APPROVED

Environmental Charter Schools

Minutes

ECS Finance Committee Meeting

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 Oriville 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

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

- 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.

Committee Members Present
Alison Diaz, Bruce Greenspon, Jenni Owen, Tracy Bondi

Committee Members Absent
Ken Deemer

Guests Present
Dani Hughes, Dorothy Lee, Jeremiah Rosario David

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

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

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

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

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

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

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

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

Ken Deemer	Absent
Alison Diaz	Aye
Jenni Owen	Aye
Bruce Greenspon	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

Alison Diaz	Aye
Tracy Bondi	Aye
Ken Deemer	Absent
Jenni Owen	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

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