APPROVED

Brighten Academy

Minutes

Brighten Academy Charter School Governing Board Meeting

Date and Time
Monday July 8, 2024 at 6:00 PM

Location
5897 Prestley Mill Road
Douglasville, GA 30135

Directors Present
C. Burns Falker, C. Claiborne, D. Carter, J. Smith, M. Vitale, N. Lord, R. Finan, R. Zackery, S. Battle, S. Denton

Directors Absent
K. Moses

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 Jul 8, 2024 at 6:24 PM.

C. Approve Minutes

J. Smith made a motion to approve the minutes from 6/10/24.
C. Claiborne seconded the motion.

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

Roll Call

R. Zackery	Aye
S. Battle	Aye
C. Burns Falker	Abstain
J. Smith	Aye
S. Denton	Aye
K. Moses	Absent
N. Lord	Abstain
D. Carter	Aye
R. Finan	Abstain
C. Claiborne	Aye
M. Vitale	Abstain

J. Smith made a motion to Amend agenda to add enrollment report chart and staffing details.
R. Zackery seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Claiborne	Aye
K. Moses	Absent
S. Battle	Aye
M. Vitale	Aye
J. Smith	Aye
D. Carter	Aye
R. Finan	Aye
N. Lord	Aye
S. Denton	Aye
C. Burns Falker	Aye
R. Zackery	Aye

II. Executive Director Report

A. Staffing Update

Ms. Davis reviewed the updated organizational chart in detail.
Question from Board member Coriya on point of clarification on HR Director position to which Ms. Davis confirmed this does not report through the middle school AP as appears on the chart.

FT AP role classification--Ms. Davis brought forth a recommendation to reclassify the approved 40% part-time AP position into a full time AP position. If approved, the position would be posted with a candidate recommendation for hire at the August 5th board meeting.

Interim Executive Assistant--Ms. Davis brought forth a recommendation to appoint an interim Executive Assistant to support the interim Executive Director during the transitional phase.

Reclassification of Interim Director of Finance/HR position--Ms. Davis brought forth a recommendation to move forward with hiring Ms. Katie Smith as the permanent Director of Finance/HR based on her exceptional expertise and extensive experience in human resources management.

B. Organization Chart Update

Updated chart provided by Ms. Davis and presented in board meeting:

Interim Org Chart 2024-25(updated 7.7).docx

C. Atrium Update

The certificate of occupancy is expected to be received by July 10th for the new space. Walk-through #1 was completed today, July 8th where cosmetic concerns were identified to be addressed, there are 30 days given to address concerns identified. Participants in the walk-through were Mrs. L McDonald, Len and the builders. The temporary fencing is set to be removed from the parking lot and a second walk-through date has yet to be determined. It was suggested by a Governing Board Member that more administrators be involved in the next walk-through. Mrs. L McDonald reported renovations are on track and coming in under budget to date.

D. Curriculum Update

Report from Mrs. L McDonald--I-Ready will be new curriculum used for math and the I-Ready universal screener will be used for math, reading, and dyslexia. Continuing with EL education modules for K-8. Science -GA frameworks and supplemental materials. Social studies (middle school only) will use Gallopades and supplemental materials.

E. Enrollment Update

Chart presented indicated 818 students currently enrolled for the 2024-2025 school year with 303 on the open enrollment wait list and 16 on the sibling wait list as of July 2024.

F. Audit Engagement Letter

Bamboo Engagement Letter shared by Mrs. L McDonald who confirmed this is the same vendor (auditor) that has been used in the past for audit services.

In response to the question on the goals of audit preparation to address know gaps as a result of staffing transition, Mrs. L McDonald stated there is a checklist for the Interim ED to reference for the 20% of the process that falls outside of the 80% of responsibility for the audit which is with the contracted CFO team.

G. Job Descriptions

Mrs. L McDonald shared the following job descriptions were updated as part of audit preparation and in conjunction with the org chart evaluation:
Student Services Coordinator/Registrar (removed health monitor responsibilities)
Receptionist/School Information Support (removed health monitor responsibilities
Library/Media Clerk--point of clarification, this is a separate position from the existing Media Specialist

Mrs. L McDonald clarified none of these positions are new, they are just updated job descriptions

H. Parent Survey Feedback

Mrs. L McDonald shared parent portion is completed and administrators would like to add AP review and feedback before sharing results with the Governing Board. Full results will be shared in the next meeting.
J. Smith made a motion to Enter Executive Session.
C. Claiborne seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

R. Zackery	Aye
D. Carter	Aye
K. Moses	Absent
M. Vitale	Aye
N. Lord	Aye
S. Battle	Aye
R. Finan	Aye
J. Smith	Aye
C. Claiborne	Aye
S. Denton	Aye
C. Burns Falker	Aye

J. Smith made a motion to Return to General Session Board Meeting.
C. Claiborne seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Smith	Aye
R. Finan	Aye
S. Battle	Aye
R. Zackery	Aye

Roll Call

S. Denton	Aye
K. Moses	Absent
C. Claiborne	Aye
C. Burns Falker	Aye
N. Lord	Aye
M. Vitale	Aye
D. Carter	Aye

III. Committee Reports

A. Community Outreach Raise Events (CORE)

Discussion regarding Board Bash where the purpose is to both fundraise and engage directly with the families of Brighten as a Board separate from the PTO to help clarify the distinction between the two. Last year was an inagural event held on the third Friday following the start of the school year. Offer to include Mrs. Davis in this year's event as a get-to-know opportunity.
Next steps are to propose dates, times and general layout for a Board vote in the July 22nd meeting.

