



# Brighten Academy

## Brighten Academy Charter School Governing Board Meeting

Published on February 23, 2026 at 1:43 PM EST  
Amended on February 23, 2026 at 6:14 PM EST

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### Date and Time

Monday February 23, 2026 at 6:00 PM EST

### Location

5897 Prestley Mill Rd  
Douglasville, GA 30135

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The Brighten Academy Governing Board will meet on Monday, February 23, 2026 at 6:00 pm, in the Media Center.

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### Agenda

	Purpose	Presenter
<b>I. Opening Items</b>		
<b>A.</b> Record Attendance		Shauncey Battle
<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 February 9, 2026

**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>

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|-----------|--------------------------|-----|---------------|
| <b>A.</b> | Public Comment           | FYI | Jamilia Smith |
| <b>B.</b> | Acknowledgment of Guests | FYI | Jamilia Smith |

**III. Executive Director's Report**

- |           |  |     |              |
|-----------|--|-----|--------------|
| <b>A.</b> | Executive Director   | FYI | Tonetta Pugh |
|           | <ul style="list-style-type: none"> <li>• Enrollment Data</li> <li>• Budget Timeline</li> <li>• Dashboard Workplan Update</li> <li>• Strategic Plan Update</li> </ul> |     |              |

- |           |   |      |              |
|-----------|---|------|--------------|
| <b>B.</b> | ED Items for Vote<br>January Surplus (VOTE) | Vote | Tonetta Pugh |
|-----------|---|------|--------------|

**IV. Executive Committee**

- |           |  |     |               |
|-----------|--|-----|---------------|
| <b>A.</b> | Requests for Proposals Update<br>RFP Submissions | FYI | Jamilia Smith |
|-----------|--|-----|---------------|

**V. Finance Committee**

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

- |           |                       |  |                |
|-----------|-----------------------|--|----------------|
| <b>B.</b> | Birdies Fore Brighten |  | Matthew Vitale |
|-----------|-----------------------|--|----------------|

Purpose Presenter

**VI. Governance Committee**

- A. Info Only FYI Shauncey Battle
- B. Items for Vote Vote Shauncey Battle

**VII. Local SBOE/Chamber Events**

- A. Douglasville State of the City & Business After Hours  
**Douglasville Conference Center**  
**February 25, 6PM** FYI Jamilia Smith
- B. Douglas County Annual Gala  
**March 14, 2026** FYI Jamilia Smith
- C. State of the County- April 13th FYI Jamilia Smith  

Join us on April 15th at 11:30am at the Douglasville Conference Center where Douglas County Board of Commissioners Chairwoman Jones will review the past year's achievements and present the vision for 2026 and beyond.

**VIII. Other Business**

- A. Announcements FYI Jamilia Smith
  - GCSA Conference: **March 9-11, 2026**
  - BACS Grocery Store Ribbon Cutting: **March 23, 2026**  
<https://business.douglascountygeorgia.com/events/details/brighten-academy-charter-school-grocery-store-19354>
  - EOY Student Council Wrap Up: **May 6, 2026**
  - Brighten Broadway Presents, *Mean Girls, Jr.*: **May 15-17, 2026**
  - BACS 8th Grade Graduation: **May 20, 2026**

- B. Executive Session Vote Jamilia Smith

**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 February 9, 2026

APPROVED



## Brighten Academy

### Minutes

#### Brighten Academy Charter School Governing Board Meeting

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**Date and Time**

Monday February 9, 2026 at 6:00 PM

**Location**

5897 Prestley Mill Rd  
Douglasville, GA 30135

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The Brighten Academy Governing Board will meet on Monday, February 9, 2026 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

**Guests Present**

A. Harris, C. Sparks, G. McGhee, K. Smith, S. Littles

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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 Feb 9, 2026 at 6:00 PM.

### C. Adoption of Agenda

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

S. Battle seconded the motion.

#### Amendment

- January financials will not be presented as info only due to schedule change.

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

### D. Approval of Minutes

J. Smith made a motion to approve the minutes from Policy/Governance Committee Meeting on 01-12-26.

S. Battle seconded the motion.

#### Name Correction

- Guest speaker name: Ebony Hammonds

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

## II. Public Comment

### A. Public Comment

No public comment

### B. Acknowledgment of Guests

#### Guests

- Michael Hays
- Shannon James

## III. Executive Director's Report

### A. Executive Director

#### 1. Current Significant Issues

##### 1. Firewall and Internet Infrastructure

1. **Daily internet and phone outages**
2. **Emails sent to addresses outside of our network are going to Spam and are considered a risk to open**
2. **Matters for Approval or Acceptance**
3. **VOTE - December Surplus**
4. **We are requesting Board approval for: 1 Chromebook - damaged, 3 books - student lost/paid for**
5. **FYI - January Surplus: 147 items for surplus/removal from Brigitten Academy's fixed asset inventory**
  1. **Student Lost / Paid For – Library & Materials (14 items)**
  2. **Technology – Damaged / Unrepairable / End of Life (13 items)**
  3. **Technology – Lost / Missing (52 items)**
  4. **Furniture / Equipment / Misc. – Damaged (6 items)**
  5. **Instructional Materials – Outdated / No Longer In Use: Legacy Common Core / Coach Assessment Materials – 4 items, Georgia Coach Legacy Instructional & Teacher Materials – 68 items**
6. **Key Accomplishments**
  1. **Family Tours for Prospective Families**
  2. **Practicum Students from West Ga. Tech College**
  3. **[The Phoenix Report: The State of the School Address:](#)**
    1. **[FAQ's](#) answered posted in Parent Newsletter and Monday Memo**
7. **Matters for Noting**
  1. **PTO**

