APPROVED

Brighten Academy

Minutes

Policy Committee Work Session

Policy Committee Work Session

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

Committee Members Present
J. Smith, M. Vitale, S. Battle

Committee Members Absent
None

Ex Officio Members Present
T. Pugh

Guests Present
C. Sparks, G. McGhee, S. Littles

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 curr3ently 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

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

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

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