



# Environmental Charter Schools

## ECS Finance Committee Meeting

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### **Date and Time**

Friday November 17, 2017 at 8:30 AM PST

### **Location**

2625 Manhattan Beach Blvd. Suite 100, Redondo Beach, CA 90278 / Zoom Call-in:

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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
- 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**

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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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**Agenda**

	Purpose	Presenter	Duration
<b>I. Opening Items</b>			
<b>A.</b> Record Attendance and Guests		Tracy Bondi	1 m
<b>B.</b> Call the Meeting to Order		Tracy Bondi	1 m
<b>C.</b> Approve Previous Meeting Minutes	Approve Minutes	Tracy Bondi	2 m
<ul style="list-style-type: none"> <li>• Minutes from Finance Committee meeting on September 22, 2017</li> </ul>			

**II. Presentations from the Floor**

<b>A.</b> Presentation from the Floor on Non Agenda Items	Discuss		3 m
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At this time any person wishing to speak to any item not on the agenda will be granted three minutes to make a presentation to the Board. Non-English speakers utilizing translators will be granted six minutes to make a presentation to the committee.

<b>B.</b> PRESENTATIONS FROM THE FLOOR ON AGENDA ITEMS	Discuss		3 m
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Any person wishing to speak to any item on the agenda will be granted five minutes to make a presentation. Non-English speakers utilizing translators will be granted ten minutes to make a presentation to the committee.

**III. Discussion Items / Updates**

<b>A.</b> EdTec Financial Update	FYI	Dorothy Lee	15 m
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EdTec financial update is [here](#).

ECHS Sept17 financials is [here](#).

ECMS-G Sept17 financials is [here](#).

ECMS-I Sept17 financials is [here](#).

<b>B.</b> Fundraising YTD Update	FYI	Julie Vo	5 m
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<b>C.</b> Develop a Finance 101 Training for New Board members	Discuss	Tracy Bondi	15 m
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**IV. Action Items**

**A.** Recommend Acceptance of Sep 2017, Oct 2017 Check Register      Vote      Tracy Bondi      2 m

Sept 2017 Check Register is [here](#).

Oct 2017 Check Register is [here](#).

**B.** Recommend Acceptance of Sep 2017, Oct 2017 Private Donations Over \$1000      Vote      Tracy Bondi      2 m

Private donations list is [here](#).

**C.** Recommend Approval of Contracts      Vote      Alison Diaz      2 m

[Cunningham Architect Work Authorization 4 2017-18](#) (approved by Facilities Committee)

The initial contract for architectural fees for the ECHS Portables Project was \$7,500. The additional amounts for which work has already been completed is as follows:

Work authorization form 1: \$7,000  
Work Authorization form 2: \$10,000  
Work Authorization form 3: \$4,835.

This work was completed last fiscal year.

The additional work Authorization Form 4 for the amount of \$30,000 is for the 2017-18 fiscal year.

[Fast Track Prop K Bid](#) (approved by Facilities Committee)

Winning bid from Fast Track Construction Corp Public Bid May-June 2017.

The contract is subject to LA City approving the extended timeline for the City of LA Prop K contract. The contract is identified as contract A. Should the city not approve the Bid, ECS asked for an alternative contract with revised scope. Work to be scheduled during this current school year. Total expected cost: \$598,000; to be paid for with Prop K grant (\$649k)

[2017-2018 Shelley Levy Consulting Agreement](#)

At the last board meeting, the board moved to approve an increase in benefits for employees with families. We have secured Shelly Levy, a consultant, to support this study. Total expected cost: \$10,000

[2017-2018 Strategic HR Alliance Consulting Revised Agreement](#)

Original consulting agreement approved at 9/25/2017 Board Meeting to have Strategic HR Alliance work with the executive director to create a specific HR Strategic Plan with a prioritized set of goals to move ECS forward. Due to need for increased level of consulting support, a revised agreement was created for a higher number of hours each month. Original cost: \$2,700 per month. Revised cost: \$7,788 per month. Total expected cost: \$70,092

[Gardena-Carson Family YMCA Facility Use Agreement](#) for ECHS

Allows ECHS to send students to the Gardena-Carson Family YMCA to use their Aquatics Center on Wednesdays and Fridays. Total expected cost: \$27,690

**D.** Recommend Acceptance of 16/17 Audit Report for ECS      Vote      Tracy Bondi      2 m

**E.** Recommend approval of Revised Fiscal Policies      Vote      Tracy Bondi      2 m

**F.** Approve allocation of grants to ECMS- Inglewood      Vote      Tracy Bondi      2 m

Approve grants allocation to ECMSI: \$50k from Landers Family Foundation, \$2500 from US Bank.

**G.** Recommend approval of brokerage account and bank account for ECHS #2 at Comerica Bank      Vote      Tracy Bondi      2 m

## V. Closing Items

A. Adjourn Meeting

Vote

Tracy  
Bondi

1 m