



# Brighten Academy

## Minutes

### Policy Committee Work Session

Policy Committee Work Session

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#### **Date and Time**

Monday October 6, 2025 at 6:00 PM

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#### **Committee Members Present**

J. Smith, M. Vitale, S. Battle

#### **Committee Members Absent**

*None*

#### **Guests Present**

C. Sparks, G. McGhee, S. Littles, T. Pugh

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### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

S. Battle called a meeting of the Policy/Governance Committee Committee of Brighten Academy to order on Monday Oct 6, 2025 at 6:12 PM.

#### **C. Approve Minutes**

Minutes were captured during 9/10/25 meeting

S. Battle made a motion to approve the minutes from Brighten Academy Charter School Governing Board Meeting on 09-22-25.

M. Vitale seconded the motion.

Minutes were previously approved from the 9/10/25 meeting.

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

## **II. Policy/Governance Committee**

### **A. Review policies**

10/6

#### **Booster club policy - TABLED**

Smith asked for Comprehensive list of clubs with boosters. Currently 4/of them, 2 have EINs

How do we roll out the new policy since booster are already in operation?

What do we have now that outlines how we interact with boosters?

If Pugh stopped the operation of a currently running booster, can there be legal ramifications? No, if the reasons are solid

Pugh: make them follow the process so we know who is operating in the school

#### **Personal Leave and Critical Days - Approved to be voted on**

Merges with F39.

5 days instead of 3

Aligns with state and district policies

Protects the school

Ga House Bill 127

Combination of the Wellness Days and Personal Days to total 5

Update to how many days in advance days can be requested

Gray area for us when it came to approving or denying leave

Chris has already looked at this revision

#### **Contract Release and Breach of Contract - Approved to be voted on**

Not Replacing F27

Take off contracts from F27 & let Contracts live on its own

F27-R1

#### **Policy Acknowledgement Form - Approved to be voted on**

F27-E1

#### **Acceptable Use & Personal Electronic Device - TABLE**

Builds E7 out

Is there a reason why we wouldn't notify the parent on violation 1? In line with Douglas County's policy to contact parent on the 2nd violation

Concern: if the 1st violation is documented in IC, shouldn't the parent be contacted?

Documented in communication log, not the behavior log

Revise the last paragraph on Level 2 offenses (H26)

Revise the next to last paragraph on level 1 offenses (H26)

Pugh to revise h26 and bring it back to the committee

### **Parent/Guardian Code of Conduct - Approved for vote**

Will go home with student for parents to sign

Goal is to make electronic at some point because tracking will become cumbersome

Brand new policy

Will be added to the I section

Suggested to go into effect with the '26-'27 school year

Integrated into the Parent Covenant in I1

The 20 hour rule has to come out. We're a public charter, and it is not allowed

Suggested to have R1 and E1

### **Progressive Discipline Policy for Staff - Approved for vote**

Language of corrective action plan has to be changed to professional development plan because it is more supportive & corrective action has a negative connotation

Live under F40 as an R1

No acknowledgement forms are needed since it will be embedded in the policy

Will still use the template from F40 to guide the professional development plan

### **B1-E1**

Pugh referenced the chart that helps to separate B1-E1 tasks

Strategic plan will be aligned to the format similar to Douglas County

## **B. Review B1E1**

### **B1-E1**

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### **III. Other Business**

#### **A. SOP**

To be discussed at next work session

#### **B. Public Comment**

No public comments made

### **IV. 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 7:02 PM.

Respectfully Submitted,  
S. Battle