APPROVED

Brookfield Engineering Science Technology Academy

Minutes

BEST Academy Organizational Board Meeting

College and Career Pathways with Guidance and Support

Date and Time
Wednesday August 27, 2025 at 10:30 AM

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

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

Recording of Meeting:
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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.

Directors Present
C. Bolden, D. Webb, G. McCloskey, M. Nino

Directors Absent
None

Guests Present
A. Corder (remote), A. Soriano (remote), C. Cavanah (remote), C. Danner (remote), Chad Leptich, D. Crook (remote), J. Manwarren (remote), J. Mays, N. Maldonado (remote), Y. Cervantez (remote)

I. Opening Items

A. Record Attendance / Roll Call

B. Call the Meeting to Order

G. McCloskey called a meeting of the board of directors of Brookfield Engineering Science Technology Academy to order on Wednesday Aug 27, 2025 at 10:32 AM.
G. McCloskey made a motion to Call the meeting to order.
The board **VOTED** unanimously to approve the motion.

C. Approve Minutes

D. Webb made a motion to approve the minutes from Consent Agenda.
C. Bolden seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

M. Nino	Aye
D. Webb	Aye
C. Bolden	Aye
G. McCloskey	Aye

II. CORRESPONDENCE / PROPOSALS / REPORTS / INFORMATION

A. BUDGET / SCHOOL UPDATE

Alex Soriano presents the current enrollment. It is approximately 200 students higher than projected in the Spring. This created a hiring spree in the summer. At this time, BEST Academy has 56 employees. The reality of actual enrollment will be seen once school starts. There will be no-shows and dropped students.
Alex Soriano presents the need to catch-up unpaid vacation time to the Executive Directors. During the 2019 through 2022 school years, their contracts had 30 days of vacation time allocated to them. Due to budgetary concerns, the vacation time was not paid out at that time. Cory Cavanah and the directors will analyze the most effective way to handle the liability.

B. BROWN ACT TRAINING - October meeting

Alex Soriano states the Kathleen Daugherty will be presenting our annual Brown Act training on October 1st during the regularly scheduled Board Meeting. The approximate time is 1.5 hours.

III. APPROVAL OF CONSOLIDATED MOTION FOR CONSENT CALENDAR

A. CONSENT AGENDA

D. Webb made a motion to Approve policy.
C. Bolden seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. ACTION ITEMS - Organization of the Board of Directors

A. Election of the President (Chair) of the Board

D. Webb made a motion to Approve Gary McCloskey as President.
M. Nino seconded the motion.
Gary McCloskey states he will do it. Debra nominates Gary McCloskey
The board **VOTED** to approve the motion.

Roll Call

C. Bolden	Aye
D. Webb	Aye
M. Nino	Aye
G. McCloskey	Abstain

B. Election of the Vice President (Vice Chair) of the Board

Debra Webb nominates herself
M. Nino made a motion to Approve Debra Webb as Vice President.
C. Bolden seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Nino	Aye
C. Bolden	Aye
D. Webb	Abstain
G. McCloskey	Aye

C. Appoint the Executive Director as Secretary of the Board

Debra Webb nominates Alex Soriano as Board Secretary. Alex accepts the nomination.
D. Webb made a motion to Approve Alex Soriano as Board Secretary.
M. Nino seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

D. Webb	Aye
M. Nino	Aye
G. McCloskey	Aye
C. Bolden	Aye

D. BEST Academy Board ByLaws - Approval establishes bylaws developed in conjunction with legal counsel.

C. Bolden made a motion to Approve.
M. Nino seconded the motion.
The board **VOTED** unanimously to approve the motion.
C. Bolden made a motion to Approve.
M. Nino seconded the motion.
The board **VOTED** to approve the motion.
Alex Soriano presents that 3 board member's term end in June of 2026. We will need to amend the bylaws to account for this issue. We will need to stagger the term endpoints. Jim and Alex will bring more information on the next board meeting.

V. ACTION ITEMS

A. 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.

Cory Cavanah presents the actuals. Big report for 24-25 on how last year ended. Surplus of just over $800,000. The ending fund balance to about 5 1/2 million. 93 cents of every dollar goes to student services and support.
BEST has over 200 days of cash on hand which is very strong.

