Brookfield Engineering Science Technology Academy

Minutes

Regular Board Meeting

Date and Time
Wednesday July 22, 2026 at 10:30 AM

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
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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, G. McGuire, M. Nino

Directors Absent
None

Guests Present
A. Corder (remote), A. Soriano, C. Cavanah (remote), C. Danner (remote), J. Mays, 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 Jul 22, 2026 at 10:38 AM.

C. Approve Minutes

D. Webb made a motion to approve the minutes from Regular Board Meeting on 06-09-26.
G. McGuire seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

II. CORRESPONDENCE / PROPOSALS / REPORTS / INFORMATION

A. BUDGET / SCHOOL UPDATE

1. No expenses incurred by either Director over $10,000
2. Enrollment: James Mays reports that w**e are at 1390, which, just from that alone, is about a 30% increase from last year. We have an additional 250 students whose parents are currently working on their applications.**

a. State Funding Lag: First-semester funding is tied to the previous March 15 enrollment figure (P2 number: **915–940 students**).

Projected Growth: Enrollment is expected to grow by roughly **80%**, reaching **1,750–1,800 students**.
Cash Flow Management: Because state funding for new students won't arrive until March reimbursement, the school's **$6 million savings** will be temporarily used to cover immediate overhead (payroll, benefits, taxes, and parent vendor funds) to avoid high-interest (25%) bank loans.
Safe Target: Leadership identified **~1,750 students** as the safe enrollment threshold to ensure financial stability and maintain a cash buffer.

3. Lottery: **1**
a. Enrollment Cap & Capacity Strategy
Enrollment Cap Set: A baseline cap is established at **1,750 students** (the financial and operational threshold).
Flexible Policy: Leadership is working with legal to establish a policy giving Executive Directors flexibility to raise the cap in increments of **25 students**, provided financial and staffing capacities allow.
Grade-Level Distribution:
High school currently holds **451 of 1,527 students** (high for charter standards) and retains additional capacity.
Elementary growth is heavy; TK enrollment doubled from ~50 last year to **112 students**.
Facility constraints are non-existent (no physical building limits).
b. Lottery Process & Audit Compliance
Trigger Mechanism: Declaring a cap policy only triggers a lottery if enrollment actually hits **1,750 students**.
Third-Party Management: An outside agency will manage the lottery system to ensure impartiality, prevent errors, and handle state audit requirements (answering "Yes" to audit question #96 regarding lottery procedures).
Community Notification: Once approved, the school has **10 days** to publish the 1,750 cap policy in the handbook and on the website.
c. Lottery Priority Hierarchy
Should the cap be reached, open spots will be assigned in the following order:
Existing Students (automatically retained)
Siblings of current students
Children of Staff & Founders
Julian District Residents (authorizing district)
General County Residents
d. Financial & Inter-District Updates
Accelerated Growth Funding: Working with Cory on state growth mechanisms (e.g., PARSAC) to pull funding forward to **October/November** (rather than waiting until March/April), preserving cash reserves.
Reserves Acknowledgment: Retiring Superintendent Chad was thanked for advocating a **4–6 month cash reserve**, keeping the school financially stable without relying on high-interest loans.

New Leadership Support: Executive Directors met with the new superintendent, CDO, and Special Education TOSA, who offered full support and assistance with recruitment.
e. Staffing & Operations
Teaching Staff: Elementary teacher applications are high; credentialed TK teaching slots are filled. High school staffing capacity remains open.
Clerical Support: Because student growth is near 80%, administrative/clerical support hiring is being prioritized alongside teaching staff.

III. APPROVAL OF CONSOLIDATED MOTION FOR CONSENT CALENDAR

A. CONSENT AGENDA

Debra Webb points out a missing $600 check on the register. Alex Soriano finds it on the register further down.
D. Webb made a motion to Approve the consent agenda.
G. McGuire seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IV. ACTION ITEMS

A. Student Enrollment Cap for the Upcoming School Academic Year, 2026-2027.

D. Webb made a motion to Approve the enrollment cap for the 2026-2027 school year.
G. McGuire seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Easysuite Software License Agreement (Lotterease and Enrollease) for Automated Application, Lottery, and Waitlist Management

G. McGuire made a motion to Approve the EasySuite software to support the enrollment cap and lottery system.
D. Webb seconded the motion.
Third-Party Lottery Management Platform

Scope of Services & Benefits:
Turnkey Management: Software manages the entire lottery system, waitlist tracking, parent communications, and staff training.
Dedicated Support: Includes a dedicated phone line for parent inquiries regarding waitlist status and lottery rules.
Impartiality: Creates a clear boundary separating school staff from lottery ranking decisions, mitigating perceived conflict or bias.
Trigger & Operational Workflow:
System activation occurs only after reaching the **1,750-student enrollment cap**. Lotteries will be held publicly (including options for virtual observation) when student spots open.
Fee & Contract Structure:
Base Software Fee: ~$3,000 fixed setup cost.
Variable Processing Fee: Up to ~$11,900 based on total application volume.
Total Projected Cost: Approximately **$13,000** if full lottery execution is triggered.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Job Description: Teacher on Special Assignment (TOSA) – MTSS & Tiered Reengagement

