



# El Camino Charter High School

## Finance Committee Meeting

---

### Date and Time

Thursday April 16, 2020 at 5:00 PM PDT

### Location

Teleconference Only - please see below

---

The Finance Committee is a standing committee of the Board of Directors of El Camino Real Alliance.

For committee meeting materials, please go to the school's main office, or call (818) 595-7500. Some board meeting materials are also posted in the school's website (<https://ecrchs.net> - click the ECR Board tab).

### INSTRUCTIONS FOR PRESENTATIONS TO THE COMMITTEE BY PARENTS AND CITIZENS

El Camino Real Alliance ("ECRA") welcomes your participation at ECRA's Finance Committee meetings. The purpose of a public meeting of the Finance Committee is to conduct the affairs of ECRA in public. Your participation assures us of continuing community interest in our charter school. To assist you in the ease of speaking/ participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comments." "Public Comments" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Committee can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed thirty (30) minutes. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Committee, shall have twice the allotted time to speak. The Committee may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. You may also complete a "Request to Speak" form to address the Committee on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes before the item, and total time allocated to agenda items will not exceed six (6) minutes for a discussion item and nine (9) minutes per vote item. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Committee, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well.
4. When addressing the Committee, speakers are requested to state their name and adhere to the time limits set forth. In order to maintain allotted time limits, the Committee Chair may modify speaker time allocations or the total amount of allotted time for an item.
5. Any public records relating to an agenda item for an open session of the Committee which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 5440 Valley Circle Blvd., Woodland Hills, California, 91367.

Consent Agenda: All matters listed under the consent agenda are considered by the Committee to be routine and will be approved/enacted by the Committee in one motion in the form listed below. Unless specifically requested by a Committee member for further discussion or removed from the agenda, there will be no discussion of these

items prior to the Committee votes on them. The Executive Director recommends approval of all consent agenda items.

## PARTICIPATING TELEPHONICALLY

To participate in the Board meeting telephonically, please call (571) 317-3122, access code 194-589-213. Please note that, in order to conduct an orderly meeting, all members of the public will be placed on mute during the Board meeting, except during public comments. If you would like to speak on a specific agenda item, please advise the Board during the public comments section. Note that members of the public attending a meeting conducted via teleconference do not need to give their name when entering the conference call.

If you have any questions or issues, please contact Daniel Chang at [d.chang@ecrchs.net](mailto:d.chang@ecrchs.net).

*In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to Daniel Chang, in person, by email at [d.chang@ecrchs.net](mailto:d.chang@ecrchs.net), or by calling (818) 595-7537.*

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:00 PM</b>
Opening Items			
A. Call the Meeting to Order		Brian Archibald	1 m
B. Record Attendance and Guests		Brian Archibald	1 m
C. Public Comments	Discuss	Brian Archibald	15 m
<b>II. Consent</b>			<b>5:17 PM</b>
A. Approve Minutes of September 23, 2019 Finance Committee Meeting	Approve Minutes	Brian Archibald	1 m
Approve minutes for Finance Committee Meeting on September 23, 2019			
<b>III. Financial Review</b>			<b>5:18 PM</b>
Finance			
A. Review of Investment Portfolio	Discuss	Brian Archibald	25 m
The Committee will discuss the school's investment portfolio.			
B. Review of March 2020 Check Registers	Vote	Brian Archibald	10 m
Review of the March 2020 check registers for the General Account and the Trust Account, if available. ACTION ITEM: motion to recommend approval of the March 2020 Check Registers to the Board.			
C. American Express Bill Review	Discuss	Brian Archibald	10 m
Review the most recent American Express bill			
D. March 2020 Financial Update	Discuss	Brian Archibald	10 m
Discuss March 2020 Financial Update, if available.			
E. Review Current Audit Plan	Discuss	Brian Archibald	15 m
Review current audit plan, discuss having a Committee Member coordinate with auditor for upcoming audit.			
F. Review Accounting Policies and Procedures	Discuss	Brian Archibald	15 m

Discuss accounting policies and procedures.

**IV. Closing Items**

**6:43 PM**

**A. Adjourn Meeting**

Vote

Brian Archibald