

We also recognize that special education arrangements within the LAUSD SELPA are subject to change. For this reason, charter schools must take the necessary steps to preserve their ability to exit the SELPA should such action be in the best interest of their students. Please accept this letter as notification that the undersigned charter schools reserve the right to exit the LAUSD SELPA effective July 1, 2022.

Please note that this letter is not binding upon the undersigned charter schools and serves the requisite administrative function of providing a one-year notice of intent to exit the SELPA. If, in consideration of all options, the charter schools find that it is not in the best interest of their students to exit the SELPA, they will remain with the LAUSD SELPA for the 2022-23 academic year.

We look forward to ongoing partnership in the service of all of our students and families.

Brian Bauer  
Board Chair  
LAUSD Charter Operated Programs, Option 3  
Executive Director, Granada Hills Charter School

CC:

Megan Reilly, Interim Superintendent  
Maribel Luna, Senior Director, Special Education  
Dixon Deutsch, Director, Charter Operated Programs, Division of Special Education  
Jose Cole-Gutierrez, Director, Charter Schools Division  
Alexa Slater, California Department of Education





# 2021-22 Benefit Enrollment Guide

In Partnership  
with



**INSPIRED**  
WELLNESS

& Benefits Services for Schools

Plan Year: July 1, 2021 – June 30, 2022

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## GROUP BENEFITS CONTACT LIST | 2020-21

Medical Kaiser Permanente	Phone	Website	
Member Services Eligibility, Claims, Appointment, etc.	800-464-4000	<a href="http://www.kp.org">www.kp.org</a>	

BenExtend AFLAC	Phone		
Member Services   Dedicated Help & Information	<b>1-916-806-1690</b>	Schedule with Daniel <a href="https://calendly.com/daniel-mcconnell/ypics-open-enrollment">https://calendly.com/daniel-mcconnell/ypics-open-enrollment</a>	

FSA   Cobra Basic Pacific	Phone	Website   Email	
Member Services Eligibility, Claims, etc.	800-574-5448, Option 2	<a href="http://www.basiconline.com/pacific/customer-service@basicpacific.com">www.basiconline.com/pacific/customer-service@basicpacific.com</a>	

Dental Beam/CDN Dental	Phone	Website	
Member Services	877-433-6825 (CDN HMO)	<a href="http://www.caldental.net">www.caldental.net</a>	
Eligibility, Claims, etc.	800-648-1179 (Beam PPO)	<a href="http://www.beamdental.com">www.beamdental.com</a>	

Vision VSP	Phone	Website	
Member Services Eligibility, Claims, etc.	800-877-7195	<a href="http://www.vsp.com">www.vsp.com</a>	

Group Life   Vol Life   EAP Unum	Phone	Website	
Member Services Employee Assistance	866-679-3054	<a href="https://www.unum.com">https://www.unum.com</a>	

Member Services Teresa Sale   Inspired Wellness & Benefit Services	Phone	Direct Email	
Member Services	323-451-5343	<a href="mailto:teresa@inspiredwellnessbenefits.com">teresa@inspiredwellnessbenefits.com</a>	

Human Resources Yesenia Zubia   YPICS	Phone	Direct Email	
HR Services	818-305-2796	<a href="mailto:yzubia@ypics.org">yzubia@ypics.org</a>	

## VOLUNTARY PLAN CONTACT LIST | 2021-22

Voluntary Benefits	Phone	Email
Jacqui Vega	818-943-9666	<a href="mailto:jacqueline_vega@us.aflac.com">jacqueline_vega@us.aflac.com</a>



Retirement Benefits	Phone	Email
Robert Stenzel	(310) 270-8744	<a href="mailto:robert.stenzel@equitable.com">robert.stenzel@equitable.com</a>

Pet Insurance Benefits	Phone	Dedicated Website
PetsBest Group Discount Code: YPICS	888-984-8700	<a href="http://www.petsbest.com/ypics">www.petsbest.com/ypics</a>



# Eligibility & Enrollment

## WELCOME | ENROLLING IN YOUR BENEFITS

### Welcome to your 2021-22 Annual Benefits Renewal, YPICS

**Family!** Please read, study and keep this guide, and join us in our new Inspired Conversations benefit learning sessions if you can. Learn how to manage your benefits. Our goal in creating this guide each year is to ensure you are equipped to:

1. Choose the health insurance plans that fit best with you and your unique situation;
2. Understand your health insurance plans and how to read your benefit plan docs and easy access phone apps, etc. to access care efficiently; and
3. Know how to register on the carrier websites, navigate and manage your plans, and who to contact if you have questions.

**Let's get started!**

### Eligibility

Full-time, regular YPICS employees who work at least 30 hours per week are considered benefit eligible.

### Who is an eligible dependent?

- Your legal spouse
- Your registered domestic partner defined as same or opposite sex partners, who are both at least 18 yrs. of age.
- Your dependent children/step children or children of your registered domestic partner whom you support up to age 26 (unless they can be enrolled in another group plan).

### When You Can Enroll:

- Your benefit plan year begins July 1<sup>st</sup> and ends June 30<sup>th</sup>.
- If you are a new hire, you should enroll within 30 days from your date of hire for your benefits to be effective the 1<sup>st</sup> of the month following your date of hire.
- This year, your open enrollment period will begin Tuesday, May 18<sup>th</sup> and end on Monday, May 31<sup>st</sup>, 2021.

## When Can You Make Changes?

You can make changes during your annual open enrollment and when there's a qualifying life event.

Make sure to notify your HR dept. of the change within 30 days of the event. (60 days for Medicaid or state child health plan).

## Examples of Qualifying Events:

- Lost or will soon lose your health insurance
- Permanently moved to California
- Had a baby or adopted a child
- Got married or entered into a domestic partnership
- Got divorced or left a domestic partnership
- Returned from active military service
- Gained citizenship/lawful presence
- Federally recognized American Indian or Alaska Native
- Loss of coverage under Medicaid or state child health plan
- Gaining eligibility for coverage



# Inspired Conversations | Benefits Open Door Help Sessions

Questions about your benefits? Attend the Next Inspired Benefits Conversation! An open-door help session. Take one hour to talk among your peers with guidance from dedicated benefit professionals about managing your health benefits. Please bring your smartphone and/or laptop, you will be learning to register and log into your benefit accounts, getting apps in place, and navigating the tools to manage your benefits. Check your email for a Zoom invite!

## Join us.



UTILIZING YOUR COMPLIMENTARY BENEFITS



## INSPIRED Conversations



Enter email address

Forgot password?

Remember me

Next

### First time here?

**Sign up** to establish access to your new account

By continuing you agree to the [Terms of Use](#) and [Privacy Notice](#)

Your information is secure

Trouble signing in? Call 800-372-3539



# WELCOME TO BASIC

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Questions About Your Benefits? Email member services at [teresa@inspiredwellnessbenefits.com](mailto:teresa@inspiredwellnessbenefits.com) Or call 1-323-451-5343 | Lic #0J05010

# Inspired Wellness | Monthly Wellness Spotlight | Client Portal

YPICS' partnership with Inspired Wellness provides you with a wealth of resources! From your very own educators' portal with Monthly Wellness Spotlight playbooks like our first, November's Overcoming Zoom Burnout, Recipe Club, On-demand workouts, new "Ask a Question" feature with monthly Q&A sessions to keep you equipped with the latest from the health & wellness world, Covid-19 guide and Immunity Boosting Recipe guides, to simple things like homemade antibacterial gel. Support and encouragement with like-minded people in all areas is good for our health! You will receive an email invite to your exclusive portal log-in from our Inspired Wellness coaches. Look for the title "ACCESS" and save your log-in in your browser to easily reference.

less stress. more life.



Thriving At Home

Stay home. Stay on track.



MONTHLY WELLNESS SPOTLIGHT!



SWEAT WITH US FROM THE COMFORT OF HOME!

# Health Care Reform Basics | Your Right to Essential Coverage

Health Care Reform, or the Affordable Care Act (ACA) provides you as the healthcare consumer with essential coverage rights. As an educated health care consumer, you should know the most common terms as well. Here are some highlights, and where to learn more.

## Protecting Your Rights



The health care law provides you with rights and protections that make coverage fair and easier to understand. The law:

- Requires health plans to cover people with pre-existing health conditions
- Makes it illegal for health plans to cancel your insurance just because you get sick
- Allows young adults under age 26 to be on their parents' plan
- Provides coverage of free preventive care
- Ends lifetime and yearly dollar limits on coverage of essential health benefits

## Questions or Concerns?

**For detailed information about your benefits or payments, contact your health plan directly.**

If you are not satisfied after speaking with your health plan and would like to file a complaint, call:

- **For all health plan members:**  
California Department of Managed Health Care  
888.466.2219
- **For free help working with your health plan, the Department of Insurance, or the Department of Managed Health Care:**  
Health Consumer Alliance  
888.804.3536

## Terms to Know

You may see and hear lots of new words as you begin to use your health plan. It's important that you understand the terms so you can get the most out of your coverage.

### Premium

This is the amount you pay every month to your health plan to maintain your health insurance coverage.

### Copay

This is a fixed amount you pay for certain covered services, like doctor visits. You will not be charged a copay for preventive care services, like screenings and vaccinations.

### Deductible

This is the fixed amount some plans require you to pay before the plan begins to pay its share for covered services, like hospitalizations and procedures. Deductibles don't apply to preventive care services, which are free.

### Coinsurance

Once you have paid your full deductible, your coinsurance kicks in. This is when your health plan begins to pay its share for covered services, with your share calculated as a fixed percentage. Depending on your plan, your portion of the coinsurance cost can range from 10-40%.

### Out-of-Pocket Limit

This is the maximum you'll pay per year for medical services before your health plan begins to pay for 100% of services, protecting you and your family from very high medical expenses. Most of your copayments, deductibles and coinsurance payments will be counted toward this limit.

Questions About Your Benefits? Email member services at [teresa@inspiredwellnessbenefits.com](mailto:teresa@inspiredwellnessbenefits.com) Or call 1-323-451-5343 | Lic #0J05010

# EASE Online Enrollment Guide

## HOW TO ENROLL IN EASE

Your enrollment will be processed online using the enrollment system EASE. For help in navigating the system, you can reference the EASE Employee Self Service Quick Reference pages here. You will receive an email from EASE. Please be sure to check your spam folder!

### Enrollment Guide at a Glance

**STEP 1**

Log in to EaseCentral per the instructions you have received from your HR administrator or Broker. For optimal performance it is recommended that you use **Chrome** or **Firefox** as your browser.



**STEP 2**

Click GET STARTED to begin your enrollment.

**STEP 6**

Make your benefit selections by selecting Enroll or Waive for each plan. Select Enroll to see plan options. Click NEXT to proceed to the next benefit.

**STEP 3**

Please follow the prompts on each page to complete your benefit enrollment. Click NEXT to proceed to the next section.

**STEP 7**

You will then be prompted to provide any missing data. Once you have done this, you will be able to review and sign your forms using your mouse or mobile device.

**STEP 4**

Verify your personal information is correct and enter in any of your dependent information.

**STEP 8**

Once you review and sign your forms, click continue and your enrollment is complete.



**STEP 5**

If requested during the enrollment process, provide any emergency contacts, employment documents, Medicare status, previous/current coverage and/or health information.

**STEP 9**

If you have questions, please reach out to your HR administrator or Broker.

Questions About EASE enrollment? Email member services at: [Teresa@inspiredwellnessbenefits.com](mailto:Teresa@inspiredwellnessbenefits.com) or call 1-323-451-5343 | Lic #0J05010

# Benefit Rates & Resources | 2021-22

## Your Benefit Cost Worksheet

**YPI Charter Schools pays 100% of medical, dental HMO, and vision premiums for eligible employees and all eligible dependents.** YPICS also pays 100% of group life insurance for employees only. The dental PPO plan has a buy-up cost. If you choose to opt out of benefits, YPICS will provide an opt-out stipend to the employee (proof of medical coverage required).

\*Should you choose to opt out of medical, but into ancillary benefits, the benefit premium amounts will be deducted from the stipend.

\*The dental PPO buy-up cost is the difference between the HMO and PPO plans.

Rates by Tier	Kaiser HMO \$20	CDN DHMO Plan Adv 75	BEAM PPO DENTAL	BEAM VSP Vision	Unum Group Life \$50K & EAP	Voluntary Life
Employee Only	\$500.19	\$14.43	\$35.63	\$11.46	\$3.55	See age banded rates in EASE
Employee /Spouse	\$1,100.42	\$24.41	\$70.63	\$23.74	n/a	
Employee/Children	\$1,000.39	\$37.32	\$139.29	\$34.32	n/a	
Employee/Family	\$1,500.57	\$37.32	\$139.29	\$34.32	n/a	

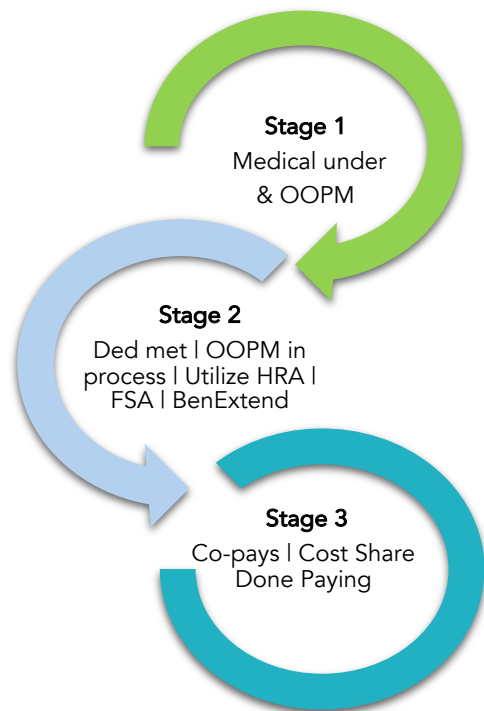
The chart shows the monthly premiums YPICS pays as part of your benefit package. The only cost to employees is the dental PPO buy up and if you choose any voluntary benefits.

Your Benefit Cost Worksheet

Understanding Your Health Insurance Costs | Consumer Reports

*As a YPICS team member, you SKIP Stage 1, the plan deductible. Your plan includes co-pays for care and services, and you have the assurance in the case of a major medical issue, reaching the level of your Out of Pocket Maximum (listed in your plan SBC link in the next page and in EASE), will move you into Stage 3 – You pay nothing at all for covered benefits for the remainder of the calendar year. This is your Out of Pocket Max or OOPM. Be sure to review your SBC!*

**ZERO DEDUCTIBLE PLAN!**



*If you have coverage elsewhere, you can choose to opt-out of coverage with YPICS. Your employer will offer an opt-out stipend. Should you choose to opt out of medical but into auxillary benefits, the benefit premium amount will be deducted from the stipend.*

## Kaiser HMO High Option

### Understanding Your Plan

#### Finding a Primary Care Provider or Specialist

- ✓ Go to [www.kp.org](http://www.kp.org) and click "Find a Doctor" or call 800-464-4000 or TTY 711
- ✓ 800-788-0616 (Spanish) to reach member services.

#### HMO High \$20 | Health Maintenance Organization

Your YPICS HMO plan option utilizes a debit card funded by your employer to help with your plan deductible, after which cost is controlled by limiting services to a specific network of hospitals, doctors, and other providers and usually by requiring referral by a primary-care physician for specialty care.

You have one High HMO plan option with Kaiser. Upon enrolling in this plan, you will automatically be enrolled in the FSA. You will only receive a NEW FSA benny card if you are enrolling for the first time. Please see Quick Tips | How to Utilize Your FSA and attend Inspired Conversations to learn more.

### ABOUT THE CARRIER

**Kaiser Permanente** is a nonprofit, group-practice health plan with headquarters in Oakland, Calif. Kaiser Permanente is composed of Kaiser Foundation Health Plans (nonprofit, public-benefit corporations), Kaiser Foundation Hospitals (a nonprofit, public-benefit corporation), and the Permanente Medical Groups (for-profit professional organizations). Plan selection varies by region. [www.kp.org](http://www.kp.org) | (800) 464-4000

### ABOUT THE PLAN

Please click below to view plan documents, which include the summary of benefits and coverage (SBC), disclosure form and evidence of coverage (EOC), which provide details about costs and coverage for a particular health plan.



Health care acronyms and terms can be confusing. In order to get the most out of your health care benefits, you need to understand the terms used by insurance companies, health plans and health care providers. This way, you can make better decisions and ultimately receive better care. Please take a moment to review this glossary. You will be better prepared for doing so!



### [Healthcare Glossary](#)

### [2021-22 YPICS KP High HMO \\$20 Plan](#)

## Kaiser HMO High Option

### Medical Benefit Summary

YPICS has chosen to keep the Kaiser HMO High \$20 plan for the 2021-22 school year. This decision was based on the current constantly changing conditions. Some continuity in health benefits can help as we move together through this pandemic.

Employees will continue to have the \$250 FSA (employer paid) and the continued enhanced benefit coverage with AFLAC BenExtend.

Benefits	2020-21 Kaiser HMO High \$20 (10053)	2021-22 Kaiser HMO High \$20 (10053)
<b>Annual Deductible</b>	None	None
<b>Annual Out of Pocket Max</b>	\$1500 Individual	\$1500 Individual
	\$3000 Family	\$3000 Family
<b>Outpatient Services</b>		
Office Visits	\$20	\$20
Urgent Care Visit	\$20	\$20
Eligible Preventive Care	No Charge	No Charge
Lab and X-ray	\$10	\$10
Complex Radiology	\$50	\$50
Physical Therapy Visit	\$20	\$20
Outpatient Services	\$100	\$100
Prenatal Services	No Charge	No Charge
Emergency Room Visit	\$100	\$100
Ambulance Services	\$100	\$100
<b>Inpatient Services</b>		
Hospital Inpatient	\$500	\$500
Physician Fees	No Charge	No Charge
Labor & Delivery	\$500	\$500
<b>Prescription/Pharmacy</b>		
RX Generic	\$15	\$15
RX Brand	\$35	\$35
RX Non-Formulary	\$35	\$35
RX Specialty	30%, up to \$200	30%, up to \$200



Provided by American Specialty Health Plans of California, Inc. (ASH Plans)

# Your Kaiser Permanente **CHIROPRACTIC and ACUPUNCTURE** benefits

**When you need chiropractic or acupuncture care,  
follow these simple steps:**

1. Find an ASH Plans Participating Provider near you:
  - Go to [ashlink.com/ash/kp](https://ashlink.com/ash/kp), or
  - Call **1-800-678-9133 (TTY 711)**, Monday through Friday, from 5 a.m. to 6 p.m. Pacific time.
2. Schedule an appointment.
3. Pay for your office visit when you arrive for your appointment.

(See the reverse for more details.)



Understanding Your Plan

YOUR KAISER PERMANENTE COMBINED CHIROPRACTIC AND ACUPUNCTURE BENEFIT

Services	Cost Sharing and Office Visit Maximums
<p>Chiropractic Services are covered when provided by a Participating Provider and Medically Necessary to treat or diagnose Neuromusculoskeletal Disorders.</p> <p>Acupuncture Services are covered when a Participating Provider finds that the Services are Medically Necessary to treat or diagnose Neuromusculoskeletal Disorders, nausea, or pain.</p> <p>You can obtain Services from any ASH Plans Participating Providers without a referral from a Kaiser Permanente Plan Physician.</p>	<p><b>Office visit cost share:</b> \$15 copay per visit</p> <p><b>Office visit limit:</b> Up to a combined total of 30 medically necessary Chiropractic and Acupuncture visits per year</p> <p><b>Chiropractic appliance benefit:</b> If the amount of the appliance in the ASH Plans fee schedule exceeds \$50, you will pay the amount in excess of \$50, and that payment will not apply toward the Plan Deductible or Plan Out-of-Pocket Maximum. Covered chiropractic appliances are limited to: elbow supports, back supports, cervical collars, cervical pillows, heel lifts, hot or cold packs, lumbar braces and supports, lumbar cushions, orthotics, wrist supports, rib belts, home traction units, ankles braces, knee braces, rib supports, and wrist braces.</p>

**Office visits:** Covered Services are limited to Medically Necessary Chiropractic and Acupuncture Services authorized and provided by ASH Plans Participating Providers except for the initial examination, emergency and urgent Chiropractic and Acupuncture Services, and Services that are not available from Participating Providers or other licensed providers with which ASH contracts to provide covered care. Each office visit counts toward any visit limit, if applicable, even if acupuncture or a chiropractic adjustment is not provided during the visit.

**X-rays and laboratory tests:** Medically Necessary X-rays and laboratory tests are covered at no charge when prescribed as part of covered chiropractic care and a Participating Provider provides the Services or refers you to another licensed provider with which ASH contracts for the Services.

**Participating Providers**

ASH Plans contracts with Participating Providers and other licensed providers to provide covered Chiropractic Services (including laboratory tests, X-rays, and chiropractic appliances). ASH Plans contracts with Participating Providers to provide acupuncture care (including adjunctive therapies, such as acupressure, moxibustion, or breathing techniques, when provided during the same course of treatment and in conjunction with acupuncture). You must receive covered Services from a Participating Provider or another licensed provider with which ASH contracts, except for Emergency Chiropractic Services, Emergency Acupuncture Services, Urgent Chiropractic Services, and Urgent Acupuncture Services, and Services that are not available from Participating Providers or other licensed providers with which ASH contracts to provide covered Services that are authorized in advance by ASH Plans. The list of Participating Providers is available on the ASH Plans website at [ashlink.com/ash/kp](http://ashlink.com/ash/kp) or from the ASH Plans Customer Service Department at **1-800-678-9133**. The list of Participating Providers is subject to change at any time without notice.

**How to Obtain Covered Services**

To obtain covered Services, call a Participating Provider to schedule an initial examination. If additional Services are required, verification that the Services are Medically Necessary may be required. Your Participating Provider will request any medical necessity determinations. An ASH Plan’s clinician in the same or similar specialty as the provider of Services under review will decide whether Services are or were Medically Necessary. ASH Plans will disclose to you, upon request, the written criteria it uses to make the decision to authorize, modify, delay, or deny a request for authorization. If you have questions or concerns, please contact the ASH Plans Customer Service Department.

**Second Opinions**

You may request a second opinion in regard to covered Services by contacting another Participating Provider. A Participating Provider may also request a second opinion in regard to covered Services by referring you to another Participating Provider in the same or similar specialty.

**Your Costs**

When you receive covered Services, you must pay your Cost Share as described in the *Combined Chiropractic and Acupuncture Services Amendment* of your Health Plan *Evidence of Coverage*. The Cost Share does not apply toward the Plan Out-of-Pocket Maximum described in the Health Plan *Evidence of Coverage* (unless you have a plan with an HSA option).

**Emergency and Urgent Chiropractic and Acupuncture Services**

We cover Emergency Chiropractic Services, Emergency Acupuncture Services, Urgent Chiropractic Services, and Urgent Acupuncture Services provided by both Participating Providers and Non-Participating Providers. We do not cover follow-up or continuing care from a Non-Participating Provider unless ASH Plans has authorized the services in advance. Also, we do not cover services from a Non-Participating Provider that ASH Plans determines are not Emergency Chiropractic Services, Emergency Acupuncture Services, Urgent Chiropractic Services, or Urgent Acupuncture Services.

**Getting Assistance**

If you have questions about the Services you can get from an ASH Plans Participating Provider or another licensed provider with which ASH contracts, you may call ASH Plans Customer Service Department at **1-800-678-9133** (TTY users call **711**), weekdays from 5 a.m. to 6 p.m. Pacific time.

ChiroAcu 3063 NCAL\_3064 SCAL (9/16)

## Your BenExtend Plan | Fully Funded

YOUR BenExtend  
BENEFITS

This year YPICS is offering once again the 100% Employer paid, BenExtend 3-in-1 plan. YPICS is offering this as a supplement and help with the costs associated with caring for ourselves and our loved ones in our unique life situations. This plan includes Hospital, Critical Illness and Accident plans – in ONE Employer paid plan offering to protect you and your family. They bridge coverage gaps you might face as you navigate your health plans.

Best of all, Aflac pays cash benefits directly to you.

This means that you will have added financial resources to help with medical costs or ongoing living expenses. Benefits can be used to help with your everyday living expenses, like your rent or mortgage, utility bills, groceries and more.

BenExtend plans are designed to help ease the financial stress of a critical illness, accident or hospital stay with benefits such as:

- Hospital Confinement Benefit
- Initial Injury Treatment
- Pays a lump sum benefit for a covered critical illness such as a heart attack or stroke

Accident and Critical Illness are also included. See more in EASE.



You will also have the opportunity to keep your current plans, and take part in the various voluntary traditional plans such as disability, cancer, and more! More on that at the end of this book.

Questions About Your Benefits? Email member services at [teresa@inspiredwellnessbenefits.com](mailto:teresa@inspiredwellnessbenefits.com) Or call 1-323-451-5343 | Lic #0J05010

## BenExtend Plan Highlights | 2021-22



### Benefits Summary

*(Benefit provisions vary by situs state)*

#### Hospital Indemnity Benefits

##### Hospital Confinement

Payable in the amount shown for each day that an insured is confined to a hospital as an inpatient as a result of a covered accidental injury of covered sickness. This benefit is payable for only one hospital confinement at a time even if caused by more than one covered accidental injury, more than one covered sickness or a covered accidental injury and a covered sickness. This benefit is not payable for confinement to an observation unit or a rehabilitation facility. This benefit is not payable for emergency room treatment or outpatient surgery or outpatient treatment

#### Accident Benefits

##### Initial Treatment

Payable for initial treatment received under the care of a doctor for a covered accidental injury. This benefit is not payable for treatment via telemedicine services.

##### Ambulance

Payable when a insured received transportation by a professional ambulance service due to a covered accident.

##### Major Diagnostic Testing

Payable when one of the following exams is performed in a hospital, doctor's office, medical diagnostic imaging center, or an ambulatory surgical center due to a covered accident injury:

- Computerized Tomography (CT scan)
- Magnetic Resonance Imaging (MRI)
- Computerized Axial Tomography (CAT)
- Electroencephalography (EEG)

##### Lacerations

Payable when an insured receives a laceration in a covered accident and is repaired with stitches by a doctor

##### Fractures

Payable when an insured fractures a bone and is treated by a doctor. For multiple fractures (more than one bone fractured in one accident), we will pay a maximum of 200% of the benefit amount for the bone fractured that has the highest dollar amount. For a chip fracture (a piece of bone that is completely broken off near a joint), we will pay 25% of the amount for the affected bone. This benefit is not payable for stress fractures.

##### Appliances

Payable when a doctor advises the insured to use a listed medical appliance as an aid in personal locomotion.

#### Critical Illness Benefits

*Where applicable, covered conditions must be caused by underlying diseases as defined in the plan*

##### Initial Diagnosis+

We will pay up to 100% of the face amount upon diagnosis of a covered critical illness.

##### Additional Diagnosis+

Once benefits have been paid for a covered critical illness, we will pay benefits for each different critical illness when the date of diagnosis is separated by at least 6 consecutive months.

##### Reoccurrence+

Once benefits have been paid for a covered critical illness, we will pay benefits for that same critical illness when the date of diagnosis is separated by at least 6 consecutive months.

**+ If the claim is for a cancer diagnosis, the insured must be treatment-free from cancer for at least 12 months and must be in complete remission before the date of a subsequent cancer diagnosis.**

**Benefits will be based on the face amount in effect on the critical illness date of diagnosis.**

## BenExtend Plan Highlights | 2021-22

### Plan Benefits

*(Descriptions of specific benefits may vary by state)*

Hospital Indemnity Benefits - Low	Employee	Spouse	Child
<b>Hospital Confinement</b> (per day) - within 6 months of the accident			
Days 1-4	\$200	\$200	\$200
Days 5-10	\$150	\$150	\$150
Days 11-31	\$50	\$50	\$50
Maximum days of confinement per covered accident or covered sickness: 31			

Accident Benefits - Low	Employee	Spouse	Child
<b>Initial Treatment</b> - once per accident, within 7 days of the accident	\$100	\$100	\$100
<b>Ambulance</b> - once per day, within 90 days of the accident	\$200	\$200	\$200
<b>Major Diagnostic Testing</b> - within six months of the accident	\$200	\$200	\$200
Maximum number of diagnostic test per covered accident or covered sickness: 1			
<b>Lacerations</b> - within 7 days of the accident	\$75	\$75	\$75
Once per accident.			

