

APPROVED



## Brighten Academy

# Minutes

## Governing Board Meeting

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### Date and Time

Monday July 22, 2024 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, July 22, 2024 at 6pm.

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### Directors Present

C. Burns Falker, C. Claiborne, D. Carter, N. Lord, R. Finan, R. Zackery, S. Battle

### Directors Absent

J. Smith, K. Moses, M. Vitale

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

D. Carter called a meeting of the board of directors of Brighten Academy to order on Monday Jul 22, 2024 at 6:09 PM.

### C. Adoption of Agenda

D. Carter made a motion to Approve amended agenda provided in print.

C. Claiborne seconded the motion.  
Additional detail provided in printed document.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**D. Approval of Minutes**

D. Carter made a motion to approve the minutes from July 8, 2024 Brighten Academy Charter School Governing Board Meeting on 07-08-24.  
C. Claiborne seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**II. Executive Director's Report**

**A. HR and Finance Specialist Role**

- Katie Smith and Mrs. Davis had an opportunity to meet and spoke about Katie's role. The desire is to create a role that has dual capacity, job description is attached to agenda packet for the Finance and HR Specialist
- this role would replace the HR role
- presented as item of information
- it is TRS eligible

**B. Parent and Student Handbook Review**

- Brighten staff has started to work on this document as an administrative team
- will be presented this Friday the 26th
- all updated roles will be included in the handbook
- dismissal does not change this year
- the handbook will also be updated on the website

### **C. Calendar Updates**

- there is a live staff calendar on Google, Google classroom
- available to parents and staff
- there is parent view to the calendar
- the new Executive Director's asst will be the one to update the live staff calendar, Board meetings can be on the same calendar
- Mrs.Reyes is the website administrator
- Mrs. Reyes and Justin are ironing out Google support items
- sunset the Weebly page and will be migrated into a public facing site
- PTO calendar was provided

### **D. Facilities Report**

- received the Certificate of Occupancy on the atrium renovation
- as of 7/15 furniture is in and being inventoried
- new thermostat control system, new hvac, 2 hvas need to be replaced
- upgraded voicemail
- pto did updates too

## **III. Executive Committee**

### **A. Strategic Plan Update**

tabled

### **B. Board Member Resignation**

- Mr. Denton resigned as a Board member
- Board needs to consider whether or not Board wants to fill the seat or wait until elections

### **C. Committees Update**

- Dr. Carter requested that everyone take a look at the various committee for placements. Each committee has a description for reference
- special note the Golf is more of an ad hoc committee that requires separate/special committee
- committee structure to be voted next time

## **IV. Closing Items**

**A. Public Comment**

-No public comment

**B. Board Comments**

-Board Bash dates, logistics will be discussed next meeting based on PTO calendar

-open house as it relates to the Board

-Open house 4pm-7pm

-Board will be present at open house to meet and greet, Shauncey will look into shirts and name tags for Board/Mrs. Davis

**C. Adjourn Meeting**

8:14pm

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:14 PM.

Respectfully Submitted,

S. Battle