



# Environmental Charter Schools

## Finance Committee Meeting

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### **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

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### **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

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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**

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

## Finance

<b>A. EdTec financial update</b>	FYI	Dorothy Lee	20 m
<ul style="list-style-type: none"><li>• February 2020 financial update slides is <a href="#">here</a></li><li>• ECHS income statement and cash flow is <a href="#">here</a></li><li>• ECMS-G income statement and cash flow is <a href="#">here</a></li><li>• ECMS-I income statement and cash flow is <a href="#">here</a></li><li>• ECHS 2 income statement and cash flow is <a href="#">here</a></li><li>• ECS balance sheet as of December 31, 2019 is <a href="#">here</a></li></ul>			
<b>B. Fundraising YTD update</b>	FYI	Julie Vo	5 m
<ul style="list-style-type: none"><li>• Fundraising YTD update is <a href="#">here</a></li></ul>			
<b>C. Menlo 165th New Markets Tax Credit refinance discussion</b>	Discuss	Tracy Bondi	10 m
<ul style="list-style-type: none"><li>• Term Sheet - Beneficial State Bank is <a href="#">here</a></li></ul>			
<b>D. Strategic LCAP budget process discussion</b>	Discuss	Farnaz Golshani-Flechner	8 m
<b>E. ECHS 2 update</b>	Discuss	Farnaz Golshani-Flechner	5 m

## IV. Action Items

9:21 AM

<b>A. Recommend board approval of previous meeting minutes</b>	Approve Minutes	Farnaz Golshani-Flechner	1 m
Approve minutes for Finance Committee Meeting on December 6, 2019			
<b>B. Recommend board acceptance of December 2019 check register and credit card statements</b>	Vote	Farnaz Golshani-Flechner	2 m
<ul style="list-style-type: none"><li>• December 2019 check register is <a href="#">here</a></li><li>• December 2019 credit card statements is <a href="#">here</a></li></ul>			
<b>C. Recommend board acceptance of November-December 2019 private donations over \$1,000</b>	Vote	Julie Vo	2 m
<ul style="list-style-type: none"><li>• List of November-December 2019 private donations over \$1,000 is <a href="#">here</a></li></ul>			
<b>D. Recommend board approval of authorized signer changes</b>	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**

**9:28 AM**

**A. Adjourn Meeting**

Vote

Farnaz Golshani-  
Flechner

1 m