APPROVED

Brighten Academy

Minutes

Brighten Academy Charter School Governing Board Meeting

Date and Time
Monday May 12, 2025 at 6:00 PM

Location
5897 Prestley Mill Rd, Douglasville, GA 30135

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

Directors Present
C. Burns Falker, D. Carter, J. Smith, K. Moses, M. Vitale, N. Lord, R. Finan, S. Battle

Directors Absent
C. Claiborne, R. Zackery

Ex Officio Members Present
D. Davis

Guests Present
K. Bemus, K. Smith, S. Littles

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 May 12, 2025 at 7:11 PM.

C. Adoption of Agenda

J. Smith made a motion to to adopt the agenda as amended.
M. Vitale seconded the motion.
The board **VOTED** to approve the motion.

D. Approval of Minutes

II. Executive Director's Report

A. April Surplus List

Items from April Surplus
- 10 rugs
- 27 chair mats
-1 mobile book organizer
-4 chrome chargers

B. Staffing Update

2024-2025 received resignation from an elementary teacher. Position has already been posted.

48 contracts to be signed off on for the 2025-2026 school year

2025-2026 school year staffing open positions
- 5 elementary
- 3 middle
- 1 PC specialist, 1 SPED teacher

C. Enrollment Update

Katie discussed the waitlist status per grade for the 2024-2025 school year:

Kindergarten: 0
1st grade: 39
2nd grade: 26
3rd grade: 0
4th grade: 20
5th grade: 1
6th grade: 43

7th grade: 0
8th grade: 0

D. School Calendar Update

Last thing to get on the school calendar is the Fun Run. Discussed if we want to host the Fun Run in the fall or spring. Reviewed the calendar, and will discuss further with the finance committee and discuss dates.

E. Stakeholder Code of Conduct

Mrs. Davis discussed the Stakeholder Code of Conduct. New Executive Director, Mrs. Green has initiatives regarding the rollout of the Stakeholder Code of Conduct. This will be included in the parent handbook. Parents will have to acknowledge that they received the document.

F. Food service RFP Proposal

Mrs. Davis said we will re-open the bid as only two proposals were submitted. The bid will be posted for only two weeks. The bid must be approved and finalized by July 1, 2025.

III. Executive Committee

A. 2025 BACS Employee Experience Survey Response

Vice-chair Dr. Carter drafted a response to the employee survey of the board. Dr. Carter provided a draft of the response to the surveys. The board will review the response drafted by Dr. Carter. The board will submit feedback by, Thursday, May 15, 2025. The response will go to the target audience. The board agreed to send the response to all staff.

IV. Finance Committee

A. Monthly Financials

Candy presented February and March financials in the finance committee.

Katie Smith provided a snapshot of the year-to-date summary for February and March financials in Reginald's absence.

V. Policy/Governance Committee

A. Policies for Vote

M. Vitale made a motion to to approve policy c2 and c5 at the previous meeting.
C. Burns Falker seconded the motion.
The board **VOTED** to approve the motion.

VI. Closing Items

A. Announcements

Chamber events:

- Celebrate You Women's Event on May 29, 2025
- Leadership events

Congratulated Shauncey and Dr. Littles on the completion of the Leadership Douglas.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:47 PM.

Respectfully Submitted,
J. Smith