

APPROVED



## Brighten Academy

### Minutes

#### Brighten Academy Charter School Governing Board Meeting

Work Session

---

##### **Date and Time**

Monday November 3, 2025 at 6:00 PM

##### **Location**

Brighten Academy

---

The Brighten Academy Governing Board will meet on Monday, November 3, 2025 at 6:00 pm, in the Media Center.

---

##### **Directors Present**

C. Claiborne, J. Smith, K. Moses, S. Battle

##### **Directors Absent**

C. Burns Falker, M. Vitale

##### **Ex Officio Members Present**

T. Pugh

##### **Non Voting Members Present**

T. Pugh

##### **Guests Present**

---

C. Sparks, D. Davis, K. Bemus, 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 Nov 3, 2025 at 7:00 PM.

### **C. Adoption of Agenda**

J. Smith made a motion to approve the amended agenda.

C. Claiborne seconded the motion.

Removed Board recruitment from the agenda

CREW Commitment Award moved to Exec Session

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 10-20-25.

C. Claiborne seconded the motion.

The board **VOTED** to approve the motion.

## **II. Public Comment**

### **A. Public Comment**

No public comment

## **III. Executive Director's Report**

### **A. ED Report and Updates**

Facilities Report:

- Roof leaf quote from Ben Hill is \$15,539 (quote in hand)
- Lighting from NZLED is \$4,696 (quote in hand)
- Flooring (quote pending)
- Painting (quote pending)
- Site and Parking (quote pending)
- HVAC 3 rooftop units (quote pending)

Known cost with quotes in hand: \$27,801

#### Enrollment Data

Enrollment of 818 not met: currently at 804

Discussed Strategic Plan highlights: Anchored in Excellence (2026-2030). The new plan is focused on achieving higher proficiency across four key goal areas including:

- Teaching and Learning
- Culture and Climate
- Stakeholder Engagement
- Leadership and Governance

#### **B. Items for Vote**

J. Smith made a motion to approve the September Surplus.

C. Claiborne seconded the motion.

The board **VOTED** to approve the motion.

#### **IV. Executive Committee**

##### **A. Executive Committee Meeting**

Next Executive Committee Meeting: November 17th

##### **B. Governance & Charter Renewal Readiness**

Discussed exploring additional 3rd party support for the Charter Renewal.

A committee will be formed to support the Charter Renewal.

##### **C. Organizational Health & Leadership Capacity**

A climate check survey to staff will open on December 1st.

Our climate survey has been at a 3 since 2018

A parent survey was discussed to get a climate check on parents.

Discussed the upcoming, developing, food pantry.

##### **D. Board Recruitment**

Moved to Executive Session

#### **V. Finance Committee**

##### **A. Finance Committee**

Treasurer discussed financials. Budget amendment is in progress for the FTE count.

YTD cash-on-hand: \$4.72 million

163 days cash-on-hand.

## **VI. Policy/Governance Committee**

### **A. Board Elections SOP**

ad-hoc committee created to work on Elections.

Election process (information purposes only):

- suggested amendments to the election process
- SOP- review and selection committee
- Timeline for the election process. Start in February and end in April

### **B. Elections Bylaws Amendment**

Amendments to the bylaws surrounding Elections will be in writing. It will follow the same current process, just more streamlined.

## **VII. Other Business**

### **A. Introduction: Leadership Legacy Award**

Student Body President, Tia Smith presented the Leadership Legacy Award initiative.

Leadership Legacy Award: Starting in Spring '27.

- The purpose is to highlight an 8th grader who exhibits exceptional student leadership.
- Will support the school climate and how to stand out amongst other schools.
- Will provide a sense of community and pride.

2026-2027: Implementation and selection

Spring 2027 will be recognized at the 8th graduation ceremony. Nominations will come from students and staff.

### **B. Executive Session**

Made a motion to approve the employee resignation effective 12/5/2025

## **VIII. Closing Items**

### **A. Announcements**

- Fall Board Assessment is available on BOT

- Douglas County Young Professionals are having a financial workshop on November 6th at the Douglas County Chamber.
- Mock Trails pre-tournament will be on November 6 at 4: 30pm.
- The Charter Report and Audit was submitted successfully.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:42 PM.

Respectfully Submitted,  
J. Smith