B. Finance

Board Treasurer reviewed the April financials snapshot covering both year-to-date and month-to-date numbers in detail. 12 month cash on hand equates to 149 days affirming the school remains in good financial standing and within compliance. The current version of the amended budget reflect a reduction in surplus. Additional evaluation of allocations to take place following the approval of updated staffing structure.

C. Policy Governance

Board Members affirmed there is nothing to report at this time.

D. Executive

2023-2024 Governing Board members successfully completed all required training hours by the June 30th deadline.
All 2024-2025 Governing Board members have been added to BoardOnTrack. Next steps will be to schedule system navigation/usage training and set a date and time for the whole board training. Updated committee structures will be added to the BOT system for members to select areas of interest.

E. Academic Excellence

Mrs. Bemus indicated there is nothing to report at this time.

IV. Motions By Committee

A.

Finance

R. Zackery made a motion to approve opening of credit card and money market accounts with South State (new bank following refinance).
C. Claiborne seconded the motion.
Board treasurer confirmed the confirmation forms needed to process were received at the previous board meeting.
The board **VOTED** to approve the motion.

Roll Call

M. Vitale	Aye
C. Claiborne	Aye
C. Burns Falker	Aye
S. Battle	Aye
K. Moses	Absent
N. Lord	Aye
D. Carter	Aye
R. Zackery	Aye
R. Finan	Aye
J. Smith	Aye
S. Denton	Aye

B. Executive

J. Smith made a motion to reclassify roles as recommended for the third full-time AP position and permanent Finance HR/Director and add interim Executive Assistant.
C. Claiborne seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

R. Zackery	Aye
C. Claiborne	Aye
J. Smith	Aye
K. Moses	Absent
S. Battle	Aye
S. Denton	Aye
C. Burns Falker	Aye
R. Finan	Aye
D. Carter	Aye
M. Vitale	No
N. Lord	Aye

J. Smith made a motion to approve updated job descriptions for Student Services Coordinator-Registrar, Receptionist/School Information Support and Library/Media Clerk.
R. Zackery seconded the motion.
One board member requested to see the updated descriptions and they were provided by a staff member in real time ahead of the vote.
The board **VOTED** to approve the motion.

Roll Call

R. Zackery	Aye
S. Denton	Aye
M. Vitale	Aye
D. Carter	Aye
K. Moses	Absent
C. Claiborne	Aye
S. Battle	Aye
R. Finan	Aye
J. Smith	Aye
C. Burns Falker	Aye
N. Lord	Aye

J. Smith made a motion to table committee meeting dates until the July 22nd meeting.
S. Denton seconded the motion.
Board members will complete profiles and select committee interests through BOT.
The board **VOTED** to approve the motion.

Roll Call

C. Burns Falker	Aye
S. Battle	Aye
J. Smith	Aye
C. Claiborne	Aye
R. Finan	Aye
R. Zackery	Aye
D. Carter	Aye
N. Lord	Aye
S. Denton	Aye
K. Moses	Absent
M. Vitale	Aye

J. Smith made a motion to strike the Succession Task force item from the voting portion of the agenda.
C. Claiborne seconded the motion.
Not an item for discussion or voting at this time.
The board **VOTED** to approve the motion.

Roll Call

J. Smith	Aye
N. Lord	Aye
D. Carter	Aye
K. Moses	Absent
C. Burns Falker	Aye
M. Vitale	Aye
S. Denton	Aye
R. Finan	Aye
C. Claiborne	Aye
S. Battle	Aye

Roll Call
R. Zackery Aye

C. Certified Contracts

Ms. Smith shared currently in search of one additional 3rd grade teacher following the change in a new hire (personal reason not related to Brighten). Also seeking to fill two paraprofessional positions as the result of a contract release in June and an internal transition.

No changes to vote to approve at this time.

V. Board Comments

A. General

New 2024-2025 board members to confirm school email access with Vice Chair by this Friday July 12th for engagement with BOT training and communications.

Open house currently scheduled for July 30th with time TBD.

VI. Audience Participation

A. Public Participation Digital Form Submissions

No submissions for public participation (policy B17 E1) forms received for July 8th meeting.

VII. Other Business

A. Welcome

Warm welcome to Mrs. Davis and all of the newly Governing Board members!

VIII. 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 8:49 PM.

Respectfully Submitted,
D. Carter

Documents used during the meeting

- Draft Minutes 6_10_2024 Committee_Work_Voting agenda.docx