APPROVED

Brighten Academy

Minutes

Brighten Academy Charter School Governing Board Meeting

Work Session

Date and Time
Monday October 6, 2025 at 6:00 PM

Location
Brighten Academy

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

Directors Present
C. Claiborne, J. Smith, K. Moses, M. Vitale, S. Battle

Directors Absent
C. Burns Falker

Ex Officio Members Present
T. Pugh

Guests Present
A. Cameron, C. Sparks, D. Davis, G. McGhee, 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 Oct 6, 2025 at 7:16 PM.

C. Adoption of Agenda

J. Smith made a motion to adopt the amended 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 Executive Session on 09-22-25.
C. Claiborne seconded the motion.
The board **VOTED** to approve the motion.

II. Executive Director's Report

A. ED Report

Voted for August surplus- passed

1. **Facilities Report (FYI)**
    1. **Meeting with Mr. Len weekly to discuss our current facility needs and our 5 year plan**
        1. **Continuing the replacement of Roof Units on building one.Gym Units cost $$105,980. Front office $42,330**
        2. **There are two sections on Building One Roof to complete at a cost of $48,459**
        3. **Carpet first floor classrooms in Building #2**
        4. **Replace existing lighting in Building 2 with LED panels over the course of 4 years**
        5. **Resurface parking lot**
        6. **Paint all walkways including all Fire Lanes**
        7. **Additional facility for either new gym or auditorium; add parking deck**
2. **Financial Report (FYI)**
    1. **Financial Strength: Revenue in July reached $800k (20% of annual target vs. 13% expected), boosted by a $400k ERC payment. Expenses were $182k under budget, with 166 days cash on hand, exceeding the 60-day requirement.**

2. **Budget Process: Annual cycle starts Jan/Feb; includes staffing matrix, departmental wish lists, multiple scenarios, public hearings; final budget due June 30. Amendments typically occur in Nov and Feb.**
3. **Operational Improvements: Bill.com rolling out new purchase order feature in November; credit card "Spend & Expense" feature will streamline purchasing and reimbursements.**
4. **Credit Card Limit: Current $4,500 limit is inadequate (asking to increase to $8000). Policy requires board authorization (or board designee - Executive the Director) for increases since this qualifies as debt. Reducing to 2 cards (Davis and Pugh). Other cards for staff members will be deactivated.**
5. **ERC Funds: $400k unrestricted; can be used for staff stipends or other budget enhancements, but should not be fully allocated at once.**

Next Steps:

- Candy to implement Bill.com PO system by **Nov 1**; Katie to pilot test
- Ms. Pugh to authorize Bill.com credit card feature setup.
- Katie to draft staff access/approval list for purchasing system.
- Candy to resolve missing state health insurance billing and send staffing matrix template.
- Katie used payroll data to prep for budget amendments.

Action Items:

- Investigate missing state health insurance billing.
- Submit staff purchasing/approval list for Bill.com spend feature.

1. **Enrollment Data (FYI):**
    1. **Enrollment impact on FTE**
        1. **October 7th is FTE Day**
        2. **Enrollment of 818 not met; currently at 802**
            1. KK: 79, 01: 80, 02: 84, 03: 95, 04: 98, 05: 103, 06: 89, 07: 90, 08: 84
2. **Annual Charter Report (FYI):**
    1. Report will be presented at November meeting (due Nov 3, 2025)
3. **August Surplus (Vote)**
    1. **6 damaged chairs, 2 unused easels, 1 damaged book shelf, 5 outdated/unused tables**

III. Executive Committee

A. Board Recruitment and Open House Event

October 27th: 5-7:30 pm
November 10th: 5-7:30 pm

December 5th: 5-7:30 pm

Light refreshments will be provided. The board members will speak/host, there will be a panel, Mrs. Pugh will speak, along with networking opportunities.

B. Board Role Descriptions

The board members approved their role descriptions.

C. Executive Director Mid-Year Evaluation

The board will evaluate Mrs. Pugh and explain recommended goals. Mrs. Pugh will also give the board her goals.

The board will submit in January.

This evaluation does not interfere with her LEAKS evaluation

IV. Finance Committee

A. Finance Committee -

Bill.com
- Digital platform. Easier tracking for invoices and receipts. Will also allow for more flexibility for transaction windows.
- If approved, bill.com will start on November 1, 2025.

The school credit cards limit will go up to $8,000, and instead of 5 credit cards, the school will only have two one for the ED and one for the Principal.

The board will take a deeper dive into the policy to determine the max limit before being required to come before the board.

Carey submitted a motion to reduce the school credit cards from 5 cards to 2 cards one for the ED and one for the Principal.
Seconded- Matt
Abstained-Jamilia
Motion carries

Carey submitted a motion to activate the bill.com enhancement PO service. Because of the discussion and policy/by-laws verbiage, Cary resended his motion and Matt seconded it.

B. August Financials

Audit came back with no notes.

Treasurer, Cary discussed financials line-by-line

2nd ERC payment is in final review, prior to the federal shutdown. Suggested uses for funds:
- stipends
- readjusting the pay scale

cash balance: 166 days/cash on hand

V. Policy/Governance Committee

A. Policy Review

Policies Updated

- Parent/guardian code of conduct
- Acceptable Use & Personal Electronic Device Policy
- Progressive Discipline Policy for Staff
- Booster Club Policy
- Personal Leave & Critical Days Policy
- Contract Release and Breach of Contract Policy

VI. Closing Items

A. Announcements

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:02 PM.

Respectfully Submitted,
J. Smith