APPROVED

Brighten Academy

Minutes

Governing Board Meeting

Work Session

Date and Time
Monday August 4, 2025 at 6:00 PM

Location
5897 Prestley Mill Rd
Douglasville, GA 30135

The Brighten Academy Governing Board will meet on Monday, August 4, 2025 at 6:00 pm, in the Media Center.

Directors Present
C. Burns Falker, C. Claiborne, J. Smith, K. Moses, M. Vitale (remote), S. Battle

Directors Absent
N. Lord, R. Finan

Ex Officio Members Present
D. Davis

Guests Present
C. Sparks, K. Boone, 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 Aug 4, 2025 at 7:09 PM.

C. Adoption of Agenda

Amendment; adding a 15 minute executive session

Carey: added June financials
J. Smith made a motion to approve the amendment agenda.
S. Battle seconded the motion.
The board **VOTED** to approve the motion.

D. Approval of Minutes

J. Smith made a motion to approve the minutes from Emergency Governing Board Meeting on 07-16-25.
C. Claiborne seconded the motion.
Shauncey abstained
The board **VOTED** to approve the motion.

II. Executive Director's Report

A. ED Report

Projects completed:
- Mulch on playground
- Sod on the field
- Repaired/new HVAC
- New lawn company
- Cafe Kitchen improvements that fits the needs of our nutrition program
-A new monthly budget will be implemented. As of July 31, 2025 total Facilities budget for FY25 is $328,600.
Spent: $32, 773.88

PTO update
- Spirit Night August 8, 2025 5:30-9:00pm
- Mrs. Pugh reminded parents to sign up for PTO.

Received key metrics update, curriculum update, last year GMAS data, enrollment update, and surplus update.

B. ED Items for Vote

J. Smith made a motion to Approve the June Surplus.
S. Battle seconded the motion.
The board **VOTED** to approve the motion.
J. Smith made a motion to approve the name changes of two positions, Ms. Harris, Administrative Assistant, Mr. Lynn, School Facilities Manager (contractor).
C. Claiborne seconded the motion.
The board **VOTED** to approve the motion.

III. Executive Committee

A. Strategic Plan Update

- Parent Crew now established.
- The board will continue working on the strategic plan for the next 5 years.

B. Board Officer Update

Three resignations from the board:

1. Vice Chair, Dr. Deona Carter
2. Dr. Regina Finan
3. Nadra Lord

Quorum obligation is now four people. An internal nomination will take place to fill the Vice Chair open seat.

IV. Finance Committee

A. Audit Update

- The audit starts Friday, August 8th.
- Discussed June financials. YTD, the school is over income by $82,000. expenses under by $311,000.
- The board applied for the ERC rebate in 2023 for three quarters. We have received one reimbursement check for over $380,000. Once all checks have been received we will have to pay the accountant a 10% fee for their services.

V. Closing Items

A.

Announcements

- Procure Connect at the Epi Center on August 12, 2025.
- The board is working with Katie Smith for available dates for a fall Fun Run.
- The board will come to the next meeting with availability for the board retreat.
- Google AI Workshop at the Epi Center on August 6, 2025

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:46 PM.

Respectfully Submitted,
J. Smith

C. Executive Session

Discussed a teacher's resignation letter and the steps the board and administration are taking.