DRAFT

Equitas Academy Charter School

Minutes

Finance Committee Meeting

Date and Time
Wednesday June 29, 2016 at 9:00 AM

Location
Via Conference Call: 1 (605) 475-4350 pin Pin 535493

Additional Call Location: 1700 W. Pico Blvd., Los Angeles, CA 90015, 655 N. Central Ave. Suite 2300, Glendale, CA 91203, 3943 Pine Ave, Long Beach, CA 90807, 6525 Sunset Boulevard Suite G-2, Los Angeles, CA 90028, 3000 Olympic Blvd., Suite 2120, Santa Monica, CA 90404

Committee Members Present
A. Valentine (remote), B. Snyder (remote), S. Estilai (remote)

Committee Members Absent
None

Committee Members who arrived after the meeting opened
S. Estilai

Guests Present
J. Host (remote), M. Borrego (remote), O. Bajracharya (remote)

I. Opening Items

A. Record Attendance and Guests

Alyssa Valentin, Oliver Bajracharya, Brett Snyder, Aarthi Sowrirajan and Samira Estilai

B. Call the Meeting to Order

B. Snyder called a meeting of the Finance Committee of Equitas Academy Charter School to order on Wednesday Jun 29, 2016 at 9:07 AM.

C. Approve Minutes

II. Finance

A. Fiscal Polices and Procedures (Annual Revisions)

Reviewed the annual fiscal policy. Added language to include Director of Operations, petty cash, response to LAUSD oversight, removed pre-approval for travel, excluded same day mileage under 5 miles, removed exclusive of conference paid meals, itemized receipts for per diem expenses.
Brett asked is the changes are all standard practice.

B. Lease Agreement at Commonwealth with Town House Retail Center, LP

Sarah Kollman provided legal review and Tom Boobar for insurance regarding the lease. Landlord took most revisions. Landlord wanted security interest in FF&E-cameras, IT, and wiring ($10K) will leave with landlord.
O. Bajracharya arrived.
S. Estilai arrived.

C. Sub-Lease Agreement at 11th Street with PCSD

Discussed terms for sublease and issues that may come up with delays in opening.

D. Master Lease Agreement at 11th Street between PCSD and Property Ownership

Did not directly negotiate with landlord for master lease but did have discussions before PSCD finalized with landlored.

E. Discussed Contracts up for Approval

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:36 AM.

Respectfully Submitted,
B. Snyder