



B.E.S.T. ACADEMY
MINUTES: REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, May 13, 2020

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, May 13, 2020, by online Zoom meeting.

Directors Present:

Patricia “Patti” Karlin, Joseph Cipres, Ognen Nastov, Michal Alchikh, Chad Leptich, Edward Singh

Directors Absent: none

Also Present:

James “Jim” Mays, Alex Soriano, Enriqueta “Queta” Luquin, Jason Arca, and Isa Melvin

1) CALL TO ORDER

Patricia Karlin called the meeting to order at 5:30 pm. A quorum of the directors was present, and the meeting, having been duly convened, was ready to proceed with business.

2) AGENDA

Motion Passed: Approve agenda

Approval Motion: Edward Singh **Second:** Joseph Cipres **Ayes:** All

2.a Roll Call

Patricia Karlin- aye

Edward Singh- aye

Joseph Cipres - aye

Ognen Nastov - aye

Michael Alchikh - aye

Chad Leptich - aye

3) APPROVAL OF MINUTES: *Approval of this item approves the minutes for the April 16, 2020 regular board meeting*

Motion Passed: Approve minutes for April board meeting

Approval Motion: Ognen Nastov **Second:** Joseph Cipres **Ayes:** All
3.a Roll Call

Patricia Karlin- aye

Edward Singh- aye

Joseph Cipres - aye

Ognen Nastov - aye

Michael Alchikh - aye

Chad Leptich - aye

4) HEARING OF THE PUBLIC

No one from the public had opted to speak.

5) PLEDGE OF ALLEGIANCE

Led by: Patti Karlin

6) PUBLIC COMMENTS / RECOGNITION / REPORTS

No members of the public shared any comments.

7) CORRESPONDENCE/PROPOSALS/REPORTS

a. Enrollment Update

Jim Mays reported that 367 students are currently enrolled with B.E.S.T. Academy and another 200 students have turned in their registration documents for a projected total of around 570 students enrolled by July 1st and 800 total attending next school year.

Alex Soriano shared that the Local Control and Accountability Plan (LCAP) due date will be postponed due to school shut-downs from Coronavirus. The plan will be presented to the board in late June.

Queta Luquin presented the first draft of the 2020-2021 budget added that the state will be revising information in May that will affect the figures, requiring updates.

Initial funding is expected to be provided by Charter School Capital to cover expenses but B.E.S.T. Academy has been preliminarily approved.

8) CONSENT AGENDA

a) Expense Reports: *Approval of this item approves the reimbursement of expenses incurred by employees and/or board members*

Jim Mays' and Alex Soriano's expenses were reported. Mileage from an in-person July 2019 board meeting was also reported for board members.

Motion passed: Approve reimbursement of expense reports

Approval Motion: Edward Singh **Second:** Michael Alchikh **Ayes:** All

8.a Roll Call

Patricia Karlin- aye

Edward Singh- aye

Joseph Cipres - aye

Ognen Nastov - aye

Michael Alchikh - aye

Chad Leptich - aye

- b) Student Information System Contract Renewal:** *Approval of this item approves School Pathways as the Student Information System for the 2020-2021 school year*

Mr. Soriano shared the rates and fees for using School Pathways Student Information System.

Motion passed: Approve Student Information System Contract Renewal

Approval Motion: Ognen Nastov **Second:** Chad Leptich **Ayes:** All

8.b Roll Call

Patricia Karlin- aye

Edward Singh- aye

Joseph Cipres - aye

Ognen Nastov - aye

Michael Alchikh - aye

Chad Leptich - aye

- c) Winner's Circle 2020-2021 School Year Contract:** *Approval of this item approves the 2020-2021 contract with Winner's Circle*

This agenda item has been tabled until June because the legal team for Winner's Circle has not yet approved the adjusted verbiage requested by B.E.S.T. for the 2020-2021 school year contract.

Motion tabled.

8.c Roll Call

Patricia Karlin- aye

Edward Singh- aye

Joseph Cipres - aye

Ognen Nastov - aye

Michael Alchikh - aye

Chad Leptich - aye

- d) Curriculum and Instruction Director contract:** *Approval of this item approves the 2020-2021 contract for a Curriculum and Instruction Director*

Mr. Soriano explained that the director would be responsible for the English Learner program, curriculum, assessments, assets, and personnel.

Motion passed: Approve contract for a Curriculum and Instruction Director

Approval Motion: Edward Singh **Second:** Joseph Cipres **Ayes:** All

8.d Roll Call

Patricia Karlin- aye
Edward Singh- aye
Joseph Cipres - aye
Ognen Nastov - aye
Michael Alchikh - aye
Chad Leptich - aye

- e) **Special Education/Communications Director contract:** *Approval of this item approves the 2020-2021 contract for a Special Education/Communications Director*

The responsibilities of this position were discussed. Board member Edward Singh requested that an organizational chart be shared at the next board meeting for clarification of current and expected roles.

