APPROVED

Brighten Academy

Minutes

Brighten Academy Charter School Governing Board Meeting

Work Session

Date and Time
Monday December 1, 2025 at 6:00 PM

Location
Brighten Academy

The Brighten Academy Governing Board will meet on Monday, November 17, 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
D. Davis, K. Smith

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 Dec 1, 2025 at 7:30 PM.

C. Adoption of Agenda

J. Smith made a motion to Approve the amended agenda.
S. Battle seconded the motion.
Amended:
- Removed facilities
- Added Board Table Talk
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 11-17-25.
S. Battle seconded the motion.
Corrected wording to read, "election process"
Matt Vitale sustained
The board **VOTED** to approve the motion.

II. Executive Director's Report

A. Executive Director

1. **Matters for Approval or Acceptance** ***(This section includes matters for which the ED seeks board approval or acceptance and that are not already captured in the meeting agenda.)***

- VOTE - Crew Commitment Award (Budget impact provided to the board)
  - Total Funding - $178,800
  - Given once this year; Compensation/salary to replace this stipend next year
  - This replaces anniversary, attendance; ***not*** to replace duty stipends (MTSS/504, SPED, School Improvement, etc.)
- VOTE - October Surplus
- **Risk and Compliance Updates**
  - **Firewall**
- **Updates on Strategic Plan Implementation (Currently Active)**
  - Enhance professional development for EL instruction (diverse learners, deepen EL, EL presence for coaching & modeling).
  - Establish and empower a Parent Crew to enhance family involvement.

    - Ensure a strong organizational presence at Chamber and DCSS events.
- **Key Accomplishments**
    - DJ Academy Club for Afterschool Program https://www.youtube.com/watch?v=XAGBsr3zGo8
    - Homecoming Week
- FYI - November Surplus Requesting Board approval to surplus a total of 13 items due to age, damage, or loss (with reimbursement): Technology – 9 devices, PE/Equipment – 3 items, Instructional & Furniture – 2 items; **Total:** 13 items for surplus/removal from Brighten Academy's fixed asset inventory.

- Charter renewal readiness
    - January 27 – 29, 2026 – Renewal Interviews
    - February 11, 2026 – Recommendations Letters Sent to Schools
    - February 18, 2026 – Recommendations Posted
    - February 25, 2026 – Commission Votes on Recommendations
- Current Enrollment:
    - 811 students
    - Openings: 10

Voting:
Coriya made a motion to approve October surplus. Approved. Unanimous
Coriya made a motion to approve the crew commitment. Approved. Jamilia abstained.

III. Executive Committee

A. Governance & Charter Renewal Readiness Update

Update:

- DC provided a renewal timeline. Pugh reached out to Ms. Goodman for next steps.
- Ms. Goodman will present information to the board and follow-up with us.

The board will work with a 3rd party to help oversee the renewal. The board will put out a bid. RFP will go out ASAP.

B. Board Structure

C. Board Table Talk

- Board Table Talk will be on Tuesday, December 2, 2025 from 12:30-1:30pm.
- Recieved 6 responses from the Google Form.

IV. Finance Committee

A. Finance Committee

October financials. presented for information only.

CFO report:

- Budget amendment process is in process. Budget amendment will take place in February.
- Cash flow: 4.69 million. 162 days cash of hand.

B. GCSA

Deadline for attending the GCSA conference was today, December 1. Two board members will be attending.

V. Policy/Governance Committee

A. Info Only

Section 1 & 2

- Suggested update is to modernize the location to Chair, Vice-Chair, Secretary, Treasurer.
- Duties and responsibilities should be updated in our policy manual.
- Suggested that each board should serve on the board for 1 year before serving on the Executive Committee.

Discussed the upcoming board election.

VI. Local SBOE/Chamber Events

A. Event Updates

- Jamilia and Mrs. Pugh will be attending the GCSA conference.
- December 12-14: A Christmas Story play
- December 6: Mistletoe Market

B. Executive Session

VII. 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 10:30 PM.

Respectfully Submitted,
J. Smith