**Fractures** - once per covered accident, within 90 days of the accident

Fractures Benefit Schedule	Employee	Spouse	Child
Hip/Thigh	\$1,500	\$1,500	\$1,500
Vertebrae/Sternum	\$1,350	\$1,350	\$1,350
Pelvis	\$1,200	\$1,200	\$1,200
Skull (Depressed)	\$1,125	\$1,125	\$1,125
Leg	\$900	\$900	\$900
Forearm/Hand/Wrist	\$750	\$750	\$750
Foot/Ankle/Kneecap	\$750	\$750	\$750
Shoulder Blade/Collar Bone	\$600	\$600	\$600
Lower Jaw	\$600	\$600	\$600
Skull (Simple)	\$525	\$525	\$525
Upper Arm/Upper Jaw	\$525	\$525	\$525
Facial Bones (except teeth)	\$450	\$450	\$450
Vertebral Processes/Sacrum	\$300	\$300	\$300
Coccyx/Rib/Finger/Toe	\$120	\$120	\$120

**Appliances** - within six months of the accident

Maximum number of appliances per covered accident: No Maximum

Cane	\$10	\$10	\$10
Ankle Brace	\$10	\$10	\$10
Walking Boot	\$25	\$25	\$25
Walker	\$25	\$25	\$25
Crutches	\$25	\$25	\$25
Leg Brace	\$25	\$25	\$25
Cervical Collar	\$25	\$25	\$25
Wheelchair	\$100	\$100	\$100
Knee Scooter	\$100	\$100	\$100
Body Jacket	\$100	\$100	\$100
Back Brace	\$100	\$100	\$100

### Critical Illness Benefits

Benefit Amount	\$2000
<b>Covered Critical Illnesses and Additional Benefits</b>	<b>Percent of Face Amount/Benefit</b>
Cancer (Internal or Invasive)	100%
Heart Attack	100%
Major Organ Transplant	100%
Kidney Failure (End-Stage Renal Failure)	100%
Stroke	100%
Bone Marrow Transplant (Stem Cell Transplant)	100%
Sudden Cardiac Arrest	100%
Non-Invasive Surgery	25%
Coronary Artery Bypass Surgery	25%
Skin Cancer, once per calendar year	\$250

*Please request a sample policy for full benefit provisions and descriptions.*

# Your Employer Funded FSA Debit Card

## Flexible Spending Account (FSA)

### Basic Pacific Contact Information

Website: <https://www.basiconline.com/pacific/> Phone: (800) 574-5448, Option 2

YPI Charter Schools provides you the opportunity to pay for out-of-pocket medical, dental, vision expenses with pre-tax dollars through Flexible Spending Accounts. You must enroll/re-enroll in the plan to participate for each plan year.



### Plan Year: 7/1/2021—6/30/2022

A health care FSA is used to reimburse out-of-pocket medical expenses incurred by you and your dependents. Contributions to your FSA come out of your paycheck before any taxes are taken out. This means that you don't pay federal income, Social Security, or state and local income taxes on the portion of your paycheck you contribute to your FSA. You should contribute the amount of money you expect to pay out of pocket for eligible, qualified medical, dental or vision expenses for the plan period. If you do not use the money you contributed, YPICS has elected to extend to all participating employees a \$550 rollover to carry forward to a future plan year. Any other unused funds stay with your school. That is part of the use it or lose it rule.

### EMPLOYER CONTRIBUTION

YPI Charter Schools will generously contribute \$250 to your FSA. This amount is *in addition to* the employee allowable contributions under IRS regulations.

### HEALTH CARE FLEXIBLE SPENDING ACCOUNT:

	Employer Contribution	Maximum Employee Contribution
2021-22 Plan Year	\$250	\$2,750.00

**ONE CARD  
ONE EXPERIENCE**



#### INTRODUCING THE BASIC CARD MYWALLET

Easily organize and manage your BASIC card via the secure benefits app<sup>1</sup> or web portal with features like:



- Request a dependent card
- Report a lost or stolen card
- Suspend use for a misplaced card
- Request a PIN (for ATM use)<sup>2</sup>
- Store other important cards

# Your Employer Funded FSA Debit Card

## Your FSA Benefits

Cutting-edge benefit technology for modern lifestyles. Pay for eligible expenses without slowing down!



### HOW DOES YOUR BASIC CARD WORK?

Your BASIC card is connected to all your employee benefit accounts and provides convenient payment for expenses eligible under your benefit plan at the point of purchase.

- The card is smart: it knows which account to access based on your purchase and the order the accounts are used.
- Eligible items are automatically approved at authorized merchants and paid from your benefit account. This includes newly qualified over-the-counter (OTC) drugs and medicines purchased at pharmacies using an inventory information approval system (IIAS).
- Determine an item's eligibility while you shop with healthcare expense lookup available in the BASIC benefits app<sup>1</sup>.
- If you have a balance in your MyCash account, those funds can be used when your benefit account balance is not sufficient.
- Your BASIC card is good for four years. Hang on to it even if you deplete this year's benefit funds; you can use the card again next year when you re-enroll.



MANAGE ALL YOUR EMPLOYEE BENEFIT ACCOUNTS ON ONE CARD AND ONE APP<sup>1</sup>.



### Reimbursements are deposited in MyCash<sup>2</sup>

If you pay for an eligible expense without your BASIC card, submit a reimbursement request from your online account or benefits app<sup>1</sup>. Reimbursements are paid to your MyCash<sup>2</sup> account: swipe your BASIC card wherever Debit Mastercard<sup>3</sup> is accepted, withdraw funds at an ATM (with a PIN), transfer to a personal bank account, or donate to a favorite charity. MyCash funds are not tied to a plan year and never expire.

Purchase retail and healthcare items together in one transaction. The BASIC card is smart enough to know that eligible expenses are paid from your benefit accounts while ineligible expenses are paid from MyCash.

SPEND YOUR MYCASH FUNDS YOUR WAY!

## Finding a Network Provider

Contact Beam at 1-800-247-4695 (PPO) or CDN at 1-877-433-6825 (DHMO), or Go to <https://dentists.beam.dental> (PPO) or visit [www.caldental.net/FacilitySearch2/cdn/ca](http://www.caldental.net/FacilitySearch2/cdn/ca) (DHMO) to search in-network providers and DHMO PCP's.

## Dental PPO & DHMO

You have two plan options with Beam/CDN – DHMO, PPO \$1500.

If you have a DHMO plan, be sure to confirm your provider is in the network as your primary dentist. Specialists are referred by your primary dentist in a DHMO plan, so they will be covered at in-network fees.

If you have a PPO plan and make an appointment with a dentist, please ask **"Are you a contracted network provider for this plan?"** Do not ask **"Do you take PPO?"** or **"Do you take Beam Dental?"** since most providers take PPO insurance even if they are not contracted.

**Want to avoid surprise charges?** Have your dentist submit a request for a **pre-treatment estimate** for services in excess of \$300 to Beam/CDN by submitting a claim form along with the proposed treatment plan. A pre-treatment estimate will be sent to you and the dentist detailing an estimate of what services your plan will cover and at what payment level.

Dental Plans	DHMO – California Dental Network	PPO - Beam Dental	
	In-Network Only	In-Network	Out-of-Network
Calendar Year Deductible			
Individual	None	\$50	\$50
Family Limit	None	3 per family	3 per family
Deductible waived for services	None	Preventive	Preventive
Covered Charges (co-insurance)			
Preventive Care	Fee based plan, set cost by procedure/service based on fee schedule. Please refer to page 11 for an initial cost summary, and check for your Summary Plan Description (SPD) in EASE for additional information.	100%	100%
Basic Care		90%	80%
Major Care		60%	50%
Orthodontia		50%	50%
Annual Maximum Benefit	None	\$1,500	
Lifetime Orthodontia Maximum	Please refer to SPD/SOB	\$1,500	



# CDN Dental HMO | Managing Your Dental Costs

YPICS also offers you a Dental HMO plan. The plan booklet has a list of co-pays. Remember be sure to confirm your provider is in the network as your primary dentist. Specialists are referred by your primary dentist in a DHMO plan, so they will be covered at in-network fees.

## California Dental Network

*A DentaQuest company*

### The No Problem Plan

- No Deductibles
- No Claim Forms
- No Annual Maximums
- No Limitations on Most Pre-Existing Conditions
- No Waiting Periods to See a Dentist

### See Your Savings

Compare your costs with **California Dental Network's Family Dental HMO** to average dental fees:

Sample Adult Treatment Plan	Avg. Fee*	with this Plan	Your Savings
Exams	\$83	\$0	\$83
Cleanings	\$138	\$0	\$138
Full Mouth x-rays	\$193	\$0	\$193
Filling, 1 surface	\$216	\$25	\$191
Root Canal, single	\$1,535	\$200	\$1,335
Crown, PFM	\$1,658	\$300	\$1,358
<b>Total</b>	<b>\$3,823</b>	<b>\$525</b>	<b>\$3,298</b>

\*2016 National Dental Advisory Service for 92663

### Choose from Hundreds of Dentists

**California Dental Network** offers comprehensive dental benefits through hundreds of independently owned and operated dental offices conveniently located throughout California. Visit [www.caldental.net](http://www.caldental.net) for a complete, up-to-date listing of **CDN** Providers.

### Specialty Coverage

All general dentists may not be capable of performing each of the services listed and, based upon a Member's condition, certain procedures may not be within the scope of practice or ability of a general dentist. In such a case, the general dentist will refer the Member to a **CDN** participating dental specialist.

### Improving Our Members Dental and Oral Health

Reducing your dental care expenses requires a good dental benefits experience for you to achieve improved dental health. CDN helps you achieve these goals by providing a high quality network of dentists from which to receive dental care, and excellent customer service support to help your family get the care and benefits you deserve.

### Quality, Accessible Dentists

- Each CDN contracted provider is screened through the industry's highest credentialing process (NCQA) to ensure that our members receive good quality care.
- CDN members rate their dentists' quality 3.5 (on a scale of 4).\*
- 90 percent of CDN members would recommend their dental office.\*
- 349 Pediatric Dentists, 6704 General Dentists, and 3995 Specialists are available to CDN Members.

### Personalized Customer Service

California Dental Network is proud that 95% of members would recommend their plan to a friend or family member.\* We understand that our members and their families are counting on us to help deal with questions about benefits, providers, or just plain "what does this mean?" CDN's dedicated Covered California phone line will help members with all of these issues in their language of comfort, and our online services provide a 24/7 resource to find answers to frequently asked questions, assess personal oral health risk, and send requests for help.

# CDN Dental HMO

## Advantage Plus Plan 75

The following is a partial list of dental services that are covered benefits, at the specified copayment, when provided by a participating California Dental Network general dentist. Participating dentists may be found online at [www.caldental.net](http://www.caldental.net).

Services	Your Copayment
<b>Preventive</b>	
Office visit	<b>No Charge</b>
Oral examination	<b>No Charge</b>
Intraoral x-rays, complete series	<b>No Charge</b>
Bitewing x-rays, single film	<b>No Charge</b>
Panoramic x-ray	<b>No Charge</b>
Prophylaxis (teeth cleaning)	<b>No Charge</b>
Topical fluoride (child)	<b>No Charge</b>
Oral hygiene instruction	<b>No Charge</b>
<b>Routine Services</b>	
<b>Restorations</b>	
Amalgam, one surface	<b>No Charge</b>
Amalgam, two surfaces	<b>No Charge</b>
Amalgam, three surfaces	<b>No Charge</b>
Resin, one surface anterior	<b>No Charge</b>
Resin, two surface anterior	<b>No Charge</b>
<b>Oral Surgery</b>	
Extraction, single tooth	<b>No Charge</b>
Surgical removal of erupted tooth	<b>No Charge</b>
Removal of impacted tooth, soft tissue	<b>No Charge</b>
Removal of impacted tooth, partially bony	<b>No Charge</b>
Surgical incision with drainage of abscess, intraoral soft tissue	<b>No Charge</b>
<b>Endodontics</b>	
Pulp cap, direct	<b>No Charge</b>
Pulp cap, indirect	<b>No Charge</b>
Therapeutic pulpotomy	<b>No Charge</b>
Root canal, anterior	<b>\$50</b>
Root canal, bicuspid	<b>\$70</b>
Root canal, molar	<b>\$150</b>
<b>Periodontics</b>	
Gingivectomy or gingivoplasty, 4 or more contiguous teeth, per quadrant	<b>\$40</b>
Scaling & root planing, per quadrant	<b>\$20</b>

Services	Your Copayment
<b>Major*</b>	
<b>Crowns</b>	
Porcelain fused to base metal (not for molars)	<b>\$75</b>
Porcelain fused to base metal (for molars)	<b>\$150</b>
Full cast base metal	<b>\$75</b>
3/4 cast metallic	<b>\$75</b>
<b>Dentures &amp; Prosthodontics</b>	
Complete upper or lower denture	<b>\$90</b>
Upper or lower partial denture, resin base	<b>\$125</b>
Upper or lower partial denture, cast metal base with resin saddles	<b>\$125</b>
Replace missing or broken teeth, complete denture, each tooth	<b>\$10</b>
<b>Implants</b>	
Surgical placement of implant body (endosteal)	<b>\$1500</b>
Prefab. abutment (includes placement)	<b>\$450</b>
Abutment supported porcelain/ceramic crown	<b>\$1055</b>
Abutment supported retainer, porcelain/ceramic fixed partial denture	<b>\$1055</b>
<b>Orthodontics</b>	
<b>Standard 24-month case</b>	
Phase one interceptive treatment	<b>\$1,150</b>
Full-banded, upper and lower, to age 19	<b>\$1,775</b>
Full-banded, upper and lower, adults	<b>\$1,975</b>
Banded, upper or lower, children & adults	<b>\$1,000</b>
Consultation	<b>No Charge</b>
<b>Cosmetic Benefits</b>	
Tooth colored fillings, one surface, back tooth	<b>\$65</b>
Bleaching, per arch	<b>\$125</b>
Labial veneer (porcelain laminate), laboratory	<b>\$250</b>
Night guards, soft, includes lab fee	<b>\$150</b>

\* Advantage Plus Plan 75 covers many of the name brand crowns and dentures. See evidence of coverage for details.

The ratio of premium costs to health services paid, for plan contracts with individuals and groups of 25 or fewer members, during the preceding fiscal year was 65%.

# Beam Dental PPO

## PLAN COVERAGE

PLAN COVERAGE	IN-NETWORK (PPO FEE)	OUT-OF-NETWORK (PPO Fee)
<b>PREVENTIVE &amp; DIAGNOSTIC</b> Diagnostic and preventive: exams, cleanings, fluoride, space maintainers, x-rays, and sealants	100%	100%
<b>BASIC</b> Minor restorative: fillings Prosthetic maintenance: relines and repairs to bridges, implants, and dentures Emergency palliative treatment: to temporarily relieve pain Endodontics: root canals Periodontics: to treat gum disease Oral surgery: extractions and dental surgery	90%	80%
<b>MAJOR</b> Major restorative: crowns, inlays, and onlays Prosthodontics: dentures Prosthetics: bridges Implants:	60%	50%
<b>ORTHODONTIA</b> Adult Orthodontics: braces over the age of 19 Child Orthodontics: braces with age limit of 19	50%	50%

## PLAN MAXES

Annual maximum applies to diagnostic & preventive, basic services, and major services. Lifetime maximum applies to orthodontic services.

Annual Max based on Calendar Year.

<b>ANNUAL MAX</b> Benefit Period: Calendar Year	\$1,500 /yr
<b>ORTHO LIFETIME MAX</b>	\$1,500 /lifetime

## PLAN DEDUCTIBLE

The deductible is waived for diagnostic & preventive services.

<b>INDIVIDUAL</b>	\$50.00 /yr
<b>FAMILY</b>	\$150.00 /yr

Dental and Vision Insurance products underwritten by National Guardian Life Insurance Company (NGL), Vision Service Plan (VSP) in WA, and in MI by Nationwide Life Insurance Company, marketed by Beam Insurance Services LLC, and administered by Beam Insurance Administrators LLC (Beam Dental Insurance Administrators LLC, in Texas). Life Insurance products underwritten by Nationwide Life Insurance Company.

## CLAIMS INFORMATION

Beam Insurance Administrators  
 PO Box 75373  
 Cincinnati, OH 45275

Electronic payer ID  
 BEAM1

NEA ID  
 BEAM1

Fax number  
 (944) 680 - 4821

Phone number  
 (800) 648 - 1174

Claim form accepted  
 ADA form 2006 or later

Beam Dental PPO Standard coverages, as of August 1, 2018

 <b>FIND A DENTIST</b> <a href="https://dentists.beam.dental">https://dentists.beam.dental</a>	 <b>CUSTOMER SUPPORT</b> <a href="mailto:support@beam.dental">support@beam.dental</a>	 <b>CHECK CLAIMS &amp; ELIGIBILITY</b> <a href="https://providers.beam.dental">https://providers.beam.dental</a>	
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# Beam Dental PPO



## DENTAL BENEFITS SUMMARY YPI Charter Schools

PLAN: SmartPremium Select 100/90/60/50-1500-1500a-MAC ...

POLICY EFFECTIVE DATE: 07/01/21

POLICY LENGTH: 12 months

GROUP #: CA02854

### WHY BEAM

Beam is the future of group dental insurance for employers large and small. We're pairing innovative tech with personal service to deliver an insurance experience unlike any other.

- PPO Fee
- Digital implementation and admin
- Nationwide network (Over 300,000 access points)
- Beam Perks included

### BEAM PERKS INCLUDED

Essentials for great dental care delivered right to member's doors.

- **Beam Brush**  
Smart, electric toothbrush.
- **Beam Paste**  
High-quality, custom formulated toothpaste.



### QUESTIONS?

If you have questions, call us at (800) 546-1179. We'd love to help! Or visit [app.beam.dental](https://app.beam.dental) and login to view more info. Please check your Certificate of Insurance for a description of coverage, limitations, and exclusions under the plan. Some Services require prior authorization.

 FIND A DENTIST <https://dentists.beam.dental>
 QUESTION? [support@beam.dental](mailto:support@beam.dental)
 CHECK COVER & ELIGIBILITY <https://providers.beam.dental>


## Beam Dental PPO – Managing Your Dental Costs

### PPO Providers | More on Managing Your Dental Costs

- Within the provider contract, insurance carriers set allowable charges for all procedures. PPO providers are prohibited from charging more than the allowable charge.
- On the other hand, there is no set agreement between insurance carriers and non-PPO providers. Non-PPO providers can charge any amount. Therefore, the insurance carrier sets the maximum amount that is considered eligible for reimbursement based on geographical data. When a non-PPO provider charges more than the maximum amount, you are going to be responsible for any excess amount.

***For example, under the PPO dental plan, you had a crown. (Insurance carrier pays at 50%. Assuming you had met the \$50 deductible):***

Provider charge was \$800, Allowable charge was \$400, Maximum amount for non-PPO providers was \$600

In Network		Out of Network	
Allowable charge	\$400	Provider Charge	\$800
Insurance Payment (50%x\$400)	<u>-\$200</u>	Insurance Payment (50%x\$600)	<u>-\$300</u>
<b>Your Responsibility</b>	<b>\$200</b>	<b>Your Responsibility</b>	<b>\$500</b>

### How to Search PPO Providers

- Call the insurance company’s customer service number (on your ID card)
- Check the provider directory on the insurance carrier’s website
- Call and verify coverage with the provider (are you contracted with ABC insurance company?)

### Explanation of Benefits (EOB)

- The EOB is a statement that shows how much should be paid, and by what party.
- If your out-of-pocket payment amount on an EOB is different from the amount charged by the provider, there may be an error. We recommend you contact our member service team by email or phone, so that we can investigate the details on your behalf.



FIND A DENTIST

[dentists.beam.dental](https://dentists.beam.dental)



QUESTIONS?

[support@beam.dental](mailto:support@beam.dental)



CHECK CLAIMS & ELIGIBILITY

<https://providers.beam.dental>



## Beam Dental PPO – Managing Your Dental Costs

If you choose the dental PPO plan with Beam, you will pay the premium difference between the PPO plan and the HMO plan. The chart below shows what it will cost you per pay period.

### 2021-22 Employee Dental Cost Based on Dental HMO Covered at 100%

Dental Plans	2020 Monthly Premium Total	YPICS Monthly Contribution	Employee Monthly Cost	Employee Yearly Cost	12 Months (24 pay periods)	11 Months (22 pay periods)	*11 Months (21 pay periods)
<b>Beam Dental HMO (Base Plan)</b>					Per Paycheck	Per Paycheck	Per Paycheck
Employee Only	\$14.43	\$14.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee + Spouse	\$24.41	\$24.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee + Child(ren)	\$37.32	\$37.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee + Family	\$37.32	\$37.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Beam \$1,500 PPO (Buy-Up-Plan)</b>					Per Paycheck	Per Paycheck	Per Paycheck
Employee Only	\$35.63	\$14.43	\$21.20	\$254.40	\$10.60	\$11.56	\$12.11
Employee + 1 Dependent	\$70.63	\$24.41	\$46.22	\$554.64	\$23.11	\$25.21	\$26.41
Employee + 2 or More Deps	\$139.29	\$37.32	\$101.97	\$1,223.64	\$50.99	\$55.62	\$58.27



# VSP Vision Benefit Summary



VISION BENEFITS SUMMARY  
**VSP Choice Plan #3**



CHOICE NETWORK: 31,000 preferred providers | 57,000 access points  
 POLICY EFFECTIVE DATE: 07/01/21  
 RATE GUARANTEE: 24 months

GROUP #: CA02854

## FREQUENCY

EXAMS	12 months
LENSES	12 months
FRAMES	12 months
CONTACTS (IN LIEU OF GLASSES)	12 months

## COPAYMENTS

CONTACT LENS FITTING & EVALUATION	15% discount (not to exceed \$60)
EXAM	\$10
MATERIALS	\$10

## IN NETWORK ALLOWANCES

RETAIL FRAME VALUE <sup>1,2,3</sup>	\$200 / 20% off coverage
ELECTIVE CONTACT LENSES	\$200
COVERED LENS OPTIONS	Low Vision and Polycarbonate for Children

<sup>1</sup> Extra \$20 Allowance on featured brands like bebe®, Calvin Klein, Faxon, Lacorté, Nike, Nine West and more. Featured frame brands and promotion subject to change.  
<sup>2</sup> Frame allowance backed by a wholesale guarantee, meaning VSP fully covers more frames than retail allowance plans.  
<sup>3</sup> Allowance may differ at Wal-Mart, Sam's and Costco® Optical, however it is of equivalent value.

VSP QUESTIONS? (800) 877 7195	VSP OUT-OF-NETWORK REIMBURSEMENT CLAIMS PO BOX 385018, Birmingham, AL 35238-5018	
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## UTILIZING YOUR COMPLIMENTARY BENEFITS



YPICS provides \$50,000 group life insurance to eligible employees.

Employees have the opportunity to purchase **supplemental life protection from Unum**. Those with current voluntary life & AD&D Unum policies will continue with their policy amounts in place, in grandfathered status. More detailed information is available in your EASE profile.

### Voluntary Life Highlights:

Employee Guaranteed Issuance - \$70,000 (medical underwriting over that amount)

Employee Max - 5x annual earnings or \$500,000 (lesser of the two)

Spouse Guaranteed Issuance - \$25,000 (medical underwriting over that amount)

Spouse Max - 100% of max issuance or \$500,000 (lesser of the two)

Child Max - 100% of max issuance or \$10,000 (lesser of the two)



# Unum Voluntary Life & AD&D

## UTILIZING YOUR COMPLIMENTARY BENEFITS



**YPI CHARTER SCHOOLS  
836771**

**Life Employee**  
Effective 07/01/2018  
Per \$10,000

Age	
00-24	\$.594
25-29	\$.660
30-34	\$.880
35-39	\$1.309
40-44	\$1.991
45-49	\$3.102
50-54	\$4.576
55-59	\$6.545
60-64	\$8.426
65-69	\$11.979
70-74	\$22.671
75-99	\$70.070

**Life Spouse**  
Effective 07/01/2018  
Per \$5,000

Age	
00-24	\$.325
25-29	\$.350
30-34	\$.470
35-39	\$.675
40-44	\$1.015
45-49	\$1.585
50-54	\$2.355
55-59	\$3.475
60-64	\$4.815
65-69	\$6.860
70-74	\$12.980
75-99	\$40.115

**Life Child**  
Effective 07/01/2018  
Per \$2,000  
\$.894

**Accidental Death and Dismemberment-Employee**  
Effective 07/01/2018  
Per \$10,000  
\$.293

**Accidental Death and Dismemberment-Spouse**  
Effective 07/01/2018  
Per \$5,000  
\$.140

**Accidental Death and Dismemberment-Child**  
Effective 07/01/2018  
Per \$2,000  
\$.060

UTILIZING YOUR COMPLIMENTARY BENEFITS



**Work-life balance employee assistance program:** Provides access to a comprehensive employee assistance and work-life program for the insured employee and their family, to help manage workplace stress and deal more effectively with personal issues ranging from severe to everyday problems. As an additional feature, the program includes a Will Preparation service.

**Life Planning Financial & Legal Resources:** This personalized financial counseling service provides expert, objective financial counseling to survivors and terminally ill employees at no cost to them. This service is also extended to employees upon the death or terminal illness of their covered spouse. The financial consultants are master level consultants. They will help develop strategies needed to protect resources, preserve current lifestyles, and build future security. At no time will the consultants offer or sell any product or service.

**Accelerated Benefit:** Pays a portion of the insured employee’s Life benefit in the event the insured employee becomes terminally ill, and the employee’s life expectancy has been reduced to less than 12 months. The employee’s death benefit will be reduced by the Accelerated Life Benefit paid.

**Delayed Effective Date:** Insurance coverage will be delayed if you are not in active employment because of an injury, sickness, temporary layoff, or leave of absence on the date that insurance would otherwise become effective.

**Portability:** Allows an insured employee to elect portable coverage, at group rates, if the employee terminates employment, reduces hours or retires from the employer. Employees are not eligible for portable coverage if they have an injury or sickness, under the terms of this plan, that has a material effect on life expectancy.

**Life Insurance Premium Waiver:** Life insurance premiums will be waived for insured employees who become disabled prior to a specified age, and who remain disabled during an elimination period.

**Premium Waiver Benefit To Age 65 Maximum:**

**Life Insurance Conversion Privilege:** When an insured employee’s group coverage ends, employees may convert their coverage to individual life policies without providing evidence of insurability.

**AD&D Covered Losses and Benefits:** The AD&D plan provides additional protection for insured employees in the event of an accidental bodily injury resulting in death or dismemberment.

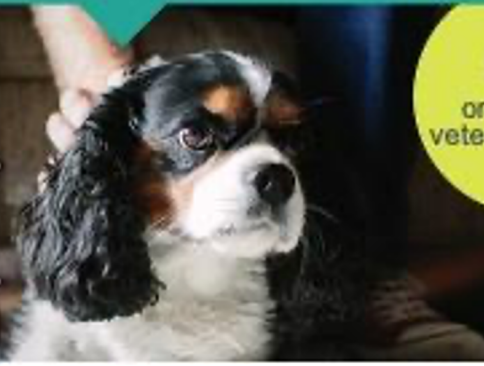
Benefits resulting from the accidental death are paid to the named beneficiary. Benefits resulting from a dismembering injury are paid to the insured. The loss must occur within 365 days of the accident.

# YPICS Voluntary Pet Insurance



## Why Choose Pets Best Insurance?

Great coverage?  
Fast claims?  
Excellent Service?  
Yes. We've got  
your tail covered.



Save  
on covered  
veterinary costs

Pet insurance reimburses you for vet bills when your pet is sick or injured, to help take the financial worry out of vet visits.

- Fast claims processing and payment
- Optional direct deposit and direct vet pay options
- Use any veterinarian in the U.S. - including specialty and emergency clinics
- Exclusive employee discount on a BestBenefit plan\*
- Optional coverage for routine care
- Access to a 24/7 pet helpline powered by whiskerDocs

### HOW PET INSURANCE WORKS



#### Get Treatment

When your pet becomes ill or injured, get treatment from any licensed veterinarian in the US or Canada.



#### File a Claim

Use your mobile app or file a claim online, there is no need to send us medical records unless we request them.



#### Get Paid Fast

Fast claims processing and payment, and we can reimburse you directly into your bank account.



888-984-8700

THE POLICY IS UNDERWRITTEN BY A MEMBER OF THE COVARIANT GROUPING. PLEASE CONTACT YOUR AGENT FOR MORE INFORMATION. THIS POLICY IS SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY CONTRACT. THE POLICY IS SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY CONTRACT. THE POLICY IS SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY CONTRACT.

YPICS

To begin, enroll at [petsbest.com/ypics](https://petsbest.com/ypics)

or call 888-984-8700

reference discount code: **YPICS**

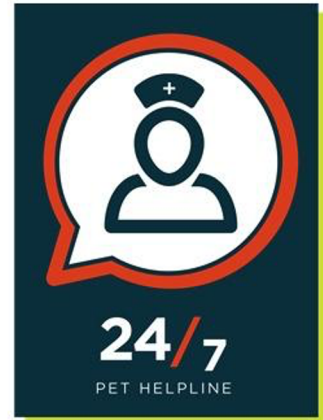
## 24/7 Pet Helpline

### Talk with Veterinary Experts Day or Night!

Get answers to your pet health questions at any time of day with our 24/7 Pet Helpline. Veterinary experts are available to help educate and provide advice and decision support to pet parents by phone, live chat, and email, from urgent care to behavioral questions, and everything in between.

