



# Environmental Charter Schools

## ECS Finance Committee Meeting

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### **Date and Time**

Friday November 17, 2017 at 8:30 AM PST

### **Location**

2625 Manhattan Beach Blvd. Suite 100, Redondo Beach, CA 90278 / Zoom Call-in: Join from PC or Mac: <https://zoom.us/j/959381494> Or Telephone: US:+1 408 638 0968 (Meeting ID: 959 381 494) / Call-in Location: 1 Market Place, San Diego, CA, 92101 / 2000 Imperial Hwy., El Segundo, CA 90245 / 2401 Pine Ave., Manhattan Beach, CA 90266

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### **Finance Committee Members**

Tracy Bondi - Chair

Jenni Owen - Co-Chair

Ken Deemer

Bruce Greenspon

Dorothy Lee

### **Finance Committee Charter**

- Provides financial oversight for the organization
  - In conjunction with staff and other stakeholders, develops an annual operating budget and recommends for board approval
  - Monitors adherence to budget and recommends changes, if necessary
  - Sets long-term financial goals with funding strategies to achieve them
  - Considers special, unbudgeted requests and make recommendations to board
  - Develops multi-year operating budgets that tie to strategic plan
  - Ensures adequacy of financial controls and monitor for compliance
  - Ensure Financial literacy of Board Members by providing training
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## Goals for 2017-2018

- Hold a yearly ECS financial training course
- Ensure adequate financing for the facilities development in Inglewood
- Ensure salary schedules and benefits are supportable and sustainable
- Assist in determination of auditor evaluation and choice of auditors for 2018-19 audit

## THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

## REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

## SPECIAL PRESENTATIONS MAY BE MADE

Notice is hereby given that consistent with the requirements of the Bagley-Keene Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

## REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting ECS at 812 West 165th Place, Gardena, CA 90247; telephone (310) 214-3400; fax (310) 214-3410.

## FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact ECS at 812 West 165th Place, Gardena, CA 90247; telephone (310) 214-3400; fax (310) 214-3410.

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## Agenda

### I. Opening Items

Opening Items

- A. Record Attendance and Guests
- B. Call the Meeting to Order
- C. Approve Previous Meeting Minutes

- Minutes from Finance Committee meeting on September 22, 2017

Approve minutes for ECS Finance Committee Meeting on September 22, 2017

## II. Presentations from the Floor

### A. Presentation from the Floor on Non Agenda Items

At this time any person wishing to speak to any item not on the agenda will be granted three minutes to make a presentation to the Board. Non-English speakers utilizing translators will be granted six minutes to make a presentation to the committee.

### B. PRESENTATIONS FROM THE FLOOR ON AGENDA ITEMS

Any person wishing to speak to any item on the agenda will be granted five minutes to make a presentation. Non-English speakers utilizing translators will be granted ten minutes to make a presentation to the committee.

## III. Discussion Items / Updates

### Finance

#### A. EdTec Financial Update

EdTec financial update is [here](#).

ECHS Sept17 financials is [here](#).

ECMS-G Sept17 financials is [here](#).

ECMS-I Sept17 financials is [here](#).

#### B. Fundraising YTD Update

Also, you may wish to view [2017-2018 Development Dashboard](#) for further information.

#### C. Develop a Finance 101 Training for New Board members

## IV. Action Items

### A. Recommend Acceptance of Sep 2017, Oct 2017 Check Register

Sept 2017 Check Register is [here](#).

Oct 2017 Check Register is [here](#).

### B. Recommend Acceptance of Sep 2017, Oct 2017 Private Donations Over \$1000

Private donations list is [here](#).

### C. Recommend Approval of Contracts

[Cunningham Architect Work Authorization 4 2017-18](#) (approved by Facilities Committee)

The initial contract for architectural fees for the ECHS Portables Project was \$7,500. The additional amounts for which work has already been completed is as follows:

Work authorization form 1: \$7,000

Work Authorization form 2: \$10,000

Work Authorization form 3: \$4,835.

This work was completed last fiscal year.

The additional work Authorization Form 4 for the amount of \$30,000 is for the 2017-18 fiscal year.

[Fast Track Prop K Bid](#) (approved by Facilities Committee)

Winning bid from Fast Track Construction Corp Public Bid May-June 2017. The contract is subject to LA City approving the extended timeline for the City of LA Prop K contract. The contract is identified as contract A. Should the city not approve the Bid, ECS asked for an alternative contract with revised scope. Work to be scheduled during this current school year. Total expected cost: \$598,000; to be paid for with Prop K grant (\$649k)

[2017-2018 Shelley Levy Consulting Agreement](#)

At the last board meeting, the board moved to approve an increase in benefits for employees with families. We have secured Shelly Levy, a consultant, to support this study. Total expected cost: \$10,000

[2017-2018 Strategic HR Alliance Consulting Revised Agreement](#)

Original consulting agreement approved at 9/25/2017 Board Meeting to have Strategic HR Alliance work with the executive director to create a specific HR Strategic Plan with a prioritized set of goals to move ECS forward. Due to need for increased level of consulting support, a revised agreement was created for a higher number of hours each month. Original cost: \$2,700 per month. Revised cost: \$7,788 per month. Total expected cost: \$70,092

[Gardena-Carson Family YMCA Facility Use Agreement](#) for ECHS

Allows ECHS to send students to the Gardena-Carson Family YMCA to use their Aquatics Center on Wednesdays and Fridays. Total expected cost: \$27,690

- D.** Recommend Acceptance of 16/17 Audit Report for ECS
- E.** Recommend approval of Revised Fiscal Policies
- F.** Approve allocation of grants to ECMS-Inglewood  
Approve grants allocation to ECMSI: \$50k from Landers Family Foundation, \$2500 from US Bank.
- G.** Recommend approval of brokerage account and bank account for ECHS #2 at Comerica Bank

**V. Closing Items**

**A. Adjourn Meeting**