



# Brookfield Engineering Science Technology Academy

## **BEST Academy Organizational Board Meeting**

College and Career Pathways with Guidance and Support

Published on August 22, 2025 at 12:41 PM PDT

Amended on August 26, 2025 at 8:45 AM PDT

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### **Date and Time**

Wednesday August 27, 2025 at 10:30 AM PDT

### **Location**

**Barker Blue Dog Office**  
**6360 El Cajon Blvd #101**  
**San Diego, CA 92115**

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### **BROOKFIELD ENGINEERING SCIENCE TECHNOLOGY ACADEMY**

*College and Career Pathways with Guidance and Support*

1704 Cape Horn, Julian, CA 92036

### **REGULAR MEETING OF THE BOARD OF DIRECTORS' PROPOSED AGENDA**

**Wednesday, August 27, 2025**

10:30 a.m. Board Meeting

**LOCATION**

**Barker Blue Dog Office  
6360 El Cajon Blvd #101  
San Diego, CA 92115**

Join Zoom Meeting

<https://us02web.zoom.us/j/83363729882>

Meeting ID: 934 1098 1120

One tap mobile

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+1 301 715 8592 US (Germantown)

Meeting ID: 934 1098 1120

Find your local number: <https://us02web.zoom.us/j/83363729882>

Before the meeting, please submit a Request to Speak to the Board of Directors for any agenda or non-agenda items to the Executive Director. At most, three (3) minutes are to be allotted to any one (1) speaker, and at most twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognition, and reports to the Board and is not intended to be a question-and-answer period. If you have Action questions for the Board, please provide the Board President with a written copy, and an administrator will provide answers later.

### **MISSION STATEMENT**

Brookfield Engineering Science & Technology Academy will harness the power of a flexible learning environment and modern educational technology to serve learners with diverse backgrounds and goals, seeking an educational alternative that stimulates and supports independent learning, provides a strong social-emotional approach, and supports STEM college and career readiness.

**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.** The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure the agenda is completed.

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 Brookfield Engineering Science and Technology Academy at 833-619-2378.

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>10:30 AM</b>
<b>A.</b> Record Attendance / Roll Call	Vote		1 m
<b>Roll Call</b> Marcella Nino Debra Webb Cassandra Bolden Gary McCloskey			
<b>B.</b> Call the Meeting to Order	Vote		1 m
Board Meeting called to order at: <b>Roll Call</b> Marcella Nino Debra Webb Cassandra Bolden Gary McCloskey			
<b>C.</b> Approve Minutes	Approve Minutes		1 m
Minutes will be approved at the <b>APPROVAL OF CONSOLIDATED MOTION FOR CONSENT CALENDAR</b> section further down on the agenda.			
<b>II. Pledge of Allegiance</b>			

	Purpose	Presenter	Time
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### III. PUBLIC COMMENTS / RECOGNITION

### IV. CORRESPONDENCE / PROPOSALS / REPORTS / INFORMATION 10:33 AM

A. BUDGET / SCHOOL UPDATE	Discuss	5 m
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1. Enrollment Update
2. Employee Update
3. Executive Director salary catch-up

B. BROWN ACT TRAINING - October meeting	FYI	5 m
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### V. APPROVAL OF CONSOLIDATED MOTION FOR CONSENT CALENDAR 10:43 AM

1. **The board considers all matters under the consent agenda routine and will approve, ratify, and enact them in one motion in the form listed below. Unless a board member specifically requests further discussion or removal from the agenda, these items will not be discussed further prior to the Board vote. Comments by the Board may be made at the discretion of the Chairperson.**

A. CONSENT AGENDA	Vote	Alex Soriano	5 m
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[CONSENT FOLDER](#)

1. **Minutes: June 10, 2025**
2. **Expense Reports**
3. **Check Register**

Motion: 1st\_\_\_\_\_ 2nd:\_\_\_\_\_

#### **Roll Call**

Marcella Nino

Debra Webb

Cassandra Bolden

Gary McCloskey

<b>VI. ACTION ITEMS - Organization of the Board of Directors</b>	<b>10:48 AM</b>
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The annual Organizational meeting establishes the board's operational structure

- |  |      |     |
|--|------|-----|
| <b>A.</b> Election of the President (Chair) of the Board | Vote | 5 m |
|--|------|-----|

Motion: 1st\_\_\_\_\_ 2nd:\_\_\_\_\_

**Roll Call**

Marcella Nino

Debra Webb

Cassandra Bolden

Gary McCloskey

- |  |      |     |
|--|------|-----|
| <b>B.</b> Election of the Vice President (Vice Chair) of the Board | Vote | 5 m |
|--|------|-----|

Motion: 1st\_\_\_\_\_ 2nd:\_\_\_\_\_

**Roll Call**

Marcella Nino

Debra Webb

Cassandra Bolden

Gary McCloskey

- |  |      |     |
|--|------|-----|
| <b>C.</b> Appoint the Executive Director as Secretary of the Board | Vote | 5 m |
|--|------|-----|

Motion: 1st\_\_\_\_\_ 2nd:\_\_\_\_\_

**Roll Call**

Marcella Nino

Debra Webb

Cassandra Bolden

Gary McCloskey

- |  |      |     |
|--|------|-----|
| <b>D.</b> BEST Academy Board ByLaws - Approval establishes bylaws developed in conjunction with legal counsel. | Vote | 5 m |
|--|------|-----|

