APPROVED

Brighten Academy

Minutes

Brighten Academy Charter School Governing Board Meeting

General

Date and Time
Monday October 20, 2025 at 6:00 PM

Location
Brighten Academy

The Brighten Academy Governing Board will meet on Monday, October 20, 2025 at 6:00 pm, in the Media Center.

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

Directors Absent
None

Ex Officio Members Present
T. Pugh

Guests Present
C. Sparks, D. Davis, 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 20, 2025 at 6:11 PM.

C. Adoption of Agenda

J. Smith made a motion to adopt the agenda as amended.
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 Brighten Academy Charter School Governing Board Meeting on 10-06-25.
S. Battle seconded the motion.
The board **VOTED** to approve the motion.

II. Executive Director's Report

A. ED Report

- PTO is concerned with the lack of volunteer hours coming from the parents. Discussion was had to think of ways to get families more engaged.

- Discussed the Strategic Plan Draft 2026-2030

Goal Areas:
- Teaching and Learning
- Culture and Climate
- Stakeholder Engagement
- Leadership, Governance and External Affairs

Dashboard Workplan Update
- Literacy K1: Shows the highest rates of students below bunchmark. Interventions and dyslexia monitoring are underway

- Beanstack Reading Challenge Champions: 10 students met and exceeded their Beanstack reading goals from the 5th and 6th grade.

- September attendance: +1.68 increase

- Habits of Scholarship: "Taking responsibility" is up3% from last year. "Caring for others/place" and "respecting viewpoints" took a 3% dip from last year

- Discipline: physical infraction are trending down

September Surplus:
- Chrombooks/Laptops: 150+ units
- Touchscreen displays: 5 units
- Docking stations and computer speakers: 10+ units
- Printers: 2 HP LaserJet Pro
- Wireless Access Points: 3 units
- Headsets and misc. equipment: 5+
- Furniture: 1 round table
- Outdated dictionaries/instructional materials: 6+ volumes

Staff Recruitment and Retention Strategy
- Discussed incentives including the who, what, when, why
- Discussed retention stipend rational for part-time paras and teachers, full-time paras and teachers, and leadership staff.

III. Executive Committee

A. Board Recruitment and Open House Event

- The Board Social will be October 27th from 5-7:30 at the Douglas County Chamber. Light bites and a short presentation will be provided.

- We will create a sub-committee for elections.

IV. Finance Committee

A. Finance Committee -

- The policy committee reviewed the policy surrounding purchases and expenditures.

Key Points
• The limit increase allows flexibility for approved, budgeted expenses such as facility, instructional, and travel costs without affecting expenditure thresholds.
• The cardholder reduction from five (5) users to two (2) centralizes accountability and eliminates shared custody of funds.
• Each cardholder will have an individual card tied to the school account for traceability.
• All purchases will continue to require itemized receipts, written purpose documentation, and reconciliation within 30 days.
• Monthly reports will be reviewed by the Treasurer and presented to the Finance Committee for transparency.
Recommended Committee Action

Potential Proposed Motion for Recommendation:
That the Policy Committee recommend to the full Governing Board the approval of (1) an increase in the Brighten Academy corporate credit card limit from $4,500 to $8,000; and (2) an update to authorized users, limiting card access to the Executive Director and the School Principal. These changes shall not alter existing expenditure thresholds or procurement procedures. All transactions remain subject to required documentation, reconciliation, and Board oversight.

Next Steps
1. Committee discussion and recommendation.
2. Inclusion of the recommendation in the next Governing Board agenda.
3. Upon Board approval, the Treasurer and President will coordinate with the financial institution to implement changes.
4. Policy manual updates will reflect revised limits and authorized user access.

- Cary submitted a motion to increase the cc limit from 4500 to 8,000 and to give access to only the ED and Principal. MOTION PASSED

B. August Financials

C. Claiborne made a motion to approve august financials.
M. Vitale seconded the motion.
The board **VOTED** to approve the motion.

V. Policy/Governance Committee

A. Policy Review

S. Battle made a motion to Update policies as discussed.
C. Claiborne seconded the motion.
The board **VOTED** to approve the motion.

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 8:01 PM.

Respectfully Submitted,
J. Smith