



January 21, 2022

**To:** YPICS Board of Directors

**From:** Ruben Dueñas  
Chief Operations Officer

**Subject:** Additional credit card and extending credit card limit

Staff is requesting that the Board of Directors approves an additional credit card for the Senior Director of Community School Partnerships in the amount of \$3000 and extend the credit limit of the BCCHS Executive Administrator from \$3000 to \$5000.

**Background**

The Senior Director of Community School Partnerships works at all three campuses by supporting our community schools efforts. The Senior Director of Community School Partnerships will primarily use the credit card for staff conference registration, other conference expenses, and supplies related to the position’s job responsibilities.

The BCCHS Executive Administrator will use the expanded credit limit to purchase resources for student learning activities and other school related functions. The \$5000 limit is consistent with the amounts authorized for the Executive Administrators of the other school sites.

The Board of Directors has previously approved the following California Credit Union credit cards for the following positions:

Position	Name	Limit
YPICS Executive Director	Regina Yvette KingBerg	\$5,000
YPICS Chief Operations Officer	Ruben Duenas	\$5,000
BCCS Executive Administrator	Dr. Kevin Myers	\$5,000
BCCHS Executive Administrator	Lorence Simonsen	\$3,000
MORCS Executive Administrator	Dr. Rene Quon	\$5,000
BCCS Operations Administrator	Daniel Rios	\$1,000
MORCS Operations Administrator	Lilia Karina Gamez	\$1,000
BCCHS Assistant Executive Administrator	Yolanda Fuentes	\$2,000
YPICS Director of Technology	Ryan Bradford	\$1,000

**Recommendation**

Staff recommends that the YPICS Board of Directors approves an additional credit card for the Senior Director of Community School Partnerships in the amount of \$3000 and extend the credit limit of the BCCHS Executive Administrator from \$3000 to \$5000.