



**B.E.S.T. ACADEMY MINUTES:  
REGULAR BOARD MEETING OF THE BOARD OF  
DIRECTORS December 04, 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 December 04, 2024



**VIDEO LINK:**

<https://us02web.zoom.us/rec/share/JfzAaFA9ksk34P30bUp7lhLhf6iQELDKlotTRxOyqbmFV6orl75y3slrl-QSpC8Z.9C4jM8RJcnWjuf2t>

**Directors Present in Person:** Joseph Cipres, Marcella Nino, Debra Webb, Gary McCloskey  
**LOCATION:**

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

**Directors Present Via Video Conference:** None

**Directors Absent:** None

**Also Present:** Alex Soriano, James Mays, Joel Manwarren, Cory Cavanaugh

**1. CALL TO ORDER:** Board President Gary McCloskey called the meeting to order at 10:30 AM. A quorum of the directors was present, and the meeting, having been duly convened, was ready to proceed with business.

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

Absent: None

**2. Approval of Agenda:** *Motion to approve the December 04, 2024 Regular Board*

*Meeting agenda.*

**Approval Motion:** Debra Webb

**Second:** Joseph Cipres

**Ayes:** all

Roll Call

Marcella Nino - *aye*

Joseph Cipres - *aye*

Debra Webb - *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/School Report:** *Cory Cavanaugh presents the 1st interim report.*

*Marcella Nino appreciates Cory for always projecting forward. She asks if having a large end-of-year fund balance hurts us in any way. James states that it is recommended that the organization hold 6-9% of the annual budget in the bank.*

**b. Board Governance Handbook [LINK](#):** *Alex Soriano reminds the board of the handbook and to provide feedback if necessary.*

**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 - aye

Debra Webb - 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. 2024-25 1st Interim Report [LINK](#) [LINK](#)**

**i. The board will be asked to approve the 2024-25 1st Interim Budget Report**

*Cory Cavanaugh presents the revenue and expenses presented in the prior section*

Approval Motion: 1st\_Joseph Cipres

2nd: Marcella Nino Ayes: all

Roll Call

Marcella Nino - *aye*

Debra Webb - *aye*

Joseph Cipres - *aye*

Gary McCloskey- *aye*

**b. HR Coordinator position to a Director position [LINK](#)**

**i. Approval adjusts the position from a coordinator to a director position to increase the salary to recruit high-caliber**

**candidates.**

*Alex Soriano presents the desire to hire an HR director to ensure a quality candidate that can ensure compliance and focus on the culture of the organization.*

Approval Motion: 1st\_Marcella Nino

2nd: Debra Webb Ayes: all

Roll Call

Marcella Nino - *aye*

Debra Webb - *aye*

Joseph Cipres - *aye*

Gary McCloskey- *aye*

**c. Update Conflict of Interest Policy [LINK](#)**

**i. Approval adds the Human resources coordinator position to the COI Code and requires the person to file a Statement of Economic Interest FORM 700**

*[Alex Soriano](#) explains the need to update our COI policy and submit it to the SDC Board of Directors. The new HR Director would need to file an economic interest Form700 due to their decision-making responsibility.*

Approval Motion: 1st\_Joseph Cipres

2nd: Marcella Nino Ayes: all

Roll Call

Marcella Nino - *aye*

Debra Webb - *aye*

Joseph Cipres - *aye*

Gary McCloskey- *aye*

**d Proposed Service Agreement Between Proactive Legal - The Bock Law Group, PC [LINK](#)**

**i. Approval establishes HR support and guidance for the HR Coordinator**

*Alex Soriano presents the need to provide educational HR support to the new HR director since that person will not have HR experience in the education industry.*

Approval Motion: 1st Debra Webb

2nd: Marcella Nino Ayes: all

Roll Call

Marcella Nino - *aye*

Debra Webb - *aye*

Joseph Cipres - *aye*

Gary McCloskey- *aye*

**8. Closed Session**

**a. CONFERENCE WITH LEGAL COUNSEL—LITIGATION  
(Gov. Code section 54956.9(d)(4).): (1 matter).**

*Gary McCloskey reports no action was taken.*

**9. BOARD COMMENTS:**

*Marcella Nino and [Gary McCloskey](#) thank Cory Cavanaugh for his effective budget forecasting and planning.*

**10. EXECUTIVE DIRECTOR’S COMMENTS:**

*James Mays thanks the staff and Cory Cavanaugh.*

*Alex Soriano thanks the staff in the back office for all they do. We are growing and have hired new clerks to support student services.*

**10. ADJOURNMENT:**

**Upcoming BEST Academy Board Meetings:**

- August 21, 2024 Organizational Meeting
- October 2, 2024, Brown Act Training
- November 6, 2024
- December 4, 2024
- February 5, 2025
  - February 26, 2025, added
- March 5, 2025 Canceled
- April 2, 2025
- May 7, 2025
- June 4, 2025
- June, 2025 Graduation

[Gary McCloskey](#) goes over the calendar of upcoming dates. Gary asks for a motion.

**Approval Motion:** Marcella Nino    **Second:** Debra Webb **Ayes:** all

Meeting Adjourned at 11:39 am

Marcella Nino - aye

Joseph Cipres - aye

Debra Webb - aye

Gary McCloskey - aye