**Our 24/7 Pet Helpline is included with your policy** when you become a Pets Best customer at no extra cost to you. This service has no limits on usage during your policy term, so you'll always have access to veterinary experts as long as you are a customer.

**Get a quote and access veterinary experts** for help with all your pet health related questions!



## How Much Does Pet Insurance Cost?

When shopping for the best price for **pet insurance** it is important to know how cat and dog health insurance costs are determined. Pets Best strives to be as transparent as possible to our customers in sharing how premiums are calculated and to help you choose a plan that is best suited to your pet's needs for the life of your pet. Premiums for pet health insurance are based primarily on the following four factors:

1. Your dog or cat's age
2. Your dog or cat's breed
3. Your location
4. Your plan's annual limit, annual deductible, and reimbursement level

When shopping for pet insurance, it's important to remember how cat and dog insurance costs can potentially change based on the age when you first sign up. Pets Best offers a wide variety of coverage choices, plus two optional routine care plans, so pet owners can select a plan that is perfect for their pets and their budget. **Get a customized quote** to see pet insurance pricing for your pet!



# Plan Overview

## BestBenefit Plan MOST POPULAR

Our most comprehensive coverage for Accidents and illnesses.

With multiple levels of coverage, BestBenefit plans can be customized to meet the future medical needs of your four-legged family member and your budget.

## Accident Only Plan

As low as \$6/month for cats and \$9/month for dogs in most states.

Designed for those on a limited budget who want great coverage for accidents like broken legs, snake bites, foreign body ingestion and more.

BestBenefit Plan Coverage	ESSENTIAL	PLUS	ELITE
Annual Coverage Limit for Unexpected Accidents and illnesses	\$5,000 - Unlimited	\$5,000 - Unlimited	\$5,000 - Unlimited
Annual Deductible Options	\$50 - \$1,000	\$50 - \$1,000	\$50 - \$1,000
Reimbursement Percentage Options*	70% - 90%	70% - 90%	70% - 90%
Accidents, Illnesses, Cancer, Hereditary Conditions, Emergency Surgeries & Rx Meds	✓	✓	✓
Accident & Illness Exam Fees associated with the diagnosis of your pet for an eligible injury or illness. This is not intended to cover routine exams		✓	✓
Rehabilitative, Acupuncture & Chiropractic Coverage to treat eligible injuries and illnesses			✓
 <b>Optional Routine Care</b> Available with BestBenefit plan only	Coverage to help pay for regular and expected veterinary visits. Please see Wellness Plans Summary for pricing information.		

The price of the BestBenefit plans vary on location, age and breed of pet. As with all pet insurance companies, pre-existing conditions are not covered.



\* 50% and 90% reimbursement levels available in CA. Deductible up to \$2,000 available in CA.

Coverage applies to conditions that are determined not to be pre-existing. Claim administration is subject to all terms, conditions, limitations and exclusions in the policy. Please review policy form for complete details.

Pet insurance coverage is offered and administered by Pets Best Insurance Services, LLC and is underwritten by American Pet Insurance Company, a New York insurance company. Please visit [www.americanpetinsurance.com](http://www.americanpetinsurance.com) to review all available pet insurance products. Terms and conditions apply. See policy for details.

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# Routine Care Coverage

Routine care coverage for dogs and cats helps pay for your pet's regular veterinary visits. Routine checkups, dental cleanings and blood work may help to catch disease early and ensure a longer, happier life for your pet. It's an excellent way to budget for your pet's expected medical expenses, especially if you have a new kitten or a new puppy.

Pets Best offers two tiers of routine care coverage that can be added to one of our pet health insurance plans for additional premium at the time you enroll, within 30 days of enrolling, or at your annual renewal. Benefits are available to you the day of your policy start date, so you can start using your routine care plan as soon as your policy goes into effect.

## EssentialWellness

**\$16/Month\***

Pays up to the following, per year, with no deductible:

Spay/Neuter - Teeth Cleaning .....	\$0
Rabies .....	\$15
Flea/Tick Prevention .....	\$50
Heartworm Prevention .....	\$30
Vaccination/Titer .....	\$30
Wellness Exam .....	\$50
Heartworm test or FELV screen	\$25
Blood, fecal, parasite exam .....	\$50
Microchip .....	\$20
Urinalysis or ERD .....	\$15
Deworming .....	\$20
<b>Total Annual Benefits .....</b>	<b>\$305</b>

\* \$14/Month in Washington

## BestWellness™

**\$26/Month\*\***

Pays up to the following, per year, with no deductible:

Spay/Neuter - Teeth Cleaning .....	\$150
Rabies .....	\$15
Flea/Tick Prevention .....	\$65
Heartworm Prevention .....	\$30
Vaccination/Titer .....	\$40
Wellness Exam .....	\$50
Heartworm test or FELV screen	\$30
Blood, fecal, parasite exam .....	\$70
Microchip .....	\$40
Urinalysis or ERD .....	\$25
Deworming .....	\$20
<b>Total Annual Benefits .....</b>	<b>\$535</b>

\*\* \$30/Month in Washington

Routine care plans not sold as a stand-alone plan and if purchased must be added to a BestBenefit Accident and Illness Plan.



Pet insurance coverage is offered and administered by Pets Best Insurance Services, LLC and is underwritten by American Pet Insurance Company, a New York insurance company. Please visit [www.americanpetinsurance.com](http://www.americanpetinsurance.com) to review all available pet health insurance products. Terms and conditions apply. See policy for details.

FLER-092020-V2-APIC

2021-22 YPICS School Year Calendar																																								
Mon	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Days	Sem	SemDays	Wks	Short	Reg	Min	Total	
July	v	v		h	h	v	v	v	v			v	v	v	v	v			v	v	v	v			v	v	nt	nt	nt		0	1	85	18	0	0	0	0	0	
August		t	t	t	t	t			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	17	1	85	18	4	12	0	16	16
September	1	1	1			h	1	1	1	1			1	1	1	1	1			1	1	1	1			1	1	1	1		21	1	85	18	3	18	0	21	21	
October	1			1	1	1	1	1			1	1	1	1	P			1	1	1	1	1			1	1	1	t	t		18	1	85	18	3	13	2	18	18	
November	1	1	1	1	1			1	1	1	h	1			1	1	1	1	1			v	v	v	h	h		1	1		16	1	85	18	4	12	0	16	16	
December	1	1	1		1	1	1	1	1			1	1	1	1	1			v	v	v	v	h	h		v	v	v	v	h	13	1	85	18	2	11	0	13	13	
January		h	h	v	v	v	v			t	1	1	1	1			h	1	1	1	1			1	1	1	1				13	2	97	21	1	12	0	13	13	
February	1	1	1	1			1	1	1	1	1			1	1	1	1	1			h	1	1	1	t			1		18	2	97	21	3	14	0	17	17		
March	1	1	1	1			1	1	1	1	1			1	1	1	1	P			1	1	1	1	1			1	1	1	22	2	97	21	3	17	2	22	22	
April	1			1	1	1	1	1			v	v	v	v	v		h	h	1	1	1	1			1	1	1	1	1		15	2	97	21	2	13	0	15	15	
May		1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1		h	1	21	2	97	21	4	17	0	21	21	
June	1	1	1			1	1	1	1	1	C		t	t	t	v	v			v	v	v	v	v			v	v	v	v	8	2	97	21	1	7	0	8	8	
<b>182</b>																																								
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<b>Calendar Key</b>																																								
1	Instructional Day	1	CPT day	1	Minimum Day	v	vacation	h	National Holiday	t	All Staff Training	P	Parent Conferences	C	MS Culmination	nt	New Staff Training	l	Parent Conferences																					

Important Dates	
1st Day of School	8/9/2021
Labor Day	9/6/2021
Veteran's Day	11/11/2021
Thanksgiving Break	11-22/11-26-21
Last Day 1st Semester	12/17/2021
Winter Break	12-20-21 to 1-7-22
1st Day 2nd Semester	1/11/2022
M.L. King Jr. Day	1/17/2022
President's Day	2/21/2022
Easter Observance	4/18/2022
Spring Break	4-11/4/18-22
Memorial Day	5/30/2022
Last Day of School	6/10/2022

Professional Development Dates			
New Teacher	7/28/2021	All Staff	10/28/2021
New Teacher	7/29/2021	All Staff	10/29/2021
New Teacher	7/30/2021	All Staff	1/10/2022
All Staff	8/2/2021	All Staff	2/25/2022
All Staff	8/3/2021	Site	6/13/2022
All Staff	8/4/2021	Site	6/14/2022
All Staff	8/5/2021	Site	6/15/2022
All Staff	8/6/2021		
Site	8/9/2021		

Grading Periods	
F05	9/10/2021
F09	10/8/2021
F15	11/17/2021
F18	12/17/2021
S05	2/11/2022
S09	3/11/2022
S15	4/22/2022
S18*	5/20/2022
S21	6/10/2022

\* for 8th grade Culmination

2021-22 YPICS School Year Calendar																																				
Mon	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Days	Sem	SemDays	Wks	
July	v	v		h	h	v	v	v	v			v	v	v	v	v			v	v	v	v	v			v	v	nt	nt	nt			0			
August		1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1		22			
September	1	1	1			h	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1		21	1	93	18	
October	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			21				
November	1	1	1	1	1				1	1	1	h	1			1	1	1	1			v	v	v	h	h			1	1		16				
December	1	1	1			1	1	1	1	1			1	1	1	1	1			v	v	v	v	h	h		v	v	v	v	h	13				
January		h	h	v	v	v	v			1	1	1	1	1			h	1	1	1	1			1	1	1	1	1				14				
February	1	1	1	1			1	1	1	1	1			1	1	1	1	1			h	1	1	1	1	1			1			19				
March	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	23				
April	1			1	1	1	1	1			v	v	v	v	v		h	h	1	1	1	1			1	1	1	1	1			15	2	104	21	
May		1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			h	1	21				
June	1	1	1			1	1	1	1	1	1		1	1	1	v	v			v	v	v	v	v			v	v	v	v		12				
																																	197			

Calendar Key															
1	Instructional Day	1	CPT day	1	Minimum Day	v	vacation	h	National Holiday	t	All Staff Training	P	Parent Conferences	C	MS Culmination
										nt	New Staff Training				

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All Staff	8/2/2021	All Staff	2/25/2022
All Staff	8/3/2021	Site	6/13/2022
All Staff	8/4/2021	Site	6/14/2022
All Staff	8/5/2021	Site	6/15/2022
All Staff	8/6/2021		
All Staff	8/9/2021		

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\* for 8th grade Culmination



2021-22 YPICS School Year Calendar																																			
Mon	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Days	Shut Down	Holidays	Total
July	1	1		h	h	sd	sd	sd	sd			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1		17	4	1	22
August		1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	22	0	0	22
September	1	1	1			h	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1		21	0	1	22
October	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1		21	0	0	21	
November	1	1	1	1	1			1	1	1	h	1	1	1	1	1	1	1	1	1	1	1	1	1	h	h			1	1		19	0	3	22
December	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	h	h		h	sd	sd	sd	h	17	3	3	23
January	h		h	1	1	1	1			1	1	1	1	1			h	1	1	1	1			1	1	1	1				18	0	2	20	
February	1	1	1	1			1	1	1	1	1			1	1	1	1	1			h	1	1	1	1	1					19	0	1	20	
March	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	23	0	0	23	
April	1			1	1	1	1	1			1	1	1	1	1		h	h	1	1	1	1			1	1	1	1	1		20	0	1	21	
May		1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1		h	1	21	0	1	22	
June	1	1	1			1	1	1	1	1	1			1	1	1	1			1	1	1	1	1			1	1	1	1	23	0	0	23	
																															241	7	13	261	

**Calendar Key**

1	Instructional Day	1	CPT day	1	Minimum Day	v	vacation	h	National Holiday	t	All Staff Training	P	Parent Conferences	C	MS Culmination
						sd	Shut Down Days	nt	New Staff Training						

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President's Day	2/21/2022
Easter Observance	4/18/2022
Spring Break	4-11/4/18-22
Memorial Day	5/30/2022
Last Day of School	6/10/2022

Professional Development Dates			
New Teacher	7/28/2021	All Staff	10/28/2021
New Teacher	7/29/2021	All Staff	10/29/2021
New Teacher	7/30/2021	All Staff	1/10/2022
All Staff	8/2/2021	All Staff	2/25/2022
All Staff	8/3/2021	Site	6/13/2022
All Staff	8/4/2021	Site	6/14/2022
All Staff	8/5/2021	Site	6/15/2022
All Staff	8/6/2021		
All Staff	8/9/2021		

Grading Periods	
F05	9/10/2021
F09	10/8/2021
F15	11/17/2021
F18	12/17/2021
S05	2/11/2022
S09	3/11/2022
S15	4/22/2022
S18*	5/20/2022
S21	6/10/2022

\* for 8th grade Culmination

2021-22 YPICS School Year Calendar																																				
Mon	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Days	Shut Down	Holidays	Total	
July	1	1		h	h	0	0	0	0			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1		17	0	1	18	
August		1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	22	0	0	22	
September	1	1	1			h	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1		21	0	1	22	
October	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1		21	0	0	21		
November	1	1	1	1	1			1	1	1	h	1			1	1	1	1	1	1	1	1	1	1	h	h			1	1		19	0	3	22	
December	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	h	h		h	0	0	0	h		17	0	3	20
January	h		h	1	1	1	1			1	1	1	1	1			h	1	1	1	1			1	1	1	1	1			18	0	2	20		
February	1	1	1	1			1	1	1	1	1			1	1	1	1	1			h	1	1	1	1	1			1		19	0	1	20		
March	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	23	0	0	23	
April	1			1	1	1	1	1			1	1	1	1	1		h	h	1	1	1	1			1	1	1	1	1		20	0	1	21		
May		1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			h	1	21	0	1	22	
June	1	1	1			1	1	1	1	1	1			1	1	1	1			1	1	1	1	1			1	1	1	1		23	0	0	23	
																															241	0	13	254		

**Calendar Key**

1	Instructional Day	1	CPT day	1	Minimum Day	v	vacation	h	National Holiday	t	All Staff Training	P	Parent Conferences	C	MS Culmination
						sd	Shut Down Days			nt	New Staff Training				

Important Dates	
1st Day of School	8/9/2021
Labor Day	9/6/2021
Veteran's Day	11/11/2021
Thanksgiving Break	11-22/11-26-21
Last Day 1st Sem	12/17/2021
Winter Break	12-20-21 to 1-7-22
1st Day 2nd Sem	1/11/2022
M.L. King Jr. Day	1/17/2022
President's Day	2/21/2022
Easter Observance	4/18/2022
Spring Break	4-11/4/18-22
Memorial Day	5/30/2022
Last Day of School	6/10/2022

Professional Development Dates			
New Teacher	7/28/2021	All Staff	10/28/2021
New Teacher	7/29/2021	All Staff	10/29/2021
New Teacher	7/30/2021	All Staff	1/10/2022
All Staff	8/2/2021	All Staff	2/25/2022
All Staff	8/3/2021	Site	6/13/2022
All Staff	8/4/2021	Site	6/14/2022
All Staff	8/5/2021	Site	6/15/2022
All Staff	8/6/2021		
All Staff	8/9/2021		

Grading Periods	
F05	9/10/2021
F09	10/8/2021
F15	11/17/2021
F18	12/17/2021
S05	2/11/2022
S09	3/11/2022
S15	4/22/2022
S18*	5/20/2022
S21	6/10/2022

\* for 8th grade Culmination

2021-22 YPICS School Year Calendar																																			
Mon	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Days	Shut Down	Holidays	Total
July	1	1			h	sd	sd	sd	sd			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1		17	4	1	22
August		1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	22	0	0	22
September	1	1	1			h	1	1	1	1			1	1	1	1	1			1	1	1	1			1	1	1	1		21	0	1	22	
October	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1		21	0	0	21	
November	1	1	1	1	1			1	1	1	1	h	1	1	1	1	1	1	1			1	1	1	h	h			1	1	19	0	3	22	
December	1	1	1			1	1	1	1	1	1		1	1	1	1	1			1	1	1	1	h		h	sd	sd	sd	h	17	3	3	23	
January			h	1	1	1	1			1	1	1	1	1			h	1	1	1	1	1			1	1	1	1		18	0	2	20		
February	1	1	1	1			1	1	1	1	1			1	1	1	1	1			h	1	1	1	1			1		19	0	1	20		
March	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	23	0	0	23	
April	1			1	1	1	1	1			1	1	1	1	1			h	1	1	1	1	1			1	1	1	1		20	0	1	21	
May		1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			h	1	21	0	1	22
June	1	1	1			1	1	1	1	1	1			1	1	1	1			1	1	1	1	1			1	1	1	1	23	0	0	23	
																															241	7	13	261	
Calendar Key																																			
1	Instructional Day	1	CPT day	1	Minimum Day	v	vacation	h	National Holiday	sd	Shut Down Days	t	All Staff Training	nt	New Staff Training	P	Parent Conferences	l		C	MS Culmination														

Important Dates	
1st Day of School	8/9/2021
Labor Day	9/6/2021
Veteran's Day	11/11/2021
Thanksgiving Break	11-22/11-26-21
Last Day 1st Sem	12/17/2021
Winter Break	12-20-21 to 1-7-22

Important Dates	
1st Day 2nd Sem	1/11/2022
M.L. King Jr. Day	1/17/2022
President's Day	2/21/2022
Easter Observance	4/18/2022
Spring Break	4-11/4/18-22
Memorial Day	5/30/2022
Last Day of School	6/10/2022

Professional Development Dates			
New Teacher	7/28/2021	All Staff	10/28/2021
New Teacher	7/29/2021	All Staff	10/29/2021
New Teacher	7/30/2021	All Staff	1/10/2022
All Staff	8/2/2021	All Staff	2/25/2022
All Staff	8/3/2021	Site	6/13/2022
All Staff	8/4/2021	Site	6/14/2022
All Staff	8/5/2021	Site	6/15/2022
All Staff	8/6/2021		
All Staff	8/9/2021		

Grading Periods	
F05	9/10/2021
F09	10/8/2021
F15	11/17/2021
F18	12/17/2021
S05	2/11/2022
S09	3/11/2022
S15	4/22/2022
S18*	5/20/2022
S21	6/10/2022

\* for 8th grade Culmination

2021-22 YPICS School Year Calendar																																					
Mon	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Days	Shut Down	Holidays	Total		
July	0	0			0	0	0	0	0			0	0	0	0	0			0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	
August		1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1			22	0	0	22
September	1	1	1			0	1	1	1	1			1	1	1	1	1			1	1	1	1			1	1	1	1			21	0	0	21		
October	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1	1			21	0	0	21	
November	1	1	1	1	1			1	1	1	1	0	1		1	1	1	1	1			0	0	0	0	0	0			1	1			16	0	0	16
December	1	1	1			1	1	1	1	1			1	1	1	1	1			0	0	0	0	0			0	0	0	0	0	0	0	13	0	0	13
January	h		0	0	0	0	0			1	1	1	1	1			0	1	1	1	1			1	1	1	1	1			14	0	0	14			
February	1	1	1	1			1	1	1	1	1			1	1	1	1	1			0	1	1	1	1	1			1			19	0	0	19		
March	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	23	0	0	23		
April	1			1	1	1	1	1			0	0	0	0	0	0			0	1	1	1	1			1	1	1	1	1			15	0	0	15	
May		1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			0	1	21	0	0	21		
June	1	1	1			1	1	1	1	1	1			1	0	0	0	0			0	0	0	0	0			0	0	0	0			10	0	0	10
																																	195		0	195	

**Calendar Key**

<b>1</b>	Instructional Day	<b>1</b>	CPT day	<b>1</b>	Minimum Day	<b>v</b>	vacation	<b>h</b>	National Holiday	<b>t</b>	All Staff Training	<b>P</b>	Parent Conferences	<b>C</b>	MS Culmination
								<b>sd</b>	Shut Down Days	<b>nt</b>	New Staff Training				

Important Dates	
<b>1st Day of School</b>	8/9/2021
<b>Labor Day</b>	9/6/2021
<b>Veteran's Day</b>	11/11/2021
<b>Thanksgiving Break</b>	11-22/11-26-21
<b>Last Day 1st Sem</b>	12/17/2021
<b>Winter Break</b>	12-20-21 to 1-7-22
<b>1st Day 2nd Sem</b>	1/11/2022
<b>M.L. King Jr. Day</b>	1/17/2022
<b>President's Day</b>	2/21/2022
<b>Easter Observance</b>	4/18/2022
<b>Spring Break</b>	4-11/4/18-22
<b>Memorial Day</b>	5/30/2022
<b>Last Day of School</b>	6/10/2022

Professional Development Dates			
<b>New Teacher</b>	7/28/2021	<b>All Staff</b>	10/28/2021
<b>New Teacher</b>	7/29/2021	<b>All Staff</b>	10/29/2021
<b>New Teacher</b>	7/30/2021	<b>All Staff</b>	1/10/2022
<b>All Staff</b>	8/2/2021	<b>All Staff</b>	2/25/2022
<b>All Staff</b>	8/3/2021	<b>Site</b>	6/13/2022
<b>All Staff</b>	8/4/2021	<b>Site</b>	6/14/2022
<b>All Staff</b>	8/5/2021	<b>Site</b>	6/15/2022
<b>All Staff</b>	8/6/2021		
<b>All Staff</b>	8/9/2021		

Grading Periods	
<b>F05</b>	9/10/2021
<b>F09</b>	10/8/2021
<b>F15</b>	11/17/2021
<b>F18</b>	12/17/2021
<b>S05</b>	2/11/2022
<b>S09</b>	3/11/2022
<b>S15</b>	4/22/2022
<b>S18*</b>	5/20/2022
<b>S21</b>	6/10/2022

\* for 8th grade Culmination

2021-22 YPICS School Year Calendar																																						
Mon	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Days	Shut Down	Holidays	Total			
July	0	0			0	0	0	0	0			0	0	0	0	0			0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0		
August		0	0	0	0	0			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1	17	0	0	17
September	1	1	1			0	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1			21	0	0	21		
October	1			1	1	1	1	1			1	1	1	1	0			1	1	1	1	1			1	1	1	0	0			18	0	0	18			
November	1	1	1	1	1			1	1	1	1	0	1			1	1	1	1	1			0	0	0	0	0	0			1	1			16	0	0	16
December	1	1	1			1	1	1	1	1			1	1	1	1	1			0	0	0	0	0			0	0	0	0	0	0	13	0	0	13		
January			0	0	0	0	0			0	1	1	1	1			0	1	1	1	1			1	1	1	1	1					13	0	0	13		
February	1	1	1	1			1	1	1	1	1			1	1	1	1	1			0	1	1	1	0	0			1				17	0	0	17		
March	1	1	1	1			1	1	1	1	1			1	1	1	1	0			1	1	1	1	1			1	1	1	1	1	22	0	0	22		
April	1			1	1	1	1	1			0	0	0	0	0	0			0	1	1	1	1			1	1	1	1	1			15	0	0	15		
May		1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			0	1	21	0	0	21			
June	1	1	1			1	1	1	1	1	1			0	0	0	0	0			0	0	0	0	0			0	0	0	0			9	0	0	9	
																																		182	0	0	182	

**Calendar Key**

<b>1</b>	Instructional Day	<b>1</b>	CPT day	<b>1</b>	Minimum Day	<b>v</b>	vacation	<b>h</b>	National Holiday	<b>t</b>	All Staff Training	<b>P</b>	Parent Conferences	<b>C</b>	MS Culmination
								<b>sd</b>	Shut Down Days	<b>nt</b>	New Staff Training				

Important Dates	
<b>1st Day of School</b>	8/9/2021
<b>Labor Day</b>	9/6/2021
<b>Veteran's Day</b>	11/11/2021
<b>Thanksgiving Break</b>	11-22/11-26-21
<b>Last Day 1st Sem</b>	12/17/2021
<b>Winter Break</b>	12-20-21 to 1-7-22

<b>1st Day 2nd Sem</b>	1/11/2022
<b>M.L. King Jr. Day</b>	1/17/2022
<b>President's Day</b>	2/21/2022
<b>Easter Observance</b>	4/18/2022
<b>Spring Break</b>	4-11/4/18-22
<b>Memorial Day</b>	5/30/2022
<b>Last Day of School</b>	6/10/2022

Professional Development Dates			
<b>New Teacher</b>	7/28/2021	<b>All Staff</b>	10/28/2021
<b>New Teacher</b>	7/29/2021	<b>All Staff</b>	10/29/2021
<b>New Teacher</b>	7/30/2021	<b>All Staff</b>	1/10/2022
<b>All Staff</b>	8/2/2021	<b>All Staff</b>	2/25/2022
<b>All Staff</b>	8/3/2021	<b>Site</b>	6/13/2022
<b>All Staff</b>	8/4/2021	<b>Site</b>	6/14/2022
<b>All Staff</b>	8/5/2021	<b>Site</b>	6/15/2022
<b>All Staff</b>	8/6/2021		
<b>All Staff</b>	8/9/2021		

Grading Periods	
<b>F05</b>	9/10/2021
<b>F09</b>	10/8/2021
<b>F15</b>	11/17/2021
<b>F18</b>	12/17/2021
<b>S05</b>	2/11/2022
<b>S09</b>	3/11/2022
<b>S15</b>	4/22/2022
<b>S18*</b>	5/20/2022
<b>S21</b>	6/10/2022

\* for 8th grade Culmination



## INFINITE CAMPUS END USER LICENSE AGREEMENT

This Infinite Campus End User License Agreement (“**Agreement**”) is made between **Infinite Campus, Inc.**, a Minnesota corporation located at 4321 109th Ave NE, Blaine, MN 55449-6794 (“**Company**”) and **YPI Charter Schools with offices located at 10660 White Oak Ave STE B101 Granada Hills, CA 91344** (“**Licensee**”).

### RECITALS

- A. Company has developed certain proprietary student information software and as updated and revised by Company from time to time (the “Infinite Campus Product”), and Company has licenses from third parties or developed other products and services as offered by Company and as amended by Company from time to time (the “Infinite Campus Additional Products”). The Infinite Campus Product, and the Infinite Campus Additional Products are collectively referred to as the “Infinite Campus Products”;
- B. Company or a Company authorized service provider provides certain services for the Infinite Campus Products, including software implementation services, software maintenance services, training services, product support services, technical support services and application hosting services (the “Infinite Campus Services”);
- C. Company and Licensee desire to enter into this Agreement for the purpose of facilitating the licensing of certain Infinite Campus Products, and delivery of certain Infinite Campus Services, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of the terms and conditions hereinafter stated, it is agreed as follows:

### 1.0 Grant of License

- 1.1 Type of License. Subject to the terms and conditions hereof, Company agrees to grant Licensee a non-exclusive, non-transferable, non-sublicensable, non-perpetual, right and license to the Infinite Campus Products and the related documentation (“Documentation”) identified on the Order and Pricing Schedule(s) attached hereto. Licensee shall install and use the Infinite Campus Products and the Documentation solely for its own internal use and for the purposes for which such Infinite Campus Products and Documentation were designed.
- 1.2 Initial Term and Fees. Upon the Term Start Date indicated on the duly executed Order and Pricing Schedule(s) attached hereto, Company shall provide Licensee with the Infinite Campus Products and Infinite Campus Services and any associated Documentation (defined as users’ manuals, reference guides, programmers’ guides and/or system guides, as applicable) as indicated on the Order and Pricing Schedule(s). The fees for the licenses shall be valid from the Term Start Date until months thereafter (the “Initial Term”).
- 1.3 Recurring Annual Fees. Following the Initial Term, for each 12 month period thereafter (the “Subsequent Term”), Licensee shall pay annual fees according to the then current license fees for the licensed Infinite Campus Products (the “Recurring Annual Fees”). Company shall review the number of students enrolled as certified by the state in which the Licensee resides, and, in the event that the total number of enrolled students has increased or decreased, Company may increase or decrease the Recurring Annual Fees according to the then current fees for the licensed Infinite Campus Products and Services.



