



**B.E.S.T. ACADEMY MINUTES:  
REGULAR BOARD MEETING OF THE BOARD OF  
DIRECTORS May 1, 2024**

A meeting of the Board of Directors (the “**Board**”) of Brookfield Engineering Science and Technology Academy Charter School (“**B.E.S.T.**” or the “**School**”) was held on Wednesday, June 5, 2024

**VIDEO LINK:**

<https://us02web.zoom.us/rec/share/B4jRJsI7xJdrHjjZbWOjHibU1vUiQjWUjkE6ivxd7AeLQsUjgDC4ljeQyxZRKfYN.LgtzV-AqTBNNDHX->

**Directors Present in Person:** Chad Leptich, Marcella Nino, Debra Webb, and Gary McCloskey

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

**Directors Present Via Video Conference:** None

**Directors Absent:**

**Also Present:** Alex Soriano, Cory Cavanah, Adrian Zavala, Joel Manwarren, James Mays, James Hummel, Mariano Lozano, Reynalda Lopez, Joshua Goyer

**1. CALL TO ORDER:** Board President Joseph Cipres called the meeting to order at 10::35 AM A quorum of the directors was present, and the meeting, having been duly convened, was ready to proceed with business.

Present: Marcella Nino, Debra Webb, Chad Leptich, Gary McCloskey, Joseph Cipres

**2. Approval of Agenda:** *Motion to approve the June 5, 2024 Regular Board Meeting agenda.*

**Approval Motion:** Gary McCloskey      **Second:** Debra Webb      **Ayes:** All

Roll Call

Marcella Nino - *aye*

Joseph Cipres - *aye*

Debra Webb - *aye*

Chad Leptich - *aye*  
Gary McCloskey - *aye*

**3. PLEDGE OF ALLEGIANCE**

Leads Pledge: *Marcella Nino*

**4. PUBLIC COMMENTS / RECOGNITION / REPORTS**

None

**5. CORRESPONDENCE/PROPOSALS/REPORTS/INFORMATION**

a. Budget: *James Mays provides an update on the budget and enrollment. Current enrollment with Master Agreements signed is 592, with a goal of 700. There is a conservative approach since approximately 20% do not show up on the first day of school. Currently, the school is staffed to support the growth. Three clerks were added to support the enrollment process. The majority of new enrollments are coming from the Orange County area.*

*Cory Cavanaugh presents the budget for 24-25 with elements of the LCAP that will be approved at the upcoming board meeting. The May revise was uneventful, with a COLA of 1.7%. 90% of funding comes from LCFF. Cory presented the plan to increase employee benefits, including increment health benefits and 403B contributions, at a later board meeting. The goal is to retain staff and attract quality staff going forward. The school has a projected budget surplus of \$495,000, with 80% of the budget going to student services. BEST Academy currently has 7% of funds going to administrative costs.*

*LCAP presentation of goal number 2 of Math and Science proficiency by Mariano Lozano. The school aims to increase attendance at stem clubs, industry trips, and museum visits to 80%. Debra Webb communicates the importance of supporting and exposing female students in STEM.*

*LCAP presentation of goal number 4, increasing parent and student engagement. James Hummel discussed the low participation rate in the Parent Square Communications application, noting that the same participation percentage was absent in the California Healthy Kids survey. Action items include parental engagement workshops, student recognition, and extracurricular activities to promote SEL and well-being.*

b. *Alex Soriano outlines the residency verification policy for Best Academy,*

*including annual renewal and McKinney-Vento protections. The policy is to be approved at the June 11th board meeting.*

*c. Alex Soriano presents the workplace violence prevention plan that will be coordinated by the Warehouse Manager, Yhanseck Cervantez.*

*d. Alex Soriano presents the Executive Director evaluation form.*

## **6. APPROVAL OF CONSOLIDATED MOTION FOR CONSENT CALENDAR**

The Board considers all matters under the consent agenda to be routine and will be approved, ratified, and enacted in one motion in the form listed below. Unless specifically requested by a board member for further discussion or removed from the agenda, there will be no more discussion on these items prior to the Board vote. Comments by the Board may be made at the discretion of the Chairperson.

