



B.E.S.T. ACADEMY
MINUTES: REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, August 7, 2019

A meeting of the Board of Directors (the “**Board**”) of B.E.S.T. Academy (“**B.E.S.T.**” or the “**School**”) was held on Wednesday, August 7, 2019, by online Zoom meeting.

Directors Present:

Patricia Karlin, Ognen Nastov, Edward Singh, Joseph Cipres, Chad Leptich

Directors Absent:

Michal Alchikh

Also Present:

Jim “Jim” Mays, Alex Soriano, Corey Cavanah, Enriqueta “Queta” Luquin, Jason Arca

1. CALL TO ORDER

Patricia Karlin called the meeting to order at 5:32 pm and Jason Arca recorded the minutes. A quorum of the directors was present, and the meeting, having been duly convened, was ready to proceed with the business.

2. AGENDA

Motion Passed: Approve agenda. Passed with a motion by Joseph Cipres and a second by Edward Singh. All members approved by roll-call vote

3. MINUTES: July 20, 2019

Discrepancy identified in Precopio hourly rate between meeting minutes and contract. Minutes will be changed to the correct rate, from \$150/hr to \$350/hr.

Motion Passed: Approve agenda. Passed with a motion by Joseph Cipres and a second by Edward Singh. All members approved by roll-call vote.

4. HEARING OF THE PUBLIC

No one from the public had opted to speak.

5 to 7. CLOSED SESSION

There were no matters for a closed session at this time.

8. PLEDGE OF ALLEGIANCE

Led by Patricia Karlin

9. PUBLIC COMMENTS / RECOGNITION / REPORTS

No members of the public had shared any comments.

10. CORRESPONDENCE/PROPOSALS/REPORTS

a. Budget Report and Presentation

CBO submitted the 7/31 PENSAC report to the state on July 31 that shows initial estimates of student attendance, which determine the amount of state funding. The state will give 37% of projected annual revenue for the period from July to November; funds to arrive in September. Another report will be submitted after 20 school days to determine the next funding amount. Numbers were presented to the board on a spreadsheet. Jim Mays provided the following enrollment numbers: 111 students completely enrolled; 30 in-process. Total enrollment will be 140-150 by the first day of school and an estimated 200 for the academic year. Alex explained the original projected enrollment in the budget was 132 students, which will be surpassed. The allocation was for 4 teachers, and they are in the process of hiring and fingerprinting.

Cory and Queta are already working on the revised budget to be presented at the next board meeting. There are no other real financials to report about, except reimbursements.

It was noted that Winners Circle is listed under Curriculum Costs, rather than the Expenditures tab, in the Financials spreadsheet.

b. Handbooks

i. *Student Handbook*

Alex shared the student handbook, highlighting the confirmation page to be signed and will be collected, credit requirements for graduation, various course offerings, including CTE, and concurrent enrollment courses. Concurrent enrollments will need Jim or Alex's approval. Suspensions and expulsions are multi-tier processes with interventions called Academic Success Plans.

ii. *Employee Handbook.*

Alex shared the employee handbook, highlighting various policies: all-will employee clause, harassment/discrimination/anti-retaliation policy, and reasonable accommodation. Patricia Karlin suggested similar policies explaining students' rights should be included in the student handbook. One additional area to be included is immigration status, which was an update to the laws recently. Jim and Alex agreed these should be added, plus cyberbullying.

c. Committees

Alex stated that committees are not needed right now, and are just a discussion point. As the school grows, there will be potential for committees, e.g., finance, curriculum, pathways (medical, business, etc.), which would lean of various board members'

expertise to lead. Board members were asked to propose ideas for committees, as they see fit.

d. Employee Position Updates

i. Credentialed (certificated)

Alex stated that they are in the process of hiring 4-5 potential teachers, using SDCOE as a clearinghouse for fingerprinting. Job descriptions for Executive Director were brought up for discussion, with a wide range of performance responsibilities. Executive Directors have to be hired by the board, with two positions as co-directors being proposed. This position title has been used by other charter schools during start-up. The position titles may change after 1-2 years, to fit more with job duties.