## 2.0 Ownership and Protection of Infinite Campus Products

- 2.1 Title: Ownership. Licensee acknowledges that the Infinite Campus Products; all source code, object code, class libraries, user interface screens, algorithms, development frameworks, repository, system designs, system logic flow, and processing techniques and procedures related thereto; the Documentation, any system user documentation, or other documentation related thereto; any copies and derivatives of any of the foregoing, in whole or in part; as well as all copyright, patent, trademark, trade secret and other proprietary rights in any of the foregoing; are and shall remain the sole and exclusive confidential property of Company or Company licensor. Licensee further acknowledges that any reports or other data generated by the Infinite Campus Products regarding traffic flow, feature use, system loads, product installation, and/or similar information, are the exclusive property of Company and may be used, and Licensee hereby specifically authorizes the use of such reports and/or other data, by Company in any manner that it deems to be appropriate.
- 2.2 Protection of Infinite Campus Products and Documentation. Licensee shall not allow, and shall not allow any third party to:
- 2.2.a adapt, modify, change, maintain, translate, decompile, disassemble, reconstruct, or reverse engineer the Infinite Campus Products or the Documentation, or any portion thereof;
  - 2.2.b identify or discover any source code of the Infinite Campus Products;
  - 2.2.c distribute, sell or sublicense copies of the Infinite Campus Products or the Documentation or any portion thereof;
  - 2.2.d create copies of the Infinite Campus Products or the Documentation except to make a copy of any program which is required as an essential step in its utilization or to make an archival or back-up copy of the Infinite Campus Products; or
  - 2.2.e incorporate any portion of Infinite Campus Products into or with any other Infinite Campus Products or other products, or create any derivative works of the Infinite Campus Products or Documentation.
- 2.3 Confidentiality. Licensee agrees that the Infinite Campus Products contain proprietary information, including trade secrets, know-how and confidential information that are the exclusive property of Company or Company licensor. During the period this Agreement is in effect and at all times after its termination, Licensee and its employees and agents shall maintain the confidentiality of this information and not sell, license, publish, display, distribute, disclose or otherwise make available this information to any third party nor use such information other than to inform permitted users of the conditions and restrictions on the use of the Infinite Campus Products or the Documentation set, and to the extent permitted by law, Licensee will not disclose the terms and conditions of this Agreement without the prior written consent of Company.

## 3.0 Payment

- 3.1 Payment Terms. Licensee shall pay Company or Company's Authorized Channel Partner the Fees as provided in the Order and Pricing Schedule(s) attached hereto.
- 3.2 Taxes. All amounts set forth for payment are exclusive of applicable sales and similar taxes and it shall be Licensee's responsibility to add to the amounts payable, and to pay all such taxes, if applicable.



## 4.0 Indemnification; Warranties

### 4.1 Indemnifications

- 4.1.a If Licensee notifies Company in writing and gives Company sole control over the defense and all related settlement negotiations, Company will defend, hold harmless and indemnify Licensee against any damages finally awarded or amounts paid in settlement as a result of any claim or threat of claim brought by a third party against Licensee to the extent based on an allegation that: (i) Products for which Licensee has licensed from Company infringes any U.S. patent, copyright, trademark, trade secret or other proprietary right of a third party, or (ii) a defective Product directly caused death or personal injury; provided that Licensee did not alter, modify, or otherwise change the Product or software that gave rise to such claim.
- 4.1.b To the extent permitted by law, Licensee will defend, hold harmless and indemnify Company against any claim or threat of claim brought by a third party against Company arising out of the acts or omissions of Licensee or its employees, excluding acts or omissions expressly required or prescribed by this Agreement.
- 4.1.c If either party seeks indemnification provided for in this Section, each party seeking indemnification will cooperate with and provide reasonable assistance in the defense or settlement of any claim or legal proceeding. Licensee and Company will not make public any terms, or the mere existence, of any settlements.
- 4.1.d THE FOREGOING STATES THE ENTIRE LIABILITY AND OBLIGATION OF COMPANY WITH RESPECT TO ANY INFRINGEMENT OR CLAIMS OF INFRINGEMENT BY THE INFINITE CAMPUS PRODUCTS OR ANY PART THEREOF, OF ANY PATENT, COPYRIGHT, TRADE SECRET OR OTHER PROPRIETARY RIGHT.

### 4.2 Warranties

- 4.2.a Operational Warranty. Company warrants that, during the ninety (90) day period (the "Warranty Period") commencing on the delivery date of the Infinite Campus Product to Licensee, the Infinite Campus Products will operate in substantial conformity with the Documentation when used in strict compliance therewith. This warranty is contingent upon Licensee's installation of all corrections, enhancements, updates and new releases provided by Company to Licensee and the absence of damage or abuse to the Infinite Campus Products.
- 4.2.b Breach of Operational Warranty. Notwithstanding the foregoing, Licensee acknowledges that it is solely responsible for having the appropriate compatible network(s) and operating system environment(s), and as Licensee's sole and exclusive remedy for any breach of this warranty, Company shall, at its sole option, within a reasonable period of time, provide all reasonable programming services to correct programming errors in the Infinite Campus Products, replace the Infinite Campus Products or terminate this Agreement and refund to the Licensee the license fees paid to Company under this Agreement for the defective Infinite Campus Products, as set forth in section 6.2(c) of this agreement, refunding the unamortized portion (assuming straight line amortization) of the annual license fees paid. Any professional services provided under this Agreement are provided "as is" without representation or warranty of any kind or nature.
- 4.2.c Limitation. EXCEPT AS EXPRESSLY SET FORTH IN THIS PARAGRAPH 4, COMPANY MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR

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PURPOSE, AND ANY WARRANTIES OF QUALITY OR PERFORMANCE, OR AS A RESULT OF A COURSE OF DEALING OR USAGE OF TRADE, WITH RESPECT TO THE INFINITE CAMPUS PRODUCTS AND ANY MAINTENANCE, SUPPORT OR OTHER SERVICES.

**5.0 Limitations of Liability**

EXCEPT TO THE EXTENT INCLUDED IN AN AWARD SUBJECT TO COMPANY'S INDEMNITY OBLIGATION, IN NO EVENT WILL COMPANY BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE OR SPECIAL DAMAGES OF ANY NATURE, SUCH AS LOST BUSINESS PROFITS. COMPANY'S TOTAL LIABILITY WILL BE LIMITED TO THE LICENSE FEES ACTUALLY PAID BY LICENSEE TO INFINITE CAMPUS FOR THE APPLICABLE INFINITE CAMPUS PRODUCTS, SUBJECT HOWEVER TO A TWELVE (12) MONTH STRAIGHT LINE DEPRECIATION COMMENCING ON THE DATE OF DELIVERY OF SUCH INFINITE CAMPUS PRODUCTS.

**6.0 Agreement Term and Termination**

6.1 Agreement Term. The term of this Agreement (the "Agreement Term") shall begin Mar 16, 2021 ("Effective Date"), and shall remain in effect until terminated pursuant to Section 6.2.

6.2 Agreement Termination. This Agreement may be terminated as follows:

- 6.2.a either party may terminate this Agreement, with or without cause, with no less than thirty (30) days written notice.
- 6.2.b either party may terminate this Agreement if one party's actions expose the other party to any violation of law and fails to cure such actions within 15 days of notice thereof;
- 6.2.c either party may terminate this Agreement and any other active agreement with the other party if the other party fails to fully perform any material obligation under this Agreement with thirty (30) days to cure;
- 6.2.d notwithstanding the foregoing, if the Licensee violates the provisions of Sections 2.0 of this Agreement the Company may terminate this Agreement immediately without notice.

In the event of termination of this Agreement by the Company pursuant to Section 6.2(a) prior to an anniversary date the Company shall refund the unamortized portion (assuming straight line amortization) of the annual license fees paid. In the event of termination of this Agreement by the Company pursuant to Sections 6.2(b), 6.2(c) or 6.2(d) prior to an anniversary date, the Company shall be entitled to prepaid license fees for the balance of the year of termination.

In the event of termination of this Agreement by the Licensee pursuant to Section 6.2(a) prior to an anniversary date the Company shall be entitled to prepaid license fees for the balance of the year of termination. In the event of termination of this Agreement by the Licensee pursuant to Section 6.2(b) or 6.2(c) Company shall refund the unamortized portion (assuming straight line amortization) of the annual license fees paid.

6.3 Responsibilities in the Event of Termination.

- 6.3.a Upon any termination of this Agreement and/or the license to use any Infinite Campus Products, Licensee shall cease to use the Infinite Campus Products and shall return to Company the Infinite Campus Products and all copies thereof and all proprietary and confidential property of Company. Licensee shall expunge all copies of the Infinite Campus Products from its computer(s) and server(s). Failure to comply with this Section shall constitute continued use of the Infinite Campus



Products. Licensee shall provide a certificate from an officer of Licensee stating compliance with this Section. Company shall also have such other legal and equitable rights and remedies to which it may be entitled with respect to Licensee's failure to comply with the provisions of this Agreement.

6.3.b Upon 90 business days following the termination of this Agreement, or sooner at the request of the Licensee, Company warrants that the original and all copies of Licensee information, educational records and pupil records as such terms are defined by the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99, "FERPA"), and any other State or Federal law relating to the protection of confidential student information, will be returned to the Licensee or destroyed in such a manner that such information cannot be read, executed, viewed or in any way accessed when destroyed. Nothing herein, however, prohibits Company from continuing to possess and use any reports or other data generated by the Infinite Campus Products or Infinite Campus Services regarding traffic flow, feature use, system loads, product installation, and/or similar information.

6.4 No Liability for Termination. Except as provided for in this Agreement, neither party shall be liable to the other for damages of any kind, including incidental or consequential damages, damages for loss of prospective business or loss of continuing business, or otherwise which arise due to the expiration or termination of this Agreement. This does not relieve either party from responsibility for damages caused by its actions or breaches of the Agreement, but only for damages related to or resulting from the expiration or termination of the business relationship.

6.5 Survivorship. Those sections that by their nature survive expiration or termination of this Agreement will survive such expiration or termination.

## 7.0 Software Support

Company and Licensee agree to the terms and conditions of the Software Support Services Agreement, which is attached hereto and fully incorporated herein. Licensee shall be billed for the Infinite Campus Services, as described in the Software Support Services Agreement, in accordance with the payment terms set forth in Section 3.0 of this Agreement.

### 8.0 Application Hosting

Company and Licensee agree to the terms and conditions of the Cloud Hosting Services Agreement, which is attached hereto and fully incorporated herein. Licensee shall be billed for the Infinite Campus Services, as described in the Cloud Hosting Services Agreement, in accordance with the payment terms set forth in Section 3.0 of this Agreement.

### 9.0 Training, Data Conversion and Project Management Services

Training Services, Data Conversion Services, or Project Management Services requested by Licensee during the Initial Term or following the Initial Term shall be provided for an additional charge, in accordance with an Implementation Services Agreement provided by Infinite Campus or authorized service partner.

### 10.0 General Terms and Conditions

10.1 Assignment. Licensee shall not, voluntarily or involuntarily, sublicense, sell, assign, give or otherwise transfer this Agreement. Any such transfer or attempted transfer shall be null and void. Company has the right to assign or otherwise transfer its rights and obligations under any of this Agreement, whether voluntarily, involuntarily, or by operation of law.

10.2 Governing Law. This Agreement will be governed and interpreted under the



laws of the state of Minnesota, U.S.A, without regard to its conflict of law's provisions. Any action arising out of or related to this Agreement must be brought within one (1) year from the first date such action could have been brought, despite any longer period provided by statute. If a longer period is provided by statute, the parties hereby expressly waive it.

- 10.3 Amendments; Waiver. This Agreement shall not be amended or modified except in writing by duly authorized representatives of the parties that refer specifically to this Agreement. The failure of either party to enforce at any time or for any period of time the provisions hereof shall not be construed to be a waiver of such provisions or of the right to enforce each and every such provision.
- 10.4 Severability. If a court of competent jurisdiction holds that any provision of this Agreement is invalid or unenforceable, the remaining portions of this Agreement will remain in full force and effect, and the parties will replace the invalid or unenforceable provision with a valid and enforceable provision that achieves the original intent of the parties and economic effect of the Agreement.
- 10.5 Headings and Construction. Paragraph headings are for reference only and will not be considered as parts of this Agreement. Wherever the singular is used, it includes the plural, and, wherever the plural is used, the singular is included.
- 10.6 Force Majeure. Except for the obligation to make payments, neither party will be liable for any failure or delay in its performance under this Agreement due to any cause beyond its reasonable control, including acts of war, acts of God, acts of terrorism, earthquake, flood, embargo, riot, sabotage, labor shortage or dispute, governmental act or failure of the Internet (not resulting from the actions or inactions of Company), provided that the delayed party: (i) gives the other party prompt notice of such cause, and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance.
- 10.7 Entire Agreement. This Agreement supersedes all previous agreements and representations of, between or on behalf of the parties in regard to the subject matter herein. Any document, instrument, or agreement issued or executed contemporaneous or subsequent to this Agreement shall not alter the terms and conditions of this Agreement. This Agreement contains all of Company's and Licensee's agreements, warranties, understandings, conditions, covenants and representations in regard to the subject matter herein. Neither Company nor Licensee will be liable for any warranties, understandings, conditions, covenants or representations not expressly set forth or referenced in this Agreement. Licensee acknowledges that Company reserves the right to refuse any different or additional provisions in purchase orders, invoices or similar documents, and such refused provisions will be unenforceable.
- 10.8 Notices. Any notice under this Agreement must be in writing and will be deemed given upon the earlier of actual receipt or ten (10) days after being sent by first class mail, return receipt requested, to the address set forth below for Company and to the address designated on page one (1) of this Agreement by Advocate for receipt of notices, or as may be provided by the parties.



Infinite Campus, Inc.	YPI Charter Schools
Sales Contracts Management	Ruben Dueñas
4321 109 <sup>th</sup> Ave NE	10660 White Oak Ave STE B101
Blaine, MN 55449-6794	Granada Hills, CA 91344

Either party may give notice of its change of address for receipt of notices by giving notice in accordance with this section.

10.9 Applicable Law. Company complies and shall comply with applicable laws governing online privacy and student data privacy, including the Child Privacy Protection and Parental Empowerment Act, FERPA, the Children’s Online Privacy Protection Act, and state laws. Licensee may review these laws and their related regulations by logging on to the U.S. Federal Trade Commission’s website at <http://www.ftc.gov>.

10.9.a. In the course of providing services during the term of this Agreement, Company may have access to student education records that are subject to FERPA. Such information is considered confidential and is protected. To the extent that Company has access to “education records” under this Agreement, it is deemed a “school official,” as each of these terms are defined under FERPA. Company shall use education records only for the purposes of fulfilling its duties under this Agreement. In order to continuously improve the products and services it provides hereunder, Company may use anonymized or de-identified, non-PII data, as well as seek input from the Licensee and its employees regarding use of the Infinite Campus Products and Infinite Campus Services. Except as required by law or court order, Company shall not disclose or share education records with any third party unless: (i) permitted by the terms of this Agreement, (ii) directed to do so, in writing, by Licensee, or (iii) to subcontractors who have agreed to maintain the confidentiality of the education records to the same extent required of Company under this Agreement.

10.9.b. In the event any third party seeks to access education records that are subject to FERPA beyond the access that is provided to Company affiliated individuals for purpose of providing the services under the Agreement, whether said third party request is in accordance with FERPA or other Federal or relevant State law or regulations, Company shall immediately inform Licensee of such request in writing, if it is allowed to do so. Company shall not provide direct access to such data or information or respond to said third party requests, unless compelled to do so by court order or lawfully issued subpoena from any court of competent jurisdiction. Should Company receive a court order or lawfully issued subpoena seeking the release of such data or information, Company shall provide immediate notification, along with a copy thereof, to Licensee prior to releasing the requested data or information, if allowed by law or judicial and/or administrative order/subpoena.

10.9.c. If Company experiences a security breach concerning any education record covered by this Agreement, Company shall immediately notify Licensee and take immediate steps to limit and mitigate such security breach to the extent possible. The Parties agree that any material breach by Company of the confidentiality obligation set forth in this Agreement may, at Licensee’s discretion, result in cancellation of this Agreement and the eligibility for Company to receive any information from Licensee for a period of not less than five (5) years. The Parties further agree to indemnify and hold each other harmless for any loss, cost, damage or expense suffered by the non-breaching Party, including but not limited to the



cost of notification of affected persons, as a direct result of the breaching Party's unauthorized disclosure of education records that are subject to FERPA, or any other confidentiality/privacy provision, whether federal, state or administrative in nature.

- 10.9.d. Upon termination of this Agreement, Company shall return and/or destroy all education records that it received from Licensee hereunder as, and in accordance with, Section 6.3.b of this Agreement. Company shall not knowingly retain copies of any education records received from Licensee once Licensee has directed Company as to how such information shall be returned and/or destroyed. Furthermore, Company shall ensure that it disposes of any and all education records received from Licensee in a commercially reasonable manner that maintains the confidentiality of the contents of such records (e.g. shredding paper records, erasing and reformatting hard drives, erasing and/or physically destroying any portable electronic devices).
- 10.10 Export Rules. Licensee agrees that the Infinite Campus Products will not be shipped, transferred or exported into any country or used in any manner prohibited by the United States Export Administration Act or any other export laws, restrictions or regulations (collectively the "Export Laws"). In addition, if the Infinite Campus Products are identified as export controlled items under the Export Laws, Licensee represents and warrants that Licensee is not a citizen, or otherwise located within, an embargoed nation (including without limitation Iran, Iraq, Syria, Sudan, Libya, Cuba, North Korea and Serbia) and that Licensee is not otherwise prohibited under the Export Laws from receiving the Infinite Campus Products. All rights to use the Infinite Campus Products under this Agreement are granted on the condition that such rights are forfeited if Licensee fails to comply with the terms of this Section 10.10.
- 10.11 U.S. Government End-Users. Each component licensed under this Agreement that constitute the Infinite Campus Products and Services is a "commercial item" as that term is defined at 48 C.F.R. 2.101, consisting of "commercial computer software" and/or "commercial computer software documentation" as such terms are used in 48 C.F.R. 12.212. Consistent with 48 C.F.R. 12.212 and 48 C.F.R. 227.7202-1 through 227.7202-4, all end users acquire the Infinite Campus Products and Services with only those rights set forth herein.
- 10.12 Electronic Signatures; Counterparts. This Agreement may be executed in any number of counterparts, each of which when so executed will be deemed to be an original and all of which when taken together will constitute one Agreement. The parties agree that the electronic signature of a party to this Agreement shall be as valid as an original signature of such party and shall be effective to bind such party to this Agreement. The parties agree that any electronically signed document shall be deemed (a) to be "written" or "in writing," (b) to have been signed and (c) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Such paper copies will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule. For purposes hereof, "electronic signature" means a manually



signed original signature that is then transmitted by electronic means; “transmitted by electronic means” means sent in the form of a facsimile or sent via the internet as a “pdf” (portable document format) or other replicating image attached to an e mail message; and, “electronically signed document” means a document transmitted by electronic means and containing, or to which there is affixed, an electronic signature.

- 10.13 Purchase of Online Registration. by agreeing to purchase Online Registration, Licensee is also agreeing to use Infinite Campus Digital Repository Services whose terms are governed by the terms and conditions linked here: [Digital Repository Services: Terms of Service](#)

**IN WITNESS WHEREOF**, this Infinite Campus End User License Agreement has been executed by the duly authorized representative of Company and Licensee.

**Infinite Campus, Inc.**

YPI Charter Schools

By:   
Stephanie Svoboda (Mar 11, 2021 15:09 CST)

By:   
Ruben Dueñas (Mar 16, 2021 13:23 PDT)

Name: Stephanie Svoboda

Name: Ruben Dueñas

Its: Authorized Signer

Its: Chief Operations Officer

## **EXHIBIT A CLOUD HOSTING SERVICES AGREEMENT**

### **1.0 Reference to Agreement**

This Cloud Hosting Services Agreement is subject to and incorporates all of the provisions stated in the End User License Agreement between **Infinite Campus, Inc.**, ("**Company**") and YPI Charter Schools, ("**Licensee**") as of the Effective Date.

### **2.0 Initial Term and Fees**

Upon the Term Start Date indicated on the Order and Pricing Schedule attached hereto Company shall provide Licensee with the Infinite Campus Cloud Hosting Services according to the quantity indicated on the Order and Pricing Schedule. The quantity of shall be valid from the Term Start Date until 12 months thereafter (the "Initial Term").

### **3.0 Recurring Annual Fees**

Following the Initial Term, for each 12 month period thereafter (the "Subsequent Term"), Licensee shall pay annual fees according to the then current license fees for the licensed Infinite Campus Products (the "Recurring Annual Fees"). Company shall review the number of students enrolled as certified by the state in which the Licensee resides, and, in the event that the total number of enrolled students has increased or decreased, Company may increase or decrease the Recurring Annual Fees according to the then current fees for the licensed Infinite Campus Products and Services.

### **4.0 Services**

During each term of the License, and subject to payment of the fees for the Infinite Campus Products and the fees for the Infinite Campus Services, Company shall provide the following services (the "Cloud Hosting Services" or the "Cloud Choice Hosting Services") to Licensee:

#### **4.1 Included Services**

4.1.a System Access. Company shall provide remote access to a digital information processing, transmission and storage system (the "System Hardware") enabling Licensee to perform operations using a single, Production instance of the Infinite Campus Products. Computing hardware, system software, database software and database storage shall be located at Company's facilities.

4.1.b Additional Software and Middleware. Company will provide all additional required middleware and software necessary for the Product ("Middleware"), including installation and licensing of Window OS, Windows SQL Server, Apache Tomcat, Sun Microsystems Java, drivers, and SSL certificate(s).

In accessing Middleware, Licensee may use software and related documentation developed and owned by Microsoft Corporation or its licensors (collectively, the "Microsoft Software"). If Licensee chooses to use the Microsoft Software, Microsoft and its licensors require that Licensee agree to these additional terms and conditions:

- The Microsoft Software is neither sold nor distributed to Licensee and Licensee may use it solely in conjunction with the Infinite Campus Services.

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- Licensee may not transfer or use the Microsoft Software outside the Infinite Campus Services.
- Licensee may not remove, modify or obscure any copyright, trademark or other proprietary rights notices that are contained in or on the Microsoft Software.
- Licensee may not reverse engineer, decompile or disassemble the Microsoft Software, except to the extent expressly permitted by applicable law.
- Microsoft disclaims, to the extent permitted by applicable law, all warranties by Microsoft and any liability by Microsoft or its suppliers for any damages, whether direct, indirect, or consequential, arising from the Services.
- Microsoft is not responsible for providing any support in connection with the Infinite Campus Services. Do not contact Microsoft for support.

4.1.c Application Updates. Company will support the Infinite Campus Products through implementation of vendor-provided modifications including remedial "Patches" addressing reported performance or functionality problems, and "Updates" or "Upgrades" consisting of a new releases or versions of the Infinite Campus Products or supporting Middleware issued by the vendor. Company will implement Patches, Updates and Upgrades in accordance with the Change Management Section set forth herein. Company is responsible for procuring and administering vendor-provided maintenance for any Middleware or Product supplied by Infinite Campus.

4.1.d Backup. Company shall create and maintain a backup plan whereby Licensee Content is backed up. Company shall retrieve each business day an electronic backup of the Licensee Content, as defined below, for the purpose of archival storage in the case of Disaster Recovery.

4.1.e Disaster Recovery. Company shall maintain backup servers and data communications connections to such servers and maintain backups of Licensee Content on such backup servers such that Company shall be capable of providing Cloud Hosting Services on and from such backup servers within twenty-four (24) hours of any catastrophic disruption of Cloud Hosting Services ("Disaster Recovery").

4.1.f ODBC Access. Company will provide ODBC access to a designated employee of the Licensee, upon completion of the ODBC Access Request Form.

4.1.g Test and Training Environment. For Licensee selecting Cloud Choice Hosting Services, in addition to the single "Production" system environment, Company will provide an additional Test and Training Environment ("Staging") for the purpose of testing upcoming updates or code changes, training end users in a non-production environment and other non-production uses upon the request of the Licensee.

#### 4.2 Excluded Services

- (a) Support of Client Desktops
- (b) Support or diagnosis of Local Area Network connectivity
- (c) Local Area Network device configuration such as proxy servers

### 5.0 **Availability of Services**

Subject to the terms and conditions of this Agreement, Company shall use its best commercial efforts to provide the Cloud Hosting Services for twenty-four (24) hours a day, seven (7) days a week throughout the term of this Agreement.



## 5.1 Downtime

Licensee agrees that from time to time the Infinite Campus Services may be inaccessible or inoperable for various reasons, including (i) equipment malfunctions; (ii) periodic maintenance procedures or repairs which Company may undertake from time to time; or (iii) causes beyond the control of Company or which are not reasonably foreseeable by Company, including interruption or failure of telecommunications or digital transmission links, hostile network attacks, network congestion or other failures (collectively "Downtime").

## 5.2 Advance Notice

Company shall provide twenty-four (24) hour advance notice to Licensee in the event of any scheduled Downtime.

## 6.0 **Security**

Company shall operate and maintain the System Hardware in good working order with access restricted to authorized employees of Company and persons specifically designated by Licensee. Company shall maintain systems consistent with security controls as described in the National Institute of Standards and Technology (NIST) Standards Publication (SP) 800-26, Security Self-Assessment Guide for Information Technology Systems. Company shall undertake to perform reasonable measures to ensure the security, confidentiality and integrity of all Licensee Content and other proprietary information transmitted through or stored on the System including:

- (a) firewall protection of the Remote Data Center;
- (b) maintenance of independent archival and backup copies of the Infinite Campus Products and Licensee Content; and
- (c) protection from network attack or other malicious harmful or disabling data, work, code or program.

## 7.0 **Change Management**

7.1 For all Production Environments, Company will follow "Change Management Procedures" in completing changes in the Products or product release levels used in the Service and in implementing Patches and Upgrades (collectively "Change Events").

7.1.a Change Management Procedures will in all cases provide for the following:

- (a) advance notification to the Licensee of the Change Event, its nature and expected timetable;
- (b) pre-testing of changes in Company or Licensee non-Production testing environments; and
- (c) coordination of the implementation of the Change Event with the Licensee.

7.1.b Product Version. Product Version. Licensee selecting Standard Cloud Hosting Services will receive Updates Change Events made available by Company which shall be applied with 30 days of its General Availability at such a date determined solely by the Company. Licensee selecting Cloud Choice Hosting Services may coordinate the Update Change Event date with Company.

## 8.0 **Licensee Proprietary Rights**

8.1 Licensee Content. Licensee shall be solely responsible for providing, updating, uploading and maintaining the Site and any and all files, pages, data, works, information and/or materials on,

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- within, displayed, linked or transmitted to, from or through the Site, including without limitation, trade or service marks, images, photographs, illustrations, graphics, audio clips, video clips, e-mail or other messages, metatags, domain names, software and text (the "Licensee Content"). The Licensee Content shall also include any registered domain names provided by Licensee or registered on behalf of Licensee in connection with the Cloud Hosting Services.
- 8.2 Grant of Use. In consideration of Company's satisfactory performance of all obligations of this Agreement, for the term of this Agreement, Licensee grants to Company a nonexclusive, worldwide and royalty-free "Grant of Use" to copy, display, use and transmit on and via the Internet the Licensee Content, solely for the benefit of Licensee and in accordance with Company's performance or enforcement of this Agreement. Nothing herein, however, prohibits Company from continuing to possess and use any reports or other data generated by the Infinite Campus Products or Infinite Campus Services regarding traffic flow, feature use, system loads, product installation, and/or similar information.
- 8.3 Alterations. Except as provided herein, in the Agreement, or by law, Company may not alter, modify, change, remove or disable access to all or any portion of the Site or Licensee Content stored on the Server.
- 8.4 Ownership of Licensee Content. Company acknowledges that the Licensee Content is owned solely by the Licensee. Within five (5) days of any termination of the Agreement, Licensee shall remove or request that the Company remove on a fee-for-service basis all Licensee Content from Infinite Campus Products.
- 8.5 Warranty of Licensee. Licensee warrants that the Site and Licensee Content do not and shall not contain any content, materials, data, work, trade or service mark, trade name, link, advertising or services that violate any applicable law or regulation or infringe or misappropriate any proprietary, intellectual property, contract or tort right of any person; and Licensee owns the Licensee Content and all proprietary or intellectual property rights therein, or has express written authorization from the owner to copy, use and display the Licensee Content on and within the Site.
- 8.6 Disclosure. Company may not disclose Licensee Content to any third party except: (i) its employees, consultants, and subcontractors who need access to such information and solely for purposes of providing services to Licensee under the Agreement, provided that such recipients are bound by confidentiality provisions no less restrictive than those set out in the Agreement; (ii) to the extent it was already capable of being known by or in the possession of the third party without restriction on use or disclosure; or (iii) to the extent compelled to do so by court order or lawfully issued subpoena from any court of competent jurisdiction, provided that Company shall provide immediate notification, along with a copy thereof, to Licensee prior to releasing the requested data or information, if allowed by law or judicial and/or administrative order/subpoena.
- 8.7 Hold Harmless. Licensee will defend and hold harmless Company against any claim or threat of claim brought by a third party against Company to the extent based on an allegation that Licensee Content infringes any U.S. patent, copyright, trademark, trade secret or other proprietary right of a third party.

