



Brighten Academy

Brighten Academy Governing Board Meeting

Published on January 12, 2026 at 10:14 AM EST

Date and Time

Monday January 12, 2026 at 6:00 PM EST

Location

Brighten Academy Charter School

The Brighten Academy Governing Board will meet on Monday, January 12, 2025 at 6:00 pm, in the Media Center.

Agenda

	Purpose	Presenter
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I. Opening Items

- | | | |
|----|---------------------------|-------------------------------------|
| A. | Record Attendance | Kristen Moses |
| B. | Call the Meeting to Order | Jamilia Smith |
| C. | Adoption of Agenda | Vote
Jamilia Smith |
| D. | Approval of Minutes | Approve
Minutes
Kristen Moses |

Approve minutes for Brighten Academy Charter School Governing Board Meeting on December 15, 2025

Purpose Presenter

II. Public Comment

Public comment should be received by the Board Secretary or Board Chair 24 hours prior to a scheduled Board meeting.

<https://docs.google.com/forms/d/e/1FAIpQLSceTrI9e71uncQV4LjSCeqoav9ibYxtPu3Y-mM2hH4CvmiKIA/viewform>

- | | | |
|------------------------------------|-----|---------------|
| A. Public Comment | FYI | Jamilia Smith |
| B. Acknowledgment of Guests | FYI | Jamilia Smith |

III. Executive Director's Report

- | | | |
|--|-----|--------------|
| A. Executive Director | FYI | Tonetta Pugh |
| <ul style="list-style-type: none"> • Facilities • Enrollment • Technology Update • Board Retreat Update • Strategic Plan Update | | |

- | | | |
|--|------|--------------|
| B. ED Items for Vote | Vote | Tonetta Pugh |
| <ul style="list-style-type: none"> • December Surplus | | |

IV. Executive Committee

- | | | |
|--|---------|---------------|
| A. Board Table Talk Review Q 1 | Discuss | Jamilia Smith |
| B. Douglas County Chamber Annual Gala | FYI | Jamilia Smith |
| <p>The Brighten Academy Board of Directors will attend the DC Chamber Gala and Community Awards.</p> | | |

V. Finance Committee

- | | | |
|--|------|----------------|
| A. Finance Committee | Vote | Cary Claiborne |
| <ul style="list-style-type: none"> • Monthly Financials | | |

	Purpose	Presenter
B. Birdies Golf Tournament Update	Discuss	Cary Claiborne
VI. Governance Committee		
A. Info Only	FYI	Shauncey Battle
VII. Other Business		
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 15, 2025

DRAFT



Brighten Academy

Minutes

Brighten Academy Charter School Governing Board Meeting

General

Date and Time

Monday December 15, 2025 at 5:00 PM

Location

Brighten Academy

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

Directors Present

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

Directors Absent

C. Burns Falker

Ex Officio Members Present

T. Pugh

Non Voting Members Present

T. Pugh

Guests Present

- Noah Torres (7th): Academics; Visual Arts; Marketing & Communications
- Teyah Smith (8th): Speech
- Attendance increased from 95.17 last year to 96.25 this year, reflecting a 1.08

• **Discipline Update:** Out of 41 referrals, 13 of the referrals were physical incidents. Last year at this time, we were at 15 physical incidents out of 33 referrals. This shows a 13.75% decrease in physical incidents (Our goal is to decrease by 3% each year).

• **Matters for Noting**

PTO Snapshot

- Membership 198 parents, 51 staff members
- Total Raised 2025 School Year - \$31,608.00 (does not include expenses for events)
- Top 3 Fundraisers
 - Pop for Kids- \$21k
 - Oktoberfest - \$6k (does not include expenses)
 - Movie Night - ?

• **Next 30-60**

- Angel Tree Raffle and Donations
- Raffle on 18th
- Spirit Nights
- Sweetheart Dance February 28th

• **Facilities Updates -**

- Carpet being installed on 1st floor during Holiday Break
- Heaters given to classrooms

B. ED Items for Vote

J. Smith made a motion to VOTE - November Surplus We are 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.

VOTE- Deny/approve employee resignation letter. Denied, unanimous. VOTE- Administrative Assistant for Vice Principals while in transition for new VP. Passed, 3/2. C. Claiborne seconded the motion.

