



Environmental Charter Schools

Finance Committee Meeting

Date and Time

Friday December 6, 2019 at 8:30 AM PST

Location

ECHS Auxiliary Office, 2625 Manhattan Beach Blvd, Suite 100, Redondo Beach, CA 90278 // Zoom info: <https://zoom.us/j/959381494> Or Telephone: (669) 900-6833 (Meeting ID: 959 381 494) // Call-In Locations: 11151 Orville St., Culver City, CA 90230

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 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

	Purpose	Presenter	Time
I. Opening Items			8:30 AM
A. Record Attendance and Guests		Farnaz Golshani-Flechner	1 m
B. Call the Meeting to Order		Farnaz Golshani-Flechner	1 m
C. Approve Agenda	Vote	Farnaz Golshani-Flechner	2 m
II. Presentations from the Floor			8:34 AM
A. Presentation from the Floor on Non Agenda Items	FYI		
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B. Presentations from the Floor on Agenda Items	FYI		
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III. Discussion Items / Updates			8:34 AM
A. EdTec financial update	FYI	Dorothy Lee	25 m
<ul style="list-style-type: none"> • December 2019 financial update slides is here • ECHS income statement and cash flow is here 			

- ECMS-G income statement and cash flow is [here](#)
- ECMS-I income statement and cash flow is [here](#)
- ECHS 2 income statement and cash flow is [here](#)
- ECS balance sheet is [here](#)

B. Fundraising YTD update FYI Julie Vo 10 m

- Fundraising YTD update is [here](#)

C. Menlo 165th New Markets Tax Credit Refinance Discussion Discuss Tracy Bondi 10 m

- ECMS-Gardena building loan

IV. Action Items

9:19 AM

A. Recommend board approval of previous meeting minutes Approve Minutes Farnaz Golshani-Flechner 2 m

Approve minutes for Finance Committee Meeting on October 18, 2019

B. Recommend board acceptance of October and November 2019 check registers and credit card statements Vote Farnaz Golshani-Flechner 2 m

- October 2019 check register is [here](#)
- October 2019 credit card statements is [here](#)
- November 2019 check register is [here](#)
- November 2019 credit card statements is [here](#)

C. Recommend board acceptance of October-November 2019 private donations over \$1,000 Vote Julie Vo 2 m

- List of October-November 2019 private donations over \$1,000 is [here](#)

D. Recommend board approval of FY 2018 Audit Report Vote Tracy Bondi 2 m

- Tabled due to minor delay in report completion

E. Recommend board approval of First Interim Financials Vote Farnaz Golshani-Flechner 2 m

- ECHS First Interim Financials is [here](#)
- ECMS-G First Interim Financials is [here](#)
- ECMS-I First Interim Financials is [here](#)

V. Closing Items

9:29 AM

A. Adjourn Meeting Vote Farnaz Golshani-Flechner 1 m