APPROVED

# Youth Policy Institute Charter Schools (YPICS)

# Minutes

## YPICS Regular Board Meeting

**Date and Time**
Monday February 6, 2023 at 6:00 PM

**Location**
Join Zoom Meeting
https://exed.zoom.us/j/92000544949?pwd=YmFJaHdDL0RNMjZGYUozWk5Sbk5kZz09
Meeting ID: 920 0054 4949
Passcode: 097266
One tap mobile
+16699006833,,92000544949# US (San Jose)
+16692192599,,92000544949# US (San Jose)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 669 219 2599 US (San Jose)
Meeting ID: 920 0054 4949
Find your local number: https://exed.zoom.us/u/ab6UCmrruc

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

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

**Trustees Absent**
S. Mendoza

**Trustees who left before the meeting adjourned**
C. Lopez

**Guests Present**

F. Zepeda (remote), Janelle Ruley, Esq., K. Myers (remote), R. Bradford (remote), R. Duenas (remote), Y. King-Berg (remote), Y. Zubia (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 Feb 6, 2023 at 6:02 PM.

### C. Additions/Corrections to Agenda

There were no additions or corrections to the agenda.

### D. Approval of January 9, 2023 Regular Board Meeting Minutes

W. Njboke made a motion to approve the minutes from YPICS Regular Board Meeting on 01-09-23.
C. Lopez seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

### E. Approval of Board Findings relating to Teleconference Meetings During State of Emergency

M. Green made a motion to continue teleconference meeting for the next 30 days pursuant to Government Code 54953(e)(1).
W. Njboke seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

## II. Communications

### A. Presentations from the Public

There were no presentations from the Public.

## III. Board of Trustees Professional Development

### A. Brown Act Annual Training

As a charter public school board, the YPI Charter Schools Board of Trustees is required to follow the provisions of the Brown Act.  Janelle Ruley, an attorney with Young, Minney and Corr LLP, presented the provisions of the act, and updates related to the impact of COVID-19 and the re-opening of schools and the workplace, to ensure continued compliance with all aspects of the law.

## IV. Items Scheduled for Information

### A. School Committee/ Council Reports

There were no discussions on the schools' committee and council reports that were made available to the Board.

### B. Board Committee Reports

There were no Board committee reports presented.

### C. Director of Technology & Integration's Report

The YPICS Tech Team this year is taking a deep dive into cybersecurity and putting in place various systems and policies to help ensure that we do everything we can to avoid a cybersecurity incident. We have put the following in place: Implementation Of 2-Step Verification, Ms-Isac, Implementation Of Cis, Implementation Group 1, Implementation Of Mosyle Detection & Removal and created Second Semester Plans.

### D. Chief Operation Officer/ BCCHS Interim EA Report

Chief Operations Officer Community Schools 2022–23 California Community Schools Partnership Program Implementation Grant – Cohort 2 from the California Department of Education has been released. YPICS is currently planning to apply by the application due date of Tuesday, March 21, 2023.Technology Integration We are working with Edlio to redo all four YPICS websites. Access to the new sites have been given to the school admin teams to begin updating information. The advantage of the new website is that the staff has access to make changes to dynamic portions of the website.

### E. Executive Director's Report

Each Year YPI Charter Schools (YPICS) engage in an assessment cycle that includes administrating system-wide benchmark assessments on all three campuses. This update aims to track where the schools are academically and ensure that data to drive instruction

is consistently implemented with intentionality. On January 9th, all YPICS schools reviewed the data from either NWEA Maps (HS) or iReady (MS). Teachers reflected upon this by looking at trends and outliers to determine and set new goals and opportunities for student data chats during the first two weeks in January. After the data chats, teachers created new action plans for the spring. Study Halls and Acceleration time during the school day or before or after school to address some learning gaps. Class trackers and individual student trackers were adjusted to ensure that data was shared consistently with students. These data sets are shared with parents during SAC meetings and Coffee with the Executive Directors Meetings.

