

APPROVED



# Environmental Charter Schools

## Minutes

### Finance Committee Meeting

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#### **Date and Time**

Friday December 6, 2019 at 8:30 AM

#### **Location**

ECHS Auxiliary Office, 2625 Manhattan Beach Blvd, Suite 100, Redondo Beach, CA 90278 // Zoom info: <https://zoom.us/j/959381494> Or Telephone: (669) 900-6833 (Meeting ID: 959 381 494) // Call-In Locations: 590 Rosecrans Avenue, Manhattan Beach, CA 90266 / 11151 Orville St., Culver City, CA 90230

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#### **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 2019-2020**

- Integrate ECHS 2 financials into ECS financial reporting and processes.
- 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.

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

Alison Diaz, Bruce Greenspon, Farnaz Golshani-Flechner, Ken Deemer, Tracy Bondi (remote)

### **Committee Members Absent**

*None*

### **Guests Present**

Dorothy Lee (remote)

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## **I. Opening Items**

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

### **B. Call the Meeting to Order**

Farnaz Golshani-Flechner called a meeting of the Finance Committee of Environmental Charter Schools to order on Friday Dec 6, 2019 at 8:31 AM.

### **C. Approve Agenda**

Bruce Greenspon made a motion to Approve the agenda.

Ken Deemer seconded the motion.

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

#### **Roll Call**

Alison Diaz	Aye
Farnaz Golshani-Flechner	Aye
Ken Deemer	Aye
Tracy Bondi	Aye
Bruce Greenspon	Aye

## **II. Presentations from the Floor**

### **A.**

### **Presentation from the Floor on Non Agenda Items**

No presentations from the floor.

### **B. Presentations from the Floor on Agenda Items**

No presentations from the floor.

## **III. Discussion Items / Updates**

### **A. EdTec financial update**

Dorothy Lee presented the October 2019 financial update to the committee.

### **B. Fundraising YTD update**

Alison Diaz presented the fundraising update to the Board.

### **C. Menlo 165th New Markets Tax Credit Refinance Discussion**

Tracy Bondi and Alison Diaz presented to the committee regarding the status of the refinance of the Menlo 165th New Market Tax Credits deal that is maturing in Dec. 2020.

## **IV. Action Items**

### **A. Recommend board approval of previous meeting minutes**

Ken Deemer made a motion to approve minutes from the Finance Committee Meeting on 10-18-19 Finance Committee Meeting on 10-18-19.

Alison Diaz seconded the motion.

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

#### **Roll Call**

Bruce Greenspon	Aye
Farnaz Golshani-Flechner	Aye
Alison Diaz	Aye
Tracy Bondi	Aye
Ken Deemer	Aye

### **B. Recommend board acceptance of October and November 2019 check registers and credit card statements**

Ken Deemer made a motion to Approve the check registers and credit card statements presented.

Bruce Greenspon seconded the motion.

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

#### **Roll Call**

Ken Deemer	Aye
Alison Diaz	Aye

**Roll Call**

Tracy Bondi                    Aye  
Farnaz Golshani-Flechner Aye  
Bruce Greenspon            Aye

**C. Recommend board acceptance of October-November 2019 private donations over \$1,000**

Tracy Bondi made a motion to approve the private donations report.  
Bruce Greenspon seconded the motion.  
The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Ken Deemer                    Aye  
Alison Diaz                    Aye  
Bruce Greenspon            Aye  
Tracy Bondi                    Aye  
Farnaz Golshani-Flechner Aye

**D. Recommend board approval of FY 2018 Audit Report**

Tabled.

**E. Recommend board approval of First Interim Financials**

Ken Deemer made a motion to approve the First Interim Financials.  
Alison Diaz seconded the motion.  
The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Bruce Greenspon            Aye  
Ken Deemer                    Aye  
Farnaz Golshani-Flechner Aye  
Alison Diaz                    Aye  
Tracy Bondi                    Aye

**V. Closing Items**

**A. Adjourn Meeting**

Farnaz Golshani-Flechner made a motion to adjourn the meeting.  
Ken Deemer seconded the motion.  
The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Ken Deemer                    Aye  
Bruce Greenspon            Aye  
Alison Diaz                    Aye  
Tracy Bondi                    Aye

**Roll Call**

Farnaz Golshani-Flechner Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:22 AM.

Respectfully Submitted,  
Farnaz Golshani-Flechner