

APPROVED



# Environmental Charter Schools

## Minutes

### ECS Finance Committee Meeting

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#### **Date and Time**

Friday September 22, 2017 at 8:30 AM

#### **Location**

2625 Manhattan Beach Blvd. Suite 100, Redondo Beach, CA 90278 / Call-In Location: 11151 Orville St., Culver City, CA 90230, 840 14th San Diego, CA 92101, 2000 Imperial Hwy El Segundo, CA 90505 / Zoom Info: Join from PC or Mac: <https://zoom.us/j/534931493> Join from PC or Mac: <https://zoom.us/j/534931493> Or Telephone: Dial: +1 646 876 9923 - Meeting ID: 534 931 493

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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
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- Ensures adequacy of financial controls and monitor for compliance
- Ensure Financial literacy of Board Members by providing training

### **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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### **Committee Members Present**

Alison Diaz, Bruce Greenspon, Jenni Owen, Tracy Bondi

### **Committee Members Absent**

Ken Deemer

### **Guests Present**

Dani Hughes, Dorothy Lee, Jeremiah David

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## **I. Opening Items**

### **A. Record Attendance and Guests**

**B. Call the Meeting to Order**

Alison Diaz called a meeting of the Finance Committee of Environmental Charter Schools to order on Friday Sep 22, 2017 at 8:34 AM.

**C. Approve Previous Meeting Minutes**

Alison Diaz made a motion to approve minutes from the ECS Finance Committee Meeting on 08-18-17 ECS Finance Committee Meeting on 08-18-17.

Tracy Bondi seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Alison Diaz Aye  
Tracy Bondi Aye  
Ken Deemer Absent  
Jenni Owen Aye

**II. Presentations from the Floor**

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

None

**B. PRESENTATIONS ON AGENDA ITEMS**

None

**III. Discussion Items / Updates**

**A. Review YTD Financials**

Dorothy presented the EDTec Slides. See attached.

**B. Site Allocation of Landers Donation**

Item moved to action item discussion.

**IV. Action Items**

**A. Recommend Approval of ECHS to purchase two Vans to transport kids to offsite curricular programs.**

Tracy Bondi made a motion to recommend the board's approval to purchase 2 additional ECHS vans.

Bruce Greenspon seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Tracy Bondi      Aye  
Jenni Owen      Aye  
Ken Deemer      Absent  
Bruce Greenspon Aye  
Alison Diaz      Aye

**B. Recommend Approval of ECHS Technology Purchase of \$96k**

Tracy Bondi made a motion to recommend the board's approval of ECHS technology purchase of \$96k.

Bruce Greenspon seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Bruce Greenspon Aye  
Alison Diaz      Aye  
Ken Deemer      Absent  
Jenni Owen      Aye  
Tracy Bondi      Aye

**C. Recommend Approval to Retire ECMSG Networking Equipment and ECHS Computers**

Tracy Bondi made a motion to recommend the board's approval to dispose of laptops and computer networking equipment pursuant to our fiscal policies. DISCUSSION: The school questioned whether the laptops could be donated directly to students. Unfortunately the laptops can not be distributed with triggering a gift of public funds. The school will explore and submit to finance a plan for distributing the laptops that is consistent with our financial policies.

Alison Diaz seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Tracy Bondi      Aye  
Alison Diaz      Aye  
Bruce Greenspon Aye  
Jenni Owen      Aye  
Ken Deemer      Absent

**D. Recommend approval of Revised ECS Financial Policies**

Bruce Greenspon made a motion to recommend the board's approval of the revised ECS financial policies. Discussion: This week, LACOE returned the policies with some additional revisions. ECS is working with LACOE to revise the language. The committee recommended the language be vetted by both our attorneys and our accounting firm to ensure the reporting doesn't become too burdensome. The committee moved to

recommend approval as is with the understanding there will be a few more edits brought back for final review at the November board meeting.

Jenni Owen seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Bruce Greenspon	Aye
Jenni Owen	Aye
Ken Deemer	Absent
Alison Diaz	Aye
Tracy Bondi	Aye

**E. Recommend approval of add'l health insurance coverage for employees with dependents - \$100 monthly**

Jenni Owen made a motion to recommend the board's approval of additional health insurance coverage funding of \$100 per employee per month.

Tracy Bondi seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Alison Diaz	Aye
Tracy Bondi	Aye
Ken Deemer	Absent
Bruce Greenspon	Aye
Jenni Owen	Aye

**F. Recommend approval of Investment and Stock Acceptance Policy and to Open a Brokerage Account**

Alison Diaz made a motion to recommend the board's approval of an investment and stock acceptance policy and to open a brokerage account.

Bruce Greenspon seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Tracy Bondi	Aye
Ken Deemer	Absent
Alison Diaz	Aye
Bruce Greenspon	Aye
Jenni Owen	Aye

**G. Recommend Approval of Revised 2017-18 Budgets for ECHS, ECMSG, and ECMSI**

Tracy Bondi made a motion to recommend the board's approval of the revised ECMS-I, ECMS-G and ECHS budgets with a note that the ECHS budget be amended to reflect the approval of the ECHS tech purchase of \$96k.

Bruce Greenspon seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Jenni Owen      Aye  
Tracy Bondi      Aye  
Bruce Greenspon   Aye  
Alison Diaz      Aye  
Ken Deemer      Absent

**H. Recommend Approval of HR Consultant Strategic Alliance**

Jenni Owen made a motion to recommend the board's approval of the HR Strategic Alliance contract with recommendations that Bruce provides for edits to the contract. Tracy Bondi seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Ken Deemer      Absent  
Alison Diaz      Aye  
Bruce Greenspon   Absent  
Tracy Bondi      Aye  
Jenni Owen      Aye

**I. Recommend Approval Project Management Consulting Services Agreement with Urban Design Center**

Alison Diaz made a motion to recommend the board's approval of the consulting contract with Urban Design Center.

Tracy Bondi seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Ken Deemer      Absent  
Bruce Greenspon   Absent  
Jenni Owen      Aye  
Alison Diaz      Aye  
Tracy Bondi      Aye

**J. Recommend Renewal of Alli Takido's Contract for Services.**

Alison Diaz made a motion to recommend the board's approval to renew Alli Taikido's contract.

Tracy Bondi seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Jenni Owen      Aye  
Bruce Greenspon   Absent  
Alison Diaz      Aye  
Ken Deemer      Absent

**Roll Call**

Tracy Bondi      Aye

**K. Recommend approval of allocation of Landers 50K Individual Donation**

Tracy Bondi made a motion to recommend the board's approval of the allocation of Landers 50k individual donation to Inglewood for IT Green Facilities projects.

Alison Diaz seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Ken Deemer Absent

Jenni Owen Aye

Alison Diaz Aye

Tracy Bondi Aye

**V. Closing Items**

**A. Adjourn Meeting**

Alison Diaz made a motion to adjourn the meeting.

Jenni Owen seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Bruce Greenspon Absent

Jenni Owen Aye

Tracy Bondi Aye

Ken Deemer Absent

Alison Diaz Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:27 AM.

Respectfully Submitted,  
Alison Diaz