APPROVED

Brighten Academy

Minutes

Brighten Academy Charter School Governing Board Meeting

General

Date and Time
Monday December 15, 2025 at 5:00 PM

Location
Brighten Academy

The Brighten Academy Governing Board will meet on Monday, November 17, 2025 at 5:00 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
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 Dec 15, 2025 at 5:41 PM.

C. Adoption of Agenda

D. Approval of Minutes

J. Smith made a motion to adopt the amended agenda.
C. Claiborne seconded the motion.
The board **VOTED** to approve the motion.
J. Smith made a motion to approve the minutes from Brighten Academy Charter School Governing Board Meeting on 12-01-25.
S. Battle seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Executive Director's Report

A. Executive Director

1. **Current Significant Issues**

- Firewall System & Monitoring: Mr. E explained the firewall and monitoring system and the issues we are facing.
- Mr. E will reach out to PCS for follow-up questions regarding costs, protection, scope of services, and a roadmap.
- Voting was tabled until January
- VOTE - November Surplus
    - We are 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.
- Safety & Supervision Protocols and Systems for School-Wide Events
    - Dr. Littles is meeting with all departments to discuss safety precautions and prerequisites for all events
    - Board suggested that Administration gives a quarterly update to the board.
- Discussed Strategic Plan updates (In Progress):
    - Enhance professional development for EL instruction (diverse learners, deepen EL, EL presence for coaching & modeling). Work plan check ins with EL Coach.
    - Implement comprehensive wraparound services for students and families.
    - Counselors and the Student Council have created a grocery store.

- Stakeholder Engagement
    - Partner tiers and PRM(Partner Relationship Management); quarterly
- Leadership, Governance, External Affairs
    - Developers met with ED, Business Manager, and Facilities Manager to discuss options for renovating or building a gym or auditorium.
- **Leadership**
    - Leadership will complete 100% of scheduled walkthrough cycles and share highlights and next steps with staff at least once per month to celebrate progress and reinforce alignment to the three dimensions of student achievement.
    - Two of the four walkthrough cycles have begun with our EL Coaches. After each walkthrough, feedback and highlights are shared with staff, and targeted professional development is scheduled with the Coaches to grow areas of weakness. First was done in September, second one was done in November.
- **Mastery of Knowledge and Skills**
    - Teachers are implementing high-leverage instructional practices, and leadership is monitoring i-Ready data during data meetings to ensure targeted support is provided.
- **Character and Culture**
    - Reduce the number of physical infraction referrals from 169 to 160 by the end of the year.
    - Teachers are reinforcing classroom management routines, and the APs are tracking data and reinforcing restorative practices to support reductions in physical infractions.
- **High Quality Work**
    - Increase the percentage of students scoring a 3 or higher on the GMAS Ideas rubric from 31% to 35%.
    - Teachers are scheduled to review the GMAS writing rubrics
- **Key Accomplishments Dashboard Workplan Update (FYI)**
    - **Character**
        - **Student Leadership (Beta Club Highlights – Georgia State Convention): A special congratulations to Teyah Smith, who earned 2nd place in Speech out of nearly 60 students and will advance to the National Beta Convention.**
            - **Participants and Events:**
                - **Hollis Robinson (6th): Marketing & Communications**
                - **Christopher Finan (7th): Visual Arts; Marketing & Communications**
                - **Noah Torres (7th): Academics; Visual Arts; Marketing & Communications**
                - **Teyah Smith (8th): Speech**

        - **Attendance increased from 95.17 last year to 96.25 this year, reflecting a 1.08**

- **Discipline Update: Out of 41 referrals, 13 of the referrals were physical incidents. Last year at this time, we** were at 15 physical incidents out of 33 referrals. This shows a 13.75% decrease in physical incidents (Our goal is to decrease by 3% each year).