Updates: [https://drive.google.com/file/d/1NVc5hCbpEI9E\\_16BVhOgWYbZAwTq7rA9/view?usp=sharing](https://drive.google.com/file/d/1NVc5hCbpEI9E_16BVhOgWYbZAwTq7rA9/view?usp=sharing)
  2. **EL Mid-Year Review: Scheduled for February 12th**
  3. **Facilities Report:**
    1. **\$184k balance from general budget; \$200k ERC funds must be used by July1**
    2. **[Maintenance Plan for SY26](#)**
    3. **[Gymatorium Survey](#)**
  4. **HR & Finance Update:**
    1. **Accounting & Payroll Reconciliation**
    2. **Enhancement of Hiring Practices**
    3. **Benefits Platform Transition**
  5. **Discipline Update: Out of 37 referrals, 16 of the referrals were physical incidents. Last year at this time, we were at 14 physical incidents out of 19 referrals. This shows a 30.44% decrease in physical incidents (Our goal is to decrease by 3% each year).**
  6. **Safety drills: Safety Drills Update**

The school remains in full compliance with the required monthly safety drills. Our January fire drill was conducted on Friday of last week and was completed successfully. The building was fully evacuated, and all students were accounted for in under five minutes—

exceeding our typical evacuation time of six to seven minutes. This improvement reflects continued staff preparedness and effective emergency procedures.

**Update on Mid-year Review of all staff (TKES & LKES):** All teachers and administrators mid-year reviews are complete.

**Screen/Post new positions and Current Vacancies:** 8th grade Math-Posted on website, TeachGA, & Staffing agencies. Received a resignation for an Elementary Teacher position.

**Instructional supplies for 2nd semester (if budget allows):**All allotments were issued at the beginning of the school year.

## B. ED Items for Vote

J. Smith made a motion to approve surplus items.

S. Battle seconded the motion.

### **December Surplus**

- 1 Chromebook - damaged
- 3 books - student lost/paid for

### **January Surplus:**

- **147 items for surplus/removal from Brighten Academy's fixed asset inventory**
- **Student Lost / Paid For – Library & Materials (14 items)**
- **Technology – Damaged / Unrepairable / End of Life (13 items)**
- **Technology – Lost / Missing (52 items)**
- **Furniture / Equipment / Misc. – Damaged (6 items)**
- **Instructional Materials – Outdated / No Longer In Use: Legacy Common Core / Coach Assessment Materials – 4 items, Georgia Coach Legacy Instructional & Teacher Materials – 68 items**

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

## IV. Executive Committee

### A. EC Meeting Announcement

The Executive Committee will meet on Monday, February 23rd following the full body meeting.

## V. Finance Committee

## **A. Finance Committee**

- Finance Chair made a motion to approve December financials (approving now due to last meeting being cancelled due to weather)
- Shauncey seconded. Passed unanimously.
- FTE count and financials look good.

## **B. Financials Schedule Review**

- Discussed the budget amendment timeline. The goal for completion is the end of March.
- Waiting for information from Douglas County, the CFO, and administration.
- The amendment will come up as "information only" at the beginning of March followed by two public hearings.

## **FY2026-2027 Budget Time line**

- Final feedback due from different department to Finance team -2/15/2026
- Preliminary budget draft due to school leader-2/22/2026
- Budget updated based on updated enrollment and funding calculation- 2/27/2026
- Budget finalized and approved by school leader- 2/28/2026
- Budget draft submission to finance committee- 3/6/2026
- Finance committee review and update- 03/06/2026-03/15/2026
- Finalize budget for finance committee and board approval pending funding updates from Authorizer- 3/20/2026
- Finance committee first budget hearing scheduled by- TBD
- Finance committee second budget hearing scheduled by- TBD
- Board Approval of the final budget- No later than June 2026 Board meeting

## **C. Birdies Golf Tournament Update**

Katie Smith shared a Fundraiser Plan and Timeline for Birdies for Brighten. The document includes dates, committees, sponsorship information and the marketing graphic.

## **VI. Governance Committee**

### **A. Info Only**

- Discussed elections and timelines.
- Board application packets are due on Monday, February 15th.

Policies up for review

- F18-21
  - F18- Reviewed. No edits made
  - F19- discussed brighten basics and highlighting a better sense of community. no edits.
  - F20- Tabled. Committee will ensure it aligns with by-laws and is in compliance.
  - F21- no edits made
- Reviewed H7- will do further research and bring to the board.
- Firmed up *The Brighten Academy Leadership Policy*

#### **B. Items for Vote**

S. Battle made a motion to Accept Meeting Rules.

C. Claiborne seconded the motion.

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

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

#### **A. Douglas County Annual Gala**

The Governing Board will be present at the Chamber gala on March 14th.

#### **B. Business Success Series: Hiring, Retention & Culture in Today's Workforce**

The Chamber will host this event on February 11th.

#### **C. Douglasville State of the City & Business After Hours**

February 25th. Mrs. Pugh will attend.

Business after hours event will begin following the gala at 6pm.

### **VIII. Other Business**

#### **A. Announcements**

- GCSA March 9-11th
- Ribbon cutting for the Brighten Academy Charter School Grocery Store on 3/23 at 2:00pm.
- Student Council requested the Boards attendance at their last meeting on May 6th.
- Brighten Broadway: Mean Girls May 8-10th
- 8th grade graduation May 20th.

#### **B. Executive Session**

### **IX. 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 9:00 PM.

Respectfully Submitted,  
J. Smith