



# Environmental Charter Schools

## ECS Finance Committee Meeting

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### **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 Orville 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

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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**

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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.

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**Agenda**

	<b>Purpose</b>	<b>Presenter</b>	<b>Duration</b>
<b>I. Opening Items</b>			
<b>A.</b> Record Attendance and Guests		Tracy Bondi	1
<b>B.</b> Call the Meeting to Order		Tracy Bondi	1
<b>C.</b> Approve Previous Meeting Minutes	Approve Minutes	Tracy Bondi	1
<ul style="list-style-type: none"> <li>• Minutes from Finance Committee meeting on August 18, 207</li> </ul>			
<b>II. Presentations from the Floor</b>			
<b>A.</b> Presentation from the Floor on Non Agenda Items	Discuss		3
<p>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.</p>			
<b>B.</b> PRESENTATIONS ON AGENDA ITEMS	Discuss		5
<p>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.</p>			
<b>III. Discussion Items / Updates</b>			
<b>A.</b> Review YTD Financials	FYI	Dorothy Lee	10
<b>B.</b> Site Allocation of Landers Donation	Discuss		5
<p><a href="#">Development Dashboard</a></p>			
<b>IV. Action Items</b>			
<b>A.</b> Recommend Approval of ECHS to purchase two Vans to transport kids to offsite curricular programs.	Vote	KC Villoria	5

Proposed budget impact approximately \$40K (\$20k per van). ECHS currently has 4 vans (each holds up to 8 people- usually 7 students + 1 driver) that are used for the sports program (baseball, softball, boys soccer, girls soccer, volleyball, girls basketball, and boys basketball), the sea scouts sailing program, after school programming, which includes up to 15 clubs, and other field trip opportunities that come up throughout the year. Oftentimes these games, programs, and events overlap, and students are forced to forfeit participation because the van space is so limited. ECHS would like to purchase 2 additional vans to be able to transport more students and maximize the amount of students who are participating in activities and opportunities off campus during and after school hours.

**B. Recommend Approval of ECHS Technology Purchase of \$96k**      Vote      KC Villoria      5

Given their large positive net income in 16/17, ECHS would like to move forward a proposal to purchase technology for the site. Please see attached list of items. Total cost: \$96k, not yet included in budget revision in this meeting.

**C. Recommend Approval to Retire ECMSG Networking Equipment and ECHS Computers**      Vote      Tracy Bondi + KC Villoria      5

ECHS is due to retire the computers from two laptop carts from service, and potentially donate the laptops to ECHS students and families in need of computers if they are interested. Otherwise, they will be disposed of via an e-waste recycling firm.

ECMS-G has installed new networking equipment in order to replace aged equipment and better service the volume of usage at the campus at this point. As such, the obsolete equipment will be disposed of via an e-waste recycling firm.

Please see attached lists for detail of equipment.

**D. Recommend approval of Revised ECS Financial Policies**      Vote      Tracy Bondi      15

Per LACOE requests as a part of the ECMS Inglewood petition renewal process, the attached revisions to the financial policies are recommended. Summary of most recent changes can be found on the on the coversheet of the fiscal policies.

**E. Recommend approval of add'l health insurance coverage for employees with dependents - \$100 monthly**      Vote      Tracy Bondi      5

Recommend approval of additional health insurance coverage for employees with dependents in 2017-18 with a commitment to do a year long study in order to determine future years' policy on health insurance benefits coverage.

The expected additional cost of this increase was included in the budget revision before you today for approval. Assumed add'l cost per school:  
 ECHS: \$19k  
 ECMSG: \$13k  
 ECMSI: \$10k

**F. Recommend approval of Investment and Stock Acceptance Policy and to Open a Brokerage Account**      Vote      Tracy Bondi      5

ECS would like to be able to accept stock donations. As such, a stock acceptance policy is recommended as well as approval to move forward with opening an account to accept donations. City National Bank has a low cost option - Ms. Bondi would also like to speak with at least one other institution to compare options.

**G. Recommend Approval of Revised 2017-18 Budgets for ECHS, ECMSG, and ECMSI**      Vote      Dorothy Lee + Tracy Bondi      10

<b>H. Recommend Approval of HR Consultant Strategic Alliance</b>	Vote	Alison Diaz	5
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Due to recent transitions in our HR Team, ECS is seeking the support of experts to complete a review of our practices and make recommendation for strategic improvements.

Strategic Alliance website is linked [here](#). Proposed Contract is attached [here](#). The company received several Charter recommendations.

1. Compliance Audit: Review policies and procedures and make appropriate recommendations.

2. Provide Credential Support

After the initial review, Strategic Alliance will work with the executive director to identify specific an HR Strategic Plan with a prioritized set of goals to move us forward.

Cost: \$2700 per month

Out Clause: 30 day Notice

Finance Committee Recommended Approval.

<b>I. Recommend Approval Project Management Consulting Services Agreement with Urban Design Center</b>	Vote	Alayna Santos	5
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**Contract Purpose:**

Alison and Alayna are recommending the approval of the consulting contract with [Urban Design Center](#) to oversee the landscape redesign of the Gardena's campus so to meet the guidelines of the Prop K contract with the City of Los Angeles. A summary of the Prop K Contract with the city is linked [here](#).

**Consulting Fee:**

Total Cost: Shall not exceed a maximum sum of \$20,855

Fee: 3.85% of project cost

Prop K project cost: \$649,000

Term: June 2017-January 2018

Out Clause: Pay for Work Done with 30 day notice

Person Responsible: Alison Diaz/Alayna Santos

<b>J. Recommend Renewal of Alli Takido's Contract for Services.</b>	Vote	Alison Diaz	5
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Contract for Alli Takido linked [here](#).

Alli's contract is being renewed to continue to support the ECS Development and Communication Team's work

Rate: \$35 per hour, Not to exceed 100 hours per month

Out Clause to be added: 30 days notice

<b>K. Recommend approval of allocation of Landers 50K Individual Donation</b>	Vote	Tracy/ Julie Vo	5
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**V. Closing Items**

<b>A. Adjourn Meeting</b>	Vote	Tracy Bondi	1
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