## **EXHIBIT B SOFTWARE SUPPORT SERVICES AGREEMENT**

### **1.0 Reference to Agreement**

This Software Support Services Schedule is subject to and incorporates all of the provisions stated in the End User License Agreement between **Infinite Campus, Inc.**, ("**Company**") and YPI Charter Schools, ("**Licensee**") as of the Effective Date.

### **2.0 Initial Term and Fees**

Upon the Term Start Date indicated on the Order and Pricing Schedule attached hereto Company shall provide Licensee with the Infinite Campus Software Support Services according to the fees indicated on the Order and Pricing Schedule. The quantity of shall be valid from the Term Start Date until 12 months thereafter (the "Initial Term").

### **3.0 Recurring Annual Fee**

Following the Initial Term, for each 12 month period thereafter (the "Subsequent Term"), Licensee shall pay annual fees according to the then current license fees for the licensed Infinite Campus Products (the "Recurring Annual Fees"). Company shall review the number of students enrolled as certified by the state in which the Licensee resides, and, in the event that the total number of enrolled students has increased or decreased, Company may increase or decrease the Recurring Annual Fees according to the then current fees for the licensed Infinite Campus Products and Services

### **4.0 Infinite Campus Services**

During the term of the License, and subject to payment of the fees for the Infinite Campus Products and the fees for the Infinite Campus Services, Infinite Campus shall provide the following Infinite Campus Services (the "Software Support Services") to Licensee:

#### **4.1 Software Maintenance**

Updates to the licensed Infinite Campus Products, electronic manuals, training modules, tech notes.

#### **4.2 E-Support Services**

Reponses to Licensee's Authorized Representatives technical and products questions of the licensed Infinite Campus Products via the Infinite Campus support website.

#### **4.3 Telephone Support Services**

Reponses to Licensee's Authorized Representatives technical and products questions of the licensed Infinite Campus Products via telephone.

### **5.0 Hours of Service**

Company personnel shall be normally available either via phone or via e-mail Monday through Friday, 6:00 a.m. to 6:00 p.m., Central Standard Time. Company's offices are closed in observance of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, the day Before Christmas Day, Christmas Day and New Year's Eve Day.

## **6.0 Authorized Contact Personnel**

Licensee shall identify up to three (3) authorized support contacts. Two (2) of the contacts will be responsible for functional issues experienced by end users and one (1) will serve as the technical contact. Licensee understands and acknowledges that no more than the number of authorized contact personnel may be in communication with Company at any one time. Licensee shall provide Company with a written list of such authorized personnel within thirty (30) days of the execution of this Agreement. Licensee further agrees to keep Company informed of changes made to this authorization list as they take place.

## **7.0 Payment**

### 7.1 Adjustment of Support Fees

Company may change the Support and site service fees provided under this Agreement at any time by providing thirty (30) days prior written notice to Licensee.

### 7.2 Costs Related to Modified Software

If Company corrects defects or problems attributable to errors made by Licensee or corrections or modifications made by Licensee, Licensee agrees to pay Company the Company's then current standard rates.

### 7.3 Diagnostic Expenses

In the event Company performs services to diagnose a defect that Licensee claims exists in the Infinite Campus Products and Company subsequently demonstrates the Infinite Campus Products conforms to specifications as described in Section 4.2 of the Infinite Campus End User License Agreement, Licensee will reimburse Company for such services in accordance with this Agreement, or otherwise at then-current rates.

## **8.0 Major Alarm**

### 8.1 Definition of a Major Alarm

A "Major Alarm" is defined as one of the following: (i) a complete failure of the Infinite Campus software system that results in the inability by Licensee to use the Infinite Campus software, (ii) the loss, corruption or unintended migration of Infinite Campus SIS data, (iii) the loss of an Infinite Campus function that supports an urgent business process (i.e. report card issuance), or (iv) an Infinite Campus interface failure that results in the inability by the Licensee to use the Infinite Campus software.

### 8.2 Definition of Response

"Response" is defined as contacting the Licensee in response to receipt of a trouble ticket and working with Licensee to solve the problem. Once a trouble ticket has been documented, updates will be provided to the Licensee a minimum of twice a day until a Major Alarm has been resolved or the urgency level associated with the trouble ticket has been downgraded by the Licensee. Company will work diligently to solve all Licensee problems; however, Company cannot provide any guarantee as to when a Major Alarm will be resolved.

### 8.3 Response Time for a Major Alarm.

**8.3.1** E-support response time – within two (2) hours.

**8.3.2** Phone support – within one (1) hour.

## **9.0 Non-Major Alarm**

### **9.1 Definition of Response**

“Response” is defined as contacting the Licensee in response to receipt of a trouble ticket and working with the Licensee to solve the problem. Once a trouble ticket has been documented, updates will be provided to the Licensee on a reasonable ongoing basis until a Non-Major Alarm is resolved. Company will work diligently to solve all Licensee problems; however, Company cannot provide any guarantee as to when a Non-Major Alarm will be resolved.

### **9.2 Response Time for a Non-Major Alarm**

**9.1.1** E-support response time – within two (2) business days.

**9.1.2** Phone support – within one (1) business day.

## **10.0 Proprietary Rights**

Licensee acknowledges and agrees that corrected or replacement Software and associated Documentation remain the property of Company and constitute a trade secret of Company. Licensee further agrees that corrected or replacement Software and associated Documentation are subject to the terms of the License Agreement and shall be delivered to Licensee only after Licensee executes a subsequent license agreement with Company governing its use, unless Company, at its option, waives this requirement for the execution of a subsequent license agreement.

## **10.0 Modifications Excluded**

Company shall not be obligated to provide maintenance services pursuant to this Agreement with respect to any modifications to the Software made by Licensee or to any computer program incorporating all or any part of the Software.

## **11.0 Access to Data and Computer**

On request, Licensee agrees to provide Company with printouts of the Software or of data in storage that shows evidence of a programming error. Licensee further agrees to provide Company with access to Licensee’s computer and further agrees to provide sufficient computer time to enable Company to duplicate the problem, determine that it results from the Software, and, after corrective action or replacement has taken place, determine that the problem has been alleviated.

## **12.0 Warranty Provisions**

Replaced or corrected Software shall be subject to the warranties, warranty remedies and warranty limitations or disclaimers set forth in the License Agreement pursuant to which Licensee acquired the original Software for the period designated therein. The warranty provisions contained in that License Agreement are incorporated herein by reference.

# INFINITE CAMPUS IMPLEMENTATION SERVICES AGREEMENT

This Infinite Campus Implementation Services Agreement (“**Agreement**”) is made between **Infinite Campus, Inc**, a Minnesota corporation located at 4321 109<sup>th</sup> Avenue NE, Blaine, MN 55449-6794 (“**Company**”) and YPI Charter Schools with offices located at 10660 White Oak Ave STE B101 Granada Hills, CA 91344 (“**Licensee**”).

## RECITALS

- A. Licensee finds that the Company is willing to perform certain work hereinafter described in accordance with the provisions of this Agreement; and
- B. Licensee finds that the Company is qualified to perform the work, all relevant factors considered, and that such performance will be in furtherance of Licensee's business.
- C. Company has developed certain proprietary (i) student information software and as updated and revised by Company from time to time (the “**Infinite Campus Product**”), and (ii) such other products and services as offered by Company and as amended by Company from time to time (the “**Infinite Campus Additional Products**”). The Infinite Campus Product, and the Infinite Campus Additional Products are collectively referred to as the “**Infinite Campus Products**”;
- D. Company or a Company authorized service provider provides certain services for the Infinite Campus Products, including project management, data conversion and training services, (the “**Infinite Campus Services**”);
- E. Company and Licensee desire to enter into this Agreement for the purpose of facilitating the implementation of certain Infinite Campus Products subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of the terms and conditions hereinafter stated, it is agreed as follows:

## 1.0 Infinite Campus Services, Fees

During the Term of this Agreement, Company shall provide Licensee with Infinite Campus Services according to the fees described in the Order and Pricing Schedule.

## 2.0 Agreement Term and Termination

### 2.1 Agreement Term

The term of this Agreement (the “Term”) shall begin on the Effective Date of this Agreement, and remain in effect until completed or terminated pursuant to Section 2.2

### 2.2 Agreement Termination

This Agreement may be terminated as follows:

- 2.2.a either party may terminate this Agreement, with or without cause, with no less than thirty (30) days written notice.

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- 2.2.b either party may terminate this Agreement and any other active agreement with the other party if the other party fails to fully perform any material obligation under this Agreement with 30 days to cure.

### 2.3 No Liability for Termination

Except as provided for in this Agreement, neither party shall be liable to the other for damages of any kind, including incidental or consequential damages, damages for loss of prospective business or loss of continuing business, or otherwise which arise due to the expiration or termination of this Agreement. This does not relieve either party from responsibility for damages caused by its actions or breaches of the Agreement, but only for damages related to or resulting from the expiration or termination of the business relationship.

### 2.4 Survivorship

Those sections that by their nature survive expiration or termination of this Agreement will survive such expiration or termination.

## 3.0 Payment Terms

### 3.1 Payment Terms

Licensee will pay Company the Fees and Expenses net 30 days from date of invoice.

- 3.1.a The SIS Implementation Service Fees will be billed using a Milestone billing arrangement. The Milestone billing arrangement will consist of three (3) phases in equal amounts, listed below:

- Payment 1: Due immediately after contract execution
- Payment 2: Due at first Data Conversion
- Payment 3: Due at Production URL delivery

This does not include SIS expenses. Please see the Business Expense Policy, Attachment 1 to this Agreement for terms.

- 3.1.b The Premium Product Service Fees will be invoiced monthly as incurred.

### 3.2 Taxes

All amounts set forth for payment are exclusive of applicable sales and similar taxes and it shall be Licensee's responsibility to add to the amounts payable, and to pay all such taxes if applicable.

### 3.3 Travel Expenses

Licensee agrees to pay Company for all travel and other incidental expenses, including, but not limited to, meals, telephone charges, and shipping costs incurred in connection with Company's performance of its duties under this Agreement, as applicable. Such expenses shall be incurred in accordance with the Business Expense Policy attached hereto.

## 4.0 Limitations of Liability

EXCEPT TO THE EXTENT INCLUDED IN AN AWARD SUBJECT TO COMPANY'S INDEMNITY OBLIGATION, IN NO EVENT WILL COMPANY BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE OR SPECIAL DAMAGES OF ANY NATURE, SUCH AS LOST BUSINESS PROFITS. COMPANY'S TOTAL LIABILITY WILL BE LIMITED TO THE LICENSE FEES ACTUALLY PAID BY LICENSEE TO INFINITE CAMPUS FOR THE APPLICABLE INFINITE CAMPUS

PRODUCTS, SUBJECT HOWEVER TO A TWELVE (12) MONTH STRAIGHT LINE DEPRECIATION COMMENCING ON THE DATE OF DELIVERY OF SUCH INFINITE CAMPUS PRODUCTS.

## 5.0 General Terms and Conditions

### 5.1 Performance

Company represents and warrants that, (a) the work to be performed and services to be provided by it under this Agreement will be rendered using sound, professional practices and in a competent and professional manner by knowledgeable, trained and qualified personnel; (b) the work will be configured using commercially reasonable technical specifications; (c) the work will operate in conformance with the terms of this Agreement; (d) the work to be performed by it under this agreement will not violate any law, statute, ordinance or regulation (including without limitation the laws and regulations governing export control, unfair competition, anti-discrimination or false advertising; (e) the work to be performed by it under this Agreement will not be defamatory, trade libelous, unlawfully threatening or unlawfully harassing; (f) the work to be performed by it under this Agreement will not be obscene, child pornographic, or indecent; and (g) the work to be performed by it under this agreement will be free of any software disabling devices, internal controls, or computer programming routines that are intended to damage, detrimentally interfere with, surreptitiously intercept or expropriate any system, data or personal information.

### 5.2 Assignment

Licensee shall not, voluntarily or involuntarily, sublicense, sell, assign, give or otherwise transfer this Agreement. Any such transfer or attempted transfer shall be null and void. Company has the right to assign or otherwise transfer its rights and obligations under any of this Agreement, whether voluntarily, involuntarily, or by operation of law.

### 5.3 Governing Law and Jurisdiction

This Agreement will be governed and interpreted under the laws of Minnesota, U.S.A, without regard to its conflict of laws provisions. Any litigation between the parties will take place in the state or federal courts in Minnesota, and both parties waive any objection to the jurisdiction of and venue in such courts. Any action arising out of or related to this Agreement must be brought within one (1) year from the first date such action could have been brought, despite any longer period provided by statute. If a longer period is provided by statute, the parties hereby expressly waive it.

### 5.4 Amendments; Waiver

This Agreement shall not be amended or modified except in writing by duly authorized representatives of the parties that refer specifically to this Agreement. The failure of either party to enforce at any time or for any period of time the provisions hereof shall not be construed to be a waiver of such provisions or of the right to enforce each and every such provision.

### 5.5 Severability

If a court of competent jurisdiction holds that any provision of this Agreement is invalid or unenforceable, the remaining portions of this Agreement will remain in full force and effect, and the parties will replace the invalid or unenforceable provision with a valid and enforceable provision that achieves the original intent of the parties and economic effect of the Agreement.



5.6 Headings and Construction

Paragraph headings are for reference only and will not be considered as parts of this Agreement. Wherever the singular is used, it includes the plural, and, wherever the plural is used, the singular is included.

5.7 Force Majeure

Except for the obligation to make payments, neither party will be liable for any failure or delay in its performance under this Agreement due to any cause beyond its reasonable control, including acts of war, acts of God, earthquake, flood, embargo, riot, sabotage, labor shortage or dispute, governmental act or failure of the Internet (not resulting from the actions or inactions of Company), provided that the delayed party: (i) gives the other party prompt notice of such cause, and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance.

5.8 Entire Agreement

This Agreement supersedes all previous agreements and representations of, between or on behalf of the parties in regard to the subject matter herein. Any document, instrument, or agreement issued or executed contemporaneous or subsequent to this Agreement shall not alter the terms and conditions of this Agreement. This Agreement contains all of Company's and Licensee's agreements, warranties, understandings, conditions, covenants and representations in regard to the subject matter herein. Neither Company nor Licensee will be liable for any warranties, understandings, conditions, covenants or representations not expressly set forth or referenced in this Agreement. Licensee acknowledges that Company reserves the right to refuse any different or additional provisions in purchase orders, invoices or similar documents, and such refused provisions will be unenforceable.

5.9 Notices

Any notice under this Agreement, including notices of changes in the Specifications and Practices and Procedures, must be in writing and will be deemed given upon the earlier of actual receipt or ten (10) days after being sent by first class mail, return receipt requested, to the address set forth below for Company and to the address designated on page one (1) of this Agreement by Advocate for receipt of notices, or as may be provided by the parties

Infinite Campus, Inc.	YPI Charter Schools
Sales Contracts Management	Ruben Dueñas
4321 109 <sup>th</sup> Ave NE	
Blaine, MN 55449-6794	,

Either party may give notice of its change of address for receipt of notices by giving notice in accordance with this section.

5.10 Applicable Laws

Company complies with applicable laws governing online privacy, including the Child Privacy Protection and Parental Empowerment Act, the Family Educational Right to Privacy Act and the Children's Online Privacy Protection Act. Licensee may review these laws and their related regulations by logging on to the U.S. Federal Trade Commission's website at <http://www.ftc.gov>.

5.10.a. In the course of providing services during the term of this Agreement, Company may

have access to student education records that are subject to FERPA. Such information is considered confidential and is protected. To the extent that Company has access to “education records” under this Agreement, it is deemed a “school official,” as each of these terms are defined under FERPA. Company shall use education records only for the purposes of fulfilling its duties under this Agreement. In order to continuously improve the products and services it provides hereunder, Company may use anonymized or de-identified, non-PII data, as well as seek input from the Licensee and its employees regarding use of the Infinite Campus Products and Infinite Campus Services. Except as required by law or court order, Company shall not disclose or share education records with any third party unless: (i) permitted by the terms of this Agreement, (ii) directed to do so, in writing, by Licensee, or (iii) to subcontractors who have agreed to maintain the confidentiality of the education records to the same extent required of Company under this Agreement.

5.10.b. In the event any third party seeks to access education records that are subject to FERPA beyond the access that is provided to Company affiliated individuals for purpose of providing the services under the Agreement, whether said third party request is in accordance with FERPA or other Federal or relevant State law or regulations, Company shall immediately inform Licensee of such request in writing, if it is allowed to do so. Company shall not provide direct access to such data or information or respond to said third party requests, unless compelled to do so by court order or lawfully issued subpoena from any court of competent jurisdiction. Should Company receive a court order or lawfully issued subpoena seeking the release of such data or information, Company shall provide immediate notification, along with a copy thereof, to Licensee prior to releasing the requested data or information, if allowed by law or judicial and/or administrative order/subpoena.

5.10.c. If Company experiences a security breach concerning any education record covered by this Agreement, Company shall immediately notify Licensee and take immediate steps to limit and mitigate such security breach to the extent possible. The Parties agree that any material breach by Company of the confidentiality obligation set forth in this Agreement may, at Licensee’s discretion, result in cancellation of this Agreement and the eligibility for Company to receive any information from Licensee for a period of not less than five (5) years. The Parties further agree to indemnify and hold each other harmless for any loss, cost, damage or expense suffered by the non-breaching Party, including but not limited to the cost of notification of affected persons, as a direct result of the breaching Party’s unauthorized disclosure of education records that are subject to FERPA, or any other confidentiality/privacy provision, whether federal, state or administrative in nature.

5.10.d. Upon termination of this Agreement, Company shall return and/or destroy all education records that it received from Licensee hereunder as, and in accordance with Section 6.3.b of the End User License Agreement. Company shall not knowingly retain copies of any education records received from Licensee once Licensee has directed Company as to how such information shall be returned and/or destroyed. Furthermore, Company shall ensure that it disposes of any and all education records received from Licensee in a commercially reasonable manner that maintains the confidentiality of the contents of such records (e.g. shredding paper records, erasing and reformatting hard drives, erasing and/or physically destroying any portable electronic devices).

**IN WITNESS WHEREOF**, this Infinite Campus Implementations Services Agreement has been executed by the duly authorized representative of Company and Licensee as of the Effective Date below.

Infinite Campus, Inc.

YPI Charter Schools

By:   
Stephanie Svoboda (Mar 11, 2021 15:09 CST)

By:   
Ruben Dueñas (Mar 16, 2021 13:23 PDT)

Name: Stephanie Svoboda

Name: Ruben Dueñas

Its: Authorized Signer

Its: Chief Operations Officer

# Attachment 1

## POLICY 314

### BUSINESS EXPENSE POLICY

#### POLICY:

Occasionally, during the course of business employees will incur expenses on behalf of the Company. It shall be the policy of Infinite Campus to reimburse employees for the cost of these expenses if they are properly authorized and documented in accordance with the following procedures:

#### Auto Expenses:

The company will assume or reimburse the employee for all reasonable personal automobile expenses incurred in carrying out work assignments.

#### Guidelines:

Reimbursement for the use of the employee's own car will only be made if prior approval for the car's use has been given by the appropriate supervisor and documentation that the employee has appropriate auto insurance coverage is on file.

To receive reimbursement for miles driven on Company business, the employee must complete the mileage portion of the expense form. All mileage for the calendar month must be reported on a single expense report.

Mileage expense shall be reimbursed monthly at current IRS mileage rates.

In the event that multiple vehicles are traveling to the same destination, employees will use all reasonable effort to carpool. If an employee chooses not to carpool, based on personal discretion, Company reserves the right to not reimbursement for miles driven.

#### Travel Expenses:

The company will assume or reimburse the employee for reasonable business expenses incurred in carrying out work assignments away from their primary location.

#### Airfare

When reasonable to do so, employees should use the Company provided travel agent for booking airfare. Only coach-class tickets are reasonable, and the company will not reimburse business- or first-class tickets or upgrades.

#### Ground Transportation

When reasonable to do so, employees should use the Company provided travel agent or direct contracts for reserving auto rentals. When appropriate, employees shall use public transportations (taxi, train, or shuttle).

#### Meals and Incidentals (M&IE)

The employee will be reimbursed for meal and incidental expenses at a rate set forth by the US General Services Administration's Domestic Per Diem Rates:

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC)

M&IE amounts are calculated on a "per trip" basis. As an example, an employee traveling for three days to a location with a \$44 M&IE rate would have an amount of \$132 for the trip (\$44\*3). A full day of travel will be reimbursed if the travel day begins prior to 7:00 a.m., and is completed after 7:00 p.m. Partial days will be reimbursed using the GSA Meals and Incidental Expense (M&IE) Breakdown for partial days.

When an employee is on a trip that lasts seven or more days, reasonable laundry and valet costs will be reimbursed if documented by the proper receipts.



More than a Student Information System

## Estimate prepared for YPI Charter Schools - CA

<b>Quote prepared for</b>	<b>Quote prepared by</b>	<b>Prepared on</b>	<b>Service Start date</b>
Ryan Bradford YPI Charter Schools Director of Technology and Integration P: +18184729277 mrbradford@ypics.org	Peter Fox peter.fox@infinitecampus.com	March 11, 2021	August 1, 2021
		<b>Expires on</b>	<b>Payment Terms</b>
		April 10, 2021	Net 30
		<b>Year 1 Subscription Term</b>	
		12 Months	

### Campus SIS Licensing and Hosting

Product	Quantity	Net Price	Year 1 Prorated Price	Annual Recurring Price
SIS -	860	\$6.00 Annual Per Student	\$5,160.00	\$5,160.00
SIS Support -	860	\$3.00 Annual Per Student	\$2,580.00	\$2,580.00
Hosting - Cloud Choice -	1	\$2,000.00 Annual Fixed	\$2,000.00	\$2,000.00
<b>TOTAL CAMPUS SIS LICENSING, SUPPORT AND HOSTING:</b>			<b>Year 1 Prorated Total: \$9,740.00</b>	<b>Annual Recurring Total: \$9,740.00</b>

### Premium Products Licensing and Support

Product	Quantity	Net Price	Year 1 Prorated Price	Annual Recurring Price
Campus Learning - District	860	\$2.00 Annual Per Student	\$1,720.00	\$1,720.00
Campus Passport	1	\$1,000.00 Annual Fixed	\$1,000.00	\$1,000.00
Multi-language Tool	1	\$1,500.00 Annual Fixed	\$1,500.00	\$1,500.00

OLR Prime	1	\$7,500.00 Annual Fixed	\$7,500.00	\$7,500.00
Messenger	860	\$0.90 Annual Per Student	\$774.00	\$774.00
Data Change Tracker	1	\$1,000.00 Annual Fixed	\$1,000.00	\$1,000.00
Messenger Support	860	\$0.25 Annual Per Student	\$215.00	\$215.00
<b>TOTAL PREMIUM PRODUCTS LICENSING AND SUPPORT</b>			<b>Year 1 Prorated Total: \$13,709.00</b>	<b>Annual Recurring Total: \$13,709.00</b>

### 3<sup>rd</sup> Party Fees, Licensing, and other products

Product	Quantity	Net Price	Year 1 Prorated Price	Annual Recurring Price
Messenger - SMS -	1	\$500.00 One Time Setup Fee Payable to Shoutpoint	\$500.00	\$0.00
Messenger - Shoutpoint Services -	3	\$345.00 Annual Payable to Shoutpoint	\$1,035.00	\$1,035.00
<b>TOTAL 3<sup>rd</sup> PARTY FEES, LICENSING, AND OTHER PRODUCTS</b>			<b>Year 1 Prorated Total: \$1,535.00</b>	<b>Annual Recurring Total: \$1,035.00</b>


### Implementation Services

Product	Quantity	Unit	Net Total Price
Messenger - Remote Dial-In	1	One-Time	\$500.00
SIS Implementation	1	One-Time	\$21,600.00

Data Health Check Service	1	One-Time	\$500.00
Campus Learning Implementation	1	One-Time	\$600.00
OLR Prime Implementation	2	One-Time	\$0.00
Messenger Implementation	1	One-Time	\$0.00
<b>Total Implementation Services:</b>			<b>\$23,200.00</b>

<b>Totals</b>	
	<b>Year 1 Prorated License Total: \$23,449.00</b> <b>Implementation Services Total: \$23,200.00</b> <b>Annual Third Party Fees Year 1 Total: \$1,035.00</b> <b>Third Party One Time Fees: \$500.00</b>
	Applicable taxes will be calculated at time of billing.
	<b>Year 1 Grand Total: \$48,184.00</b> <b>Annual Third Party Fees: \$1,035.00</b> <b>Infinite Campus Annual License Fees: \$23,449.00</b>
	<b>Annual Recurring Total: \$24,484.00</b> <b>Grand Total: \$48,184.00</b>

YPI Charter Schools

By:   
 Name: Ruben Duñas (Ruben Duñas, MD, FRC:23 PDT)  
 Title: Chief Operations Officer  
 Date: Mar 16, 2021



# Coversheet

## YPICS' April 2021 Financials and Check Registers

**Section:** V. Items Scheduled For Action  
**Item:** A. YPICS' April 2021 Financials and Check Registers  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 20-21 YPICS Financials Board Packet 21.04.pdf

**1 Key Performance Indicators**

ADA vs. Budget ● Cash on Hand ●  
 Net Income / (Loss) ● Year-End Cash ●

**KEY POINTS**

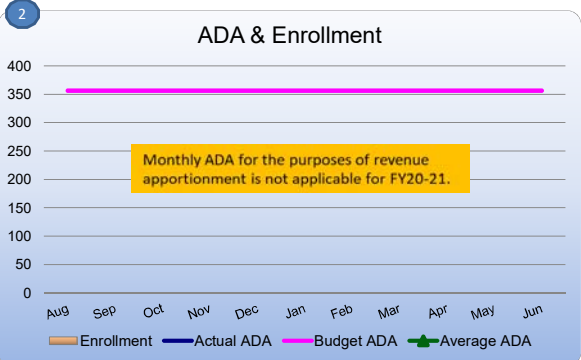
LCFF Revenue will be funded on FY19-20 P2 of 356.16

**Revenue** is projected to be higher than budget by \$75K. Higher than budget UPP counts increased LCFF projections by \$73K. Nutrition Revenue is lower by \$138K due to lower than budgeted participation rates.

**Operating Expenses** are projected to be above budget by \$65K.

Overall, **Net Income** is projected to be \$139K which is \$10K below budget.

