



Brookfield Engineering Science Technology Academy

Regular Board Meeting

Published on October 2, 2026 at 10:44 AM PDT

Amended on October 2, 2026 at 12:24 PM PDT

Date and Time

Wednesday October 7, 2026 at 10:30 AM PDT

Location

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

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

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, July 22, 2026

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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+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 934 1098 1120

Find your local number: <https://us02web.zoom.us/j/93410981120>

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.

Agenda

	Purpose	Presenter	Time
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I.	Opening Items		10:30 AM
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- | | | |
|----|-------------------------------|------|
| A. | Record Attendance / Roll Call | Vote |
|----|-------------------------------|------|

Roll Call

Marcella Nino
Cassandra Bolden
Grady McGuire
Gary McCloskey
Debra Webb

- | | | |
|----|--|------------|
| B. | Call the Meeting to Order | Debra Webb |
| | Board Meeting called to order at _____ | |

- | | | |
|----|-----------------|--------------------|
| C. | Approve Minutes | Approve
Minutes |
|----|-----------------|--------------------|

Minutes will be approved at the **APPROVAL OF CONSOLIDATED MOTION FOR
CONSENT CALENDAR** section further down on the agenda.

Motion: 1st_____ 2nd:_____

Roll Call

Marcella Nino
Cassandra Bolden
Grady McGuire
Gary McCloskey
Debra Webb

Approve minutes for Regular Board Meeting on August 18, 2026

II. Pledge of Allegiance

<https://Flag>

Purpose

Presenter

Time

III. PUBLIC COMMENTS / RECOGNITION

IV. CORRESPONDENCE / PROPOSALS / REPORTS / INFORMATION

A. BUDGET / SCHOOL UPDATE

Discuss

1. Fiscal Management Update

1. Report of expenses incurred over \$10,000

1. \$27,232.22 expense incurred to reserve lodging for in-person Professional Development at the VOCO Hotel in Laguna Hills.

2. School Update

1. Enrollment Update

V. APPROVAL OF CONSOLIDATED MOTION FOR CONSENT CALENDAR

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

CONSENT FOLDER

1. **Minutes: August 18, 2026 [Folder](#)**
2. **Expense Reports**
3. **Check Register**

Motion: 1st_____ 2nd:_____

Roll Call

Marcella Nino

Cassandra Bolden

Grady McGuire

Gary McCloskey

	Purpose	Presenter	Time
Debra Webb			

VI. ACTION ITEMS

10:30 AM

- A.** Personal Credit Card Use and Reimbursement Vote
Policy 3300.1

It is recommended that the Board of Directors approve the policy, subject to legal review

Motion: 1st_____ 2nd:_____

Roll Call

Marcella Nino

Cassandra Bolden

Grady McGuire

Gary McCloskey

Debra Webb

- B.** Purchasing Specialist Job Description Vote

The position will support fiscal accountability by maintaining purchasing and vendor documentation, assisting with audits and reconciliations, identifying unusual or out-of-policy requests for administrative review, and coordinating with Business Services and other departments. It is recommended that the Board of Directors approve the Purchasing Specialist position and job description.

Motion: 1st_____ 2nd:_____

Roll Call

Marcella Nino

Cassandra Bolden

Grady McGuire

Gary McCloskey

Debra Webb

- C.** Job Description: Teacher on Special Assignment Vote Alex Soriano
(TOSA) – Compliance and Innovation

It is recommended that the Board of Directors approve the TOSA position to support organization-wide process improvement, regulatory compliance, and operational efficiency at BEST Academy. The position will leverage technology, AI, automation, and data tools to streamline workflows, strengthen documentation, support audits and accreditation, and develop scalable systems as the organization grows.

Motion: 1st_____ 2nd:_____

Roll Call

Marcella Nino
Cassandra Bolden
Grady McGuire
Gary McCloskey
Debra Webb

- | | | | |
|-----------|---|------|---------------|
| D. | Job Description: Human Resource Assistant | Vote | Andrew Corder |
|-----------|---|------|---------------|

It is recommended that the Board of Directors approve the position to support employee records, onboarding and offboarding, benefits administration, recruitment, credential and clearance tracking, required training, and other day-to-day HR processes under the direction of the Human Resources Director.

Motion: 1st_____ 2nd:_____

Roll Call

Marcella Nino
Cassandra Bolden
Grady McGuire
Gary McCloskey
Debra Webb

- | | | | |
|-----------|---|------|--------------|
| E. | Job Description: Vendor Relations and Operations Specialist | Vote | Alex Soriano |
|-----------|---|------|--------------|

is recommended that the Board approve the position to support compliance with vendors.

Motion: 1st_____ 2nd:_____

Roll Call

Marcella Nino
Cassandra Bolden
Grady McGuire
Gary McCloskey
Debra Webb

- | | | | |
|-----------|--|------|--|
| F. | Board Policy 3580 School Records and Retention | Vote | |
|-----------|--|------|--|

	Purpose	Presenter	Time
	It is recommended that the Board of Directors approve the amended policy to establish standards and responsibilities for BEST Academy's record-management framework, governing the creation, classification, retention, confidentiality, and lawful disposal of school business and student records. Motion: 1st_____ 2nd:_____ Roll Call Marcella Nino Cassandra Bolden Grady McGuire Gary McCloskey Debra Webb		
G.	Board Policy 1100 Communication With The Public	Vote	5 m
	It is recommended that the Board of Directors approve the amended policy, which aligns public communication with BEST Academy's non-classroom-based model and updates Board meeting public-comment provisions addressing accessibility, interpretation, remote participation, and orderly meeting conduct. Motion: 1st_____ 2nd:_____ Roll Call Marcella Nino Cassandra Bolden Grady McGuire Gary McCloskey Debra Webb		
H.	Salary Adjustments	Vote	
	The Board of Directors should approve salary increases reflecting increased responsibilities and scope of work. Motion: 1st_____ 2nd:_____ Roll Call Marcella Nino Cassandra Bolden Grady McGuire Gary McCloskey Debra Webb		

VII. CLOSED SESSION - Public Employee Performance Evaluation	10:35 AM
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Title: Executive Director

Government Code § 54957(b)(1)

A. Public Employee Performance Evaluation	FYI
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The Board will now convene in closed session pursuant to Government Code section 54957(b)(1) for the public employee performance evaluation of the Executive Directors.

B. RECONVENE TO OPEN SESSION / REPORT OF CLOSED SESSION ACTION	FYI
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The Board will reconvene in open session and report any action taken in closed session as required by law.

VIII. BOARD COMMENTS

IX. DIRECTOR'S COMMENTS

X. Closing Items

A. Regular Board Meetings	FYI
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- ~~July 22, 2026~~
- ~~August 18, 2026, Organizational Meeting~~
- October 7, 2026
- November 4, 2026
- December 2, 2026
- January 27, 2027
- February 17, 2027
- April 7, 2027
- May 5, 2027
- June 2, 2027
- June 9, 2027 (TBD, based on Graduation)

	Purpose	Presenter	Time
B. Adjourn Meeting	Vote		

Motion to adjourn the Board of Directors meeting at:

Motion: 1st_____ 2nd:_____

Roll Call

Marcella Nino

Cassandra Bolden

Grady McGuire

Gary McCloskey

Debra Webb