Environmental Charter Schools

Finance Committee Meeting

Date and Time
Friday February 7, 2020 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: 1177 Englewild Dr., Glendora, CA 91741 / 590 Rosecrans Avenue, Manhattan Beach, CA 90266

Finance Committee Members
Farnaz Golshani-Flechner - Chair
Ken Deemer
Denise Berger
Bruce Greenspon
Alison Diaz
Tracy Bondi

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.

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**Agenda**

<table>
<thead>
<tr>
<th>I. Opening Items</th>
<th>Purpose</th>
<th>Presenter</th>
<th>Time</th>
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<tbody>
<tr>
<td>Opening Items</td>
<td></td>
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<td>8:30 AM</td>
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<tr>
<td>A. Record Attendance and Guests</td>
<td>Farnaz Golshani-Flechner</td>
<td>1 m</td>
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<td>B. Call the Meeting to Order</td>
<td>Farnaz Golshani-Flechner</td>
<td>1 m</td>
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<td>C. Approve Agenda</td>
<td>Vote</td>
<td>Farnaz Golshani-Flechner</td>
<td>1 m</td>
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<th>II. Presentations from the Floor</th>
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<td>8:33 AM</td>
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<tr>
<td>A. Presentation from the Floor on Non Agenda Items</td>
<td>FYI</td>
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<th>III. Discussion Items / Updates</th>
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Finance

A. EdTec financial update

FYI Dorothy Lee 20 m

- February 2020 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 as of December 31, 2019 is here

B. Fundraising YTD update

FYI Julie Vo 5 m

- Fundraising YTD update is here

C. Menlo 165th New Markets Tax Credit refinance discussion

Discuss Tracy Bondi 10 m

- Term Sheet - Beneficial State Bank is here

D. Strategic LCAP budget process discussion

Discuss Farnaz Golshani-Flechner 8 m

E. ECHS 2 update

Discuss Farnaz Golshani-Flechner 5 m

IV. Action Items

9:21 AM

A. Recommend board approval of previous meeting minutes

Approve Minutes Farnaz Golshani-Flechner 1 m

Approve minutes for Finance Committee Meeting on December 6, 2019

B. Recommend board acceptance of December 2019 check register and credit card statements

Vote Farnaz Golshani-Flechner 2 m

- December 2019 check register is here
- December 2019 credit card statements is here

C. Recommend board acceptance of November-December 2019 private donations over $1,000

Vote Julie Vo 2 m

- List of November-December 2019 private donations over $1,000 is here

D. Recommend board approval of authorized signer changes

Vote Farnaz Golshani-Flechner 2 m

For ECMS-G:

- General fund bank account ending in -3588 and petty cash checking account ending in -3603: approve Dave Trejo as a signer / remove Alison Diaz and Kami Cotler
- ECMS-G credit card: remove Qiana O'Leary / approve Dave Trejo as a signer

For ECHS:

- General fund bank account ending in -2423: remove Alison Diaz and Jenni Taylor
- Petty cash bank account ending in -7865: remove Alison Diaz and Jenni Taylor

For ECMS-I:

- General fund bank account ending in -3291: remove Alison Diaz, Beth Bernstein Yamashiro, and Ken Deemer
- Petty cash bank account ending in -8657, remove Alison Diaz and Beth Bernstein Yamashiro.
V. Closing Items

A. Adjourn Meeting

| Vote | Farnaz Golshani-Flechner | 1 m |

9:28 AM