



Environmental Charter Schools

Finance Committee Meeting

Date and Time

Friday August 23, 2019 at 8:30 AM PDT

Location

ECHS Auxiliary Office, 2625 Manhattan Beach Blvd, Suite 100, Redondo Beach, CA 90278

Finance Committee Members

Farnaz Golshani-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

- Strengthen reporting of fund development goals.
 - Hold a yearly ECS financial training course.
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- 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.

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. EdTec financial update

- Financial update slides is [here](#)
- 18-19 financials UA vs last forecast for each school: [ECMS-I](#), [ECMS-G](#), [ECHS](#)
- 18-19 Unaudited Actuals for each school: [ECMS-I](#), [ECMS-G](#), [ECHS](#)
- 19-20 forecast for each school: [ECMS-I](#), [ECMS-G](#), [ECHS](#)
- ECS financials includes ECHS2 actuals is [here](#)

B. Fundraising YTD update

- Fundraising YTD update is [here](#)

C. Review ECHS 2 charter petition budget

- ECHS2 budget scenarios – [LAUSD](#), [IUSD](#), [CVUHSD](#)

D. Discuss 19/20 Finance Committee goals

Previous 2018-2019 Committee Goals:

- 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.

IV. Action Items

A. Recommend board approval of previous meeting minutes

Approve minutes for Finance Committee Meeting on May 31, 2019

B. Recommend board acceptance of May-July 2019 check registers

- May 2019 check register is [here](#)
- June 2019 check register is [here](#)
- July 2019 check register is [here](#)

C. Recommend board acceptance of May-July 2019 private donations over \$1,000

- Private donations list is [here](#)

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

Staff recommends approval of the following agreements:

- V-N-S Janitorial Services contract (custodial services at ECHS)
 - \$72,072 expected annual cost - contract is [here](#)
 - Annual cost same as previous year's annual cost.
- Naturalists at Large El Capitan State Beach contract (outdoor education trip for ECMS-I 8th grade)

- \$27,000 expected annual cost - contract is [here](#)

E. Recommend board approval of CMO fees allocation schedule

- Schedule of CMO budget shifts is [here](#)

F. Recommend board approval of updated Kinecta Liquid CD investment amount

- **Current:** \$1.1M of ECHS General Account funding and \$27,350 of Bruce Greenspon Scholarship Fund authorized for investment into Kinecta Liquid CD account.
- **Proposed:** Authorize a total of up to \$2M of ECHS General Account funding for investment into Kinecta Liquid CD account.

G. Recommend board approval of Geneva Matthews as check signer

- **Proposed:** Authorize ECMS-I Principal Geneva Matthews as check signer for ECMS-Inglewood General Fund Checking (3291), Petty Cash Checking (8657), and Credit Card Accounts at California Credit Union.

H. Recommend board approval of 19/20 Finance Committee goals

V. Closing Items

A. Adjourn Meeting