APPROVED

Brighten Academy

Minutes

Policy Committee Work Session

Work Session

Date and Time
Monday March 10, 2025 at 6:00 PM

Location
Brighten Academy Media Center

Committee Members Present
J. Smith, M. Vitale, R. Finan, S. Battle

Committee Members Absent
None

Guests Present
C. Burns Falker, N. Lord, S. Littles

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

S. Battle called a meeting of the Policy/Governance Committee Committee of Brighten Academy to order on Monday Mar 10, 2025 at 6:24 PM.

C.

Adoption of Agenda

discussion of agenda and accepted, moved my Matt V and seconded by Coriya B
M. Vitale made a motion to approve agenda.
The committee **VOTED** to approve the motion.

D. Approval of Minutes

discussion about technical error of uploading previous minutes
R. Finan made a motion to approve minutes.
The committee **VOTED** to approve the motion.

II. Policy/Governance Committee

A. Meeting Rules

discussed

B. Current Cycle Policies

D4 - Cash Management: Matt pointed out typo (page 68/324). Smith inquired if there is a safe on campus (Yes). Note: policy committee has no edits but will remain open for any comment from the finance committee.

D4-E1 - Check Request [form]: SB asked when do we use it? CSparks – paprapros use it for field trips. Angela – if staff purchases something with approval and provide receipt for reimbursement. JSmith – electronic option? Discussion on if it is necessary. Davis – open to it if it is more efficient. Consider record-keeping. Katie has suggested hard copies are important. Should we consider cloud storage options? Consider vendors on the spot; immediacy vs having vendors wait. Will keep as is and wait for comment from the finance committee.

D4-E2 - Money Tally: SB – should we consider electronic option for this as well? NL – is everything paper/pencil (Yes). When is form used? Field trips are an example – funds collected, recorded, submitted. CB – what are the different forms of payment? There are examples of payments that can go through MSB vs money order vs check vs cash (e.g. dress down, ice cream, kona ice). JS – what about student accounts to avoid sending cash home with students? Suggested that we move to a cashless system. Robust support for this. NL – school shouldn’t have cash; opens up issues. No edits from policy committee; wait for finance committee feedback.

D4-E3 - Purchase Order: Used for a certain amount or intending to make a purchase to go through for approval signature. This is a lengthy process. JS – consider discussing with Justin; do we have enough data storage for this functionality? We can follow up on this. SB – not sure we have a policy outlined or if we need to; thoughts? When do we use it? MV – is it covered in D2 (No)? DD – it is a practice more than a policy; should be used

prior to purchase. NL – should we develop a policy (Yes). JS – where can I find it? Katie discusses at orientation; beginning of year teachers get money for supplies and can place an order after completed and submitting PO for approval. MV – codify current practice? No edits from policy committee; wait for finance committee feedback.

D5 - Document Retention and Destruction: MV – this section reads that there is no policy specifying document retention compliance must be paper vs digital. Clarify data on document retention. Backup and recovery should be tested regularly (what is 'regular'?). JS – this is an operation function that needs to be reported to the board. Question to Littles – who, when, provide update to the board. SB – specified timeframe, details on backup/recovery, report to board.

D5-E1 - Document Retention Schedule Summary: Littles – there is no D5-E1. Maybe voted last policy cycle and not updated.

C. Suggested Policy Review Items

Proposal for 2nd technology policy: Littles - If policy is approved we will use the first revision; if the policy is not approved we will go with the second revision. JS – are we aligned with DCSS? NL – her school is $250 for lost/stolen but broken/damaged are fixed at no charge; there is no second policy. CB – LSHH is $25 for tech fee, but student is responsible for lost/stolen/damaged beyond repair; student not issued a device until a signed agreement is obtained. JS – if student loses a device they pay the . What happens now? If a student loses a device, they get a harsh email and if available another device. What happens if there is no available device? Discussion on the importance of having school-issued devices for IT/safety firewall purposes. NL – experience of students not having school issued device may receive paper packets and may receive use of a device at school. Consequence – student does not get work done. AH – online it says that parents are responsible for replacement fee for lost device. Discussion on following procedure of paying on MSB vs submitting necessary paperwork. We need to clarify the policy, process, and procedure. Parent participated in this discussion. CB – what is the cost to replace a device? Littles – if we withhold a device, what can be done? Discussion on options and enforcement of policy and practice. How can we consider the needs of families who can't afford the fee (consider community financial gift to support)? CB – do we have this issue (Yes)? Should we consider device covers to protect from drops? Currently have over 100 devices that are not working. This proposal is about an additional insurance policy. The first policy is a $25 fee when there is an issue with the device. The second policy for $50 would kick in if there is a damaged policy to repair the device. Should we collect in advance? Discussion about purchasing more devices (we need to do a technology inventory). Discussion of technology cart use (focus on teacher responsibility to monitor and manage). NL – we need to implement a technology conversation with families (include in Brighten Basics). JS – follow up? SB – SB and SL meet weekly to discuss what has been covered and follow up on items to complete. Committee will table E7 and request feedback from the finance committee.

D.

Tabled Policies for Review

C2-Solicitations of Staff and Students – this is in with finance

C5 - Food Service Management policy: DD – price of lunch/meals. We can do an RFP to go with another vendor who can provide students a free lunch. SB – we just did a new contract (just need to complete year). Lunch options may change (e.g. garlic mashed potatoes vs tater tots). MV – this is a great option for any school; hesitant to sacrifice quality. JS – impact to budget? DD – will follow up with Bemus. SLA is on the higher end. JS – we could do a targeted fundraiser/capital campaign to provide free lunch.

JS – clarification of question related to communicating with families about food issues/illness? Remind.

C6 - Sale and Consumption of Food during the School Day:

Discussion about policy and practice of food/lunch delivery to school. We do allow Door Dash. Discussion on whether parents should be bringing lunch to students at school. Parent request for Davis to address personal concern related to her child not receiving their lunch (S. Hoxie).

D1 - Bank Procedures
D2 - Bids and Quotations
D3 - Capital Assets Accounting

E. Updates from DCSS/GaDOE

no updates

F. B1-E1

not reviewed, but as a committee we may move this to the top of the agenda in order to address listed items

III. 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 7:28 PM.

Respectfully Submitted,
S. Battle
meeting adjourned at 7:28pm