



April 27, 2026

TO: YPI Charter Schools Board of Directors

FROM: Ruben Duenas
Chief Operations Officer

SUBJECT: Recommended changes to CCU school credit card holders

BACKGROUND

The YPICS Board of Directors has previously approved the following school credit cards:

Position	Credit Card Limit
Executive Director	\$5,000
Chief Operations Officer	\$5,000
Director of Technology	\$1,000
Senior Director of Community Schools	\$3,000
Executive Administrator (3)	\$5,000
Operations Administrator (3)	\$1,000

RECOMMENDATION

In order to meet the changing needs of the organization, YPICS staff is recommending the following additions/removals and opening/closing of credit cards.

Employee	Action 1	Credit Card Action 2
Yesenia Marchell	Add Coordinator of Accounts Payable credit card	Open credit card \$10,000 for Y. Marchell (YPICS conference & travel expenses only)
Karina Favela	Remove Senior Director of Community Schools credit card	Close out K.Favela’s school credit card