APPROVED

Brighten Academy

Minutes

Governing Board Meeting

Date and Time
Monday July 22, 2024 at 6:00 PM

Location
5897 Prestley Mill Rd, Douglasville, GA 30135

The Brighten Academy Governing Board will meet on Monday, July 22, 2024 at 6pm.

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

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

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

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

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

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

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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