



# Brighten Academy

## Brighten Academy Charter School Governing Board Meeting

### General

Published on December 8, 2025 at 11:27 PM EST

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#### Date and Time

Monday December 15, 2025 at 5:00 PM EST

#### Location

Brighten Academy

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The Brighten Academy Governing Board will meet on Monday, November 17, 2025 at 5:00 pm, in the Media Center.

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#### Agenda

	Purpose	Presenter
<b>I. Opening Items</b>		
<b>A.</b> Record Attendance		Kristen Moses
<b>B.</b> Call the Meeting to Order		Jamilia Smith
<b>C.</b> Adoption of Agenda	Vote	Jamilia Smith
<b>D.</b> Approval of Minutes	Approve Minutes	Kristen Moses

	Purpose	Presenter
Approve minutes for Brighten Academy Charter School Governing Board Meeting on December 1, 2025		
<b>II. Public Comment</b>		
Public comment should be received by the Board Secretary or Board Chair 24 hours prior to a scheduled Board meeting.		
<a href="https://docs.google.com/forms/d/e/1FAIpQLSceTrI9e71uncQV4LjSCeqoav9ibYxtPu3Y-mM2hH4CvmiKIA/viewform">https://docs.google.com/forms/d/e/1FAIpQLSceTrI9e71uncQV4LjSCeqoav9ibYxtPu3Y-mM2hH4CvmiKIA/viewform</a>		
A. Public Comment	FYI	Jamilia Smith
<b>III. Executive Director's Report</b>		
A. Executive Director	FYI	Tonetta Pugh
To Be Amended		
<b>IV. Executive Committee</b>		
A. RFP Organizational Health Assessment	FYI	Jamilia Smith
Review draft of RFP for org health assessment work		
B. Board Table Talk Review	FYI	Jamilia Smith
C. Board Structure 2026-2027	Discuss	Jamilia Smith
<b>V. Finance Committee</b>		
A. Finance Committee	Vote	Cary Claiborne
• Monthly Financials		
B. Birdies Golf Tournament Update	Discuss	Cary Claiborne
<b>VI. Governance Committee</b>		
A. Info Only	FYI	Shauncey Battle
<b>VII. Other Business</b>		

Purpose                      Presenter

A.    Announcements

FYI

B.    Executive Session

Vote

Jamilia Smith

**VIII.    Local SBOE/Chamber Events**

**IX.    Closing Items**

A.    Adjourn Meeting

FYI

Jamilia Smith

# Coversheet

## Approval of Minutes

**Section:** I. Opening Items  
**Item:** D. Approval of Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Brighten Academy Charter School Governing Board Meeting on December 1, 2025

DRAFT



## Brighten Academy

### Minutes

#### Brighten Academy Charter School Governing Board Meeting

Work Session

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##### **Date and Time**

Monday December 1, 2025 at 6:00 PM

##### **Location**

Brighten Academy

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The Brighten Academy Governing Board will meet on Monday, November 17, 2025 at 6:00 pm, in the Media Center.

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##### **Directors Present**

C. Burns Falker, C. Claiborne, J. Smith, K. Moses, M. Vitale, S. Battle

##### **Directors Absent**

*None*

##### **Ex Officio Members Present**

T. Pugh

##### **Non Voting Members Present**

T. Pugh

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##### **Guests Present**

D. Davis, K. Smith

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

J. Smith called a meeting of the board of directors of Brighten Academy to order on Monday Dec 1, 2025 at 7:30 PM.

### C. Adoption of Agenda

J. Smith made a motion to Approve the amended agenda.

S. Battle seconded the motion.

Amended:

- Removed facilities
- Added Board Table Talk

The board **VOTED** to approve the motion.

### D. Approval of Minutes

J. Smith made a motion to approve the minutes from Brighten Academy Charter School Governing Board Meeting on 11-17-25.

S. Battle seconded the motion.

Corrected wording to read, "election process"

Matt Vitale sustained

The board **VOTED** to approve the motion.

## II. Executive Director's Report

### A. Executive Director

#### 1. **Matters for Approval or Acceptance** (*This section includes matters for which the ED seeks board approval or acceptance and that are not already captured in the meeting agenda.*)

- VOTE - Crew Commitment Award (Budget impact provided to the board)
  - Total Funding - \$178,800
  - Given once this year; Compensation/salary to replace this stipend next year
  - This replaces anniversary, attendance; **not** to replace duty stipends (MTSS/504, SPED, School Improvement, etc.)
- VOTE - October Surplus
- **Risk and Compliance Updates**
  - **Firewall**
- **Updates on Strategic Plan Implementation (Currently Active)**

- Enhance professional development for EL instruction (diverse learners, deepen EL, EL presence for coaching & modeling).
- Establish and empower a Parent Crew to enhance family involvement.
- Ensure a strong organizational presence at Chamber and DCSS events.
- **Key Accomplishments**
  - DJ Academy Club for Afterschool Program <https://www.youtube.com/watch?v=XAGBsr3zGo8>
  - Homecoming Week
- FYI - November Surplus Requesting Board approval to surplus a total of 13 items due to age, damage, or loss (with reimbursement): Technology – 9 devices, PE/Equipment – 3 items, Instructional & Furniture – 2 items; **Total:** 13 items for surplus/removal from Brighten Academy's fixed asset inventory.
- Charter renewal readiness
  - January 27 – 29, 2026 – Renewal Interviews
  - February 11, 2026 – Recommendations Letters Sent to Schools
  - February 18, 2026 – Recommendations Posted
  - February 25, 2026 – Commission Votes on Recommendations
- Current Enrollment:
  - 811 students
  - Openings: 10

Voting:

Coriya made a motion to approve October surplus. Approved. Unanimous

Coriya made a motion to approve the crew commitment. Approved. Jamilia abstained.

### III. Executive Committee

#### A. Governance & Charter Renewal Readiness Update

Update:

- DC provided a renewal timeline. Pugh reached out to Ms. Goodman for next steps.
- Ms. Goodman will present information to the board and follow-up with us.

The board will work with a 3rd party to help oversee the renewal. The board will put out a bid. RFP will go out ASAP.

#### B.

## **Board Structure**

### **C. Board Table Talk**

- Board Table Talk will be on Tuesday, December 2, 2025 from 12:30-1:30pm.
- Recieved 6 responses from the Google Form.

## **IV. Finance Committee**

### **A. Finance Committee**

October financials. presented for information only.

CFO report:

- Budget amendment process is in process. Budget amendment will take place in February.
- Cash flow: 4.69 million. 162 days cash of hand.

### **B. GCSA**

Deadline for attending the GCSA conference was today, December 1. Two board members will be attending.

## **V. Policy/Governance Committee**

### **A. Info Only**

Section 1 & 2

- Suggested update is to modernize the location to Chair, Vice-Chair, Secretary, Treasurer.
- Duties and responsibilities should be updated in our policy manual.
- Suggested that each board should serve on the board for 1 year before serving on the Executive Committee.

Discussed the upcoming board election.

## **VI. Local SBOE/Chamber Events**

### **A. Event Updates**

- Jamilia and Mrs. Pugh will be attending the GCSA conference.
- December 12-14: A Christmas Story play
- December 6: Mistletoe Market

### **B.**



## **Executive Session**

### **VII. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:30 PM.

Respectfully Submitted,  
J. Smith