BEST met the funding determination analysis. BEST will be funded at 100% level.

M. Nino made a motion to Approve.
C. Bolden seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Memorandum of Understanding with Julian Union School District - Agreement for Transportation Services 2025-2026

Marcella Nino asks how many students are bussed on a regular basis. James Mays reports that we have used as many as 3 full busses.

D. Webb made a motion to MOU with JulianUESD.
M. Nino seconded the motion.
The board **VOTED** to approve the motion.

C. 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

James Mays presents the current standing of the A-G. We now have A-G for.

Debra Webb points out a typo under Modification section on contract to be adjusted before signing.

C. Bolden made a motion to Approve the contract with Aaron Holbrook.
D. Webb seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
M. Nino	Aye
D. Webb	Aye
G. McCloskey	Aye
C. Bolden	Aye

D. 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.

M. Nino made a motion to Membership to CCSA.
C. Bolden seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. 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

Andrew Corder presents reason for the policy. There was a bit of confusion at end of the school year. Allows a more effective management of personnel. Reinforces fairness by having a consistent process. Will be added to the employee handbook.

Andrew explains the process of approval.

D. Webb made a motion to approve policy as written.
M. Nino seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Intra Office Relations (Fraternization) Policy - Approval outlines expectations to help prevent conflicts of interest, favoritism, or disruption to the workplace.

Andrew Corder explains the purpose of the policy. Create an environment of fair treatment or retaliation. To maintain a professional environment and avoid any legal issues.

Andrew points out some points on the policy. The policy outlines the prohibited relationships.

Will be added to the employee handbook.
M. Nino made a motion to approve Fraternization policy.
C. Bolden seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. BambooHR Portal Renewal - Approval expands the products to include payroll, benefits administration, and time tracking.

Andrew Corder presents the rationale on expanding BamnbooHR. The goal is to have a variety of portals sync onto one portal. It will improve the employee experience by having all benefits in one system. It will also be scalable as the organization grows.

C. Bolden made a motion to Approve the BambooHR contract.
D. Webb seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Specialized Therapy Services Contract - Approval establishes Special Education support for students and families

Celeste Danner presents the contract for SPED support services.
D. Webb made a motion to Approve the STS Contract.
M. Nino seconded the motion.
Celeste states there are two contracts that need to be approved with STS. One for Consulting services and one for Vision Therapy. Both will be approved.

The board **VOTED** unanimously to approve the motion.
We are approving two contracts with the same company.

I. Memorandum of Understanding with National University - Approval establishes practicum support for candidates enrolled in the university's credential program

D. Webb made a motion to Approve MOU with National University.
C. Bolden seconded the motion.
The board **VOTED** unanimously to approve the motion.
Marcella Nino asks who has the credential that our counseling intern will work under.
James Mays states that our new counselor will work with her, but does not have lots of experience. He will also work with the intern using his PPS credential.

J. Independent Study Policy BP6158 - Approval defines the structure and requirements of the independent study program.

Alex Soriano presents the purpose of the policy and any adjustments made to it.
C. Bolden made a motion to Approve the Independent Board Policy.
D. Webb seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

C. Bolden	Aye
G. McCloskey	Aye
D. Webb	Aye
M. Nino	Aye

VI. DIRECTOR'S COMMENTS

A. Comments

James Mays gives a shout out to Celeste, Andrew, Daniel, Joel, and Natalie. With enrollment increasing beyond our expectations, the work load was huge this summer.

Alex Soriano give a shout out to Reni and her team for their effort to smoothly onboard hundreds of students this summer.

VII. Closing Items

A. Regular Board Meetings

B. Adjourn Meeting

D. Webb made a motion to Adjourn the meeting at 11:52 am.
M. Nino seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

M. Nino	Aye
D. Webb	Aye
G. McCloskey	Aye
C. Bolden	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:52 AM.

Respectfully Submitted,
D. Webb

Documents used during the meeting

None

Recording of Meeting: https://us02web.zoom.us/rec/share/-BJCWfL7L14O3E4IcfRFzQJPHNVXr0i3LF0Uvly0C80DcJEtdnFcoLbyobS9I7DW.5P_8p83qM0YDGHAl?startTime=1756315922000