- **Matters for Noting**
  PTO Snapshot
    - Membership 198 parents, 51 staff members
    - Total Raised 2025 School Year - $31,608.00 (does not include expenses for events)
    - Top 3 Fundraisers
        - Pop for Kids- $21k
        - Oktoberfest - $6k (does not include expenses)
        - Movie Night - ?
- **Next 30-60**
    - Angel Tree Raffle and Donations
    - Raffle on 18th
    - Spirit Nights
    - Sweetheart Dance February 28th
- Facilities Updates -
    - Carpet being installed on 1st floor during Holiday Break
    - Heaters given to classrooms

B. ED Items for Vote

J. Smith made a motion to VOTE - November Surplus We are 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.

VOTE- Deny/approve employee resignation letter. Denied, unanimous. VOTE- Administrative Assistant for Vice Principals while in transition for new VP. Passed, 3/2.
C. Claiborne seconded the motion.
The board **VOTED** to approve the motion.
Matt discussed whole board training dates for March 16th or 30th. Matt will check availability with Board on Track.

III. Executive Committee

A. RFP Organizational Health Assessment

This assessment covers leadership transition, board transition planning, compensation study, governance, admin structure and more. Data points will be provided. RFP will be posted on December 16, 2025. January 9th, 2026 will be the submission due date.

B. Board Table Talk Review

- Jamilia suggested having a powerpoint for the next session.
- Discussed sending out a survey to parents in order to make the next session topic-focused.

C. Board Structure 2026-2027

- Discussed possible # of board members for the upcoming election.

IV. Finance Committee

A. Finance Committee

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

B. Birdies Golf Tournament Update

Updates

- Committees have been formed
- Player recruitment: Matt and Cary
- Marketing and promotion: Ms. Gigi
- Sales and Sponsorship: working with parent who has volunteered to assist.
- Save the date and marketing rollout is in process.
- Food and beverage have been assigned to individuals.

V. Governance Committee

A. Info Only

Shauncey discussed current work on section 1 and 2 of the by-laws:

Section 1. Brighten Academy, Inc. (the Corporation) shall be governed by a Governing Board consisting of the
following officers: 1. President 2. Vice President 3. Secretary 4. Treasurer
The Governing Board shall also contain no more than seven additional members. The Governing Board shall
consist of members of the community, educators, business leaders, and parents of students attending Brighten
Academy. Board members will be selected based on the best qualified applicants who can most effectively
govern Brighten Academy. Brighten Academy's administration shall be present at all Governing Board meetings.
Throughout the tenure of the organization, these positions may be amended or added to carry forth
the mission of the Corporation.
Section 2. The roles of each of the officers are as follows:
President shall (a) supervise and direct the business affairs of the corporation, (b) when present, preside at all
meetings of the Governing Board, (c) may sign with the secretary or other officer of the corporation deeds,
mortgages, bonds, contracts, or other instruments which the Governing Board authorizes to be executed,
unless execution is delegated by the Governing Board to another officer or agent of the corporation, or is
required by law.to be otherwise signed or executed, (d) have authority to institute or defend legal
proceedings, (e) have the authority to call a meeting of the Governing Board to carry forth business of the
corporation, (f) assign temporary powers to other members of the Governing Board in furtherance of the
school's purpose, (g) shall act in an ex-officio capacity for a minimum of 6 months after the term expires or
the position is vacated to ensure transition of duties to the incoming President.
Vice President shall (a) assume all duties of the president in his/her absence, whether temporary or permanent,
(b) assist the president in planning meetings, (c) shall have the authority to call a meeting of the Governing Board
to carry forth business of the corporation, (e) shall perform other duties deemed necessary by the Governing

Board or the president, (f) may assume the role of president after the president's term has expired.
Secretary shall (a) keep and publish minutes of the proceedings of the Governing Board according to law, (b)
authenticate records of the corporation, (c) see that all notices are duly given in accordance with these by-laws,
(d) act as custodian of the corporate records and corporate seal, (e) keep a mailing address of all Board
members, which shall be furnished by the members yearly or as needed to remain current, (f) maintain a record
of the school's policies, (g) perform all other duties a's secretary as defined by the Governing Board.
Treasurer shall (a) have oversight of financial records and accounts for the corporation, (b) have charge and
custody of all funds and securities of the corporation, (c) receive and give receipts and deposit of monies in the
name of Brighten Academy in banks, trust companies, or other depositories as shall be selected by the
Governing Board by resolution, (d) shall act as Chief Financial Officer (CFO) in the event that the school is not
contracted with a CFO, (e) perform all of the duties incidental to the office of Treasurer as defined by the
Governing Board, (f) shall have the education and experience required by the Georgia State Board of
Education Rule.

VI. 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 11:15 PM.

Respectfully Submitted,
J. Smith