



# Environmental Charter Schools

## Finance Committee Meeting

By Teleconference/Zoom

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### **Date and Time**

Friday January 19, 2024 at 8:30 AM PST

### **Location**

Zoom: <https://us02web.zoom.us/j/86746735522?pwd=eG5RVHI4ZURqeXBwVm1YS2E0WTK5Zz09>

### *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)
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### **Finance Committee Members**

Tracy Bondi - Chair

Farnaz Golshani-Flechner

Denise Berger

Bruce Greenspon

Mason Williams

### **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
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- 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 2023-2024**

- Engage board in a critical assessment of the budget as it relates to organizational priorities and goals
- Hold a yearly ECS financial training course for ECS Staff and/or New Board members
- Ensure school budgets and cash flows are transparent, supportable, and sustainable
- Support ECHSG'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.

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## 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
<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	
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).			
<b>B.</b>	Presentations from the floor on agenda items	FYI	
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).			
<b>III. Discussion Items / Updates</b>			<b>8:33 AM</b>
<b>A.</b>	23/24 EdTec financial update	Discuss Dorothy Lee	30 m
• <a href="#">23/24 EdTec financial update</a>			

	Purpose	Presenter	Time	
	<ul style="list-style-type: none"> <li>◦ <a href="#">ECHS-L Income and Cash Flow Statements</a></li> <li>◦ <a href="#">ECMS-G Income and Cash Flow Statements</a></li> <li>◦ <a href="#">ECMS-I Income and Cash Flow Statements</a></li> <li>◦ <a href="#">ECHS-G Income and Cash Flow Statements</a></li> <li>◦ <a href="#">ECS Consolidated Balance Sheet</a></li> </ul>			
<b>B.</b>	Ramp Purchasing/bill pay automation software implementation & related policy and process changes	Discuss	Tracy Bondi & Jeremiah David	10 m
	<ul style="list-style-type: none"> <li>• <a href="#">Ramp Purchasing/bill pay automation software presentation</a></li> <li>• <a href="#">ECS Financial Policies - credit card policy revision</a> (pgs 5-7)</li> </ul>			

#### IV. Consent Items A-C

9:13 AM

<b>A.</b>	Recommend board approval of private donations over \$1,000	Vote	Farnaz Golshani-Flechner	4 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	
	<p><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.</p> <ul style="list-style-type: none"> <li>• Check registers: <a href="#">August 2023</a>, <a href="#">September 2023</a>, <a href="#">October 2023</a>, <a href="#">November 2023</a>, <a href="#">December 2023</a></li> <li>• Credit card statements: <a href="#">August 2023</a>, <a href="#">September 2023</a>, <a href="#">October 2023</a>, <a href="#">November 2023</a>, <a href="#">December 2023</a></li> </ul>			
<b>C.</b>	Recommend board approval of contracts	Vote	Jeremiah David	
	<ol style="list-style-type: none"> <li>1. <a href="#">Ramp purchasing/bill pay automation software contract</a> <ol style="list-style-type: none"> <li>1. Staff analysis: Spend management automation software for accounts payable (bill pay), purchasing/reimbursement, and credit card services. This software would replace existing purchasing-only software. Projected annual savings from automation will be included in Committee presentation.</li> </ol> </li> </ol>			

	Purpose	Presenter	Time
2. <a href="#">ECHSL - 11th Grade Santa Barbara Adventures Outdoor Trip Proposal</a>			
1. Staff analysis: contract cost within school outdoor education budget.			

**V. Action Items 9:17 AM**

<b>A.</b> Recommend board approval of First Interim Financial Reports for ECHS-L, ECMS-G, ECMS-I, ECHS-G as recommended by Finance Committee	Vote	Tracy Bondi & Farnaz Golshani-Flechner	5 m
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- [ECHS-Lawndale](#)
- [ECMS-Gardena](#)
- [ECMS-Inglewood](#)
- [ECHS-Gardena](#)

<b>B.</b> Recommend board approval of updated ECS Financial Policies	Vote	Tracy Bondi & Jeremiah David	5 m
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- Attached in Discussion Items / Updates III.B agenda item

**VI. Closing Items 9:27 AM**

<b>A.</b> Appreciations	Discuss	All Attendees	2 m
<b>B.</b> Adjourn Meeting	Vote	Tracy Bondi	1 m