APPROVED

Brighten Academy

Minutes

Brighten Academy Charter School Governing Board Meeting

Date and Time
Monday June 16, 2025 at 6:00 PM

Location
5897 Prestley Mill Rd, Douglasville, GA 30135

The Brighten Academy Governing Board will meet on Monday, June 16, 2025 at 6:00 pm, in the Media Center.

Directors Present
C. Claiborne, J. Smith, M. Vitale, N. Lord, R. Zackery, S. Battle

Directors Absent
C. Burns Falker, D. Carter, K. Moses, R. Finan

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 Jun 16, 2025 at 7:11 PM.

C. Adoption of Agenda

E rate bid item was removed from the agenda
update to Board retreat added
Board officer nominations was added
vote for cleaning contract was added

J Smith moved, M. Vitale second, motion carried

D. Approval of Minutes

J. Smith made a motion to approve the minutes from Brighten Academy Charter School Governing Board Meeting on 06-02-25.
C. Claiborne seconded the motion.
D. Davis affirmed motion
The board **VOTED** to approve the motion.

E. Public Comment

no public comment

II. Executive Director's Report

A. Facilities Update

Lin provieded update....
-projects...
-Field bids have come in, last was 17k, and anotehr bid was 13k
-carpets in front building need to be refreshed, bid was 6,886
-room addition on old building wall and paint 3,000
-additionally in new bui8ling for computer room to be divided into 2 room 16x23 sq ft for each room 9,500

-bathroom in new building to be re-coded 3,000, boy's bathroom (the issue is a urinal height), look at girl's bathroom for a later date
-Kelly's new office, paint and carpet 1700
-second floor room 205, copy room/IT room needs AC (replace mini split) 4,000

TOTAL 41,969

B. Staffing Update

-pending reference checks and contracts on all except two roles. We've conducted interviews for those two roles but may be accepting additional resumes
-letter of resignation was received today by K. Smith

C. School Calendar Update

There are 2 calendars...
-one-pager which is complete and will be placed online and "under construction" and it links to BOT
-full calendar is still "under construction" with things like PTO events and Board events, and may be complete in July

the website is being worked on as well

D. Enrollment Update

Projected opening enrollment, based on those who are leaving for record requests are as follows...
-overall we are 17 students over, and there are 11 openings, and we are over just 6 students

Kindergarten 2 openings
First 2 openings
Second over 1
Third 2 openings
Forth 2 openings
Fifth 1 openings
Sixth over 11
Seventh over 5
Eighth 2 openings

There was not much movement overall going into the 2025-2026 school year. All of which is accounted for and typical going into the new school year.
The waitlist (after lottery) will open but the list has not been explored as of yet.

Lottery and waitlist are different!

E. Food service RFP Bid

K. Bemus reported the following...
SLA and School Gourmet met with D. Donna
School Gourmet brought rate down to $3.80 lunch and they are being proposed to be selected. The hydroponics and farm to school was included in the overall selection review.
Breakfast cost is not offset, its $1.60 and will be $1.65 for full-price breakfast, this will not affect those who have free or reduced meals.

$3.15 will still be the fee for full price lunch for the 2025-2026 school year

July 1 is the beginning of the next FY, K. Bemus would like to put up SG for approval. M. Vitale made motion, C. Claiborne second and it was apptoved.

Capital Assets discussion was brought up. If SLA leaves, they could take their equipment but unlikely. Yet, if they do, SG would come in with their own equipment. D. Davis discussed Mr. Matthews CEO of SG and they understood and would meet the equipment needs.

F. PTO Update

PTO
-T. Clowers gave a Thank You to Board and Admin and handed over the reigns to the new PTO Board and she will help the transition. Mrs. Leonard is the new PTO president, and is excited!

-new PTO board as follows....
Toshia Leonard-President
Kenia Boone-VP
Raimona Neal- Recording secretary
Delijah Washington Treasurer
Ro House Room parent coordinator
Bethany Friday fundraising

G. May Surplus List

3 damaged chrome books
2 damaged privacy shields
2 dell laptops
56 books
6 headsets
1 printer
12 tape dispensers
1 student chair
1 damaged board game

J. Smith asked aboyt what happends with old/damaged items including electronics. D. Davis stated that Angels in Progress receives some items and Justin stated that a secured recycle company that gets old electronics.

K. Bemus, during the last meeting the pricing was presented and is ready for vote.

C. Claiborne submitted mtoion, S. Battle second, no discussion. 1 abstained, motion passed.

III. Executive Committee

A. Board Training Reminder

Training was reinforced, all Board members need to ensure they complete the required training by the end of June. R. Zackery stated that Candy (CFO) is providing training on school financials. J. Smith stated that our General Counsel will provide a 1-hour training to the Board on Open Meeting rules.

B. Strategic Plan Update

J. Smith, C. Claiborne, M. Vitale and C. Burns, along with D. Davis and T. Green (ED), and other staff as needed all make up the working group for the Strategic Plan. They will meet and continue working.

C. Board Officer Nominations

R. Zackery has completed his time on the Board and is available to help support the new Treasurer (Katie and PTO as needed) and we are grateful for his service! He gave highlights of his time on the Board.

J. Smith stated that open officer positions can be appointed or nominated...
Cary Claiborne was nominated for the role, and Cary verbally accepted the nomination.
The Board voted for this vacancy (per page 3 of bylaws) J Smith made the motion for the nomination and Regianld seconded, motion carried!

D. Board Retreat

The retreat will be a one-day, off-campus retreat for the Board, and will likely be 8am-5pm.
The content of the retreat was discussed by the executive board and we need to have a date identified by August 4. The board needs to have decided the retreat date provided to the school.

IV. Finance Committee

A. Monthly Financials

May financials were presented last meeting and are up for vote today. Finance chair, R. Zackery made the motion and C. Claiborne second, no discussion, motion passed.

The chair (R. Zackery) reviewed the budget and stated that it is healthy, with $47k in the black and we are still awaiting receipt of funds from the State. Overall favorable budget projects $200k projected!

V. Policy/Governance Committee

A. Policy Review

Dr. Littles presented the policy items for vote which are...
D2- bids and quotations, no edits to the policy
D3 capital assets, no edits to the policy
Matt made the motion to accept the policy and C. Clairborne second, no discussion, motion passed

VI. Other Business

A. Back 2 School

Open House is July 28th 4pm-7pm
Board chair will work for Exec Director, Mrs. Green
Discussion on t shirt order, follow up to be provided by S. Battle

Cary suggested school gourmet could possibly present at the open house and have a small food station or sign up station for lunch accounts and free/reduced lunch.

VII. Closing Items

A. Announcements

J. Smith will roll off after next school year and is positioned to help support the next candidate if anyone is interested, she has a full support initiative for this matter. Be sure to check Board emails daily.

Justin, also asked that we go to school gmail as well.
The full calendar will be on the Google calendar.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:03 PM.

Respectfully Submitted,
S. Battle