



# Environmental Charter Schools

## Finance Committee Meeting

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### **Date and Time**

Friday October 18, 2019 at 8:30 AM PDT

### **Location**

ECHS Auxiliary Office, 2625 Manhattan Beach Blvd, Suite 100, Redondo Beach, CA 90278

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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

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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.

## **Agenda**

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>I. Opening Items</b>			<b>8:30 AM</b>
<b>A. Record Attendance and Guests</b>		Farnaz Golshani-Flechner	2 m
<b>B. Call the Meeting to Order</b>		Farnaz Golshani-Flechner	1 m
<b>C. Approve Agenda</b>	Vote	Farnaz Golshani-Flechner	2 m
<b>II. Presentations from the Floor</b>			<b>8:35 AM</b>
<b>A. Presentation from the Floor on Non Agenda Items</b>	FYI		
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<b>B. Presentations from the Floor on Agenda Items</b>	FYI		
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 Board (non-English speakers utilizing translators will be given a maximum of ten (10) minutes each).			
<b>III. Discussion Items / Updates</b>			<b>8:35 AM</b>
<b>A. EdTec financial update</b>	FYI	Dorothy Lee	30 m
<ul style="list-style-type: none"> <li>Financial update slides is <a href="#">here</a></li> <li>ECHS forecast September 2019 is <a href="#">here</a></li> <li>ECMS-G forecast September 2019 is <a href="#">here</a></li> <li>ECMS-I forecast September 2019 is <a href="#">here</a></li> </ul>			

- ECS Balance Sheet as of September 30, 2019 is [here](#)

<b>B. Fundraising YTD update</b>	FYI	Julie Vo	10 m
<ul style="list-style-type: none"> <li>• Fundraising YTD Update is <a href="#">here</a></li> </ul>			

#### IV. Action Items

**9:15 AM**

<b>A. Recommend board approval of previous meeting minutes</b>	Approve Minutes	Farnaz Golshani-Flechner	2 m
Approve minutes for Finance Committee Meeting on August 23, 2019			
<b>B. Recommend board acceptance of August &amp; September 2019 check registers</b>	Vote	Farnaz Golshani-Flechner	2 m
<ul style="list-style-type: none"> <li>• August 2019 check register is <a href="#">here</a></li> <li>• September 2019 check register is <a href="#">here</a></li> </ul>			
<b>C. Recommend board acceptance of August-September 2019 private donations over \$1,000</b>	Vote	Julie Vo	2 m
<ul style="list-style-type: none"> <li>• List of August-September 2019 private donations over \$1,000 is <a href="#">here</a></li> </ul>			
<b>D. Recommend board approval of ECMSG Skyland Ranch 6th Grade Outdoor Education Trip Contract</b>	Vote	Jeremiah David	2 m
<ul style="list-style-type: none"> <li>• \$24,000 expected annual cost - contract is <a href="#">here</a></li> </ul>			
<b>E. Recommend board approval of Diane Sweeney Consulting Agreement 2019-2020 (phase 2)</b>	Vote	Jeremiah David	2 m
<ul style="list-style-type: none"> <li>• \$23,400 expected annual cost - contract is <a href="#">here</a></li> </ul>			
<b>F. Recommend board approval of Dow Diversified Lab Tables Purchase for ECHS</b>	Vote	Alison Diaz	2 m
<ul style="list-style-type: none"> <li>• \$25,860 expected annual cost - contract is <a href="#">here</a></li> </ul>			
<b>G. Recommend board approval in arrears of ECMSI Skyland Ranch 6th Grade Outdoor Education Trip Contract</b>	Vote	Farnaz Golshani-Flechner	2 m
<ul style="list-style-type: none"> <li>• \$24,000 expected annual cost - contract is <a href="#">here</a></li> </ul>			

#### V. Closing Items

**9:29 AM**

<b>A. Adjourn Meeting</b>	Vote	Farnaz Golshani-Flechner	1 m
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