Motion: 1st\_\_\_\_\_ 2nd:\_\_\_\_\_

**Roll Call**

Marcella Nino

Debra Webb

Cassandra Bolden

Gary McCloskey

## VII. ACTION ITEMS

11:08 AM

- |           |  |      |     |
|-----------|--|------|-----|
| <b>A.</b> | Unaudited Actuals - Approval provides a final, comprehensive look at the school's finances for the past fiscal year, before an official external audit is completed. This allows the board to meet legal reporting requirements and make informed decisions for the current and future school years. | Vote | 5 m |
|-----------|--|------|-----|

Motion: 1st\_\_\_\_\_ 2nd:\_\_\_\_\_

### Roll Call

Marcella Nino

Debra Webb

Cassandra Bolden

Gary McCloskey

- |           |   |      |     |
|-----------|---|------|-----|
| <b>B.</b> | Memorandum of Understanding with Julian Union School District - Agreement for Transportation Services 2025-2026 | Vote | 5 m |
|-----------|---|------|-----|

Approval will allow Julian USD to provide field trip transportation for BEST Academy from July 1, 2025, to June 30, 2026..

Motion: 1st\_\_\_\_\_ 2nd:\_\_\_\_\_

### Roll Call

Marcella Nino

Debra Webb

Cassandra Bolden

Gary McCloskey

- |           |   |      |     |
|-----------|---|------|-----|
| <b>C.</b> | Contract Agreement with Aaron Holbrook - Approval of the contract will develop and submit AG high school courses to the University of California Doorways website for AG approval | Vote | 5 m |
|-----------|---|------|-----|

Motion: 1st\_\_\_\_\_ 2nd:\_\_\_\_\_

### Roll Call

Marcella Nino

Debra Webb

Cassandra Bolden

Gary McCloskey

	Purpose	Presenter	Time
<p><b>D.</b> Membership to California Charter Schools Association - Approval continues support from CCSA, a non-profit organization that advocates for and supports high-quality, non-profit charter schools in California. CCSA works to advance the charter school movement through state and local advocacy, leadership on accountability, and providing resources to member schools.</p> <p>Motion: 1st_____ 2nd:_____</p> <p><b>Roll Call</b></p> <p>Marcella Nino Debra Webb Cassandra Bolden Gary McCloskey</p>	Vote	James Mays	5 m
<p><b>E.</b> Unpaid Time Off Policy - Approval establishes the process and expectations for unpaid time off for both non-exempt (hourly) and exempt (salaried) employees when Paid Time Off (PTO) has been exhausted or is otherwise unavailable</p> <p>Motion: 1st_____ 2nd:_____</p> <p><b>Roll Call</b></p> <p>Marcella Nino Debra Webb Cassandra Bolden Gary McCloskey</p>	Vote	Andrew Corder	5 m
<p><b>F.</b> Intra Office Relations (Fraternization) Policy - Approval outlines expectations to help prevent conflicts of interest, favoritism, or disruption to the workplace.</p>	Vote	Andrew Corder	5 m
<p><b>G.</b> BambooHR Portal Renewal - Approval expands the products to include payroll, benefits administration, and time tracking.</p>	Vote	Andrew Corder	5 m
<p><b>H.</b> Specialized Therapy Services Contract - Approval establishes Special Education support for students and families</p> <p>Motion: 1st_____ 2nd:_____</p>	Vote	Celeste Danner	3 m

	Purpose	Presenter	Time
<b>Roll Call</b> Marcella Nino Debra Webb Cassandra Bolden Gary McCloskey			
I.	Memorandum of Understanding with National University - Approval establishes practicum support for candidates enrolled in the university's credential program	Vote	5 m
Motion: 1st_____ 2nd:_____			
<b>Roll Call</b> Marcella Nino Debra Webb Cassandra Bolden Gary McCloskey			
J.	Independent Study Policy BP6158 - Approval defines the structure and requirements of the independent study program.	Vote	Alex Soriano 5 m
This policy outlines how independent study is implemented to ensure that it meets California's legal and academic expectations			
Motion: 1st_____ 2nd:_____			
<b>Roll Call</b> Marcella Nino Debra Webb Cassandra Bolden Gary McCloskey			
<b>VIII. BOARD COMMENTS</b>			
<b>IX. DIRECTOR'S COMMENTS</b>			
X.	Closing Items		11:56 AM
A.	Regular Board Meetings	FYI	3 m

• **August 27, 2025, Organizational Board Meeting**



	Purpose	Presenter	Time
	<ul style="list-style-type: none"> <li>• <b>October 1, 2025</b></li> <li>• <b>November 5, 2025</b></li> <li>• <b>December 3, 2025</b></li> <li>• <b>January 29, 2026</b></li> <li>• <b>February 25, 2026</b></li> <li>• <b>April 1, 2026</b></li> <li>• <b>May 6, 2026</b></li> <li>• <b>June 3, 2026</b></li> <li>• <b>June 10, 2026, may change based on the Graduation date</b></li> </ul>		

<b>B.</b>	Adjourn Meeting	Vote	1 m
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**Motion to adjourn the Board of Directors meeting at:**

Motion: 1st\_\_\_\_\_ 2nd:\_\_\_\_\_

**Roll Call**

Marcella Nino

Debra Webb

Cassandra Bolden

Gary McCloskey