**F. LACOE Williams Sufficiency of Materials Letters for BCCS, BCCHS, and MORCS**

LACOE determined a sufficiency of Instructional Materials exists in each of the specified classes visited during the review.

**G. Form 700 Filers Board Brief and Sample Form**

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.

**H. Prop 39 BCCHS February 1, 2023 Preliminary Offer**

The Prop 39 BCCHS February 1, 2023 Preliminary Offer included space for ADA of 184.21 at Maclay Middle School for the 2023-24 school year.

**I. Instructional Update & YPICS MS iReady Mid Year Growth Reports**

The students are increasing their academic performance at both schools. Each school has met 51% on typical growth and there is great progress toward stretch growth. Teachers on both campuses are excited to have met this mid-year progress growth. During the January 2023 PD, all teachers had an opportunity to review and analyze their grades classroom, and sub-group level data. At the close of the day, teachers created action plans for the second semester. School leaders, Coordinators of Instruction, and mentor teachers are following up bi-weekly on teacher action plans.

## V. Consent Agenda Items

**A. Background**

**B.**

### Consent Items

C. Lopez made a motion to move the consent agenda as presented.
D. Cho seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

## VI. Items Scheduled For Action

### A. YPICS December 2022 Financials and Check Registers

C. Lopez made a motion to approve the December 2022 financials and check registers as submitted.
W. Njboke seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

### B. Year Ending June 30, 2022 Audit

C. Lopez left.
M. Green made a motion to approve the year ending June 30, 2022 audit with the presented updates on page 13.
W. Njboke seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

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

### C. Auditor Selection for Fiscal Year Ending June 30, 2023

W. Njboke made a motion to select CliftonLarsonAllen LLP (CLA) as the YPICS auditor for year ending June 30, 2023 with the principal auditor remaining as Marlen Gomez.
M. Green seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

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

### D. ASES Grant Award Notifications for BCCS and MORCS

M. Green made a motion to approve and receive the ASES grant award notifications for Bert Corona Charter School and Monseñor Oscar Romero Charter School.
W. Njboke seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

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

### E. Limits on Designated Persons for CFRA and Sick Leave

M. Green made a motion to approve limiting CFRA leave and sick leave designated persons to one for a 12-month period.
W. Njboke seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

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

### F. CCU Credit Card Proposed Changes

D. Cho made a motion to approve the following CCU credit card changes: 1. ) Closing Lorence Simonsen's credit card 2.) Issuing a credit card with a $1,000 limit to the high school operations lead, Isis Pena 3.) Increasing the limit of Yolanda Fuentes's card to $5,000.

W. Njboke seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

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

### G. YPICS Petty Cash Policy Update to the Fiscal Policies & Procedures

M. Green made a motion to approve the following changes to the petty cash policy in the Fiscal Policies and Procedures: 1. Remove assistant executive administrator and 2. Raise the petty cash amount to $1,000.
D. Cho seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

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

## VII. Closed Session

### A. Closed Session - Government Code 54956.8

The Board of Trustees moved into Closed Session at 7:24pm.

## VIII. Open Session

### A. Action Taken in Closed Session - Government Code 54956.8

The Board of Trustees resumed Open Session at 7:38pm.

The following action was taken during Closed Session.

The Board of Trustees unanimously voted to approve the Lease between the Japanese American Community Center and Bert Corona Charter School. The lease will cover the time from July 1, 2022- June 30, 2037. The full lease consists of 4 documents:

1. Standard Industrial/Commercial Single Tenant Lease- Gross
2. Lease Addendum

3. Arbitration Agreement
4. Exhibit A- Topographic/Aerial Survey

The board also authorized the Chief Operations Officer to continue to negotiate the realtors commission price if possible.

Mary Keipp, Board Chair - aye
Michael Green, Board Treasurer - aye
Walter Njboke, Board Member - aye
Dean Cho, Board Member - aye

## IX. Announcements

### A. Closing Announcements

The next board meeting will be held at the Learning and Support Center in Granada Hills.

## X. 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 7:51 PM.

Respectfully Submitted,
Y. Zubia