Motion passed: Approve 2020-2021 contract for a Special Education/Communications Director

Approval Motion: Edward Singh **Second:** Ognen Nastov **Ayes:** All

8.e Roll Call

Patricia Karlin- aye
Edward Singh- aye
Joseph Cipres - aye
Ognen Nastov - aye
Michael Alchikh - aye
Chad Leptich - aye

- f) **Lead Teacher Contract:** Approval of this contract approves the 2020-2021 Lead Teacher Contracts

Mr. Soriano explained that the new Lead Teachers would each manage a cluster of approximately 250 students, their assigned teachers, and associated personnel.

Motion passed: Approve 2020-2021 Lead Teacher Contracts

Approval Motion: Michael Alchikh **Second:** Joseph Cipres **Ayes:** All

8.f Roll Call

Patricia Karlin- aye
Edward Singh- aye
Joseph Cipres - aye
Ognen Nastov - aye
Michael Alchikh - aye
Chad Leptich - aye

- g) **2020-2021 Salary Tables:** *Approval of the salary tables approves the proposed adjustments to the established teacher, director, co-founder, and lead teacher salaries*

Motion passed: Approve 2020-2021 Salary Tables

Approval Motion: Joseph Cipres **Second:** Edward Singh **Ayes:** All

8.g Roll Call

Patricia Karlin- aye
Edward Singh- aye

Joseph Cipres - aye
Ognen Nastov - aye
Michael Alchikh - aye
Chad Leptich - aye

h) 2020-2021 Board Meeting Dates: *Approval of the Board Meeting calendar establishes dates for the 2020-2021 board meetings*

The board members and school directors agreed that dates should be calendared but could be removed if deemed unnecessary. Board roles may be adjusted at the August meeting, if so desired. Annual Brown Act Training will be a review for continuing board members but all new members will need full training sessions. Board member Edward Singh requested a breakdown of the usage of programs and tools at one of the future board meetings to compare utility and investment. Mr. Mays will prepare a report listing the programs and their utilization. The school calendar proposed is as follows:

August 5, 2020
September 2, 2020
October 7, 2020
November 4, 2020
December 2, 2020
January 6, 2021
February 3, 2021
March 3, 2021
April 7, 2021
May 5, 2021
Special Board Meeting in June – LCAP and Budget

Motion passed: Approve 2020-2021 Board Meeting Dates

Approval Motion: Ognen Nastov **Second:** Edward Singh **Ayes:** All

8.h Roll Call

Patricia Karlin- aye
Edward Singh- aye
Joseph Cipres - aye
Ognen Nastov - aye
Michael Alchikh - aye
Chad Leptich - aye

i. Employee Handbook Adjustment: *Approval of this item approves adjustments to the B.E.S.T. employee handbook regarding sick time allotment*

The proposed changes (pg. 26 of the handbook) amend the paid sick days to allow for 3 sick days per year. This sick leave will be provided at the beginning of the school year. Maximum banked sick days will be capped at 6 days.

Motion passed: Approve Employee Handbook adjustment to sick days

Approval Motion: Edward Singh **Second:** Chad Leptich **Ayes:** All

8.i. Roll Call

Patricia Karlin- aye
Edward Singh- aye

Joseph Cipres - aye
Ognen Nastov - aye
Michael Alchikh - aye
Chad Leptich - aye

9) BOARD COMMENTS

Board member Chad Leptich asked about the partnership with Winner's Circle and their financial value to the organization. Mr. Mays shared a graph of the average annual spending per student on programs and administrative costs, with a break-even enrollment of 165 students. Mr. Mays estimated that 60-65% of B.E.S.T.'s students come from Winner's Circle. Mr. Soriano added that the projected and current enrollments are much higher which allow for a reserve in funds. Costs for the different learning center student groups vary due to the needs of students. A fully detailed budget will be presented at next month's meeting.

10) EXECUTIVE DIRECTORS COMMENTS

- a) Directors will provide an organizational chart at the next meeting.
- b) Board Dates will be sent through calendar invite in advance.
- c) Curriculum content and program usage will be shared at next meeting.
- d) Mr. Mays shared a success story that one of the students had received a full scholarship to Mater Dei private High School for next year.

11) ADJOURNMENT

The special meeting of the Board of Directors adjourned at 7:02 p.m.

11.a Roll Call to adjourn

Patricia Karlin- aye
Edward Singh- aye
Joseph Cipres - aye
Ognen Nastov - aye
Michael Alchikh - aye
Chad Leptich - aye