**Cash on hand** at June 30, 2021 is forecasted to be \$854K which represents 12.1% of total expenses.



**3 Average Daily Attendance Analysis**

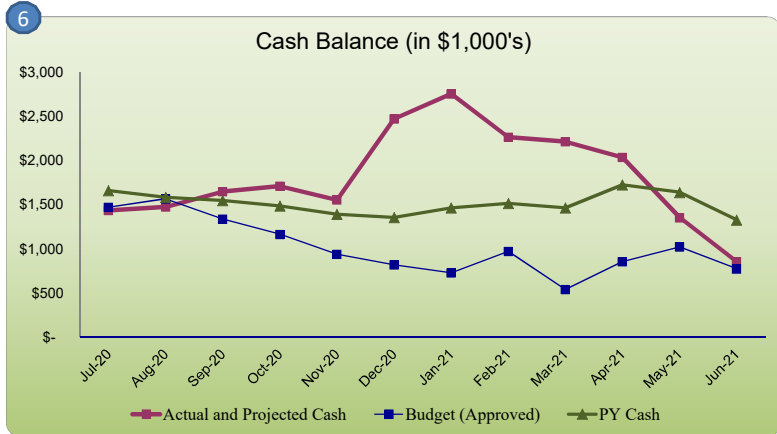
Category	Forecasted P2	Budgeted P2	Better/ (Worse)	Prior Year P2
Enrollment	371	371	0	374
ADA %	96.0%	96.0%	0.0%	96.0%
Average ADA	356.16	356.16	0.00	354.27

**4 LCFF Supplemental & Concentration Grant Factors**

Category	Budget	Forecast	Variance	Prior Year
Unduplicated Pupil %	77.4%	88.8%	11.4%	81.4%
3-Year Average %	79.9%	83.5%	3.7%	83.0%
District UPP C. Grant Cap	85.4%	85.4%	0.0%	85.4%

**5 INCOME STATEMENT**

INCOME STATEMENT	Forecast	VS. Budget		VS. Last Month		FY 20-21 YTD			Historical	
	As of 04/30/21	FY 20-21 Budget	Variance B/(W)	Prior Month FC	Variance B/(W)	Actual YTD	Budget YTD	Variance B/(W)	FY 19-20	FY 18-19
Local Control Funding Formula	3,713,633	3,640,790	72,843	3,713,633	0	2,574,405	2,568,571	5,834	3,683,607	3,710,179
Federal Revenue	3,111,037	3,145,894	(34,857)	3,120,989	(9,952)	952,714	1,910,205	(957,491)	1,752,401	3,312,201
State Revenue	358,081	365,412	(7,331)	358,092	(11)	282,631	231,158	51,473	376,784	678,133
Other Local Revenue	290,993	251,551	39,442	264,786	26,207	243,522	221,003	22,519	272,418	307,896
Grants/Fundraising	15,000	10,000	5,000	15,000	0	15,000	10,000	5,000	36,500	12,301
<b>TOTAL REVENUE</b>	<b>7,488,744</b>	<b>7,413,647</b>	<b>75,097</b>	<b>7,472,500</b>	<b>16,244</b>	<b>4,068,272</b>	<b>4,940,937</b>	<b>(872,665)</b>	<b>6,121,710</b>	<b>8,020,710</b>
Total per ADA	21,026	20,815	211	20,981	46				17,280	21,949
w/o Grants/Fundraising	20,984	20,787	197	20,939	46				17,177	21,915
Certificated Salaries	1,375,590	1,354,091	(21,499)	1,364,198	(11,391)	1,138,912	1,117,464	(21,449)	1,248,899	1,156,495
Classified Salaries	579,595	573,822	(5,773)	581,844	2,249	474,226	470,638	(3,588)	964,766	843,782
Benefits	616,407	612,899	(3,508)	615,690	(717)	516,133	518,454	2,321	680,531	591,941
Student Supplies	619,004	773,149	154,144	616,721	(2,283)	369,967	625,379	255,412	518,477	703,993
Operating Expenses	3,891,563	3,733,319	(158,244)	3,887,955	(3,608)	1,693,388	3,033,790	1,340,402	2,787,938	4,399,157
Other	267,274	236,863	(30,410)	263,334	(3,939)	221,685	197,709	(23,976)	267,045	261,064
<b>TOTAL EXPENSES</b>	<b>7,349,432</b>	<b>7,284,143</b>	<b>(65,290)</b>	<b>7,329,743</b>	<b>(19,689)</b>	<b>4,414,312</b>	<b>5,963,435</b>	<b>1,549,123</b>	<b>6,467,657</b>	<b>7,956,432</b>
Total per ADA	20,635	20,452	(183)	20,580	55				18,256	21,773
<b>NET INCOME / (LOSS)</b>	<b>139,311</b>	<b>129,504</b>	<b>9,807</b>	<b>142,756</b>	<b>(3,445)</b>	<b>(346,040)</b>	<b>(1,022,497)</b>	<b>700,434</b>	<b>(345,947)</b>	<b>64,278</b>
<b>OPERATING INCOME</b>	<b>406,585</b>	<b>366,367</b>	<b>40,218</b>	<b>406,091</b>	<b>494</b>	<b>(124,354)</b>	<b>(824,788)</b>	<b>700,434</b>	<b>(84,586)</b>	<b>325,342</b>
<b>EBITDA</b>	<b>406,585</b>	<b>366,367</b>	<b>40,218</b>	<b>406,091</b>	<b>494</b>	<b>(124,354)</b>	<b>(824,788)</b>	<b>700,434</b>	<b>(78,902)</b>	<b>325,342</b>



**Year-End Cash Balance**

Projected	Budget	Variance
854,749	773,481	81,268

**7 Balance Sheet**

Balance Sheet	6/30/2020	3/31/2021	4/30/2021	6/30/2021 FC
<b>Assets</b>				
Cash, Operating	1,326,467	2,212,998	2,034,800	854,749
Cash, Restricted	0	0	0	0
Accounts Receivable	1,675,044	136,612	130,200	2,659,848
Due From Others	25,822	5,822	5,822	165,822
Other Assets	66,995	12,983	12,983	138,215
Net Fixed Assets	467,551	371,492	348,698	303,110
<b>Total Assets</b>	<b>3,561,879</b>	<b>2,739,907</b>	<b>2,532,502</b>	<b>4,121,744</b>
<b>Liabilities</b>				
A/P & Payroll	560,370	145,960	49,352	852,345
Due to Others	212,281	39,962	39,962	45,805
Deferred Revenue	0	0	0	295,055
Total Debt	0	0	0	0
<b>Total Liabilities</b>	<b>772,652</b>	<b>185,922</b>	<b>89,315</b>	<b>1,193,205</b>
<b>Equity</b>				
Beginning Fund Bal.	3,135,174	2,789,227	2,789,227	2,789,227
Net Income/(Loss)	(345,947)	(235,242)	(346,040)	139,311
<b>Total Equity</b>	<b>2,789,227</b>	<b>2,553,985</b>	<b>2,443,188</b>	<b>2,928,539</b>
<b>Total Liabilities &amp; Equity</b>	<b>3,561,879</b>	<b>2,739,907</b>	<b>2,532,502</b>	<b>4,121,744</b>
Days Cash on Hand	78	114	105	44
Cash Reserve %	21.4%	31.3%	28.7%	12.1%





## BERT CORONA CHARTER SCHOOL

### Financial Analysis

### April 2021

#### Net Income

Bert Corona Charter School is projected to achieve a net income of \$139K in FY20-21 compared to \$130K in the board approved budget. Reasons for this positive \$10K variance are explained below in the Income Statement section of this analysis.

#### Balance Sheet

As of April 30, 2021, the school's cash balance was \$2.03M. By June 30, 2021, the school's cash balance is projected to be \$855K, which represents a 12% reserve.

As of April 30, 2021, the Accounts Receivable balance was \$130K, down from \$137K in the previous month, due to the receipt of revenue earned in FY19-20.

As of April 30, 2021, the Accounts Payable balance, including payroll liabilities, totaled \$49K, compared to \$146K in the prior month.

As of April 30, 2021, BCCS had a zero debt balance.

#### Income Statement

##### *Revenue*

Total revenue for FY20-21 is projected to be \$7.49M, which is \$75K or 1.0% over budgeted revenue of \$7.41M.

**Child Nutrition Federal Revenue** – is projected to be below budget by \$138K due to lower participation rates for the Nutrition Program. This lower revenue is offset by lower nutrition costs

**Other Federal Revenue** - is projected to be over budget by \$104K due to changes in CARES Act guidance regarding expenses incurred in FY19-20.

##### *Expenses*

Total expenses for FY20-21 are projected to be \$7.35M, which is \$65K or 0.9% over budgeted expenditures of \$7.28M.

**Core Curriculum Materials** are projected to be higher than budget by 29K

**Nutrition Program Food Supplies** are projected to be lower than budget by \$183K due to lower participation rates for the nutrition program

**Vendor Repairs** are projected to be higher than budget by \$195K

**Depreciation Expense** is projected to be higher than budget by \$30K

*This report will discuss revenue and expenditure variances from the Board-approved budget that are above \$20,000 and 10%.*



**ADA**

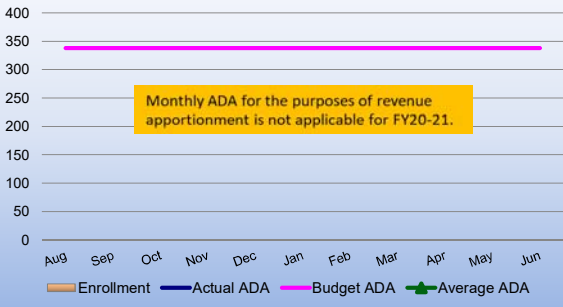
LCFF Revenue will be funded on FY19-20 P2 of 356.16

*This report will discuss revenue and expenditure variances from the Board-approved budget that are above \$20,000 and 10%.*

**1 Key Performance Indicators**

ADA vs. Budget ● Cash on Hand ●  
 Net Income / (Loss) ● Year-End Cash ●

**2 ADA & Enrollment**



**KEY POINTS**

LCFF Revenue will be funded on FY19-20 P2 of 345.07

**Revenue** is projected to be lower than budget by \$101K due to reduction in participation rates for the nutrition program.

**Operating Expenses** are projected to be below budget by \$306K due to reduction in participation rates for the nutrition program.

Overall, **Operating Net Income** is projected to be \$359K which is \$205K above budget.

**Cash on hand** at June 30, 2021 is forecasted to be \$2M which represents 42.6% of total expenses. This includes lending \$330K to the High School to mitigate state deferrals.

**3 Average Daily Attendance Analysis**

Category	Forecasted P2	Budgeted P2	Better/ (Worse)	Prior Year P2
Enrollment	353	353	0	353
ADA %	97.0%	97.0%	0.0%	97.4%
Average ADA	345.07	345.07	0.00	345.07

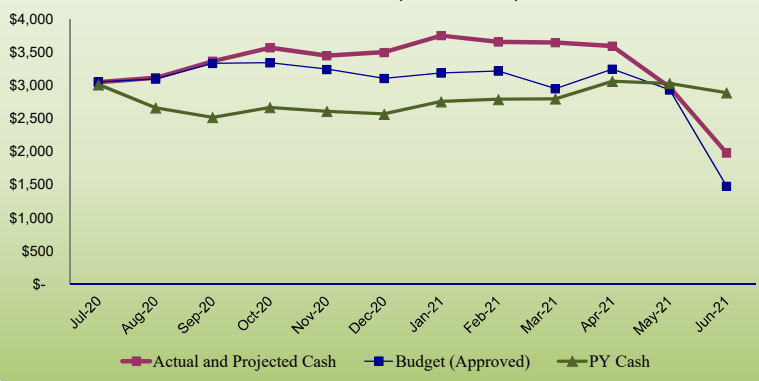
**4 LCFF Supplemental & Concentration Grant Factors**

Category	Budget	Forecast	Variance	Prior Year
Unduplicated Pupil %	94.0%	94.7%	0.7%	95.8%
3-Year Average %	95.2%	95.5%	0.2%	96.2%
District UPP C. Grant Cap	85.4%	85.4%	0.0%	85.4%

**5 INCOME STATEMENT**

INCOME STATEMENT	Forecast	VS. Budget		VS. Last Month		FY 20-21 YTD			Historical	
	As of 04/30/21	FY 20-21 Budget	Variance B/(W)	Prior Month FC	Variance B/(W)	Actual YTD	Budget YTD	Variance B/(W)	FY 19-20	FY 18-19
Local Control Funding Formula	3,695,309	3,693,988	1,321	3,695,309	0	2,537,144	2,595,975	(58,831)	3,696,024	3,409,039
Federal Revenue	827,176	941,871	(114,696)	819,966	7,210	617,911	997,064	(379,152)	497,807	554,092
State Revenue	212,596	224,847	(12,250)	211,995	602	177,350	193,943	(16,594)	207,888	6,906,886
Other Local Revenue	260,661	236,025	24,636	251,013	9,648	210,394	208,953	1,441	287,391	260,909
Grants/Fundraising	11,152	11,152	0	11,152	0	7,402	5,789	1,614	13,453	17,250
<b>TOTAL REVENUE</b>	<b>5,006,895</b>	<b>5,107,884</b>	<b>(100,989)</b>	<b>4,989,436</b>	<b>17,459</b>	<b>3,550,201</b>	<b>4,001,723</b>	<b>(451,523)</b>	<b>4,702,564</b>	<b>11,148,176</b>
Total per ADA	14,510	14,802	(293)	14,459	51				13,628	33,872
w/o Grants/Fundraising	14,477	14,770	(293)	14,427	51				13,589	33,819
Certificated Salaries	1,275,183	1,284,446	9,262	1,276,916	1,732	1,040,268	1,048,311	8,043	1,217,447	1,191,556
Classified Salaries	463,191	503,249	40,058	468,075	4,884	380,623	409,792	29,168	526,357	439,467
Benefits	516,579	552,100	35,521	522,143	5,564	450,292	480,892	30,600	564,446	534,898
Student Supplies	630,791	801,881	171,090	621,340	(9,452)	326,226	629,516	303,289	419,672	1,292,297
Operating Expenses	1,621,619	1,661,131	39,512	1,622,274	654	897,600	1,348,147	450,547	1,512,858	1,426,232
Other	958,523	969,042	10,519	957,985	(538)	797,533	808,052	10,519	888,494	407,190
<b>TOTAL EXPENSES</b>	<b>5,465,886</b>	<b>5,771,849</b>	<b>305,962</b>	<b>5,468,731</b>	<b>2,845</b>	<b>3,892,542</b>	<b>4,724,709</b>	<b>832,167</b>	<b>5,129,275</b>	<b>5,291,639</b>
Total per ADA	15,840	16,727	887	15,848	(8)				14,864	16,078
<b>NET INCOME / (LOSS)</b>	<b>(458,992)</b>	<b>(663,965)</b>	<b>204,973</b>	<b>(479,296)</b>	<b>20,304</b>	<b>(342,342)</b>	<b>(722,986)</b>	<b>370,125</b>	<b>(426,711)</b>	<b>5,856,536</b>
<b>OPERATING INCOME</b>	<b>358,805</b>	<b>150,401</b>	<b>208,404</b>	<b>337,659</b>	<b>21,146</b>	<b>339,976</b>	<b>(44,099)</b>	<b>384,075</b>	<b>392,763</b>	<b>6,263,726</b>
<b>EBITDA</b>	<b>499,531</b>	<b>305,077</b>	<b>194,454</b>	<b>478,689</b>	<b>20,842</b>	<b>455,191</b>	<b>85,066</b>	<b>370,125</b>	<b>461,783</b>	<b>6,263,726</b>

**6 Cash Balance (in \$1,000's)**



Year-End Cash Balance		
Projected	Budget	Variance
1,978,028	1,479,020	499,008

**7 Balance Sheet**

Balance Sheet	6/30/2020	3/31/2021	4/30/2021	6/30/2021 FC
<b>Assets</b>				
Cash, Operating	2,816,839	3,571,734	3,519,272	1,978,028
Cash, Restricted	72,902	72,902	72,902	0
Accounts Receivable	676,614	12,823	10,602	1,210,657
Due From Others	2,000	2,000	2,000	332,000
Other Assets	37,382	25,596	25,596	76,634
Net Fixed Assets	28,243,019	27,678,623	27,610,042	27,474,564
<b>Total Assets</b>	<b>31,848,756</b>	<b>31,363,677</b>	<b>31,240,414</b>	<b>31,071,882</b>
<b>Liabilities</b>				
A/P & Payroll	617,684	648,544	637,386	341,168
Due to Others	496,100	331,786	331,786	332,179
Deferred Revenue	150,214	150,214	150,214	465,015
Total Debt	7,728,852	7,621,581	7,607,463	7,536,605
<b>Total Liabilities</b>	<b>8,992,850</b>	<b>8,752,125</b>	<b>8,726,849</b>	<b>8,674,967</b>
<b>Equity</b>				
Beginning Fund Bal.	23,282,617	22,855,906	22,855,906	22,855,906
Net Income/(Loss)	(426,711)	(244,354)	(342,342)	(458,992)
<b>Total Equity</b>	<b>22,855,906</b>	<b>22,611,552</b>	<b>22,513,564</b>	<b>22,396,915</b>
<b>Total Liabilities &amp; Equity</b>	<b>31,848,756</b>	<b>31,363,677</b>	<b>31,240,414</b>	<b>31,071,882</b>
Days Cash on Hand	239	280	276	155
Cash Reserve %	65.4%	76.8%	75.7%	42.6%



## MONSEÑOR OSCAR ROMERO CHARTER SCHOOL

### Financial Analysis

### April 2021

#### Net Income

Monsenor Oscar Romero Charter School is projected to achieve a net income of -\$459K in FY20-21 compared to -\$664K in the board approved budget. Reasons for this positive \$205K variance are explained below in the Income Statement section of this analysis.

#### Balance Sheet

As of April 30, 2021, the school's cash balance was \$3.52M. By June 30, 2021, the school's cash balance is projected to be \$1.98M, which represents a 43% reserve.

As of April 30, 2021, the Accounts Receivable balance was \$11K, down from \$13K in the previous month, due to the receipt of revenue earned in FY19-20.

As of April 30, 2021, the Accounts Payable balance, including payroll liabilities, totaled \$637K, compared to \$649K in the prior month.

As of April 30, 2021, MORCS had a debt balance of \$7.61M compared to \$7.62M in the prior month. An additional \$71K will be paid this fiscal year.

#### Income Statement

##### *Revenue*

Total revenue for FY20-21 is projected to be \$5.01M, which is \$101K or 2.0% under budgeted revenue of \$5.11M.

**Child Nutrition Federal Revenue** – is projected to be below budget by \$162K due to lower participation rates for the Nutrition Program. This lower revenue is offset by lower nutrition costs

**Other Federal Revenue** - is projected to be over budget by \$48K due to changes in CARES Act guidance regarding expenses incurred in FY19-20.

##### *Expenses*

Total expenses for FY20-21 are projected to be \$5.47M, which is \$306K or 5.3% under budgeted expenditures of \$5.77M.

**Nutrition Program Food Supplies** are projected to be lower than budget by \$172K due to lower participation rates for the nutrition program

#### ADA

LCFF Revenue will be funded on FY19-20 P2 of 345.07

*This report will discuss revenue and expenditure variances from the Board-approved budget that are above \$20,000 and 10%.*

# Bert Corona Charter High School - Financial Dashboard (April 2021)

**1 Key Performance Indicators**

ADA vs. Budget ● Cash on Hand ●  
 Net Income / (Loss) ● Year-End Cash ●

## KEY POINTS

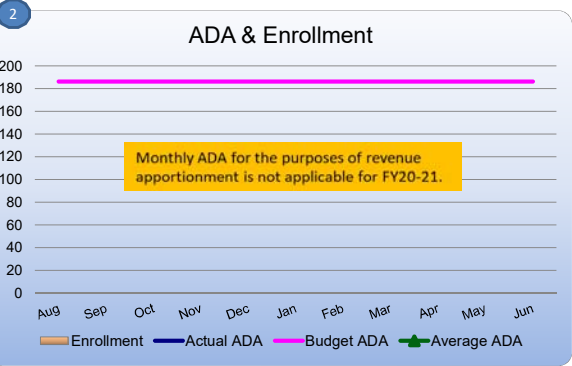
LCFF Revenue will be funded on FY19-20 P2 of 181.14

Revenue is projected to be higher than budget by \$59K.

Operating Expenses are projected to be below budget by \$38K.

Overall, Net Income is projected to be \$23K which is \$21K above budget.

Cash on hand at June 30, 2021 is forecasted to be \$154K which represents 5.2% of total expenses. This includes borrowing \$330K from MORCS to mitigate state deferrals.



**3 Average Daily Attendance Analysis**

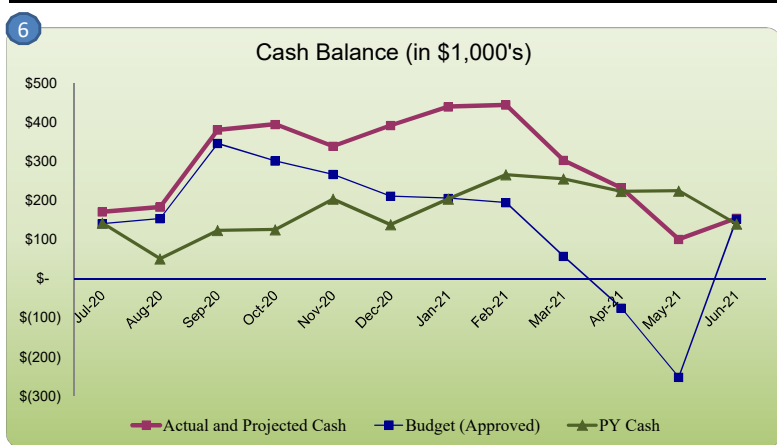
Category	Forecasted P2	Budgeted P2	Better/ (Worse)	Prior Year P2
Enrollment	195	195	0	195
ADA %	95.0%	95.0%	0.0%	94.0%
Average ADA	181.14	181.14	0.00	181.14

**4 LCFF Supplemental & Concentration Grant Factors**

Category	Budget	Forecast	Variance	Prior Year
Unduplicated Pupil %	91.4%	93.2%	1.8%	93.7%
3-Year Average %	88.1%	88.6%	0.5%	85.9%
District UPP C. Grant Cap	85.4%	85.4%	0.0%	85.4%

**5 INCOME STATEMENT**

INCOME STATEMENT	Forecast	VS. Budget		VS. Last Month		FY 20-21 YTD			Historical	
	As of 04/30/21	FY 20-21 Budget	Variance B/(W)	Prior Month FC	Variance B/(W)	Actual YTD	Budget YTD	Variance B/(W)	FY 19-20	FY 18-19
Local Control Funding Formula	2,263,133	2,256,770	6,363	2,258,503	4,630	1,526,959	1,511,526	15,433	2,298,837	2,716,059
Federal Revenue	579,388	537,436	41,952	593,716	(14,328)	420,257	391,863	28,394	206,451	235,881
State Revenue	70,335	70,207	128	71,530	(1,196)	52,096	38,851	13,244	55,571	299,784
Other Local Revenue	142,012	122,594	19,418	133,500	8,512	126,023	105,229	20,794	134,674	203,095
Grants/Fundraising	3,000	12,000	(9,000)	3,000	0	-	12,000	(12,000)	13,202	40,547
<b>TOTAL REVENUE</b>	<b>3,057,867</b>	<b>2,999,006</b>	<b>58,861</b>	<b>3,060,249</b>	<b>(2,382)</b>	<b>2,125,334</b>	<b>2,059,469</b>	<b>65,865</b>	<b>2,708,735</b>	<b>3,495,366</b>
Total per ADA	16,881	16,556	325	16,894	(13)				14,954	15,679
w/o Grants/Fundraising	16,865	16,490	375	16,878	(13)				14,881	15,497
Certificated Salaries	915,722	937,697	21,975	920,505	4,784	747,106	766,212	19,106	905,595	1,094,402
Classified Salaries	389,454	310,081	(79,373)	386,750	(2,704)	326,051	255,609	(70,442)	303,496	408,964
Benefits	418,704	419,255	551	416,870	(1,834)	365,385	366,951	1,565	390,733	530,086
Student Supplies	394,046	416,855	22,809	406,637	12,591	161,668	320,910	159,243	190,042	324,559
Operating Expenses	864,727	863,581	(1,146)	864,645	(82)	563,109	715,606	152,498	872,236	1,020,213
Other	52,127	49,384	(2,743)	49,114	(3,013)	42,216	41,450	(766)	62,760	30,819
<b>TOTAL EXPENSES</b>	<b>3,034,780</b>	<b>2,996,852</b>	<b>(37,928)</b>	<b>3,044,521</b>	<b>9,742</b>	<b>2,205,535</b>	<b>2,466,737</b>	<b>261,203</b>	<b>2,724,863</b>	<b>3,409,043</b>
Total per ADA	16,754	16,544	(209)	16,808	(54)				15,043	15,292
<b>NET INCOME / (LOSS)</b>	<b>23,087</b>	<b>2,154</b>	<b>20,933</b>	<b>15,728</b>	<b>7,360</b>	<b>(80,201)</b>	<b>(407,268)</b>	<b>327,834</b>	<b>(16,128)</b>	<b>86,323</b>
<b>OPERATING INCOME</b>	<b>75,214</b>	<b>51,538</b>	<b>23,676</b>	<b>64,841</b>	<b>10,373</b>	<b>(37,985)</b>	<b>(365,819)</b>	<b>327,834</b>	<b>46,513</b>	<b>116,892</b>
<b>EBITDA</b>	<b>75,214</b>	<b>51,538</b>	<b>23,676</b>	<b>64,841</b>	<b>10,373</b>	<b>(37,985)</b>	<b>(365,819)</b>	<b>327,834</b>	<b>46,632</b>	<b>117,143</b>



**Year-End Cash Balance**

Projected	Budget	Variance
153,885	151,587	2,297

**7 Balance Sheet**

Balance Sheet	6/30/2020	3/31/2021	4/30/2021	6/30/2021 FC
<b>Assets</b>				
Cash, Operating	139,783	302,576	232,222	153,885
Cash, Restricted	0	0	0	0
Accounts Receivable	159,965	(0)	(0)	778,686
Due From Others	33	22	22	22
Other Assets	24,687	11,523	11,523	11,523
Net Fixed Assets	162,799	143,119	138,163	128,253
<b>Total Assets</b>	<b>487,267</b>	<b>457,240</b>	<b>381,930</b>	<b>1,072,368</b>
<b>Liabilities</b>				
A/P & Payroll	65,775	53,844	65,591	121,771
Due to Others	25,026	74	74	330,280
Deferred Revenue	0	0	0	200,764
Total Debt	(0)	(0)	(0)	(0)
<b>Total Liabilities</b>	<b>90,801</b>	<b>53,918</b>	<b>65,665</b>	<b>652,815</b>
<b>Equity</b>				
Beginning Fund Bal.	412,594	396,466	396,466	396,466
Net Income/(Loss)	(16,128)	6,856	(80,201)	23,087
<b>Total Equity</b>	<b>396,466</b>	<b>403,322</b>	<b>316,265</b>	<b>419,553</b>
<b>Total Liabilities &amp; Equity</b>	<b>487,267</b>	<b>457,240</b>	<b>381,930</b>	<b>1,072,368</b>
Days Cash on Hand	19	37	28	19
Cash Reserve %	5.3%	10.1%	7.8%	5.2%





## **Bert Corona Charter High School Financial Analysis April 2021**

### **Net Income**

Bert Corona Charter High School is projected to achieve a net income of \$23K in FY20-21 compared to \$2K in the board approved budget. Reasons for this positive \$21K variance are explained below in the Income Statement section of this analysis.

### **Balance Sheet**

As of April 30, 2021, the school's cash balance was \$232K. By June 30, 2021, the school's cash balance is projected to be \$154K, which represents a 5% reserve.

As of April 30, 2021, the Accounts Receivable balance was zero. All FY19-20 revenue has been received.

As of April 30, 2021, the Accounts Payable balance, including payroll liabilities, totaled \$66K, compared to \$54K in the prior month.

As of April 30, 2021, BCHS had zero debt balance. BCHS is estimated to borrow \$330K from MORCS by 06/30/20 to mitigate state revenue deferrals.

### **Income Statement**

#### *Revenue*

Total revenue for FY20-21 is projected to be \$3.06M, which is \$59K or 2.0% over budgeted revenue of \$3.00M.

**Other Federal Revenue** - is projected to be over budget by \$48K due to changes in CARES Act guidance regarding expenses incurred in FY19-20.

#### *Expenses*

Total expenses for FY20-21 are projected to be \$3.03M, which is \$38K or 1.3% over budgeted expenditures of \$3.00M.

