DRAFT

Brighten Academy

Minutes

Executive Committee Meeting

Date and Time
Monday June 2, 2025 at 8:00 PM

Location
Brighten Academy

Committee Members Present
D. Carter, D. Davis, J. Smith, K. Moses

Committee Members Absent
R. Zackery

Guests Present
C. Claiborne, S. Battle

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Smith called a meeting of the Executive Committee Committee of Brighten Academy to order on Monday Jun 2, 2025 at 8:14 PM.

II. Executive Committee

A.

Strategic Plan Review

A new strategic plan must be completed by December 31st. The committee will include Jamilia Smith, Matt Vitale, Coriya Burns, and Cary Claiborne, with one more possible person along with Principal Davis and Principal Green.

B. Board Retreat/Training

Board retreat topics of discussion

- One-day off campus retreat.
- Recession plan
- Streamline communication
- Conflict of interest

August 4th meeting: The board will come back together will a confirmed date and time for the retreat.

C. Back to School 2025

Mrs. Davis will connect with Director Green to discuss Back to School 2025.

Open House is July 28th.

D. Board Meeting Procedures

Time parameters will begin in July. Jamilia encouraged everyone to review Roberts Rule of Order.

E. Leadership Transition Update

1st transition meeting was two weeks ago
2nd and 3rd meetings are to come

Director Green sat in to work on the EL Work Plan.

F. Remind and Mass Communication

Remind parameters and training for upcoming school year.

The board discussed current communication between staff and families and areas of improvement. Discussion among the board regarding communication training for all staff.

G. Board Officer Transition

Board Treasurer, Reginald Zachery, is transitioning off the board. The board must fill the position.

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 9:06 PM.

Respectfully Submitted,
J. Smith