



# Environmental Charter Schools

## Finance Committee Meeting

By Teleconference/Zoom

---

### **Date and Time**

Friday June 16, 2023 at 8:30 AM PDT

### **Location**

Zoom: <https://us02web.zoom.us/j/86746735522?pwd=eG5RVHl4ZURqeXBwVm1YS2E0WTK5Zz09>

### *Alternative access:*

- Two-way Teleconference Location: 2625 Manhattan Beach Blvd, Suite 100, Redondo Beach, CA 90278
  - Call-in only: (669) 900-6833 (Meeting ID: 867 4673 5522, Passcode: 425920)
- 

### **Finance Committee Members**

Tracy Bondi - Chair

Farnaz Golshani-Flechner

Denise Berger

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 2022-2023**

- Engage board in a critical assessment of the budget as it relates to organizational priorities and goals
- Hold a yearly ECS financial training course
- Ensure school budgets and cash flows are transparent, supportable, and sustainable
- Support ECHS #2's financial objectives in the facilities development and school startup process

### **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**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:30 AM</b>
Opening Items			
<b>A.</b> Record attendance and guests		Tracy Bondi	1 m
		<ul style="list-style-type: none"><li>• Andrew Ellenbogen (prospective ECS board member): Lawyer and Managing Director of EIG Capital Solutions, prior board member at a DC Charter school for 7 years--<a href="#">Biography</a>.</li></ul>	
<b>B.</b> Call the Meeting to Order		Tracy Bondi	1 m
<b>C.</b> Approve agenda	Vote	Tracy Bondi	1 m
<b>II. Presentations from the Floor</b>			<b>8:33 AM</b>
<b>A.</b> Presentation from the floor on non agenda items FYI			
		<p>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).</p>	
<b>B.</b> Presentations from the floor on agenda items FYI			
		<p>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).</p>	

	Purpose	Presenter	Time
<b>III. Discussion Items / Updates</b>			<b>8:33 AM</b>
<b>A.</b> 22/23 EdTec Financial Update and 23/24 Budgets Presentation	Discuss	Dorothy Lee & Jair Ventura	30 m
<ul style="list-style-type: none"> <li>• 22/23 Financial Update <ul style="list-style-type: none"> <li>◦ <a href="#">Financial Update</a></li> <li>◦ <a href="#">ECHS-L Financials</a></li> <li>◦ <a href="#">ECMS-G Financials</a></li> <li>◦ <a href="#">ECMS-I Financials</a></li> <li>◦ <a href="#">ECHS-G Financials</a></li> </ul> </li> <li>• 23/24 Budgets <ul style="list-style-type: none"> <li>◦ <a href="#">ECS Consolidated</a></li> <li>◦ <a href="#">ECHS-Lawndale</a></li> <li>◦ <a href="#">ECMS-Gardena</a></li> <li>◦ <a href="#">ECMS-Inglewood</a></li> <li>◦ <a href="#">ECHS-Gardena</a></li> </ul> </li> </ul>			
<b>B.</b> Discussion: Edgility Compensation Analysis and Next Steps	Discuss	Farnaz Golshani-Flechner & Tracy Bondi	15 m
<b>IV. Consent Items A-G</b>			<b>9:18 AM</b>
<b>A.</b> Recommend board approval of private donations over \$1,000	Vote	Farnaz Golshani-Flechner	3 m
<ul style="list-style-type: none"> <li>• <a href="#">List of private donations over \$1,000</a></li> </ul>			
<b>B.</b> Recommend board approval of check registers and credit card statements	Vote	Tracy Bondi / Sarahai Garibay	
<b>ECS management certification:</b> ECS management attests to having reviewed and approved the individual line items on the attached check registers and credit card statements in accordance with current ECS Financial Policies.			
<ul style="list-style-type: none"> <li>• Check registers: <a href="#">December 2022</a>, <a href="#">January 2023</a>, <a href="#">February 2023</a>, <a href="#">March 2023</a>, <a href="#">April 2023</a></li> </ul>			

	Purpose	Presenter	Time
• Credit card statements: <a href="#">December 2022</a> , <a href="#">January 2023</a> , <a href="#">February 2023</a> , <a href="#">March 2023</a> , <a href="#">April 2023</a>			
<b>C. Recommend board approval of contracts</b>	Vote	Jeremiah David	
1. <a href="#">ECS - College Bound 4 Kids Summer Programming Proposal - Summer 2023</a>			
1. Staff analysis: contract cost as outlined in ELOP Spending Plan 2023-2024 in Consent Items IV.E. Approval in arrears proposed due to time being of the essence between board meetings.			
2. <a href="#">ECS - Edgility Consulting Compensation Study Contract 2022-2023</a>			
1. Staff analysis: contract for grant-funded 3rd party compensation study as presented in Discussion Items / Updates Item III.B. Approval in arrears proposed due to time being of the essence between board meetings.			
3. <a href="#">ECS - NWEA MAP Contract Renewal 2023-2024</a>			
1. Staff analysis: educational testing software contract renewal increase of ~8% from previous year to account for inflationary pressures.			
4. <a href="#">ECS - Comp Therapy SPED Service Provider Contract 2023-2024</a>			
1. Staff analysis: SPED service provider renewal contract vetted by Director of Student Services Michael Martucci.			
5. ECS - VNS Janitorial Services Contracts 2023-2024			
1. Staff analysis: janitorial costs are in line with 23/24 school budgets.			
1. <a href="#">ECHS-Lawndale</a>			
2. <a href="#">ECMS-Gardena</a>			
3. <a href="#">ECMS-Inglewood</a>			
4. <a href="#">ECHS-Gardena</a>			
6. <a href="#">ECHS-L VNS Maintenance Contract</a>			
1. Staff analysis: Maintenance contract renewal for daytime services provided in conjunction with janitorial services--no increase from previous contract.			
7. <a href="#">ECHSL - Auxiliary Office Lease Renewal</a>			
1. Staff analysis: 3-year lease renewal for ECHS-L Auxiliary Office. New appraisal site visit has been conducted and the appraiser verified that the new lease costs are commensurate with current market rents so there should be no significant change to SB 740 reimbursement rate received.			
1. Detail: 3-year lease renewal offer at \$57,240/year (\$1.80/sqft) with 5% annual rent increases (previously 3% increases). This is a 22% increase from the current lease cost of \$3,901.52/month (\$1.47/sqft).			
8. <a href="#">ECHSL - Classroom Renovations and Facility Repairs Proposal</a>			
1. Staff analysis: renovations resulting in newly usable indoor and outdoor classrooms along with deferred maintenance and repairs. Capital			