**Classified Salaries** are projected to be above budget by \$79K

### **ADA**

LCFF Revenue will be funded on FY19-20 P2 of 181.14

*This report will discuss revenue and expenditure variances from the Board-approved budget that are above \$12,000 and 10%.*



**YPI Charter Schools  
Check Register  
From 04/01/21 to 04/30/21**

Check #	Vendor Name	Date	Description	Amount
309929	7 LAYER IT SOLUTIONS, INC.	4/13/2021	4/21-PLATINUM NETWORK DEVICE PACKAGE (29)	1,370.00
309978	7 LAYER IT SOLUTIONS, INC.	4/30/2021	5/21-PLATINUM NETWORK DEVICE PACKAGE (71)	1,370.00
309927	APPLE INC.	4/13/2021	APPLE TV HD 32GB PART NUMBER: MR912LL/A (7)	1,142.09
309911	AT&T MOBILITY	4/5/2021	02/20 - 03/19/21 - CELL PHONES	9,057.90
309964	A-TECH SYSTEMS	4/23/2021	INSTALL 2 WHEELLOCK HORNS FOR CLASS ROOM 5/7	915.00
309918	BDJtech	4/5/2021	POLY BLACKWIRE HEADSET (75)	3,161.81
309974	BDJtech	4/30/2021	POLY BLACKWIRE HEADSET (25)	1,053.94
309933	BEST CHOICE EVENTS, LLC	4/14/2021	VIRTUAL ASSEMBLY ON CHOICES- WELCOME BACK INSPIRATIONAL	2,200.00
309910	BETTER 4 YOU MEALS, INC.	4/5/2021	2/21- STUDENTS LUNCH (800)	4,321.25
309953	BETTER 4 YOU MEALS, INC.	4/23/2021	3/21- STUDENTS BREAKFAST (800)	8,049.29
309972	BETTER 4 YOU MEALS, INC.	4/30/2021	3/21- MONTHLY. SERVICES HOURS(36.32) @\$17.50	7,201.85
309930	CLIFTONLARSONALLEN LLP	4/13/2021	TECHNOLOGY AND CLIENT SUPPORT FEE	3,780.00
309945	CLIFTONLARSONALLEN LLP	4/21/2021	SINGLE AUDIT UNDER UNIFORM GUIDANCE YEAR ENDING 6/30/20	787.50
309923	CROSS COUNTRY EDUCATION	4/13/2021	3/7-3/12/21- SPECIAL ED SERVICES	15,816.03
309935	Edgeunity Inc.	4/21/2021	CREDIT RECOVERY COURSES (20)	13,500.00
309921	EXED	4/13/2021	03/21 Management Contract Fee & CALPADS & SIS Support Services	21,455.80
309917	FIRST FIRE SYSTEMS INC.	4/5/2021	REPAIR CLASSROOM DOOR C117 AND STAFF BATHROOM NO POWER SYS	360.00
309960	FIRST FIRE SYSTEMS INC.	4/23/2021	FIRE ALARM SERVICES REPAIR	960.00
309939	FRANCISCO TOPETE	4/21/2021	3/16-3/31/21- MAINTENANCE SERVICES	1,308.00
309976	FRANCISCO TOPETE	4/30/2021	4/1-4/15/21- MAINTENANCE SERVICES	1,090.00
309961	FRONTIER	4/23/2021	4/13-5/12/21- FAX 818 834 8075	242.88
309924	GREEN WORKS SOLUTIONS	4/13/2021	ROOM 12/13- VCT FLOOR REPAIR, HOSES, DUMPSTER, DRAIN MODIFICATI	7,620.00
309952	GREEN WORKS SOLUTIONS	4/23/2021	SANITIZER AUTOMATIC DISPENSER IN ALL CLASS ROOMS (14)	10,290.00
309973	GREEN WORKS SOLUTIONS	4/30/2021	COMMERCIAL HOSES/DUMPSTERS	670.00
309936	HESS AND ASSOCIATES, INC.	4/21/2021	3RD QUARTER FY 20/21 RETIREMENT REPORT	187.50
309956	HITECH WIRELESS	4/23/2021	ANALOG /UHF PORTABLE RADIO (20)	3,530.00
309955	HOME DEPOT CREDIT SERVICES	4/23/2021	4 PACK OF LOCKS FOR CAMPUS SECURITY	73.38
309949	INLAND MECHANICAL SERVICES	4/21/2021	3/21- AC-MAINTENANCE	460.00
309963	INLAND MECHANICAL SERVICES	4/23/2021	4/21- AC-MAINTENANCE	460.00
309950	JENNIFER I. OBANDO-SALGUERO	4/21/2021	PSYCHOLOGICAL EVALUATION	700.00
309965	JENY ORTEZ	4/23/2021	APPLE STORE- VIBER CREDIT PACK. CALLING CARD TO CALL PARENTS	9.99
309966	KARINA GAMEZ	4/23/2021	DOLLAR TREE- COMPOSITION BOOKS, PENCIL SHARPENERS.	56.23
309912	LA DEPT. OF WATER AND POWER	4/5/2021	2/20-3/18/21- SEWER CHARGES	1,979.34
309941	LAW OFFICES OF YOUNG, MINNEY & CORR, LLP	4/21/2021	3/21- LEGAL SERVICES	1,161.99
309967	Los Angeles Unified School District	4/29/2021	Pro Rata Share - 05/21	6,212.30
309928	LUIS GIRON	4/13/2021	4/21- LANDSCAPING SERVICES	800.00
309951	MAJOR METROPOLITAN SECURITY	4/23/2021	1/4/21-SERVICE REPAIR FOR FIRE ALARMS SYSTEM	1,715.00
309938	PETER HUANG AND LORETTA HUANG	4/21/2021	3/12-4/12/21- ELECTRIC CHARGES	321.16
309968	PETER HUANG AND LORETTA HUANG	4/29/2021	05/21 - RENT	3,500.00
309977	PLANCONNECT	4/30/2021	1/1-3/31/21- QUARTERLY DUES	100.00
309947	PRN NURSING CONSULTANTS	4/21/2021	3/8/21- SPECIAL ED SERVICES	450.00
309943	PURE WATER OF LA	4/21/2021	4/21- WATER COOLER MAINTENANCE	76.65
309914	Quadient Finance USA, Inc.	4/5/2021	EQUIPMENT RENTAL	311.13
309937	Quadient Finance USA, Inc.	4/21/2021	EQUIPMENT RENTAL	359.24
309971	Quadient Finance USA, Inc.	4/30/2021	EQUIPMENT RENTAL	499.00
309915	REPUBLIC SERVICES #902	4/5/2021	4/21 - WASTE DISPOSAL SERVICES. ACC#9496	1,318.93
309916	RICOH USA Inc.	4/5/2021	4/13-5/12/21- COPIER LEASE	2,599.33
309970	San Fernando Valley Japanese American Community Ce	4/29/2021	05/21 - RENT	9,500.00
309969	SFVJLI	4/29/2021	05/21 - RENT	800.00
309920	SOCAL OFFICE TECHNOLOGIES, INC	4/5/2021	3/16-4/15/21- CONTRACT BASE RATE CHARGES. #1945-02	628.48
309944	SOCAL OFFICE TECHNOLOGIES, INC	4/21/2021	4/16-5/15/21- CONTRACT BASE RATE CHARGE#CNA1945-02	628.48
309946	Sparkletts	4/21/2021	4/21- WATER COOLER RENTAL ACC#8625	6.99
309959	Sparkletts	4/23/2021	4/21- WATER COOLER RENTAL ACC#0211	83.60
309922	SUCCESS FOR ALL FOUNDATION, INC.	4/13/2021	STUDENTS TEST EDITIONS BOOKS LEVEL 2-7	4,529.05
309913	SYNCB/AMAZON	4/5/2021	PORTABLE VOICE AMPLIFIER 50W 3600MAH RECHARGEABLE PA SYSTEM	168.51
309926	SYNCB/AMAZON	4/13/2021	S&T INC. HEAVY DUTY RUBBER DOOR STOPPER (30)	230.40
309932	SYNCB/AMAZON	4/14/2021	AMAZON BASICS 24 PACK D CELL ALL-PURPOSE ALKALINE BATTERIES, (2)	51.34
309940	SYNCB/AMAZON	4/21/2021	SUMMER MODEL KN95 FACE MASK 50 PCS, (6)	3,419.97
309954	SYNCB/AMAZON	4/23/2021	ABCCANOPY CANOPY WEIGHTS TENT SAND BAGS,4PCS-PACK (BLACK) (2	1,151.11
309975	SYNCB/AMAZON	4/30/2021	WALKIE TALKIE LONG RANGE, SAMCOM FPCN30A 5 WATTS UHF PORTABL	1,712.63
309958	The Education Team	4/23/2021	3/30/21- SUBSTITUTE SERVICES	71.90
309934	Think Together	4/21/2021	INSTALLMENT#1 COMPREHENSIVE MANAGEMENT ASES	163,177.50
309962	TIME WARNER CABLE	4/23/2021	4/14-5/13/21- INTERNET ACC#0556	1,302.19
309925	TOTAL EDUCATION SOLUTIONS	4/13/2021	2/21- SPECIAL ED SERVICES	1,203.00
309942	UNUM	4/21/2021	05/21 - ST AND LT DISABILITY PREMIUM	933.11
309931	WAXIE SANITARY SUPPLY	4/14/2021	WAXIE 24X24 8 MIC NAT CORELESS ROLL LINER (2)	290.92
309919	XEROX FINANCIAL SERVICES	4/5/2021	3/29-4/28/21- COPIER LEASE#010-0058450-002	1,475.21
309948	XEROX FINANCIAL SERVICES	4/21/2021	4/13-5/12/21- COPIER LEASE#010-0058450-003	357.95
				336,326.85

# Coversheet

## Expanded Learning Opportunities Plans

**Section:** V. Items Scheduled For Action  
**Item:** B. Expanded Learning Opportunities Plans  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
20-21 Board Brief Recommendation to approve Expanded Learning Opportunities Grants for BC CS BCCHS and MORCS.pdf



## YPI CHARTER SCHOOLS

May 24, 2021

**TO:** YPI Charter Schools  
Board of Directors

**FROM:** Yvette King-Berg  
Executive Director

**SUBJECT: Recommendation to approve Expanded Learning Opportunities Grants for BCCS, BCCHS, and MORCS**

### BACKGROUND

The California Legislature provided \$6.6 billion in the Assembly Bill COVID-19 relief package, including \$2 billion for In-Person Instruction (IPI) Grants and \$4.6 billion for Expanded Learning Opportunities (ELO) Grants. Governor Newsom signed AB 86 on March 5, 2021.

There is no application required to receive AB 86 funding. In May 2021, eligible entities will receive an apportionment that represents 50 percent of their allocation for both the IPI and ELO Grants. In August 2021, eligible entities will receive the remaining 50 percent of their allocation, less any reduction or forfeiture of IPI Grants from those schools that did not open by May 15th .

### ANALYSIS

The Expanded Learning Opportunities Grant (ELO) was authorized by Assembly Bill 86 in conjunction with In-Person Instruction funding to expand in-person instructional time and provide academic interventions and pupil supports to address barriers to learning and accelerate progress to close learning gaps. These one-time funds are available to Local Educational Agencies (LEAs) through August 31, 2022. Grant funds are apportioned based on the LEA's local control funding formula plus \$1,000 per homeless student enrolled in the 2020-2021 school year. On or before June 1, 2021, the governing board of the LEA receiving funds must adopt, at a public meeting, a plan describing the LEA's process for assessing the needs of pupils, the LEA's plan for informing parents of opportunities for supplemental supports, its plan for providing supplemental instruction and support, and how the LEA has involved parents and school staff in the development of the plan. To be eligible for funding, LEAs must implement a learning recovery program, that at a minimum, provides supplemental instruction, support for social and emotional well-being, and, to the maximum extent permissible under the guidelines of the United States Department of Agriculture, meals and snacks to specified student groups, as defined in Education Code Section 43522, who have faced adverse learning and social-emotional circumstances.

ELO Grants shall be expended only for any of the following purposes:

- Extending instructional learning time by increasing the number of instructional days or minutes or providing summer school or intersessional instructional programs or other actions that increase instructional time or services;
- Accelerating progress to close learning gaps;
- Integrated pupil supports, to address barriers to learning;
- Community learning hubs;
- Supports for credit deficient pupils;
- Additional academic services, for pupils; and
- Training for school staff on strategies including trauma-informed practices to engage pupils and families.

LEAs are encouraged to engage, plan, and collaborate on program operation with community partners and expanded learning programs, and leverage existing behavioral health partnerships and Medi-Cal billing options, in the design and implementation of services.

### **LEA Template for the Plan**

The Expanded Learning Opportunities Grant Plan must be completed by LEAs as a condition for receiving an ELO Grant. The Expanded Learning Opportunities Grant Plan must be adopted by the local governing board or body of the LEA at a public meeting on or before June 1, 2021, and must be submitted to the county office of education, the California Department of Education, or the chartering authority within five days of adoption, as applicable. At least 85 percent of the funds must be spent for providing in-person services for the allowable expenditures above. At least 10 percent must be spent to hire paraprofessionals with a priority on full-time paraprofessionals to provide supplemental instruction through the duration of the program. Up to 15 percent of the funds may be used to increase or improve services for pupils participating in distance learning or to prepare the EA for in-person instruction.

The ELO Grants for Bert Corona Charter School, Monseñor Oscar Romero Charter School, and Bert Corona Charter School are attached for review and approval by the Board prior to submittal to the CDE, LACOE and LAUSD

### **RECOMMENDATION**

It is recommended that the Board of YPI Charter Schools approve

# Coversheet

## YPICS Updated Bylaws

**Section:** V. Items Scheduled For Action  
**Item:** C. YPICS Updated Bylaws  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 19 10 15 YPICS Bylaws Sole Member Removed.pdf

## BYLAWS

### YPI CHARTER SCHOOLS, INC.

#### A California Nonprofit Public Benefit Corporation

#### ARTICLE I. OFFICES

Section 1. Principal Office. The principal office of the corporation for the transaction of the business of the corporation shall be fixed and located at such place within or without the State of California as the Board of Trustees (herein called the "Board") shall determine. The Board is granted full power and authority to change such principal office from one location to another.

Section 2. Other Offices. Branch or subordinate offices may be established at any time by the Board at any place or places.

#### ARTICLE II. TRUSTEES

Section 1. Powers. Subject to the limitations of the Articles of Incorporation and of the California Nonprofit Public Benefit Corporation Law, the activities and affairs of the corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board. References to the "Board of Trustees" and "Trustees" shall mean the "Board of Directors" and the "Directors", respectively, for purposes of California law. The Board may delegate the management of the activities of the corporation to any person or persons, a management company, or committees however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the other powers enumerated in these Bylaws:

(a) To select and remove the officers, agents and employees of the corporation, prescribe powers and duties for them as may not be inconsistent with law, the Articles of Incorporation, or these Bylaws, supervise them, fix the compensation of non-Trustee officers, agents, and employees, and require from them security for faithful service. Such compensation may be increased or decreased at the pleasure of the Board.

(b) To make such rules and regulations for the conduct of the affairs and activities of the corporation as the Board may deem advisable and as are not inconsistent with law, the Articles of Incorporation or these Bylaws.

(c) To borrow money and incur indebtedness for the purpose of the corporation, and to cause to be executed and delivered therefor, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation, or other evidences of debt and securities therefore.

Section 2. Number of Trustees. The authorized number of trustees shall consist of no less than three (3) and no more than twenty-five (25) trustees. The specific number shall be determined by the trustees from time to time. No reduction of the authorized number of trustees shall have the effect of shortening the term of any incumbent trustee. All trustees, except for the representative designated by the charter authorizer, shall be appointed by the existing Board of Trustees.

Section 3. Corporation without Members. The Corporation shall have no voting members within the meaning of the Nonprofit Corporation Law.

Section 4. Terms. Each trustee shall hold office unless otherwise removed from office in accordance with these bylaws for a term of two (2) years and until a successor has been elected and qualified.

Section 5. Resignation. Subject to the provisions of Section 5226 of the California Nonprofit Public Benefit Corporation Law, any trustee may resign effective upon giving written notice to the President, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be designated before such time, to take office when the resignation becomes effective.

Section 6. Removal. Any trustee, except for the representative appointed by the charter authorizer, may be removed, with or without cause, by the vote of the majority of the members of the entire Board of Trustees at a special meeting called for that purpose, or at a regular meeting, provided that notice of that meeting and such removal are given in compliance with the provisions of the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code) as said chapter may be modified by subsequent legislation ("Brown Act"). The representative designated by the charter authorizer may be removed without cause by the charter authorizer or with the written consent of the charter authorizer. Any vacancy caused by the removal of a trustee shall be filled as provided in Section 7.

Section 7. Vacancies Filled by Board. Vacancies on the Board of Trustees, except for the representative appointed by the charter authorizer, may be filled by approval of the Board of Trustees or, if the number of trustees then in office is less than a quorum, by (a) the affirmative vote of a majority of the trustees then in office at a regular or special meeting of the Board, or (b) a sole remaining trustee. A vacancy in the seat of the representative of the charter authorizer shall be filled by the charter authorizer.

Section 8. Interested Trustees. Interested persons will not serve as a trustee. An "interested person" is (1) any person being compensated by the corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a trustee as trustee; and (2) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law of any such person.

Section 9. Place of Meeting. Regular or special meetings of the Board shall be

conducted within the jurisdictional boundaries of LAUSD. A two-way teleconference location shall be established at each schoolsite.

Section 10. Regular Meetings. Regular meetings of the Board shall be held on such dates and at such times as may be fixed by the Board. The agenda of the regular meeting shall adhere to the Brown Act.

Section 11. Special Meetings. Special meetings of the Board for any purpose or purposes may be called at any time by the President, the Secretary, or a majority of the trustees, with at least 24 hours advance notice of the meeting. The agenda of the special meeting shall also be posted at least 24 hours in advance and shall specify the time, location and the general nature of the business proposed to be transacted at the meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting and the agenda shall be posted in a location that is freely accessible to members of the public.

Notice of the time and place of special meetings of the Board shall be given or delivered personally to each trustee, or sent to each trustee by first-class mail or by other form of written or electronic communication at least twenty-four (24) hours before the meeting if personal delivery is made or if an electronic medium is used, and at least four (4) days before the meeting if the mail is used. Such notice may be written or (if delivered by telephone or personally) oral. Written notice shall be addressed or delivered to each trustee at his or her address as it is shown upon the records of the corporation, or as may have been given to the corporation by the trustee for purposes of notice, or, if such address is not shown on such records or is not readily ascertainable, at the place in which the meetings of the trustees are regularly held.

Notice by mail shall be deemed to have been given at the time a written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed to have been given at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or actually transmitted by electronic means by the person giving the notice to the recipient, as the case may be. Oral notice shall be deemed to have been given at the time it is communicated to the recipient or to such person at the office of the recipient who the person giving the notice has reason to believe will promptly communicate it to the recipient.

Section 12. Waiver of Notice. Notice of a meeting need not be given to any trustee who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to such trustee. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

Section 13. Quorum. A majority of trustees then in office shall constitute a quorum. All acts or decisions of the Board of Trustees will be by majority vote of the trustees in attendance, based upon the presence of a quorum. Should there be less than a majority of the trustees present at the inception of any meeting, the meeting shall be adjourned. Trustees may



not vote by proxy. The vote or abstention of each Board member present for each action taken shall be publicly reported.

Section 14. Voting on Special Matters. Notwithstanding any other provision of these Bylaws, an affirmative vote by no less than 3/4 of the trustees then in office shall be required to act upon the following matters:

- (a) Amending the Bylaws or Articles of Incorporation;
- (b) Establishing or changing the number of Trustees;
- (c) Adopting, revising or amending any mission statement of the corporation.

Section 15. Participation in Meetings by Conference Telephone. Members of the Board may participate in teleconference meetings so long as all of the following requirements in the Brown Act are complied with:

- a. At a minimum, a quorum of the members of the Board of Trustees shall participate in the teleconference meeting from locations within the boundaries of the granting agency in which the Corporation operates;
- b. All votes taken during a teleconference meeting shall be by roll call;
- c. If the Board of Trustees elects to use teleconferencing, it shall post agendas at all teleconference locations with each teleconference location being identified in the notice and agenda of the meeting;
- d. All locations where a member of the Board of Trustees participates in a meeting via teleconference must be fully accessible to members of the public and shall be listed on the agenda;<sup>1</sup>
- e. Members of the public must be able to hear what is said during the meeting and shall be provided with an opportunity to address the Board of Trustees directly at each teleconference location; and
- f. Members of the public attending a meeting conducted via teleconference need not give their name when entering the conference call.<sup>2</sup>

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<sup>1</sup> This means that members of the Board of Trustees who choose to utilize their homes or offices as teleconference locations must open these locations to the public and accommodate any members of the public who wish to attend the meeting at that location.

<sup>2</sup> The Brown Act prohibits requiring members of the public to provide their names as a condition of attendance at the meeting.

Section 16. Adjournment. A majority of the trustees present, whether or not a quorum is present, may adjourn any trustees' meeting to another time and place. Notice of any adjournment to another time or place shall be given prior to the time of the reconvened meeting to the trustees who were not present at the time of adjournment, and to the public in the manner prescribed by the Brown Act.

Section 17. Rights of Inspection. Every trustee shall have the absolute right at any reasonable time to inspect and copy any and all books, records, and documents of every kind of the corporation, and to inspect the physical properties of the corporation, as permitted by California and federal law. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents. The inspection may be made in person or by the trustee's agent or attorney. The right of inspection includes the right to copy and make extracts of documents as permitted by California and federal law.

Section 18. Committees. The Board may designate and appoint one or more committees, each consisting of two (2) or more trustees and no one who is not a trustee, to serve at the pleasure of the Board. The Board of Trustees may delegate to such committees any of the authority of the Board except with respect to:

- (a) The filling of vacancies on the Board or in any committee;
- (b) The amendment or repeal of bylaws or the adoption of new bylaws;
- (c) The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repealable;
- (d) The appointment of committees of the Board or the members thereof.

Any such committee must be established and the members thereof appointed, by resolution adopted by a majority of the number of trustees then in office, and such committee may be designated by any name the Board shall specify. The Board may appoint, in the same manner, alternate members of any committee who may replace any absent member at any meeting of the committee. The Board shall have the power to prescribe the manner in which proceedings of any such committee shall be conducted. Unless the Board or such committee shall otherwise provide, the regular and special meetings and other actions of any such committee shall be governed by the provisions of this Article applicable to meeting and actions of the Board. Minutes shall be kept of each meeting of each committee.

Section 19. Nominating Committee. The Nominating Committee shall be composed of the members of the Executive Committee and any other persons appointed by the Executive Committee to serve on the Nominating Committee, and the President shall chair the Nominating Committee. Prior to the meeting of the Board at which trustees and officers are to be elected, the chair of the nominating committee shall solicit suggestions from interested parties for candidates

to stand for election as trustees and officers of the corporation. The chair of the Nominating Committee shall then prepare a slate of nominees which shall be mailed to the trustees at least thirty (30) days before the date of the meeting at which the election shall be held. Additional nominees shall be added to the slate if a nominee is sponsored by more than seven (7) of the trustees not less than ten (10) days before the meeting.

Section 20. Compensation. Trustees and members of committees shall not receive any compensation for their services but, by resolution of the Board, a fixed sum and expenses of attendance, if any, may be allowed for attendance at any regular or special meeting of the Board.

### ARTICLE III. OFFICERS

Section 1. Required Officers. The officers of the corporation shall be a President, a Vice President, a Secretary, and a Treasurer, each of whom shall be chosen by and hold office at the pleasure of the Board. Any number of offices required or permitted by this Article may be held by the same person, except that the Secretary or Treasurer may not serve concurrently as the President or Chairman of the Board.

Section 2. Permitted Officers. The Board may choose a Chairman of the Board, one or more additional Vice Presidents, one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers as the business of the corporation may require, each of whom shall hold office for such period, have such authority and perform such duties as the Board at its pleasure may from time to time determine.

Section 3. Election of Officers. The officers shall be elected annually by the Board at a regular or special meeting of the Board, and may succeed themselves in office. Each person elected as an officer shall continue in office until the next annual election of officers or until his successor shall have been duly elected and qualified or until his earlier death, resignation or removal in accordance with these Bylaws. Vacancies of officers caused by death, resignation, removal or increase in the number of officers may be filled by the Board at a regular or special meeting.

Section 4. Removal of Officers. Any officer may be removed at any time with or without cause and with or without notice by the affirmative vote of the Board.

Section 5. President. Subject to the control of the Board, the President shall be the chief executive officer of the corporation and shall have general supervision, direction and control over the affairs and property of the corporation and over its several officers, and shall have such other powers and perform such other duties as may be delegated by the Board from time to time. If the corporation has no Chairman of the Board, then the President shall preside at all meetings of the Board. The President shall hold office for a term of two (2) years and until a successor has been elected and qualified. A President may succeed himself in office.

Section 6. Secretary. The Secretary shall be the custodian of the seal of the corporation and of the books and records and files thereof. The Secretary shall keep or cause to be kept, at the principal office or such other place as the Board may order, a minute book of all

meetings of the Board and its committees. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting was annual, regular, special, or emergency and, if special or emergency, how authorized; the notice given; the names of the trustees present at Board of Trustees and committee meetings; and the vote or abstention of each Board member present for each action taken. The Secretary shall also keep, or cause to be kept, at the principal office in the State of California the original or a copy of the Articles of Incorporation and Bylaws of the corporation, as amended to date. The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committee thereof required by these Bylaws or by law to be given, and shall have such other powers and perform such other duties as may be delegated by the Board.

Section 7. Treasurer. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation, including, without limitation, accounts of its assets, liabilities, receipts and disbursements, and shall send or cause to be sent to the trustees of the corporation such financial statements and reports as are by law or these Bylaws required to be sent to them. The Treasurer shall deposit, or cause to be deposited, all monies and other valuables in the name and to the credit of the corporation and such depositories as may be designated by the Board. The Treasurer shall disburse the funds of the corporation as may be ordered by the Board, shall render to the President or the trustees, whenever requested, an account of all transactions and of the financial condition of the corporation, and shall have such other powers and perform such other duties as may be delegated by the Board.

#### ARTICLE IV. INDEMNIFICATION

The corporation shall have the power to indemnify trustees, officers, employees and agents to the extent permitted by Section 5238 of the California Nonprofit Public Benefit Corporation Law and Chapter 42 of the United States Internal Revenue Code of 1986 (if applicable), as amended or superseded.

#### ARTICLE V. REPORTS

The corporation shall furnish to all of the trustees annually a report containing the following information in reasonable detail:

1. The assets and liabilities, including the trust funds, of the corporation as of the end of the preceding fiscal year.
2. The principal changes in assets and liabilities, including trust funds, during the preceding fiscal year.
3. The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the preceding fiscal year.
4. The expenses or disbursements of the corporation, for both general and restricted purposes, during the preceding fiscal year.

5. Any information required by Section 6322 of the California Nonprofit Public Benefit Corporation Law, with respect to the preceding fiscal year.

The report required by this Article shall be accompanied by any report thereon of independent accountants, or if there is no such report, by the certificate of an authorized officer of the corporation that such reports were prepared without audit from the books and records of the corporation.

#### ARTICLE VI. NONDISCRIMINATION POLICY

All schools operated by the corporation admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

#### ARTICLE VII. OTHER PROVISIONS

Section 1. Inspection of Articles and Bylaws. The corporation shall keep in its principal office in the State of California the original copy of its Articles of Incorporation and of these Bylaws, as amended to date, which shall be open to inspection by the trustees and such other persons as required by law, at all reasonable times during office hours.

Section 2. Endorsement of Documents; Contracts. Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance, or other instrument in writing and any assignment or endorsement thereof executed or entered into between the corporation and any other person, when signed by the Chairman of the Board, the President, or any Vice President and the Secretary or Treasurer or any Assistant Secretary or Treasurer of the corporation, shall be valid and binding on the corporation in the absence of actual knowledge on the part of the other person that the signing officers had no authority to execute the same. Any such instruments may be signed by any other person or persons and in such manner as from time to time shall be determined by the Board, but, unless so authorized by the Board, no such person or persons shall have any power or authority to bind the corporation by any contract or engagement to pledge its credit or to render it liable for any purpose or amount.

#### ARTICLE VIII. CONTRACTS WITH TRUSTEES

Section 1. Contracts with Trustees. The Corporation shall not enter into a contract or transaction in which a trustee directly or indirectly has a material financial interest (nor shall the Corporation enter into any contract or transaction with any other corporation, firm, association, or other entity in which one or more of the Corporation's trustees are trustees and have a material financial interest).

#### ARTICLE IX. CONTRACTS WITH NON-DIRECTOR DESIGNATED EMPLOYEES

**Section 1. Contracts with Non-Trustee Designated Employees.** The Corporation shall not enter into a contract or transaction in which a non-trustee designated employee (e.g., officers and other key decision-making employees) directly or indirectly has a material financial interest unless all of the requirements in the Corporation's Conflict of Interest Code have been fulfilled.

## ARTICLE X. BYLAW AMENDMENTS

**Section 1. Bylaw Amendments.** The Board of Trustees may adopt, amend or repeal any of these bylaws by a majority vote of the trustees present at a meeting duly held at which a quorum is present, except that no amendment shall change any provisions of any charter governing any charter school operated as or by the Corporation or make any provisions of these bylaws inconsistent with such charter, the Corporation's articles of incorporation, or any laws.

### CERTIFICATE OF SECRETARY

I certify that I am duly elected and acting Secretary of YPI Charter Schools, a California nonprofit public benefit corporation; that these bylaws, consisting of 9 pages, are the bylaws of this corporation as amended on 10/21/19.

Executed on 10/23/19 at Los Angeles, California.



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Sandra Mendoza, Secretary

# Coversheet

## Revised Fiscal Policies and Procedures

**Section:** V. Items Scheduled For Action  
**Item:** D. Revised Fiscal Policies and Procedures  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** YPICS Fiscal Policies and Procedures (proposed 5-24-2021)).pdf



# **YPI Charter Schools Inc. (YPICS) Fiscal Policies & Procedures**

Proposed 5-24-2021

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## Introduction

The Governing Board of YPI Charter Schools Inc. (YPICS) has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of YPI Charter Schools Inc. to support its mission and to ensure that the funds are budgeted, accounted for, expended and maintained appropriately.

## Accounting Procedures

This section covers basic accounting procedures for the organization. The accounting procedures used by the organization shall conform to Generally Accepted Accounting Principles (GAAP) to ensure accuracy of information and compliance with external standards.

### Basis of Accounting

**Policy:** The organization uses the accrual-basis of accounting at year-end, meaning that revenues are recorded when earned, and expenses are recorded when a liability is incurred regardless of when the receipt or payment of cash takes place.