The Advisory Teacher position functions like a homeroom teacher, and is the first line of communication with the student, Advisory teachers ideally would have 25-30 students. Chad believes there is a statutory limit of 30 students per teacher. Jim mentions that Alex and Jason have teaching credentials and will carry some of the load.

ii. Classified

There are currently no classified positions created. Chad recommended having hourly wages listed in addition to annual salaries on the salary table to be used for future hourly positions.

e. Policies

The Reimbursement Policy for travel and meals were reviewed and discussed whether the mileage rate should be the IRS rate instead of the fixed 52 cents per mile in order to always stay current with inflation. The fixed rate was based on the current budget and it was agreed that it will be called a 2019-20 mileage rate, so that it will be up for review/revision for next year. The steps for filling out a reimbursement form was shown.

f. Human Resources and

g. Contracts

Employment agreements (contracts) were created for each position and includes employment terms, hours, personal days, sick days, 403b plan, \$700 monthly health coverage allowance. It was verified that insurance providers were \$400 op-out reimbursement. Contracts are for ten months and are renewed every year, It was clarified that the state does not regard teachers in 10-month annual contracts as unemployed during the remaining two months.

It was noted that because of the timing of state funding, executive directors will not receive full salary initially, and subsequent pays will be adjusted so that the total annual salary will be met.

11. CONSENT AGENDA

a. Expense Reports: Board and Directors (PASSED)

Approval Motion: Cipres. Second: Karlin. Ayes: All.

b. Executive Directors Spending Control Limits (PASSED)

Establishes a spending control limit for the Executive Directors to follow

Clarifications: \$15K limit per purchase order without board approval (comparable to other schools). To be revisited next year.

Approval Motion: Leptich. Second: Nastov. Ayes: All.

c. Seed Money Payout (TABLED)

Establishes a time frame and schedule for seed money payout

Still awaiting legal counsel; tabled to next board meeting.

d. Warrants (TABLED)

No warrants at this time. Tabled.

e. Employee Handbook (PASSED)

Approves the employee handbook to be distributed to all employees

Clarifications: Being approved on the condition that revisions will be completed before next board meeting.

Approval Motion: Nastov. Second: Singh. Ayes: All.

f. Student Handbook (PASSED)

Approves handbook to be distributed to all parents and students

Clarifications: Being approved on the condition that revisions will be completed before next board meeting.

Approval Motion: Nastov. Second: Karlin. Ayes: All.

g. School Policies (PASSED)

Eestablishes BEST Academy policies

Clarifications: Regarding reimbursements.

Approval Motion: Singh. Second: Karlin. Ayes: All.

h. Co-Executive Director Contract (TABLED)

Approves the Co-Executive contract with BEST Academy and its' school board

Still awaiting legal to finalize; tabled to next board meeting.

i. Julian Union Elementary School District MOU (TABLED)

Establishes the contract with Julian USD

Brian Duffy is still talking with his legal counsel; tabled to next board meeting.

j. Modified 403(b) Matching (PASSED PREVIOUSLY)

Approves the 403(b) 5% match with 4-year vesting schedule for full-time employees

Was already approved at the last board meeting.

k. Employment Agreements (PASSED)

Approves the hiring of proposed employees

Motion: Cipres. Second: Karlin. Ayes: All.

l. SDCOE contract (PASSED)

Establishes SDCOE as fingerprinting processing of employees

Motion: Singh. Second: Nastov. Ayes: Cipres. Abstain: Karlin & Leptich.

m. Special Meeting: August 21, 2019, at 5:30 p.m.

Establishes the date and time for a late August special meeting to address the beginning of the school year needs.

Clarification: As school starts Sept 5, there may be critical items that will require board approval.

Motion: Singh. Second: Cipres. Ayes: All.

12. BOARD COMMENTS

Ognen: Requested clarification on MOU. Jim clarified that an MOU (memorandum of understanding) is an agreement where one of the parties is a non-profit organization, compared to a contract, which are between for-profit organizations.

Patrica: Suggested that voting occurs after each presentation so that key discussion points are fresh, and potentially run more efficiently. Chad and Joseph have seen board meetings ran both ways--voting after each presentation and voting after all presentations. Board members are reminded to be prepared for board meetings by reviewing upcoming agenda 72 hours in advance. All board members plus the founders are open with either format. Alex will have next agenda with the new format.

13. EXECUTIVE DIRECTORS COMMENT

None. Board members thanked for their time and for running smoothly.

14. DATE OF NEXT MEETINGS

a. Special Meeting: Wednesday, August 21, 2019, at 5:30 p.m.

b. Tuesday, September 10, 2019, at 5:30 p.m. (Patricia has a prior meeting, but will try to make it to the board meeting after.)

c. Wednesday, November 6, 2019, at 5:30 p.m. (Patricia will be presenting to county board. Asking Cipres to lead this Board Meeting.)

15. ADJOURNMENT 6:52

Motion: Cipres. Second: Karlin. Ayes: All.

The regular meeting of the Board of Directors adjourned at 6:52 pm.