expenditure within school facilities budget and consistent with multi-year capital improvements plan at ECHS-Lawndale.

9. [ECHSL - CIC 9th Grade Outdoor Education Trip Contract - Spring 2024](#)

1. Staff analysis: contract cost within school outdoor education budget.

10. ECHSL - NAL Outdoor Education Trip Contracts - Fall 2023

1. Staff analysis: contract costs within school outdoor education budget.

1. [10th Grade](#) and [11th Grade](#)

11. [ECHSG - CIC 9th Grade Outdoor Education Trip Contract - Spring 2024](#)

1. Staff analysis: contract cost within school outdoor education budget.

12. [ECHSG - NAL 10th Grade Outdoor Education Trip Contract - Fall 2023](#)

1. Staff analysis: contract cost within school outdoor education budget.

13. [ECHSG - Boojum 11th Grade Outdoor Education Trip - Fall 2023](#)

1. Staff analysis: contract cost within school outdoor education budget.

14. [ECMSI - Fulcrum Student Teambuilding Field Trip Contract - Spring 2023](#)

1. Staff analysis: contract cost for ECMS-I staff professional development in team-building. Approval in arrears proposed due to time being of the essence between board meetings.

- |           |  |      |             |
|-----------|--|------|-------------|
| <b>D.</b> | Recommend board approval of Arts, Music and Instructional Materials Block Grant Expenditure Plan | Vote | Tracy Bondi |
|-----------|--|------|-------------|

**Arts, Music and Instructional Materials Block Grant Expenditure Plans**

- [ECHS-Lawndale](#)
- [ECMS-Gardena](#)
- [ECMS-Inglewood](#)
- [ECHS-Gardena](#)

- |           |   |      |             |
|-----------|---|------|-------------|
| <b>E.</b> | Recommend board approval of ECS Expanded Learning Opportunities Program (ELO-P) Spending Plan 2023-2024 | Vote | Tracy Bondi |
|-----------|---|------|-------------|

- [ECS Expanded Learning Opportunities Program \(ELO-P\) Spending Plan 2023-2024](#)

- |           |  |      |             |
|-----------|--|------|-------------|
| <b>F.</b> | Recommend board approval of 2023-2024 Education Protection Act Plan and Resolution | Vote | Tracy Bondi |
|-----------|--|------|-------------|

**2023-2024 Education Protection Act**

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• <a href="#">Spending Plan</a></li> <li>• <a href="#">Resolution</a></li> </ul>			
<b>G.</b>	Recommend board approval of amended term for ECHS-Gardena / MBB & Gardena lease	Vote	Tracy Bondi
	<ul style="list-style-type: none"> <li>• <a href="#">Amended lease</a> (proposed change only to page 6) <ul style="list-style-type: none"> <li>◦ Page 6 - amend term end date from 6/30/2082 to 6/30/2059</li> </ul> </li> </ul>		
<b>V.</b>	<b>Action Items</b>		<b>9:21 AM</b>
<b>A.</b>	Recommend board approval of 23/24 budgets for ECHS-L, ECMS-I, ECMS-G, ECHS-G	Vote	Tracy Bondi & Farnaz Golshani-Flechner
	<ul style="list-style-type: none"> <li>• Attached in Discussion Items / Updates Item III.A</li> </ul>		2 m
<b>B.</b>	Recommend board approval of 23/24 Finance Committee Goals	Vote	Tracy Bondi & Farnaz Golshani-Flechner
	<ul style="list-style-type: none"> <li>• <b>Proposed 23/24 Finance Committee Goals</b> <ul style="list-style-type: none"> <li>◦ Engage board in a critical assessment of the budget as it relates to organizational priorities and goals</li> <li>◦ Hold a yearly ECS financial training course for ECS Staff and/or New Board members</li> <li>◦ Ensure school budgets and cash flows are transparent, supportable, and sustainable</li> <li>◦ Support ECHSG's financial objectives in the facilities development and school startup process</li> </ul> </li> </ul>		2 m
<b>C.</b>	Recommend board approval of revised ECS Financial Policies - Capitalization & Depreciation policy	Vote	Tracy Bondi & Farnaz Golshani-Flechner
	<ul style="list-style-type: none"> <li>• <a href="#">Revised ECS Financial Policies</a> - changes on page 11 only <ul style="list-style-type: none"> <li>◦ Capitalization &amp; Depreciation policy (page 11)</li> </ul> </li> </ul>		2 m

	Purpose	Presenter	Time
<b>VI. Closing Items</b>			<b>9:27 AM</b>
<b>A.</b> Appreciations	Discuss	All Attendees	2 m
<b>B.</b> Adjourn Meeting	Vote	Tracy Bondi	1 m