M. Nino made a motion to Approve the TOSA MTSS and Tiered Reengagement job description.
C. Bolden seconded the motion.
New Positions Created: Introduced job descriptions for two Teacher on Special Assignment (TOSA) roles focused on **HR Special Assignment** and **MTSS (Multi-Tiered System of Supports)**.
Core Function: Dedicated to student intervention, tiered re-engagement, and daily tracking of struggling or disengaged students.
Operational Shift: Moves the school from reactive administrative oversight to proactive, daily tracking, data monitoring, and teacher support.
Accountability & Process: Establishes a structured framework to move students through progressive support tiers. Ensures thorough documentation so that if a student remains unsuccessful under maximum support, proper procedures are followed to transition them back to a traditional school setting.
The board **VOTED** unanimously to approve the motion.

Roll Call

G. McCloskey	Aye
D. Webb	Aye

Roll Call

G. McGuire	Aye
C. Bolden	Aye
M. Nino	Aye

D. Job Description: Teacher on Special Assignment (TOSA) - Assessment, Data & Academic Achievement

G. McGuire made a motion to Approve the TOSA position for Assessment, Data and Academic Achievement.
C. Bolden seconded the motion.
Identified Operational Gap: Recognized the need for systematic analysis, disaggregation, and application of state-mandated and internal student testing data.
Data-Driven Focus: Essential for the school's non-classroom model, where student progress and instructional decisions rely directly on data rather than traditional classroom observation.
Role Responsibilities: The dedicated support position will oversee testing operations, disaggregate and present performance metrics to staff and families, and train teachers on using data to guide instructional decisions.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. AGREEMENT FOR TRANSPORTATION SERVICES BETWEEN JULIAN UNION ELEMENTARY SCHOOL DISTRICT AND B.E.S.T. ACADEMY CHARTER SCHOOL

C. Bolden made a motion to Approve the agreement between BEST Academy and JUESD.
M. Nino seconded the motion.
Agreement Renewal: Renewal of the yearly transportation agreement with Julian to utilize their buses for field trips and student activities.
Cost: Fixed rate of **$650 per day** as needed.
Usage & Rationale: Maintained as a contingency measure. While actual usage is minimal—since homeschool families typically arrange their own transportation—keeping the contract active ensures transportation availability when required.
The board **VOTED** unanimously to approve the motion.

Roll Call

C. Bolden	Aye
G. McGuire	Aye
G. McCloskey	Aye
M. Nino	Aye

Roll Call

D. Webb	Aye

F. Board Policy 5141.4 Professional Boundaries & Safe Learning Environments

M. Nino made a motion to Approve the updated Professional Boundaries adn Safe Learning Environments Policy.
C. Bolden seconded the motion.
Policy Alignment: Updated staff professional boundary policies to cover digital communications (e.g., Zoom, messaging platforms) in compliance with new state legislation and safety standards.
Mandatory School Channels: Prohibits staff from using personal phone numbers or personal email addresses for student interaction. All digital communications must occur exclusively through official BEST Academy systems and approved platforms.
Scheduling & Tracking: Prohibits unscheduled, impromptu 1-on-1 virtual meetings. All virtual sessions must be formally calendared and traceable.
Grade-Level Communication Requirements:
TK–5th Grade: Parents/guardians must be CC'd on all meeting invitations, and an adult in charge must be present during online meetings.
6th–8th Grade: Communication must take place on school platforms where parents have full account access and visibility.
9th–12th Grade (High School): Direct communication allowed, but strictly restricted to internal, official school platforms.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

V. Closing Items

A. Regular Board Meetings

B. Adjourn Meeting

G. McGuire made a motion to Adjourn the meeting.
M. Nino seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

C. Bolden	Aye
G. McGuire	Aye
G. McCloskey	Aye
D. Webb	Aye

Roll Call

M. Nino Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:55 AM.

Respectfully Submitted,
G. McCloskey

Documents used during the meeting

- 2026_06_09_board_meeting_minutes (1).pdf
- 2026_06_09_board_meeting_minutes (1).pdf
- ASoriano XP 7-22-26.pdf
- BEST Academy Check Detail June 2026.pdf
- QT_Brookfield Engineering Science - Technology Academy.pdf
- TOSA - MTSS & Tiered Reengagement.docx
- TOSA - Assessment, Data & Academic Achievement (1).docx
- MOU_Transportation_JUSD_BEST_26-27 (1).pdf
- BP 4320 PROFESSIONAL BOUNDARIES AND SAFE LEARNING ENVIRONMENTS POLICY.docx

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Recording