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

Matt discussed whole board training dates for March 16th or 30th. Matt will check availability with Board on Track.

III. Executive Committee

A. RFP Organizational Health Assessment

This assessment covers leadership transition, board transition planning, compensation study, governance, admin structure and more. Data points will be provided. RFP will be posted on December 16, 2025. January 9th, 2026 will be the submission due date.

B. Board Table Talk Review

- Jamilia suggested having a powerpoint for the next session.
- Discussed sending out a survey to parents in order to make the next session topic-focused.

C. Board Structure 2026-2027

- Discussed possible # of board members for the upcoming election.

IV. Finance Committee

A. Finance Committee

C. Claiborne made a motion to approve October financials.

M. Vitale seconded the motion.

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

B. Birdies Golf Tournament Update

Updates

- Committees have been formed
- Player recruitment: Matt and Cary
- Marketing and promotion: Ms. Gigi
- Sales and Sponsorship: working with parent who has volunteered to assist.
- Save the date and marketing rollout is in process.

- Food and beverage have been assigned to individuals.

V. Governance Committee

A. Info Only

Shauncey discussed current work on section 1 and 2 of the by-laws:

Section 1. Brighten Academy, Inc. (the Corporation) shall be governed by a Governing Board consisting of the

following officers: 1. President 2. Vice President 3. Secretary 4. Treasurer

The Governing Board shall also contain no more than seven additional members. The Governing Board shall

consist of members of the community, educators, business leaders, and parents of students attending Brighten

Academy. Board members will be selected based on the best qualified applicants who can most effectively

govern Brighten Academy. Brighten Academy's administration shall be present at all Governing Board meetings.

Throughout the tenure of the organization, these positions may be amended or added to carry forth

the mission of the Corporation.

Section 2. The roles of each of the officers are as follows:

President shall (a) supervise and direct the business affairs of the corporation, (b) when present, preside at all

meetings of the Governing Board, (c) may sign with the secretary or other officer of the corporation deeds,

mortgages, bonds, contracts, or other instruments which the Governing Board authorizes to be executed,

unless execution is delegated by the Governing Board to another officer or agent of the corporation, or is

required by law.to be otherwise signed or executed, (d) have authority to institute or defend legal

proceedings, (e) have the authority to call a meeting of the Governing Board to carry forth business of the

corporation, (f) assign temporary powers to other members of the Governing Board in furtherance of the

school's purpose, (g) shall act in an ex-officio capacity for a minimum of 6 months after the term expires or

the position is vacated to ensure transition of duties to the incoming President.

Vice President shall (a) assume all duties of the president in his/her absence, whether temporary or permanent,

(b) assist the president in planning meetings, (c) shall have the authority to call a meeting of the Governing Board

to carry forth business of the corporation, (e) shall perform other duties deemed necessary by the Governing Board or the president, (f) may assume the role of president after the president's term has expired.

Secretary shall (a) keep and publish minutes of the proceedings of the Governing Board according to law, (b)

authenticate records of the corporation, (c) see that all notices are duly given in accordance with these by-laws,

(d) act as custodian of the corporate records and corporate seal, (e) keep a mailing address of all Board

members, which shall be furnished by the members yearly or as needed to remain current, (f) maintain a record

of the school's policies, (g) perform all other duties a's secretary as defined by the Governing Board.

Treasurer shall (a) have oversight of financial records and accounts for the corporation, (b) have charge and

custody of all funds and securities of the corporation, (c) receive and give receipts and deposit of monies in the

name of Brighten Academy in banks, trust companies, or other depositories as shall be selected by the

Governing Board by resolution, (d) shall act as Chief Financial Officer (CFO) in the event that the school is not

contracted with a CFO, (e) perform all of the duties incidental to the office of Treasurer as defined by the

Governing Board, (f) shall have the education and experience required by the Georgia State Board of

Education Rule.

VI. 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 11:15 PM.

Respectfully Submitted,
J. Smith