**Approval Motion:** Marcella Nino

**Second:** Debra Webb

**Ayes:** all

### Roll Call

Marcella Nino - aye

Joseph Cipres - absent

Debra Webb - aye

Chad Leptich - aye

Gary McCloskey - aye

**a. Approval of the Minutes:**

**b. Check Register:** *Check Registers*

**c. Expense Reports:** *Reimbursements*

**d. Routine Contract Renewals:** *Routine Contract Renewal*

## **7. ACTION ITEMS**

**a. 24-2025 Employee Handbook [LINK](#)**

**i. Approval updates the Employee Handbook for the 2024-2025 school year.**

*Alex Soriano presents the employee handbook for approval.*

**Approval Motion:** Gary McCloskey      **Second:** Marcella Nino      **Ayes:** all

Roll Call

Marcella Nino - aye  
Joseph Cipres - aye  
Debra Webb - aye  
Chad Leptich - aye  
Gary McCloskey - aye

**b.            2023-24 EPA Expenditure Resolution - Final [LINK](#)**

**i.            Approval of Final 2023-24 EPA Expenditure Resolution**

*Cory presents the final 23-24 EPA resolution for approval*

**Approval Motion:** Chad Leptich      **Second:** Gary McCloskey      **Ayes:** all

Roll Call

Marcella Nino - aye  
Joseph Cipres - aye  
Debra Webb - aye  
Chad Leptich - aye  
Gary McCloskey - aye

**c.            2024-25 EPA Expenditure Resolution - Preliminary [LINK](#)**

**ii.           Approval of Preliminary 2024-25 EPA Expenditure Resolution**

*Cory presents the preliminary 24-25 EPA resolution for approval.*

**Approval Motion:** Chad Leptich      **Second:** Debra Webb      **Ayes:** All

Roll Call

Marcella Nino - aye  
Joseph Cipres - aye



*James Mays and Jessica Navarro De Leon present the parenting program from approval. The program is renewed and has no cost.*

**Approval Motion:** Chad Leptich

**Second:** Debra Webb **Ayes:** all

Roll Call

Marcella Nino - aye

Joseph Cipres - aye

Debra Webb - aye

Chad Leptich - aye

Gary McCloskey - aye

**g. LEXIA Learning Systems Contract Renewal [LINK](#)**

**i. Approval provides continued digital language arts intervention support**

*James Mays presents the renewal of LEXIA for approval.*

**Approval Motion:** Chad Leptich

**Second:** Gary McCloskey **Ayes:** all

8.1ai Roll Call

Marcella Nino - aye

Joseph Cipres - aye

Debra Webb - aye

Chad Leptich - aye

Gary McCloskey - aye

**h. Special Education Compliance & Coaching [LINK](#)**

**i. Approval establishes a memorandum of understanding to support Special Education data compliance and coaching.**

*James Mays presents the contract to be approved for Special education consulting support.*

**Approval Motion:** Marcella Nino

**Second:** Debra Webb **Ayes:** all

8.1ai Roll Call

Marcella Nino - aye

Joseph Cipres - aye

Debra Webb - aye

Chad Leptich - aye  
Gary McCloskey - aye

**8. BOARD COMMENTS:**

*Chad Leptich mentions that all staff is doing a wonderful job. Joseph Cipres thanks Mariano and James H. for the beneficial LCAP presentation. Joseph Cipres thanks Jessica for the parenting program she brought forth.*

**9. EXECUTIVE DIRECTOR'S COMMENTS:**

*James Mays thanks HR department for the work to bring quality candidates to be hired. He mentions that the staff felt connected to the LCAP this year.*

**10. ADJOURNMENT:**

**Upcoming BEST Academy Board Meetings:**

- October 4, 2023, Brown Act Training
- November 1, 2023
- December 6, 2023
- February 7, 2024
- *February 28, 2024, added*
- March 6, 2024 Cancelled
- April 3, 2024
- May 1, 2024
- June 5, 2024
- June 11, 2024 At Chula Vista Country Club

**Approval Motion:** Debra Webb      **Second:** Gary McCloskey    **Ayes:** all

Meeting Adjourns at 12:39 pm

Marcella Nino - aye  
Joseph Cipres - aye  
Debra Webb - aye  
Chad Leptich - aye  
Gary McCloskey - aye

*The meeting adjourned 12:39 pm*