#### Procedures:

- Throughout the fiscal year, revenue is recorded in the month in which it is received and expenses are recorded in the month in which they occur.
- At the close of the fiscal year, all revenue earned in the fiscal year, but not received is accrued. All expenses that have been incurred but not paid are also accrued. This ensures that the year-end financial statements reflect all revenue earned and all expenses incurred during the fiscal year.
- Year-end books, inclusive of adjusting journal entries, are closed by December 15, the date by which the audit report must be submitted to the state controller and respective reporting agencies.

### Bank Reconciliations

**Policy:** Bank reconciliation and approval will occur on a monthly basis.

#### Procedures:

- The ExED Accounting Associate or Senior Accounting Associate (AA/SAA) assigned to the organization will print the bank statements directly from the online banking system. If online banking is unavailable, the organization will make copies of the original statement available to ExED.
- The ExED AA/SAA will prepare the bank reconciliation.
- The Accounting Manager or Vice President, School Finance assigned to the organization will review and approve the bank reconciliation by initialing and dating the report.

## Record Keeping

**Policy:** Financial records will be retained for a minimum of seven years or as outlined in the 990 policy.

**Procedures:**

- ExED will retain financial records, including transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll record, and any other necessary fiscal documentation at its site until the prior year audit has been completed.
- ExED will deliver financial records to the organization for storage for the remaining years of the seven year retention period.
- At the discretion of the Governing Board or Executive Director, certain documentation may be maintained for a longer period of time.
- Financial records will be shredded at the end of their retention period.
- Backup copies of electronic and/or paper documentation should be stored in a secure location.

## Internal Controls

The organization employs several safeguards to ensure that financial transactions are properly authorized, appropriated, executed and recorded.

All documentation related to financial matters will be completed by computer, typewriter, or ink. Completion by pencil is not permitted.

## Lines of Authority

**Governing Board**

- Approves the fiscal policies and procedures and delegates administration of the policies and procedures to the Executive Director.
- Ensures that the fiscal policies and procedures are current, meaning that they have been reviewed and updated annually.
- Approves the opening and closing of bank accounts and the list of authorized signers and the organization address on record.
- Approves all third-party loans.
- Approves the opening of business credit cards.
- Reviews and approves the annual budget.
- Reviews annual and monthly financial statements, including the monthly check register and the ExED-prepared financial dashboard and budget-to-actual variance analysis.
- Reviews the Executive Director's performance annually and establishes the salary.
- Reviews and approves all contracts over \$50,000.
- Reviews and approves all non-budgeted expenditures over \$50,000 and any irregular expenditures.
- Commissions the annual financial audit by an independent third party auditor approved by the State of California.
- Approves the annual financial audit by December 15.

- Appoints someone else to perform the duties of the Executive Director in the case of absence.

#### **Executive Director**

- Is responsible for all operations and activities related to financial management.
- Develops the annual budget with ExED.
- Reviews and approves all contracts under \$50,000.
- Reviews and approves all expenditures under \$50,000.
- Oversees the adherence to all internal controls.
- Appoints someone else to perform his/her duties in case of absence.

#### **Chief Operations Officer**

- Serves as the designee for the Executive Director.
- Assist with the development of the annual budget with Executive Director and ExED
- Approves payroll
- Oversees budgets

#### **Executive Administrator/Assistant Executive Administrator**

- Is responsible for the daily operations and activities related to financial management
- Manage site budgets
- Approve site payroll

### **Segregation of Duties**

**Policy:** The organization's financial duties shall be distributed among multiple people to help ensure protection from fraud and error. The distribution of duties aims for maximum protection of the organization's assets while also considering efficiency of operations.

#### **Procedures:**

- Procedures for each section of this document will identify the position responsible for carrying out each function so that no single person or entity has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.

## **Financial Planning & Reporting**

### **Budgeting Process**

**Policy:** In consultation with the Executive Director and Finance Committee, ExED will prepare the annual budget for approval by the Governing Board. The budget is to be approved by the Governing Board prior to the start of each fiscal year.

#### **Procedures:**

- The Executive Director will work together with the Chief Operations Officer and Executive Administrators/Assistant Executive Administrator to ensure that the annual budget is an accurate reflection of programmatic and infrastructure goals for the coming year.
- ExED will ensure that the budget is developed using the organization's standard revenue recognition and cost allocation procedures.

- ExED, in consultation with the Governing Board, will set a target net income goal to meet strategic goals and/or comply with existing loan covenants.
- ExED will present a draft budget to the Finance Committee prior to the end of the fiscal year.
- The Finance Committee shall review and approve a recommended fiscal year budget and submit it for approval to the Governing Board.
- The Governing Board will review and approve the budget no later than its last meeting prior to the start of the fiscal year.
- ExED will prepare financial statements displaying budget vs. actual results for presentation to the Governing Board at each board meeting.

## Internal Financial Reports

**Policy:** The organization reviews regular financial reports at scheduled board meetings.

### Procedures:

- ExED is responsible for producing the following year-to-date reports within 45 days of the end of each month (in August through June): Income Statement including budget to actual variances, Balance Sheet, Financial Analysis, and Cash Flow Projection.
- ExED will also present a check register at each board meeting.
- ExED and/or the Board Treasurer will present the financial reports to the Governing Board at each meeting.

## Audit

**Policy:** The Governing Board will contract annually with a qualified independent certified public accounting firm to conduct an audit of the organization's financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, and, if applicable, the *U.S Office of Management and Budget's Circular A-133*. The selected audit firm must be familiar with these standards, related State of California and Charter School regulations, and the *Standards and Procedures for Audits of California K-12 Local Education Agencies Audit Guide* (which can be found at <http://eaap.ca.gov/audit-guide/current-audit-guide-booklet/>), in order to properly conduct the audit engagement.

After six consecutive fiscal years, the organization will contract with a new audit firm or require a change/rotation in audit partners in the seventh year, unless a waiver is obtained from the Educational Audit Appeals Panel. (Education Code 41020).

### Procedures:

- The Governing Board will appoint an Audit Committee of one or more persons by January 1 of each year.
- The Audit Committee may include persons who are not members of the board, but may not include any members of the staff of the corporation, including the president or CEO or the treasurer or CFO. In addition, any person with expenditure authorization or recording responsibilities within the organization may not serve on the committee.
- The Audit Committee will be responsible for contracting with an audit firm by March 1 of each year, unless the existing contract is a multi-year contract.

- The Audit Committee will be responsible for reviewing the results of the annual audit and developing a corrective action plan to address all relevant weaknesses noted by the auditor.
- The Governing Board will review and approve the audit no later than December 15.
- The audit firm will be responsible for submitting the audit to all reporting agencies no later than December 15.

## Tax Compliance

### Exempt Organization Returns

**Policy:** The audit firm contracted by the Governing Board to conduct the annual financial audit will prepare the annual Federal Form 990 and the California Form 199. The tax forms are to be filed no later than May 15 of each year.

#### Procedures:

- ExED will work with the tax preparer to complete the organization's tax returns.
- The Executive Director will review the tax returns before submitting to the Governing Board for final approval prior to May 15.
- The Form 990 will be available to the public via GuideStar, an information service specializing in reporting on U.S. nonprofit companies.

### Quarterly/Annual Payroll Reports

**Policy:** ExED will prepare the state and federal quarterly and annual payroll tax forms and will submit the forms to the respective agencies within established deadlines.

#### Procedures:

- ExED will prepare employee W2s by January 31 each year.
- ExED will file quarterly payroll tax reports (941 and DE9) by the filing deadline.

## Revenue & Accounts Receivable

### Cash Receipts

**Policy:** Cash receipts (including check or cash payments received via mail or in person and deposits received via Electronic Fund Transfer) shall be recorded completely and accurately to prevent the misappropriation of assets.

#### Procedures:

- For each fundraising or other event in which cash or checks will be collected, the Chief Operations Officer or Executive Administrator/Assistant Executive Administrator will designate a site administrator to be responsible for managing the process to collect and hold all cash and checks related to the event.
- A staff designee will record each transaction in a receipt book or document each item sold at the time the transaction is made in a log or similar.

- A staff designee shall give the cash, checks, deposit summary, and any related supporting documentation to the designated site administrator immediately.
- The designated site administrator and the staff designee will recount and reconcile the amount received with the supplied supporting documentation and each will sign for approval. The designated site administrator will immediately put the funds in a secure, locked location.
- Cash/checks dropped off in the classroom will be held by the teacher. Each morning, the teacher will collect all forms, payments, etc. that have been brought in by students that day and place them in a large envelope. Before the end of the work day, the teacher will bring the envelope from his/her classroom to the office where the cash/checks will be counted by the teacher and the designated site administrator.
- Mail (including anything official such as governmental notices, invoices and checks) received at the school must be opened by office staff members and stamped with a “received” stamp. If possible, the person opening the mail should not also be responsible for making bank deposits.
- Once a week, the Accounts Payable Department will log cash or checks received. Copies of Cash Receipt records should be sent to ExED for posting into the general ledger.
- When utilizing merchant or online web contribution services, appropriate segregation of duties shall be in place to ensure that no single person is able to perform incompatible functions (custody, recording, approving).

## Deposits

**Policy:** The Chief Operations Officer, Executive Administrator/Assistant Executive Administrator or designee is responsible for making bank deposits. Deposits will be made within ten business days.

### Procedures:

- The Accounts Payable Department will restrictively endorse each check received (e.g. For Deposit Only YPI Charter Schools, Bert Corona Charter School, Monseñor Oscar Romero Charter School, or Bert Corona Charter High School).
- The Accounts Payable Department or designated site administrator will prepare a deposit packet itemizing the amount, source, and purpose of each check or cash payment received. The deposit packet will include a copy of each check and a bank deposit slip.
- The Chief Operations Officer or Executive Administrator/Assistant Executive Administrator will review and approve the deposit packet.
- The Accounts Payable Department or designated site administrator will make the deposit and attach the deposit receipt to the deposit packet.
- The Accounts Payable Department will forward the deposit packet to ExED.
- ExED will reconcile the cash receipts to the deposit slip and the bank statement as part of the monthly close process.

## Expense & Accounts Payable

### Payroll

**Policy:** Employees are paid on a semi-monthly basis (15<sup>th</sup> and end of month). Under the



supervision of the Executive Director, ExED will be responsible for processing payroll through a third-party provider.

### **Time Sheet Preparation & Approval**

**Policy:** All employees are required to record time worked, holidays, and leave taken for payroll, benefits tracking, and cost allocation purposes.

**Procedures:**

- Employees will be responsible for completing a timesheet, recording hours worked and vacation, sick or holiday time if applicable.
- Each employee will approve (verify) his/her timesheet via his/her signature or submission through the payroll system.
- Each supervisor will review and provide final approval of his/her employees' timesheets by signing each timesheet or approving each timesheet in the payroll system.
- Supervisors will return, either physically or via the payroll system, incomplete timesheets to the employee for revision.
- If an employee is unexpectedly absent and therefore prevented from working on the last day of the pay period or turning in his/her timesheet, the employee is responsible for notifying the signatory supervisor or for making other arrangements to submit the timesheet.
- Employees are responsible for requesting leave, and supervisors are responsible for tracking leave taken by salaried employees.

### **Payroll Additions, Deletions, and Changes**

**Policy:** The Executive Director, Chief Operations Officer, or Executive Administrator/Assistant Executive Administrator is authorized to approve all payroll changes within the scope of his/her budget authority.

**Procedures:**

- Chief Operations Officer or Coordinator of Accounts Payable will submit, either physically or electronically via payroll system, new hire or employee change paperwork to ExED prior to the payroll deadline.

### **Payroll Preparation & Approval**

**Policy:** ExED will prepare payroll in accordance with the organization's payroll calendar.

**Procedures:**

- Five days prior to each check date, the Executive Director or Chief Operations Office will:
  - Review electronic time cards within the payroll system to ensure that they are complete and approved for that pay period.
  - The ExED Accounting Analyst, Associate, or Senior Associate assigned to the organization will prepare payroll upon notification from the Executive Director or Chief Operations Officer that payroll for that pay period is approved.
  - Once processed, the payroll processor ExED Accounting Manager (AM) or Vice President (VP), School Finance will review the Payroll Review Report for accuracy and

completeness and will review the Employee Change Report to verify the appropriateness of all changes.

- The ExED Accounting Manager or Vice President, School Finance will submit payroll to the 3<sup>rd</sup> party payroll provider for check (if applicable) and direct deposit processing.
- The 3<sup>rd</sup> party payroll provider will deliver the payroll package to the organization address on file one day prior to the check date (if applicable).
- The Executive Director or Chief Operations Officer will be responsible for opening the payroll package, reviewing reports for accuracy, and notifying ExED of any missing check (if applicable).
- The Executive Director or Chief Operations Officer will distribute pay stubs to employees on the check date (if applicable).

### Pay Upon Termination

**Policy:** Employees who are discharged shall be paid all wages due at the time of termination. (Labor Code § 201) Employees who quit without giving prior notice shall be paid wages within 72 hours (inclusive of weekends and holidays). If the employee gives at least 72 hours' notice, the wages must be paid on the last day worked. (Labor Code § 202)

#### Procedures:

- The Executive Director or Chief Operations Officer will inform ExED of any involuntary termination immediately and will provide an accounting of the hours/days worked since the last payroll and any accrued Paid Time Off (PTO) to be paid.
- The Executive Director, Chief Operations Officer, or Coordinator of Human Resources will inform ExED of any voluntary termination immediately and will provide an accounting of the hours/days worked since the last payroll and any accrued Paid Time Off (PTO) to be paid.
- ExED will calculate the final check based on the hours/days worked and the employee's pay rate.
- ExED will prepare the final check and provide to the school in accordance with the timelines required by law. The organization is responsible for creating and obtaining the employee's signature on the final check acknowledgement.
- An employee who quits without 72 hours' notice may request that his or her final wage payment be mailed to a designated address. The date of mailing will be considered the date of payment. (Labor Code § 202)
- The final check may not be provided via direct deposit.
- The organization must provide ExED with a list of non-returning staff two weeks prior to the last day of instruction to ensure that final checks are distributed in accordance with labor law.

### Purchases & Procurement

**Policy:** All purchases must be authorized by the Executive Director, Chief Operations Officer, or Executive Administrator/Assistant Executive Administrator. Any expenditure in excess of \$10,000 for the purchase of a single item should have bids from three (3) suppliers if possible. Any food contract that exceeds \$150,000 (the small purchase threshold set by the US Department of Agriculture) shall follow a competitive bid process.

Goods or services purchased with federal funds must follow federal procurement guidelines as outlined in Education Department General Administration Regulations (EDGAR), Part 80— Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Sub-part C (Post Award Requirements), Section 80.36 (Procurement) located at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

The Governing Board must approve any contract over \$50,000.

**Procedures:**

- All purchases over \$500 require a purchase requisition.
- The Executive Director, Chief Operations Officer, or Executive Administrator/Assistant Executive Administrator will approve the purchase requisition after determining:
  - If the expenditure is budgeted.
  - If funds are available for the expenditure.
  - If the expenditure is allowable under the appropriate revenue source.
  - If the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures and any related laws or applicable regulations.
  - If the price is competitive and prudent and proper bidding procedures have been followed.
- The Governing Board will review expenditures during each board meeting through the review of a check register that will list all checks written since the Governing Board’s last meeting and will include the check #, check date, payee, and check amount.

**Contracts**

- The Executive Director or Chief Operations Officer , or Executive Administrator/Assistant Executive Administrator will consider in-house capabilities to accomplish services before contracting for them.
- The Chief Operations Officer or Executive Administrator/Assistant Executive Administrator will keep and maintain a contract file evidencing the competitive bids obtained (if any were required) and the justification of need for any contract over \$10,000.
- The Chief Operations Officer or Executive Administrator/Assistant Executive Administrator will confirm that the contractor is not listed in the US government’s Suspended or Disbarred list via a search of the System for Award Management ([www.sam.gov](http://www.sam.gov)). The Chief Operations Officer or Executive Administrator/Assistant Executive Administrator will keep a record of all searches.
- The Chief Operations Officer or Executive Administrator/Assistant Executive Administrator will ensure that a written contract clearly defining work to be performed is on file for all contract service providers (i.e. consultants, independent contractors, subcontractors).
- Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and workers’ compensation insurance currently in effect. The Executive Director may also require that contract service providers list the school as an additional insured.
- The Executive Director, Chief Operations Officer, or Executive Administrator/Assistant Executive Administrator will approve proposed contracts and modifications in writing.
- Contract service providers will be paid in accordance with approved contracts as work is performed.
- The Executive Director, Chief Operations Officer, or Executive Administrator/Assistant Executive Administrator will be responsible for ensuring the terms of the contracts are fulfilled.

- Potential conflicts of interest will be disclosed upfront, and the Executive Director and/or Member(s) of the Governing Board with the conflict will excuse themselves from discussions and from voting on the contract.

## Credit Cards

**Policy:** Organization credit cards shall only be issued with the formal approval of the Governing Board and may only be used for organization-related expenditures.

### Procedures:

- Purchase requisition and other documentation requirements apply to credit card purchases.
- The bank and/or consumer credit card (Amazon, Home Depot, Staples, etc.) will be kept under the supervision of the card holder.
- An itemized receipt should be turned in for all purchases.
- If receipts contain an inappropriate expense, the individual making the charge will be held responsible for payment.
- In the case of a missing receipt, a missing receipt form shall be submitted and approved by the Executive Director, Chief Operations Officer, or Executive Administrator/Assistant Executive Administrator.
- Should the Executive Director be required to complete a “missing receipt” form, authorization must be granted by a member of the Governing Board. Should the Chief Operations Officer be required to complete a “missing receipt” form, authorization must be granted by the Executive Director. Should an Executive Administrator/Assistant Executive Administrator be required to complete a “missing receipt” form, authorization must be granted by the Executive Director or Chief Operations Officer.
- Credit cards will bear the names of both the organization and the cardholder as authorized by the Governing Board.
- No personal charges are permitted.
- All reward points or discounts are property of the school. Use of such points or discounts is at the discretion of the Executive Director and should be used for the benefit of the organization.
- Upon termination, the employee shall immediately return the credit card and all receipts to the Executive Director or Chief Operations Officer.

## Debit Cards

**Policy:** Organization debit cards are not permitted.

### Procedures:

If a debit card is automatically issued by the bank, the Executive Director or Chief Operations Officer will:

- Contact the bank to deactivate debit card service from the account.
- Destroy the physical debit card.

## Independent Contractors

**Policy:** The organization will comply with all applicable federal and state laws relative to the use of independent contractors.

**Procedures:**

- The Executive Director and the Chief Operations Officer have the authority to establish a contract with an independent contractor and are responsible for verifying that the person is appropriately classified as an independent contractor and not as an employee and for obtaining a Form W-9.
- School employees may not serve as independent contractors.
- Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and workers' compensation insurance currently in effect. The Executive Director may also require that contract service providers list the school as an additional insured.
- All services performed by independent contractors will be processed as accounts payable.
- At the close of the calendar year, ExED will issue a Form 1099 to all independent contractors in accordance with IRS regulations.

## Invoice Approval & Processing

**Policy:** The Executive Director, Chief Operations Officer, or Executive Administrator/Assistant Executive Administrator may approve all invoices within the scope of their respective budget authorities. The following procedures will be performed either manually or electronically.

**Procedures:**

- The Accounts Payable Department will open and review invoices and bills and will notify the Executive Director, Chief Operations Officer of any unexpected or unauthorized expense.
- When receiving tangible goods from a vendor, the designated office staff at the school will trace the merchandise to the packing list and note any items that were not in the shipment.
- The Accounts Payable Department will code invoices to the correct budget line.
- Invoices are then routed to the Executive Director or Chief Operations Officer for payment approval.
- If the vendor is a sole proprietor or a partnership (including LP, and LLP) providing a service, the Accounts Payable Department will obtain a W-9 from the vendor prior to submitting any requests for payments to ExED.
- ExED will review the invoice for sufficient supporting documentation, verify the coding, and process payment.

## Cash Disbursements

**Policy:** Bank checks will be issued upon receipt of appropriate documentation (e.g. vendor invoice, purchase order, packing slip, etc.).

**Procedures:**

- Once an invoice is approved by the Executive Director or Chief Operations Officer for payment, the ExED Accounting Analyst will prepare an in-sequence check and will submit the check to the ExED AM or VP.
- The ExED AM or VP will review the supporting documentation for completeness and the check for accuracy and will sign the check with the Executive Director's facsimile signature stamp, which is maintained in a secured location when not in use.

- ExED will distribute the check as follows:
  - Original – mailed or delivered to payee
  - Duplicate or voucher – attached to the invoice and filed by vendor name by an ExED accountant.
- Should a check need to be voided, “VOID” will be written in ink on the signature line of the check.

## Petty Cash

**Policy:** The Executive Administrator/Assistant Executive Administrator will keep a petty cash box not to exceed \$500. Petty cash will be kept in a lockbox that is stored in a secure location. Access to the cash box should be limited to authorized personnel. Petty cash shall only be used for reasonable and allowable school purposes (No personal use).

### Procedures:

- The Executive Administrator/Assistant Executive Administrator will manage the petty cash fund.
- The Executive Administrator/Assistant Executive Administrator will maintain a log of all disbursements made from the petty cash fund and will use a petty cash slip for all disbursements. The petty cash slip must be signed by the Executive Administrator/Assistant Executive Administrator and the petty cash recipient.
- Within 48 hours of the petty cash withdrawal, the petty cash recipient will submit an original receipt to the Executive Administrator/Assistant Executive Administrator who will attach the receipt to the petty cash slip and store in the petty cash box.
- At all times the petty cash box must contain receipts, petty cash slips, and cash totaling \$500.
- When the petty cash balance is low the Executive Administrator/Assistant Executive Administrator will prepare a petty cash reimbursement form, totaling all the petty cash disbursements and attaching the original petty cash slips and receipts to the form. The Executive Director or Chief Financial Officer will review and approve the petty cash reimbursement form and supporting documentation.
- The Accounts Payable Department will forward the petty cash reimbursement form and original supporting documentation to ExED.
- The ExED Accounting Analyst will record the petty cash disbursements in the general ledger and issue a check made payable to the Program Coordinator in the amount of the total petty cash disbursement.
- It is the Executive Administrator’s/Assistant Executive Administrator’s responsibility to cash the check and to keep track of funds in the box. Reconciliation must occur when funds are replenished, and/or at a minimum, annually.
- ExED will conduct surprise counts of the petty cash fund.
- Loans will not be made from the petty cash fund.

## Employee and Volunteer Expense Reimbursements

**Policy:** The organization will reimburse pre-authorized school-related expenses that are accompanied by an original receipt or other appropriate documentation. Only the Executive Director, or Chief Operations Officer, or Executive Administrator/Assistant Executive

Administrator may incur school-related expenses without pre-approval. Items purchased without pre-approval are not guaranteed to be reimbursed.

**Procedures:**

- An employee or school volunteer seeking to make a school-related purchase must obtain verbal or written pre-approval from the Executive Director, Chief Operations Officer, or Executive Administrator/Assistant Executive Administrator.
- The organization reserves the right to refuse reimbursement for any inappropriate expenses made. (Items purchased without pre-approval are not guaranteed to be reimbursed.)
- Employees will submit signed expense reports monthly, as necessary, to the Chief Operations Officer or Executive Administrator/Assistant Executive Administrator for approval. Original receipts or other appropriate documentation (e.g. email receipt) must be attached to the expense report.
- All expense reports must be submitted within the fiscal year in which the expense is incurred.
- Executive Administrator/Assistant Executive Administrator expense reports must be approved by the Executive Director or Chief Operations Officer.
- Chief Operations Officer expense reports must be approved by the Executive Director.
- Executive Director expense reports must be approved by a member of the board.
- The Accounts Payable Department will submit the approved expense report and supporting documentation to ExED.
- ExED will issue a reimbursement check within 15 business days of receipt of appropriate and complete documentation.

**Travel Expenses**

**Policy:** The Executive Director must pre-approve all school related travel. Mileage will be reimbursed at the organization-approved mileage rate, not to exceed the current IRS reimbursement rate.

**Procedures:**

- For the purposes of mileage reimbursement, where a trip is commenced or terminated at the employee's home, the distance traveled shall be reduced by the employee's home-to-office commute distance.
- Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an administrator and the event is more than 50 miles from either the employee's residence or the school site. Hotel rates will be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available.
- Transportation expenses such as airfare will be purchased at the lowest rate available.
- A per diem will be provided at the per diem rate found at (<http://www.gsa.gov/portal/category/100120-US Government Rates>) for any breakfast, lunch, dinner, or incidental expense for items not included in the fee for the event. Employees will be responsible for any excess expenses beyond the established per diem rate. Employees should utilize bus/shuttle service whenever possible. When traveling in groups, taxis may be more economical. Employees should choose between long-term parking or a taxi based on whichever is the more economical for the organization. Reimbursements will be provided for ground transportation travel expenses directly related to the event, not including transportation from home to airport.

- After the trip, the employee must enter all of the appropriate information on an expense report, attach original receipts, and submit it to the Chief Operations Officer or Executive Administrator/Assistant Executive Administrator for approval and then on to ExED for processing.

#### **Governing Board Expenses**

- The individual incurring authorized expenses while carrying out the duties of the school will complete and sign an expense report and attach original receipts.
- The Executive Director and/or another board member will approve and sign the expense report, and submit it to ExED for payment.

## **Asset Management**

### **Cash Management and Investments**

**Policy:** All funds will be maintained in high quality financial institution or invested with the following objectives in order of priority; preservation and safety of principal, liquidity, and yield.

#### **Procedures:**

- The Executive Director will obtain Governing Board approval before opening or closing a bank account.
- Governing Board will adopt an investment policy before funds are to be invested.

### **Capital Equipment**

**Policy:** The organization capitalizes any item, purchased or donated, with a value of \$1,000 or more and with a useful life of more than one year.

#### **Procedures:**

- ExED will maintain a ledger of all capitalized items. The ledger will include the original purchase price and date and a brief description of the asset.
- The organization will take a physical inventory of all assets within 90 days of the end of each fiscal year, indicating the condition and location of the asset.
- The Executive Director and Chief Operations Officer will be notified of all cases of theft, loss, damage or destruction of assets.
- The Chief Operations Officer or Director of Technology will submit to ExED written notification of plans for disposing of assets with a clear and complete description of the asset and the date of the disposal.

### **Loans**

**Policy:** The Governing Board will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the chartering authority in accordance with the terms of the charter and/or other lenders in accordance with the loan documents. Employee loans, including salary advances, are not allowed.

#### **Procedures:**



- The Executive Director and/or Governing Board designee shall review and sign the promissory note before funds are borrowed.
- Loan agreements should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.
- Loan covenants and reporting requirements are to be acknowledged by the board at the time of adoption.

## Insurance

**Policy:** The organization will maintain insurance with a high quality insurance agency at all times for:

- General Liability
- Property
- Workers' Compensation
- Professional Liability
- Directors' and Officers' Coverage

Umbrella and student accident policies are considered prudent add-ons.

### Procedures:

- The Executive Director will carefully review insurance policies with the Broker on an annual basis prior to renewal to determine compliance with Charter authorizer and any applicable loan covenant requirements.
- The Chief Operations Officer will forward to ExED all insurance policies and related documents (e.g. certificates of insurance, claim forms, etc.).

## Parking Lot Liability

**Policy:** Parking lot related incidences are not covered under any school insurance policy. The organization assumes no liability for damage to cars unless a student is observed by an adult accidentally causing damage to a vehicle while engaged in a school activity.

### Procedures:

- If a student willfully causes damage the student's parent or guardian is responsible.
- If a parent or other visitor causes damage, that individual is responsible.
- If an employee causes damage, the employee is responsible.
- If an unknown person causes damage and there is no witness, the affected individual would determine if he/she has applicable coverage through his/her individual insurance policies.

## Operating Reserves

**Policy:** The organization will ensure adequate cash balances to meet annual cash flow needs. The target minimum operating reserve fund is recommended to be equal to:

- the greater of 5% or \$55,000 for a school with 0-300 ADA
- the greater of 4% or \$55,000 for a school with 301-1,000 ADA

The amount of Operating Reserves will be calculated each year after approval of the annual budget and included in monthly financial reports.

**Procedures:**

- ExED will monitor the organization's reserve level and will report the reserve level to the Executive Director and the Governing Board on a monthly basis.
- It is the responsibility of the Executive Director and the Governing Board to understand the organization's cash situation and it is the responsibility of the Executive Director to prioritize payments as necessary to manage cash flow.
- The Governing Board may restrict a portion of the operating reserve fund for strategic goals.
- The Governing Board may develop an additional Operating Reserve Policy to specify use of the Operating Reserves.