



# Environmental Charter Schools

## Finance Committee Meeting

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### Date and Time

Friday May 31, 2019 at 8:30 AM PDT

### Location

ECHS Auxiliary Office, 2625 Manhattan Beach Blvd, Suite 100, Redondo Beach, CA 90278 // Zoom: <https://zoom.us/j/959381494> Or Telephone: +1 669 900 6833 (Meeting ID: 959 381 494) // Two-way Teleconference Locations: 590 Rosecrans Avenue, Manhattan Beach, CA 90266 / 2904 Promontory Drive Genoa, NV 89411

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### Finance Committee Members

Farnaz Flechner - Chair

Tracy Bondi

Ken Deemer

Bruce Greenspon

Alison Diaz

### 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

### Goals for 2018-2019

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- Strengthen reporting of fund development goals.
- Hold a yearly ECS financial training course.
- Ensure adequate financing for the facilities development for all school sites.
- Collaborate with Menlo Charter Properties to refinance loans at ECMS-Gardena and ECMS-Inglewood.
- Ensure salary schedules and benefits are supportable and sustainable.
- Engage board in a critical assessment of the budget as it relates to organizational priorities and goals.

### **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.

### **PUBLIC SPEAKERS AT STANDING COMMITTEE MEETINGS**

Notice is hereby given that consistent with the requirements of the Ralph M. Brown Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only. The public should be aware that the Committee is unable by law to deliberate or take action on items raised during the Presentations from the Floor section.

Environmental Charter Schools recognizes that it benefits greatly from public input and perspective. Individuals are invited to address the Committee on any topic or subject matter that falls within the Committee's purview. Speakers may sign up in person immediately prior to the beginning of the Committee meeting by speaking with the Committee Chair.

Should a member of the public wish to speak on matters not listed on the agenda, they may speak during the Presentations from the Floor section of the agenda. Speakers will be given a maximum of three (3) minutes each to address the Committee (non-English speakers utilizing translators will be given a maximum of six (6) minutes each). Please note that the Committee allows a maximum of 10 minutes to each subject as determined by the Committee Chair.

Should a member of the public wish to speak on matters listed on the agenda, they may speak during the Presentations from the Floor section of the agenda. Speakers will be given a maximum of five (5) minutes each to address the Committee (non-English speakers utilizing translators will be given a maximum of ten (10) minutes each).

The public should be aware that the Committee is unable by law to deliberate or take action on items raised during the Presentations from the Floor section.

### **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 (310) 214-3408, option 5.

### **FOR MORE INFORMATION**

For more information concerning this agenda or for materials relating to this meeting, please contact ECS at (310) 214-3408, option 5.

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## Agenda

### I. Opening Items

Opening Items

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

### II. Presentations from the Floor

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

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#### B. Presentations from the Floor on Agenda Items

Should a member of the public wish to speak on matters listed on the agenda, they may speak during the Presentations from the Floor section of the agenda. Speakers will be given a maximum of five (5) minutes each to address the Board (non-English speakers utilizing translators will be given a maximum of ten (10) minutes each).

### III. Discussion Items / Updates

Finance

#### A. 2018-2019 Financial Update and 2019-2020 Budget Proposal

##### Financial Update

- EdTec financial update is [here](#)
- ECHS April 2019 financials is [here](#)
- ECMS-G April 2019 financials is [here](#)
- ECMS-I April 2019 financials is [here](#)
- ECS Consolidated Balance Sheet as of April 30, 2019 is [here](#)

##### FY19/20 Budget Proposal

- ECCHS 2019-2020 Budget is [here](#)
- ECMS-G 2019-2020 Budget is [here](#)
- ECMS-I 2019-2020 Budget is [here](#)

**B. Fundraising YTD Update**

- Fundraising YTD Update is [here](#)

**C. ECCHS investment recommendation discussion**

- ECCHS investment recommendation is [here](#)

**IV. Action Items**

**A. Approve Previous Meeting Minutes**

Approve minutes for Finance Committee Meeting on January 25, 2019

**B. Recommend board acceptance of March and April 2019 check registers**

- March 2019 check register is [here](#)
- April 2019 check register is [here](#)

**C. Recommend board acceptance of February - April 2019 private donations over \$1,000**

- Private donations list is [here](#)

**D. Recommend board approval of ECMS-G 8th Grade Skyland Ranch camping trip contract in arrears**

- ECMS-G 8th Grade Skyland Ranch camping trip contract
  - \$20,000 annual cost - contract is [here](#)

**E. Recommend board approval of the following FY 2019-2020 contracts**

Staff recommends approval of the following agreements:

- School Nutrition Plus contract (school meals provider for all sites)
  - \$408,004 expected annual cost - contract is [here](#)
  - Food Service RFP 2019-2020 Bid Ratings Analysis and Cost Summary is [here](#)
- Charter Schools Tech Inc. contract (Managed tech services for entire ECS organization)

- ECHS dedicated support: \$49,860 expected annual cost - contract is [here](#)
  - ECS shared support: \$189,000 expected annual cost - contract is [here](#)
  - NWEA MAP Growth Math, Reading, & Language contract (assessment services at all sites)
    - \$18,255 expected annual cost - contract is [here](#)
  - S&W Janitorial contract (custodial services for ECMS-Inglewood)
    - \$35,940 expected annual cost - contract is [here](#)
  - S&W Janitorial contract (custodial services for ECMS-Gardena)
    - \$45,588 expected annual cost - contract is [here](#)
- F.** Recommend board approval of 2019-2020 Education Protection Act Plan and Resolution
- 2019-2020 Education Protection Act Plan is [here](#)
  - 2019-2020 Education Protection Act Resolution is [here](#)
- G.** Recommend board approval of 2019-2020 budgets for each site
- Attached in Section III-A of the agenda
- H.** Recommend board approval of 2019-2020 Consolidated Applications for each site
- 2019-2020 Consolidated Application - ECHS is [here](#)
  - 2019-2020 Consolidated Application - ECMS-Gardena is [here](#)
  - 2019-2020 Consolidated Application - ECMS-Inglewood is [here](#)
- I.** Recommend board approval of ECHS Investment Recommendation
- Proposed:
    - To invest \$1.1M of ECHS General Account funding into an interest-bearing credit union account
    - To invest \$27,350 of Bruce Greenspon Scholarship Fund into an interest-bearing credit union account
  - ECHS investment recommendation presentation is attached in Section III-C of the agenda
- J.** Recommend board approval of ECHS furniture purchase options
- Proposed: complete final negotiations and move forward with winning bid
    - ECHS Furniture Bid Evaluation Summary (Phase 1) is [here](#)

**K.** Recommend board approval of sale of ECHS Salvage Van

- Background: ECHS van damaged at-fault. Insurance provider ASCIP deemed vehicle a total loss and provided payout.
- Proposed: ECS to conduct a bid process for salvage vehicle and sell to highest bidder.

**L.** Recommend board approval of public sale of ECHS Ricoh Copier

- Proposed: Approve a public sale to be held for one (1) Ricoh Aficio MP 5001 copier (donated to ECHS)
  - Estimated current market value (needs refurbishment): \$500-700

**V. Closing Items**

**A.** Adjourn Meeting