



## **YPI CHARTER SCHOOLS Inter-Office Correspondence**

**TO:** Form 700 Filers

**DATE:** February 06, 2023

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

**SUBJECT:** 2022 Form 700 Filers

### **BACKGROUND**

Every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest, also known as the Form 700. The Form 700 provides transparency and ensures accountability in two ways:

1. It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
2. It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.

### **ANALYSIS**

For purposes of fulfilling the LAUSD Form 700 requirements, all members of the YPI Charter Schools (YPICS) Board of Directors, Executive Director, Executive Administrators, and selected Administrative Leaders are part of the decision-making group identified by YPICS as required filers. The conflict of interest code generated by the Los Angeles County Board of Supervisors (LACBOS) identifies designated positions that are required to file a statement of economic interest and adhere to the disclosure requirements specified in the LACBOS-assigned categories.

The Form 700 (SEI) Electronic Filing & COI Roster System has made it possible to e-file via the portal. Only YPICS board members are included in the e-file roster in the electronic filing system. All other designated positions must file a Form 700 through either original blue ink signatures or an approved electronic signatures system, such as DocuSign. YPICS will employ the latter method whenever possible for greater efficiency.

The following procedure will again be observed to send and receive the Form 700s this year:

- After receipt of the Form 700 roster from LAUSD (expected after February 1<sup>st</sup>), Form 700 documents will be prepared for all filers (YPICS Board of Directors, Executive Officers, Directors, and selected Managers).
- Filers that are part of the Form 700 (SEI) Electronic Filing roster are required to log into the portal to complete the Form 700.
- All other filers will receive an email from Docusign, which will allow them to complete the Form 700 electronically. Email addresses must be a part of the agency domain (i.e name@ypics.org) to participate in this method.
- **The forms are due to LACBOS and LAUSD by March 19<sup>th</sup> and it would be appreciated if forms are signed and returned no later than March 1st.**
- Documents for all YPICS filers will be submitted with the third quarterly report to LAUSD through Dropbox.

SB 126 places the responsibility for oversight of the proper implementation of the YPICS Conflict of Interest Policy in the hands of the Los Angeles County Board of Supervisors (LACBOS) and e-filing of the Form 700 documents is now conducted via the LACBOS system. Only the “top tier” of decision makers is required to file through the LACBOS, and the YPICS Board of Directors and Chief Executive Officer are the only filers filing with the County. The extensive list of filers for LAUSD is related to our inclusive governance system that places a level of decision making in the hands of administrators and selected managers, and the desire of YPICS to be transparent in all matters related to the management of the organization.

## **RECOMMENDATION**

This is an information item only and no action is required.

**Attachment: *Sample form 700 document***