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November 18, 2020

TO: Liliana Campos
Irene Aguilar
Don Garcia

FROM: Panik Nazarian

CONFLICT OF INTEREST CODE FOR YOUTH POLICY INSTITUTE CHARTER SCHOOLS

Attached for your review is the proposed Conflict of Interest Code for Youth Policy Institute Charter Schools (YPICS).

Background:

YPICS is a Southern California based charter management organization formed by educational leaders whose passions are to teach and empower. It oversees three charter schools: Bert Corona Charter School, Bert Corona Charter High School, and Monsenor Oscar Romero Charter School which are all authorized by LAUSD.

YPICS will be incorporating, by reference, Regulation 18730 that contains the terms of their Conflict of Interest Code. They will also be adopting disclosure categories geared for small charter schools. (See proposed code).

It is recommended that YPICS' code contain nine designated positions:

- *Member, Board of Trustees*

The Members of the Board of Trustees formulate general policy and programs of YPICS and hire the Executive Director. The Board is responsible for assuring that all aspects of the Charter School are consistent with their bylaws. They are also responsible for the final approval of all major contracts on behalf of YPICS. It is recommended that this position file under disclosure categories 1, 2 and 4.

- *Executive Director*

This position directly reports to the governing board, and have general supervision, direction and control of the business and affairs of YPICS. The Executive Director can

make recommendations without significant amendment or modification by the governing board. It is recommended that this position file under disclosure categories 1, 2 and 4.

- *Chief Operations Officer*

This position serves as the designee for the Executive Director when absent and may participate in any personnel-related legal or litigation issues. It is recommended that this position file under disclosure categories 1, 2, and 4.

- *Executive Administrator/Assistant Executive Administrator*

These positions have the same level of responsibility as a Principal/Assistant Principal in a regular school setting, and have decision-making authority over all daily operations and activities related to the financial management of the specific campus. It is recommended that these positions file under category 3.

- *Director of Technology*

This position can make recommendations on all IT-related contracts and vendors for YPICS, and is responsible for overseeing those contracts. It is recommended that this position file under disclosure category 3.

- *Senior Program Director*

This position oversees the School Food authority for YPICS and has the authority to recommend meal vendor selection to the Board for approval. It is recommended that this position file under disclosure category 3.

- *Instructional Art Director*

This position has the authority to select vendors to print branded materials for the charter school it is recommended that this position file under disclosure category 3.

- *Director of Special Education*

This position has the authority to recommend to the Executive Administrators programs, conferences, and other Special-Education related materials for adoption for schools to the Board. It is recommended that this position file under disclosure category 3.

- *Consultants/New Positions*

These positions will be held by individuals who perform duties that require disclosure as determined by the Executive Director or his or her designee. These individuals are those have been determined to participate in the making of decisions that may affect financial interests by providing information, advice, recommendation or counsel to YPICS (See proposed footnote in Exhibit "B").

We recommend the described proposed code listed above be approved.

The Panel has reviewed the attached proposed code and has indicated their recommendation as follows: <input type="checkbox"/> Approve <input type="checkbox"/> Reject
